UNIFIED PLANNING WORK PROGRAM

for the central Connecticut region

fiscal years 2015

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Deputy Director | April 7, 2014

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BACKGROUND

The Central Connecticut Regional Planning Agency (CCRPA) prepared this document, the Unified Planning Work Program (UPWP).[1] As the federally-designated Metropolitan Planning Organization for central Connecticut, the Agency conducts transportation for the region, directly connecting the region's municipalities to federal transportation funding. CCRPA has been successful in ramping up federal and state funding coming to the region. Recent projects for which the Agency has played a critical role in obtaining funds include:

- Acquisition and protection of the Plymouth Reservoir in Plymouth
- Completion of the Farmington River Trail in Burlington
- Construction of the new Route 72 in Bristol
- CTfastrak in New Britain
- Downtown revitalization and transit-oriented development in New Britain
- Extension of the Farmington Canal Heritage Trail in Southington
- New Haven-Hartford-Springfield high-speed rail in Berlin
- New sidewalks and crossings at schools in Plainville, Southington, and Plymouth
- Removal of the defunct Middle Street Dam in Bristol
- Replacement of municipal vehicles in Plymouth
- Safety improvements in Bristol and New Britain
- Tree planting in New Britain

All told, these programs have brought hundreds of millions of dollars into the region. Without CCRPA, these projects would not have been funded.

The Agency is governed by an MPO Policy Board that consists of the Chief Elected Officials of each municipality in the region. The region comprises the cities of Bristol and New Britain as well as the towns of Berlin, Burlington, Plainville, Plymouth, and Southington. The Agency's Board first convened on March 17, 1966.

In 1974, CCRPA initiated a transportation planning program with funding from FHWA and the ConnDOT. The transportation planning process is conducted in accordance with a Memorandum of Understanding between CCRPA and ConnDOT. A map showing the boundaries of the central Connecticut region, its notable transportation facilities, and its major natural features can be found on p. 3.

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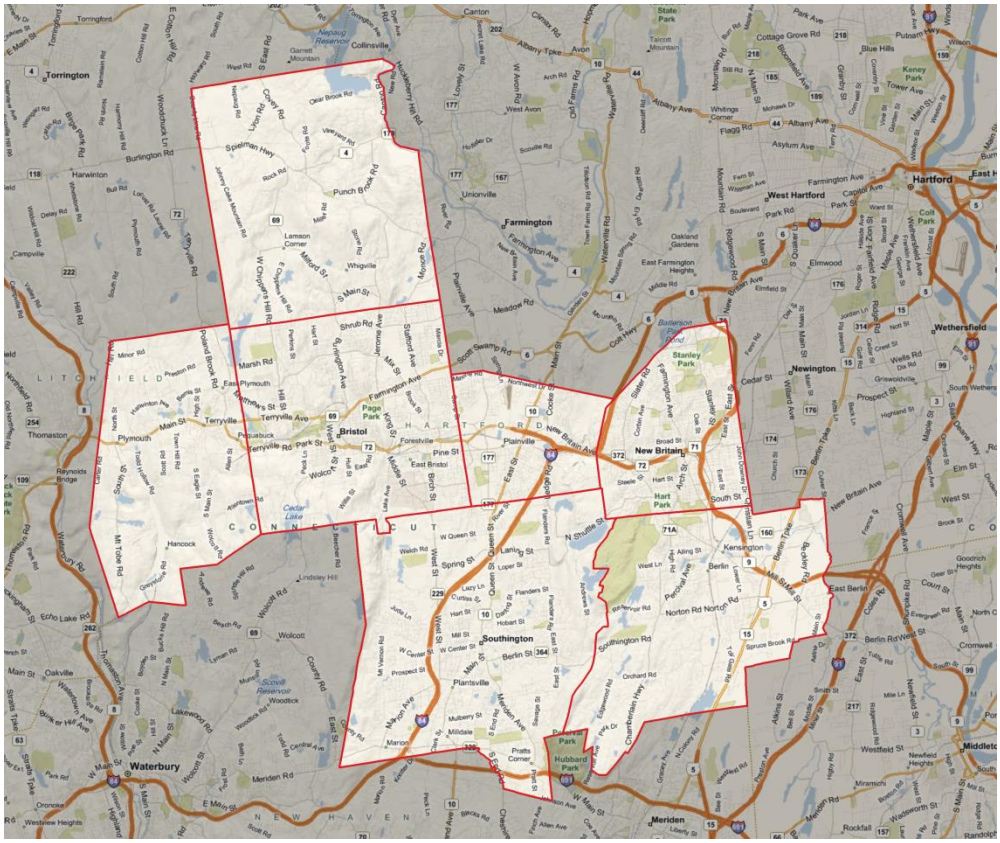
[1] *The UPWP is a response to federal regulations. See 23 CFR Part 450.308 for details.*

INTRODUCTION

Central Connecticut faces challenges. Some are long-established. Others are new. The Central Connecticut Regional Planning Agency works with a variety of stakeholders better to understand these questions, study responses, and implement preferred alternatives. The Agency draws on a rich mixture of expertise, local experience, and innovative approaches, including public input, in identifying and developing workable solutions for the problems that vex the region.

