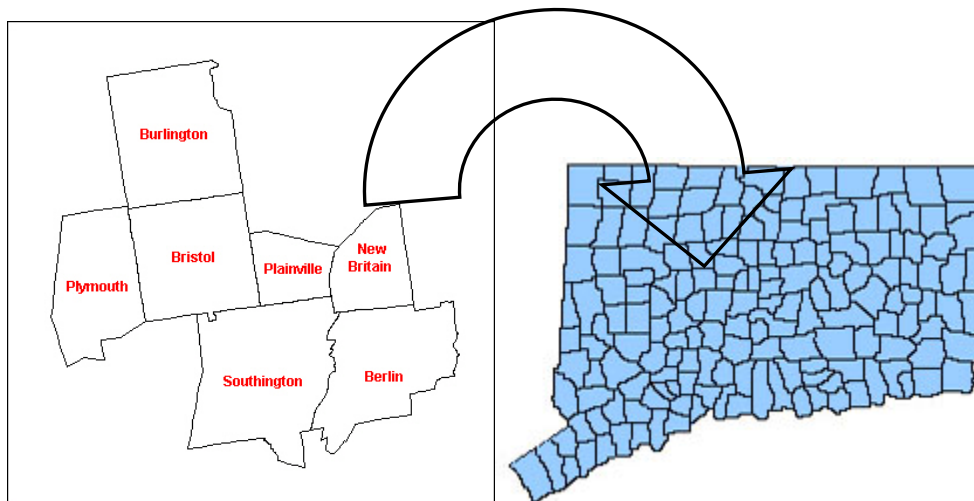


## CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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# UNIFIED PLANNING WORK PROGRAM FOR THE CENTRAL CONNECTICUT METROPOLITAN PLANNING ORGANIZATION

## FUNDING YEARS 2008-2009 and 2009-2010



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**Final**  
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## ACRONYMS

ADA	Americans with Disabilities Act
AVL	Automatic Vehicle Location
BCO	Bristol Community Organization
CCPATH	Central Connecticut Plan for Alternative Transportation and Health
CCRPA	Central Connecticut Regional Planning Agency
CMP	Congestion Management Program
COGCNV	Council of Governments of the Central Naugatuck Valley
ConnDOT	Connecticut Department of Transportation
CRCOG	Capitol Region Council of Governments
CTDOT	Connecticut Department of Transportation
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HIM	Highway Incident Management
ITS	Intelligent Transportation Systems
LEP	Limited English Proficiency
LOCHSTP	Locally Coordinated Human Services Transportation Plan
LRTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
MRPA	Midstate Regional Planning Agency
NAACP	National Association for the Advancement of Colored People
NRZ	Neighborhood Revitalization Zone
RPO	Regional Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SHSP	Strategic Highway Safety Plan
SIP	State Implementation Plan
STIP	State Transportation Improvement Plan
STP	Surface Transportation Program
TIP	Transportation Improvement Plan
TMA	Transportation Management Area
UPWP	Unified Planning Work Program

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## INTRODUCTION

The Unified Planning Work Program (UPWP) describes the actual transportation planning work to be undertaken in Fiscal Years 2009 and 2010 (July 1, 2008 - June 30, 2009, and July 1, 2009 – June 30, 2010, respectively). The UPWP lists the tasks necessary to carry out the objectives of the Central Connecticut Region Long-Range Transportation Plan and elements of the transportation planning process. The UPWP is a response to Federal regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA). The transportation process links transportation planning, land use planning and related planning efforts into a relatively unified process. The regional comprehensive planning effort described by the UPWP will be also be supported by a grant from the Connecticut Office of Policy and Management, local funds and other financing grants.

The Central Connecticut Regional Planning Agency (CCRPA) has been designated as the Metropolitan Planning Organization (MPO) for the purpose of transportation planning within the Central Connecticut Region, which is part of the Hartford Urbanized Area.

The scope of the UPWP remains flexible to include additional activities as problems arise and priorities change. Activities relating to energy conservation, air quality, transportation monitoring, statewide transportation planning, transportation system management analysis, coordination with other regional planning agencies and a data-gathering project concerning local road expenditures will continue.

The UPWP includes Task descriptions of the following:

Task No. 1	Management of the Planning Process
Task No. 2	Data Collection/Analysis
Task No. 3	Planning Activities
Task No. 4	Other Technical Assistance
Task No. 5	Public Participation

## PLANNING PRIORITIES

There are a number of transportation issues facing the Central Connecticut Region. Many of them are ongoing challenges and several are new developments. The CCRPA interacts with many diverse organizations on the local, regional, state and national levels. Through these interactions, many concerns are voiced and many issues are presented. Also, transportation concerns are voiced through the public participation process employed by the CCRPA. The Agency receives public input on specific projects and studies, as well as general inquiries and comments communicated to the board or the staff. These concerns brought to the CCRPA from partners, organizations, municipal members and the public are reviewed by the staff and the board, and are assembled as priorities to address.

