Central Connecticut Regional Planning Agency
Financial and Cash Balance Report
as of February 2014

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	0	91,501	-1	100.00%
Transportation Planning Grant	457,072	24,226	301,400	155,672	65.94%
Paratransit Admin./Contractor	1,825,000	133,955	1,202,302	622,698	65.88%
State Grant In Aid (SGIA)	125,000	0	62,500	62,500	50.00%
Paratransit System Advertising	500	0	5,099	-4,599	1019.80%
R5EPT	1,400	50	700	700	50.00%
CEDS-Municipality	20,000	0	20,000	0	100.00%
EDA Disaster Recovery	111,258	16,341	16,341	94,917	14.69%
FEMA Natural Hazard	8,733	0	0	8,733	0.00%
Pequabuck River Dam	82,250	0	0	82,250	0.00%
Pequabuck River Dam (3rd)	100,000	0	0	100,000	0.00%
CERT Administrative	8,000	0	4,000	4,000	50.00%
Sustainable Communities	75,000	0	15,397	59,603	20.53%
EDA - EDD	33,500	0	0	33,500	0.00%
RPI - GIS Mapping	74,670	0	0	74,670	0.00%
FMPP - Urban Oaks	70,533	0	43,348	27,185	61.46%
Litchfield Natural Hazard	20,000	0	0	20,000	0.00%
Miscellaneous Revenues	1,000	8,000	14,388	-13,388	1438.82%
Budgeted Revenues	3,105,416	182,572	1,776,976	1,328,440	

67% completed

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	803,544	58,725	476,805	326,739	59.34%
Retirement/Administration	27,757	1,169	11,733	16,024	42.27%
Health/Life & STD Insurance	118,540	7,788	63,576	54,964	53.63%
Directors & Officers/Liability/Bonding Ins.	7,810	0	5,521	2,289	70.69%
Accounting/Legal	17,500	0	10,500	7,000	60.00%
Paratransit Contractor	1,705,000	123,351	1,115,420	589,580	65.42%
Equipment Service Contracts/Maintenance	5,000	377	1,416	3,584	28.32%
Equipment/Software Purchases	21,002	0	14,626	6,376	69.64%
Rent	33,500	2,837	21,407	12,093	63.90%
Office Cleaning	6,600	0	2,070	4,530	31.36%
Telephone/Postage	5,000	364	4,410	590	88.20%
Office Upgrades	7,000	0	0	7,000	0.00%
Supplies	3,000	41	1,115	1,885	37.17%
Training/Workshops/Seminars/Conf.	18,000	0	15,134	2,866	84.08%
Travel in State/Meetings/Forums	15,200	88	8,823	6,377	58.05%
Dues/Subscriptions	15,010	203	8,628	6,382	57.48%
Publications	400	0	0	400	0.00%
Advertising	2,000	0	469	1,531	23.45%
Pequabuck River Dam	42,250	0	2,511	39,739	5.94%
Pequabuck River Dam	100,000	0	0	100,000	0.00%
RPI GIS Mapping	74,670	0	31,898	42,772	42.72%
FMPP Urban Oaks	68,033	0	42,561	25,472	62.56%
Miscellaneous Expenditures	8,600	689	3,474	5,126	40.40%
Budgeted Expenses	3,105,416	195,632	1,842,097	1,263,319	

Cash on Hand					
Checking Acct. Balance - BOA				111,744	
CT State Treas.Short-Term Investment Fund				4,168	
Money Market - BOA				88,294	
CD - Thomaston Savings Bank				101,461	
CD - Webster Savings Bank				49,838	
	Total Cash On Hand			355,505	
Accounts Receivable		50,112			
Accrued Liability - Staff accrual payout			111,916		

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director
DATE WRITTEN: February 25, 2014
FOR AGENDA: March 18, 2014

SUBJECT: Bylaws Amendment changing regular meeting days and time, officer election procedures, and standing committees

At your special meeting on February 18, 2014, you set your regular meeting day and time for noon on the third Tuesday of every month. Agency Board Bylaws Section IV.A states that:

> "... the Board shall meet at 7:30 P.M. on the first Thursday of every month except in July and August."

Agency Bylaws Section V.B states that:

> "B) SELECTION - Officers shall be chosen from duly appointed or elected representatives from different municipalities by vote of the Agency Board after nominations from the floor and from the EXCOM committee at the annual meeting. No individual can be elected to a given office for more than two consecutive terms. When three or more are nominated for any office, the final two nominees shall be selected by a plurality on the first ballot. The two nominees who receive the greatest number of votes shall be considered nominees for the office and a second vote will then be held."

Because the size of the Board has been reduced, this Section of the Bylaws should be simplified by only allowing nominations for officers from the floor.

Agency Bylaws Sections VI.A-C describe standing committees which are no longer in use. These sections of the bylaws should be deleted to eliminate confusion about how the Agency operates.

On that basis, it is my

RECOMMENDATION

that your Board

Approve the following amendments to the Agency Bylaws:

1. Section IV.A to read: "... the Board shall meet at noon on the third Tuesday of every month except in July and August."
2. Section V.B to read: "Selection - Officers shall be chosen from duly appointed or elected representatives from different municipalities by vote of the Agency Board after nominations from the floor."
3. Sections VI.A-C are deleted.

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Bristol, CT 06010-4993 Fax/TDD: (860) 589-6950 or (860) 224-9888

MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: Resolution 20140318 on the Agency's Title VI Program, Policies, and Procedures

CCRPA's Title VI program, policies, and procedures are periodically reviewed by ConnDOT to ensure compliance with federal law. Additionally, Environmental Justice (EJ) and Limited English Proficiency (LEP) laws are related to Title VI.

- **Title VI of the 1964 Civil Rights Act** prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. A violation occurs when federally-funded projects disproportionately benefit or negatively affect any specific group of people.
- **A 1994 Presidential Executive Order on EJ** directs every federal agency to identify and address the effects of all programs, policies, and activities on minority and low-income populations. Effective transportation planning depends on understanding and addressing the needs of all socioeconomic groups.
- **A 2000 Presidential Executive Order on LEP** directs every federal agency to provide meaningful access for large non-English speaking populations to services and programs that receive federal funding.

The Board's re-affirmation of CCRPA's Title VI program is required, as shown in the attachment "2014 Compliance Checklist," to continue receiving federal funds. Our responses to the checklist includes the Public Participation Plan, Language Assistance Plan, Funding and Demographic Maps, Complaint Procedure and Form, and Title VI Notice. CCRPA is committed to delivering projects that benefit residents and municipalities of the Central Connecticut region in a non-discriminatory manner.

On that basis, it is my
RECOMMENDATION
that your Board
Approve attached Resolution 20140318 to re-affirming the Agency's Title VI Program

Attachments: Resolution, 2014 Compliance Checklist, Public Participation Plan, Title VI Program (which includes Language Assistance Plan, Demographic Maps, Funding Maps, Complaint Procedure and Form), and Title VI Notice

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RESOLUTION No. 20140318

ENDORSEMENT OF TITLE VI, LEP, AND EJ PROGRAM

WHEREAS,
the **Central Connecticut Regional Planning Agency** is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age, or disability, and

WHEREAS,
the **Central Connecticut Regional Planning Agency**, as a recipient and sub-recipient of federal financial assistance will ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended, and related statutes and regulations (including Executive Order on Environmental Justice and Executive Order on Limited English Proficiency) in all programs and activities, and

WHEREAS,
the **Central Connecticut Regional Planning Agency** has prepared a Title VI Program in accordance with federal regulations and the Federal Transit Administration Circular 4702.1B,

Now, THEREFORE BE IT RESOLVED,
the **Central Connecticut Regional Planning Agency** continues to endorse the Title VI Program which has been updated for compliance with latest federal regulations and authorizes the **Central Connecticut Regional Planning Agency** Executive Director to provide any required assurances to State and federal agencies.

CERTIFICATE
The undersigned duly qualified and acting Secretary of the **Central Connecticut Regional Planning Agency** certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the **Central Connecticut Regional Planning Agency** on **March 18th, 2014**.

DATE: _____ BY: _____

March 18th, 2014 Ken Cockayne, Secretary

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MEMORANDUM

TO: Agency Board
FROM: Timothy Malone, Senior Planner & Economic Development Program Manager
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: GIS software purchase

CCRPA was awarded a $149,340 grant from the Office of Policy and Management (OPM) in November, 2012 to create digital parcel maps for Burlington, Plainville, and Plymouth. The grant also includes $4,800 to be used for the purchase of three licenses (one for each of the municipalities receiving digital parcels) of ESRI's ArcGIS for Desktop Basic software, which will be required to interact with the resulting data. CCRPA plans to purchase this software in the coming months. Due to the size of this purchase, Board approval is necessary

On that basis, it is my

RECOMMENDATION

that your Board:

Authorize the Executive Director to purchase a total of three licenses of ESRI ArcGIS for Desktop Basic, for a price not to exceed $4,800. The towns of Burlington, Plainville, and Plymouth will each receive one license. Future updates to the software will be the responsibility of each town.

ATTACHMENT(S):
CC:

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MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: Authorization to approve the MPO STIP/TIP Amendment for Burlington Trail Improvements on behalf of the Agency Board

Reconstruction of the Farmington River Trail in Burlington is a regional priority – the trail has deteriorated over the years due to invasive tree roots to the point where it is a safety hazard. This project spans nearly 2 miles and includes some ancillary safety improvements such as fencing.

ConnDOT is currently finalizing the estimate. The total cost is anticipated at $1,000,000 which will be funded at 80% federal and 20% local. Federal funding sources will utilize $470,502 of Transportation Alternatives Program (TAP) funding (which is all of CCRPA's 2-year TAP allocation) and up to $500,000 of STPU funds (which is allocated in CCRPA's STPU program). Burlington has the local match ready, which is a combination of State and municipal funds.

Once ConnDOT has finalized the estimate, a STIP/TIP amendment will be sent to CCRPA for approval. Advertising for the project, scheduled for April 2014, cannot commence without approval of the amendment. Any delays could move the project to the next federal fiscal year, which means the region could risk losing its 2014 federal funds and cause delays for other projects scheduled in 2015.

The Transportation Committee reviewed this project in the past and recommended approval. To ensure that this project remains on schedule and for the region to fully utilize its allocation of federal funds, the STIP/TIP amendment should be approved as soon as possible when it is received by CCRPA from ConnDOT. For that reason, you are being asked to authorize the Executive Director to approve the amendment prior to receiving the amendment.

On that basis, it is my
RECOMMENDATION
that your Board
Authorize the Executive Director to approve the MPO STIP/TIP Amendment for Burlington Trail Improvements described above.

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MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: Authorization to Publish the Draft MPO Transportation Improvement Program (TIP) 2015-2018 for Public Hearing

The Transportation Improvement Program (TIP) is both a process and document that is adopted every four years and amended frequently throughout the year. The TIP is an informative listing of all projects expected to receive federal funds. The TIP provides authorization for federal funding, but it does not represent a final schedule or guarantee of implementation.

The current TIP 2012-2015 is to be superseded by TIP 2015-2018. By July 2014, CCRPA must send its MPO TIP to ConnDOT for incorporation into the Statewide TIP (STIP).

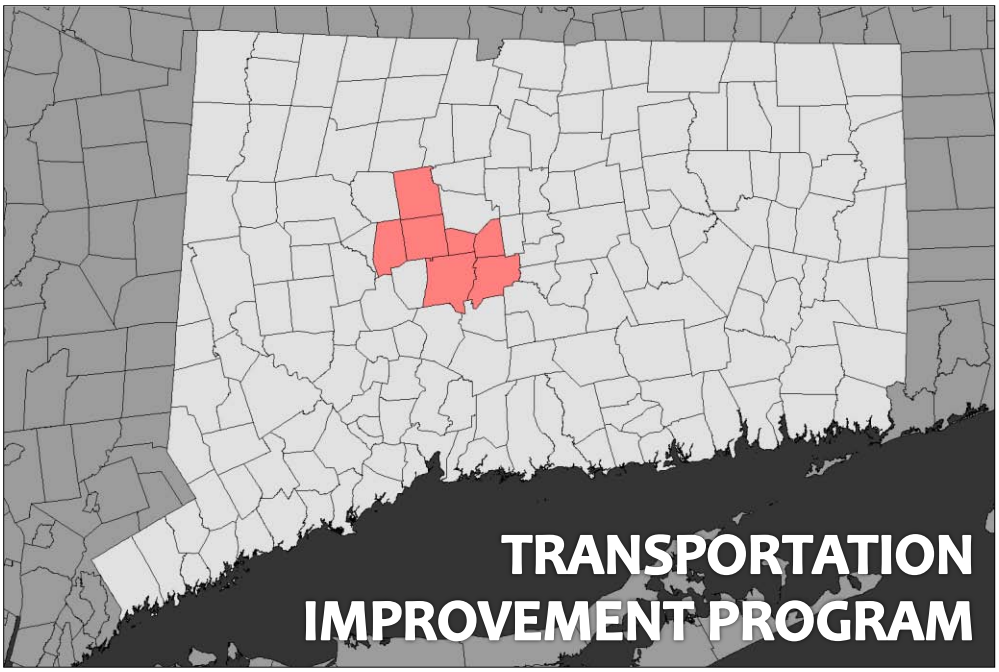
While reviewing the TIP 2015-2018, note that projects and funding for later years have not yet been determined. Therefore, the majority of project information currently available is for 2015.

A public hearing will be scheduled to receive comments on the TIP. This public hearing will coincide with that for CCRPA's UPWP.

The Transportation Committee will review the new TIP in the upcoming Transportation Committee meeting on March 27th. CCRPA must submit the new TIP to ConnDOT by June.

On that basis, it is my
RECOMMENDATION
that your Board
Authorize Publication of the attached Draft MPO TIP 2015-2018 for Public Hearing.

Attachment: Draft TIP 2015-2018



TRANSPORTATION IMPROVEMENT PROGRAM

for the central Connecticut region

fiscal years 2015 through 2018

Adopted DATE
Last amended DATE

Central Connecticut Regional Planning Agency
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Appendixes

Appendix A. MPO Endorsement of TIP (To be updated after adoption of 2015-2018 TIP. Currently showing 2012-2015 TIP Endorsement.)
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Appendix C. Air Quality Information and Determination
Appendix D. Public Participation Procedure and Comments (To be updated after adoption of 2015-2018 TIP. Currently showing information from 2012-2015.)
Appendix E. Abbrevations

INTRODUCTION

What is CCRPA?

The Central Connecticut Regional Planning Agency (CCRPA) is the federally-designated Metropolitan Planning Organization (MPO) for the Central Connecticut Region, which consists of the municipalities of Berlin, Bristol, Burlington, New Britain, Plainville, and Southington. For information on the history and governance structure of CCRPA, see its website at http://ccrpa.org.

Federal law requires urban areas, as defined by the United States Census Bureau, with populations greater than 50,000 to be part of a MPO. The member municipalities of CCRPA are part of the Hartford Urbanized Area. In addition to CCRPA, other MPOs that are part of the Hartford Urbanized Area include the Capitol Region Council of Governments, the Council of Governments of the Central Naugatuck Valley, the Lower Connecticut River Council of Governments, and the Northwest Hills Council of Governments.

MPOs are responsible for regional planning in areas of transportation, housing, environmental, economic development, natural disaster resiliency, et al. CCRPA also supports local municipalities through a variety of outreach and technical assistance. (More information on CCRPA's transportation activities are documented in its Unified Planning Work Program.) **While regional planning covers many topics, one of CCRPA's primary responsibilities is overseeing the Transportation Improvement Program (TIP).**

What is the TIP?