REGIONAL MAP


Torrington
Collinsville
Farmington
Unionville
Hartford
West Hartford
Wethersfield
Newington
Bristol
New Britain
Southington
Plantsville
Waterbury
Meriden
Wolcott
Plymouth
Terryville
Plainville
East Berlin
Kensington
Berlin
Norton Rd Norton
Southington Rd
Spring St
Queen St
Lanyon St
Mill St
Main St
Berlin St
Meadow Rd
Farmington Ave
New Britain Ave
Albany Ave
Asylum Ave
Cedar St
Prospect St
Elm St
West St
Brook St
Cromwell Ave
Meriden Rd
Wolcott Rd
Echo Lake Rd
Thomaston
Oakville
Watertown Ave
Waterbury Ave
Lakewood Rd
Scovill Reservoir
Woodtick
Cedar Lake
Hancock
Mt Tobe Rd
Greylock Rd
Lindsley Hill
Pond Brook Rd
Polland Brook Rd
Minor Rd
Preston Rd
Hallenton Ave
Terryville Ave
Terryville Rd
Park St
Peck Ln
Wolcott St
Pine St
East Bristol
Forestville
Page Park
Stanley Park
Hart Park
Hubbard Park
Pratts Corner
Milldale
Mulberry St
Marion Ave
Meriden Ave
Chamberlain Hwy
Norton Rd
Spruce Brook Rd
Orchard Rd
Southington Rd
Berlin Rd
Cromwell
Middletown
Rockfall
Westfield St
Newfield Heights
Miramich
Wadsworth St
Randolph
Oronoke
Westview Heights
Reynolds Bridge
Echo Lake Rd
Burlington Rd
Harwinton
Campville
Torrington
Spielman Hwy
Punch Brook Rd
Lamson Corner
Whigville
Shrub Rd
Marsh Rd
Stafford Ave
Farmington Ave
Scott Swamp Rd
Cole Hwy
Meadow Rd
Plainville Ave
Waterville Rd
Mountain Rd
Farmington Ave
Capitol Ave
Park Rd
Ward St
Broad St
Elmwood
Elmfield St
Oakland Gardens
East Farmington Heights
Cedar St
Prospect St
Griswoldville
Wells Rd
Old Rd
Highland St
Main St
Broad St
Hart St
Arch St
South St
Steele St
Church St
Beaver St
Kensington
Berlin
Mill St
Main St
Berlin St
Spring St
Queen St
Lanyon St
Loper St
Flanders St
Hobart St
Curtiss St
Hart St
Mill St
W Center St
Prospect St
Mt Vernon Rd
Welch Rd
W Queen St
Lindsley Hill
Wolcott Rd
Echo Lake Rd
Thomaston Ave
Watertown Ave
Waterbury Ave
Lakewood Rd
Woodtick Rd
Meriden Rd
Wolcott Rd
Cedar Lake
Hancock
Greylock Rd
Mt Tobe

1. **Safety**. Investment should prevent accidents and save lives. *Given the high cost of disability and death, maintaining and improving safety in the transportation system is essential.*
2. **Nature**. Investment should protect and, where possible, enhance the environment. *An intact environment is key to all human activity. To maintain the region's wellbeing, the transportation system must respect the environment.*
3. **Access.** Investment should help people get where they need to be. *Residents, workers, and visitors to the region live, work, learn, and play in diverse places. To help them get there, the transportation system must provide them with a high level of proximity and, where that fails, mobility.*
4. **Place.** Investment should make vibrant places. *Lively downtowns and village centers are integral to the social, economic, and environmental health of the region. Many of these areas have fallen on hard times, in part due to poor investments. To redress this, the transportation system must work towards making these places unique, vibrant places.*

The Unified Planning Work Program lists the tasks necessary for CCRPA to carry out the objectives of the LRTP and the transportation planning process, which unites transportation, the environment, and community development. Specifically, the UPWP lays out the transportation planning work CCRPA expects to undertake in 'state' fiscal year 2015 (July 1, 2014 – June 30, 2015). This document includes descriptions of work under the following tasks:

Task №	Brief description	Page №
1.	Management of the planning process	12
2.	Data collection and analysis	13
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4.	Other technical assistance	17
5.	Public participation	18

Problems (and solutions) that the Agency has identified in its LRTP and has deemed priorities to address during fiscal year 2015 are listed below. The UPWP may change, as may the items listed under the tasks above; the scope of the UPWP is flexible enough to envelop new activities as problems arise and priorities change.

PRIORITIES

The UPWP reflects many tasks that are federal and state imperatives, including guidance from MAP-21. As the region's MPO, CCRPA is charged with carrying out these tasks. These include the issuance and revision of a regional Transportation Improvement Plan (TIP) and LRTP, cooperative involvement in the creation of a Statewide Transportation Improvement Plan (STIP), and the development of a transportation planning program that responds to unique local circumstances and concerns.

There is no one channel for program development. CCRPA gathers data and solicits input from myriad sources, including municipalities, partners, and the public. Based on that information, Agency staff develops actions, products, and recommendations for review, discussion, and potential adoption by the Agency's MPO Policy Board.

During the course of the year, planning tasks and actions are reviewed and adjusted in terms of timelines, deliverables, and priorities. Some elements are multiyear in nature; others may run into the next fiscal year due to budget and time constraints or external factors which preclude completion of all tasks within one fiscal year.

CCRPA's planning work during fiscal year 2015 will continue with an emphasis on safety, transportation options, system efficiency, and livable communities. Priorities the Agency will address during this period are listed below.[2] Transportation planning actions Agency staff expects to take are given in *italics* below each respective priority. Corresponding products for each priority/action are listed under the appropriate task (generally Task 3).

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[2] *The following only identifies priorities for study under CCRPA's transportation planning program and the actions the Agency expects to take under the program. It should* **not** *be read as an exhaustive catalog of planning efforts in the region (other parties are and will be making efforts in the area),* **nor** *construed as an endorsement of any particular transportation project. For lists of real and potential projects on the region's transportation system, please refer to CCRPA's Transportation Improvement Program (short-range projects) and Long-Range Transportation Plan (mid- to long-range projects.)*

Multimodal and integrative studies

CCRPA will complete the following special projects[3] which support a variety of modes. Dates for the completion of the projects are given under *Product schedule* (p. 16).