### New Priorities:

Issue: The distribution of transportation information via the agency website is fragmented and underutilized.

Objective: Develop and deploy a reorganized website that delivers information for the traveling public in the region in all transportation modes.

Issue: Rail infrastructure (particularly the east/west line), while in sound condition, is not being utilized to its full potential, either with freight or passenger traffic.

Objective: Advocate and coordinate for a public/private partnership to forge a feasibility study to reevaluate opportunities and obstacles to increased usage of the rail line for freight and passenger service.

### **Ongoing Priorities:**

Issue: While the CCRPA has examined freight planning on a TMA-wide scale with area MPOs, local deficiencies have not been identified.

Objective: Development of local freight planning contacts in trucking and rail freight industries needs to be reestablished for consultation.

Issue: State transportation projects in the region often are advanced, designed, and redesigned with insufficient communication with the affected town's public works staff, the region, and sometimes, the district.

Objective: Establish regular and scheduled consultation with all of the partners and stakeholders involved in transportation project and planning.

Issue: Transit service in the region is not a visible transportation option for potential new riders due to lack of sufficient marketing, community education and accessibility deterrents.

Objective: Increase transit usage through more aggressive marketing, educational activities, and identification of specific deficiencies in the system.

Issue: There is no methodology on the regional level to estimate and evaluate the impact of transportation projects on natural, cultural and historic resources.

Objective: Develop a tool kit of environmental evaluative methods to gain an increased measure of understanding of the impact of current and proposed transportation projects on natural, cultural and historic resources.

Status: Tool kit developed in FY 2008.

Issue: Regional and local plans and projects sometimes disconnect or contradict the general aims of the Agency's overall planning program, and conflicts appear between the regional planning elements of land use, transportation, environment and economic development.

Objective: The integration of individual planning disciplines needs to be coordinated within the Agency to reflect a holistic approach to regional planning.

Status: The Regional Plan of Conservation and Development 2007-2017, and the Long-Range Transportation Plan 2007-2037 (LRP) were developed concurrently with close attention to integration. Both plans derived direction in policy development from the Regional Build-Out Analysis which contained land use, transportation and environmental elements and findings. The LRP used much data and recommendations from plans developed between LRP updates.

Issue: Projected land use development often overtakes, or does not take into account, the appropriate transportation corridor infrastructure necessary for support.

Objective: Work proactively with regional and local economic development agencies to develop transportation-corridor planning products.

Status: The CCRPA is supporting a corridor study for Bristol and Southington along Route 229 as a proactive plan to accommodate projected development in the area.

Issue: Project cost estimates and local priority changes jeopardize scheduling and available funds.

Objective: Establish more frequent and inclusive consulting on estimates and priorities among municipalities and ConnDOT.

Status: Streamlining scoping processes by ConnDOT and hiring more engineers is an important step in cost control in project development.

Issue: The mix of transportation modal options for the people of the Region is not balanced. Transportation modal options heavily favor private automobiles. This overreliance creates congestion, leading to environmental problems, negative economic impacts, and public health concerns.

Objective: Initiate plans and programs to address imbalances in the Region's transportation system.

Status: The CCRPA has produced a pedestrian and bike plan (CCPATH), Busway West, and updated the Transit Development Plan, all of which emphasize alternatives to automobile use.

Issue: Major transportation projects in the Region such as the Route 72 Extension and the New Britain-Hartford Busway require advocacy at state levels for project realization.

Objective: Coordinate with local, regional and state entities and individuals to ensure steady progress on projects.

Status: The CCRPA has developed relationships with legislative aides to monitor advancement of projects in the bond authorization arena.

Issue: Public participation in the transportation planning process needs to be expanded. All segments of the Region's population need to be apprised of their role in transportation decision-making.

Objective: Coordinate with local, regional and state entities and individuals to ensure steady progress in public participation. Expand outreach to traditionally underserved populations and use diversified outreach instruments.

Status: CCRPA has developed relationships with neighborhood organizations with regular attendance at NAACP and NRZ meetings to keep lines of contact open with neighborhoods in urban cores.

## **TASK DEVELOPMENT OF THE UPWP**

For general transportation planning processes, the UPWP reflects tasks that are federal and state agency imperatives or suggestions. There are national priorities that are carried out on a regional basis through the MPO process. The MPO applies these general, required tasks with a more specific regional approach, often with site-specific targets.

As priorities are developed according to the process described above, tasks are advanced to address the priorities. Issues are floated to the attention of the Agency from partners, grantors, municipalities and the general public. Staff will develop tasks based those issues, which are reviewed, modified and adopted by the Transportation Improvement Committee, the ADA Advisory Committee, and the Agency Board.

During the course of the year, planning products are reviewed and adjusted in terms of timelines, deliverables and competing priorities. Many elements of the annual UPWP are continued into the next fiscal year due to budget and time constraints to which preclude completion of all tasks within one fiscal year. Additionally, many tasks are multiyear in nature with certain milestones in each year. New tasks based on new priorities are noted in the text.

