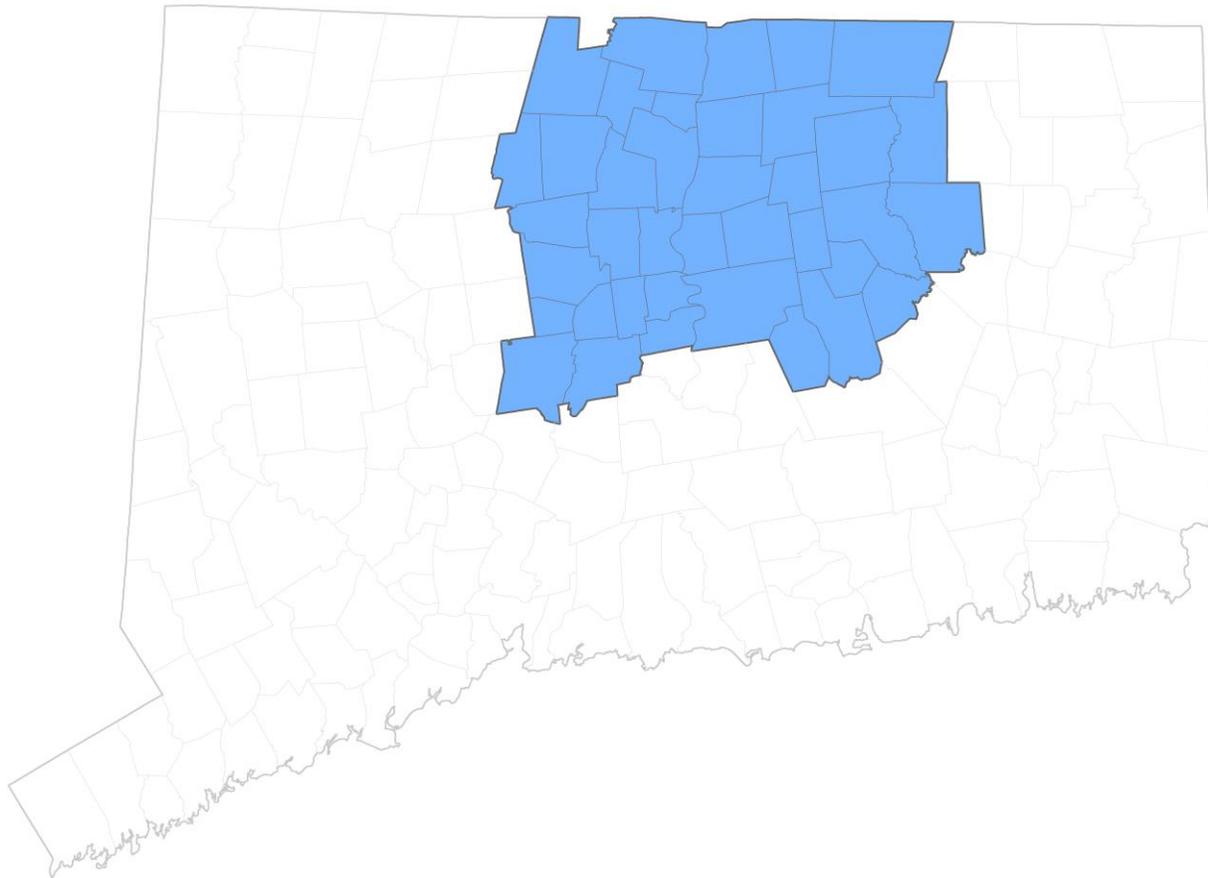


# UNIFIED PLANNING WORK PROGRAM

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## TRANSPORTATION PLANNING ACTIVITIES FOR THE CAPITOL REGION



**FY 2016-2017**  
**ADOPTED OCTOBER 28, 2015**

**CRCOG** **CAPITOL REGION**  
**COUNCIL OF GOVERNMENTS**  
*Working together for a better region.*

241 Main Street / Hartford / Connecticut / 06106  
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# INTRODUCTION

## Capitol Region Council of Governments

The Capitol Region Council of Governments (CRCOG) was established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 29 surrounding suburban and rural communities. As originally configured, CRCOG was made up of 29 member communities. In 2010, the Town of Stafford joined CRCOG, bringing the total member towns to 30.

In 2014, pursuant to Section 16a-4c of the Connecticut General Statutes (CGS), as amended by Section 249 of Public Act 13-247, the Office of Policy and Management (OPM) completed an analysis of regional planning boundary 're-designations', working closely with the chief executive officers of affected communities. As a result of this process, some towns were re-designated to CRCOG, expanding our regional boundary by eight additional towns. This included four towns previously members of the Central Connecticut Regional Planning Agency (Berlin, Plainville, Southington, and New Britain) and four towns previously members of the Windham Region Council of Governments (Columbia, Coventry, Mansfield and Willington). As of January 2015, 38 municipalities are members of CRCOG.

The Capitol Region is the largest of Connecticut's regional planning regions consisting of 1,046 square miles in size and approximately 974,000 people. CRCOG is guided by the chief elected officials of its member municipalities. The mayors, first selectmen, and town council chairmen make up its *governing* Policy Board. CRCOG member communities have collaborated for more than 40 years on a wide range of projects to benefit the towns individually and the Region as a whole.

## Transportation Planning in the Capitol Region

The Capitol Region Council of Governments is committed to developing an efficient, multi-modal transportation system, which will increase the mobility of people and goods within the Capitol Region. Our strategy for achieving this is:

- described in the twenty-five-year Regional Transportation Plan,
- further detailed in the four-year Transportation Improvement Plan, and
- refined in this Unified Planning Work Program.

The transportation planning program is undertaken at the direction of the Transportation Committee, with representatives from each town in the Capitol Region. The Transportation Committee reports to the Policy Board. The Policy Board in turn acts as the Metropolitan Planning Organization (MPO) for the Capitol Region. An MPO is a federally mandated and federally funded transportation policy-making entity.

In February 2015, the CRCOG and Naugatuck Valley Council of Governments (NVCOG), supported by all the requisite municipal and MPO resolutions, sent a letter to the Governor requesting an amendment to the existing Capitol Region MPO boundaries. In June 2015, the Governor signed off on the re-designation of the CRCOG MPO boundary to include nine (9) additional communities effective July 1, 2015.

The current boundary for both the RPO and the MPO is shown in Figure 1. Specific MPO Planning Roles and Responsibilities are identified in the Appendix.

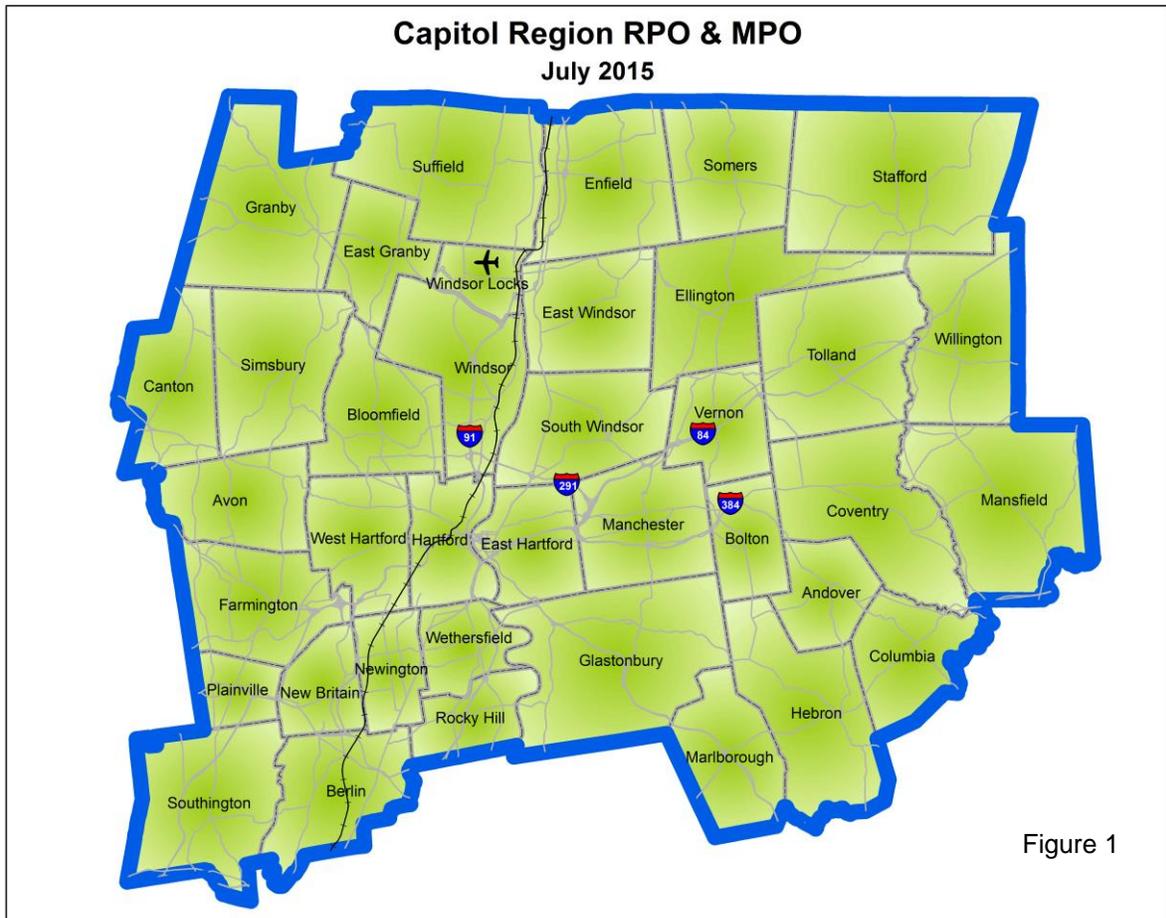


Figure 1

### Unified Planning Work Program

CRCOG’s Unified Planning Work Program (UPWP) is the transportation planning work plan for the Region. It summarizes the numerous programs, projects and products that we and other transportation agencies, including the Connecticut Department of Transportation, Connecticut Transit and the Greater Hartford Transit District, expect to conduct and accomplish over the next two years (FY2016 and FY2017). It also documents the proposed expenditure of federal, state and local transportation planning funds.

The UPWP is required by the federal government under 23 CFR Part 450.308. Its intent is to assure that the transportation planning program in the Capitol Region is a continuous, cooperative, and comprehensive multimodal process.

The UPWP is being amended given that all 38 towns are now members of CRCOG’s re-designated MPO. We begin by discussing the most important transportation issues in the Region and follow with the specific tasks that have been developed to address those issues.

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## IMPORTANT ISSUES

Provided below is a list of some of the major issues or activities in which CRCOG will be involved in the next two years. Some of these are new, and some are a continuation of activities initiated in previous years. In addition to addressing the requirements of MAP-21 legislation, these activities are designed to address issues identified in the current Long Range Transportation Plan. All are likely to require substantial effort on the part of CRCOG committee members and staff.

### 1. SPECIAL OPPORTUNITIES IN FY2016-FY2017

- **MAP-21.** MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) is the federal transportation legislation in effect until new legislation is passed. CRCOG will be working with the Connecticut Department of Transportation (CTDOT) and other partners to implement components of the legislation (e.g. transportation performance metrics) and monitor transportation reauthorization.
- **Models of Regional Planning.** Effective July 1, 2015, four towns from the Windham Region Council of Governments (WINCOG) joined CRCOG's MPO. These towns (Coventry, Columbia, Willington, and Mansfield) were not previously part of an MPO. Additionally, four towns from Central Connecticut Regional Planning Agency (CCRPA) joined CRCOG. These towns (Berlin, Southington, New Britain and Plainville) were part of the Central Connecticut MPO. CRCOG will continue to work with CTDOT and the affected towns to update regional plans to incorporate the priorities and needs of its new member municipalities. CRCOG will also continue to work to promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
- **Ladders of Opportunity.** CT*fastrak* and enhanced Hartford Line rail service will improve the access of individuals from housing and employment to essential services such as health care, schools/ education, and recreation. CRCOG will work with our partners to identify potential grant opportunities to conduct an inventory of employment, housing, transportation and other community assets, along with an assessment of anchor institution analytics. This emphasis may include coordination with CTDOT to identify performance measures and methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that precludes access of the public including traditionally underserved populations to essential services.
- **Livable Sustainable Communities.** CRCOG acknowledges the importance of taking an integrated regional approach to transportation, land use and the environment. Staff will continue to promote transportation planning and design that supports livable communities' goals. Funding through potential new programs will be monitored and pursued. CRCOG will also work in cooperation with CTDOT and other state and local agencies to improve transportation system resiliency in the face of climate change, sea level rise, and severe storm events, and support CTDOT's climate change and resiliency planning efforts.

### 2. HIGHWAY AND INFRASTRUCTURE INITIATIVES: Work with CTDOT, our municipal officials and other stakeholders to advance infrastructure projects and initiatives that address safety, mobility and streamlining.

- **Interstate 84 Viaduct.** CTDOT is advancing planning and engineering for the I-84 Hartford Viaduct Replacement: A Feasibility Study and an Environmental Impact Statement. The Feasibility Study is identifying deficiencies and needs as well as identifying a broad range of feasible alternatives; building upon the work completed under Interstate 84 Viaduct Study conducted by CRCOG. The Environmental Impact Statement will be conducted in accordance with the National Environmental Policy Act (NEPA). Replacement of the I-84 Viaduct also poses a major financial challenge that

the State predicts it will be unable to fund in the foreseeable future. With replacement costs anticipated to be over \$4 billion, existing state and federal revenue streams are simply insufficient to support a project of this size in the face of numerous competing needs. CTDOT will be completing their Value Pricing Study to investigate possible financing opportunities late in FY2015. CRCOG will continue to work with CTDOT, the City of Hartford and other stakeholders to understand how to finance this important transportation project.

- **Local Transportation Capital Improvement Program (LOTICIP).** CRCOG will continue to work to establish the success of this state-funded program, which provides funding for municipal projects of regional significance. It is expected that CRCOG will administer at least \$12.6 million per year under this program. Anticipated FY2016 and FY2017 tasks entail refinement of program guidelines, holding solicitations for projects, working with selected consultants for CRCOG On-Call Program Management and Design Review assistance, and program management.
- **System Investment and Performance.** CRCOG will continue to put emphasis on safety programs as well as operations and maintenance initiatives. As it relates to safety we will ensure critical safety locations are addressed, the needs of older drivers and vulnerable users are considered, and support the state's strategic highway safety plan. CRCOG will also assist CTDOT in the development of regional goals for the transportation system, and in the development of a set of performance measures by which the attainment of these goals may be tracked. CRCOG will work with CTDOT, FHWA, FTA and other stakeholders to begin to identify performance metrics and targets appropriate to the Region, in accordance with the regulations being promulgated by USDOT with regard to MAP-21 requirements.

### 3. TRANSIT INITIATIVES: Support on-going special transit initiatives

- **Fastrak East.** Based on previous studies and analyses CRCOG will work with stakeholders to develop a more refined planning approach and continue to support the advancement of this project. The project is anticipated to be implemented in phases and CRCOG will work with stakeholders to develop a concept that enables the initial implementation with limited capital investment and defines future expansion options. Efforts will be coordinated with CTDOT, CTtransit, local municipalities, and other stakeholders to facilitate the planning and design process.
- **The Hartford Line.** Continue to support state and municipal efforts to advance the Hartford Line project. This includes continued participation in the advancement of future rail and station needs north of Hartford and assistance where needed in the Alternative Analysis study being conducted by CTDOT, assistance with technical infrastructure and station planning efforts, and support for local efforts to promote transit oriented development near proposed stations. CRCOG will also work with other planning entities such as PVPC and CTDOT to ensure that the interests of the CRCOG region are reflected in other New England wide planning efforts for intercity or commuter rail planning efforts.
- **Transit Oriented Development.** Continue to support state and municipal efforts to plan and implement transit oriented development initiatives. This includes working to secure new sources of TOD funding for regional efforts and conducting supplemental planning work that supports the recently completed Market Analysis Study (Making It Happen: Opportunities and Strategies for Transit-Oriented Development in the Knowledge Corridor, September 2013). CRCOG will work to make municipalities familiar with its model TOD zoning regulations drafted in 2013 and their impacts on the built environment. Public engagement tools will be used to educate the public on TOD, and gain input on TOD strategies. In fiscal year 2016, CRCOG will complete its TOD On-Call Assistance projects which have helped to further TOD planning in four communities in the Capitol Region along the CT **fastrak** and Hartford Line rail corridors.

