

# UNIFIED PLANNING WORK PROGRAM

for the central Connecticut region  
*fiscal years 2013 and 2014*

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# BACKGROUND

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The Central Connecticut Regional Planning Agency (CCRPA) prepared this document, the Unified Planning Work Program (UPWP).<sup>1</sup> As the federally-designated Metropolitan Planning Organization for central Connecticut, the Agency plays a key role in planning and the distribution of funds for transportation in the region.

CCRPA arose through the provisions of Chapter 127 of the Connecticut General Statutes, enacted in 1955, which authorized the delineation of regional planning areas and the creation of regional planning agencies in those areas upon vote of the municipalities contained therein. The Agency is governed by a Board of members selected by member municipalities.<sup>2</sup> Agency members comprise 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 under grants 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.

# INTRODUCTION

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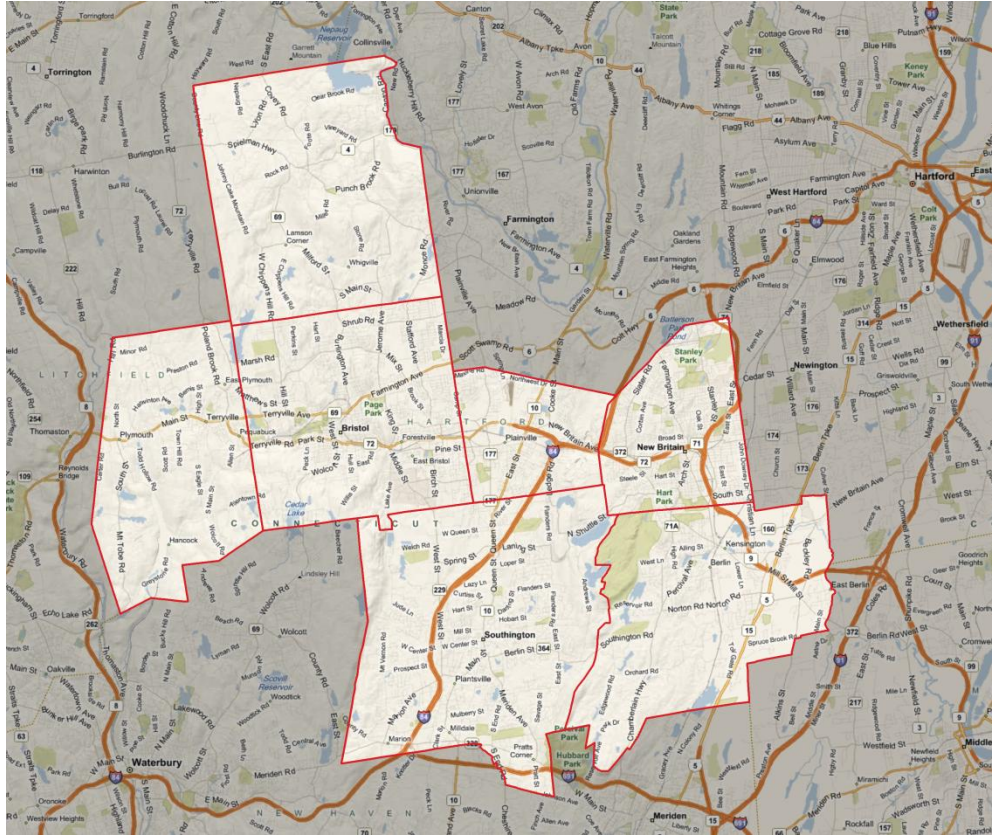
Central Connecticut faces challenges. Some are long-established. Others are new. The Central Connecticut Regional Planning Agency works with a variety of stakeholders better to understand these questions, study responses, and implement preferred alternatives. The Agency draws on a rich mixture of expertise,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

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<sup>1</sup> The UPWP is a response to federal regulations. See 23 CFR Part 450.308 for details.

<sup>2</sup> Representatives are selected in accordance with Chapter 127, Section 8-31 of the Connecticut General Statutes. The Planning and Zoning Commission of each municipality elects one representative; and the chief elected official of each municipality elects one or, depending on population, two members. As of 2010, the Board has a total of seventeen members; three members each from Bristol, New Britain, and Southington and two members each from Berlin, Burlington, Plainville, and Plymouth. A list of board members is posted on the Agency's web site.

