

---

**To:** CRCOG Executive Committee  
**From:** Jennifer Carrier, Director of Transportation Planning  
**Date:** May 8, 2018  
**Subject:** *Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities*

---

Attached please find an updated *Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities (dated 5/8/2018)*. A version of this statement is included as an appendix to CRCOG's Unified Planning Work Program (UPWP), adopted in May 2017. CRCOG's UPWP is the transportation planning work plan for the region and currently covers Fiscal Years 2018 and 2019 (<http://crcog.org/2016/05/unified-planning-work-program-upwp/>).

The statement is being updated by the Connecticut Department of Transportation (CTDOT), in coordination with the Metropolitan Planning Organizations (MPOs), and Transit Operators to incorporate updated Federal regulations, including performance measures. The updated statement must be endorsed by the MPOs by May 27, 2018. However, CRCOG's Policy Board meeting for this month is scheduled for May 30, 2018. As such, we will be seeking endorsement by the Executive Committee on May 16, 2018. We asked members of the CRCOG Transportation Committee to provide us with comments on the draft statement and have received no comments on the updated version.

## Appendix

### Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities

#### Purpose

The purpose of this statement is to outline the roles and responsibilities of the State, the Capitol Region Council of Governments and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a), (h) "Metropolitan Planning Agreements".

#### General Roles & Responsibilities

The Capitol Region Council of Governments 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 a two-year Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during this two-year period.
2. Preparation and update of a long range, multi-modal metropolitan 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 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 evaluates the benefits and burdens of transportation projects and/or investments to ensure significant or disproportionate impacts on low income and minority populations are avoided and/or mitigated. This will be accomplished using traditional and non-traditional outreach to Title VI populations, including outreach to LEP 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 Metropolitan Transportation Plan

1. The Capitol Region Council of Governments will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plans for their respective region.
2. The Capitol Region Council of Governments 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. CT DOT will provide the following information and data in support of developing the transportation plan:
  - a. Financial information - estimate of anticipated federal funds over the 20-25 year time frame of the plan for the highway and transit programs.
  - b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode. (*CT DOT will provide this only if requested since the Capitol Region Council of Governments may maintain their own travel forecast model.*)
  - c. Traffic count data for state roads in the Capitol Region Council of Governments 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 long range metropolitan transportation plans.
  - e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. The Capitol Region Council of Governments may conduct transportation modeling for the area.
  5. The Capitol Region Council of Governments 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 selection of projects in the TIP and the development of the TIP will occur through a consultative process between CT DOT, the Capitol Region Council of Governments, and the appropriate provider(s) of public transportation.
2. CT DOT will send a draft proposed 5-year Capital Plan to the Capitol Region Council of Governments for review and comment. The draft list will reflect input that the CT DOT received from the Capitol Region Council of Governments, during the consultation process on the previous year's plan.
3. CT DOT 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 the 5-year Capital Plan.
4. CT DOT will consult with and solicit comments from the Capitol Region Council of Governments and transit providers on the TIP and incorporate where practicable.
5. CT DOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Capitol Region Council of Governments to explain the projects to the policy board and the general public.
6. CT DOT 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.
7. The Capitol Region Council of Governments 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. The Capitol Region Council of Governments will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the TIP/STIP Administrative Action/Amendment/Notification process.
8. CT DOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. CT DOT will include one STIP entry each for the Bridge program and the Highway Safety Improvement 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 Bridge Report and the Safety Report monthly. The one line entry will reduce the number of entries needed in the STIP. Any projects listed in the Bridge and or Safety Report that are over \$5m and on the NHS, will be transferred directly into the STIP as its own entry per the TIP/STIP Administrative Action/Amendment/Notification process.
10. CT DOT will provide proposed amendments to the Capitol Region Council of Governments for consideration. The amendment will include a project description that provides sufficient detail to allow the Capitol Region Council of Governments to explain the proposed changes to the Capitol Region Council of Governments board and project management contact information. It will also provide a clear reason and justification for the amendment. If it involves a new project, CT DOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.

11. When an amendment to the TIP/STIP is being proposed by the Capitol Region Council of Governments, the project sponsor will consult with CT DOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.
12. CT DOT will provide a financial assessment of the STIP with each update. The Capitol Region Council of Governments should prepare a TIP summary table listing all projects by funding program sorted by year based on CT DOT's financial assessment.