1. Economic resilience plan: regional plan to identify, prioritize, and ready projects for funding that decrease the vulnerability of local businesses and transportation infrastructure to natural and manmade disasters (e.g., hurricanes, floods, snowstorms) and accelerate the speed and reduce the cost of recovery.
2. Regional bicycle plan: development of region-wide bicycle routes, including a master map and recommended treatments, for implementation. The routes will connect downtowns, town centers, and major destinations (e.g. commercial and employment hubs), as well as link up with existing trails and neighboring regions.
3. Plow route optimization study: computer-aided analysis of local snow plow routes. The study will use technology to improve the efficiency of plow routes to create municipal savings, improve road clearance time, and reduce congestion and emissions.
4. Quinnipiac River runoff reduction plan: study to quantify the benefits and costs of pollution prevention projects to address high contaminant loads in the river, especially those caused by surface runoff from roads and parking lots. The project will quantify opportunities for incremental, watershed-wide improvements, beginning in Southington. The study will conclude with public outreach to improve water quality and reduce the need for treatment at municipal expense.
5. Route 9 corridor study: a study of vehicular access to the south end of New Britain and Kensington in Berlin. The study will examine opportunities for improving safety on Route 9, providing easier access to destinations such as the New Britain Stadium, New Britain High School, and the Kensington train station, reducing congestion and infrastructure maintenance costs, improving the environment, and providing new connections and recreational opportunities for pedestrians and cyclists.
6. Memorial Boulevard study: a community-driven effort to create a shared vision and plan for the preservation and improvement of the gateway to downtown Bristol over the long term. The project will integrate transportation with economic development, environmental, and quality-of-life concerns.
7. Central Connecticut State University Transportation Plan: continued implementation of a comprehensive evaluation of the university's transportation system and plan for

[3] *All of these studies are new, with the exception of #4, which is a continuation from the prior UPWP.*

making higher education more accessible and affordable, reducing congestion, and enhancing efficiency and sustainability.

8. Tunxis Community College Transportation Plan: comprehensive evaluation of the college's transportation system and a plan for making higher education more accessible and affordable, reducing congestion, and enhancing efficiency and sustainability.
9. Berlin Transit-Oriented Development study: planning for multimodal connections and streetscape improvements, transit-supportive development, and redevelopment on Farmington Avenue to create a town center around the Kensington train station.
10. Burlington Town Center study: a study of improvements to Routes 4 and 69 as well as adjacent roads and intersections to facilitate access to the planned town center and improve safety. To create a vibrant, pedestrian-friendly atmosphere and curb congestion, form and internal circulation will be considered as part of the project.
11. Farmington Canal Heritage Trail gap closure: plan to plug the gap in Plainville and Southington. The plan is intended to culminate in the release of final design so that the project can advance to the construction stage.
12. Plymouth Reservoir trail connection: plan for and selection of a final route to link the reservoir property with the Thomaston Dam and the Naugatuck River Greenway, connecting the town to a major multi-use trail.

Pedestrians and cyclists

COMPLETE STREETS IMPLEMENTATION

Transportation investments must integrate and genuinely accommodate all users.

Actions:

1. *To facilitate implementation of the State's Complete Streets law (Public Act 09-154), CCRPA reviews all transportation projects in the region for compliance with the law and recommends changes where necessary or appropriate.*
2. *CCRPA continues work to implement the Complete Streets Master Plan for Downtown New Britain, including support of public involvement and outreach efforts; provision of plan review, technical assistance in project development, data collection, and analysis; and coordination with and connections to funding opportunities.*
3. *CCRPA supports the revitalization of downtown Bristol, including the Depot Square project with provision of plan review, technical assistance in project development, data collection, and analysis; and coordination with and connections to funding opportunities.*

PEDESTRIAN AND CYCLIST ROUTE NETWORK

Investments in dedicated facilities should focus on a network of designated routes.

Actions:

1. *CCRPA continues work to implement the New Britain Bike Connectivity Plan, including support of public involvement and outreach efforts (e.g. Bike New Britain); assistance in seeking bicycle-friendly community status; provision of plan review, technical assistance in project development, data collection, and analysis; and coordination with and connections to funding opportunities.*
2. *CCRPA assists Bristol with the implementation of bike routes to/through downtown. Implementation will be coordinated with the City and the developers selected for its downtown project.*

FARMINGTON CANAL HERITAGE TRAIL

Gaps in multi-use trails of regional significance should be plugged.

Actions:

1. *CCRPA supports maintenance of the Farmington Canal Heritage and connecting trails in Burlington, Plainville, and Southington.*
2. *CCRPA plans for and seeks funds for extensions of these trails, including filling gaps (e.g., from Hart St., Southington to Red Oak Hill Rd., Farmington) and forging connections to nearby attractions (e.g., downtown Plainville, ESPN, and the Route 10 corridor).*

CTFASTRAK SIDE TRAILS

Spurs should connect the CTfastrak multi-use trail to major destinations such as CCSU and Westfarms.

Actions:

1. *CCRPA plans for and seeks funds for spurs connecting the CTfastrak multi-use trail in New Britain with nearby attractions.*

PROTECTION AND EXPANSION OF HIKING TRAILS

The region's system of hiking trails should be preserved, maintained, and, where possible, extended.

1. *CCRPA seeks funds to preserve nature trails and associated properties, especially the New England Trail.*

2. *CCRPA develops trail systems and connections on new acquisitions (e.g., the Plymouth Reservoir property and its links to the Thomaston Dam).*
3. *CCRPA identifies deficiencies in existing trail systems, such as the highway crossing of the New England Trail at Cooks Gap in Plainville and gaps in the Tunxis Trail in Bristol and Burlington, proposes solutions, and seeks means to address them.*

Public transit

INTEGRATION WITH NEW YORK

Public transit should connect the region with the New York metropolitan area.

Actions:

1. *CCRPA continues to support and coordinate on the Central Connecticut Rail Study, which would reinstate passenger service on the rail line between the terminus of Metro-North in Waterbury and Berlin (with stops in Plymouth, Bristol, Plainville, and New Britain). Should an opportunity present itself, CCRPA also seeks funds for entry of the project into appropriate state and federal funding programs.*

NEW HAVEN-HARTFORD-SPRINGFIELD RAIL

The rail corridor between New Haven, Hartford, Springfield, and northern New England should be upgraded.

Actions:

1. *CCRPA proposes and provides analysis of service improvements taking place on the rail corridor and at the Berlin-Kensington station, including integration of trains and buses, with connections to New Britain. Some of this activity may take place within the context of the CTfastrak service plan.*

BUS LINE RATIONALIZATION

Local bus routes should be rationalized to improve system performance.