## REGIONAL MAP



CCRPA's Long-Range Transportation Plan (LRTP) derives from a set of four core principles that inform the Plan and all projects it contains. It is the intent of the LRTP and the policy of CCRPA that investment in the region's transportation system, whether on new projects or upgrades of existing facilities, reflect these principles. Taken in concert, they create a vision for the future of the region. The principles are as follows:

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 fiscal years 2013 and 2014 (July 1, 2012 – June 30, 2013, and July 1, 2013 – June 30, 2014, respectively). This document includes descriptions of work under the following tasks:

Task Nº	Brief description	Page Nº
1.	Management of the planning process	10
2.	Data collection and analysis	11
3.	Planning activities	12
4.	Other technical assistance	15
5.	Public participation	15

Problems (and solutions) that the Agency has identified in its LRTP and has deemed priorities to address during fiscal years 2013 and 2014 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

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The UPWP reflects many tasks that are federal and state imperatives, including guidance from SAFETEA-LU. 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 executive, namely its Board and the Transportation Improvement Committee.

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 years 2013 and 2014 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.<sup>3</sup> 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).

## **Pedestrians and cyclists**

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### **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.*

### **PEDESTRIAN AND CYCLIST ROUTE NETWORK**

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

Actions:

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<sup>3</sup> 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 (short-range projects) and Long-Range Transportation Plans (mid- to long-range projects.)

1. CCRPA develops bike routes to/through downtown Bristol. Route development will be coordinated with the City and the developers selected for its downtown project.
2. CCRPA proposes bike routes to/through downtown New Britain. Route development will follow completion of the CCSU Transportation Demand Management Strategy and integrate with its recommendations.

### 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 River Trails.
2. CCRPA studies 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).

### BUSWAY SIDE TRAILS

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

Actions:

1. CCRPA studies and seeks funds for spurs connecting the New Britain-Hartford Busway multi-use trail 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 and the gap in the Tunxis Trail, proposes solutions, and seeks means to address them.

## Public transit

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### INTEGRATION WITH NEW YORK

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

Actions:

1. CCRPA provides input into ConnDOT's regional rail study. Should an adequate opportunity present itself, CCRPA also seeks funds for and undertakes an alternatives analysis and scoping study that lays the groundwork for entry into the Project Development phase of the FTA's Very Small Starts or an equivalent program.

### NEW HAVEN-HARTFORD-SPRINGFIELD RAIL

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

Actions:

1. CCRPA provides input to ConnDOT on service improvements taking place in the rail corridor, including integration of trains and buses. Some of this activity may take place within the context of the New Britain-Hartford Busway service plan.

### BUS LINE RATIONALIZATION

**Local bus routes should be rationalized to improve system performance.**

Actions:

1. CCRPA studies potential system changes and recommends preferred system changes. Some of this activity may take place within the context of the New Britain-Hartford Busway service plan.

### 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 determines optimal stop locations and installs signs.

## 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 the use of best practices such as transit signal priority and notification systems to enhance transit.
2. CCRPA seeks the adoption of automatic vehicle location and related technologies (e.g., online trip booking, continuous optimization, and call/text ahead) to improve paratransit system usability and efficiency.

## Private vehicles

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### 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.

### ROUNDBOUT RETROFIT

Replace congested local intersections with roundabouts where appropriate.

Actions:

1. CCRPA studies opportunities 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.

## AUTOMATED TRAFFIC ENFORCEMENT

**Add red light and/or speed cameras at dangerous locations.**

Actions:

1. CCRPA studies opportunities and makes recommendations for safety-enhancing automated traffic enforcement.

## ELECTRIC VEHICLE SUPPORT NETWORK

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

Actions:

1. CCRPA identifies priority locations for charging station installation.

## **Freight**

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### 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.

## **Multimodal projects**

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CCRPA will complete the following special projects which support a variety of modes:

1. Forestville Project: a community-driven collaboration between CCRPA and the University of Connecticut intended to produce a village redevelopment plan designed to promote livability in Forestville, with focuses on transportation and land use.

2. Central Connecticut State University Transportation Demand Strategy: a study of the university's transportation system and comprehensive plan for enhancing its efficiency and sustainability.
3. Regional Plan of Conservation and Development: update to the land-use plan for Central Connecticut. The update will emphasize land use that is sustainable and supports (and are easily supported by) an efficient transportation system.
4. New Britain urban tree canopy assessment: a study of air quality in New Britain (particularly emissions from the transportation sector) and a plan for addressing pollution through enhancement of the urban tree canopy.
5. Quinnipiac River remediation: study to quantify the potential benefits and costs of pollution prevention projects to address high contaminant loads in the watershed, especially those caused by transportation-related surface runoff.