### **Air Quality Planning**

1. CT DOT and the Capitol Region Council of Governments should meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. CT DOT will conduct the regional emissions analysis, which includes the Capitol Region Council of Governments area and provide the results to the Capitol Region Council of Governments. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range metropolitan transportation plans and TIP.
3. The Capitol Region Council of Governments 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. The Capitol Region Council of Governments will make the regional emissions analysis available to the public.

### **Public Participation Program**

1. The Capitol Region Council of Governments will annually review and evaluate their public participation program.
2. The Capitol Region Council of Governments 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 Capitol Region Council of Governments will work to ensure that low-income, minority and transit dependent individuals 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. The Capitol Region Council of Governments will comply with federal legislation on these issues.
4. The Capitol Region Council of Governments'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 Capitol Region Council of Governments 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 Capitol Region Council of Governments 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 Capitol Region Council of Governments will provide the opportunity for the transit provider(s) to review and comment on planning products relating to transit issues within the region.

3. The Capitol Region Council of Governments will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to ensure the consideration of any appropriate comments.
4. The Capitol Region Council of Governments and CT DOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

### **Fiscal/Financial Planning**

1. The CT DOT will provide the Capitol Region Council of Governments 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 and state funding resources for the upcoming federal fiscal year, as shown in the TIP financial chart.
  - b. Will hold annual meetings to discuss authorized funds for the STP-Urban and LOTCIP accounts .
  - c. Annual authorized/programmed funds for the FTA Section 5307 Program as contained in the STIP and the annual UZA split agreements.
  - d. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.
2. The CT DOT will notify the Capitol Region Council of Governments when the anticipated cost of a project, regardless of funding category, has changed in accordance with the agreed upon TIP/STIP Administrative Action/Amendment/Notification process.
3. The Capitol Region Council of Governments will prepare summary tables and charts that display financial information for presentation to the policy board.

### **Congestion Management Process (CMP) Program**

1. The Capitol Region Council of Governments, if located in a TMA, will conduct a highway performance monitoring program that includes the gathering of available traffic counts and travel time information and determination of travel speeds and delay.
2. The Capitol Region Council of Governments will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The Capitol Region Council of Governments will work with CT DOT on programming possible congestion-reducing projects.
4. The Capitol Region Council of Governments 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 CT DOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Capitol Region Council of Governments.
2. The Capitol Region Council of Governments will maintain and update the Regional ITS Architecture for the Capitol Region Council of Governments, where appropriate.

### **Performance Based Planning and Programming**

#### **A. Collection of Performance Data**

1. All data collected for performance measure goals will be collected by the CTDOT and will meet the MAP21/FAST ACT provisions and requirements.
2. All data collected for goals for Federal Transit Administration's (FTA's) State of Good Repair performance measures will include data provided by the Transit Districts through CTDOT, in accordance with the Transit Asset Management Rule.

3. CTDOT will make the compiled data collected for each performance measure available on the CTDOT MAP21 website.
4. CTDOT will develop a Measures and Deliverables tracking spreadsheet outlining each Performance Measure, the deliverables required, the submittal dates and the CTDOT contact and provide to the Capitol Region Council of Governments.

### **B. Selection of Performance Targets**

CTDOT will draft statewide performance targets for each of the FAST Act performance measures and coordinate with the MPOs and Transit Representatives, as required by 23 CFR Parts 450 and 771, as well as 49 CFR Part 613 as outlined below:

1. The CTDOT will discuss performance measures at each of the regularly scheduled monthly meetings (via teleconference or in person meeting).
2. The CTDOT will present data collected for each performance measure and collaborate with the Capitol Region Council of Governments and Transit Representatives on assumptions.
3. The CTDOT will provide the Capitol Region Council of Governments and Transit Representative with 30 days to provide feedback on the data received and the assumptions provided.
4. The feedback received will be discussed at the next scheduled monthly meeting.
5. CTDOT will set targets for each performance measure based on feedback received.