Actions:

1. *CCRPA studies evaluates potential improvements to bus service across the region and collaborates with CT TRANSIT on implementation. Some of this activity may take place within the context of the CTfastrak service plan.*
2. *CCRPA studies and seeks funds for expansion of local bus service, including extensions to unserved areas (e.g. Plymouth and Southington).*

INTERNET TRIP PLANNING

All public bus routes in the State should be on Google Transit.

Actions:

1. *Contingent on funding, CCRPA prepares and submits data on additional (i.e., currently non-participating) bus systems to Google.*

BUS STOP IMPROVEMENTS

Signage should be added to heighten visibility of the bus system. Maps and schedules should be posted at time points or stops.

Actions:

1. *CCRPA continues to work with CT TRANSIT to install signs at stop locations throughout the region.*
2. *CCRPA works with representatives in Farmington and Plainville to install intermodal signs to connect multi-use trail with bus routes and vice-versa.*

INTELLIGENT TRANSIT SYSTEM

Use technology to improve the performance, efficiency, and ridership of transit and paratransit in the region.

1. *CCRPA supports and, where appropriate, studies and works to implement the use of best practices such as transit signal priority and notification systems to enhance transit.*
2. *CCRPA adopts and implements automatic vehicle location and related technologies, e.g., online trip booking, continuous optimization, and call/text ahead, to improve paratransit system usability and efficiency.*
3. *CCRPA collaborates with ConnDOT and neighboring MPOs on a strategic Intelligent Transportation Systems plan for the Hartford TMA.*

Private vehicles

ELECTRONIC HIGHWAY SIGN IMPROVEMENTS

Electronic highway signs to indicate alternate routes to avoid congestion or incidents should be added. Existing notification systems should be supplemented with signs that direct drivers onto alternate routes.

Actions:

1. *CCRPA studies opportunities and makes recommendations for electronic or improved highway signage.*

ROUNDABOUT RETROFIT

Replace congested local intersections with roundabouts where appropriate.

Actions:

1. *CCRPA evaluates problematic intersections for safety and traffic flow improvements and makes recommendations to municipalities.*
2. *CCRPA pursues a roundabout project as demonstration for the region.*

ACCESS MANAGEMENT AND SIGNAL COORDINATION

Consolidate driveways and better time lights on congested roads to improve safety and traffic flow.

Actions:

1. *CCRPA studies opportunities and makes recommendations for access management and signal coordination, especially on major commercial corridors (e.g. the Berlin Turnpike, Route 6 in Bristol and Plymouth, Route 10 in Plainville and Southington, and Route 229 in Southington).*
2. *CCRPA collects and analyzes data to provide optimal signal timing to municipalities.*

ELECTRIC VEHICLE SUPPORT NETWORK

Construct a network of charging stations to support the use of electric vehicles.

Actions:

1. *CCRPA identifies priority locations across the region for charging station installation and connects property owners with funding opportunities.*

Freight

RAIL SYSTEM UPGRADES

The rail system should be maintained and upgraded to handle additional traffic and encourage the shift of freight from roads to rail.

Actions:

1. *CCRPA seeks funding for rail line improvements.*

TASKS

1. Management of the planning process

OBJECTIVE

1. To administer the transportation program funded by FHWA, FTA, ConnDOT, and Agency members.

ACTIVITIES

CCRPA will:

1. Develop the work program and manage task and staff resources.
2. Prepare the transportation budget.
3. Coordinate fiscal management and financial reporting.
4. Coordinate with federal grantors in the MPO certification process.
5. Prepare financial documents, including an annual audit, FHWA-536 (Local Highway Finance Report), narrative reports, communications, and other materials necessary to manage the program.

PRODUCT SCHEDULE

Item	Release date
UPWP (even years, starting in 2010) and amendments (odd years)[4]	Draft in April Final in May
FHWA-536 report	June
MPO certification (every four years, starting in 2017)	June
UPWP quarterly and final progress reports	October, January, April, and June
Annual financial audit for FHWA, FTA, and ConnDOT Title VI report/Social Impact Reports	October
Narrative reports Memoranda	Throughout the year

[4] *For state fiscal year 2015, only a one-year UPWP has been prepared. A two-year release schedule is expected to resume for fiscal year 2016.*

2. Data collection/analysis

OBJECTIVES

1. To develop and apply research and analysis tools to aid in forecasting transportation needs, including the ability to provide impact studies.
2. To collect and share relevant transportation system data and coordinate data collection with other local, regional and state agencies.
3. To enhance technical capacity of transportation staff and systems.

ACTIVITIES

CCRPA will:

1. Further the use of advanced and innovative data collection and analytical techniques, such as GIS and statistical analysis; computer modeling; and web 2.0 technologies.
2. Expand technical capacity of staff through training and equipment through upgrades.
    a. Offer support for advanced GIS, transportation, and planning training to staff.
    b. Acquire equipment that provides new collection, research, and analysis capabilities.
3. Systematically collect and compile transportation data in support of multimodal planning.
    a. Continue to consult with local governments and stakeholders to develop a schedule for traffic and intersection count data collection and collect data.
    b. Continue to collect data on pedestrian, cyclist, and transit riders and infrastructure, both firsthand and through recourse to secondary data sources and discussions with local governments and stakeholders.
    c. Furnish ConnDOT with copies of all data collected.
4. Integrate the natural environment in the CCRPA's data collection and analysis activities.
    a. Collect data on environmental factors, including projections of future conditions.
    b. Consider environmental factors in all transportation analyses.
5. Identify current and future needs in the transportation system and analyze opportunities.
    a. Project trends and predict future issues.
    b. Model development scenarios and forecast impacts.
6. Apply data from the latest Census and American Community Survey when possible.