The Transportation Improvement Program (TIP) is a federally required document/process overseeing the allocation of federal funds for transportation projects. Regional TIPs are the responsibility of MPOs (such as CCRPA), and the Statewide TIP (STIP) is the responsibility of the Connecticut Department of Transportation (ConnDOT). The TIP is essentially a region-specific snapshot of the STIP.

The TIP lists all projects in the region that are to receive federal transportation funds. For each project, the TIP shows the anticipated schedule and cost by project phase (preliminary engineering, final design, right-of-way, and construction). The TIP also includes some projects that are not federally funded but regionally significant.

The TIP covers a four-year period on the federal fiscal calendar. The 2015 federal fiscal year starts October 1st, 2014 and ends September 31st, 2015. This TIP covers federal fiscal

years 2015, 2016, 2017, and 2018. The Agency's endorsement of this TIP is shown in Appendix A.

Although adopted every four years, the TIP is frequently updated through amendments and administrative actions when a project is delayed or advanced; new projects are added or old projects removed; existing projects changed in cost or scope; etc. Amendments (typically for adding new projects) must be approved by the Agency Board. Administrative actions (typically for cost estimate or scheduling revisions) do not require formal agency approval. **The TIP provides authorization for federal funding, but it does not represent a final schedule or guarantee of implementation.**

Project Selection and Relation to other Plans

TIP development is an ongoing process that is coordinated with ConnDOT, area transit operators, and municipalities; and it is developed in conformity with several federal requirements and transportation plans.

- **Long Range Transportation Plans (LRTP)** – Projects in the TIP are typically drawn from the State's LRTP and CCRPA's LRTP. The TIP (spanning 4 years) is essentially an incremental implementation of the LRTP (spanning 30 years). The LRTP identifies nine categories of transportation improvements, which are summarized in the next section, and projects in the TIP fall under one or more categories.
- **Eight Planning Factors** – Federal transportation law includes eight planning factors (that cover environmental, social, and economic issues) that guide states and MPOs in their planning. This TIP is derived from the LRTP which incorporates the eight planning factors.
- **Air Quality Conformity** – Compliance with the federal Clean Air Act Amendment (CAAA) is required for the STIP and TIP. ConnDOT models the emissions of the anticipated projects which must not increase levels of ozone, nitrogen oxides, hydrocarbons, volatile organic compounds, or carbon monoxide. Additional information and documentation is shown in Appendix B.
- **Other Studies** – Other studies and plans to support project prioritization include the Congestion Management Process (CMP), safety studies, freight studies, and various planning studies. While many of these studies are stand-alone plans, many are directly incorporated in the LRTP.

Fiscal Constraint

Public Projects listed in the TIP are fiscally constrained to expected availability of funds. First year projects must have verified funding sources, and other projects must have reasonably expected sources. All projects in the STIP and TIP have anticipated funding.

ConnDOT is responsible for fiscal constraint when creating the STIP – which also outlines the process. (Please see http://www.ct.gov/dot/cwp/view.asp?a=3529&q=447186 for more information.)

CCRPA is responsible for annually allocating $3.8 million in STPU funds and $3 million in LOTCIP funds (as of March 2014). **These numbers can be compared to the funding summary tables in the next section to verify fiscal constraint.** These allocations are assumed to be unchanged for following years, but future amounts have yet to be determined because funding availability frequently changes due to legislation at federal and state levels. As such, the amounts reported in this TIP are subject to change.

	STPU	LOTCIP
FFY 2015	$3,838,059	$3,124,000
FFY 2016	TBD	TBD
FFY 2017	TBD	TBD
FFY 2018	TBD	TBD

Assuming funding levels remain constant, CCRPA's 4-year STPU allocation is $15 million and 4-year LOTCIP allocation is $12 million.

In addition to annual allocations of STPU and LOTCIP funds, CCRPA applies for funding through discretionary/competitive federal and state programs such as CMAQ, TCSP, and LRARP. These amounts are awarded on a case-by-case basis.

Further detail on funding is shown in Appendix C.

Public Involvement

Public participation in the TIP process (as well as all of CCRPA's activities) is encouraged and guided by CCRPA's Public Participation Plan. Approval of the TIP is preceded by an advertised public comment period and concludes with a public hearing. The TIP is made available for public review on CCRPA's website and at several locations throughout the region. Notices provided and comments received for this TIP are shown in Appendix D. Individual transportation projects may also have separate, project-specific involvement processes.

Title VI, EJ, and LEP

CCRPA ensures that minorities and low-income people are involved in the transportation planning process and are not disproportionately affected by any impacts that can derive from transportation projects. Relevant federal mandates concerning Title VI, Environmental Justice (EJ), and Limited-English Proficiency (LEP) are summarized below:

Title VI of the 1964 Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.[1] A Title VI violation occurs when federally-funded projects disproportionately benefit or negatively affect any specific group of people.

A 1994 Presidential Executive Order on Environmental Justice (EJ) directs every federal agency to identify and address the effects of all programs, policies, and activities on minority and low-income populations. Effective transportation planning depends on understanding and addressing the needs of all socioeconomic groups.[2]

A 2000 Presidential Executive Order on Limited English Proficiency (LEP) directs every federal agency to provide meaningful access for large non-English speaking populations to services and programs that receive federal funding.[3]

Abbreviations

For reference, abbreviations and definitions are provided in Appendix E.

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[1] *United States Department of Justice Title VI Website. http://www.usdoj.gov/crt/cor/coord/titlevi.htm. Originally accessed 2013.*

[2] *United States Department of Transportation Environmental Justice Website. http://www.fhwa.dot.gov/environment/ej2000.htm. Originally accessed 2012.*

[3] *Limited English Proficiency Interagency Website. http://www.lep.gov/13166/e013166.html. Accessed 2012.*

THE TIP

The TIP includes all transportation projects intended to receive federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Non-federally funded projects (state and/or local funding only) may appear in the TIP, but they frequently will not. **The TIP represents authorization for federal funding, but it does not necessarily represent a final schedule or guarantee of implementation.**

For the numbers reported in this document and following tables, note that:

1. Most information is available for present and past years. New projects are often added and the availability/quantity of future funds frequently changes.
2. Numbers presented are the approved estimates for project costs, but the actual project costs may be lower or higher depending on what bids are received for the project. The actual project costs are not shown in this document.
3. Numbers may not add up due to rounding.

(Note: The following tables are produced based on ConnDOT's 2015-2018 Projects Listing as of November 2013. Since then, more than two dozen amendments and actions have taken place. The numbers reported in this document are not necessarily the most up to date. The most accurate information can be found in CCRPA's 2012-2015 TIP.)

The following tables are provided:

- Table 1A, 1B, and 1C provide details on projects that are specific to the region.
- Table 2 (information only) provides details on projects that are specific to the region, but these projects are not federally required for the TIP.
- Table 3 (information only) provides details on bridge projects that are statewide and specific to the region.
- Table 4 (information only) provides details on safety projects that are statewide and specific to the region.
- Table 5 (information only) provides details on transit operating funds that are specific to the region.
- Table 6A and 6B provide details on projects that are statewide or multi-regional.

The LRTP identifies 9 categories of improvements. To demonstrate the relationship between the LRTP and TIP, every project in the Central Connecticut region is identified with one or more categories from the LRTP. The 9 categories are: (Include upon completion of LRTP update.)

Table 1A: Central Connecticut Region Projects by Funding Source

These projects are specific to the region and selected for funding either through ConnDOT or CCRPA.

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)				LRTP Cate-gory
						Total	Fed-eral	State	Lo-cal	
NHPP-BRX										
0088-0186	Curtis St	New Britain	Rehab Bridge 02917 over Route 72	CON	2016	6,000	4,800	1,200	0	TBD
0088-0186	Curtis St	New Britain	Rehab Bridge 02917 over Route 72	ROW	2015	50	40	10	0	TBD
0088-0186	Curtis St	New Britain	Rehab Bridge 02917 over Route 72	FD	2015	400	320	80	0	TBD
0131-0190	CT 10	Southington	Remove Bridge 00518, reconstruct CT 10/322 intersection	CN	2015	9,200	7,360	1,840	0	TBD
Safe Routes to School – Infrastructure (component of Transportation Alternatives under MAP-21)										
0131-0201	Various	Southington	Pedestrian Improvements, Vicinity Depaolo Middle School	CON	2015	498	498	0	0	TBD
Section 129 Funds										
0110-0132	Fall Mt Water Rds	Plymouth	Reconstruct a 780 foot section	CON	2015	420	420	0	0	TBD
Surface Transportation Program - Urban (Hartford)										
0007-0185	Farmington Ave	Berlin	Replace Bridge 4474 over Mattabesset River	CON	2015	3,156	2,525	316	316	TBD
0088-0185	Hart St	New Britain	Reconstruction of Hart St	CON	2015	3,183	2,546	318	318	TBD
0110-TMP1	Route 6	Plymouth	Intersection Improvements on Route 6	CON	2015	TBD	TBD	TBD	TBD	TBD
TBD	CT 72/229	Bristol	Dam Removal	TBD	TBD	TBD	TBD	TBD	TBD	TBD
0017-0171	CT 72, Mem. Blvd	Bristol	Major Intersection Improvement	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Table 1B: Summary of Total Funding by Municipality for Central CT Projects

	2015 Estimates ($000)				2016 Estimates ($000)				2017 Estimates ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
Berlin	3,156	2,525	316	316								
Bristol												
Burlington												
New Britain	3,633	2,906	408	318	6,000	4,800	1,200	0				
Plainville												
Plymouth	420	420	0	0								
Southington	9698	7858	1840	0								
Yearly Total	16,907	13,709	2564	634	6,000	4,800	1,200	0	0	0	0	0

	2018 Estimates ($000)				FYI Estimates ($000)				Municipal Total Over All Years ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
Berlin									3,156	2,525	316	316
Bristol									0	0	0	0
Burlington									0	0	0	0
New Britain									9,633	7,706	1,608	318
Plainville									0	0	0	0
Plymouth									420	420	0	0
Southington									9,698	7,858	1,840	0
Yearly Total	0	0	0	0	0	0	0	0	22907	18509	3764	634

Table 1C: Summary of Total Funding by Source for Central CT Projects

	2015 Estimates ($000)				2016 Estimates ($000)				2017 Estimates ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
NHPP-BRX	9,650	7,720	1,930	0	6,000	4,800	1,200	0				
Safe Routes to School	498	498	0	0								
Section 129	420	420	0	0								
STP-Urban	6,339	5,071	634	634								
Yearly Total	**16,907**	**13,709**	**2,564**	**634**	**6,000**	**4,800**	**1,200**	**0**	**0**	**0**	**0**	**0**

	2018 Estimates ($000)				FYI Estimates ($000)				Program Total Over All Years ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
NHPP-BRX									15,650	12,520	3,130	0
Safe Routes to School									498	498	0	0
Section 129									420	420	0	0
STP-Urban									6,339	5,071	634	634
Yearly Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,907**	**18,509**	**3,764**	**634**

Table 2: Central Connecticut Region Projects – LOTCIP

These projects funded under the State's Local Transportation Capital Improvement Program (LOTCIP) are not federally required to be shown in the STIP/TIP, but they are presented here to document the region's priorities. These funds are not tabulated in Table 1B or Table 1C.

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)			
						Total	Federal	State	Local
Local Transportation Capital Improvement Program									
TBD	Traffic Signals	Bristol	Signal Upgrades with Vehicle Detection Cameras	TBD	TBD	TBD	TBD	TBD	TBD
TBD	Allen Street	New Britain	Reconstruction of Allen Street	TBD	TBD	TBD	TBD	TBD	TBD
TBD	Cooke Street	Plainville	Reconstruction of Cooke Street	TBD	TBD	TBD	TBD	TBD	TBD
TBD	Bemis Street	Plymouth	Reconstruction of Bemis Street	TBD	TBD	TBD	TBD	TBD	TBD
TBD	Route 10	Southington	Intersection Improvements, Pedestrian Enhancements	TBD	TBD	TBD	TBD	TBD	TBD

Table 3: Bridge Projects

The following table is a selection from ConnDOT's latest Bridge Program Report (January 2014) showing ongoing bridge projects in the Central Connecticut region for the year 2015 and beyond. A variety of programs fund these projects. More information on repair type codes is available in ConnDOT's Local Bridge Program Manual. (http://www.ct.gov/dot/lib/dot/FY_2013_Local_Bridge_Program_Manual.pdf) These project and their costs are not included in other tables.

Municipality	Bridge No.	Route	Features	Project No.	Advert. Date	Const. Cost w/ Incidentals	Repair Type	Program
Berlin	4474	Town Road	Sebethe River	0007-0185	8/12/2015	$3,156,000	A	STPH
New Britain	2917	72	Route 72	0088-0186	12/2/2015	$6,000,000	C,G	NHPP
New Britain	3313	I-84	I-84EB,Rte 72,372,B&M RR	TBD	TBD	scoping	D,G	List 27
New Britain	3322	I-84	I-84 and I-84 Ramp 181	TBD	TBD	scoping	D,G,N	List 27
New Britain	3912	71	Herald SQ, Columbus BLVD, RR	TBD	TBD	scoping	D,G	List 27
New Britain	3912	71	Herald SQ, Columbus BLVD, RR	TBD	TBD	scoping	scoping	
Plainville	3311	I-84	RT 72 NB, RR & RT 372	TBD	TBD	scoping	Q	List 27
Plainville	3312	I-84	Route 72,Quinn RV,B&M,RT	TBD	TBD	scoping	Q	List 27
Southington	516	322	RTE. 322 OVER I-84	Maintenance			F	
Southington	518	10	Route 322	0131-0190	1/7/2015	$9,200,000	scoping	NHPP

Table 4: Safety Projects

The following table is a selection from ConnDOT's Safety Program Report (January 2014) showing ongoing safety projects in the Central Connecticut region for the year 2015 and beyond. A variety of programs fund these projects – such as the Safety Improvement Program Highway (SIPH or HSIP), Safety Improvement Program Rural (SIPR), and National Highway Traffic Safety (NHTS). The federal Highway Safety Improvement Program typically provides 100% of the funding, but some projects require a state or local share. These project and their costs are not included in other tables.

Project No.	Route	Town	Description	Phase	Program	Total Cost
17-182	US 6	Bristol	Widening, Carol Drive to Peggy Lane	CN	2015 SIPH	$12,600,000
17-183	CT 69	Bristol	Widening, Maple Ave & Peacedale St	CN	2016 SIPH	$2,100,000
171-372	Various	District 1	Accessible Ped Signals (APS) @ 50 traffic signals (phase 3)	CN	2015 SIPH	$2,500,000
171-378	Various	District 1	SLOSSS Traffic Signals (100% SIPH)	CN	2015 SIPH	$1,150,000
171-382	Various	District 1	Accessible Ped Signals (APS) @ 50 traffic signals (phase 2)	CN	2015 SIPH	$2,500,000
174-377	Various	District 4	SLOSSS Traffic Signals (100% SIPH)	RW	2015 SIPH	$100,000
174-377	Various	District 4	SLOSSS Traffic Signals (100% SIPH)	CN	2015 SIPH	$1,150,000
170-3167	FARS	Statewide	NHTSA - Fatality Accident Reporting System	PL	2015 NHTS	$140,000
170-3167	FARS	Statewide	NHTSA - Fatality Accident Reporting System	PL	2016 NHTS	$140,000
170-3254	Various	Statewide	Warning Signs with Flashers, review and upgrade	CN	2015 SIPH	$1,850,000
170-3260	Various	Statewide	Rumble Strips - Expressways/Centerlines (CN FY 15)	PE	2015 SIPH	$15,000
170-3260	Various	Statewide	Rumble Strips - Expressways/Centerlines (CN FY 15)	CN	2015 SIPH	$575,000

Table 5: Section 5307O - Transit Operating Funds

These project and their costs are not included in other tables.