## HIGHLIGHTS OF THE 2009-2010 UPWP

This UPWP continues to build on new tasks from SAFETEA-LU guidance. The 2009 – 2010 fiscal years continue with a strong emphasis on safety concerns and transportation coordination. There will be planning work in the area of safe routes to schools, pedestrian and bicycle safety work in concert the Strategic Highway Safety Plan, updated State Bicycle and Pedestrian Plan, and update of the Central Connecticut Plan for Alternative Transportation and Health. Freight planning will look more at the local issues affecting rail and truck freight movement. The Locally Coordinated Human Services Transportation Plan (LOCHSTP) will contribute the regional portion to the state plan and work on service implementation recommendations for providers in the region. Planning work geared toward establishing a balance of transportation options available to inhabitants of the region, as called for in the region's Long-Range Transportation Plan 2007-2037, will be a consideration of all tasks. Congestion management activities will continue as well as selected intersection analysis work to pinpoint areas of immediate concern.

### TASK 1: MANAGEMENT OF THE PLANNING PROCESS

**Objective:** To provide for the overall administration of the transportation program funded through the FHWA and the FTA, ConnDOT and local contributions, as required.

**Activities:** The Central Connecticut Regional Planning Agency will:

- Develop the work program and manage task and staff resources.
- Prepare the transportation budget.
- Coordinate fiscal management and financial reporting.
- Coordinate with federal grantors in the urban planning certification process.
- Prepare financial reports to include an annual audit, narrative reports, communications and other material necessary to manage the program.

**Products:**

- Quarterly and Final Progress Reports (includes Title VI Reports)  
These reports update progress on each task within the UPWP and are delivered to ConnDOT, and the Agency's main federal grantors: FHWA and FTA
- Narrative Reports
- Memoranda
- Urban Planning Certification
- Annual Financial Audit for ConnDOT, FHWA and FTA
- Unified Planning Work Program and Amendments
- Affirmative Action Plan
- Title VI Report

### TASK 2: DATA COLLECTION/ANALYSIS

**Objectives:**

1. To develop sets of analysis tools to aid in forecasting transportation needs with the ability to provide local impact studies.
2. To coordinate data collection and analysis activities with other local, regional and state agencies.
3. To consolidate transportation databases to assist in the coordination of planning activities.

4. To enhance technical capacity of transportation staff.

**Activities:** The Central Connecticut Regional Planning Agency will:

1. Increase the use of GIS in the analysis role of transportation planning.
  - ✓ Review and purchase ARC extensions that increase ability to analyze transportation data in a graphic form.
2. Consolidate and update local road and state road data for transportation planning activities.
  - ✓ Continue to collect traffic counts and analyze intersection operations of local roads.
3. Continue to systematically collect and compile pedestrian and transit transportation data in support of transit, pedestrian & bicycle and safety planning.
  - ✓ Increase details in transit ridership database to analyze route performance and opportunities for improvement.
4. Develop a schedule of regular traffic count and intersection turning count data collection for the Region through consultation with local governments.
5. Provide for expanded technical capacity of staff through training and equipment through research and acquisition.
  - ✓ Extend opportunity for advanced GIS and transportation training for appropriate staff.
  - ✓ Acquire visualization/simulation software that integrates with GIS.
6. Provide to the Bureau of Policy and Planning, all 24-hour traffic count data collected by the Region.
7. Work toward incorporation of land use and transportation models into the CCRPA GIS.
  - ✓ Utilize Community VIZ software to model scenarios of development design.
  - ✓ Review other packages for modeling and analysis capability.
8. Produce population and employment forecasting for project development in coordination with ConnDOT.
9. Utilize projected future land uses from the new Regional Plan of Conservation and Development for transportation planning.
  - ✓ Predict traffic generation from areas of projected growth.
10. Utilize results of the regional build out analysis project in transportation planning activities.
  - ✓ Estimate forecasts of traffic impact locations.
11. Continue to collect travel time data on selected routes in conjunction with the Hartford Urbanized Area Congestion Management Program, in coordination with other MPOs in the TMA
12. Coordinate with ConnDOT on functional classification designations

**Products:**

1. Updated GIS mapping of all transportation network characteristics, based on consultation with member municipalities and coordination with the ConnDOT, for utilization as tools for planning activities.
2. Congestion Management Program reports and mapping for the Hartford Urbanized Area TMA
3. Transit Ridership Database
4. Traffic Count Report and Intersection Analyses Report

### **TASK 3: PLANNING ACTIVITIES**

**Objectives:**

1. To stress multimodal transportation system linkage and enhancement within the Region and to adjoining regions, with increased coordination with transportation providers.