PRODUCT SCHEDULE

Item	Release date
Traffic count and intersection analysis reports	On demand
Pedestrian and cyclist automatic counts	On demand
Optimized traffic signal timings	On demand/ rolling basis
Transportation network GIS layers and analyses	Project basis
Pedestrian-, cyclist-, and driver-sheds	Project basis
Statistical or other quantitative analyses	Project basis
Interactive voice response/public surveys	On demand/ project basis

3. Planning activities

OBJECTIVES

1. To increase safety, especially for vulnerable users.
2. To improve the usability and performance of the transportation system across all modes.
3. To increase transportation choice.
4. To decrease congestion, especially through more efficient use of existing infrastructure.
5. To improve the environment (including air quality).
6. To assure the security of the transportation system.
7. To deepen stakeholder involvement in the planning process.

ACTIVITIES

CCRPA will:

1. Manage the Surface Transportation Program, including Transportation Alternatives, and Local Transportation Capital Improvement Program and carry out special projects with an emphasis on system preservation and efficiency, sustainability, and avoidance of adverse environmental impact, including participation in NEPA/CEPA processes. (The special projects listed below have been developed to be compatible with and supportive of the objectives enumerated above.)

2. Coordinate with ConnDOT on transportation (including transit), environmental, and land use planning activities, including on safety (e.g., Strategic Highway Safety Plan), security, functional classification, and performance measurement.
3. Collaborate with municipalities on transportation (including transit), environmental, and land use planning activities.
4. Cooperate with neighboring MPOs as well as transportation providers and all MPOs in the Hartford TMA on planning and management activities for:
    a. Intelligent Transportation Systems architecture
    b. Congestion and the Congestion Management Program.
    c. Diversion plans and Highway Incident Management.
    d. Jobs Access.
    e. LOCHSTP.
    f. Freight.
    g. Transit, including local and interregional bus and rail service.
    h. Performance measurement.
    i. Other programs as needed.
5. Incorporate data, findings, and appropriate recommendations from said cooperation into the TIP, (E)STIP, LRTP, and other Agency operations and documents.
6. Continue to review operation of CCRPA's Transportation Committee.
7. In cooperation with stakeholders and the public, prepare and maintain the following documents:
    a. Transportation Improvement Plan, 2015-2018.
    b. Long-Range Transportation Plan.
    c. Public Participation Plan (as needed).
    d. Title VI Program and EJ/LEP Plan (as needed).
    e. Unified Planning Work Program, fiscal years 2016 and 2017.
8. Improve operations of paratransit, dial-a-ride, and comparable services by:
    a. Implementing Automatic Vehicle Location (AVL) on fleet vehicles.
    b. Enhancing notification capabilities for service disruptions and operational efficiency.
    c. Planning for one-seat rides into neighboring districts.
    d. Integrating rider and scheduling databases with neighboring districts.
    e. Coordinating and evaluating Section 53xx and state grant program activities.

PRODUCT SCHEDULE

Item	Release date
Basis documents	
Transportation Improvement Plan	N/A this period[5]
Long-Range Transportation Plan	July 2014[5]
Public Participation Plan	N/A this period[5]
Title VI Program and EJ/LEP Plan	N/A this period[5]
Congestion Management Process Report	TBD[6]
Multimodal and integrative projects	
Economic resilience plan	December 2014
Regional bicycle plan	March 2015
Plow route optimization study	October 2014
Quinnipiac River runoff reduction plan (study phase)	December 2014
Quinnipiac River runoff reduction plan (outreach phase)	June 2015
Route 9 corridor study	June 2015
Memorial Boulevard study	TBD[7]
CCSU Transportation Plan (implementation phase)	Ongoing
Tunxis Community College Transportation Plan	December 2014
Berlin Transit-Oriented Development study	January 2015
Burlington Town Center study	October 2014

[5] *The Transportation Improvement Program, Title VI Program, and EJ/LEP Plans were updated in spring 2014 and thus are not up for revision in fiscal year 2015.*

[6] *Release date is contingent on data availability. Efforts are underway to procure data from a commercial vendor. These data are expected to be superior in spatial and temporal coverage and generalizability from the data used in earlier reports (which were collected using the floating car method). A new report will be prepared as soon as these data are available and have been analyzed.*

[7] *Study is on hold until the City gives CCRPA the go-ahead.*

Item	Release date
Farmington Canal Heritage Trail gap closure	September 2015[8]
Plymouth Reservoir trail connection	April 2015
Bus system enhancement and rationalization study[9]	June 2015

Recurring documents	
Amendments to the existing TIP, including project lists	Ongoing

4. Other technical assistance

OBJECTIVE

1. To give transportation planning assistance to the CCRPA member municipalities through dedication of staff time and equipment.

ACTIVITIES

CCRPA will:

1. Continue to provide technical data, such as traffic counts, intersection analyses, and assistance, including program coordination, surveys, etc. to member municipalities.
2. Provide guidance in grant execution and project implementation when requested (contingent on appropriateness and feasibility).

PRODUCT SCHEDULE

Item	Release date
Area condition reports	On demand
Selected traffic count and intersection performance information	On demand
GIS mapping	On demand/ project basis
Other data on request	On demand

[8] *Completion date is contingent on funding award. Per federal regulations, MPO planning funds, such as those that support CCRPA's plans and studies, may not be used for final design. Project is expected to take one year from availability of funds.*

[9] *In cooperation with CT TRANSIT and local bus operators.*

5. Public participation

OBJECTIVE

Community involvement and observance of civil rights laws and regulations are part and parcel of CCRPA's activities. CCRPA continues to seek ways to improve its public participation process and will further implement its Public Participation Plan, Title VI Program, and Environmental Justice[10]/Limited English Proficiency Plan in light of recommendations from ConnDOT reviews (2013 and 2014) and CCRPA's MPO recertification review (2014). Procedures have been developed to incorporate the Public Involvement Plan with the overall planning process, with an evaluative component.

CCRPA will continue to seek to involve the public, particularly groups that may be underserved by the transportation planning process, such as minorities, women, the elderly, and the disabled. Activities related to these groups will include soliciting input and inviting participation from such groups in all public stages of the transportation planning process as well as operating the workplace in accordance with Federal and State Affirmative Action and Equal Opportunity Regulations. A continuation of environmental justice components within consideration of the project selection process for federal and state funding, including under the STP-U, Transportation Alternatives, and LOTCIP programs, and consideration of procedures for incorporation of environmental justice details within the planning process will be an annual task. Procedures for improving outreach to all groups throughout the planning process will be reviewed, modified and implemented with particular attention to these groups. The process of public participation and outreach is regularly reviewed and evaluated for identifying areas needing improvement.