Project No.	Town	Description	Year	Estimated Cost ($000)			
				Total	Federal	State	Local
2015							
0450-XXXX	Bristol	Bristol Commuter - FY 2015	2015	217	0	217	0
0442-XXXX	Bristol	Bristol Local - FY 2015	2015	298	0	298	0
0170-XXXX	Statewide	Municipal Grant Program - FY 2015	2015	5,000	0	5,000	0
0017-0180	CCRPA	New Britain - ADA Operating	2015	1,429	0	1,429	0
0441-XXXX	New Britain	New Britain - Fixed Route - FY 2015	2015	1,980	0	1,980	0
0444-XXXX	Southington/Cheshire	Southington Commuter - FY 2015	2015	86	0	86	0
2016							
0450-XXXX	Bristol	Bristol Commuter - FY 2016	2016	225	0	225	0
0442-XXXX	Bristol	Bristol Local - FY 2016	2016	308	0	308	0
0170-XXXX	Statewide	Municipal Grant Program - FY 2016	2016	5,000	0	5,000	0
0017-0180	CCRPA	New Britain - ADA Operating	2016	1,479	0	1,479	0
0441-XXXX	New Britain	New Britain - Fixed Route - FY 2016	2016	2,049	0	2,049	0
0444-XXXX	Southington/Cheshire	Southington Commuter - FY 2016	2016	89	0	89	0
2017							
0450-XXXX	Bristol	Bristol Commuter - FY 2017	2017	233	0	233	0
0442-XXXX	Bristol	Bristol Local - FY 2017	2017	319	0	319	0
0170-XXXX	Statewide	Municipal Grant Program - FY 2017	2017	5,000	0	5,000	0
0017-0180	CCRPA	New Britain - ADA Operating	2017	1,531	0	1,531	0
0441-XXXX	New Britain	New Britain - Fixed Route - FY 2017	2017	2,121	0	2,121	0
0444-XXXX	Southington/Cheshire	Southington Commuter - FY 2017	2017	92	0	92	0
2018							
0450-XXXX	Bristol	Bristol Commuter - FY 2018	2018	241	0	241	0
0442-XXXX	Bristol	Bristol Local - FY 2018	2018	330	0	330	0
0170-XXXX	Statewide	Municipal Grant Program - FY 2018	2018	5,000	0	5,000	0
0017-0180	CCRPA	New Britain - ADA Operating	2018	1,584	0	1,584	0
0441-XXXX	New Britain	New Britain - Fixed Route - FY 2018	2018	2,195	0	2,195	0
0444-XXXX	Southington/Cheshire	Southington Commuter - FY 2018	2018	95	0	95	0

Table 6A: Multi-Regional and Statewide Projects

These are multi-regional or statewide projects selected for funding through ConnDOT.

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)			
						Total	Federal	State	Local
CMAQ									
0170-3118	Various	Statewide	FY15: CT Clean Fuels (NY-NJ-CT)	OTH	2015	1,156	925	0	231
0170-3119	Various	Statewide	FY15: CT Clean Fuels (Greater CT)	OTH	2015	1,156	925	0	231
0170-3120	Various	Statewide	FY15: Statewide Trans Demand Mgmnt (NY-NJ-CT)	OTH	2015	3,177	2,542	635	0
0170-3121	Various	Statewide	FY15: Statewide Trans Demand Mgmnt (Greater CT)	OTH	2015	1,994	1,595	399	0
0170-3122	Various	Statewide	FY15: Telecommuting Partnership (NY-NJ-CT)	OTH	2015	440	352	88	0
0170-3123	Various	Statewide	FY15: Telecommuting Partnership (Greater CT)	OTH	2015	276	221	55	0
0170-3124	Various	Statewide	FY15: Statewide Marketing (NY-NJ-CT)	OTH	2015	733	586	147	0
0170-3125	Various	Statewide	FY15: Statewide Marketing (Greater CT)	OTH	2015	460	368	92	0
0170-3126	Various	Statewide	FY15: Advanced Tech Buses (Greater CT)	OTH	2015	4,150	3,320	830	0
0171-0375	Various	District 1	Replace VMS: I-91, 84, 384, CT2, 5, 15, 20	PD	2015	137	137	0	0
0171-0375	Various	District 1	Replace VMS: I-91, 84, 384, CT2, 5, 15, 20	CN	2015	6,500	6,500	0	0
NHPP									
0170-3226	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	2015	1,500	1,200	300	0
0170-3258	NHS	Statewide	NHS Pavement Management Analysis	PL	2015	420	336	84	0
0171-0304	I-84	District 1	Update Signing vic. Ex.30 to Ex.52	CN	2015	5,896	5,896	0	0
0170-3258	NHS	Statewide	NHS Pavement Management Analysis	PL	2016	560	448	112	0
170S-Snhs	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	2016	1,500	1,200	300	0
170S-Snhs	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	2016	0	0	0	0
170S-Snon	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	2016	375	300	75	0
170S-Snon	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	2016	0	0	0	0
170S-Snhs	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	2017	1,500	1,200	300	0
170S-Snon	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	2017	375	300	75	0
170S-Snhs	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	2018	1,500	1,200	300	0
170S-Snon	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	2018	375	300	75	0
170S-Snhs	Various	Statewide	CE Sign Support Insp - NHS Roads	OTH	FYI	1,500	1,200	300	0
170S-Snon	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	FYI	375	300	75	0
NHPP-BRX									
0170-3222	Various	Statewide	SF Bridge Insp - NHS Roads	OTH	2015	4,725	3,780	945	0

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)			
						Total	Federal	State	Local
0170-3224	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	2015	8,400	6,720	1,680	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	2015	1,000	800	200	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	2015	0	0	0	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	2015	300	240	60	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	2015	0	0	0	0
170C-Enhs	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	2016	8,000	6,400	1,600	0
170C-Enhs	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	2016	0	0	0	0
170C-Enon	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	2016	2,000	1,600	400	0
170C-Enon	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	2016	0	0	0	0
170S-Fnhs	Various	Statewide	SF Bridge Insp - On/Off System - NHS Roads	OTH	2016	5,000	4,000	1,000	0
170S-Fnhs	Various	Statewide	SF Bridge Insp - On/Off System - NHS Roads	OTH	2016	0	0	0	0
170S-Fnon	Various	Statewide	SF Bridge Insp - On/Off System - Non-NHS Roads	OTH	2016	500	400	100	0
170S-Fnon	Various	Statewide	SF Bridge Insp - On/Off System - Non-NHS Roads	OTH	2016	0	0	0	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	2016	1,000	800	200	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	2016	300	240	60	0
170C-Enhs	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	2017	8,000	6,400	1,600	0
170C-Enon	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	2017	2,000	1,600	400	0
170S-Fnhs	Various	Statewide	SF Bridge Insp - On/Off System - NHS Roads	OTH	2017	5,000	4,000	1,000	0
170S-Fnon	Various	Statewide	SF Bridge Insp - On/Off System - Non-NHS Roads	OTH	2017	500	400	100	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	2017	1,000	800	250	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	2017	300	240	60	0
170C-Enhs	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	2018	8,000	6,400	1,600	0
170C-Enon	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	2018	2,000	1,600	400	0
170S-Fnhs	Various	Statewide	SF Bridge Insp - On/Off System - NHS Roads	OTH	2018	5,000	4,000	1,000	0
170S-Fnon	Various	Statewide	SF Bridge Insp - On/Off System - Non-NHS Roads	OTH	2018	500	400	100	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	2018	1,000	800	250	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	2018	300	240	60	0
170C-Enhs	Various	Statewide	CE Bridge Insp - NHS Roads	OTH	FYI	8,000	6,400	1,600	0
170C-Enon	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	FYI	2,000	1,600	400	0
170S-Fnhs	Various	Statewide	SF Bridge Insp - On/Off System - NHS Roads	OTH	FYI	5,000	4,000	1,000	0
170S-Fnon	Various	Statewide	SF Bridge Insp - On/Off System - Non-NHS Roads	OTH	FYI	500	400	100	0
170U-Wnhs	Various	Statewide	CE Bridge Insp - Uwater - NHS Roads	OTH	FYI	1,000	800	250	0
170U-Wnon	Various	Statewide	CE Bridge Insp - Uwater - Non-NHS Roads	OTH	FYI	300	240	60	0

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)			
						Total	Federal	State	Local
STPA									
0170-3227	Various	Statewide	CE Sign Support Insp - Non-NHS Roads	OTH	2015	60	48	12	0
0170-3228	Various	Statewide	CE Mast Arm Insp - Statewide	OTH	2015	281	225	56	0
0170-3259	Non-NHS	Statewide	Non-NHS Pavement Management Analysis	PL	2015	513	411	103	0
0171-0376	Various	District 1	Install OSTA Traffic Signals	CN	2015	1,150	920	180	50
0171-0377	Various	District 1	Traffic Signal Installation & Revisions	CN	2015	2,400	2,400	0	0
0174-0375	Various	District 4	Install OSTA Traffic Signals	CN	2015	1,150	920	180	50
0174-0376	Various	District 4	Traffic Signal Installation & Revisions	CN	2015	2,400	2,400	0	0
0170-3259	Non-NHS	Statewide	Non-NHS Pavement Management Analysis	PL	2016	727	582	145	0
STPA-BRX									
0170-3223	Various	Statewide	SF Bridge Insp - Non-NHS Roads	OTH	2015	400	320	80	0
0170-3225	Various	Statewide	CE Bridge Insp - Non-NHS Roads	OTH	2015	1,400	1,120	280	0
STPT									
0170-3178	STPT Prog	Statewide	STPT Fed Eligible PE Activities, for CLE	PE	2015	832	832	0	0
FTA Section 5339									
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2015	6,700	5,360	1,340	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2016	6,700	5,360	1,340	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2017	6,700	5,360	1,340	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2018	6,700	5,360	1,340	0
FTA Section 5307C									
0170-TXXX	Various	Statewide	Transit Capital Planning	OTH	2015	400	320	80	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Admin CAPT/SCV Replacement	OTH	2015	1,000	800	200	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2015	36,000	28,800	7,200	0
0170-TXXX	Various	Statewide	Transit Capital Planning	OTH	2016	400	320	80	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Admin CAPT/SCV Replacement	OTH	2016	800	640	160	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2016	45,000	36,000	9,000	0
0170-TXXX	Various	Statewide	Transit Capital Planning	OTH	2017	400	320	80	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Admin CAPT/SCV Replacement	OTH	2017	1,500	1,200	300	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Bus Replacements	ACQ	2017	30,000	24,000	6,000	0
0170-TXXX	Various	Statewide	Transit Capital Planning	OTH	2018	450	360	90	0
0400-XXXX	CTTransit	Various	CTTransit Systemwide Admin CAPT/SCV Replacement	OTH	2018	800	640	160	0
FTA Section 5307P									

Project No.	Route/ System	Town	Project Description	Phase	Year	Estimated Cost ($000)			
						Total	Federal	State	Local
0170-T708	Various	Statewide	Transit Capital Planning	OTH	2015	500	400	100	0
FTA Section 5309P									
0171-0305	Busway	New Britain/Hartford	Funding for the New Britain - Hartford Busway - New Starts - FFY 2015	ALL	2015	58,716	46,973	11,743	0
FTA Section 5309Q									
0171-0305	Busway	New Britain/Hartford	Funding for the New Britain - Hartford Busway - New Starts - FFY 2013	ALL	2015	58,716	46,973	11,743	0
0171-0305	Busway	New Britain/Hartford	Funding for the New Britain - Hartford Busway - New Starts - FFY 2014	ALL	2015	58,716	46,973	11,743	0
FTA Section 5310E									
0170-XXXX	Various Bus	Hartford Urbanized Area	Enhanced Mobility of Seniors and Individuals with Disabilities - Hartford	OTH	2015	1,227	981	0	245
0170-XXXX	Various Bus	Hartford Urbanized Area	Enhanced Mobility of Seniors and Individuals with Disabilities - Hartford	OTH	2016	1,263	1,011	0	253
0170-XXXX	Various Bus	Hartford Urbanized Area	Enhanced Mobility of Seniors and Individuals with Disabilities - Hartford	OTH	2017	1,301	1,041	0	260
0170-XXXX	Various Bus	Hartford Urbanized Area	Enhanced Mobility of Seniors and Individuals with Disabilities - Hartford	OTH	2018	1,340	1,072	0	268
FTA Section 5316H									
0170-T798	Various Bus	Hartford Urbanized Area	Job Access and Reverse Commute - Hartford	OTH	2015	979	489	0	489
0170-T798	Various Bus	Hartford Urbanized Area	Job Access and Reverse Commute - Hartford	OTH	2016	1,028	514	0	514
FTA Section 5317J									
0170-TNF1	Various Bus	Hartford Urbanized Area	New Freedom - Hartford	OTH	2015	737	369	0	369
0170-TNF1	Various Bus	Hartford Urbanized Area	New Freedom - Hartford	OTH	2016	774	387	0	387

Table 6B: Summary of Funding by Source for Multi-Regional or Statewide Projects

	2015 Estimates ($000)				2016 Estimates ($000)				2017 Estimates ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
CMAQ	20,179	17,471	2,246	462								
NHPP	7,816	7,432	384	0	2,435	1,948	487	0	1,875	1,500	375	0
NHPP-BRX	14,425	11,540	2,885	0	16,800	13,440	3,360	0	16,800	13,440	3,360	0
STPA	7,955	7,324	531	100	727	582	145	0				
STPA-BRX	1,800	1,440	360	0								
STPT	832	832	0	0								
FTA 5339	6,700	5,360	1,340	0	6,700	5,360	1,340	0	6,700	5,360	1,340	0
FTA 5307C	37,400	29,920	7,480	0	46,200	36,960	9,240	0	31,900	25,520	6,380	0
FTA 5307P	500	400	100	0								
FTA 5309P	58,716	46,973	11,743	0								
FTA 5309Q	117,432	93,946	23,486	0								
FTA 5310E	1,227	981	0	245	1,263	1,011	0	253	1,301	1,041	0	260
FTA 5316H	979	489	0	489	1,028	514	0	514				
FTA 5317J	737	369	0	369	774	387	0	387				
Total	276,697	224,476	50,556	1,665	75,928	60,202	14,572	1,154	58,576	46,861	11,455	260

	2018 Estimates ($000)				FYI Estimates ($000)				Program Total Over All Years ($000)			
	Total	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**	**Total**	**Fed.**	**State**	**Local**
CMAQ									20,179	17,471	2,246	462
NHPP	1,875	1,500	375	0	1,875	1,500	375	0	15,876	13,880	1,996	0
NHPP-BRX	16,800	13,440	3,360	0	16,800	13,440	3,360	0	81,625	65,300	16,325	0
STPA									8,682	7,905	676	100
STPA-BRX									1,800	1,440	360	0
STPT									832	832	0	0
FTA 5339	6,700	5,360	1,340	0	6,700	5,360	1,340	0	33,500	26,800	6,700	0
FTA 5307C	1,250	1,000	250	0					116,750	93,400	23,350	0
FTA 5307P									500	400	100	0
FTA 5309P									58,716	46,973	11,743	0
FTA 5309Q									117,432	93,946	23,486	0
FTA 5310E	1,340	1,072	0	268					5,132	4,106	0	1,026
FTA 5316H									2,007	1,003	0	1,003
FTA 5317J									1,512	756	0	756
Total	27,965	22,372	5,325	268	25,375	20,300	5,075	0	126,361	104,556	21,243	562

APPENDIX A. MPO ENDORSEMENT OF TIP (To be updated after adoption of 2015-2018 TIP. Currently showing 2012-2015 TIP Endorsement.)