## TASKS

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### 1. Management of the planning process

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#### 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

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Item	Release date
UPWP (even years, starting in 2010) and amendments (odd years)	Draft in April Final in May
FHWA-536 report	June
MPO certification (every four years, starting in 2013)	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

## 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 2010 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
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 STP-Hartford program and carry out special projects with an emphasis on system preservation and efficiency, and avoidance of adverse environmental impact. (The special projects listed below have been developed to be compatible with and supportive of the objectives enumerated above.)
7. Coordinate with ConnDOT on relevant state planning endeavors, including on functional classification designations.
2. Collaborate with municipalities on relevant local planning endeavors.
3. Cooperate with neighboring RPOs 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 interregional bus and rail service.
  - h. Other programs as needed.
4. Incorporate data, findings, and appropriate recommendations from said cooperation into the TIP, (E)STIP, LRTP, and other Agency operations and documents.
5. Continue to review operation of the Transportation Improvement Committee (TIC).
6. In cooperation with stakeholders and the public, prepare the following documents:
  - a. Updates to the existing Transportation Improvement Plan.
  - b. Transportation Improvement Plan, 2013-2017.
  - c. Long-Range Transportation Plan, 2011-2040.
  - d. Public Participation Plan.
  - e. Unified Planning Work Program, 2013-2014.
7. 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 5310 activities.

## PRODUCT SCHEDULE

Item	Release date
<b>Basis documents</b>	
Transportation Improvement Plan, 2013-2017	N/A this period <sup>4</sup>
Long-Range Transportation Plan, 2011-2040	N/A this period <sup>4</sup>
Public Participation Plan	N/A this period <sup>4</sup>
<b>Special projects</b>	
Bristol downtown bike network	September 2012
Forestville Project	January 2013
CCSU Transportation Demand Management Strategy	June 2013
New Britain urban tree canopy assessment	June 2013
Bus system enhancement and rationalization study <sup>5</sup>	September 2013
Busway pedestrian/cyclist spur trails	December 2013
Trail connection plan	December 2013
Regional Plan of Conservation and Development	February 2014
New Britain downtown bike network	June 2014
Regional rail study	Contingent on funds
Electronic highway sign improvements plan	TBD
Automated traffic enforcement study/plan	TBD
Roundabout retrofit pilot and plan	As needed
Rail line freight improvements	Ongoing
Congestion Management Process Report	N/A this period <sup>4</sup>

<sup>4</sup> These documents were updated during the previous two-year UPWP period and are thus not up for revision.

<sup>5</sup> In cooperation with CT TRANSIT, New Britain Transportation, and DATTCO.

Item	Release date
<b>Recurring documents</b>	
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

## 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 with environmen-



tal justice<sup>6</sup> and Title VI outreach elements as well as review procedures in light of recommendations from the MPO recertification review (2010). 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 STP-Urban funding, 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.
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.

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<sup>6</sup> 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.

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 through federal grants from the U.S. Department of Transportation’s Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The positions noted below will be directly involved in the Agency’s transportation planning process, with task assignments as follows.

### EXECUTIVE DIRECTOR

Supervises Agency staff and completes technical planning work. Represents the Agency at transportation functions and forums. Monitors the State Transportation Strategy Board activities.

### DEPUTY DIRECTOR

Directly manages Agency 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. 4), as well as ADA paratransit, grant programs, and other funding programs (including transportation/transit enhancements, CMAQ, SRTS, FHWA discretionary, FTA Section 53xx, and local/state funds.) Maintains Agency's information technology systems.

### SENIOR PLANNER

This position is vacant as of June 30<sup>th</sup>, 2012.

### TRANSPORTATION PLANNER

Manages STP-Urban and Transportation Enhancements programs. Acts as liaison to Transportation Improvement Committee, municipalities, and project staff at ConnDOT. Maintains Transportation Improvement Plan. Responsible for CMP data collection and traffic and intersection counts/analyses. Acts as liaison to ConnDOT and staffs Title VI, Environmental Justice, and Limited English Proficiency committee.

### ASSOCIATE PLANNER(S)

Completes various transportation-related tasks, including start-to-finish management of projects (e.g. village redevelopment, scenic byways, and other scenic plans) assigned by Deputy Director. Responsible for emergency management, economic development, and land use referral tasks.

### REGIONAL PLANNER(S)

This position is vacant as of June 30<sup>th</sup>, 2012.