- **Bus Shelter Program.** Continue to work in partnership with CT *transit*, GHTD and municipalities involved in the regional bus shelter program to establish a program that shifts responsibility for shelters maintenance from municipalities to a private firm with CT Transit providing oversight. The program will be implemented in three phases, with phase one including the installation of 25 bus shelters in four communities by the end of year 2015. Implementation of phases two and three will progress during FY2016 and 2017.
  - **Union Station Master Plan:** The Greater Hartford Transit District will develop a Master Plan for the Union Station Transportation Center Complex that identifies short, medium, and long-term opportunities for improving the station's physical plant, improving passenger flows and passenger service, improving the station's exterior environment (including parking), and improving the station's sustainability. The Master Plan will consider the needs of passengers using the station and the needs of pedestrians, bicyclists, and motor vehicle operators in the vicinity of the station. The Plan will identify alternatives ranging from re-purposing current waiting areas to creating better connections between rail and transit services, enhancing the functionality of the existing intermodal center while respecting the historic nature of the Station. The Master Plan will assess building and building systems condition, passenger experience and convenience, and potential for additional private concessions.
4. **INITIATIVES AND STUDIES:** Work with CTDOT, our municipal officials and other stakeholders to advance existing and new initiatives / studies.
- **NextGenCT Pathways to UConn: Eastern Gateways Study.** CRCOG will be refining the scope of work, completing consultant negotiations and initiating this study early in FY2016. The towns of Tolland, Coventry, Bolton, and Mansfield will be participating in the study, and Route 195 and Route 44 will be the primary study corridors. The study is intended to develop a multimodal approach to future mobility needs, address transportation safety concerns, and develop sustainable land use recommendations and strategies. An assessment of UConn travel and commuting patterns between campuses will be made under this study.
  - **Transportation Safety and Improvement Study, Farmington / Hartford.** CRCOG will be refining the scope of work, completing consultant negotiations and initiating this study early in FY2016. The Town of Farmington, the City of Hartford, the University of Connecticut, and other local stakeholders will be participating in the study, which will focus primarily on the transportation systems surrounding the UConn Health Center and the proposed future downtown Hartford location of the Greater Hartford UConn Campus branch. The study is intended to develop a multimodal approach to existing and future mobility needs, to address transportation safety concerns, and to develop sustainable land use recommendations and strategies.
  - **Road Diet Study – West Hartford.** CRCOG is in the process of hiring a consultant and anticipates finalizing the contract before the end of FY2015. The consultant will assist the Town of West Hartford with accomplishing the following: (1) providing a summary of experience with road diets from other areas of the country (particularly with four to three lane reductions) and address their applicability to West Hartford; (2) evaluating the feasibility of a road diet on North Main Street between Farmington Avenue and Albany Avenue; (3) identifying other options for improved bicycle and pedestrian connections between West Hartford Center and Bishops Corner; (4) answering the question: what lessons can be learned from this study that can be applied elsewhere in West Hartford and regionally?; and (4) providing preliminary cost estimates for any proposed options.
  - **Route 5 Corridor Study – East Windsor.** CRCOG is initiating a study that will examine traffic issues along Route 5 in East Windsor. Recently completed developments are exacerbating congestion along that corridor. The study will identify and assess existing and projected transportation needs and identify potential solutions. CRCOG anticipates that the study will consider a variety of potential improvements, including but not limited to intersection enhancements and multi-modal solutions. In addition to long-term visions, the study will identify near-term implementable solutions, possibly funded via the STP, CMAQ, Safety, of Fix-it-First funding sources.

- **Silver Lane Corridor Study – East Hartford.** This study will examine existing transportation conditions within the Silver Lane (SR 502) corridor (from Route 15 to Forbes Street) for all modes of travel. CRCOG and its partners are particularly concerned with the safety of pedestrians during special events and the corridor's ability to accommodate ever increasing travel demands. Among common transportation study items, the study is anticipated to assess and recommend improvements for access management; pedestrian, bicycle, and transit connectivity; and intersection/roadway operations under both existing conditions and future traffic projections. The goal is to offer a set of consensus recommendations that will ensure safe and efficient movement of automobiles, bicyclists, transit users, and pedestrians as the Silver Lane corridor is developed.
- **Farmington Canal Heritage Trail Gap Closure and CTfastrak Connection Study.** This study will evaluate options of completing the Farmington Canal Heritage Trail through Plainville and Southington. The plan is intended to culminate in the release of a preferred alignment so that the project can advance to the design and construction phase seamlessly. A connection to the CT **fastrak** multi-use trail in New Britain will also be evaluated.

## 5. OTHER EMPHASIS AREAS

- **Freight:** CRCOG will continue to work with our statewide partners in developing and evaluating effective approaches to freight planning. CRCOG developed a freight planning strategy in FY2015 to lay the groundwork for a continuous planning approach that addresses freight transportation needs and enables the region to pro-actively include freight transportation needs in the overall planning process. The freight planning efforts in FY2016 and FY2017 will include a refinement of the freight transportation infrastructure inventory, stakeholder outreach, and participation in CTDOT's effort to create a Statewide Freight Plan. We will also coordinate with FHWA to participate in their freight advisory group and continue our work with neighboring regions and States on freight issues that go beyond the boundaries of CRCOG.
- **Vulnerable Users Planning.** CRCOG will continue to support a variety of bicycle and pedestrian activities intended to make the Region more bicycle and pedestrian friendly, including continued advancement of Safe Routes to School planning and the Region's Active Transportation Initiative. CRCOG will also work with other stakeholders to develop a toolkit for complete streets for use by the region and the state's communities.
- **Public Participation Plan.** CRCOG will continue the update of its Public Participation Plan, restructuring it to include any new elements of Title VI, Environmental Justice, and Limited English Proficiency outreach.
- **Travel Forecasting.** CRCOG will continue to provide travel forecasts to support projects such as our corridor studies, technical assistance to towns, and service planning for CT **fastrak**. CRCOG will work to ensure that we can accommodate these requests for forecasts and improve our travel forecast model. We will also continue with our update to the transit system module within the travel forecast model.

## PLANNING GOALS

Federal legislation identifies planning factors that Metropolitan Planning Organizations (MPOs) like CRCOG must consider in their planning programs. These general planning goals are identified below.

1. **ECONOMIC VITALITY.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **SAFETY.** Increase the safety of the transportation system for motorized and nonmotorized users.
3. **SECURITY.** Increase the security of the transportation system for motorized and nonmotorized users.
4. **MOBILITY.** Increase the accessibility and mobility of people and freight.
5. **ENVIRONMENT & PLANNING.** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. **SYSTEM INTEGRATION.** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. **SYSTEM MANAGEMENT.** Promote efficient system management and operation.
8. **SYSTEM PRESERVATION.** Emphasize the preservation of the existing transportation system.

## TASK 1: MANAGEMENT OF THE PLANNING PROCESS

### OBJECTIVES:

The primary objective is to manage and administer the activities of the Unified Planning Work Program (UPWP). This includes developing the work program, managing the work activities, and preparing required progress and financial reports.

### PREVIOUS WORK:

CRCOG has prepared and managed annual work programs for its transportation planning program since 1974. It has developed procedures for managing staff, reporting to CRCOG boards and committees, reporting to CTDOT, FHWA, and FTA on program activities and financial status.

### MAJOR ACTIVITIES:

Staff & Task Management. CRCOG will manage staff and program resources in a manner appropriate to assure tasks in the work program are completed in accordance with the work task descriptions contained in the Work Program, in accordance with FHWA and FTA regulations, and in accordance with third party contracts executed by CRCOG. CRCOG will also assure that proper reports on program progress and financial status are provided to all funding agencies. CRCOG will also assure that the 2014 MPO Certification Report recommendations are complied with, as appropriate (see other tasks for specific work). CRCOG expects to hire consultant assistance for public participation and long range plan preparation.

MPO Re-designation and Membership. As of July 1, 2015, CRCOG's boundaries have been amended to include an additional eight towns. CRCOG staff will work to amend relevant planning documents to include these towns. CRCOG will also evaluate the MPO bylaws (separate from the CRCOG Policy Board by-laws), if necessary, as it relates to transit representation. The MPO board will be restructured to reflect MAP-21 requirements and will include the appropriate transit stakeholders as member(s) of the MPO board.

Budgeting. CRCOG has established fiscal and management procedures to integrate CRCOG's UPWP activity into CRCOG's overall budget, accounting and program processes.

Audits. CRCOG engages an independent Certified Public Accountant to prepare an annual audit. It is delivered to CTDOT for its review and approval. This audit shall be performed in accordance with OMB Circular A-128, Audits of State and Local Governments.

### PRODUCTS:

1. Unified Planning Work Program for FFY2018-2019
2. CTDOT-CRCOG Agreement
3. MPO restructuring reflected in bylaws
4. Quarterly program progress reports (including Title VI activity report)
5. Audit reports for FHWA, FTA, and CTDOT funded projects
6. Updated Affirmative Action Plan for CRCOG
7. Updated Website

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Staff Management								
CTDOT-CRCOG Agreement								
MPO Document Amendments								
Consultant Management								
Budgeting & Fiscal Mgmt								
Amend / prepare UPWP								
Quarterly reports								
Title VI element of qtr report								
Affirmative Action Plan								
Annual Audit								

*Note: The shading in the above table (and the ones following this table within the report) are meant to represent CRCOG anticipated schedule of progress. The dark shaded boxes represent when we expect a given activity / task will be undertaken.*

## TASK 2: DATA INVENTORY, GIS & FORECASTING

### OBJECTIVES:

To develop and maintain travel forecast models for CRCOG and to assist CTDOT in the updating of data bases for their travel model. To maintain, improve and expand a regional geographic information system to support other transportation planning activities. To maintain other transportation data to support transportation planning activities of CRCOG and other agencies such as CT Transit and the Greater Hartford Transit District.

### MAJOR ACTIVITIES:

Maintain and operate the travel forecast model. The databases and networks for the model need to be continuously maintained and verified to reflect changes in the Region. The model also needs to be re-calibrated for any specific studies for which it is used. The model has been used to prepare forecasts for projects such as CT *fastrak*, the Regional Transportation Plan and numerous corridor studies.

Update the travel forecast model. The model is updated every five years to reflect the employment and population as well as transportation system changes in the model area. CRCOG is currently working closely with CTDOT and its consultants to conduct a transit on-board survey and a household travel survey. The results of the surveys will be used to re-calibrate and refine the travel demand model.

Upgrade the travel forecast model. The model is periodically upgraded to incorporate new analytic capabilities, improve model performance, or reflect new travel trends. This upgrade is also necessary when TransCAD, the platform of the model, is improved.

Maintain the regional GIS system. CRCOG will continue to maintain and update the regional GIS system and the land use layer.

Web access to GIS. CRCOG provides a web-based GIS Mapping site that provides member municipalities' access to both CRCOG and town maintained data. This site has been available to the public since FY2007. Utilizing funds from the Regional Performance Initiative Program (RPIP) funded by the CT Office of Policy and Management, the site and the critical regional parcel database will continue to be updated and upgraded to the latest data and web-based GIS technology.

Develop demographic forecasting methods. Develop improved methods for forecasting growth in population, households, and employment *by town*.

Develop land use forecasting methods. Continue developing improved methods for allocating forecasted growth in population, households, and employment *by TAZ* within a town. Develop improved methods for assessing land use growth in the Region, for identifying major growth corridors and for analyzing related transportation improvements.

Performance metrics. In accordance with MAP21 requirements, CRCOG will work with CTDOT to begin identifying performance metric data as identified by FHWA and FTA. CRCOG will also work with regional stakeholders to identify performance targets as they relate to that data, also in accordance with MAP21.

Other Data. Collect other data for CTDOT and others as needed. (e.g.: HPMS, FHWA 536 Report)

Economic impact analysis. To ensure that major transportation investments are supporting the economic vitality of the region, CRCOG will research best practices for conducting economic impact analyses of major investments and develop a procedure for conducting full analyses on select future projects.

CRCOG Website and Accessibility. CRCOG's current website is close to 10 years old and cumbersome to navigate. CRCOG will initiate a project to update its website, enabling easier accessibility to transportation documents, meeting dates, agendas, and minutes. CRCOG will continue to share plans, studies and information with the public via its updated website as well as other outlets. CRCOG will continue to the website is accessible to more people by understanding and complying with nationally recommended guidelines for making the site more accessible to the blind and to persons with low-vision. CRCOG will continue to research and work with State and federal guidelines and implement them as feasible.

**SPECIAL DIRECT COSTS:**

1. Travel model: software - \$3,600 (annual software maintenance and support fees - TransCAD (2016 and 2017)
2. Regional GIS: software - \$5,700 (annual software maintenance and support fees - ArcGIS) (2016 and 2017)
3. ESRI Network Analyst: software to analyze road networks - \$3,000 (software purchase and annual maintenance / support fees) (Total for 2016 and 2017)
4. SQL Software - \$3,000 (software purchase and support fees)
5. Web GIS: \$7,360 (annual maintenance and support fees – Total cost is \$12,670 per year; 70% of which is estimated to be transportation related. Web-GIS will be used for mapping transportation projects and other transportation planning related activities.) (2016 and 2017)
6. Desktop computer(s) for Transportation Planning Staff - \$5,200 (Total for 2016 and 2017)
7. Traffic Counting Equipment - \$3,000 (Total for 2016 and 2017)
8. Plotter - \$7,000 (2016)
9. Website Improvement - \$50,000 (This cost represents the costs to update the CRCOG website, focusing on the transportation aspects of the agency. A consultant is expected to be hired to design and create the interface.)

**PRODUCTS:**

1. Regional travel forecast model
2. Regional GIS
3. Web access to regional GIS
4. Accurate land use data for both the regional and state travel forecast models.
5. Performance metrics coordination and identification.
6. Website improvements and accessibility.

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Maintain travel model								
Maintain regional GIS								
Public access to GIS on website								
Demographic forecast methods								
Land use forecast methods								
Performance metrics collection								
Website improvements & accessibility								

## TASK 3: PLANNING AND POLICY DEVELOPMENT

### OBJECTIVES:

To encourage the development of an efficient multi-modal transportation system which will increase mobility of people and goods within the Capitol Region and minimize energy consumption and air pollution. Categories under this task include:

- a. Transit Planning
- b. Project Selection and Programming
- c. Bicycle and Pedestrian Planning
- d. System Management and Operations
- e. Freight Planning
- f. Livability and Sustainable Communities

### PREVIOUS WORK:

Regional Transportation Plan, 2015

ITS Strategic Plan for the Capitol Region, 2015

FY 2015 Freight Planning Summary and Materials Report (DRAFT 2015)

### MAJOR ACTIVITIES:

Staff Support to CRCOG Committees. CRCOG staff provides technical support to the CRCOG Transportation Committee and the CRCOG Policy Board. These are the two primary boards that are involved in developing CRCOG transportation policies and plans. Staff also provide technical support to the CRCOG Bike and Pedestrian Committee, which reports to the CRCOG Transportation Committee.