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington
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RESOLUTION No. 20120202B

ENDORSEMENT OF THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR FISCAL YEARS 2012-2015

WHEREAS,
the **Central Connecticut Regional Planning Agency** acting as the Metropolitan Planning Organization is authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users (SAFETEA-LU) and related U.S. Department of Transportation regulations to prepare and endorse a Transportation Improvement Program for the Central Connecticut Region; and,

WHEREAS,
the **Central Connecticut Regional Planning Agency** prepared the FFY 2012-2015 Transportation Improvement Program in cooperation with the Connecticut Department of Transportation in accordance with the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A legacy of Users (SAFETEA-LU); and,

WHEREAS,
the FFY 2012—2015 Transportation Improvement Program describes all projects which are programmed to receive federal transportation assistance over the next four fiscal years and is financially constrained; and,

WHEREAS,
the public notification and review of the draft FFY 2012-2015 Transportation Improvement Program followed the procedures set forth in the MPO's Statement of Public Involvement Process for Transportation Planning, a public hearing was held on January 11, 2012, at which the public was invited to comment on the draft FFY 2012-2015 Transportation Improvement Program; and,

WHEREAS,
that by agreement between the State and the Metropolitan Planning Organization, the public involvement activities carried out in the metropolitan area in response to federal metropolitan planning requirements satisfy the requirements of the Statewide Transportation Improvement Program (STIP) public involvement; and,

Now, THEREFORED BE IT RESOLVED, by the **Central Connecticut Regional Planning Agency** hereby endorses the FFY 2012-2015 Transportation Improvement Program for the Central Connecticut Region.

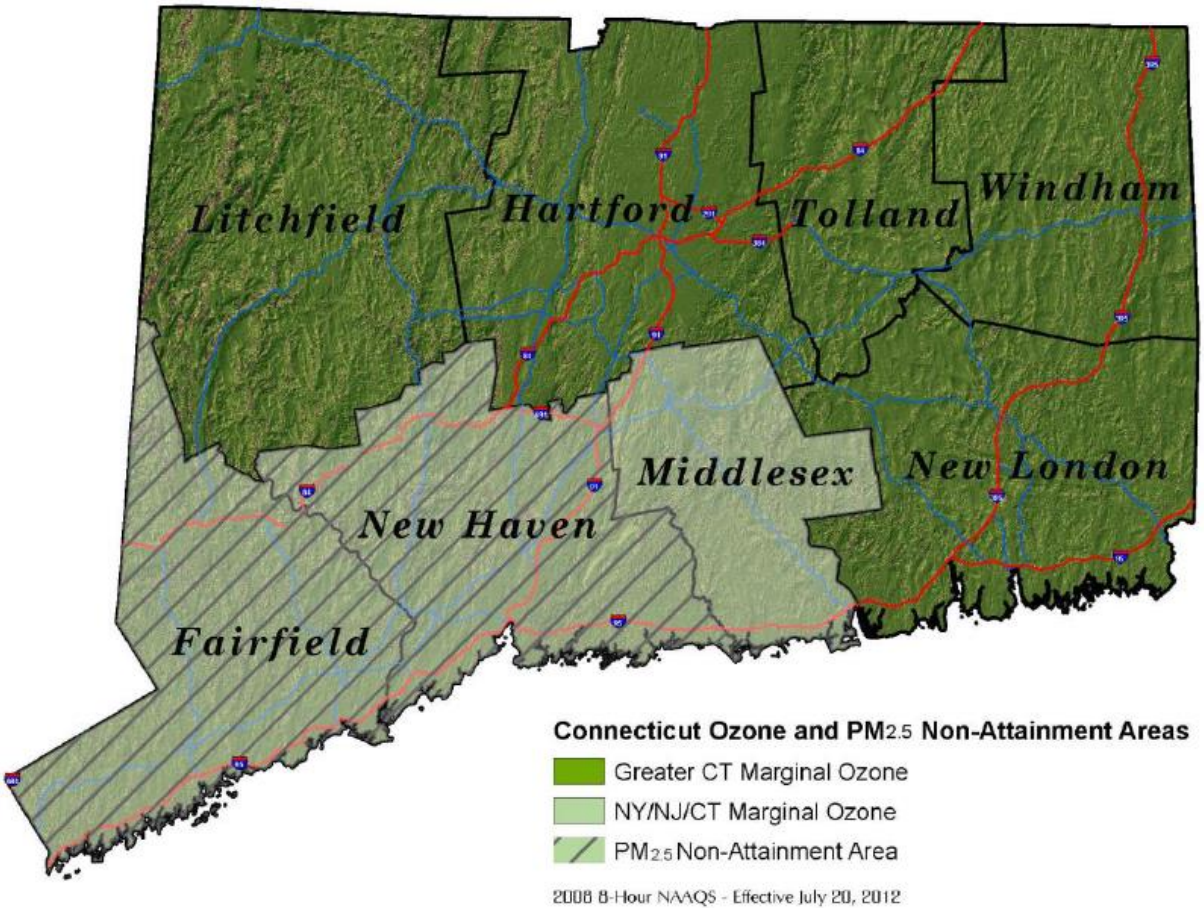
CERTIFICATE
The undersigned duly qualified and acting Secretary of the **Central Connecticut Regional Planning Agency** certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the **Central Connecticut Regional Planning Agency** on **February 2, 2012**.

DATE: 2-2-12 BY: Donald A. Naples, Secretary

APPENDIX C. AIR QUALITY CONFORMITY INFORMATION AND DETERMINATION

The Clean Air Act of 1970 (CAA) as amended requires that CCRPA's TIP conform to the *State Implementation Plan* (SIP) for air quality. Under this legislation, the TIP should not violate *National Ambient Air Quality Standards* (NAAQS) or increase the frequency or severity of existing violations. Any new projects of regional significance must be modeled for vehicle emissions to test for conformity with criteria established by the U.S. Environmental Protection Agency (EPA).

In 2013, the EPA released it latest air quality conformity guidance. ConnDOT performed the air quality conformity analysis for the State as a whole and for each planning region's TIP and LRTP. The Central Connecticut region is located within the Greater Connecticut Marginal Ozone Non-Attainment Areas. (See map below.)



The figure above comes from ConnDOT's full report (which includes further details and methodology) which is available online at: http://www.ct.gov/dot/cwp/view.asp?a=3529&q=447490

The analysis in ConnDOT's report determines that CCRPA's TIP and LRTP meet conformity requirements of the Federal CAA and the State SIP.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington
225 North Main Street, Suite 304, Bristol, CT 06010-4993 - tel/fax: 860-589-7820 - http://ccrpa.org

RESOLUTION No. 20131107B

OZONE AIR QUALITY CONFORMITY WITH THE CLEAN AIR ACT

WHEREAS,

the **Central Connecticut Regional Planning Agency** is required to submit an Air Quality Conformity Statement to the US Federal Highway Administration (FHWA) and to the US Environmental Protection Agency (EPA) in accordance with the final conformity rule promulgated by EPA (40 CFR 51 and 93) when adopting an annual Transportation Improvement Program or when effecting a significant revision of the Regions Transportation Plan; and

WHEREAS,

Title 42, Section 7506 (3) (A) states that conformity of transportation plans and programs will be demonstrated if:

1. the plans and programs are consistent with recent estimates of mobile source emissions;
2. the plans and programs provide for the expeditious implementation of certain transportation control measures;
3. the plans and programs contribute to annual emissions reductions consistent with the Clean Air Act of 1977, as amended; and

WHEREAS,

it is the opinion of the **Central Connecticut Regional Planning Agency** that the plans and programs approved today, **November 7th, 2013** and submitted to FHWA and EPA conform to the requirements of Title 42, Section 7506 (3) (A) as interpreted by EPA (40 CFR 51 and 93); and

WHEREAS,

The State of Connecticut has elected to assess conformity in the and the Greater Connecticut Ozone Marginal Nonattainment area (Litchfield, Hartford, Tolland, New London and Windham Counties) and the Connecticut Department of Transportation has jointly assessed the impact of all transportation plans and programs in these Nonattainment areas (Ozone Air Quality Conformity Report **August 2013**); and

WHEREAS,

The Connecticut Department of Transportation's assessment (above) has found that plans and programs jointly meet mobile source emission's guidelines advanced by EPA pursuant to Section 7506 (3) (A).

Now, THEREFORE BE IT RESOLVED by the **Central Connecticut Regional Planning Agency**

That the **Central Connecticut Regional Planning Agency** finds that the 2011 **Long Range Transportation Plan** and the FFY 2012-2015 **Transportation Improvement Program** and all Amendments conform to air quality requirements of the U.S. Environmental Protection Administration (40 CFR 51 and 93), related U.S. Department if Transportation guidelines (23 CFR 450) and with Title 42, Section 7506 (3) (A) and hereby approves the existing **August 2013** Ozone Air Quality Conformity Determination contingent upon no major adverse comments being received during the public comment period.

CERTIFICATE

The undersigned duly qualified and acting Secretary of the **Central Connecticut Regional Planning Agency** certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the **Central Connecticut Regional Planning Agency** on **November 7th, 2013**.

DATE: 11/7/13 BY:

November 7th, 2013 Jennifer Bartiss-Earley, Secretary

APPENDIX B. FISCAL CONSTRAINT AND FUNDING SOURCES

General

Projects in the TIP and STIP are consistent with CCRPA's LRTP and the Statewide LRTP, which are required to be developed with fiscal constraint. ConnDOT uses its 20-year revenue estimate in crafting the Statewide LRTP which serves as the basis for fiscal constraint in the development of the TIP and STIP.

The projects listed in this TIP are funded from reasonably expected local, state, and federal resources. The federal funds identified in this TIP are from the expected congressional authorizations to the State of Connecticut from the FHWA and FTA. The local funds (to provide the non-federal match) are from the State of Connecticut and the municipalities of the Central Connecticut Region. The majority of projects are funded 80% federal and 20% state and/or local.

Connecticut relies heavily on federal funding to finance the majority of transportation projects. Currently, nearly two thirds Connecticut's money for transportation capital projects comes from the Federal government. Most states, particularly those outside of the Northeast, use a much greater portion of state funds to pay for transportation projects.

State and Local Sources

Connecticut resources are currently sufficiently available to match federal requirements.

State funding comes primarily from Connecticut's Special Transportation Fund (STF), established by the 1983 State Legislature. Over one-third of STF funds (39% in 2009) pays the debt on transportation projects financed through State bonds, and the remainder pays for State (100%) funded infrastructure projects and the operating expenses of ConnDOT. About half of ConnDOT's operating expenses is for public transit. The principal source of STF revenues are the motor fuel tax and motor vehicle receipts, which combined make up approximately 80% of the total fund revenue.

State gasoline taxes in Connecticut are currently the third highest in the nation. The reliance on motor fuel taxes is a concern for future transportation funding due to the general trend toward more fuel efficient vehicles and stagnation of vehicle miles traveled (VMT) will mean less revenue as transportation needs continue to grow.

Local funding varies widely across municipalities. Nationally, roughly 36 percent of surface transportation funding comes from local government, and this proportion is expected to rise in the future as Federal and State budgets decline. General fund appropriations, property taxes, and other broadly collected taxes comprise local funding used for transportation projects. Maintenance and rehabilitation of local roads is the single biggest transportation expense facing towns.

Where State or local funds are indicated on the TIP, the municipality or sponsoring entity has made a financial commitment to provide the necessary project funds for the match.

Federal Transportation Funding Programs

The current federal transportation bill, Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in 2012 provides the federal planning regulations under which this TIP is developed and funded. Building on preceding transportation bills, MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery.[1]

Streamlining the federal transportation program involved consolidating the number of funding programs by two-thirds. Most notably, funding programs for bicycle and pedestrian projects (Safe Routes to Schools, Recreational Trails, Surface Transportation Program Enhancements, et al.) is reduced and combined into a broader program, the Transportation Alternatives Program (TAP). The primary funding programs are the National Highway Performance Program (NHPP), Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Highway Safety Improvement Program (HSIP), Transportation Alternatives (TA), and Metropolitan Planning.

Additional details on specific programs can be found on FHWA's MAP-21 summary webpage at:
http://www.fhwa.dot.gov/map21/summaryinfo.cfm

Information for FTA's funding programs can be found at:
http://www.fta.dot.gov/12305.html

ConnDOT's STIP webpage also summarizes FHWA and FTA funding sources at:
http://www.ct.gov/dot/cwp/view.asp?a=3529&q=424892

Note that federal funding is a reimbursement program and typically covers 80% of costs. The remainder is funded through State or local sources.

[1] A Summary of MAP-21, http://www.fhwa.dot.gov/map21/summaryinfo.cfm

APPENDIX D. PUBLIC PARTICIPATION PROCEDURE AND COMMENT (To be updated after adoption of 2015-2018 TIP. Currently showing information from the 2012-2015 TIP.)

Following CCRPA's Public Participation Plan, the draft TIP and STIP are available to the public for a 30-day comment period from December 29, 2011, to January 31, 2012. The documents can be accessed at CCRPA's offices and website (www.ccrpa.org) and at the municipal clerk's office at each of the region's seven municipalities. Each municipality's chief elected official and public works director are also invited to provide input.

The following legal notice appeared in the January 3, 2012 editions of the largest area newspaper, *The Hartford Courant*, as well as *The New Britain Herald* and *The Bristol Press*. The Legal Notice is also posted on CCRPA's website.

> **LEGAL NOTICE**
>
> The Central Connecticut Regional Planning Agency (CCRPA) will hold a public hearing on Wednesday, January 11, 2012, from 4:00 to 6:00 p.m. in the CCRPA office, 225 North Main Street, Suite 304, Bristol, Connecticut. The purpose of the public hearing is to review the Transportation Improvement Program (TIP) for the Central Connecticut Region and the State Transportation Improvement Program (STIP).
>
> The TIP and STIP will be available for review and comment for 30 days beginning December 29, 2011, and ending January 31, 2012. Written comments may be sent to Ethan Abeles at CCRPA at the above address or by e-mail to ethan@ccrpa.org anytime prior to 5:00 p.m., January 31, 2012. Oral comments will be taken only at the public hearing on January 11, 2012. The TIP will be available for review at the CCRPA office, the office of the Municipal Clerk in Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington, or at www.ccrpa.org. The STIP is only available at the CCRPA office.

A public hearing was held on January 11, 2012, at 4:00 PM in the CCRPA offices. Staff members, Ethan Abeles and Jason Zheng, were in attendance. No representative from ConnDOT was in attendance. No members of the public were present.

Comments Received During the Public Review Period: No comments received.