ACTIVITIES

CCRPA will:

1. Evaluate the public involvement process regularly and incorporate new methods into Agency operations and the Public Participation Plan.
2. Expand outreach strategies, including initiatives with community groups.
3. Report on potential and actual project impacts with Social Impact Reports.

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[10] *The U.S. DOT defines environmental justice as comprising the following three precepts: 1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations. 2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. 3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.*

4. Examine the distributions of benefits and burdens of transportation investments outlined in the Long-Range Transportation Plan and TIP as it impacts Title VI and/or environmental justice clusters.
5. Provide notice of foreign language assistance upon request on all meeting agendas and for all major products.
6. Document all public involvement activities for the TIP, (E)STIP, Long-Range Transportation Plan, and all planning activities containing public participation components.

PRODUCT SCHEDULE

In addition to the items listed under Task 1:

Item	Release date
Articles and press releases for community and media sources	Ongoing
Outreach to stakeholder groups through various means and media	Project basis
Translated documents upon request	On demand

Alternately-funded transportation planning (ADA)

CCRPA administers ADA paratransit service in Central Connecticut. DATTCO, Inc. is currently under contract to operate the service in and to/from the region. CCRPA will oversee the provision of services as required under the Americans with Disabilities Act (ADA) and complete the annual ADA compliance certification. Regular operational reviews and system oversight will be maintained. Where possible, the Agency will coordinate activities with all stakeholders, including, advisory committees, local social service agencies, elderly/disabled transportation providers, and appropriate citizen advocacy groups. The CCRPA will make recommendations for service changes and work toward their implementation as appropriate.

POSITION DESCRIPTIONS

The transportation program is funded primarily via funds provided by ConnDOT from U.S. Department of Transportation's Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The positions below are directly involved in the Agency's transportation planning process, with task assignments and functions as follows.

EXECUTIVE DIRECTOR

Supervises all Agency staff. Informs and supports MPO Policy Board. Serves as point of contact for high-level state and federal officials as well as local chief executive officers. Represents the Agency at public functions and forums. Reviews plans and studies.

DEPUTY DIRECTOR

Directly manages planning staff. Oversees and sets direction for transportation planning. Responsible for project development and production of strategic and special projects, including the Long-Range Transportation Plan, the Unified Planning Work Program, and the products listed under *Priorities* (*p.* 5). Develops project scopes, work plans, and staff assignments. Develops methodologies and reviews analyses and reports. Responsible for integration of environmental concerns into the transportation planning process. Works to build organizational capacity. Recruits staff and oversees professional development. Maintains Agency's information systems. Represents the Agency on working groups and committees. Speaks on behalf of Agency/Executive Director in the absence of the latter.

SENIOR PLANNER

Serves as project manager on selected plans and studies. Coordinates and oversees tasks given to staff assigned to project. Supervises Planning Aides. Responsible for integration of economic concerns into the transportation planning process. Acts as point of contact for economic development community. Responds to escalated inquiries. Represents the Agency on working groups and committees in the absence of the Deputy Director.

ASSOCIATE PLANNER

Manages federal and state programs. Maintains Transportation Improvement Program. Informs and supports Transportation Committee, a committee of the MPO Policy Board. Coordinates with ConnDOT and municipalities on funding programs, project solicitation, project review and development, programming, and project delivery. Acts as project-level liaison on transportation improvements. Provides first-level response to public inquiries. Staffs Title VI, Environmental Justice, and Limited English Proficiency and ADA Advisory committees.

Manages 'one-off' studies and local analyses (e.g. site-specific traffic and safety analyses), under supervision of Deputy Director or Senior Planner. Completes sections of larger plans and studies. Oversees transportation data collection program, including scheduling and assignment of relevant tasks to Regional/Assistant Planners and Planning Aides and verification of said tasks. Performs technical reviews and analyses.

REGIONAL PLANNER

Completes transportation-related tasks independently, with review by Deputy Director or, on a project level, by Senior Planner and/or Associate Planners, upon task completion. Undertakes more complex research and carries out analyses for superordinate staff. Communicates on behalf of Deputy Director or Senior Planner with outside stakeholders.

ASSISTANT PLANNER

Completes transportation-related tasks under close supervision of Deputy Director or, on a project level, by Senior Planner and/or Associate Planner. Supports project managers on data collection, research, report preparation and review, and outreach. Completes traffic, intersection, and pedestrian/cyclist counts.

OFFICE AND FINANCIAL ADMINISTRATOR

Prepares budget, ensures compliance with funding sources, handles financial reporting, and requisitions funds. Prepares budget. Serves as human resources manager.

EMERGENCY PLANNER

Undertakes planning and programming for emergency-related projects and processes, including emergency preparedness, disaster recovery, and resiliency planning. Also, as paratransit coordinator, provides customer service and case management for paratransit operations, including information provision, eligibility certification, recertification, and complaint resolution.

PLANNING AIDE

Supports all staff. Performs data collection, basic research and analysis, and routine work. Undertakes other work on an as-needed basis.