Regional Transportation Plan. CRCOG recently undertook a minor update of the Capitol Region Transportation Plan in accordance with MAP-21 regulations and guidelines. The Plan covers a 30-year period (2015-2045) and was developed in coordination with CTDOT and the State transportation plan. Comments were solicited from land use and environmental resource agencies as well as the public. Performance measures, as identified by FHWA and FTA, and performance targets as developed in cooperation with CTDOT, will be incorporated into the plan as a Technical Addendum. CRCOG will also begin holding focus group meetings to assist us in a future update of the plan. See Task 5 for description of public involvement and environmental justice analysis related to this planning effort.

Freight Planning Coordination. CRCOG will work with CTDOT and other MPOs on the creation of the Connecticut Statewide Freight Plan. CRCOG's role in this effort will include stakeholder identification and outreach, public outreach, data collection, and representation on the Connecticut Freight Advisory Committee. As part of this committee, CRCOG will participate in meetings, submit priorities for freight-supportive infrastructure and policy improvements/changes, and provide feedback on performance measures. The summary of freight infrastructure and demand, which was drafted in FY 2015, will also be finalized as part of this effort.

Coordination with other MPOs. CRCOG will coordinate with other MPOs in the Hartford Urbanized Area and work to draft a new 'MOU on Transportation Planning & Funding in the Hartford Urbanized Area.' The MOU will continue to identify each MPO's individual responsibilities as well as obligations to coordinate planning and funding activities. CRCOG will also continue our coordination efforts with the Pioneer Valley Planning Commission (PVPC).

Coordination with CTDOT. CRCOG will coordinate with CTDOT on various issues as specified in the 'Statement of MPO Planning Roles and Responsibilities' (see Appendix A), including but not limited to the development of performance targets as well as data collection and analysis of performance metrics in accordance with MAP21, and giving consideration of transportation system impacts on air quality within the Region and in formulating conformity determinations.

Consultation with land use and resource agencies. CRCOG will consult with land use and environmental resource agencies as appropriate during the development of transportation plans and programs. We will also coordinate with air resource agencies and other planning partners to assure

that they conform to the Clean Air Act Amendments and State Implementation Plan. CRCOG will also work with CTDOT in giving consideration to the impact of the transportation system on climate change and make conformity determinations as needed.

Consistent with Public Participation Policies. We will develop transportation plans and programs in a manner that is consistent with our public participation and environmental justice policies.

Incorporation of Performance Measures in the Planning Process. CRCOG will incorporate the collection of appropriate Performance Measures in the regional planning process. In cooperation with CTDOT, CRCOG will set Performance Targets for the Region and incorporate an analysis of progress toward those Targets, as soon as possible after such Targets are identified.

Staff Training and Development. CRCOG will assess training and professional development opportunities to strengthen our internal resources in this work task. We will continue to participate in training opportunities extended to us through CTDOT, our federal partners (e.g. Talking Freight Webinars) and statewide organizations (e.g. ITS).

**PRODUCTS**

1. Decisions on major transportation policy issues as they arise.
2. Regional Transportation Plan (Performance Metric Technical Addendum; Summary of Focus Group meetings)
3. Adopted plans and programs consistent with the Clean Air Act and SIP.

**SPECIAL DIRECT COSTS**

1. Long Range Transportation Plan – Focus Group Consultant Assistance, Performance Measurement Inclusion, Plan Development (\$200,000 per year)
2. Staff Training and Development
3. Traffic Incident Management (TIM) Consultant (\$50,000 per year)
4. Supplemental Planning Assistance – FCT Study (\$25,000)
5. Outside Training for Municipalities (\$1,500 per year)
6. Legal Assistance (Agreements, MOUs) (\$500 per year)

**SCHEDULE**

		FY2016				FY2017			
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Support to committees									
Regional Transportation Plan									
Policy development & refinement									

## Task 3a: Transit Planning

### OBJECTIVE

To foster the development of sound public policy for the Region's public transportation systems.

### MAJOR ACTIVITIES

Transit Planning & Policy Assistance. CRCOG will assist its own committees and other agencies in the development of transit programs and policies. Much of the effort will be devoted to cooperating with CT Transit and CTDOT to assist with transit planning in the Region. As part of that effort, CRCOG intends to strengthen staff capabilities to perform the tasks listed below:

- **Bus Shelter Program:** Working with CT **transit**, CTDOT, and our municipalities, CRCOG will monitor the implementation of a program that shifts the responsibility for shelters from municipalities to a private firm. CT **transit** will provide oversight.
- **Bus Users Forum:** CRCOG will assist CT Transit with any Bus Users Forums it schedules.
- **Transit Parking Needs.** CRCOG will assist our partners to identify transit parking needs and local interface improvements.
- **Transit Security and Safety:** CRCOG will cooperate with CTDOT, CT Transit and others in their efforts to maintain and improve security and safety of transit facilities in the Region.
- **Transit Service Planning:** CRCOG will participate on the CT Transit Bus Service Review Committee. CRCOG will assist CT Transit by evaluating demographic data to help define transit needs. CRCOG will assist with identifying new service needs. CRCOG will continue to manage a Comprehensive Route Analysis study of the Region's bus service (see Task 8 below).
- **Travel Demand Management.** CRCOG will work with communities and major employers to develop TDM strategies and work toward implementing them. CRCOG will also coordinate our TDM efforts with CTDOT's consultant.
- **Market Analysis of Bus Rapid Transit and Rail Corridors:** CRCOG will work to advance recommendations from the Sustainable Communities Regional Planning Grant funded study, which was prepared to improve understanding of the individual TOD opportunities that exist and how they fit into the regional economic context.
- **Transit Enhancement Bus Study Recommendations.** CRCOG will continue to advance the recommendations for changes to on-street bus systems in Enfield, Manchester and Windsor; recommendations developed through studies funded through the Sustainable Communities Regional Planning Grant. This work will be closely coordinated with CT **transit** and CTDOT. CRCOG will also work with our partners to begin understanding how we advance concepts from these studies and create seamless links to existing and future transit systems.
- **Ladders of Opportunity:** CT **fastrak** and enhanced Hartford Line Rail service will improve the access of people to jobs in the Hartford-Springfield Knowledge Corridor, and also spur new housing and employment in station areas. Improvements to downtown Hartford infrastructure, through the City of Hartford's TIGER project and through implementing a regional bus shelter program, will improve the portals to the transit system. CRCOG will work with our partners to identify potential grant opportunities to conduct an inventory of employment, housing, transportation, and other community assets, along with an assessment of anchor institution analytics. CRCOG will also explore the use of advanced scenario planning tools that can support station area and/or corridor level planning, thus strengthening the transit-jobs linkage.
- **Corridor Advisory Committee.** CRCOG and several partner agencies have established a Hartford Line and CT **fastrak** Corridor Advisory Committee (CAC), and also a CT **fastrak** Subcommittee that serve as a forum for discussing issues of shared concern related to the completion of these projects and associated transit oriented development within the corridors. Working in partnership with municipalities, CTDOT, Connecticut Economic Resource Center, the Connecticut Main Street Program, and other regions, CRCOG facilitates regular meetings and assists in technical requests and other tasks as assigned. As requested by the Committee

- and CTDOT, CRCOG developed Station Area TOD Progress Reports that provide a snapshot of actual development completed or underway in station areas, as well as other activities underway to prepare for and support transit-oriented development. The TOD Progress Reports will be updated quarterly.
- CRCOG will assist CTDOT in coordinating meetings with municipal officials and the public as will be required under CTDOT's CT **fastrak** TOD Capacity Study. CRCOG will also be available to support this study in other ways as may be mutually agreed to by CRCOG and CTDOT.
  - Regional Transit Strategy. CRCOG will work on understanding how to advance an update of the Regional Transit Strategy, exploring options for funding an update and securing the staff resources to initiate the update.
  - Bus Stop Signage Improvements. CRCOG continues to work with CT **transit** to install signs at stop locations throughout the region. CRCOG will also work with the Greater Hartford Transit District to install intermodal signs to connect multi-use trail with bus routes and vice-versa in Farmington and Plainville.

Coordinated Plan of Human Services Transportation. CRCOG will work with the Lower Connecticut River Valley Council of Governments (RiverCOG) to update the Locally Coordinated Human Services Transportation Plan, in accordance with CTDOT guidelines. In this effort, we will work with municipalities, CT Transit, and other operators of human service transportation. This planning effort builds upon other efforts already ongoing at CRCOG:

- Section 5310 Priorities: CRCOG will continue to work with CTDOT to select eligible public entities and non-profit groups to receive funding to purchase vehicles for their programs. Under MAP-21, the application process has changed and the new solicitation for Section 5310 has been combined with the New Freedom program.
- New Freedom Program: CRCOG will continue to work with CTDOT to select eligible human service agencies to receive funding for select projects, through a competitive process. Under MAP-21, the application process has change and the new solicitation for Section 5317 has been combined with the Section 5310 program.
- Demand Responsive Services, Municipal Grants: CRCOG will continue to work with each town in the Region to assist them in applying for state funding available for demand responsive services. As part of this work, we encourage the towns to work together in the delivery of demand responsive services. We will continue this effort to encourage cooperation.
- Jobs Access Program: In August 2015 administration of the Jobs Access program moved to CTDOT based on a partnership between CTDOT, the Department of Social Services, and the Department of Labor. CRCOG has managed this program for a number of years and will continue to work with the Region's transit providers, social service agencies, job developers and others to provide input to CTDOT. We will continue to work with all stakeholders to ensure key aspects of the Jobs Access Program are carried forward.

### **CT **fastrak** ACTIVITIES**

Station Area Planning. CRCOG will work with municipalities along CT **fastrak** to ensure Transit Oriented Development principles and plans are advanced. This includes implementing the on-call Transit Oriented Development project (Task 6).

Choice Riders. CRCOG will work with CTDOT to understand how we build choice ridership on CT **fastrak**. This could entail working to secure grant funds to advance a study or working with local colleges and universities on application development or other efficiencies that could be realized.

Connections to CT **fastrak** Stations. CRCOG will work with CTDOT and other stakeholders to identify missing gaps and potential improvements to the pedestrian and bicycle infrastructure that supports linkages to the CT **fastrak** stations. Some of these enhancements will be identified through the Station

Area Planning work (listed above); however, additional improvements will be identified. In FY 2015, a CRCOG Active Transportation Audit was developed which could help with this effort.

## THE HARTFORD LINE RAIL ACTIVITIES

FTA Section 5339 Alternatives Analysis Program. CTDOT is conducting a two-pronged Alternatives Analysis: 1) to evaluate the benefits, costs and impacts of reconstruction of the existing Hartford Viaduct and of relocation of the rail line and construction of a new train station in conjunction with the I-84 program; and 2) to evaluate the benefits, costs, timing and impacts of funding and construction of four new train stations in the Hartford Line corridor. CRCOG will be available to assist CTDOT's efforts where necessary.

Outstanding Hartford Line Rail Infrastructure. (Double track north of Hartford; new stations in Newington, West Hartford, and Enfield; enhancements to Windsor and Windsor Locks stations). CRCOG will continue to work with municipalities and CTDOT to understand potential funding sources to advance important outstanding Hartford Line Rail infrastructure pieces.

Hartford Line Rail – Linkages to Montreal and Boston. Our neighboring states of Massachusetts and Vermont in cooperation with CTDOT are actively working to make linkages to Montreal and Boston so the Hartford Line is part of a greater system (Northern New England Intercity Rail Initiative, NNEIRI). CRCOG will support efforts made by these states and assist as necessary.

State-of-Good-Repair (Future Hartford Line Rail Phases). Two significant infrastructure pieces along the Hartford Line will need attention in the future: Hartford Viaduct and Connecticut River Bridge. With limited funding sources available and national competition for federal funds, CTDOT will continue facilitating discussions with Amtrak and the Federal Rail Administration to understand financial options to rehab / replace these structures. CRCOG will continue to assist CTDOT in identifying potential resources for funding these projects in the future.

NEC Future. CRCOG will monitor NEC Future efforts, working to keep Hartford on a future alignment and understand the process for the Tier 1 and Tier 2 environmental impact studies. Due to the geographic location of the Capitol Region within the northeast passenger rail network context, we will work with CTDOT and other stakeholders to emphasize the importance of an alternative alignment to the existing Northeast Corridor east of the Hudson that builds upon the current improvements in the Hartford Line corridor and will help establish new east–west connectivity for the Capitol Region. With such a new alignment, Hartford would become a major hub in New England for regional and long distance passenger transportation with the opportunity to significantly improve access to the Region and to the New York and Boston metropolitan areas. We will emphasize the needed interaction of NEC Future planning efforts with our regional transit, CTfastrak and rail planning efforts to ensure that passengers will have efficient local access to the proposed long distance passenger rail services (first mile, last mile problem, reduction of transfer and wait times, optimizing access modes).

Station Area Planning. CRCOG will work with municipalities along the rail line to ensure Transit-Oriented Development principles and plans are considered, developed and advanced. This includes advancing strategies from the recently completed Market Analysis of the Knowledge Corridor's Bus Rapid Transit and Rail Corridors study, as well as the TOD On-Call assistance project for the Flatbush Avenue Station Area.

## OTHER ACTIVITIES

Union Station Master Plan: Union Station has served as the downtown Hartford train terminal since 1849. The current station was built in 1889, rebuilt in 1915 after a fire, listed on the National Register of Historic Places in 1975, renovated in the 1980s to serve as a multi modal, multi use facility, and remodeled to provide a local bus transit center in 2015. The station requires regular investment to prevent deterioration of the 100+ year old facility.

Recent and planned transit improvements at or near the station, including CTfastrak, a CTtransit center located within the station, and new commuter rail service, necessitate a new look at the station complex to ensure that it can serve all users efficiently, conveniently and safely. Additionally, the I-84 viaduct study and associated rail study have opened the possibility that rail service might be relocated from Union Station to a new location a short distance to the west. Therefore, the Greater Hartford Transit District will develop a Master Plan for the Union Station Transportation Center Complex that identifies

short, medium, and long-term opportunities for improving the station's physical plant, improving passenger flows and passenger service, improving the station's exterior environment (including parking), and improving the station's sustainability. The Master Plan will consider the needs of passengers using the station and the needs of pedestrians, bicyclists, and motor vehicle operators in the vicinity of the station. The Plan will identify alternatives ranging from re-purposing current waiting areas to creating better connections between rail and transit services, enhancing the functionality of the existing intermodal center while respecting the historic nature of the Station. The Master Plan will assess building and building systems condition, passenger experience and convenience, and potential for additional private concessions.

**PRODUCTS:**

- Regional transit policies and supporting reports
- Locally Coordinated Human Services Transportation Plan
- Section 5310 – Identification of priority projects
- New Freedom – Identification of priority projects
- Successful Jobs Access program
- Successful CT **fastrak** and Hartford Line Rail projects
- TOD Station Area TOD Progress Reports—Quarterly Updates
- Installation of bus stop and intermodal signs
- Union Station Master Plan (GHTD)

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
General transit planning & policy								
Coordinated services plan								
Section 5310 project selection								
New Freedom project selection								
Municipal Grant Program								
Jobs Access Program								
Transit security	Assist others as needed							
<b>CTfastrak</b>								
Station area planning								
Busway assistance								
Forecasting / Modeling assistance								
Before and After Analyses								
<i>NHHS Rail</i>								
FTA Alternatives Analysis Program								
Outstanding Infrastructure								
Linkages to Montreal & Boston								
State of Good Repair								
NEC Future								
Station Area Planning								
Bus Stop and Intermodal Signs								

## Task 3b: Project Selection & Programming

### OBJECTIVES

To develop a program and schedule of transportation improvement projects for the Capitol Region. As part of our *safety management* program, safety considerations are integrated into all aspects of our planning program. Consideration of system preservation goals is also integrated into CRCOG's project selection process.