APPENDIX VIII. ABBREVIATIONS AND DEFINITIONS

General

AC Conv.: Advance Construction Conversion
AC Entry: Advance Construction Entry
ADT: Average Daily Traffic
CAAA: Clean Air Act Amendments of 1990
CCRPA: Central Connecticut Regional Planning Agency
CMP: Congestion Management Process
ConnDOT: Connecticut Department of Transportation
CT: Connecticut
Dist: District
EB: East Bound
EJ: Environmental Justice
FFY: Federal Fiscal Year
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
ISTEA: Intermodal Surface Transportation Efficiency Act
ITS: Intelligent Transportation Systems
LEP: Limited English Proficiency
LRTP: Long Range Transportation Plan
MAP-21: Moving Ahead for Progress in the 21st Century Act
MPO: Metropolitan Planning Organization
NB: North Bound
RR: Railroad
SAFETEA-LU: Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users
SB: South Bound
SCV: Small capital vehicle
SLOSSS: Suggested List of Surveillance Study Sites
SR: State Route
STC: State Traffic Commission
STIP: Statewide Transportation Improvement Program
TASR: Traffic Accident Surveillance Report
TC: Transportation Committee
TDM: Transportation Demand Management
TEA-21: Transportation Equity Act for the 21st Century
TIP: Transportation Improvement Program
TR: Town Road
VMT: Vehicle Miles Traveled
WB: West Bound

Funding Programs

NHPP: National Highway Performance Program
BRXZ: Bridge Replacement and Rehabilitation Program
CMAQ: Congestion Mitigation and Air Quality
HPP: High Priority Projects
IM: Interstate Maintenance
LOTCIP: Local Transportation Capital Improvement Program
NHS: National Highway System
NHTSA: National Highway Transportation Safety Administration
SIPH or HSIP: Highway Safety Improvement Program
SRTS: Safe Routes to Schools
STF: Special Transportation Fund
STP: Surface Transportation Program
STP-A: Surface Transportation Program-Anywhere
STP-R: Surface Transportation Program-Rural
STP-U: Surface Transportation Program-Urban (also referred to as **STP-H** for Hartford Urbanized Area)
STP-XZ: Surface Transportation Program-Safety
TAP: Transportation Alternatives Program
VAR: Various

Project Phases

ALL: All Phases
ACQ: Capital Acquisition
OTH: Other Activities
PGD: Programmed
PE: Preliminary Engineering
ROW: Right-of-Way Acquisition
CON: Construction
UTL: Utilities

Definitions

3-C Process: The comprehensive, continuing and coordinated transportation planning process employed by MPOs.
Advance Construction Conversion: Advance construction occurs when a project is placed under federal agreement so it can be advertised for contractors while waiting for funding. The advance construction conversion occurs when funding becomes available and is committed to the project.
Average Daily Traffic: ADT is the average number of automobiles that run on a particular section of roadway in a day.
Capital Expense: In public transportation, a capital expense is made toward a tangible item such as a bus or a computer.
Central Connecticut Regional Planning Agency (CCRPA): The MPO and Regional Council for the Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth and Southington. Due to population, New Britain, Bristol and Southington each are allotted three voting members, while the other towns are each allotted two.
Connecticut Department of Transportation (ConnDOT): ConnDOT is the state department responsible for transportation.
District 1: ConnDOT divides the state into four districts for construction. The Central Connecticut Region is located in Districts 1 and 4. Within District 1 are Berlin, Bristol, New Britain, Plainville and Southington.
District 4: (See above). Within District 4 are Burlington and Plymouth.
Enhancement: Under SAFETEA-LU, states are required to devote at least 10 percent of their Surface Transportation Program allotment to projects that serve to enhance the transportation system. Examples include: bicycle projects, scenic highway projects, landscaping, historic preservation, rehabilitation of historic transportation buildings, preservation of abandoned railway corridors, control of outdoor advertising and establishment of transportation museums.
Environmental Justice: Signed in 1994, the Presidential Executive Order 12898 on "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" acts as a set of guidelines for the United States Department of Transportation to enhance environmental justice in the transportation planning process. The Executive Order is meant not only to promote an equitable distribution of beneficial projects, but also to identify and address disproportionately high and adverse human health and environmental effects on minority and low-income populations.
Federal Fiscal Year (FFY): The federal fiscal year runs from October 1 to September 30. October 1, 2009 to September 30, 2010 is FFY 2010.
Federal Highway Administration (FHWA): The FHWA is part of the United States Department of Transportation and is responsible for administering federal highway funds. The majority of federal transportation funding that comes into the region comes through FHWA.
Federal Transit Administration (FTA): The FTA is part of the United States Department of Transportation and is responsible for administering federal public transportation funds.
Financial Constraint: Because it is to represent the true scenario of projects to happen in the region—as opposed to a "wish list" of projects—the TIP must be financially constrained. First year projects must have verified funding sources while projects from the remaining years must have reasonably expected sources.
Fiscal Year (FY): The CCRPA fiscal year runs from July 1 to June 30. July 1, 2009 to June 30, 2010 is FY 2010.
Incident Management System (IMS): Strategies and technologies to address efficient recovery from highway incidents (i.e. accidents).
Intelligent Transportation Systems (ITS): ITS is the utilization of Technology to provide safety and efficiency in transportation. Some objectives of ITS include: freeway management, emergency response, incident management, traveler information and traffic signal control. The most common example is variable message signs placed along roadways.
Intermodal Surface Transportation Act (ISTEA): Approximately every five years, the federal government enacts a federal transportation bill. Historically these bills had been referred to as "the highway bill." ISTEA, however, saw major changes as the federal government wished to create a transportation system with many choices beyond the personal automobile. The requirement that significant funds be used toward enhancement was perhaps the bill's most progressive feature.
Master Transportation Plan: The Master Transportation Plan, or Long Range Transportation Plan, is required of all MPOs. This Master Transportation Plan discusses a vision for the Central Connecticut Region 27 years into the future (2004-2030).
Metropolitan Planning Organization (MPO): A MPO is a regional transportation decision-making body required to exist in all urbanized areas with populations greater than 50,000. MPOs are responsible for determining how federal transportation funds are used. Every transportation project to receive federal funds must be approved by the MPO. There are four MPOs that serve the Hartford Urbanized Area: The Capital Region Council of Governments (Hartford), Midstate Regional Planning Agency (Middletown), Central Connecticut Regional Planning Agency (New Britain/Bristol) and the Council of Governments of the Central Naugatuck Valley (located in Waterbury, but has a very small portion of the Hartford Urbanized area). Each presides over a portion of the Hartford Urbanized Area. Before the 2000 Census, CCRPA was the lone MPO for the New Britain/Bristol Urbanized Area. However, that urbanized area has merged with the Hartford Urbanized area.
Mode: A transportation mode is the medium used to get from one place to another. Examples of modes include: bicycles, walking, the automobile, public transportation and airplanes.
Operating Expense: In public transportation, an operating expense is made toward items such as fuel and salaries.

Paratransit: The Americans with Disabilities Act (ADA) requires that providers of public transportation provide service to those physically or cognitively unable to utilize fixed-route public transportation. These services are referred to as paratransit services.
Right-of-Way: Right of way refers to the publicly owned portion of a road corridor. It is usual for there to be additional publicly owned land just outside of a road, which enables the placement of sidewalks or bike lanes and can make future widening easier.
Serious Non-Attainment Area: Areas with poor air quality are given the designation of nonattainment area. With this designation come additional MPO planning responsibilities. The Hartford Urbanized Area is classified as a serious non-attainment area for ozone and is also a non-attainment area for carbon monoxide. There are four levels of non-attainment: marginal, serious, severe and extreme.
Moderate Non-Attainment Area: All of Connecticut is considered to be a moderate non-attainment area in terms of air quality as it applies to ozone levels.
Special Transportation Fund (STF): The STF is used to pay for the Transportation Infrastructure Renewal Program (see below). The motor fuel tax and motor vehicle receipts make up the majority of this fund.
Safe, Accountable, Flexible, and Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU): The current federal transportation bill, expiring in 2009, which enables the planning function of MPOs and programs the various federal funds for transportation improvement projects outlined in a TIP.
State Traffic Commission (STC) Traffic Signals: Traffic signals determined by the STC to be needed because of a new development.
Statewide Long-Range Transportation Plan: The Statewide Long-Range Transportation Plan is the State's vision for the transportation policies, programs and investments through 2030.
Statewide Transportation Improvement Program (STIP): Simply put, the STIP is a statewide TIP. It is the state's five year program of transportation projects and contains the projects found in all of the TIPs throughout the state as well as rural projects.
Title VI of the 1964 Civil Rights Act: Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance". It is vital that this be kept in mind during transportation planning activities.
Travel Demand Management (TDM): Simply put, travel demand management (TDM) is a general term for various strategies that will result in a more efficient use of transportation resources. This strategy is based on the belief that supply (building roads, etc.) is not the only solution to transportation problems. TDM techniques can be used when trying to achieve cost effectiveness, multiple transportation benefits, flexibility, consumer benefits, social equity, and transportation sustainability.
Transportation Improvement Committee: The technical advisory committee to the CCRPA Board. Many members are engineers or public works directors. Each town is represented by two voting members.
Transportation Improvement Program (TIP): The TIP is not just a document or a listing of projects, but the result of a process of determining how millions of federal transportation dollars are to be spent. It is the mechanism that allows implementation of transportation projects. The TIP is programmed annually for a period of three years. All projects within the urbanized area that receive federal transportation funding are to be on the TIP.
Transportation Infrastructure Renewal Program: This program is funded by the STF, which pays the operating expenses of the Connecticut Department of Transportation, the State 100-percent funded infrastructure improvement projects, and the interest and principal due from the sale of bonds.
Urbanized Area: The urbanized area is the federally-designated area that is considered to be in the metropolitan area.
Vehicle Miles Traveled (VMT): VMT refers to the amount of automobile travel on a road network.
Volume to Capacity (V/C) Ratio: V/C Ratio is a way to determine whether a roadway or intersection is congested. A V/C ratio below "1" means that there is excess capacity. A v/c ratio over "1" indicates that a roadway or intersection is handling more vehicles than it is designed for.

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MEMORANDUM

TO: Agency Board/MPO Governing Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: March 11, 2014
FOR AGENDA: March 18, 2014

SUBJECT: Metropolitan Planning Organization (MPO) Hosting Options

As we have previously discussed , the CCRPA is an organization which operates:

1. Regional Planning Organization (RPO);
2. Metropolitan Planning Organization (MPO);
3. Economic Development District (EDD); and
4. Manager of a Regional Paratransit Service.

The legal agent for the operation of these four functions is the RPO, which ceases to exist on December 31, 2014.

Ignoring the EDD and Paratransit Service for the moment, it should be recognized that the Region's MPO is an extremely valuable resource to the region's towns. It is essentially a license to keep federal transportation funds flowing into the seven-town region to do transportation planning, and to prioritize federally funded transportation projects.

There are statewide interests seeking to consolidate the MPOs from 11 down to something fewer than half a dozen. Such a consolidation may be perceived as providing some advantages to the State, but they have not been shown to provide any specific advantages to the towns in the seven-town Central Connecticut Region.

MPOs are different from RPOs in that they are established by an agreement between the Governor and the Federal Government; and, once an MPO is established (as the Central Connecticut MPO was established in 1974), their boundaries cannot be changed without agreement the Chief Elected Officials of the Region who represent at least 75% of the Region's population, and the Governor.

It is in the best interest of the region's seven towns to preserve their right to have an MPO until a more advantageous form of governance appears. It would be unfortunate

to lose the region's MPO status because of a failure to anticipate the demise of its legal hosting entity. To avoid that eventuality, the Central Connecticut RPO/MPO should begin to intensively investigate the three most obvious potential hosting entities for the MPO: (1) a new non-profit organization; (2) an entity within the CCSU structure; and (3) a modification to the structure of the region's Economic Development District. Any one of these options could be governed by a board comprising the region's seven chief elected officials.

If the investigation into one of these structuring plans were to result in the establishment of a new legal entity to host the MPO starting January 1, 2015, it could potentially be only a temporary situation, until a more advantageous situation presented itself.

Once an MPO has been established, there is nothing to prevent it from disassociating itself at any point to become a part of a larger scheme to consolidate MPOs, and so forth.

On the other hand, if your Board were to agree to dissociate and allow the MPO to be dismembered (as your RPO is being dismembered), that decision is irreversible. That choice should not be made until there is clear and complete evidence that a more advantageous situation is available (as a point of reference, since MPOs were first established some forty years ago, there has only been one MPO consolidation completed in the United States). Municipalities cleave to their MPOs because they are such powerful machines in terms of giving municipalities control over transportation funds, which is what they were intended for when the federal legislation that created them was originally written.

On that basis, it is my

RECOMMENDATION

that your Board

Authorize the Executive Director to re-initiate discussions with CCSU, and, concurrently, to work with an attorney regarding the establishment of either: (1) a new non-profit governed by the Regions 7 CEOs, or a re-structuring of the Region's Economic Development District to host the region's MPO.

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: March 12, 2014
FOR AGENDA: March 18, 2014

SUBJECT: Draft Budget FY2014-2015

The budget process we have followed in the past has involved a draft budget being presented in March for general overview comments and discussion; followed by a preliminary budget presented in April for further refinement, and a proposed budget presented in May; with the final budget adopted at the June meeting. Each budget iteration shows revisions based on the prior month's discussions and the availability of more detailed information.

The attached draft FY2014-2015 budget is similar to this year's budget with some striking differences. This year, for example, the State gave the Agency $125,000 for its State-Grant-In Aid (SGIA). In prior years the SGIA has averaged around $10,000. We will no longer receive SGIA funding because henceforth those grants will only go to Regional Planning Organizations (RPOs), and, after December 31, 2014, we will no longer be an RPO.

Another unusual aspect of this budget is that, while the numbers in it reflect a full year of operation, we know that the Agency will cease to exist after the first six months of the fiscal year. We prepared this budget on the assumption that there will be a successor entity to assume our EDD, MPO and Paratransit Service and that this budget can be used by that entity as it completes the fiscal year operations of those functions. In addition, it is easier to compare this year's amounts with next year's proposed amounts using a complete year in each case.

Regarding salaries - in the past the Board has considered increasing salaries to respond to changes in the New England Urban Area Consumer Price Index (CPI), with an additional potential increase of up to 2% based on each employee's performance. The New England CPI increase for 2013 was 1.3% (see attachment). Those CPI and performance increases have been calculated into the attached Draft FY2014-2015 Agency Budget for your consideration.

Following is a brief explanation of the lines in the Revenue and Expenditure budget spreadsheets:

REVENUE

- Municipal Contributions: MPO dues, and ½ year RPO dues.
- Transportation Planning Grant Carryover, Transportation Planning Grant, Paratransit Contractor, and Paratransit Administration: ConnDOT annual funding for our transportation planning and paratransit programs., the Paratransit Contractor amount is the pass through to Dattco/First Transit
- Paratransit Advertising: a discontinued program for posting advertising on our paratransit buses.
- CERT Administrative and R5EPTEmergency Planning: funding which will be available to us thru December 31, 2014
- CEDS Municipality, and EDD: Local and Federal funds for economic development work.
- Grants that are expected to close by calendar year December 31, 2014: Pequabuck River Dam Removal, Pequabuck River Dam Removal (3rd), Sustainable Communities, EDA Disaster Resiliency, FEMA Natural Hazard Mitigation, RPO GIS Mapping, FMPP-Urban Oaks
- Miscellaneous Revenue: bank interest and any undefined income

EXPENDITURES (also see attached detail worksheets)

- Salaries & Payroll Taxes: allows for a 1.3% CPI across-the-board increase as well as individual increases of up to 2% based on individual staff performance
- Retirement/Administration: CCRPA offers a retirement plan and contributes 4% of an employee's salary to the plan
- Health/Life Insurance/STD (short term disability): health insurance is individualized depending upon dependents and coverage; life and STD are group insurances; these premiums are paid monthly and can be terminated any month.
- D&O/Liability/Bonding Insurances: these insurances are paid annually and a prorated amount would be returned if the organization dissolved without a successor prior to the expiration of their term.
- Accounting/Legal: accounting and legal services
- Paratransit Contractor: amount paid to (passed through) to the paratransit contractor
- Equipment Service Contracts/Maintenance: for equipment maintenance
- Equipment/Software Purchases: for hardware and annual software licensing
- Rent, Office Cleaning, Telephone/Postage, Office Furniture/Cabinets, and Supplies : routine office expenses.
- Training/Workshops/Seminars/Conferences: staff training, conferences and workshops
- Travel in State: in state mileage and travel expenses
- Dues/Subscriptions, Publications, Advertising: publication expenses.
- Pass thru projects: Pequabuck River Dam Removal, RPI GIS Mapping, FMPP Urban Oaks, and Pequabuck River Dam Removal (3rd) project expenses covered by grants.
- Miscellaneous Expenditures: unanticipated minor expenses

It is my

RECOMMENDATION

that your Board

Provide staff with appropriate direction for the preparation of the second iteration of this budget, the Preliminary Budget which will be presented at the April 15th Board meeting.