2. To encourage and expand modal interconnectivity and transportation choices regionwide.
3. To promote projects that demonstrate regional significance to curtail traffic congestion and promote improvements to air quality.
4. To broaden and enhance public participation in the planning process.
5. To engage in pedestrian safety activities such as Safe Routes to Schools.
6. To develop strategies in management, operations and intelligent transportation systems, and apply them to congested corridors and coordinate with emergency management planning in the region.
  - ✓ Employ Transportation Demand Management activities in the Route 229 corridor.
  - ✓ Participate in Highway Incident Management activities and planning for the I-84 corridor, Southington to Waterbury in cooperation with COGCNV and ConnDOT.
  - ✓ Introduce Automatic Vehicle Location (AVL) technologies to paratransit fleet.
7. To focus on security and safety aspects of the Region's transportation systems.
8. To encourage projects aimed at system maintenance and preservation.
9. To coordinate activities in concert with other MPOs and the ConnDOT.
  - ✓ Continue cooperative arrangements with other MPOs of the Hartford Urbanized Area in Jobs Access, LOCHSTP, freight planning, congestion management, and other programs.
10. To develop a Coordinated Public Transit Services Transportation Plan.
  - ✓ Continue to utilize the Agency's existing ADA Advisory Committee as the Steering Group for the Plan.
  - ✓ Develop recommendations for the Plan with the Steering Group and the other MPOs of the Hartford Urbanized Area.

**Activities:** The Central Connecticut Regional Planning Agency will:

1. Review and assist coordination of the development of the State Implementation Plan (SIP).
2. Develop the STP-Hartford program with an emphasis on system maintenance and preservation and regional implications.
3. Coordinate with the ConnDOT on the advancement of the Strategic Highway Safety Plan (SHSP).
4. Engage in Freight Movement Planning in cooperation with the Capitol Region Council of Governments and Midstate RPA.
  - ✓ Establish communication with shippers and distributors, in coordination with chambers of commerce in the region, to understand needs of the private sector freight providers.
  - ✓ Produce development plan for rail freight in coordination with the provider, Pan Am Railways, and other stakeholders in the region
5. Coordinate with the CRCOG and the ConnDOT on the construction of the New Britain-Hartford Busway and implementation of station area development.
6. Conduct Human Services Transportation Coordination planning with the Agency's ADA Advisory Committee, regional specialized transportation providers, and the Hartford TMA.
  - ✓ Develop the annual update of the Plan with stakeholder coordination that identifies the needs of demand-responsive transportation providers and identifies funding sources for particular recommendations.
7. In consultation with the communities, ConnDOT and other affected regions, review potential corridor study candidates based on increased data.
  - ✓ Amend, if needed, the new Long-Range Transportation Plan based on regional goals, new requirements of SAFETEA-LU and recommendations from recently

- updated studies such as Busway West, CCPATH, and Transit Development Plan.
8. Work cooperatively with MPOs within the Hartford TMA and ConnDOT in maintenance of the Regional Intelligent Transportation Systems (ITS) Architecture, Highway Incident Management (HIM), and Congestion Management Program (CMP) under the umbrella of Operations and Maintenance.
    - ✓ Implement Highway Incident Management products for the I-84 corridor, in cooperation with COGCNV and ConnDOT.
  9. Work cooperatively with MPOs within the Hartford TMA in development of the Congestion Management Program (CMP) to identify and detail areas of congestion concern and recommend improvements.
    - ✓ Initial CMP networks have been defined. A rotating schedule to review the current network will produce a trend information for the following routes.
      - Route 6 (Allen Street, Plymouth, to Route 177 intersection, Farmington)
      - Route 10 (Intersection with Route 6, Farmington, to Plantsville)
      - Route 372 in Berlin, New Britain, Plainville and Bristol.
    - ✓ Parameters and thresholds will be developed for each route.
    - ✓ Annual reports initiated in 2006 will continue for 2009 and 2010, in coordination with the Hartford Area MPOs and ConnDOT to establish trend information.
    - ✓ After additional data is compiled and analyzed, strategies for rectification of congestion will be developed.
    - ✓ All data and analysis will be rolled into the CMP discussion within the Long-Range Transportation Plan. When projects are developed, based on CMP evidence, they will appear in the Plan and the TIP.
    - ✓ Additional data will be collected at different time periods to develop off-peak background traffic as determinants for congestion thresholds.
  10. Continue to review operation of the Transportation Improvement Committee (TIC) and enact changes, if any
  11. Evaluate and coordinate Section 5310 activities
  12. Incorporate transportation elements into regional planning products pertaining to Homeland Security and Natural Hazards Mitigation and coordinate efforts with the Department of Emergency Management and Homeland Security.
  13. Amend and update the Transportation Improvement Program (TIP) for 2007-2011 and work on producing a new TIP in 2009.
  14. Amend the new Transit Development Plan and review those sections pertaining to:
    1. Identification of rail parking needs
    2. Coordination of local transit with jobs access
    3. Rail and local transit interface improvements
    4. Improved inter and intra regional transit services including paratransit
    5. Examination of institutional arrangements relating to bus stops signage and shelters
    6. Assistance with passenger counts at selected transit hubs
    7. Transit security
    8. Recommendations to the system from the Busway West Plan
    9. Incorporation of analysis of needs and deficiencies of regional transit system components as they relate to disabled populations, to include, but not limited to, the following topics:
      - ✓ Accessibility issues for disabled citizens during winter.
      - ✓ Physical obstacles to boarding/disembarking transit buses
      - ✓ Design accommodations of bus shelters, bus stops, sidewalks, ramps, and crosswalks.
  15. Review system management and operations of transit and highways including alternative capital and operating strategies.