### MAJOR ACTIVITIES

Transportation Improvement Program (TIP). A major update of the TIP (for FFY2015-2018) was completed in FY2015. CRCOG will continue to maintain this TIP through amendments and actions, in accordance with FTA and FHWA requirements. CRCOG will also assure that (1) the TIP conforms to the State Implementation Plan for Air Quality (SIP), (2) the TIP is consistent with the Transportation Plan, (3) the pertinent public participation requirements are met, and (4) the environmental justice requirements are met.

E-STIP. CRCOG will work with CTDOT to review the requirements for and to develop a plan for transition to the electronic review, approval and administration of the TIP and STIP review. CRCOG will also work with CTDOT on LEAN process recommendations to enhance the current TIP / STIP program.

STP-Urban Program. CRCOG will cooperatively work with CTDOT on the administration of the STP-Urban Program. Activities include programming projects, review of project scopes and costs, developing and monitoring project schedules.

As it relates to municipally sponsored projects of regional significance, a new state-funded program, Local Transportation Capital Improvement Program (LOTICIP), is expected to fund most of these types of projects. LOTICIP was established in FY2014 and it is expected that it will continue into the future. CRCOG will separately manage this project using state monies.

Municipally-sponsored projects along state roadways will likely continue to utilize STP-Urban funds. CRCOG will continue to work closely with CTDOT to prioritize, program, and advance these projects.

TIGER, Special Appropriations and HPP Project Programming. CRCOG will continue to work with CTDOT to ensure TIGER, special appropriations and High Priority Projects within the region are advanced.

Coordination with other MPOs. CRCOG will coordinate with other MPOs in the Hartford Urbanized Area as specified in the 'MOU on Transportation Planning & Funding in the Hartford Urbanized Area.' The MOU spells out each MPO's individual responsibilities as well as obligations to coordinate planning and funding activities. We will meet at least annually to coordinate funding and work planning efforts. Upon the formalization of MPO boundaries, the Hartford Urbanized Area MPOs will work together to draft a new MOU. CRCOG will also coordinate with the Pioneer Valley Planning Commission (PVPC) as it relates to initiatives that cross statewide boundaries.

Corridor Study Recommendations. CRCOG staff will work with the Transportation Committee and CTDOT to secure funding to implement projects recommended in the various corridor studies and transit studies. CRCOG will continue to give special attention to *safety-related projects*.

System Investment and Performance. CRCOG will assist CTDOT in the development of regional goals for the transportation system. In accordance with MAP-21 requirements, CRCOG will work with CTDOT to develop appropriate Performance Targets for the Region, and to collect and assess performance metrics as evidence of progress toward those Targets. CRCOG will also assist CTDOT with FHWA Report 536 related to capital expenditures on local roads.

Transportation Alternatives Program. CRCOG will work with CTDOT and municipalities to advance selected projects. CRCOG will also work with CTDOT to understand and define a future solicitation framework.

CMAQ Program: CRCOG will work with CTDOT and municipalities to advance selected projects. CRCOG will also work with CTDOT to understand and define a future solicitation framework and schedule.

Local Road Accident Reduction Program. CRCOG will continue to participate in the selection of projects for this statewide *safety program*. This will include the solicitation of candidate projects and selection of the best candidates from CRCOG's towns.

**PRODUCTS:**

- Transportation Improvement Program, amendments and actions
- STP-Urban Program – goal in being fully programmed
- Transportation Alternatives Program – coordination on project advancement
- CMAQ Program – coordination on project advancement
- Local Road Accident Reduction Program – selection of best candidates from the Region

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
TIP (amendments & actions)								
STP-Urban Program								
System Investment and Performance								
Transportation Alternatives Program								
CMAQ Program								
Local Road Accident Reduction								

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## Task 3c: Ladders of Opportunity and Vulnerable Users Planning

### OBJECTIVE:

To strengthen connections and complete gaps serving essential services (e.g. housing, employment, health care, schools / education and recreation) for the public, including traditionally underserved populations. To foster the development of sound public policy to promote safe travel for vulnerable users (cyclists, pedestrians and others) in the Region.

### MAJOR ACTIVITIES:

Help the Region's decision-makers to understand the importance of designing for vulnerable users<sup>1</sup> and to provide the Region's towns with the tools necessary to design safe and effective facilities. CRCOG will continue to implement the Pedestrian/Bicycle Plan adopted in FY 2008, and the 2015 addendum to the 2008 document. The following summarizes key initiatives we will be working on under this work program.

Ladders of Opportunity. CRCOG will work with regional partners on identifying connectivity gaps in access from housing to essential services such as employment centers, health care, schools/education, and recreation. These gaps will be assessed to understand how to construct missing links or remove barriers that preclude access of the public, including traditionally underserved populations.

Bicycle and Pedestrian Committee. The Bicycle and Pedestrian Committee is a support committee, acting in an advisory role to CRCOG's Transportation Committee. CRCOG staff will organize and provide support to the Bicycle & Pedestrian Committee.

Implement the Regional Pedestrian and Bicycle Plan and 2015 Addendum. CRCOG will continue to work on implementing recommendations included in the Regional Pedestrian and Bicycle Plan. Specific activities include:

- Provide guidance to towns on complete streets policies. In FY 2016 this will include working with a sub-committee of the CRCOG Bicycle and Pedestrian Committee and the CT Bicycle and Pedestrian Advisory Board to create a Complete Streets Toolkit for the region's communities and for municipalities across the state.
- Provide workshops, sponsor webinars and research other educational opportunities related to bicycle and pedestrian safety and design.
- Evaluate options for establishing a regional trails fund.
- Work with other stakeholders to continue Share the Road campaign education.
- Work with Bike Walk Connecticut, a nonprofit organization dedicated to improving the bicycling environment and educating bicyclists and motorists about their respective rights and responsibilities.
- Annual Bike to Work Program. CRCOG will assist Bike Walk Connecticut with this effort that has expanded to the Bike Everywhere program.
- Bicycle and Pedestrian Count Program. CRCOG will work to assemble volunteers to coordinate a bicycle and pedestrian count, monitoring walking and bicycling trend data in the region. The count will also aim to collect the newly created CRCOG Active Transportation Audit, particularly at transit station locations.

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<sup>1</sup> In Connecticut a 'vulnerable user' is defined as a pedestrian, a highway worker, a person riding or driving an animal, a person riding a bicycle, a person using a skateboard, roller skates or in-line skates, a person operating or riding on an agricultural tractor, a person using a wheelchair or motorized chair, or a blind person and such person's service animal.

Safe Routes to School Program. CRCOG will continue to work with towns to help them develop Safe Routes to School plans, providing technical assistance, information about potential project funding sources, and program guidance.

Livable and Sustainable Communities. CRCOG will work with municipalities in promoting safe, environmentally sustainable communities with strong walking and bicycling alternatives. Connectivity enhancements that link multiple transportation modes will also be evaluated.

Bike Share. A Bike Share feasibility study was completed in FY 2014. CRCOG staff will work in partnership with GHTD, CTDOT, local municipalities and other partner organizations to understand next steps as it relates to implementation. These items include identifying agency roles, developing memoranda of understanding between participating agencies, securing funding and outreaching to the public.

**PRODUCTS:**

- Regional bicycle and pedestrian policies and supporting reports/documents
- Active Bicycle and Pedestrian Committee

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Bicycle & Pedestrian Committee								
Safe Routes to School								
Implement Pedestrian & Bicycle Plan								
Livable & Sustainable Communities								
Bike Share								

## TASK 3D: SYSTEMS MANAGEMENT & OPERATIONS

### OBJECTIVES:

To encourage and promote the safe and efficient management and operation of integrated, intermodal surface transportation systems to serve the mobility needs of people and freight, and to foster economic growth and development.

### PROJECT SPONSORS:

Regional efforts - Joint effort of CRCOG, CTDOT Highway Operations, and RiverCOG  
State efforts – Successor to Statewide Incident Management Task Force

### MAJOR ACTIVITIES:

Congestion Management. CRCOG completed its second CMP in FY2014. In FY2016 we will evaluate data collection efforts and in FY2017, we will continue the congestion management process (CMP) as a joint effort of CRCOG and RiverCOG and through coordination with CTDOT. We expect to address the six elements of CMP (identified below); with a particular focus on elements 2 and 3 in preparation for an update of the CMP. Findings will be incorporated into the RTP.

1. Development of congestion management objectives that address regional bottlenecks, support multi-modal transportation, and consider new technologies. Objectives from the current plan include the following and will be reviewed for their continued relevance:
  - Monitoring and assessing system performance
  - Identifying congested locations and causes for congestion
  - Evaluating strategies to reduce or mitigate the impact of congestion
  - Monitoring the effectiveness of strategies following implementation
2. Establishment of measures of multimodal transportation system performance. CRCOG will place particular emphasis on exploring and becoming familiar with new data collection technologies.
3. Collection of data and system performance monitoring to define the extent and duration of congestion and determine the causes of congestion. While continuing to prepare for the collection of data in FY2016, we expect that this element will be addressed more completely in FY2017.
4. Identification of congestion management strategies. This is a continuing effort that will be more specifically undertaken in FY2017. Earlier findings will be incorporated into the RTP.
5. Implementation activities, including identification of an implementation schedule and possible funding sources for each strategy. This will be undertaken with the production of the next CMP.
6. Evaluation of the effectiveness of implemented strategies. This is an ongoing effort, as strategies are implemented.

Safety Management. Conduct & support safety planning in the Hartford area and the state

- *Regional Safety Management Principles.* CRCOG will advance the regional safety management principles outlined in the Regional Transportation Plan.
  - Include safety in all studies.
  - Improve safety for all modes.
  - Monitor regional safety conditions & trends.
  - Support incident management as a safety tool.
  - Support the CT Strategic Highway Safety Plan, and assure that it is incorporated in the new Regional Transportation Plan, by reference or in some measure of detail.
  - Collaborate with and support CT Safety Circuit Rider Program
- *Examples of Safety-Related Activities.* Below is a partial list of safety-related activities CRCOG conducts.
  - Support Safe Routes to School projects

- Project selection for Local Roads Accident Reduction program
- Safety planning as part of the bicycle and pedestrian planning program
- Inclusion of safety analyses in corridor studies
- Inclusion of safety criterion in STP Urban / LOTCIP project selection

Traffic Incident Management. Support traffic incident management planning in the Hartford area and the State.

- Support the RESF-1 subcommittee, which serves as the traffic incident management planning group for the Hartford metro area (CRCOG and RiverCOG.)
- Participate in the work of any statewide TIM effort.
- Coordinate with CTDOT and RiverCOG to conduct the traffic incident management program.

Security Planning & Emergency Management. CRCOG will work with its own Public Safety Council, CTDOT, CT Transit and others to maintain and improve security of transportation facilities in the Region. (Note: CRCOG's Public Safety Council is responsible for Homeland Security issues in the Region.)

- Support the Capitol Region Emergency Planning Commission & the RESF-1 subcommittee, which serves as the transportation component of the emergency management planning group for the Hartford metro area (CRCOG and RiverCOG).
- Support state and regional efforts to develop emergency evacuation plans.
- Support security planning and implementation efforts at CT Transit.
- Support Capitol Region Public Safety Council's security planning activities.
- Assure that in any update of the Regional Transportation Plan, security issues are addressed for all modes, appropriate goals and strategies are addressed for both highway and transit networks, and that critical facilities and systems are identified.

ITS Planning. Use technology to help manage transportation systems and improve operations

- ITS planning & implementation efforts: work to support implementation of the ITS Strategic Plan adopted in FY2015.
- Maintain regional ITS architecture.
- Coordinate with CTDOT and RiverCOG to conduct the ITS planning program.

Travel Demand Management. Travel Demand Management is an element of operations planning, addressed in Task 3a – Transit Planning.

Operations Planning. Conduct & support operations planning in the Hartford area and the state. CRCOG will do this by:

- Participating in training opportunities associated with operations planning and work to better integrate operations planning into transportation plans and programs.
- Continuing to work with municipalities that maintain traffic signal systems, providing a forum for understanding system operations and maintenance.
- Working with CTDOT and municipalities to develop a regional traffic signal operations and maintenance policy for future traffic signal system capital and operations projects.
- Initiating work to explore the feasibility of a regional traffic signal operations center which may eventually expand into a regional transportation operations center.
- Continuing to explore regional opportunities for cooperation among municipalities (e.g. share a traffic signal engineer, joint purchase agreements and /or a traffic signal systems equipment maintenance sharing).
- Supporting on-going efforts to work with municipalities on traffic signal operations and maintenance plans, including working with the CT Traffic Signal Circuit Rider Program

#### **PRODUCTS:**

- ITS Strategic Plan Maintenance and Opportunities for Implementation
- Regional ITS Architecture Maintenance

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Congestion Management								
Safety Management								
Traffic Incident Management								
Security Planning-Emergency Mgmt								
Operations Planning								
ITS & ITS Architecture	As needed							

## TASK 3E: FREIGHT PLANNING

### OBJECTIVES:

Compared to the traditional highway and transit planning conducted by MPOs like CRCOG, freight planning needs to be conducted on a much broader geographic scale, and with much more private sector involvement. Due to the expanded geographic scale of most freight issues, we are working cooperatively with neighboring Hartford area MPOs, with the Springfield area MPO, and with the State DOT to develop an effective analytic and institutional approach to freight planning. This includes private sector involvement as well.

### PRIOR WORK:

CRCOG started its freight transport planning program in FY 2005. The first few years of the program were dedicated largely to identifying and exploring issues, and establishing an organizational format for conducting the planning program. Since the previous UPWP CRCOG has drafted a *FY 2015 Freight Planning Summary and Materials* report inventorying freight infrastructure within the region and analyzing current and future demand (March 2015). Given CTDOT's efforts to conduct a Statewide Freight Plan, CRCOG elected to hold off on stakeholder outreach as DOT will be conducting this effort in cooperation with MPOs in FY 2016.

### MAJOR ACTIVITIES:

Regional data collection and issues identification. CRCOG will continue to update the collection of regional freight data and work with other stakeholders to identify major freight issues in the Region.

- a. Working with CTDOT and other stakeholders, continue to compile and refine available data to develop an inventory of existing freight conditions.
- b. Working with CTDOT under their Statewide Freight Plan, identify the regional freight network of terminals and distribution centers, along with locations of freight bottlenecks and deficient infrastructure, including but not limited to weight- and overhead-restricted bridges for truck deliveries (and school buses and emergency vehicles).
- c. Outreach to towns and collect feedback on local freight movement related issues and how they could be addressed on a regional, state or multi-state basis. Define hot spots from the towns' perspective and define a strategy how these key issues could be addressed or how potential solutions could fit into a regional policy.

Support the development of the Connecticut Statewide Freight Plan. CTDOT is about to undertake the creation of a Statewide Freight Plan for Connecticut. CRCOG will work with CTDOT and their consultants on this effort to ensure that the freight needs of the Region are appropriately incorporated. During this effort, the *DRAFT FY 2015 Freight Planning Summary and Materials* report will be finalized. CRCOG's tasks will also include:

- a. *Local Stakeholder Identification:* CRCOG will provide a list of 20-30 potential public and private stakeholders within the Region.
- b. *Interviews:* Utilizing a template provided by CTDOT, CRCOG will conduct 4-5 interviews with previously identified local stakeholders, with assistance where needed from CTDOT and/or the consultant team.
- c. *Local Inventory:* CRCOG will conduct an inventory of freight supportive infrastructure and zoning and land uses. At minimum, this task will include a zoning map with industrial, industrial/commercial, manufacturing, marine, and other freight supportive land uses. \
- d. *Public Outreach:* CRCOG staff will assist with public/private outreach events by inviting contacts, providing meeting locations, and soliciting input from constituents. CRCOG will also be represented on the Connecticut Freight Advisory Committee.
- e. *Action Plan:* CRCOG will submit our top choices for freight supportive infrastructure and policy improvements/changes in order to assist in the development of the statewide action plan for freight.

- f. *Performance Measures*: CRCOG will provide feedback and work with other stakeholders to define freight related performance measures.