Attachment: Draft FY2014-2015 Agency Budget
2013 US DOL CPI Information Sheet

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014-2015

REVENUES

	Adopted Budget FY 2013-2014	Actual as of 2/28/2014	Estimated Year End	Draft Budget FY 2014-2015
Municipal Contributions	$91,500	$91,501	$91,500	$80,526
Transportation Planning Grant Carryover	$0	$0	$0	$240,579
Transportation Planning Grant	$457,072	$301,400	$457,072	$415,004
Paratransit -Contractor	$1,705,000	$1,115,421	$1,705,000	$1,705,000
Paratransit -Admin.	$120,000	$86,881	$130,000	$133,000
Paratransit Advertising	$500	$5,099	$5,099	$0
SGIA	$125,000	$62,500	$125,000	$0
CERT Administrative	$8,000	$4,000	$8,000	$4,000
R5EPT	$1,400	$700	$1,400	$700
CEDS - Municipality	$20,000	$20,000	$20,000	$20,000
EDA - EDD	$33,500	$0	$33,500	$70,000
Pequabuck River Dam Removal	$82,250	$0	$23,250	$0
Pequabuck River Dam Removal (3rd)	$100,000	$0		$100,000
Sustainable Communities	$75,000	$15,397	$75,000	$0
EDA Disaster Recovery	$111,258	$16,341	$111,258	$0
FEMA Natural Hazard	$8,733	$0	$0	$59,640
Litchfield Natural Hazard	$20,000	$0	$20,000	$0
RPI GIS Mapping	$74,670	$0	$95,000	$54,340
FMPP - Urban Oaks	$70,533	$43,348	$70,533	$5,000
Miscellaneous Revenues	$1,000	$14,388	$6,420	$1,000
Total Revenues	$3,105,416	$1,776,976	$2,978,032	$2,888,789

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014 - 2015

EXPENSES

	Adopted Budget 2013-2014	Actual as of 2/28/2014	Estimated Year End	Proposed Budget FY2014-2015
Salaries & Payroll Taxes	$803,544	$476,805	$760,451	$774,617
Retirement/Administration	$27,757	$11,733	$17,880	$28,773
Health/Life Insurance/STD	$118,540	$63,576	$96,742	$96,715
D&O/Liability/Bonding Ins.	$7,810	$5,521	$6,521	$7,810
Accounting/Legal	$17,500	$10,500	$17,500	$17,500
Paratransit Contractor	$1,705,000	$1,115,420	$1,705,000	$1,705,000
Equipment Service Cont./Maint.	$5,000	$1,416	$5,000	$5,000
Equipment/Software Purch.	$21,002	$14,626	$19,500	$8,701
Rent	$34,800	$21,407	$34,800	$34,040
Office Cleaning	$6,100	$2,070	$3,420	$4,439
Telephone/Postage	$5,000	$4,410	$5,571	$7,500
Office Furniture/Cabinet	$9,000	$0	$0	$0
Supplies	$3,000	$1,115	$3,000	$3,000
Training/Workshops/Sem./Conf.	$18,000	$15,134	$18,000	$18,000
Travel in State	$15,200	$8,823	$13,820	$15,000
Dues/Subscription	$13,510	$8,628	$10,000	$4,250
Publications	$400	$0	$0	$0
Advertising	$2,000	$469	$1,000	$1,000
Pequabuck River Dam Removal	$42,250	$2,511	$9,511	$0
RPI GIS Mapping	$74,670	$31,898	$95,000	$54,340
FMPP Urban Oaks	$68,033	$42,561	$68,033	$0
Pequabuck River Dam Removal (3rd)	$100,000	$0	$0	$100,000
Miscellaneous Expenditures	$7,300	$3,474	$3,285	$3,104
Total Expenses	$3,105,416	$1,842,097	$2,894,034	$2,888,789

Budget Detail - Expenditures

Payroll and Taxes

Salaries

Title	FY 13/14	FY 14/15**
Executive Director (1)	106,694	110,215
Deputy Director (1)	69,661	71,960
Sr. Planner/Econ. Devlp. Mgr (1)	61,927	63,971
Associate Planners (PT)	35,473	36,644
Associate Planners (2-FT)	104,650	108,103
Assistant Planners (4)	172,127	177,807
Financial & Office Adm.(1)	53,698	55,470
Paratransit Coord.(1)	44,928	46,411
+PT Aides (Intern 1)	81,900	33,834
Sub Totals	731,058	704,414

+ PT Aide at $18.59 phr/ 52 weeks

** includes a 1.3% COLA and 2% performance increase

Taxes

Employer SS & Medicare portion (7.65%)	53,888
Unemployment Comp (6.80%)	13,260
Unemployment Special Assessment ($35 x 13)	455
Workers Compensation	1,800
Payroll Admin Costs	800
Sub Total	70,203
Budget Amount	774,617

Agency Contribution (4%) - Retirement Plan

Executive Director	4,409
Deputy Director	2,878
Sr. Planner/Econ. Devlp. Mgr	2,559
Associate Planners (PT)	1,466
Associate Planners (2-FT)	4,324
Assistant Planners (4)	7,112
Financial & Office Adm.	2,219
Paratransit Coord.	1,856
Total Employer Contribution	26,823
Administrative Cost	1,950
Total Budget Amount	28,773

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	18,054	1,352	16,702
Deputy Director	EE (m)	6,819	341	6,478
Regional Planner	EE (f)	9,602	480	9,122
Regional Planner	EE (m)	5,218	261	4,957
Financial & Office Adm.	EE+1	25,173	1,757	23,416
Paratransit Coord.	EE (m)	5,218	261	4,957
Assistant Planner	EE (f)	611	31	580
Assistant Planner	EE (f)	9,602	480	9,122
Assistant Planner	EE (m)	6,819	341	6,478
Health Ins Allow		6,425	0	6,425
Medicare OFP		4,000	0	4,000
Total Budget Cost		97,541	5,304	92,237

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	744	74	670
Deputy Director	286	29	257
Sr. Planner/Devlp. Mgr	286	29	257
Assoicate Planner	130	13	117
Regional Planner	190	19	171
Regional Planner	190	19	171
Financial & Office Adm.	290	29	261
Paratransit Coord.	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Total Budget Cost	2,976	298	2,678
Life Insurance			1,800
Total Budget Costs - Employee Insurances			96,715

Budget Detail - Expenditures

Other Expenses		Budget Amount
D&O/Liability/Bonding Insurances		
D&O	4,000	
Liability	3,500	
Bonding	310	
		7,810
Training/Workshops/Sem./Conf.		
GIS/Computer Analysis Training	3,000	
Transportation/Planning Training	5,000	
Meetings	6,000	
Miscellaneous	4,000	
		18,000
Equipment/Software Purchases		
ArcGIS one year	7,100	
McTrans Subscription (1 year)	700	
QuickBooks/Payroll Upgrades	751	
Web Hosting	150	
		8,701
Dues/Subscriptions		
APA Dues (5 members)	1,000	
COST	225	
CCM	100	
CEDAS	100	
Chambers	900	
EDC (HSEP)	1,000	
ICMA	550	
Others	200	
Subscriptions	175	
		4,250
Accounting/Legal		
Accounting	14,500	
Legal	3,000	
		17,500
Miscellaneous		
Board Meetings	1,104	
Other	2,000	
		3,104

Databases, Tables & Calculators by Subject

FONT SIZE:

Change Output Options: From: 2013 To: 2013 GO

include graphs

More Formatting Options

Data extracted on: March 11, 2014 (2:10:45 PM)

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0100SA0
Not Seasonally Adjusted
Area: Northeast urban
Item: All items
Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.8	2.0	1.5	1.1	1.2	1.5	1.8	1.5	1.1	0.7	1.0	1.3	1.4	1.5	1.2

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CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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MEMORANDUM

TO: Agency Board
FROM: Francis R. Pickering, Deputy Director
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: Transit Representation on MPO Boards

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) review the operations of Metropolitan Planning Organizations (MPO) on a three year cycle. Our most recent review was completed in September, 2013, and the Executive Summary of the draft report on that review is attached for your information. Included in the report is a recommendation that the Central Connecticut MPO:

> *"amend its policy board structure to meet the MAP-21 requirement for transit representation and state transportation departments on MPO boards. FTA published draft guidance for this requirement on September 30th, 2013"*

The recommendation above refers to a new Federal requirement that MPOs, such as Central Connecticut MPO, which serve a Transportation Management Area (TMA), must add "providers of public transportation" to their MPO Boards and give them voting rights. At this point RPO and MPO boards in Connecticut are identical; that cannot continue to be the case.

State laws govern the composition of RPO boards (RPAs/CEOs/COGs) and do now allow for the appointment of anyone other than municipal representatives to such Boards. Federal laws govern the composition of MPO Boards and require the appointment of "providers of public transportation" to MPO Boards.

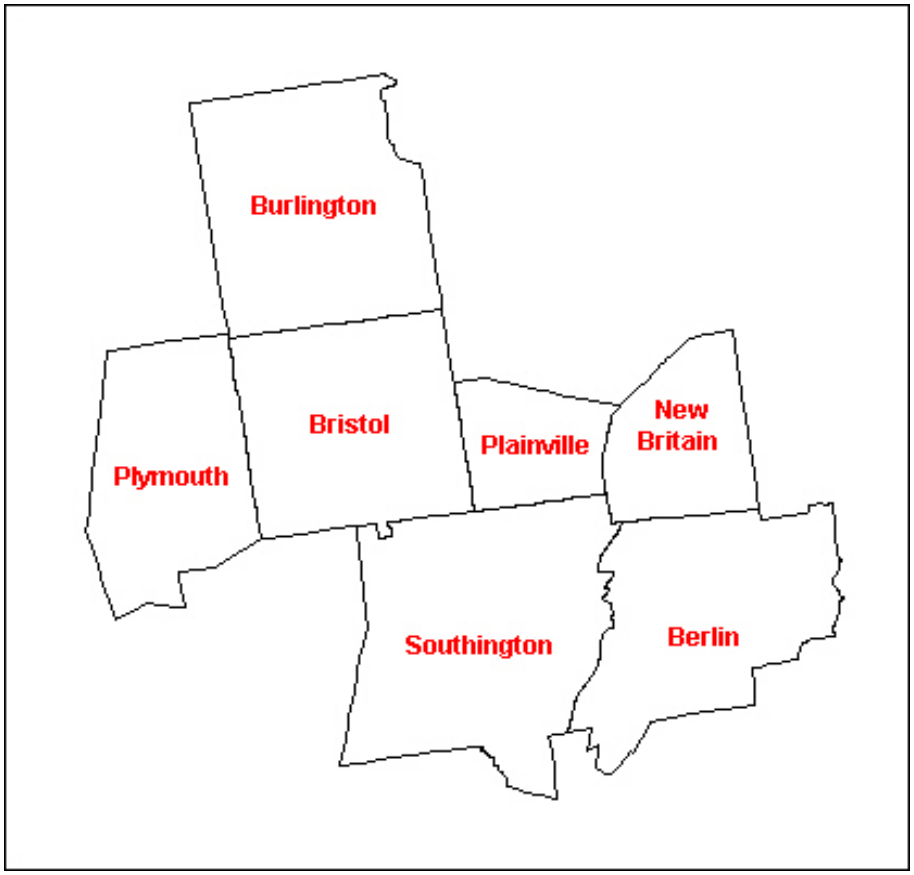
As a result, every TMA MPO in Connecticut will need to have its own bylaws to include a regional transit representative on the MPO board. At the April 15th Board meeting we will present updated bylaws for the MPO which will satisfy Federal law.

ATTACHMENTS: Executive summary from federal review (draft), guidance from FHWA/FTA

U.S. Department of Transportation

Federal Highway Administration

Federal Transit Administration



Central Connecticut Region MPO

Transportation Planning Certification Review of the Metropolitan Transportation Planning Process for the Hartford Transportation Management Area

Draft Report
February 2014

Preface

MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) is in effect as the authorizing and regulatory legislation for federally funded transportation planning activities. However, the wide majority of the time covered in this review, the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) of 2005 was the guiding legislation that set forth requirements for statewide and metropolitan transportation planning, following upon the predecessor Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and Transportation Equity Act for the 21st Century (TEA-21). The United States Department of Transportation (US DOT) issued planning regulations on November 14, 2007 implementing SAFETEA-LU requirements governing the transportation planning process. These requirements are presented in 23 CFR Part 450 and 49 CFR Part 613, Statewide and Metropolitan Planning Final Rule. The Metropolitan Planning Regulations are closely tied with the Clean Air Act Amendments of 1990 (CAAA) through the U.S. Environmental Protection Agency's (EPA) Air Quality Conformity Regulations. The general requirements of periodic review by USDOT of statewide and metropolitan transportation planning processes are retained in MAP-21.

The metropolitan planning regulations require that the FHWA and FTA jointly review and evaluate the transportation planning process conducted in each urbanized area or Transportation Management Area (TMA) with a population over 200,000 no less than every four years. This review includes meeting the requirements of the Metropolitan Planning Regulations and, in air quality non-attainment or maintenance areas, evaluation of the process to ensure conformity of plans and programs to the EPA Air Quality Conformity regulations. Upon completion of this review, FHWA and FTA will jointly Certify, Certify with Corrective Action or Decertify the Metropolitan Planning Process.

This is the sixth certification review of the Metropolitan Transportation Planning Process for the Hartford Urbanized Area and the Connecticut Portion of the Springfield MA-CT Transportation Management Area, partially represented by the CCRPA since the review of 2004. Previous TMA reviews were:

- March 7, 8 and 9, 1995
- May 5 and 27, 1998
- July 11 and 12, 2001
- October 20 and 21, 2004
- July 15, 2009

The federal review team conducted a desk review of the major components of the transportation planning process and explored selected components of the planning process and major DOT initiatives in depth during the on-site review. This report identifies recommendations for consideration by the Metropolitan Planning Organization (MPO) for improvement and also highlights some of the positive practices of the MPO that can serve as examples to other states and planning organizations.

Certification Action

The FTA and the FHWA have determined that the transportation planning process conducted by the CCRPA, representing the Hartford portion of the Hartford TMA and the Connecticut portion of the Springfield MA-CT Transportation Management Area, meets the requirements of the Metropolitan Planning Rule, 23 CFR Part 450 Subpart C and 49 CFR Part 613. The FHWA and the FTA are therefore jointly certifying the transportation planning process.

Executive Summary

As a result of this certification review, the Federal Highway Administration and the Federal Transit Administration find that the CCRPA and its staff, in cooperation with the Connecticut Department of Transportation (CTDOT), are conducting a transportation planning process that produces valuable products and results using the planning tools currently available.

The CCRPA has initiated and concluded several innovative projects within the required scope of planning processes. Of particular note, the reviewers were impressed with the process and results of the Transportation Demand Management project focused on student transportation options at Central Connecticut State University, one of the region's largest traffic generators. Also noteworthy is the variety of public participation strategies and valuable use of technology in the planning process employed by the MPO.

The CCRPA's planning process is hereby certified in accordance with 23 CFR Part 450 Subpart C [450.443(b)] and 49 CFR Part 613. Noted below are several recommendations and commendations relative to the MPO's planning process.

Key Definitions of Federal Comments
The following definition of terms comes directly from the USDOT TMA Certification Process Field Handbook (December 2011), and are applied to most required and optional topic areas of review.

"*** Corrective Action:** Items that fail to meet the requirements of the transportation statute and regulations, thus seriously impacting the outcome of the overall process. The expected change and timeline for accomplishing it are clearly defined.

*** Recommendation:** Items that, while somewhat less substantial and not regulatory, are still significant enough that FHWA and FTA are hopeful that State, local officials and transit operator(s) will consider taking some action. Typically, recommendations involve the state of the practice or technical improvements instead of regulatory requirements. The suggestions are clearly defined.