### ASSISTANT PLANNER(S)

Completes various transportation- and paratransit-related tasks. Provides support to Deputy Director/Associate Planner(s) on data collection, research, report preparation and review, and outreach. Completes traffic, intersection, and pedestrian/cyclist counts.

### OFFICE AND FINANCIAL ADMINISTRATOR

Handles financial reporting and requisitioning of funds.

### TRANSIT COORDINATOR

Provides customer service and case management for paratransit operations, including information provision, eligibility certification, recertification, and complaint resolution.

### INTERN(S)

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

# FUNDING

## Fiscal year 2013

### EXPENDITURES BY SOURCE

Task	1	2	3	4	5	Direct Costs	Total
FHWA PL	\$31,872.71	\$87,649.96	\$111,554.49	\$31,872.71	\$55,804.74	\$9,858.39	\$328,613.00
FTA	\$7,529.85	\$20,707.08	\$26,354.47	\$7,529.85	\$13,183.73	\$2,329.02	\$77,634.00
Released FY10 PL	\$23,389.14	\$64,320.15	\$81,862.01	\$23,389.14	\$40,951.18	\$7,234.38	\$241,146.00
State match	\$7,849.05	\$21,584.88	\$27,471.67	\$7,849.05	\$13,742.60	\$2,427.75	\$80,925.00
Local match	\$7,849.05	\$21,584.88	\$27,471.67	\$7,849.05	\$13,742.60	\$2,427.75	\$80,925.00
<b>Total</b>	<b>\$78,489.80</b>	<b>\$215,846.95</b>	<b>\$274,714.31</b>	<b>\$78,489.80</b>	<b>\$137,424.85</b>	<b>\$24,277.29</b>	<b>\$809,243.00</b>

### EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5		Total hr	Est. rate/hr	Total cost	Max. rate/hr
Position	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost				
Executive Director	100	\$5,734.36	275	\$15,769.49	350	\$20,070.26	100	\$5,734.36	175	\$10,035.13	1,000	\$57.3436	\$57,344	\$86
Deputy Director	160	\$5,452.31	440	\$14,993.85	560	\$19,083.08	160	\$5,452.31	280	\$9,541.54	1,600	\$34.0769	\$54,523	\$51
Senior Planner	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$28.0220	\$0	\$42
Associate Planner(s)	300	\$8,297.80	825	\$22,818.96	1,050	\$29,042.31	300	\$8,297.80	525	\$14,521.15	3,000	\$27.6593	\$82,978	\$41
Transportation Planner	182	\$4,532.47	501	\$12,464.30	637	\$15,863.65	182	\$4,532.47	319	\$7,931.83	1,820	\$24.9037	\$45,325	\$37
Regional Planner	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$23.0769	\$0	\$35
Assistant Planner(s)	300	\$6,975.82	825	\$19,183.52	1,050	\$24,415.38	300	\$6,975.82	525	\$12,207.69	3,000	\$23.2527	\$69,758	\$35
Fin. & Office Admin.	60	\$1,603.36	165	\$4,409.24	210	\$5,611.75	60	\$1,603.36	105	\$2,805.88	600	\$26.7226	\$16,034	\$40
Transit Coordinator	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$20.2308	\$0	\$30
Intern	182	\$2,184.00	501	\$6,006.00	637	\$7,644.00	182	\$2,184.00	319	\$3,822.00	1,820	\$12.0000	\$21,840	\$18
<b>Subtotal</b>	<b>1,284</b>	<b>\$34,780.12</b>	<b>3,531</b>	<b>\$95,645.34</b>	<b>4,494</b>	<b>\$121,730.44</b>	<b>1,284</b>	<b>\$34,780.12</b>	<b>2,247</b>	<b>\$60,865.22</b>	<b>12,840</b>		<b>\$347,801.24</b>	
BFO (110%)		\$38,258.14		\$105,209.88		\$133,903.48		\$38,258.14		\$66,951.74			\$382,581.37	
Direct Costs (3%)		\$1,043.40		\$2,869.36		\$3,651.91		\$1,043.40		\$1,825.96			\$10,434.04	
Reserved <sup>7</sup>		\$5,843.06		\$16,068.42		\$20,450.71		\$5,843.06		\$10,225.36			\$68,426.35	
<b>Total</b>		<b>\$79,924.73</b>		<b>\$219,793.00</b>		<b>\$279,736.54</b>		<b>\$79,924.73</b>		<b>\$139,868.27</b>			<b>\$809,243.00</b>	