Interstate nature of freight problems. The 2005 Freight Flow Study clearly established that solutions to most freight flow problems in the Hartford metro area require bi-state or multi-state actions, and collaboration with private industries. A major hurdle to initiating these types of actions is the lack of awareness of the importance of freight in our service economy, and the lack of precedents for collaborative efforts among New England states on freight issues. Therefore, we believe that one of the best roles that we can play in affecting solutions is to raise awareness and promote interstate and interregional collaborations. CTDOT will jointly assist CRCOG, and other regions, on a joint freight planning effort. This will involve at least the following.

- a. *Webinars / Conferences.* Work with others to assist in organizing webinars and/or conferences on freight issues and the importance of freight in the Hartford – Springfield economy and multi-state framework.
- b. *Encourage Collaboration.* Pursue various methods to encourage collaboration between CT and other states that directly impact our freight distribution (MA and NY).

Training and Coordination with Others. CRCOG will continue to be available to participate in FHWA’s freight advisory group to develop effective approaches to freight planning. We will also continue to explore training opportunities for both staff and municipal officials on the benefits of freight planning and environmental implications (e.g. improved air quality).

Create a Freight Webpage. CRCOG will create a webpage dedicated to freight planning within the CRCOG website. This page will include information relating to CRCOG’s ongoing freight planning efforts and will also feature a freight survey where stakeholders can identify priority areas of concern within the region.

**PRODUCTS:**

- Effective interagency and interstate coordination & private sector involvement in freight planning
- Documents as needed to support the creation of the Connecticut Statewide Freight Plan
- Final version of *FY 2015 Freight Planning Summary and Materials* report
- Freight Planning webpage

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Freight Data Collection								
Support Statewide Freight Plan								
Freight Stakeholder Outreach								
Interstate Initiatives								
Create and Maintain Freight Webpage								
Freight Advisory Group	<i>Available</i>							
Training	<i>Ongoing</i>							

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## TASK 3F: LIVABILITY AND SUSTAINABLE COMMUNITIES

### OBJECTIVES:

In September 2009, CRCOG started a Sustainable Communities Initiative in an effort to link work that is already being done by transportation, community development, public safety and homeland security departments toward supporting sustainable community development and preservation activities, and climate change goals. Components of the initiative included the following:

- Establishment of regional sustainable communities goals
- Identification of opportunities for improved integration of CRCOG and other agency activities that fall under the sustainable communities umbrella
- Identification of new program opportunities that forward regional sustainable communities goals

### PRIOR WORK:

In 2009, HUD, DOT and EPA came together to form the Partnership for Sustainable Communities for the purpose of better coordinating federal housing, transportation and environmental protection investments and collectively identifying strategies that provide more transportation choices, promote equitable affordable housing, increase economic competitiveness, support existing communities, leverage federal investment and value the health and safety of communities and neighborhoods. CRCOG has been active in discussing and creating policies related to sustainable development and sustainable communities. Multiple planning and implementation activities which support sustainable communities were completed under the bi-state, \$4.2 million Knowledge Corridor Sustainable Communities Regional Planning Grant, for which CRCOG and the Pioneer Valley Planning Commission (PVPC) of Springfield, MA were the lead partners.

### MAJOR ACTIVITIES:

- *Encourage Interagency and Interdisciplinary Collaboration and Coordination.* This will include promoting transportation improvements and land uses consistent with the Long Range Transportation Plan and local, regional, and state plans of conservation and development, as well as a variety of other activities including:
  - Monitoring the range of CRCOG program activities to identify their relationship to regional Sustainable Communities Goals, and the interrelatedness of activities being conducted by the various CRCOG Departments and other agencies.
  - Collaborating with municipalities on transportation, environmental, and land use planning activities.
  - Reviewing proposed transportation projects for impacts on land use, the environment, and society; and analyzing proposed projects for conformity with state, local and regional plans of conservation and development.
- *Continue CRCOG Programs and Policies.* CRCOG has been active in discussing and creating policies related to sustainable development and sustainable communities. We will continue our efforts with our municipal partners with the goal of leveraging federal investments in sustainability. Tasks will include efforts to inform town planners and engineers on innovative and proven ways to help create safer, more livable, and more environmentally sustainable communities through better design of road construction projects, better design of commercial and residential developments, and better town plans and development regulations, addressing issues such as traffic calming, pedestrian friendly design, bicycle friendly design, and context sensitive design.
- *Research.* Monitor and research regional climate change and best practices. Work to identify areas, including reclaimed brownfields, that may be suitable for the construction of mixed-use development in the vicinity of existing and proposed rail and busway stations, and along existing and potential transit corridors.
- *Outreach:* Communicate on strategies to enhance municipal and regional sustainability through the Sustainable Capitol Region section of the CRCOG website, the CRCOG Green Clearinghouse

([www.GreenRegionCT.org](http://www.GreenRegionCT.org)), and associated social media (facebook and twitter). CRCOG will also continue to support state and municipal efforts to plan and implement transit oriented development initiatives. CRCOG will work to make municipalities familiar with its newly-drafted model TOD zoning regulations and their impacts on the built environment. Public engagement tools will be used to educate the public on TOD, and gain input on TOD strategies.

- *Education.* Implement education programs and host workshops related to green building technologies, green infrastructure, and sustainable land use regulations.
- *Monitor Funding Opportunities.* CRCOG will monitor funding opportunities to support planning, research and projects that enhance regional sustainability.
- *Implement Knowledge Corridor Action Agenda.* Work with partner agencies to implement the bi-state **Action Agenda for a Connected, Competitive, Vibrant and Green Knowledge Corridor**, which was developed under the Sustainable Communities Regional Planning Grant.
- *Climate Change and Resiliency:* Work collaboratively with CTDOT and other state and local agencies to improve transportation system resiliency in the face of climate change, sea level rise, and sever storm events. CRCOG will also support CTDOT’s climate change and resiliency planning efforts.

**PRODUCTS:**

- Effective coordination related to Sustainable Communities with partner agencies, and interdisciplinary collaboration and coordination within CRCOG
- Updates to Sustainable Capitol Region web page and CRCOG’s Green Clearinghouse
- Implementation of **An Action Agenda for a Connected, Competitive, Vibrant and Green Knowledge Corridor**

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Encourage collaboration								
Continue sustainability initiatives								
Research, outreach & education								
Monitor funding opportunities								

## TASK 4: TECHNICAL ASSISTANCE AND PROJECT DEVELOPMENT

### OBJECTIVES

To conduct small transportation planning studies, to provide support for major planning studies such as corridor studies, and to provide technical assistance to towns and regional or state agencies on transportation issues.

### MAJOR ACTIVITIES

Technical Assistance to Towns. Staff will provide technical assistance to CRCOG committees so that decisions can be made on the basis of sound technical data. This includes performing traffic counts, providing transportation and GIS data, and conducting small studies as needed. In addition, in order to promote the coordination of transportation and land use decisions, and also the coordination of municipal, regional and state planning, CRCOG will utilize the statutory zoning, subdivision and plan of development review process to comment on the impacts of land use decisions on the transportation network, and the conformity of zoning, subdivision and planning proposals with regional and state plans.

Information Dissemination. Staff will keep abreast of proposed changes in federal and state transportation programs. Information on the programs and proposed changes will be provided to town officials and CRCOG policymakers for their use in decision-making.

Assistance to State and Regional Agencies. Staff will assist CTDOT, Connecticut Department of Energy and Environmental Protection (CT DEEP), and other State agencies on matters of mutual concern. Assistance will include work such as serving on committees and task forces, data retrieval and dissemination, serving as a liaison to local communities, and conducting small studies. Specific initiatives that we expect to assist with include, but are not limited to:

- *MAP 21.* MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) is the federal transportation legislation in effect until the end of May 2015. CRCOG will continue to work with CTDOT and other partners to implement components of the legislation (e.g. transportation performance metrics) and monitor transportation reauthorization.
- *Every Day Counts (EDC).* CRCOG will continue to serve on the State Transportation Innovation Council with CTDOT, FHWA and other stakeholders to identify EDC tools that may be applicable in Connecticut and assist in accelerating technology, innovation deployment and shortening project delivery.
- *Interstate 84 Viaduct Replacement.* CRCOG will assist with CTDOT's I-84 Hartford Viaduct Replacement feasibility study and development of an environmental impact statement. CRCOG will work with CTDOT, the City of Hartford and other stakeholders during the study process, assisting as needed. Tasks will include participation on the Public Advisory Committee, assistance with public outreach, and consultation as it relates to the travel forecast model.
- *Interstate 84 Viaduct – Value Pricing Study.* CRCOG will assist CTDOT with its Value Pricing Study to investigate potential opportunities to finance the replacement of the I-84 Viaduct. CRCOG will work with CTDOT, the City of Hartford and other stakeholders during the study process, assisting as needed. Tasks could include travel forecast modeling and analysis, public outreach, or participation on advisory/ stakeholder committee to assist in project development and decision-making.
- *Connecticut Statewide Airport System Plan Update (CSASP)* – CRCOG will assist the Connecticut Airport Authority and the Federal Aviation Administration on this initiative, serving on the Study Advisory Committee. CRCOG will provide local and regional input throughout the process and review various CSASP elements.

- *Central CT Rail Study Steering Committee* – CRCOG will assist CTDOT with its study of rail alternatives under the Central CT Rail Study; serving on the project Steering Committee.

Technical Support on Corridor Studies & Other Special Projects. CRCOG provides technical support on many of the corridor studies it manages and on other studies conducted by other agencies. This includes activities such as travel forecasting, level of service analysis, and accident analysis. This support will continue.

Mutual Aid Initiative for Public Works. CRCOG staff will assist towns in establishing public works mutual aid agreements to facilitate the sharing of public works equipment and personnel for both emergency and non-emergency activities.

**PRODUCTS**

- Local transportation decisions based on better information and analysis.
- Improved coordination among regional and state agencies.
- Improved coordination of land use and transportation decisions.

**SCHEDULE**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Technical Assistance to Towns								
Technical Assistance to State								
Mutual Aid Initiative								

## TASK 5: PUBLIC PARTICIPATION, TITLE VI & ENVIRONMENTAL JUSTICE

### OBJECTIVES

1. To involve the widest possible range of individuals and groups in the transportation planning process.
2. To assure low-income and minority groups are involved in the planning process.
3. To assure that requirements of the federal environmental justice regulations regarding the fair and equitable distribution of impacts and benefits of transportation programs are satisfied.

### MAJOR ACTIVITIES

Public Participation Plan Update. CRCOG will update the Public Participation Plan (prepared 2000, revised 2005 and 2007), restructuring it to include any new elements of Title VI, Environmental Justice, and Limited English Proficiency outreach that may be identified through the update process. CRCOG has engaged a consultant to assist with the plan update.

Title VI. CRCOG has expanded its Environmental Justice and LEP programs to address the full spectrum of Title VI concerns. CRCOG has also developed a comprehensive Title VI program including a Policy Statement and a Complaint Process. CRCOG has also updated its demographic understanding of the Region, using 2010 Census data and other sources. CRCOG will continue to keep this program up-to-date and in compliance with federal and State regulations. CRCOG is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age or disability.

Environmental Justice. CRCOG will work in cooperation with the Connecticut Coalition for Environmental Justice to review major CRCOG policies and plans such as the TIP, the Long Range Transportation Plan, and the Public Participation Plan to assure that our transportation programs do not adversely burden or adversely benefit persons based on minority or income status.

Reducing Language Barriers. CRCOG has updated its understanding of non-English language needs in the Region using 2010 Census data and other sources. Since Spanish is the most prevalent first language of persons in the Region who do not speak English “very well”; our goal is to open more communication channels to the Region’s Hispanic community. This will include continuing established relationships with Hispanic organizations, publishing selected meeting notices in Spanish, publishing Spanish-language summaries of key documents, and making translators available for public meetings (generally on an as requested basis). See special direct costs below. Outreach in other languages will be done on a customized and as-needed basis.

Standard Public Involvement Activities. CRCOG will continue to conduct extensive community involvement efforts for all its major projects and programs. These efforts are tailored to each specific agency program or activity as required by our public involvement policy.

CRCOG Website and Accessibility. CRCOG’s current website is almost 10 years old and is cumbersome to navigate. CRCOG will update its website to enable easier accessibility to transportation documents, meeting dates, agendas, and minutes (see Task 2). CRCOG will continue to share plans, studies and information with the public via its updated website as well as other outlets. CRCOG has also taken steps to make its website accessible to more people by understanding and complying with nationally recommended guidelines for making the site more accessible to the blind and to persons with low-vision. CRCOG will continue to research and work with State and federal guidelines and implement them as feasible.

Media Contact List. CRCOG will continue to maintain and update its media list, especially media that reaches low income, minority and alternate language communities.

Annual Self-Assessment. CRCOG will conduct an assessment of its public involvement efforts on an annual basis, and prepare a report documenting the results of the assessment.

Work with Upper Albany Neighborhood. As the Route 44 project moves forward, CRCOG will continue to make ourselves available to work with the Upper Albany neighborhood as a follow up to the Route 44 Corridor Study. We have worked with members of the largely minority community to pursue implementation of the study recommendations and to address related issues.

**SPECIAL DIRECT COSTS**

- Public Participation Plan update consultant services: (\$140,000)
- Document translation (\$1,200 per year)
- Language interpreter for meetings (\$1,00 per year)
- Interpreter for the deaf for meetings (\$2,000 per year)

**PRODUCTS:**

- Updated Public Participation Plan
- Updated Website

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Update Public Participation Plan								
Conduct Title VI / EJ / LEP activities								
Annual public participation assessment								
Website improvements								
Upper Albany neighborhood assistance								
Website Update								

## **SPECIAL STUDIES & PROJECTS**

The previous section contained descriptions of all the work activities CRCOG performs as part of its regular transportation planning program. These tasks are all funded with CRCOG's regular planning budget. In addition to these standard tasks, CRCOG and other agencies in the Region perform a number of other special studies during any given program year. These special studies are typically funded through other funding sources such as the STP-Urban program.

Special studies that are expected to be worked on during FY2016 and FY2017 are described in this section. The studies are broken out into two sections: Existing Studies which includes those studies that were initiated prior to FY2016 and New Studies which includes those studies that will be initiated in FY2016 or FY2017.

### ***Compliance with NEPA***

All studies conducted in the following tasks will be done in a manner consistent with the requirements of the National Environmental Policy Act (NEPA).

## Existing Studies

### Task 6: CTfastrak – Station Area Planning (Phase 2)

The station area planning study for CT **fastrak** is finished, but CRCOG’s efforts will continue. We’ve programmed \$105,000 in STP-Urban funds to continue working with the four CT **fastrak** municipalities to encourage the adoption of appropriate plans and policies to implement the recommendations from the station area planning project. This will include providing communities with access to consultant services.

**PROJECT SPONSORS:**

Lead Agency: CRCOG  
 Participants: Hartford, New Britain, Newington, West Hartford

**ACTIVITIES:**

CRCOG hired a consultant to assist towns in planning and promoting transit-oriented development along the CT **fastrak** corridor. This is a continuation of work done under the first phase of the project. Work in all four communities is now complete with the exception of the completion and delivery of the final memorandum for the West Hartford / Hartford Flatbush Station segment. Once the final memo for the West Hartford / Hartford Flatbush Station Area is complete, CRCOG will consider calling a meeting to engage Hartford and West Hartford staff and planning and zoning commissioners in a review of the final recommendations of the study.

In an effort to advance station area planning, CRCOG staff will work to facilitate public-private partnerships and strengthen anchor institutions. CRCOG will also provide technical assistance to Towns through the quarterly update of Station Area TOD progress reports.

**PRODUCTS:**

More effective municipal programs to promote transit-oriented development at stations.