* *Corrective Actions* and *Recommendations* describe what needs to be done and are the primary vehicles by which FHWA and FTA convey the need for improvement and change. The primary difference between a *Recommendation* and a *Corrective Action* is that the former addresses technical improvements to processes and procedures that would be enhancements but are not specifically required by law, whereas the latter indicates a serious situation that does not meet one or more requirements of the transportation planning laws and regulations. The expected outcome of a *Corrective Action* is change that brings the metropolitan planning process into compliance with a law or regulation; failure to respond will likely result in a more restrictive Certification. The expected outcome of a *Recommendation* is also change. While the change suggested by a *Recommendation* would improve the process, there is no Federal mandate, and failure to respond will not necessarily result in more restrictive Certification.

*** Commendations and noteworthy practices:** Elements that demonstrate innovative, highly effective, well-thought-out procedures for implementing the planning requirements. Elements addressing items that have frequently posed problems nationwide could be cited as noteworthy practices. Also, FHWA and FTA may wish to offer Commendations for significant improvements and/or resolution of past findings."

Summary of Commendations

Public Involvement, Title VI, Environmental Justice and Limited English Proficiency

- The CCRPA initiated a "Pilot Transportation" program with Central Connecticut State University (CCSU). The pilot transportation program granted the CCRPA access to CCSU's internal email listing of 15,000 transportation users. In addition, CCRPA successfully created transportation focus groups with student participants.

Technical Capabilities & Other Services

- The MPO has been diligent in its efforts to provide training for staff to deepen their skills in the technical areas of transportation planning and has produced imaginative planning initiatives that take full advantage of a wide range of technical tools for analysis and visualization, to portray studies graphically to stakeholders and the public.

Environmental Mitigation

- The MPO's detailed evaluation of environmental impacts of proposed projects and concepts for mitigation are notable and should be considered for other MPOs.

Summary of Recommendations

Public Involvement, Title VI, Environmental Justice and Limited English Proficiency

- It is recommended that the CCRPA continue to be proactive in community outreach and public participation. The MPO should consider creating a transportation focus group for students with disabilities or extend the scope of the group to individuals with disabilities within the CCRPA jurisdiction.

- It is recommended the State conduct a Title VI assessment of the LEP, low-income and minority populations affected by the redrawing of regional boundaries. The report should include demographic data with specific strategies to timely mitigate potential Title VI inequities as the result of the reorganization.

Intermodal Transportation Planning and Livability/Sustainability – Freight Planning

- The CCRPA should inventory truck and rail freight terminals and distribution centers in the region with the routes most frequented by truck freight. A graphic inventory of these freight elements should also include sites with freight restrictions and safety considerations. The nodes where truck freight meets rail freight should also be highlighted. This planning activity should include input with the private sector, such as shippers and carriers located in the region, along with trucking associations.

Long-Range Transportation Plan and Transportation Improvement Plan

- In the next update of the TIP, the CCRPA should include estimated available revenues alongside the project cost summary, so that fiscal constraint can be easily confirmed.

- In the next update of the TIP, the CCRPA should include a description of the project selection and prioritization procedures, including a clear description of how projects flow from the Metropolitan Transportation Plan (MTP). Project detail descriptions may also include a reference to relevant section or goal from the MTP supporting the project.

Congestion Management Process

- The regulations governing CMP require a TMA-based effort. Future CMP activities should be TMA-wide and involve the process of cooperation and collaboration among all MPOs in the TMA.

Planning for Operations, ITS, and Safety

- Under Safety, the CCRPA should consider requesting the services of the Safety Circuit Rider to provide assistance to the region with further planning for safety, safety training and technical assistance, and safety data for analysis. We also encourage the CCRPA to become actively involved with providing input to CTDOT on the development of Connecticut's Strategic Highway Safety Plan (SHSP). This participation may be helpful to the region in having some of their safety activities, strategies and projects considered and included in the SHSP.

- Under Planning for Operations, funding for the operations of the existing highway system (such as traffic signal operations) seems to be significantly underrepresented within the CCRPA's 2011 transportation plan and program. Moving forward, an increased emphasis and consideration towards the development of policies, goals, objectives, performance measures, and needs for use in developing strategies and projects to improve the operation and management of existing highways and public transportation facilities is highly recommended and in coordination within the entire TMA. Training and technical assistance should also be considered, requested, and pursued from FHWA to assist the CCRPA in planning for operations and management. An Integrating Planning for Operations into Metropolitan Transportation Plans and Programs workshop is available from FHWA and other training or technical assistance opportunities should be investigated.

- Under ITS, communication and coordination with CTDOT is highly recommended to determine whether improvements in the region regarding traffic signal coordination on State arterial routes, additional variable message signs on Interstate highways and expressways, updates to the ITS regional architecture, or development of a comprehensive ITS strategic plan are warranted and should be advanced.

MPO Organization/Structure

- CCRPA should amend its policy board structure to meet the MAP-21 requirement for transit representation and state transportation departments on MPO boards. FTA published draft guidance for this requirement on September 30th, 2013; final guidance will be forthcoming.

- CCRPA should work with its State, Federal and MPO partners to ensure that the RPO consolidation process fosters an effective multimodal transportation planning process, aligns land use planning, MPO, and Census urbanized area boundaries to the greatest extent practicable, and supports existing MPO practices such as population-weighted voting that help foster an equitable and participatory planning process.

Agreements/Contracts

- CTDOT, CCRPA, CRCOG, and the other MPOs in Connecticut should update their MOUs to reflect the reality of the 5307 funding distribution process, including procedures for formally transferring funds from one UZA to another in the event that this becomes necessary to fulfill the program's goals. The parties to the MOU should also consider developing a procedure by which long-term funding distribution is taken into account in selecting projects, to help ensure that all regions and recipients receive an equitable share over time.

- Providers of public transportation in the Central Connecticut region should be included as cosigners of the updated MOU.

Consultation and Coordination

- FHWA, FTA, and the CCRPA should work together to ensure that MPO leadership, representatives of local transit agencies, and interested members of the public are included in the next planning certification review meeting.

- The CCRPA, CTDOT, and the region's transit providers should work together to clearly establish transit planning roles and responsibilities for the region. In particular, they should ensure that all areas and corridors in the region have an agency responsible for service planning, identifying new routes and re-configuring service as necessary to satisfy unmet demand or adapt to demographic changes.

- In order facilitate quantitative studies and performance measurement, the CCRPA, CTDOT, and the CRCOG should better coordinate their data sharing efforts, working to make as much data (such as traffic safety data, transit ridership data, etc.) as possible widely available via compatible systems and in compatible formats.

rate of crash involvement than the general population. The diabetes rule provides that ''A person is physically qualified to drive a commercial motor vehicle if that person has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control'' (49 CFR 391.41(b)(3)).

FMCSA established its diabetes exemption program, based on the Agency's July 2000 study entitled ''A Report to Congress on the Feasibility of a Program to Qualify Individuals with Insulin-Treated Diabetes Mellitus to Operate in Interstate Commerce as Directed by the Transportation Act for the 21st Century.'' The report concluded that a safe and practicable protocol to allow some drivers with ITDM to operate CMVs is feasible. The September 3, 2003 (68 FR 52441), **Federal Register** notice in conjunction with the November 8, 2005 (70 FR 67777), **Federal Register** notice provides the current protocol for allowing such drivers to operate CMVs in interstate commerce.

These 16 applicants have had ITDM over a range of 1 to 28 years. These applicants report no severe hypoglycemic reactions resulting in loss of consciousness or seizure, requiring the assistance of another person, or resulting in impaired cognitive function that occurred without warning symptoms, in the past 12 months and no recurrent (2 or more) severe hypoglycemic episodes in the past 5 years. In each case, an endocrinologist verified that the driver has demonstrated a willingness to properly monitor and manage his/her diabetes mellitus, received education related to diabetes management, and is on a stable insulin regimen. These drivers report no other disqualifying conditions, including diabetes-related complications. Each meets the vision requirement at 49 CFR 391.41(b)(10).

The qualifications and medical condition of each applicant were stated and discussed in detail in the June 26, 2013, **Federal Register** notice and they will not be repeated in this notice.

Discussion of Comments

FMCSA received two comments in this proceeding. The comments are considered and discussed below.

Laurie Susan Palmer expressed concern regarding the new A1C testing regulations.

John D. Heffington requested information regarding the new A1C testing regulations.

Basis for Exemption Determination

Under 49 U.S.C. 31136(e) and 31315, FMCSA may grant an exemption from the diabetes requirement in 49 CFR 391.41(b)(3) if the exemption is likely to achieve an equivalent or greater level of safety than would be achieved without the exemption. The exemption allows the applicants to operate CMVs in interstate commerce.

To evaluate the effect of these exemptions on safety, FMCSA considered medical reports about the applicants' ITDM and vision, and reviewed the treating endocrinologists' medical opinion related to the ability of the driver to safely operate a CMV while using insulin.

Consequently, FMCSA finds that in each case exempting these applicants from the diabetes requirement in 49 CFR 391.41(b)(3) is likely to achieve a level of safety equal to that existing without the exemption.

Conditions and Requirements

The terms and conditions of the exemption will be provided to the applicants in the exemption document and they include the following: (1) That each individual submit a quarterly monitoring checklist completed by the treating endocrinologist as well as an annual checklist with a comprehensive medical evaluation; (2) that each individual reports within 2 business days of occurrence, all episodes of severe hypoglycemia, significant complications, or inability to manage diabetes; also, any involvement in an accident or any other adverse event in a CMV or personal vehicle, whether or not it is related to an episode of hypoglycemia; (3) that each individual provide a copy of the ophthalmologist's or optometrist's report to the medical examiner at the time of the annual medical examination; and (4) that each individual provide a copy of the annual medical certification to the employer for retention in the driver's qualification file, or keep a copy in his/her driver's qualification file if he/she is self-employed. The driver must also have a copy of the certification when driving, for presentation to a duly authorized Federal, State, or local enforcement official.

Conclusion

Based upon its evaluation of the 16 exemption applications, FMCSA exempts Tyler A. Benjamin (AL), Larry K. Brindle (KS), James D. Damske (MA), Manuel M. Fabela, Jr. (CA), Ryan L. Guffey (IL), Richard B. Harvey (CA), Donald F. Kurzejewski (PA), Joshua O. Lilly (VA), Steven C. Lundberg (IA), Frank D. Marcou, Jr. (VT), Roger D. Mott (IA), Bernard K. Nixon (FL), Thomas P. Olson (WI), Steven T. Vanderburg (NC), John P. Washington (NJ), and Christopher J. Wisner (MD) from the ITDM requirement in 49 CFR 391.41(b)(3), subject to the conditions listed under ''Conditions and Requirements'' above.

In accordance with 49 U.S.C. 31136(e) and 31315 each exemption will be valid for two years unless revoked earlier by FMCSA. The exemption will be revoked if the following occurs: (1) The person fails to comply with the terms and conditions of the 1/exemption; (2) the exemption has resulted in a lower level of safety than was maintained before it was granted; or (3) continuation of the exemption would not be consistent with the goals and objectives of 49 U.S.C. 31136(e) and 31315. If the exemption is still effective at the end of the 2-year period, the person may apply to FMCSA for a renewal under procedures in effect at that time.

Issued on: September 20, 2013.

Larry W. Minor,

Associate Administrator for Policy.

[FR Doc. 2013–23766 Filed 9–27–13; 8:45 am]

BILLING CODE 4910–EX–P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

Federal Highway Administration

[Docket No. FTA–2013–0029]

Proposed Policy Guidance on Metropolitan Planning Organization Representation

AGENCY: Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), DOT.

ACTION: Proposed policy guidance; request for comments.

SUMMARY: The FTA and FHWA are jointly issuing this proposed guidance on implementation of provisions of the Moving Ahead for Progress in the 21st Century Act (MAP–21), Public Law 112–141, that require representation by providers of public transportation in each metropolitan planning organization (MPO) that serves a transportation management area (TMA) no later than October 1, 2014. The purpose of this guidance is to assist MPOs and providers of public transportation in complying with this new requirement.

DATES: Comments must be received by October 30, 2013. Any comments

received beyond this deadline will be considered to the extent practicable.

ADDRESSES: *Comments.* You may submit comments identified by the docket number (FTA–2013–0029) by any of the following methods:

Federal eRulemaking Portal: Go to *http://www.regulations.gov* and follow the online instructions for submitting comments.

DOT Electronic Docket: Go to *http://dms.dot.gov* and follow the instructions for submitting comments.

U.S. Mail: Docket Management Facility, U.S. Department of Transportation, 1200 New Jersey Avenue SE., Room W12–140, Washington, DC 20590.

Hand Delivery or Courier: Docket Management Facility, U.S. Department of Transportation, 1200 New Jersey Avenue, Southeast, Room W12–140, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except Federal Holidays.

Fax: 202–493–2251.

Instructions: You must include the agency names (Federal Transit Administration and Federal Highway Administration) and docket number (FTA–2013–0029) for this notice at the beginning of your comments. You must submit two copies of your comments if you submit them by mail. If you wish to receive confirmation that FTA and FHWA received your comments, you must include a self-addressed, stamped postcard. Due to security procedures in effect since October 2001, mail received through the U.S. Postal Service may be subject to delays. Parties submitting comments may wish to consider using an express mail firm to ensure prompt filing of any submissions not filed electronically or by hand. All comments received will be posted, without change and including any personal information provided, to *http://www.regulations.gov,* where they will be available to Internet users. You may review DOT's complete Privacy Act Statement published in the **Federal Register** on April 11, 2000, at 65 FR 19477. For access to the docket to read background documents and comments received, go to *http://www.regulations.gov* at any time, or to the Docket Management Facility, U.S. Department of Transportation, 1200 New Jersey Avenue SE., Room W12–140, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except Federal Holidays.

FOR FURTHER INFORMATION CONTACT: Dwayne Weeks, FTA Office of Planning and Environment, telephone (202) 366–4033 or *Dwayne.Weeks@dot.gov;* or Harlan Miller, FHWA Office of Planning, telephone (202) 366–0847 or *Harlan.Miller@dot.gov.*

SUPPLEMENTARY INFORMATION:

I. *Introduction*

The FTA and FHWA are jointly issuing this proposed policy guidance on the implementation of 23 U.S.C. 134(d)(2)(B) and 49 U.S.C. 5303(d)(2)(B), which require representation by providers of public transportation in each MPO that serves an area designated as a TMA. The FTA and FHWA anticipate issuing a joint notice of proposed rulemaking to amend 23 CFR part 450 to implement 23 U.S.C. 134(d)(2)(B) and 49 U.S.C. 5303(d)(2)(B) as amended by sections 1201 and 20005 of MAP–21. These United States Code sections now require representation by providers of public transportation in each MPO that serves an area designated as a TMA. A TMA is defined as an urbanized area with a population of over 200,000 individuals as determined by the 2010 census, or an urbanized area with a population of fewer than 200,000 individuals that is designated as a TMA by the request of the Governor and the MPO designated for the area.[1] As of the date of this guidance, of the 384 MPOs throughout the Nation, 184 MPOs serve an area designated as a TMA.

The FTA conducted an On-Line Dialogue on this requirement from March 5 through March 29, 2013. Through this forum, FTA received input from MPOs, local elected officials, transit agencies, and the general public, with over 3,000 visits to the Web site. Over 100 ideas were submitted from 340 registered users who also provided hundreds of comments and votes on these ideas. Participants discussed the complex nature of MPOs and the advantages of providing flexibility for MPOs and transit providers to decide locally how to include representation by providers of public transportation in the MPO.