# Fiscal year 2014

## EXPENDITURES BY SOURCE

Task	1	2	3	4	5	Direct Costs	Total
FHWA PL	\$31,872.71	\$87,649.96	\$111,554.49	\$31,872.71	\$55,804.74	\$9,858.39	\$328,613.00
FTA	\$7,529.85	\$20,707.08	\$26,354.47	\$7,529.85	\$13,183.73	\$2,329.02	\$77,634.00
Released FY11 PL	TBD	TBD	TBD	TBD	TBD	TBD	TBD
State match	\$4,925.33	\$13,544.66	\$17,238.66	\$4,925.33	\$8,623.58	\$1,523.43	\$50,781.00
Local match	\$4,925.33	\$13,544.66	\$17,238.66	\$4,925.33	\$8,623.58	\$1,523.43	\$50,781.00
<b>Total</b>	<b>\$49,253.23</b>	<b>\$135,446.37</b>	<b>\$172,386.29</b>	<b>\$49,253.23</b>	<b>\$86,235.62</b>	<b>\$15,234.27</b>	<b>\$507,809.00</b>

## EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5		Total hr	Est. rate/hr	Total cost	Max. rate/hr
Position	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost				
Executive Director	85	\$5,117.92	234	\$14,074.27	298	\$17,912.71	85	\$5,117.92	149	\$8,956.35	850	\$60.2108	\$51,179	\$90
Deputy Director	125	\$4,472.60	344	\$12,299.64	438	\$15,654.09	125	\$4,472.60	219	\$7,827.04	1,250	\$35.7808	\$44,726	\$54
Senior Planner	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$29.4231	\$0	\$44
Associate Planner(s)	150	\$4,356.35	413	\$11,979.95	525	\$15,247.21	150	\$4,356.35	263	\$7,623.61	1,500	\$29.0423	\$43,563	\$44
Transportation Planner	150	\$3,922.33	413	\$10,786.41	525	\$13,728.16	150	\$3,922.33	263	\$6,864.08	1,500	\$26.1489	\$39,223	\$39
Regional Planner	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$24.2308	\$0	\$36
Assistant Planner(s)	150	\$3,662.31	413	\$10,071.35	525	\$12,818.08	150	\$3,662.31	263	\$6,409.04	1,500	\$24.4154	\$36,623	\$37
Fin. & Office Admin.	55	\$1,543.23	151	\$4,243.89	193	\$5,401.31	55	\$1,543.23	96	\$2,700.66	550	\$28.0588	\$15,432	\$42
Transit Coordinator	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$21.2423	\$0	\$32
Intern	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$12.6000	\$0	\$19
<b>Subtotal</b>	<b>715</b>	<b>\$23,074.73</b>	<b>1,966</b>	<b>\$63,455.51</b>	<b>2,503</b>	<b>\$80,761.56</b>	<b>715</b>	<b>\$23,074.73</b>	<b>1,251</b>	<b>\$40,380.78</b>	<b>7,150</b>		<b>\$230,747.30</b>	
BFO (110%)		\$25,382.20		\$69,801.06		\$88,837.71		\$25,382.20		\$44,418.86			\$253,822.03	
Direct Costs (3%)		\$692.24		\$1,903.67		\$2,422.85		\$692.24		\$1,211.42			\$6,922.42	
Reserved <sup>7</sup>		\$3,876.55		\$10,660.53		\$13,567.94		\$3,876.55		\$6,783.97			\$16,317.25	
<b>Total</b>		<b>\$53,025.73</b>		<b>\$145,820.76</b>		<b>\$185,590.06</b>		<b>\$53,025.73</b>		<b>\$92,795.03</b>			<b>\$507,809.00</b>	

<sup>7</sup> Reserved includes software, hardware, additional equipment, conferences, seminars, and training.

# APPENDIXES

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## Acronyms

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ADA	Americans with Disabilities Act
CCRPA	Central Connecticut Regional Planning Agency
COGCNV	Council of Governments of the Central Naugatuck Valley
ConnDOT	Connecticut Department of Transportation
CRCOG	Capitol Region Council of Governments
(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
L RTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
MRPA	Midstate Regional Planning Agency
RPO	Regional Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SIP	State Implementation Plan
STP	Surface Transportation Program
TIP	Transportation Improvement Plan
TMA	Transportation Management Area
UPWP	Unified Planning Work Program

## ***Planning roles & responsibilities***

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### **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 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.