- ✓ Review and recommend system advances for paratransit scheduling
  - ✓ Review and recommend system advances for traffic simulation as visualization tools
16. Continue close involvement with and staffing of the I-84 and the I-91 Transportation Investment Area boards and the state Transportation Strategy Board
  17. Investigate rail infrastructure and operations regionwide in conjunction with freight planning in the Hartford TMA
    - ✓ Work closely with rail operator and businesses to optimize service
    - ✓ Explore marketing a reinvigorated rail freight system for economic development
  18. Coordinate with ConnDOT to promote the Bristol and New Britain transit system
    - ✓ Continue marketing services and map distribution.
    - ✓ Create information for print media for distribution of schedules and routes.
    - ✓ Continue to coordinate the procurement of shelters and signage for regional routes.
  19. Coordinate with one school in the region for a Safe Routes to Schools Plan.
    - ✓ Coordinate master plan activities with the Main Street School in Plymouth.

### **Products:**

1. Amendments, if necessary, for the Long-Range Transportation Plan for 2007-2037
2. STP-Hartford project update reports
3. ITS Deployment Plan
4. Transportation Element Report for Homeland Security and Natural Hazard Mitigation Plans
5. Highway Incident Management Report, in cooperation with COGCNV and ConnDOT.
6. Database of transit system information, including, route changes, ridership figures, and potential pattern changes
7. TDM recommendations for the Route 229 corridor in Bristol and Southington.
8. Transit Enhancement Report detailing accessory elements such as shelters, signage, bicycle racks and kiosks that support the bus transit system
9. Maintain the 2007-2011 TIP and any amendments and produce a new TIP in 2009.
10. Regional Rail Report – reflecting conceptual plans for east/west commuter rail.
11. Congestion Management Program Report to include:
  - 1) Identify congested arterials utilizing ConnDOT's Congestion and Screening reports, and targeted regional fieldwork, based on defined parameters and measures for congestion.
  - 2) Advance strategies to address particular congestion sites.
  - 3) Justify project inclusion into the Long-Range Transportation Plan and as a criteria element in the selection process for the STP-Urban program.
  - 4) Develop regular regional screening activities such as intersection capacity analyses, for local arterials, assembled on a rotating cycle by municipality.
  - 5) Collect and analyze data on a regular basis to evaluate strategy effectiveness and new congestion areas.
  - 6) Participate in a TMA-wide approach to congestion management screening through coordinated travel time and speed studies of targeted arterials.
12. Freight Planning Report
13. New STP-Urban Project List for 2011 and Beyond
14. Scope of Work for Future Traffic Calming Study
15. Scope of Work for Roadway Safety Study and/or Safe Routes to School Study
16. Scope of Work for possible corridor study of Route 229 in Bristol and Southington
17. Investigate Highway Incident Management Diversion Routes for Rt.72 and Rt. 9 for Central Connecticut Region

18. Compilation of Sec. 536 reports
19. Safe to Routes to Schools Plan for Plymouth

#### **TASK 4: OTHER TECHNICAL ASSISTANCE**

**Objective:**

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

**Activities:** The Central Connecticut Regional Planning Agency will:

1. Continue to provide technical transportation data, such as, but not limited to: volume, speed and gap traffic counts, intersection analyses, STP-Hartford program coordination, transit surveys, etc. (including coordination with ConnDOT) to our member municipalities.

**Products:**

1. Area Condition Reports
2. Selected traffic count data and intersection performance information
3. GIS mapping
4. Data on request

#### **TASK 5: PUBLIC PARTICIPATION**

**Objective:** Community involvement and strict observance of civil rights laws and regulations are inherent parts of CCRPA's activities. CCRPA will continue to follow its established public participation process and seek ways to improve it. A major task this Fiscal Year will be to continue implementation of the newly revised Public Participation Plan with Environmental Justice tenets and strengthened Title VI outreach strategies, and to review procedures in light of recommendations of Title VI review report of Connecticut MPOs (February 2004) and Federal Certification Review findings (2005). Procedures have been developed to incorporate the Public Involvement Plan with the overall planning process, with an evaluative component.

CCRPA will continue to make deliberate attempts to involve the public, particularly minorities, women, elderly and disabled and groups traditionally underserved by the transportation planning process. Activities related to these individuals will include, but are not limited to, operating the workplace in accordance with Federal and State Affirmative Action and Equal Opportunity Regulations, maintaining an updated mailing list of minority and traditionally underserved groups, organizations, and individuals. Additionally, Title VI and Disadvantaged Business Enterprise certification and information will be updated. A continuation of Environmental Justice components within consideration of the project selection process for STP-Urban funding and development of procedures for incorporation of EJ details within the planning process will be an annual task. Overall procedures for improving outreach to all groups throughout the planning process will be reviewed, modified and implemented with particular attention to traditionally under served populations. Expanded offering of Agency reports, papers, information, minutes and agendas in Spanish and Polish will be accomplished. The entire process of public participation and outreach is regularly reviewed and evaluated for identifying areas needing improvement.