**COST:**

\$105,000 total project (\$25,000 which is available for CRCOG planning efforts)

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
On call tasks as requested								

## Task 7: City of Hartford Transit Research Project

A number of transportation plans, programs and projects have been developed or proposed for the greater Hartford area, all of which impact the City of Hartford. In addition, several citywide development plans and individual neighborhood-based revitalization plans have been developed. In light of the proliferation of these plans, the City sought and was awarded a Federal Transit Administration (FTA) research grant which will allow the development of a program to integrate the transportation initiatives planned with the City's land use development plans. In addition to providing the City with an integrated plan for implementation, the project will develop a final report describing a process that will be replicable elsewhere in the country.

The Capitol Region Council of Governments is the direct recipient of the grant. The City of Hartford is the sub-recipient of the grant. The City has selected a consultant to conduct part of the project; some of the work will be done with City staff. This study is being conducted consistent with FTA requirements. This study is expected to be completed in FY 2016.

### PROJECT SPONSORS:

Lead Agency: City of Hartford  
 Participant: CRCOG

### ACTIVITIES:

1. Synthesize all existing transportation studies and plans into a single Hartford Transportation Strategy (HTS).
2. Integrate the HTS with City's development program.
3. Consult with all appropriate stakeholders in the formulation of the HTS.
4. Develop a detailed Hartford Transportation Action Plan (HTAP) with specific recommendations for the implementation of the HTS.
5. Facilitate as necessary the City process of securing funding and permits necessary to implement the HTAP.
6. Propose and establish a mechanism for maintaining communication about projects among the stakeholders.
7. Propose a local governance structure for the implementation of the transportation initiatives.
8. Develop the final "best practices" technical report having national applicability with regard to efforts to consolidate multiple transit studies into a single action plan.
9. CRCOG will provide oversight and administration services for this project.

### PRODUCTS:

- Hartford Transportation Strategy
- Transportation/Development Integration Tech Report
- Hartford Transportation Action Plan
- Communication Tech Report
- Governance Structure Tech Report
- "Best Practices" Final Report

### COST:

\$475,000 total project (100% federal funds; FTA National Research Program)

\$23,750 available to CRCOG; \$451,250 available to the City

### SCHEDULE:

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 8: Comprehensive Transit Route Analysis

This study will provide a comprehensive analysis of all the current bus routes in the CT *transit* Hartford Division (including both local and express service) and will also assess the need for bus service in locations currently unserved. The project will be coordinated with ongoing work managed by CTDOT to redesign service to take advantage of CT *fastrak*. A Transit Data Repository will also be developed under this project. The result of this study will be recommendations for transit service modifications, and three levels of improvements (current funding, 10% cost increase, and 20% cost increase).

To serve the communities of New Britain, Plainville, Southington and Berlin, an extra work assignment has been initiated. This assignment will entail analysis of existing routes operated by Dattco and New Britain Transportation Company within these towns as well as the City of Bristol. An assessment of implementing service in Southington will also be completed.

The Capitol Region Council of Governments is managing the study and consultant efforts. The study is being conducted in close coordination with CTDOT, CT Transit and other transit stakeholders. This study is expected to be completed in FY 2016.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CTDOT, CT Transit, City of Hartford and other municipalities

### ACTIVITIES:

Technical activities include an analysis of the performance of all current transit routes, analysis of demographics and demographic trends, development of transit network design principles, development of service improvement packages, evaluation of alternative packages, and selection of the preferred set of improvements. An important element of the project will be the development of metrics to evaluate the existing service. The study will identify opportunities for a variety of transit service types such as mini-hubs, suburban circulator routes, express/ skip stop routes, additional bus rapid transit corridors, and flex routes. In areas without transit, existing travel patterns will be identified and potential transit routes will be analyzed for their demonstrated need and feasibility. Outreach to stakeholders and the public will be conducted throughout the study.

Included in this project is the development of a Transit Data Repository that will house transit data needed for the CRCOG Comprehensive Transit Service Analysis and reporting, analysis, information needs in the future.

### PRODUCTS:

- Comprehensive Transit Route Analysis including transit development plan for the Hartford Division local and express routes
- Transit Data Repository
- Transit Route Analysis for New Britain, Southington, Plainville and Berlin that looks at local and express routes as well as currently unserved areas.

### COST:

\$500,000 total project (\$400,000 federal STP-Urban funds; \$100,000 state funds)

\$150,000 total project (\$120,000 federal STP-Urban funds; \$30,000 state funds): Extra Work

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								
Conduct Extra Work								
Data Repository								

## Task 9: NextGenCT Pathways to UConn: Eastern Gateways Study

The proposed project spans communities within the Greater Hartford area and looks to enhance the linkages between University of Connecticut (UConn) anchor institutions and to strengthen the corridors to these institutions. This Study will focus on the UConn Storrs area including the Towns of Mansfield, Tolland, Coventry, and Bolton. A complementary study will focus on the Farmington and Hartford areas.

The focus of the Eastern Gateways Study are Route 195 and Route 44 within the study towns and the multimodal and transportation safety needs resulting from major town and state developments planned along these routes.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CTDOT, UConn, Towns of Tolland, Coventry, Mansfield, Bolton, and Windham

### ACTIVITIES:

A coordinated, sustainable, intermodal approach to the study will be needed in an effort to address the increased transportation demands. Linkages using UConn's new Nash-Zimmer Intermodal Transportation Center, CT **fastrak**, the Hartford Line, and existing transit service will be evaluated and the use or establishment of sub-regional transit hubs will be studied. Existing studies that have either been completed (Busway East) or are being advanced (Comprehensive Transit Route Analysis) will assist in the overall planning and linkage assessment.

With CRCOG's recently completed Transit-Oriented Development (TOD) Market Analysis Study and commitments by the state of Connecticut for strategic investments in science, technology, engineering and math disciplines, we have a tangible opportunity to link UConn campuses and strengthen their connections to major transit investments within the Capitol Region (specifically CT **fastrak** and the Hartford Line).

Strategies identified in CRCOG's TOD Market Analysis Study include engaging regional anchor institutions (such as UConn) in a dialogue about how their future expansion can be transit oriented. Municipal development interests are also an important part of the development picture. This study will establish a framework to reinvest in existing pathways to UConn, strengthen transit connections, look at big-picture coordinated development opportunities, improve safety and access, and evaluate multi-modal (bicycle and pedestrian) linkages.

### PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements will be developed. Improvement recommendations and strategies are expected to include roadway (traffic flow, safety, and geometrics), transit, bicycle, and pedestrian recommendations. Given a number of recent and proposed development plans along these corridors, the study will also develop sustainable land use recommendations and strategies.

An identification of improvements necessary to ensure the transportation system best accommodates traffic growth aggregated from both major Town, State, and developer investments and regional background growth will also be identified. Given limited financial resources looking into the future, funding priorities could also be established.

Strategy for better connecting UConn campuses and leveraging existing transportation assets such as CT **fastrak** and the Hartford Line.

### COST:

\$540,000 estimated total project cost (LOTICIP monies)

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Consultant Negotiations								
Conduct Study								

## Task 10: Transportation Safety & Improvement Study, Farmington and Hartford

The proposed project spans communities within the Greater Hartford area and looks to enhance the linkages between University of Connecticut (UConn) anchor institutions, and strengthen the corridors to these institutions. This Study will focus on the Farmington and Hartford areas, a complementary study will focus on the gateways to UConn in the towns of Mansfield, Tolland, Coventry and Bolton.

The focus of the Farmington sub-area is the area in the northeast quadrant of the town including the UConn Health Center and the Medical Complexes surrounding it. Of specific interest is access and mobility on area routes, including State Route 4 (Farmington Avenue), State Route 531 (South Road), and State Route 549 (Birdseye Road). Additionally, the need for improved access between the medical complex and major area highways, including I-84 and CT Route 9, will be assessed and improvements may be identified as appropriate.

The focus of the Hartford sub-area is the area surrounding the future site of UConn's Greater Hartford regional campus located on Prospect Street in the Front Street District. A main focus is expected to be the walking, bicycling, and transit access to and surrounding the campus.

### PROJECT SPONSORS:

Lead Agency: CROCOG

Participants: CTDOT, UCONN, Town of Farmington, City of Hartford

### ACTIVITIES:

The recently approved development at the UConn Health Center and the surrounding the Medical Complex are expected to challenge the already strained transportation infrastructure. To assure returns on these investments are realized, it is imperative that the transportation network provides adequate access and mobility. This study will analyze the existing transportation network under both the existing and future scenarios. This study will establish a framework to reinvest in existing pathways to the UConn Health Center area, strengthen transit connections, look at big-picture coordinated development opportunities, improve safety and access, and evaluate multi-modal (bicycle and pedestrian) linkages.

With CROCOG's recently completed Transit Oriented Development Market Analysis Study and commitments by the state of Connecticut for strategic investments in science, technology, engineering and math disciplines, we have a tangible opportunity to link UConn campuses and strengthen their connections to recent and proposed major transit investments within the Capitol Region (specifically CTfastrak and the Hartford Line). Strategies identified in CROCOG's Market Analysis Study include engaging regional anchor institutions (such as UConn) in a dialogue about how their future expansion can be transit oriented. A coordinated, sustainable, intermodal approach to the study will be needed in an effort to address the increased transportation demands. Linkages using CTfastrak, the Hartford Line, and existing transit service will be evaluated and the use or establishment of sub-regional transit hubs will be studied.

### PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements will be developed. Improvement recommendations and strategies are expected to include roadway (traffic flow, safety, and geometrics), transit, bicycle, and pedestrian recommendations. Given a number of development plans, the study will also develop sustainable land use recommendations and strategies.

Strategy for better connecting UConn campuses and leveraging existing transportation assets such as CTfastrak and the Hartford Line.

**COST:**

\$340,000 estimated total project cost

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Consultant Negotiations								
Conduct Study								

## New Studies

### Task 11: West Hartford North Main Street Road Diet and Safety Study

The West Hartford Road Diet Study originated through a funding set-aside secured by Senator Beth Bye, a bicycle advocate representing West Hartford in the Connecticut State Legislature. The \$75,000 study is expected to examine the feasibility of implementing a Road Diet on North Main Street in West Hartford between Farmington Avenue and Albany Avenue (RT 44).

**PROJECT SPONSORS:**

- Lead Agency: CRCOG
- Participants: Senator Beth Bye, CTDOT, Town of West Hartford

**ACTIVITIES:**

CRCOG is in the process of hiring a consultant to assist the Town of West Hartford in accomplishing the following: (1) providing a summary of experience with road diets in the country, particularly with four to three lane reductions and address their applicability to West Hartford; (2) evaluating the feasibility for a road diet on North Main Street between Farmington Avenue and Albany Avenue; (3) identifying other options for improved bicycle and pedestrian connections between West Hartford Center and Bishops Corner; (4) answering the question: what lessons can be learned from this study that can be applied elsewhere in West Hartford and regionally?; and (4) providing preliminary cost estimates for any proposed options. It is expected that alternatives will be refined through a Design Workshop.

The study will include the establishment of a Project Advisory Committee and a great deal of stakeholder involvement as part of a thorough public process. Recommendations will be developed through the collection of data, public input, and the testing of alternatives for providing better bicycle and pedestrian facilities on North Main Street.

More specific project activities will include:

- Collecting data including turning movements at key locations, photo documentation, speed data, etc.
- Gaining public input through stakeholder interviews, a public kick-off session and a public survey
- Analyzing data of land use and traffic data to test preliminary alternatives
- Conducting Design Workshop to gain feedback on preliminary alternatives, refine scenarios and establish preferred alternatives
- Producing a Public Presentation to reconfirm preferred alternatives
- Producing a Final Report and recommendations including an implementation plan and cost estimates

**PRODUCTS:**

- A primer on road diets.
- A set of final recommendations and report of findings.
- An implementation plan and cost estimates.

**COST:**

\$75,000 total project

**SCHEDULE:**

FY2016				FY2017			
Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study							

## Task 12: Route 5 Corridor Study, East Windsor

Town officials, the business community, and public have become concerned with traffic safety and operational issues along Route 5 from the Sophia's Plaza intersection (Route 5 & Route 140 or North Road) south to the South Windsor Town line. Significant congestion is experienced not only during peak workday commuting times, but during lunch breaks, when corridor/area schools let out, and on certain days like Wednesday when Southern Auto Auction is open and operating at full capacity. Of specific concern is the intersection of Route 5 (Prospect Hill Rd) with the I-91 Connector (Exit 44) and Newberry Road, and with Route 5 in general near Thompson Road where the two southbound Route 5 lanes are reduce to one.

The new Super Wal-Mart, Lincoln Technical School, Southern Auto Auction additions, and high school are some of the recent development/redevelopment thought to contribute to the deteriorating conditions. Recent construction activities, including a new truck stop and gas station coming to this same location, have resulted in heightened concerns regarding future conditions. The police department has continued to receive an increase in complaints and concern about traffic in this area.

With corridor development currently underway and future additional development anticipated, the Town is concerned that conditions will be further degraded. The study will address existing and future transportation issues by recommending solutions for all modes of travel (vehicular, transit, bicycle, pedestrian, etc.) in the form of an endorsed comprehensive transportation plan for the corridor.

### PROJECT SPONSORS:

Lead Agency: CRCOG  
 Participants: CTDOT, Town of East Windsor

### ACTIVITIES:

The study will identify and assess existing and projected transportation needs, and identify potential solutions. It is anticipated that the study would consider a variety of solutions, including but not limited to intersection improvements and multi-modal solutions. In addition to long term visions, the study will aim to identify near term implementable solutions, possibly funded via the STP, CMAQ, Safety, of Fix-it-First funding sources. A vigorous public and stakeholder outreach process will be maintained throughout the entire study process. The process aims to solicit and consider input in order to reach a plan whose recommendations will be supported by both the community and major stakeholders.

### PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements. Improvement recommendations and strategies are expected to include roadway (traffic flow, safety, and geometrics), transit, bicycle, and pedestrian recommendations. Given a number of development plans, the study will also develop sustainable land use recommendations and strategies.

### COST:

\$250,000 estimated total project cost

### SCHEDULE:

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Select Consultant								
Conduct Study								

## Task 13: Silver Lane (SR 502) Corridor Study, East Hartford

This transportation study is proposed for Silver Lane (SR 502) from the intersection of Route 15 easterly to the intersection of Forbes Street, a distance of approximately 2 miles. Within these limits, Silver Lane varies in cross section from two lanes to four lanes, and varies in average daily traffic volumes. The roadway is served by several CTtransit bus stops, and pedestrian activity is significant, especially during events at Rentschler Field. The East Coast Greenway currently traverses the study area via a temporary route with both on-road and off-road segments. There are prime opportunities to plan for significant additional bike and bus connectivity by working towards identifying connections to existing trails, and studying improvements to bus service east of Hartford (Fastrak East).

The area contains commercial, industrial and residential land use. On the west end of the study, in addition to Pratt & Whitney Division of United Technologies, the United Technologies Research Center, Cabela's flagship store, and several retail shopping centers of varying size, significant additional development is proposed. Meanwhile, many of the corridor's older strip shopping centers lie completely or largely vacant, in need of substantial reinvestment to make them attractive to tenants, while large vacant parcels create gaps in the urban fabric. The Town has determined that redevelopment of underutilized sites and infill development of vacant areas is critical to raising the level of activity along the corridor and generating business for commercial uses.

The study will examine existing transportation conditions within the corridor for all modes of travel. Of specific concern is the safety of pedestrians during events, and the corridor's ability to accommodate ever increasing travel demands. Among common transportation study items, the study is anticipated to assess and recommend improvements for access management; pedestrian, bicycle, and transit connectivity; and intersection/roadway operations under both existing conditions and future traffic projections. The goal is to offer a set of consensus recommendations that ensure safe and efficient movement of traffic, bicycles, transit users, and pedestrians as the Silver Lane corridor is developed.