FUNDING

Fiscal year 2015

EXPENDITURES BY SOURCE

Task	1	2	3	4	5	Total
FHWA PL	$28,275.00	$77,756.25	$98,962.50	$28,275.00	$49,481.25	$282,750.00
FTA	$8,268.10	$22,737.28	$28,938.35	$8,268.10	$14,469.18	$82,681.00
Released FY10 PL	$40,831.40	$112,286.35	$142,909.90	$40,831.40	$71,454.95	$408,314.00
State match	$9,671.90	$26,597.73	$33,851.65	$9,671.90	$16,925.83	$96,719.00
Local match	$9,671.90	$26,597.73	$33,851.65	$9,671.90	$16,925.83	$96,719.00
Total	$96,718.30	$265,975.33	$338,514.05	$96,718.30	$169,257.03	$967,183.00

EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5					
Position	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total hr	Est. rate/hr	**Total cost**	*Max. rate/hr*
Executive Director	91	$5,510.75	250	$15,154.56	319	$19,287.63	91	$5,510.75	159	$9,643.81	910	$60.5577	**$55,108**	$64.00
Deputy Director	160	$6,326.16	440	$17,396.94	560	$22,141.56	160	$6,326.16	280	$11,070.78	1,600	$39.5385	**$63,262**	$42.00
Senior Planner(s)	134	$4,709.95	369	$12,952.37	469	$16,484.83	134	$4,709.95	235	$8,242.42	1,340	$35.1489	**$47,100**	$37.00
Associate Planner(s)	114	$3,651.59	314	$10,041.88	399	$12,780.57	114	$3,651.59	200	$6,390.28	1,140	$32.0315	**$36,516**	$34.00
Associate Planner(s)	286	$8,493.80	787	$23,357.95	1,001	$29,728.30	286	$8,493.80	501	$14,864.15	2,860	$29.6986	**$84,938**	$32.00
Regional Planner(s)	91	$2,320.55	250	$6,381.50	319	$8,121.91	91	$2,320.55	159	$4,060.95	910	$25.5005	**$23,205**	$27.00
Emergency Planner(s)	80	$2,040.04	220	$5,610.11	280	$7,140.14	80	$2,040.04	140	$3,570.07	800	$25.5005	**$20,400**	$27.00
Assistant Planner(s)	100	$2,451.98	275	$6,742.95	350	$8,581.93	100	$2,451.98	175	$4,290.97	1,000	$24.5198	**$24,520**	$26.00
Assistant Planner(s)	185	$4,410.89	509	$12,129.95	648	$15,438.11	185	$4,410.89	324	$7,719.06	1,850[11]	$23.8385	**$44,109**	$26.00
Fin. & Office Admin.	30	$914.34	83	$2,514.44	105	$3,200.19	30	$914.34	53	$1,600.10	300	$30.4780	**$9,143**	$33.00
Planning Aide(s)	182	$3,383.38	501	$9,304.30	637	$11,841.83	182	$3,383.38	319	$5,920.92	1,820	$18.5900	**$33,834**	$20.00
Subtotal	1,453	$44,213.43	3,996	$121,586.93	5,086	$154,747.00	1,453	$44,213.43	2,543	$77,373.50	14,530		**$442,134.29**	
BFO (110%)		$48,634.77		$133,745.62		$170,221.70		$48,634.77		$85,110.85			**$486,347.71**	
Direct and reserved[12]		$3,795.10		$10,436.53		$13,282.85		$3,795.10		**$6,641.43**			**$38,701.00**	
Total		**$96,643.30**		**$265,769.08**		**$338,251.55**		**$96,643.30**		**$169,125.78**			**$967,183.00**	

[11] *Numbers do not add up due to rounding. (The Assistant Planners at $23.8385 per hour are expected to work 1850.3216 hours.)*

[12] *Reserved includes software, hardware, additional equipment, training, workshops, conferences, seminars, and travel.*

APPENDIXES

Acronyms

ADA	Americans with Disabilities Act
CCRPA	Central Connecticut Regional Planning Agency
ConnDOT	Connecticut Department of Transportation
(E)STIP	(Electronic) State Transportation Improvement Plan
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
ITS	Intelligent Transportation Systems
LOCHSTP	Locally Coordinated Human Services Transportation Plan
LOTCIP	Local Transportation Capital Improvement Program
LRTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
MPO	Metropolitan Planning Organization
SIP	State Implementation Plan
STP	Surface Transportation Program
TIP	Transportation Improvement Plan
TMA	Transportation Management Area
UPWP	Unified Planning Work Program

Planning roles & responsibilities

PURPOSE

The purpose of this statement is to outline the roles and responsibilities of the State, the Central Connecticut Regional Planning Agency and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a)"Metropolitan Planning Agreements" [formerly 23CFR 450.310(e)].

GENERAL ROLES & RESPONSIBILITIES

The Central Connecticut Regional Planning Agency will perform the transportation planning process for their region and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

1. Preparation of an annual Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during the year.
2. Preparation and update of a long range, multi-modal regional transportation plan.
3. Preparation and maintenance of a short-range transportation improvement program (TIP).
4. Financial planning to ensure plan and program are financially constrained and within anticipated funding levels.
5. Conduct of planning studies and system performance monitoring, including highway corridor and intersection studies, transit system studies, application of advanced computer techniques, and transportation data collection and archiving.
6. Public outreach, including survey of affected populations, electronic dissemination of reports and information (website), and consideration of public comments.
7. Ensuring the transportation planning process does not have a significant or disproportionate impact on low income, minority and transit dependent Title VI populations.
8. Development and implementation of a Congestion Management Process as appropriate.

9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

LONG RANGE TRANSPORTATION PLAN

1. Central Connecticut Regional Planning Agency will be responsible for preparing and developing the long range (20–25 years) transportation plans for its respective region.

2. Central Connecticut Regional Planning Agency may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.

3. ConnDOT will provide the following information and data in support of developing the transportation plan:

    a. Financial information - estimate of anticipated federal funds over the 20-25 year time frame of the plan for the highway and transit programs.

    b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode.

    c. Traffic count data for state roads in the Central Connecticut Planning Region, and transit statistics as available.

    d. List of projects of statewide significance by mode, with descriptions, so that they can be incorporated into the regional transportation plans.

    e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)

4. Central Connecticut Regional Planning Agency may conduct transportation modeling for the area.

5. Central Connecticut Regional Planning Agency will consult with the appropriate providers of public transportation on local bus capital projects to include in the transportation plan, and will work together to develop local bus improvements for the plan from the 10-year capital program. Through consultation, they will identify future local

bus needs and services, including new routes, service expansion, rolling stock needs beyond replacement, and operating financial needs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

1. The TIP will be prepared and compiled through a consultative process between ConnDOT, Central Connecticut Regional Planning Agency, and the appropriate provider(s) of public transportation.

2. ConnDOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.

3. ConnDOT, Central Connecticut Regional Planning Agency and transit provider(s) – ConnDOT will solicit comments on the TIP and incorporate where practicable.

4. ConnDOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Central Connecticut Regional Planning Agency to explain the projects to the policy board and the general public.

5. ConnDOT will provide a list of projects obligated during each of the federal fiscal years covered by the expiring TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.

6. Central Connecticut Regional Planning Agency will compile the TIP for the Region, including preparing a narrative. Projects will be categorized by federal aid program and listed in summary tables. The TIP will be converted into a format that will allow it to be downloaded to the Region's website. Central Connecticut Regional Planning Agency will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the administrative action process.

7. ConnDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.

8. ConnDOT will include one STIP entry each for the Bridge program, the Highway Safety Improvement program and the Recreational Trails program. This entry will list the total funds needed for these programs for each fiscal year. All Regions will receive back up lists in the form of the Connecticut Bridge Program, the Office of Traffic En-

gineering Safety Plan and the Recreational Trails program administered by the Department of Environmental Protection. The one line entry will reduce the number of entries needed in the STIP.

9. ConnDOT will provide proposed amendments to the Central Connecticut Regional Planning Agency for consideration. The amendment will include a project description that provides sufficient detail to allow the Central Connecticut Regional Planning Agency to explain the proposed changes to the Central Connecticut Regional Planning Agency board. It will also provide a clear reason and justification for the amendment. If it involves a new project, ConnDOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.

10. When an amendment to the TIP/STIP is being proposed by the Central Connecticut Regional Planning Agency, the project sponsor will consult with ConnDOT to obtain concurrence with the proposed amendment and ensure financial consistency.

11. ConnDOT will provide a financial assessment of the STIP with each update. Central Connecticut Regional Planning Agency should prepare a TIP summary table listing all projects by funding program sorted by year based on ConnDOT's financial assessment.

AIR QUALITY PLANNING

1. ConnDOT and Central Connecticut Regional Planning Agency may meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.

2. ConnDOT will conduct the regional emissions analysis, which includes the Central Connecticut Regional Planning Agency area and provide the results to the Central Connecticut Regional Planning Agency. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range transportation plans and TIP.

3. Central Connecticut Regional Planning Agency will prepare a summary report of the conformity process and regional emissions analysis for the Region. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.

4. The summary report on the regional emissions analyses will be inserted into the long-range transportation plan and TIP.

5. Central Connecticut Regional Planning Agency will make the regional emissions analysis available to the public.

PUBLIC PARTICIPATION PROGRAM

1. The Central Connecticut Regional Planning Agency will review and evaluate its public participation program regularly.
2. The Central Connecticut Regional Planning Agency will update and prepare a list of neighborhood and local organizations and groups that will receive notices of MPO plans, programs and projects.
3. The Central Connecticut Regional Planning Agency will work to ensure that low-income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden. They will comply with federal legislation on these issues.
4. The Central Connecticut Regional Planning Agency's process for developing plans, projects, and programs will include consultation with state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.
5. The Central Connecticut Regional Planning Agency will maintain their website to provide clear and concise information on the transportation planning process and provide an opportunity to download reports and documents. This will include developing project and study summaries, converting reports into a pdf or text format, and maintaining a list of available documents. The website will provide links to other associated organizations and agencies.

PUBLIC TRANSPORTATION PLANNING

1. The Central Connecticut Regional Planning Agency will allow for, to the extent feasible, the participation of transit providers at all transportation committee and policy board meetings to provide advice, information and consultation on transportation programs within the planning region.
2. The Central Connecticut Regional Planning Agency will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.

3. The Central Connecticut Regional Planning Agency will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to insure the consideration of any appropriate comments.

4. The Central Connecticut Regional Planning Agency and ConnDOT will assist the transit provider(s) to the extent feasible with planning for transit related activities.

FISCAL/FINANCIAL PLANNING

1. The ConnDOT will provide the Central Connecticut Regional Planning Agency with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs to the extent practicable. This will include:
   a. Anticipated federal funding resources by federal aid category for the upcoming federal fiscal year, as shown in the TIP financial chart.
   b. Annual authorized funds for the STP-Urban account.
   c. Annual authorized funds for the FTA Section 5307 Program.
   d. A listing of FTA Section 5309 Bus and Section 5309 New Starts projects that are earmarked in federal legislation and also as appropriated by Congress.
   e. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.
2. The ConnDOT will notify the Central Connecticut Regional Planning Agency when the anticipated cost of a project, regardless of funding category, has changed in accordance with the agreed upon TIP/STIP amendment and administrative action process.
3. The Central Connecticut Regional Planning Agency will prepare summary tables and charts that display financial information for presentation to the policy board.

CONGESTION MANAGEMENT PROCESS (CMP) PROGRAM

1. The ConnDOT, as state's primary CMP, will provide Central Connecticut Regional Planning Agency its congestion screening report.
2. The Central Connecticut Regional Planning Agency will review the congestion screening report and select critical corridors for analysis as a second level CMP in the state.
3. The Central Connecticut Regional Planning Agency will conduct a highway performance monitoring program that includes the collection of traffic counts, conduct of travel time surveys, and determination of travel speeds and delay.

4. The Central Connecticut Regional Planning Agency will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.

5. The Central Connecticut Regional Planning Agency will work with ConnDOT on programming possible congestion-reducing projects.

6. The Central Connecticut Regional Planning Agency will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PROGRAM

1. The ConnDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Central Connecticut Planning Region.

2. The Central Connecticut Regional Planning Agency will maintain and update the Regional ITS Architecture for the Central Connecticut Planning Region, where appropriate.

AMENDMENT

This Statement on Transportation Planning may be amended from time to time or to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies.

EFFECTIVE DATE

This Statement will be effective after it has been endorsed by the Central Connecticut Regional Planning Agency as part of the UPWP, and as soon as the UPWP has been approved by the relevant Federal transportation agencies.

NO LIMITATION ON STATUTORY AUTHORITY

Nothing contained in this Statement is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Connecticut law, federal law, local ordinance, or charter.