**Activities:** The Central Connecticut Regional Planning Agency will:

1. Evaluate the effectiveness of the public involvement process regularly and incorporate revised evaluation methods into the Public Participation Plan.
2. Expand EJ and Title VI strategies in terms of outreach.

3. Continue initiatives with NRZs and NAACP chapters in the region.
4. Investigate instances of negative impacts and develop mitigation activities.
5. Refine methods of how to measure and balance impacts.
6. Continue to evaluate potential and actual projects with Social Impact Reports.
7. Reconstitute the demographic profile utilizing Census Block Groups.
8. Examine the distributions of benefits and burdens of transportation investments outlined in the Long-Range Transportation Plan and TIP as it impacts Title VI/EJ clusters.
9. Expand the identification process for LEP groups and provide access to Agency documents in appropriate alternative languages.
10. Provide notices of the availability of assistance in alternative languages upon request on all meeting agendas.
11. Continue development of an Environmental Justice Committee to coordinate the public involvement process.
12. Schedule regular involvement at neighborhood meetings to discuss transportation issues.
13. Initiate and document all public involvement activities for the TIP, STIP, Long-Range Transportation Plan and all planning activities containing public participation components.

### **Products:**

#### Major Transportation Documents

1. Unified Planning Work Program (UPWP) and quarterly updates with Title VI activities
2. Revised Public Participation Plan
3. Articles and press releases for community and minority media sources
4. Expand supply of Agency documents translated to Spanish and Polish
5. Internal Compliance Reports to track public involvement procedures and evaluations implemented for each planning product and process undertaken by the Region
6. Social Impact Reports as necessary.

### **ALTERNATIVELY FUNDED TRANSPORTATION PLANNING EFFORTS**

#### Americans with Disabilities Act

The CCRPA is the administrator of paratransit service in the Central Connecticut Region. Datto, Inc., and currently provides the paratransit service in the Region. Bristol Community Organization (BCO) provides Bristol-to-Bristol trips. The 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. The Agency will participate in coordinating activities with the ADA Advisory Committee, local social service agencies, elderly/disabled transportation providers, and appropriate citizen advocacy groups. The CCRPA will make recommendations to service improvements and work toward their implementation as appropriate.

### **WORK PROGRAM TASK DESCRIPTIONS**

The transportation program is funded primarily through federal grants from two operating administrations of the U.S. Department of Transportation: the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). A full description of the five work program tasks can be found following the listing of staff transportation program responsibilities. The following staff will be directly involved in the transportation planning process for the agency:

Executive Director - Supervises staff and completes technical planning work. Contributes to tasks accomplished by the State Transportation Strategy Board. Generates records and compiles documents for the I-84 and I-91 Transportation Investment Area (TIA) Boards, prepares I-84 TIA Board minutes and agendas, and maintains mailing lists and other TIA records.

Deputy Director – Coordinates and completes all transportation planning activities, budgeting of transportation funds, and supervision of transportation staff as well as assisting the Executive Director in the overall administration of CCRPA operations. Staffs the Transportation Improvement Committee. Provides oversight, coordination and assistance to all products created by staff or consultants.

Senior Planner/GIS Specialist – Maintains all statistical and geographic databases, and assists the Executive Director and Deputy Director with transportation planning activities. Assists with fieldwork, analyses and provision of technical assistance to municipalities, including GIS analyses and cartography. Assists with visualization techniques for public meetings.

Senior Planner - Works on particular projects as assigned by the Deputy Director with an emphasis on the land use aspects of the various transportation projects. Assists in project progress monitoring.

Regional Planners – Coordinate programming and planning as the Safe Routes to Schools Associate for the Agency. Works on pedestrian mode planning activities. Compiles CMP data and analysis. Coordinates transit ridership and marketing activities. Staffs Jobs Access, LOCHSTP and alternative transportation organizations.

Transportation Assistant - Conducts planning and monitoring activities related to all paratransit service; investigates methods for incorporation of ITS strategies into transit service delivery. Serves as staff for the ADA Advisory Committee. Assists in the copying and distribution of all transportation related items; assists the staff with transportation-related correspondence and notices.

Office Manager/Bookkeeper – Handles financial reporting and requisitioning of funds.

Finance Officer – Part-time position to monitor task allocations and grant management.