### Project Cost Estimation

\$200,000.00

### PROJECT SPONSORS:

Lead Agency: CROCOG

Participants: CTDOT, Town of East Hartford

### ACTIVITIES:

The study will identify and assess existing and projected transportation needs, and identify potential solutions. It is anticipated that a variety of alternatives will be considered, including but not limited to intersection improvements and multi-modal solutions. In addition to long term visions, the study will aim to identify immediately implementable solutions, possibly funded via the STP, CMAQ, Safety, or Fix-it-First funding sources. A vigorous public and stakeholder outreach process will be maintained throughout the entire study process. The process aims to solicit and consider input in order to reach a plan whose recommendation will be supported by both the community and major stakeholders. Major stakeholders such as UTC and Goodwin College will be engaged in the study.

### PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements. Improvement recommendations and strategies are expected to include roadway (traffic flow, safety, and geometrics), transit, bicycle, and pedestrian recommendations. Given a number of development plans, the study will also develop sustainable land use recommendations and strategies.

**COST:**

\$200,000 estimated total project cost

**SCHEDULE:**

		FY2016				FY2017			
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Select Consultant									
Conduct Study									

## Task 14: Farmington Canal Heritage Trail Plainville Gap Study

The Farmington Canal Heritage Trail is a partially complete bicycle and pedestrian trail that, when finished, will stretch from New Haven, CT into Massachusetts. The majority of the trail is a rails to trails project that utilizes an unused rail bed. In Plainville (and part of Southington), the rail line is still in active use and cannot be used for the trail, leaving a significant gap in the trail. This study will examine all potential alignments of the trail from Southington through Plainville. The study will result in a thorough analysis of the feasibility of each potential alignment, including foreseeable benefits and costs, specifically with consideration to environmental impacts (wetlands, watercourses), terrain issues, property ownership, regulatory/legal issues, permitting requirements, trail attractiveness/usability, and safety. The final product from the study will be a thorough review of these issues, a final preferred alignment for the trail, preliminary design elements to be used, and preliminary cost estimates. While no engineering will be included in this planning study, it will bring the project as close to preliminary design as possible. Future projects will complete the preliminary and final design and seek funding for implementation.

A second phase of the study will analyze the feasibility of connecting the preferred alignment to the CTfastrak multi-use trail. The scope of the second phase will closely mirror the first phase.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CTDOT, Town of Plainville, Town of Southington, City of New Britain

### ACTIVITIES:

The former Central Connecticut Regional Planning Agency (CCRPA) submitted the project to CTDOT under the corridor study review process. In March 2015 CTDOT selected the study to move forward. It is anticipated that a consultant contract will be signed by late October 2015 and work will start shortly after that, continuing through July 2016. Examples of work that will be done as part of this project are generally listed below.

- Conduct a review of previous studies/plans
- Collect available data such as traffic counts, trail counts, accident data, and demographics
- Collect primary data where necessary, such as traffic counts, bike/ped counts, and turning movement counts
- Assemble stakeholder committee to guide the study process
- Conduct public meetings to explain the project and solicit input
- Develop a list of preliminary alignments for consideration
- Study all potential issues of preliminary alignments (environmental, social justice, topographic, property ownership, etc.)
- Reach out to property owners along potential routes
- Along with input from the public, select a final preferred alignment
- Determine infrastructure needs for preferred alignment and develop preliminary cost estimates

### PRODUCTS:

Report detailing the feasibility of all potential alignments, a final preferred alignment, concepts for potential design elements of that alignment, and estimated costs of implementation.

**COST:**

\$240,000 to \$600,000 total project budget using PL funds (the final budget will depend on the final scope and negotiated hours).

**SCHEDULE:**

	FY2016				FY2017			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Phase 1 of study								
Phase 2 of study								

**Table 1**

**FY2016: Revenues for CRCOG Planning Program**

These reflect CRCOG staff and direct costs. Consultant costs are not included.

**Standard Work Tasks**

Funding Source	Federal	State	CRCOG	Total	Notes
FHWA-FTA	\$1,456,838	\$182,105	\$182,105	\$1,821,048	
FHWA (FY14 Carryover)*	\$1,131,645	\$141,456	\$141,456	\$1,414,556	
FHWA (FY15 Carryover from CCMPO)	\$479,000	\$59,875	\$59,875	\$598,750	
<b>TOTAL:</b>	<b>\$3,067,483</b>	<b>\$383,435</b>	<b>\$383,435</b>	<b>\$3,834,354</b>	

**Special Studies & Programs:**

Funding Source	Federal	State	CRCOG / Other	Total	Notes
Road Diet Study (West Hartford)	\$0	\$4,000	\$0	\$4,000	Total amount available to CRCOG is \$5,000; This amount reflects an estimated amount available during FY16.
Station Area Planning (Phase 2)	\$8,257	\$1,032	\$1,032	\$10,321	Total amount available to CRCOG is \$24,962; The amount shown reflects an estimated amount available during FY 2016.
LOTICIP	\$0	\$100,000	\$0	\$100,000	Estimated CRCOG administrative fee for FY 2016
Overall Transit Enhancement Study	\$3,800	\$950	\$0	\$4,750	This amount reflects the amount expected to be used during FY 16
Pathways to UConn - Storrs (Eastern Towns)	\$0	\$26,000	\$0	\$26,000	Total amount available to CRCOG estimated at \$30k
Farmington / Hartford Pathways to Uconn	\$0	\$22,500	\$0	\$22,500	Total amount available to CRCOG estimated at \$25k
<b>TOTAL:</b>	<b>\$12,057</b>	<b>\$154,482</b>	<b>\$1,032</b>	<b>\$167,571</b>	

**GRAND TOTAL: \$3,079,540 \$537,917 \$384,467 \$4,001,925**

\* Subject to future rescissions

**Table 2**  
**FY2016: "CRCOG" Costs by Task**

These reflect *CRCOG staff & direct costs*. Consultant costs not included unless otherwise stated.

<b>Standard Work Tasks</b>	<b>FHWA &amp; FTA</b>	<b>CTDOT</b>	<b>CRCOG</b>	<b>Local or Other</b>	<b>TOTAL</b>
Management of the Planning Process	\$146,709	\$18,339	\$18,339	\$0	<b>\$183,386</b>
Data Inventory, GIS & Forecasting	\$325,984	\$40,748	\$40,748	\$0	<b>\$407,480</b>
Planning & Policy Development	\$564,525	\$70,566	\$70,566	\$0	<b>\$705,657</b>
Technical Assistance & Project Develop.	\$356,546	\$44,568	\$44,568	\$0	<b>\$445,683</b>
Title VI, Env. Jus., Public Particip.	\$190,235	\$23,779	\$23,779	\$0	<b>\$237,794</b>
<b>Total Salaries + BF&amp;O</b>	<b>\$1,584,000</b>	<b>\$198,000</b>	<b>\$198,000</b>	<b>\$0</b>	<b>\$1,980,000</b>
<b>Direct costs - consultant</b>	<b>\$855,960</b>	<b>\$106,995</b>	<b>\$106,995</b>	<b>\$0</b>	<b>\$1,069,950</b>
<b>Direct costs</b>	<b>\$48,135</b>	<b>\$6,017</b>	<b>\$6,017</b>	<b>\$0</b>	<b>\$60,169</b>
<b>Reserved <sup>(a)</sup></b>	<b>\$579,388</b>	<b>\$72,423</b>	<b>\$72,423</b>	<b>\$0</b>	<b>\$724,235</b>
<b>Total planning (PL) funds</b>	<b>\$3,067,483</b>	<b>\$383,435</b>	<b>\$383,435</b>	<b>\$0</b>	<b>\$3,834,354</b>
<i>Check against Table 1 Revenues:</i>	<i>\$3,067,483</i>	<i>\$383,435</i>	<i>\$383,435</i>	<i>\$0</i>	<i>\$3,834,354</i>
<b>Special Studies &amp; Programs</b>					
Road Diet Study (West Hartford)	\$0	\$4,000	\$0	\$0	<b>\$4,000</b>
Station Area Planning (Phase 2)	\$8,257	\$1,032	\$1,032	\$0	<b>\$10,321</b>
LOTICIP	\$0	\$0	\$0	\$100,000	<b>\$100,000</b>
Overall Transit Enhancement Study	\$3,800	\$950	\$0	\$0	<b>\$4,750</b>
Pathways to UConn - Storrs (Eastern Towns)	\$0	\$0	\$0	\$26,000	<b>\$26,000</b>
Farmington / Hartford Pathways to Uconn	\$0	\$0	\$0	\$22,500	<b>\$22,500</b>
<b>Total special study funds</b>	<b>\$12,057</b>	<b>\$5,982</b>	<b>\$1,032</b>	<b>\$148,500</b>	<b>\$167,571</b>

<sup>(a)</sup> Reserved for undefined tasks and as carryover for FY 2017.

Revised October 2015 (Includes CCMPO)

**Table 3**  
**FY2016: Person Hours by Task (CRCOG staff)**

<b>Standard Work Tasks</b>	<i>Executive Director</i>	<i>Transportation Director</i>	<i>Community Dev. Director</i>	<i>Transportation Planners</i>	<i>Community Dev. Planners</i>	<i>IT/GIS Planners</i>	<i>Clerical</i>	<i>Total</i>	<i>% of Sub-total A</i>	<i>% of Grand Total</i>
Management of the Planning Process	0	500	0	483	134	0	655	1,772	9.3%	8.6%
Data Inventory, GIS & Forecasting	0	50	0	2,135	201	1,551	0	3,937	20.6%	19.1%
Planning & Policy Development	158	750	464	3,229	1,125	473	620	6,818	35.6%	33.1%
Technical Assistance & Project Develop.	0	160	152	2,560	937	497	0	4,306	22.5%	20.9%
Title VI, Env. Jus., Public Particip.	0	115	0	1,603	201	79	300	2,298	12.0%	11.1%
<b>Subtotal A: Standard Tasks</b>	<b>158</b>	<b>1,575</b>	<b>616</b>	<b>10,011</b>	<b>2,597</b>	<b>2,599</b>	<b>1,575</b>	<b>19,131</b>	<b>100%</b>	<b>93%</b>
% of Subtotal A	0.8%	8.2%	3.2%	52.3%	13.6%	13.6%	8.2%	100.0%		
<b>Special Studies &amp; Programs</b>	<i>Executive Director</i>	<i>Transportation Director</i>	<i>Community Dev. Director</i>	<i>Transportation Planners</i>	<i>Community Dev. Planners</i>	<i>IT/GIS Planners</i>	<i>Clerical</i>	<i>Total</i>	<i>% of Grand Total</i>	
Road Diet (West Hartford)	0	0	0	0	47	0	0	47	----	0.2%
Station Area Planning Study (Phase 2)	0	0	46	0	32	0	0	78	----	0.4%
LOTICIP	0	0	0	551	0	315	0	866	----	4.2%
Overall Transit Enhancement Study	0	0	0	48	0	0	0	48	----	0.2%
Pathways to UConn - Storrs (Eastern Towns)	0	0	0	253	0	0	0	253	----	1.2%
Farmington / Hartford Pathways to Uconn	0	0	0	205	0	0	0	205	----	1.0%
<b>Subtotal B: Special Studies</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>1,058</b>	<b>79</b>	<b>315</b>	<b>0</b>	<b>1,498</b>	<b>----</b>	<b>7%</b>
<b>GRAND TOTAL</b>	<b>158</b>	<b>1,575</b>	<b>662</b>	<b>11,068</b>	<b>2,676</b>	<b>2,914</b>	<b>1,575</b>	<b>20,628</b>		
% of Grand Total	0.8%	7.6%	3.2%	53.7%	13.0%	14.1%	7.6%	100.0%		

**Table 4**

**FY2017: Revenues for CRCOG Planning Program**

These reflect CRCOG staff and direct costs. Consultant costs are not included.

**Standard Work Tasks**

Funding Source	Federal	State	CRCOG	Total	Notes
FHWA-FTA	\$1,543,507	\$192,938	\$192,938	\$1,929,384	
				<b>\$1,929,384</b>	
Reserved <sup>1</sup>	\$579,388	\$72,423	\$72,423	\$724,235	See Table 2
<b>TOTAL:</b>	<b>\$2,122,895</b>	<b>\$265,362</b>	<b>\$265,362</b>	<b>\$2,653,618</b>	

**Special Studies & Programs <sup>1</sup>:**

Funding Source	Federal	State	CRCOG	Total	Notes
LOTICIP	\$0	\$100,000	\$0	\$100,000	Estimated CRCOG administrative fee for FY 2017
Route 5 Corridor Study (East Windsor)	\$14,400	\$3,600	\$0	\$18,000	Estimated CRCOG administrative fee for FY2017
Silver Lane Corridor Study (E. Hartford)	\$12,000	\$3,000	\$0	\$15,000	Estimated CRCOG administrative fee for FY2017
<b>TOTAL:</b>	<b>\$26,400</b>	<b>\$106,600</b>	<b>\$0</b>	<b>\$133,000</b>	

**GRAND TOTAL: \$2,149,295 \$371,962 \$265,362 \$2,786,618**

1 This is the balance of carryover funds not used in FY2016

2 On-going projects with zero balances for CRCOG administration were not reflected in this summary

**Table 5**  
**FY2017: "CRCOG" Costs by Task**

These reflect *CRCOG staff & direct costs*. Consultant costs not included unless otherwise stated.

<b>Standard Work Tasks</b>	<b>FHWA &amp; FTA</b>	<b>CTDOT</b>	<b>CRCOG</b>	<b>Local or Other</b>	<b>TOTAL</b>
Management of the Planning Process	\$150,799	\$18,850	\$18,850	\$0	<b>\$188,499</b>
Data Inventory, GIS & Forecasting	\$346,799	\$43,350	\$43,350	\$0	<b>\$433,499</b>
Planning & Policy Development	\$560,084	\$70,010	\$70,010	\$0	<b>\$700,105</b>
Technical Assistance & Project Develop.	\$395,412	\$49,426	\$49,426	\$0	<b>\$494,265</b>
Title VI, Env. Jus., Public Particip.	\$202,906	\$25,363	\$25,363	\$0	<b>\$253,632</b>
<b>Total Salaries + BF&amp;O</b>	<b>\$1,656,000</b>	<b>\$207,000</b>	<b>\$207,000</b>	<b>\$0</b>	<b>\$2,070,000</b>
<b>Direct costs - consultant</b>	<b>\$284,960</b>	<b>\$35,620</b>	<b>\$35,620</b>	<b>\$0</b>	<b>\$356,200</b>
<b>Direct costs</b>	<b>\$43,415</b>	<b>\$5,427</b>	<b>\$5,427</b>	<b>\$0</b>	<b>\$54,269</b>
<b>Reserved <sup>(a)</sup></b>	<b>\$138,520</b>	<b>\$17,315</b>	<b>\$17,315</b>	<b>\$0</b>	<b>\$173,149</b>
<b>Total planning (PL) funds</b>	<b>\$2,122,895</b>	<b>\$265,362</b>	<b>\$265,362</b>	<b>\$0</b>	<b>\$2,653,618</b>
<i>Check against Table 4 Revenues:</i>	<i>\$2,122,895</i>	<i>\$265,362</i>	<i>\$265,362</i>	<i>\$0</i>	<i>\$2,653,618</i>
<b>Special Studies &amp; Programs</b>					
Route 5 Corridor Study (East Windsor)	\$14,400	\$3,600	\$0	\$0	<b>\$18,000</b>
Silver Lane Corridor Study (E. Hartford)	\$12,000	\$1,500	\$0	\$1,500	<b>\$15,000</b>
LOTICIP	\$0	\$0	\$0	\$100,000	<b>\$100,000</b>
<b>Total special study funds</b>	<b>\$26,400</b>	<b>\$5,100</b>	<b>\$0</b>	<b>\$101,500</b>	<b>\$133,000</b>

<sup>(a)</sup> Reserved for undefined tasks

Revised October 2015 (Includes CCMPO)