To increase the accountability and transparency of the Federal-aid highway and Federal transit programs and to improve project decision-making through performance-based planning and programming, MAP–21 establishes a performance management framework. The MAP–21 requires FHWA to establish, through a separate rulemaking, performance measures and standards to be used by States to assess the condition of the pavements and bridges, serious injuries and fatalities, performance of the Interstate System and National Highway System, traffic congestion, on-road mobile source emissions, and freight movement on the Interstate System.[2] The MAP–21 also requires FTA to establish, through separate rulemakings, state of good repair and safety performance measures, and requires each provider of public transportation to establish performance targets in relation to these performance measures.[3]

To ensure consistency, an MPO must coordinate to the maximum extent practicable with the State and providers of public transportation to establish performance targets for the metropolitan planning area that address these performance measures.[4] An MPO must describe in its metropolitan transportation plans the performance measures and targets used to assess the performance of its transportation system.[5] Statewide and metropolitan transportation improvement programs (STIPs and TIPs) must include, to the maximum extent practicable, a description of the anticipated effect of the program toward achieving the performance targets established in the statewide or metropolitan transportation plan, linking investment priorities and the highway and transit performance targets.[6] These changes to the planning process will be addressed in FHWA and FTA's anticipated joint rulemaking amending 23 CFR part 450.

As part of its performance management framework, MAP–21 assigns MPOs the new transit related responsibilities described above, i.e., to establish performance targets with respect to transit state of good repair and transit safety and to address these targets in their transportation plans and TIPs. Representation by providers of public transportation in each MPO that serves a TMA will better enable the MPO to define performance targets and to develop plans and TIPs that support an intermodal transportation system for the metropolitan area. Including representation by providers of public transportation in each MPO that serves an area designated as a TMA is an essential element of MAP–21's performance management framework and will support the successful implementation of a performance-based approach to transportation decisionmaking.

The FTA and FHWA seek comment on the following proposals in this guidance: the determination of specifically designated representatives, the eligibility of representatives of providers of public transportation to

[1] 23 U.S.C. 134(k)(1); 49 U.S.C. 5303(k)(1).

[2] 23 U.S.C. 150(c).

[3] 49 U.S.C. 5326(b), (c), 5329(b), (d).

[4] 23 U.S.C. 134(h)(2); 49 U.S.C. 5303(h)(2).

[5] 23 U.S.C. 134(i)(2)(B); 49 U.S.C. 5303(i)(2)(B).

[6] 23 U.S.C. 134(j)(2)(D); 49 U.S.C. 5303(i)(2)(D) (TIPs) and 23 U.S.C. 135(g)(4); 49 U.S.C. 5304(g)(4) (STIPs).

serve as specifically designated representatives, and the cooperative process to select a specifically designated representative in MPOs with multiple providers of public transportation. There is wide variation in transit agency representation among MPOs and in the governance structure of MPOs throughout the country. To accommodate the many existing models of transit agency representation on MPO boards, this proposed guidance proposes flexible approaches for MPOs and providers of public transportation to work together to meet this requirement.

II. Specifically Designated Representatives

MAP–21 requires that by October 1, 2014, MPOs that serve an area designated as a TMA must include local elected officials; officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and appropriate State officials.[7] The requirement to include ''representation by providers of public transportation'' is a new requirement under MAP–21. The FHWA and FTA construe that the intent of this provision is that representatives of providers of public transportation, once designated, will have equal decision-making rights and authorities as other members listed in 23 U.S.C. 134(d)(2)(B) and 49 U.S.C. 5303(d)(2)(B) that are on the policy board of an MPO that serves a TMA. This expectation reflects the long-standing position of FHWA and FTA with respect to statutorily required MPO board members.[8]

A public transportation representative on an MPO board is referred to herein as the ''specifically designated representative.'' A specifically designated representative should be an elected official or a direct representative employed by the agency being represented, such as a member of a public transportation provider's board of directors, or a senior transit agency official like a chief executive officer or a general manager.

III. Providers of Public Transportation

This guidance proposes that only representation by providers of public transportation that operate in a TMA and are direct recipients[9] of the Urbanized Area Formula Funding program[10] will satisfy 23 U.S.C. 134(d)(2)(B) and 49 U.S.C. 5303(d)(2)(B).

IV. Process for the Selection of Specifically Designated Representatives

The FTA and FHWA's Metropolitan Transportation Planning rule at 23 CFR 450.314 provides for metropolitan planning agreements in which MPOs, States, and providers of public transportation cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. This guidance proposes that MPOs that serve an area designated as a TMA should cooperate with providers of public transportation and the State to amend their metropolitan planning agreements to include the cooperative process for selecting the specifically designated representative(s) for inclusion on the MPO board and for identifying the representative's role and responsibilities.

V. Role of the Specifically Designated Representative

To the extent that an MPO has bylaws, the MPO should, in consultation with transit providers in the TMA, develop bylaws that describe the establishment, roles, and responsibilities of the specifically designated representative. These bylaws should explain the process by which the specifically designated representative will identify transit-related issues for consideration by the full MPO policy board and verify that transit priorities are considered in planning products to be adopted by the MPO. In TMAs with multiple providers of public transportation, the bylaws also should outline how the specifically designated representative(s) will consider the needs of all eligible[11] providers of public transportation and address issues that are relevant to the responsibilities of the MPO.

VI. Restructuring MPOs To Include Representation by Providers of Public Transportation

Title 23 U.S.C. 134(d)(5)(B) and 49 U.S.C. 5303(d)(5)(B) provide that an MPO may be restructured to meet MAP–21's representation requirements without having to secure the agreement of the Governor and units of general purpose government as part of a redesignation.

There are multiple providers of public transportation within most TMAs. In large MPOs that include numerous municipal jurisdictions and multiple providers of public transportation, FTA and FHWA expect that it would not be practical to allocate separate representation to each provider of public transportation. Consequently, this guidance proposes that an MPO that serves an area designated as a TMA that has multiple providers of public transportation should cooperate[12] with the eligible providers to determine how the MPO will include representation by providers of public transportation.

There are various approaches to meeting this requirement. For example, an MPO may allocate a single board position to eligible providers of public transportation collectively, providing that one specifically designated representative must be agreed upon through the cooperative process. The requirement for specifically designated representation might also be met by rotating the board position among all eligible providers or by providing all eligible providers with proportional representation. However the representation is ultimately designated, the MPO should provide specifics of the designation in its bylaws, to the extent it has bylaws.

Apart from the requirement for specifically designated representation on the MPO's board, an MPO also may allow for transit representation on policy or technical committees. Eligible providers of public transportation not given decision-making rights on the MPO's board may hold positions on policy or technical committees.

The FHWA and FTA encourage MPOs, State Departments of Transportation, local stakeholders, and transit providers to take this opportunity to determine the most effective governance and institutional arrangements to best serve the interests of the metropolitan planning area.

Peter Rogoff,

FTA Administrator.

Victor M. Mendez,

FHWA Administrator.

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[7] 23 U.S.C. 134(d)(2); 49 U.S.C. 5303(d)(2).

[8] While this guidance specifically addresses the new requirement for representation by providers of public transportation, all MPOs that serve a TMA must consist of local elected officials; officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and appropriate State officials by October 1, 2014. 23 U.S.C. 134(d)(2); 49 U.S.C. 5303(d)(2). Only those MPOs acting pursuant to authority created under State law that was in effect on December 18, 1991, that meet the requirements of 23 U.S.C. 134(d)(3) and 49 U.S.C. 5303(d)(3), are exempt.

[9] A direct recipient is defined as a public entity that is legally eligible under Federal transit law to apply for and receive grants directly from FTA.

[10] 49 U.S.C. 5307.

[11] Eligible transit agencies are those that are direct recipients of the Urbanized Area Formula Funding program, 49 U.S.C. 5307, and operate in a TMA.

[12] Cooperation means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective. 23 CFR 450.104.

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: February 25, 2014
FOR AGENDA: March 18, 2014

SUBJECT: Executive Director's April 2014 Performance Evaluation

Annually the Agency has approved performance based salary increases, usually up to 2%, for its employees. Those increases have been based upon the scores achieved by employees in their annual April performance evaluations. The score sheet for evaluating performance is standardized, except that a portion of the form relates specifically to the classification description for each employee's position.

Performance Evaluation forms are completed for employees by their supervisors; the supervisors' forms are completed by the Executive Director; and the Executive Director's Performance Evaluation form (see attachment) has been completed in the past by the Agency Board after review and discussion in an Executive Session.

The Executive Director's Performance Evaluation Form is being provided to you in advance of the April meeting in anticipation of your Executive Session on April 15 to complete the Form. If the budget does not allow for performance- based salary increases during the next fiscal year, you could dispense with this exercise.

Attachment: Executive Director's Performance Evaluation Form

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MEMORANDUM

TO: Agency Board
FROM: Timothy Malone, Senior Planner & Economic Development Program Manager
DATE: March 10, 2014

FOR AGENDA: March 18, 2014

SUBJECT: CCRPA Regional Geographic Information System website options

CCRPA was awarded a $149,340 grant from the Office of Policy and Management (OPM) in November, 2012 to create digital parcel maps for Burlington, Plainville, and Plymouth, and to develop a regional Geographic Information System (GIS) website. CCRPA selected New England Geosystems as the contractor for this project. Work on creating digital parcels for the three towns is nearly complete and work on the regional website will begin soon.

At your last board meeting, on February 18th, there was a discussion about transitioning CCRPA's projects to adjacent COGs in preparation for the dissolution of the CCRPA RPO in December 2014. As a result of that discussion, CCRPA staff met with Pauline Yoder from the Capitol Region Council of Governments (CRCOG) and Glenda Prentiss from the Council of Government of the Central Naugatuck Valley (COGCNV) to discuss ways that this project could integrate with similar projects in the neighboring regions.

A number of conclusions were reached at this meeting. The first is that, while CRCOG has an existing regional GIS website, it is currently being updated and may not be online before CCRPA ceases to exist. Second, while each town in COGCNV has a GIS website, there is no regional site to plug Bristol and Plymouth's data into. Third, there is no regional GIS system in the Northwest Hills area for Burlington's data to be added to. Fourth, the amount of money budgeted for the website is insufficient to pay for a comparable level of service for all seven towns on an individual basis. Fifth, CCRPA has no budget to obtain legal services related to the contract, change the scope of the project, and pursue other contractual arrangements.

In sum, cancelling the development of the GIS website and changing the scope of the project would result in extra costs for CCRPA and a diminution of value for the seven municipalities.

Due to the above enumerated conclusions, and unless otherwise directed, CCRPA staff will take the following actions regarding this project:

- CCRPA staff will meet with New England Geosystems to discuss creating a less regionally focused website. Each municipality in the CCRPA region would then get an individual "portal" to a common regional "backend".
- CCRPA staff will consult with municipal staff to ensure the resulting website or websites will meet municipal needs.
- CCRPA staff will supply neighboring regions with the raw parcel data for each town so that it may be integrated into existing or future regional GIS websites.
- CCRPA will contact OPM to apprise them of the situation.
- CCRPA will continue to coordinate with CRCOG, COGCNV, and NWCOG.

PERFORMANCE APPRAISAL FORM

Employee Name: Carl Stephani Title: Executive Director

Supervisor Name: Agency Board Title: Agency Board

Review Period Start Date: 4/2013 End Date: 3/2014

This Form is composed of three Sections: (1) Job Classification Performance - General Duties; (2) Job Classification Performance - Special Skills/Abilities; and, (3) Behavioral Performance. Each Section of the form is completed separately, and the ratings from each section are averaged to calculate an overall rating. The following rating scale is used throughout:

Exceptional Performance	9+	Needs Improvement	6-6.9
Very Good	8-8.9	Unacceptable	<6
Satisfactory	7-7.9		

SECTION I: Job Classification Performance - General Duties

	Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees.
	Overall planning, direction, and coordination of the Agency's staff members.
	Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the news media.
	Coordinates Agency operations with municipal, state, and other agencies.
	Advertises for applicants, screens, and hires new employees.
	Conducts or supervises all personnel matters, including recommended staff appointments, evaluations, assignments/reassignments of duties, supervises selected staff members (i.e., may assign supervision to certain staff members), recognizes good staff performance and conducts positive discipline steps, as well as implements suspensions and terminations of employees.
	Conducts overall quality assurances of all staff oral, written, financial, and mapping products.
	Total Score for this 7 category section
	Average Score for this Section

SECTION II: Job Classification Performance - Special Skills/Abilities

	Overall office management and administration on behalf of the Agency.
	Vision and ability to harmonize diverse groups, energize others, and achieve effective inner-agency relations with innovation, creativity, and dynamic leadership.

	Prepares or directs the preparation of short range and long range programs as well as initiates new activities.
	Directs the preparation of Agency budgets and oversees the control of expenditures.
	Oversees the content of various Agency studies and Central Connecticut Plan of Conservation and Development updates.
	Guides implementation of physical, social and economic development strategies.
	Directs grant applications, negotiates, and grant oversight.
	Develops consultant Requests For Proposals/Qualifications.
	Ability to effectively organize/retrieve data and conduct general financial reviews of selected programs.
	Effective preparation of reports, statistical analyses, and other informational materials.
	Ability to communicate ideas persuasively in both oral communications and in written materials.
	Interprets states statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens.
	Directs the provision of technical assistance communities in the region on planning, zoning, site plan review and related matters.
	Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organization meetings.
	Overall responsibility for CCRPA staff Affirmative Action program.
	Signs checks, approves staff timesheets, expenditure invoices, etc.
	Prepares or directs the preparation of the Agency's Annual Report
	Knowledgeable regarding environmental protection, natural resource, and historic preservation issues and opportunities.
	Oversees the maintenance of the Agency's records, reports, maps, etc.
	Has the physical and legal capability to travel from site to site and carry out all assigned duties.
	Other duties as assigned.
	Total Score for this 19 category Section
	Average Score for this Section

SECTION III: Behavioral Performance

Communications			
	Expresses verbal ideas and thoughts		Selects and uses appropriate communication methods
	Expresses written ideas and thoughts		Keeps others adequately informed
	Exhibits good listening and comprehension		
Job Knowledge			
	Competent in required job skills and knowledge		Displays understanding of how job relates to others
	Exhibits ability to learn		Requires minimal supervision
	Keeps abreast of current developments		
Planning & Organization			
	Prioritizes and plans work activities		Sets goals and objectives
	Uses time efficiently		Works in an organized manner
	Integrates changes smoothly		
Quality of Work			
	Demonstrates accuracy and thoroughness		Applies feedback to improve performance
	Displays commitment to excellence		Monitors own work to ensure quality
	Looks for ways to improve and promote quality		
Quantity of Work			
	Meets productivity standards		Works quickly
	Completes work in timely manner		Achieves established goals
	Strives to increase productivity		
Attendance and Punctuality			
	Schedules time off in advance		Ensures work responsibilities are covered when absent
	Begins and ends work at appropriate time		Arrives at meetings and appointments on time
	Keeps absences within guidelines		

Business Ethics			
	Treats people with respect		Works with integrity and ethically
	Keeps commitments		Upholds organizational values
	Inspires the trust of others		
Cooperation			
	Establishes and maintains effective relations		Offers assistance and support to co-workers
	Exhibits tact and consideration		Works cooperatively in group situations
	Displays positive outlook and pleasant manner		
Initiative			
	Volunteers readily		Looks for/takes advantage of opportunities
	Undertakes self-development activities		Asks for help when needed
	Seeks increased responsibility		
Dependability			
	Responds to requests for service and assistance		Commits to doing the best job possible
	Follows instructions, responds to management direction		Keeps commitments
	Takes responsibility for own actions		
	Total Score for this 50 category Section		
	Average Score for this Section		
	Total of the three averages of the three sections		
	FINAL SCORE (average score of all three Sections)		

Employee comments (optional):

Supervisor's comments (optional):

Supervisor: _____ Date: _____