## **WORK SCHEDULE AND MILESTONES 2009 - 2010**

1. October 2009 and 2010 - Annual Audit
2. October 2009 and 2010 - STP-Urban Projects update reports and new project lists
3. September 2009 - Final Transit Development Plan
4. September 2009 – Final CCPATH update report
5. April 2009 and 2010 - Distribute Draft UPWP
6. May 2009 and 2010 – Final UPWP
7. May 2009 and 2010 - MPO Endorsement (LRP)
8. June 2009 and 2010 - Urban Planning Certification
9. October 2009 and 2010, January 2009 and 2010, April 2009 and 2010, June 2009 and 2010 – UPWP Quarterly progress reports
10. 2009 – New Transportation Improvement Program (TIP)
11. October 2009 and 2010 – Title VI Report
12. September 2009 – TDM Report for Route 229 Corridor

13. February 2009 and 2010 – Regional Report Card – Access and Mobility
14. April 2009 and 2010 – Final Revised Public Participation Plan, Internal Compliance Reports
15. April 2009 – Federal Certification Review
16. June 2009 and 2010 – 536 Reports
17. June 2009 and 2010 – Locally Coordinated Human Services Transportation Plan project list
18. June 2009 – Freight Planning Report
19. June 2010 – Highway Incident Management Report for I-84, Waterbury to Southington
20. June 2009 – Regional Rail Report
21. June 2009 and 2010 – Congestion Management System – Regional/TMA Monitoring Report

### Funding by Source of Funding and Task – Fiscal Year 2009

	Task 1 Management of the Planning Process	Task 2 Data Collection and Analysis	Task 3 Planning Activities	Task 4 Other Technical Assistance	Task 5 Public Participation	Direct Costs	All Tasks, Including Direct Costs
FHWA PL and FTA	\$34,617.20	\$ 86,543.00	\$121,160.20	\$ 34,617.20	\$ 61,037.85	\$8,196.55	\$ 346,172.00
Released PL FY 2006	\$17,475.10	\$ 43,687.75	\$ 61,162.85	\$ 17,475.10	\$ 28,430.20	\$6,520.00	\$ 174,751.00
ConnDOT Match	\$ 6,511.60	\$ 16,279.00	\$ 22,790.60	\$ 6,511.60	\$ 11,525.35	\$1,497.85	\$ 65,116.00
Local Match	\$ 6,511.60	\$ 16,279.00	\$ 22,790.60	\$ 6,511.60	\$ 11,525.35	\$1,497.85	\$ 65,116.00
Safe Routes to Schools	\$ 1,400.00	\$ 3,500.00	\$ 4,900.00	\$ 1,400.00	\$ 1,543.77	\$1,256.23	\$ 14,000.00
<b>TOTAL</b>	\$ 66,515.50	\$ 166,288.75	\$232,804.25	\$ 66,515.50	\$ 114,062.52	\$18,968.48	\$ 665,155.00

### Funding Needed by Employee and Task

Position	Task One		Task Two		Task Three		Task Four		Task Five		Total Months	Est. Hourly Rate	Total Cost per Position	Max. Hourly Rate
	Months	Cost	Months	Cost	Months	Cost	Months	Cost	Months	Cost				
Executive Director	0.75	\$5,928.00	0.00	\$ 0.00	2.25	\$17,784.00	0.25	\$1,976.00	1.75	\$13,832.00	5.00	\$52	\$39,520	\$ 62
Deputy Director	2.50	\$13,680.00	1.50	\$ 8,208.00	4.00	\$21,888.00	0.00	\$0.00	2.00	\$10,944.00	10.00	\$36	\$ 54,720	\$46
Senior Planner	0.00	\$ 0.00	2.00	\$ 9,120.00	3.00	\$13,680.00	2.00	\$9,120.00	1.00	\$4,560.00	8.00	\$30	\$36,480	\$ 40
Transportation Assistant	0.25	\$ 788.00	1.00	\$ 3,192.00	3.00	\$ 9,576.00	0.00	\$0.00	2.25	\$7,182.00	6.50	\$21	\$20,748	\$31
Senior Planner	0.00	\$ 0.00	3.50	\$15,428.00	3.00	\$13,224.00	1.25	\$5,510.00	1.25	\$5,510.00	9.00	\$29	\$39,672	\$39
Regional Planner	0.00	\$ 0.00	4.00	\$14,592.00	3.00	\$10,944.00	1.50	\$5,472.00	0.50	\$1,824.00	9.00	\$24	\$32,832	\$34
Regional Planner	0.00	\$ 0.00	4.00	\$14,592.00	3.00	\$10,944.00	1.25	\$4,560.00	0.75	\$2,736.00	9.00	\$24	\$32,832	\$34
Office Manager/ Bookkeeper	2.00	\$ 7,296.00	0.75	\$ 2,736.00	0.00	\$0.00	0.00	\$0.00	1.25	\$4,560.00	4.00	\$24	\$14,592	\$ 34
Finance Officer	0.50	\$ 2,660.00	0.25	\$ 1,330.00	0.00	\$0.00	0.00	\$0.00	0.25	\$1,330.00	1.00	\$35	\$ 5,320	\$ 40
Subtotal		\$30,362.00		\$69,198.00		\$98,040.00		\$26,638.00		\$52,478.00				
Burden, Fringe, Overhead (110%)		\$33,398.20		\$ 76,117.80		\$107,844.00		\$29,301.80		\$57,725.80				
Direct Costs		\$1,470.61		\$ 7,545.50		\$5,450.12		\$2,342.50		\$2,159.75			Direct Costs	\$18,968.48
Reserve for Unforeseen Supply Needs and Salary		\$1,284.69		\$ 13,427.45		\$21,470.13		\$8,233.20		\$1,698.97				
<b>Total Each Task</b>		\$66,515.50		\$166,288.75		\$232,804.25		\$66,515.50		\$114,062.52			Total All Tasks	\$646,186.52
														\$665,155.00