**Table 6**  
**FY2017: Person Hours by Task (CRCOG staff)**

<b>Standard Work Tasks</b>	<i>Executive Director</i>	<i>Transportation Director</i>	<i>Community Dev. Director</i>	<i>Transportation Planners</i>	<i>Community Dev. Planners</i>	<i>IT/GIS Planners</i>	<i>Clerical</i>	<i>Total</i>	<i>% of Sub-total A</i>	<i>% of Grand Total</i>
Management of the Planning Process	0	500	0	483	137	0	655	1,775	9.1%	8.6%
Data Inventory, GIS & Forecasting	0	50	0	2,245	175	1,612	0	4,082	20.9%	19.8%
Planning & Policy Development	158	750	308	3,245	1,109	403	620	6,592	33.8%	31.9%
Technical Assistance & Project Development	0	160	308	2,735	951	500	0	4,654	23.9%	22.5%
Title VI, Env. Jus., Public Particip.	0	115	0	1,603	257	113	300	2,388	12.3%	11.6%
<b>Subtotal A: Standard Tasks</b>	<b>158</b>	<b>1,575</b>	<b>616</b>	<b>10,311</b>	<b>2,629</b>	<b>2,627</b>	<b>1,575</b>	<b>19,491</b>	<b>100%</b>	<b>94%</b>
% of Subtotal A	0.8%	8.1%	3.2%	52.9%	13.5%	13.5%	8.1%	100.0%		
<b>Special Studies &amp; Programs</b>	<i>Executive Director</i>	<i>Transportation Director</i>	<i>Community Dev. Director</i>	<i>Transportation Planners</i>	<i>Community Dev. Planners</i>	<i>IT/GIS Planners</i>	<i>Clerical</i>	<i>Total</i>	<i>% of Grand Total</i>	
Route 5 Corridor Study (East Windsor)	0	0	0	159	0	0	0	159	----	0.8%
Silver Lane Corridor Study (E. Hartford)	0	0	0	144	0	0	0	144	----	0.7%
LOTICIP	0	0	0	551	0	322	0	873	----	4.2%
<b>Subtotal B: Special Studies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>854</b>	<b>0</b>	<b>322</b>	<b>0</b>	<b>1,176</b>	<b>----</b>	<b>6%</b>
<b>GRAND TOTAL</b>	<b>158</b>	<b>1,575</b>	<b>616</b>	<b>11,165</b>	<b>2,629</b>	<b>2,949</b>	<b>1,575</b>	<b>20,667</b>		
% of Grand Total	0.8%	7.6%	3.0%	54.0%	12.7%	14.3%	7.6%	100.0%		

**Table 7: Summary of Special Studies and Programs**

**Special Studies**

	<b>TOTAL funds</b>	<b>CRCOG staff</b>	<b>CRCOG consultant</b>	<b>Other Agency</b>	<b>Lead Agency</b>	<b>Funding Source</b>	<b>Comment</b>
Road Diet (West Hartford)	\$75,000	\$5,000	\$70,000	-	CRCOG	State Approp.	
Station Area Planning (Phase 2)	\$105,000	\$25,000	\$80,000	-	CRCOG	STP-Urban	
Overall Transit Enhancement Study	\$500,000	\$19,000	\$456,000	\$25,000	CRCOG	STP-Urban	
Overall Transit Enhancement Study (Extra Work)	\$150,000	-	\$97,700	\$52,300	CRCOG	STP-Urban	
Pathways to UConn - Storrs (Eastern Towns)	\$540,000	\$30,000	\$510,000	-	CRCOG	LOTICIP (CRCOG, WINCOG)	
Farmington / Hartford Pathways to Uconn	\$340,000	\$25,000	\$315,000	-	CRCOG	LOTICIP	
Hartford Integrated Transportation Strategy	\$475,000	\$23,750	\$451,250	-	CRCOG	FTA Earmark	
Route 5 Corridor Study (East Windsor)	\$250,000	\$18,000	\$232,000	-	CRCOG	LOTICIP	Will be initiated in FY 2016
Silver Lane Corridor Study (East Hartford)	\$200,000	\$15,000	\$185,000	-	CRCOG	LOTICIP	Will be initiated in FY 2017
CCMPO Carry Forward Study Fund Balance	\$598,750	\$0	\$598,750	-	CRCOG	CCMPO Carry Forward, CRCOG PL	Additional funding may be needed from PL funds after scope refinement

**Special Programs**

	<b>TOTAL funds</b>	<b>CRCOG staff</b>	<b>CRCOG consultant</b>	<b>Other Agency</b>	<b>Lead Agency</b>	<b>Year \$ Was Approved</b>	<b>Comment</b>
LOTICIP 2016	\$12,600,000	\$100,000	\$500,000	\$12,000,000	CRCOG	CTDOT to request in late 2015	Contingent upon State Budget actions
LOTICIP 2017	\$12,600,000	\$100,000	\$500,000	\$12,000,000	CRCOG	CTDOT to request in late 2016	Contingent upon State Budget actions

**Table 8: Summary of Direct Expenses**

	Estimated Budget
<b>FY2016</b>	
Printing & Reproduction	\$2,000
Equipment & Maintenance	\$31,769
Mileage / Parking Reimb	\$4,100
Conference / Workshops / Training	\$19,500
Supplies, Postage, Other (Dues, Rentals)	\$2,800
<i>Subtotal:</i>	<i>\$60,169</i>
Professional Services (including translation and interpretation fees)	\$1,069,950
<b>Total</b>	<b>\$1,130,119</b>
<hr/>	
<b>FY2017</b>	
	Estimated Budget
Printing & Reproduction	\$2,100
Equipment & Maintenance	\$25,769
Mileage / Parking Reimb	\$4,100
Conference / Workshops / Training	\$19,500
Supplies, Postage, Other (Dues, Rentals)	\$2,800
<i>Subtotal:</i>	<i>\$54,269</i>
Professional Services (including translation and interpretation fees)	\$356,200
<b>Total</b>	<b>\$410,469</b>

**Table 9: Maximum Hourly Rates  
FY2016 and FY2017**

Executive Director	\$106.00
Director of Transportation	\$85.00
Director of Community Development	\$85.00
Deputy Director	\$73.00
Special Projects / Principal	\$64.00
Principal Planner or Engineer <sup>1</sup>	\$64.00
Senior Planner or Engineer <sup>1</sup>	\$48.00
Planner or Engineer <sup>1</sup>	\$41.00
Assistant Planner or Engineer <sup>1</sup>	\$37.00
Administrative Program Assistant	\$33.00
Secretary / Office Assistant	\$29.00
Planning Intern	\$24.00

<sup>1</sup> Titles are applied to both Transportation and Community Development staff. Examples: Transportation Senior Planner and Community Development Senior Planner

## APPENDIX A

### Statement of MPO Planning Roles & Responsibilities

#### Purpose

The purpose of this statement is to outline the roles and responsibilities of the State, the Capitol Region Council of Governments (CRCOG) and appropriate providers of public transportation as required by 23 CFR Sec. 450.310. This statement is in lieu of a formal Memorandum of Agreement, per Section 450.310(e), and is incorporated in the Unified Planning Work Program per 23CFR450.314.

#### General Roles & Responsibilities

The CRCOG 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. CRCOG will be responsible for preparing and developing the long range (25–30 years) transportation plans for its respective region.
2. CRCOG 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. CTDOT will provide the following information and data in support of developing the transportation plan:
  - a. Financial information - estimate of anticipated federal funds over the 25-30 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. *(CTDOT will provide this only if requested since CRCOG maintains its own travel forecast model.)*
  - c. Traffic count data for state roads in the Capitol Region 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.
4. CROCOG may conduct transportation modeling for the area.
  5. CROCOG 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 CTDOT, CROCOG, and the appropriate provider(s) of public transportation.
2. CTDOT 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. CTDOT, CROCOG and transit provider(s) – CTDOT will solicit comments on the TIP and incorporate where practicable.
4. CTDOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the CROCOG to explain the projects to the policy board and the general public.
5. CTDOT 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. CROCOG 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. CROCOG will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the administrative action process.
7. CTDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
8. CTDOT 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. CTDOT will provide proposed amendments to the CROCOG for consideration. The amendment will include a project description that provides sufficient detail to allow the CROCOG to explain the proposed changes to the CROCOG board. It will also provide a clear reason and justification for the amendment. If it involves a new project, CTDOT 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 CROCOG, the project sponsor will consult with CTDOT to obtain concurrence with the proposed amendment and ensure financial consistency.
11. CTDOT will provide a financial assessment of the STIP with each update. CROCOG should prepare a TIP summary table listing all projects by funding program sorted by year based on CTDOT's financial assessment.

**Air Quality Planning**

1. CTDOT and CRCOG may meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. CTDOT will conduct the regional emissions analysis, which includes the CRCOG area and provide the results to the CRCOG. 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. CRCOG 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. CRCOG will make the regional emissions analysis available to the public.

**Public Participation Program**

1. The CRCOG will annually review and evaluate its public participation program.
2. The CRCOG 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 CRCOG 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 CRCOG'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 CRCOG 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 CRCOG 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 CRCOG will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.
3. The CRCOG 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 CRCOG and CTDOT will assist the transit provider(s) to the extent feasible with planning for transit related activities.

**Fiscal/Financial Planning**

1. The CTDOT will provide the CRCOG 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 CTDOT will notify the CRCOG 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 CRCOG will prepare summary tables and charts that display financial information for presentation to the policy board.

**Congestion Management Process (CMP) Program**

1. The CTDOT, as state's primary CMP, will provide CRCOG its congestion screening report.
2. The CRCOG will review the congestion screening report and select critical corridors for analysis as a second level CMP in the state.
3. The CRCOG 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 CRCOG will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
5. The CRCOG will work with CTDOT on programming possible congestion-reducing projects.
6. The CRCOG 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 CTDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the CRCOG Planning Region.
2. The CRCOG will maintain and update the Regional ITS Architecture for the CRCOG Planning Region, where appropriate.

**Amendment**

This Statement on Transportation Planning may be amended from time to time 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 CRCOG 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.

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## APPENDIX B

### MPO Staff - Roles & Responsibilities

**Executive Director:** With broad strategic policy set by the Policy Board, directs, plans, and organizes the activities of CRCOG. Provides strategic leadership in the development and implementation of policies and procedures. Oversees all planning efforts of CRCOG. Supervises all staff. Assures compliance with state and federal requirements. Serves as lead staff to the CRCOG Policy Board (MPO) and as a high-level resource for the Transportation Committee. Serves as point of contact for federal, state, and municipal officials on all legislative and policy matters. Represents CRCOG in meetings with governmental agencies, businesses, non-profits, professional and other public organizations at the national, state and local levels. Reports to the Policy Board.

**Director of Transportation:** Manages the agency's transportation planning program. Serves as lead staff person for the Transportation Committee. Directs and supervises professional, contractual, and administrative staff. Prepares and administers operating budget for the department. Has direct responsibility for CRCOG's transportation planning program and assures compliance with state and federal requirements. Serves as primary liaison with CTDOT and the USDOT on all transportation issues. Works with other agencies with transportation interests to pursue or implement regional and state transportation policies and programs. Works with DOT and municipalities to move transportation projects forward. Serves as member of various transportation-related boards and committees outside of CRCOG. Reports to the Executive Director. May assume Executive Director level duties in the absence of or at the direction of the Executive Director.

**Director of Community Development:** Manages the agency's land use planning program, including aspects of transit, bike/ped planning, TOD planning, and sustainable land use planning. Directs and supervises professional, contractual, and administrative staff. Prepares and administers operating budget for the department. Prepares and coordinates contract documents and approvals to secure grant funds. Assists boards and committees develop regional policies regarding improvement of existing transportation systems and networks as well as development of new transportation systems, with particularly attention to transit, bike/ped, TOD, and sustainable planning. Assures that land use issues are considered in the development of transportation plans. Reports to the Executive Director. May assume Executive Director level duties in the absence of or at the direction of the Executive Director.

**Deputy Director:** Provides project management for transportation programs. Supervises core transportation activities such as corridor studies, federal funding programs and/or special projects. Responsible for contract administration, consultant selection, coordination with CT DOT, and local officials and public involvement. Reports to the Director of Transportation. Assists the Director in the organization of Transportation Committee meetings and activities. May assume Director of Transportation level duties in the absence of or at the direction of the Transportation Director.

**Special Projects / Principal:** Under minimal supervision, provides project management for transportation programs. Manages core transportation activities such as corridor studies, federal funding programs and/or special projects. Responsible for management of federally required planning efforts such as Regional Transportation Plan, TIP, AQ conformance, public involvement and Title VI programs. Responsible for contract administration, consultant selection, coordination with CT DOT, and local officials and public involvement. Also oversees technical work of consultants. Manages and supervises staff in special projects and research. Reports to the Director of Transportation. Assists the Director in the organization of Transportation Committee meetings and activities.

**Principal Planner or Engineer:** Under minimal supervision, provides project management for transportation programs. Manages core transportation activities such as corridor studies, federal funding programs and/or special projects. Depending upon specific responsibilities, may manage corridor planning studies, travel demand forecast modeling, GIS and mapping, specific modal planning efforts

such as congestion management planning, safety planning, bike/planning, incident management planning, etc. Responsible for contract administration, consultant selection, coordination with CT DOT, and local officials and public involvement. Also oversees technical work of consultants. Consults with town engineers and public works directors and provides municipalities with technical assistance. Manages and supervises staff in special projects such as traffic counts, data collection and research. Reports to the Director of Transportation. Assists the Director in the organization of Transportation Committee meetings and activities.

**Senior Planner or Engineer:** Under general supervision, provides project management for transportation programs. Manages core transportation activities such as corridor studies, federal funding programs and/or special projects. Depending upon specific responsibilities, may manage corridor planning studies, travel demand forecast modeling, GIS and mapping, specific modal planning efforts such as congestion management planning, safety planning, bike/planning, incident management planning, etc. Responsible for contract administration, consultant selection, coordination with CT DOT, and local officials and public involvement. Also oversees technical work of consultants. Consults with town engineers and public works directors and provides municipalities with technical assistance. Manages and supervises staff in special projects such as traffic counts, data collection and research. Reports to the Director of Transportation or the Director of Community Development, depending upon project assignment. Assists the Director of Transportation in the organization of Transportation Committee meetings and activities.

**Planner or Engineer:** Under supervision by the Director of Transportation or Director of Community Development, or on a project-level basis by a Principal or Senior Planner, provides project assistance for transportation programs. Works independently on core transportation activities such as corridor studies, federal funding programs and/or special projects. Provides technical information, usually through the supervision of a more senior planner, to town engineers, planners and public works directors. May oversee staff in special projects such as traffic counts, data collection and research. Assists the Director of Transportation in the organization of Transportation Committee meetings and activities.

**Assistant Planner or Engineer** Under close supervision by the Director of Transportation or Director of Community Development, or on a project-level basis by a Principal or Senior Planner, provides project assistance for transportation programs. Supports project managers by collecting data, researching issues, performing traffic, pedestrian or bicyclist counts, writing reports, and preparing for meetings. Assists the Director of Transportation in the organization of Transportation Committee meetings and activities.

**Administrative Program Assistant:** Responsible for all clerical work required by the Transportation Department. Supports committees: prepares minutes, posts legal notices, sends meeting notices, assures meeting materials are available. Keeps mailing list up to date. Organizes logistics for various meetings. Orders supplies. Reports to CRCOG department director or a designee.

**Secretary / Office Assistant:** Responsible for clerical and other administrative work required by the Transportation Department. Supports Administrative Program Assistant on assigned tasks. Reports to CRCOG department director or a designee.

**Planning Intern:** Works on assigned transportation-related tasks, as directed. Could entail data collection and analysis work. Reports to the Director of Transportation or to a Deputy or Principal Planner, depending upon assignment.