### **C. Reporting of Performance Targets**

1. CTDOT will notify the Capitol Region Council of Governments and Transit Representatives by email when final statewide targets are established.
2. CTDOT will send the targets that have been set, the backup information and a PowerPoint presentation to the Capitol Region Council of Governments for their use in educating the MPO Policy Board. CTDOT will provide region level data summaries, if available.
3. The Capitol Region Council of Governments has 180 days after the CTDOT establishes their targets to establish their own targets or endorse the State's targets and agree to plan and program projects so that they contribute toward the accomplishment of the performance targets.
4. If the Capitol Region Council of Governments is establishing their own targets, the Capitol Region Council of Governments will report those targets to the CTDOT by email no later than the 180 day timeframe.
5. The Capitol Region Council of Governments will share this information with the Policy Board and will require Policy Board resolution to support the targets set by CTDOT or endorse their own targets.
6. The Capitol Region Council of Governments will forward the Policy Board resolution to the Performance Measures Unit at the CTDOT before the 180 day limitation for FHWA performance measures.
7. For FTA performance measures, it is noted that the Capitol Region Council of Governments provided a resolution of support for the initial transit State of Good Repair (SGR) performance targets on July 1, 2017. Thereafter, in accordance with FTA, transit providers will continue to share their targets annually with the Capitol Region Council of Governments. However, the Capitol Region Council of Governments targets are not required to be updated annually, only revisited whenever the Capitol Region Council of Governments updates their MTP and/or TIP on or after October 1, 2018.

8. The Capitol Region Council of Governments set initial SGR targets as required by FTA on 7/1/17. Thereafter, the Capitol Region Council of Governments needs to set SGR targets for the first time when the TIP or MTP is amended or updated on or after October 1, 2018. Following this date, targets should be updated upon the development of future TIPs and MTPs.

**D. Reporting of progress toward achieving goal**

1. CTDOT will document progress towards achieving statewide performance targets and report that information to the Capitol Region Council of Governments and transit representatives in the Long Range Transportation Plan, the Statewide Transportation Improvement Program, the CTDOT TAM Plans and the FTA Annual report by email after the required reports are issued to Federal Agencies.
2. CTDOT will share the TAM Plans with the Capitol Region Council of Governments in a timely manner, and the MPOs will incorporate them into their planning process.
3. The Capitol Region Council of Governments will document progress towards achieving performance targets and report that information to CTDOT in the Metropolitan Transportation Plan and the Transportation Improvement Plan as outlined in the Measures and Deliverables tracking spreadsheet vial email. The CTDOT will collect this information and file until requested from FHWA.

**E. The collection of data for the State asset management plan for the NHS**

1. CTDOT will collect all asset management data required for all NHS routes, regardless of ownership.

23 Performance Measures

Highway Safety	Number of Fatalities - 5-Year Rolling Average
Highway Safety	Rate of Fatalities per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Serious Injuries - 5-Year Rolling Average
Highway Safety	Rate of Serious Injuries per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries - 5-Year Rolling Average
Bridges & Pavements	Percentage of Pavements of the Interstate System in Good Condition
Bridges & Pavements	Percentage of Pavements of the Interstate System in in Poor Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Good Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Poor Condition
Bridges & Pavements	Percentage of NHS Bridges classified in Good Condition (by deck area)
Bridges & Pavements	Percentage of NHS Bridges classified in Poor Condition (by deck area)

System Performance	Percent of the Person-Miles Traveled on the Interstate That Are Reliable
System Performance	Percent of the Person-Miles Traveled on the Non-Interstate NHS That Are Reliable
Freight	Percent of the Interstate System mileage providing for reliable truck travel times
Congestion and Air Quality	Annual Hours of Peak-Hour Excessive Delay (PHED)
Congestion and Air Quality	Percent of Non-SOV Travel
Congestion and Air Quality	Total Emissions Reduction
Transit Asset Management	Percentage of Service (non-revenue) Vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Transit Asset Management	Percentage of Facilities with an asset class rated below condition 3 on the TERM scale.
Transit Asset Management	Infrastructure (rail, fixed guideway, track, signals, and systems) - Percentage of track segments with performance restrictions
Transit Asset Management	Percentage of Revenue Vehicles within a particular asset class that have met or exceeded their ULB
FTA C 5010.1E	Number of fatalities per "vehicle revenue miles." by mode.
FTA C 5010.1E	Number of serious injuries per "vehicle revenue miles." by mode.

### **Amendment**

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

### **Effective Date**

This Statement will be effective after it has been endorsed by the Capitol Region Council of Governments 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.