**Funding by Source of Funding and Task – Fiscal Year 2010**

	Task 1 Management of the Planning Process	Task 2 Data Collection and Analysis	Task 3 Planning Activities	Task 4 Other Technical Assistance	Task 5 Public Participation	Direct Costs	All Tasks, Including Direct Costs
FHWA PL and FTA	\$36,927.40	\$92,318.50	\$129,245.90	\$36,927.40	\$64,654.80	\$9,200.00	\$369,274.00
Released PL FY 2007	\$16,487.90	\$41,219.75	\$57,707.65	\$16,487.90	\$26,125.80	\$6,850.00	\$164,879.00
ConnDOT Match	\$6,677.00	\$16,692.50	\$23,369.50	\$6,677.00	\$11,254.00	\$2,100.00	\$66,770.00
Local Match	\$6,677.00	\$16,692.50	\$23,369.50	\$6,677.00	\$11,254.00	\$2,100.00	\$66,770.00
<b>TOTAL</b>	<b>\$66,769.30</b>	<b>\$166,923.25</b>	<b>\$233,692.55</b>	<b>\$66,769.30</b>	<b>\$113,288.60</b>	<b>\$20,250.00</b>	<b>\$667,693.00</b>

**Funding Needed by Employee and Task**

Position	Task One		Task Two		Task Three		Task Four		Task Five		Total Months	Est. Hourly Rate	Total Cost per Position	Max. Hourly Rate
	Months	Cost	Months	Cost	Months	Cost	Months	Cost	Months	Cost				
Executive Director	0.25	\$2,128.00	0.00	\$0.00	2.25	\$19,152.00	0.25	\$2,128.00	1.75	\$14,896.00	4.50	\$56	\$38,304	\$66
Deputy Director	2.50	\$14,820.00	1.50	\$8,892.00	4.00	\$23,712.00	0.00	\$0.00	2.00	\$11,856.00	10.00	\$39	\$59,280	\$49
Senior Planner	0.00	\$0.00	2.25	\$10,944.00	3.00	\$14,592.00	2.25	\$10,944.00	1.00	\$4,864.00	8.50	\$32	\$41,344	\$42
Transportation Assistant	0.50	\$1,824.00	1.00	\$3,648.00	3.50	\$12,768.00	0.00	\$0.00	2.25	\$8,208.00	7.25	\$24	\$26,448	\$34
Senior Planner	0.00	\$0.00	3.75	\$17,670.00	3.00	\$14,136.00	1.25	\$5,890.00	1.25	\$5,890.00	9.25	\$31	\$43,586	\$41
Regional Planner	0.00	\$0.00	4.25	\$16,796.00	3.00	\$11,856.00	1.50	\$5,928.00	0.50	\$1,976.00	9.25	\$26	\$36,556	\$36
Regional Planner	0.00	\$0.00	4.00	\$15,200.00	3.25	\$12,350.00	1.50	\$5,700.00	0.50	\$1,900.00	9.25	\$25	\$35,150	\$35
Office Manager/ Bookkeeper	2.25	\$8,892.00	0.25	\$988.00	0.00	\$0.00	0.00	\$0.00	.75	\$2,964.00	3.25	\$26	\$12,844	\$36
Finance Officer	0.50	\$2,812.00	0.25	\$1,406.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	.75	\$37	\$ 4,218	\$47
Subtotal		\$30,476.00		\$75,544.00		\$108,566.00		\$33,649.00		\$52,554.00				
Burden, Fringe, Overhead (110%)		\$33,523.60		\$83,098.40		\$119,422.60		\$31,266.40		\$57,809.40				
Direct Costs		\$ 2,100.00		\$ 7,545.50		\$ 5,450.12		\$ 2,342.50		\$ 2,811.88			Direct Costs	\$20,250.00
Reserve for Unforeseen Supply Needs and Salary		\$669.70		\$ 735.35		\$253.83		\$187.80		\$113.32				
<b>Total Each Task</b>		\$ 66,769.30		\$166,923.25		\$233,692.55		\$66,769.30		\$113,288.60			Total All Tasks	\$647,443.00
														<b>\$667,693.00</b>

## **Appendix: Statement of Cooperative MPO/State/Transit Operators 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 Engineering 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 annually review and evaluate its public participation program.
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.