
TRANSPORTATION PLANNING ACTIVITIES FOR THE CAPITOL REGION



UNIFIED PLANNING WORK PROGRAM FISCAL YEARS 2020 AND 2021

ADOPTED: MAY 22, 2019 AMENDED: AUGUST 17, 2020 AND FEBRUARY 24, 2021

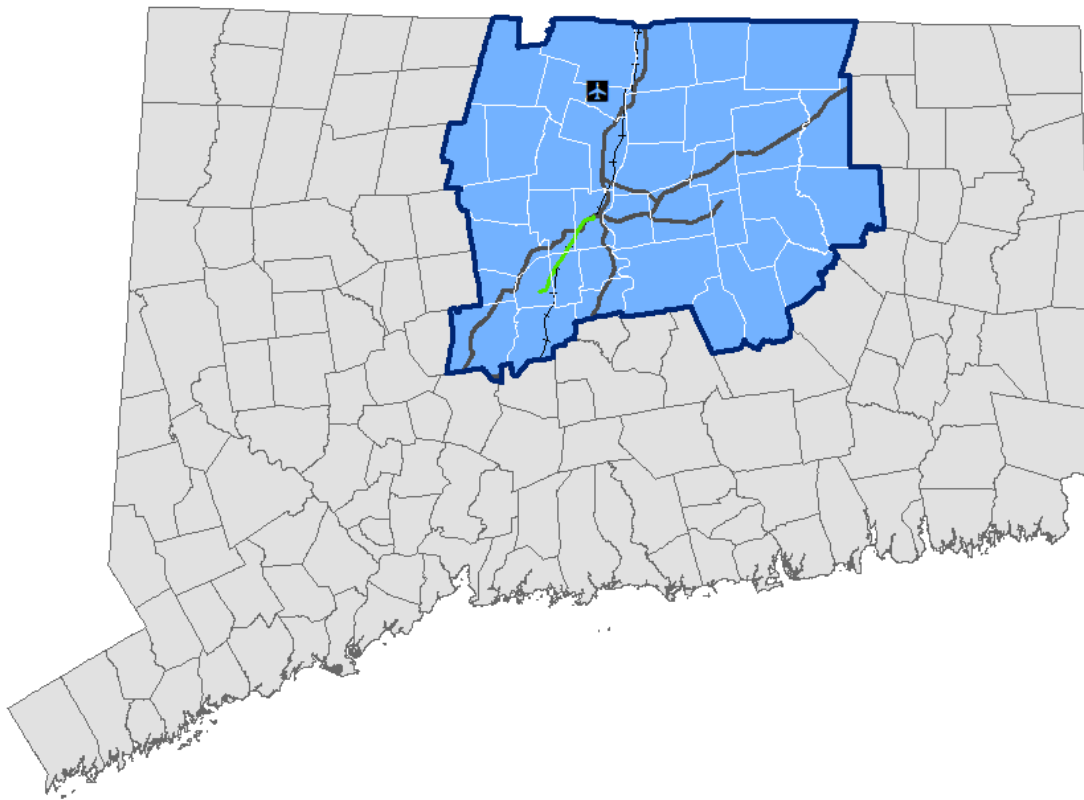


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INTRODUCTION

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 surrounding suburban and rural communities. As originally configured, CRCOG was made up of 29 member communities. In 2010, the Town of Stafford joined CRCOG. In 2015, as a result of regional planning boundary re-designations by the Office of Policy and Management (OPM), eight towns were re-designated to CRCOG. This included four towns that were previously members of the Central Connecticut Regional Planning Agency (Berlin, Plainville, Southington, and New Britain) and four towns that were previously members of the Windham Region Council of Governments (Columbia, Coventry, Mansfield, and Willington). CRCOG now includes 38 member municipalities. The current boundary for the CRCOG Region is shown in Figure 1.

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 who 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.

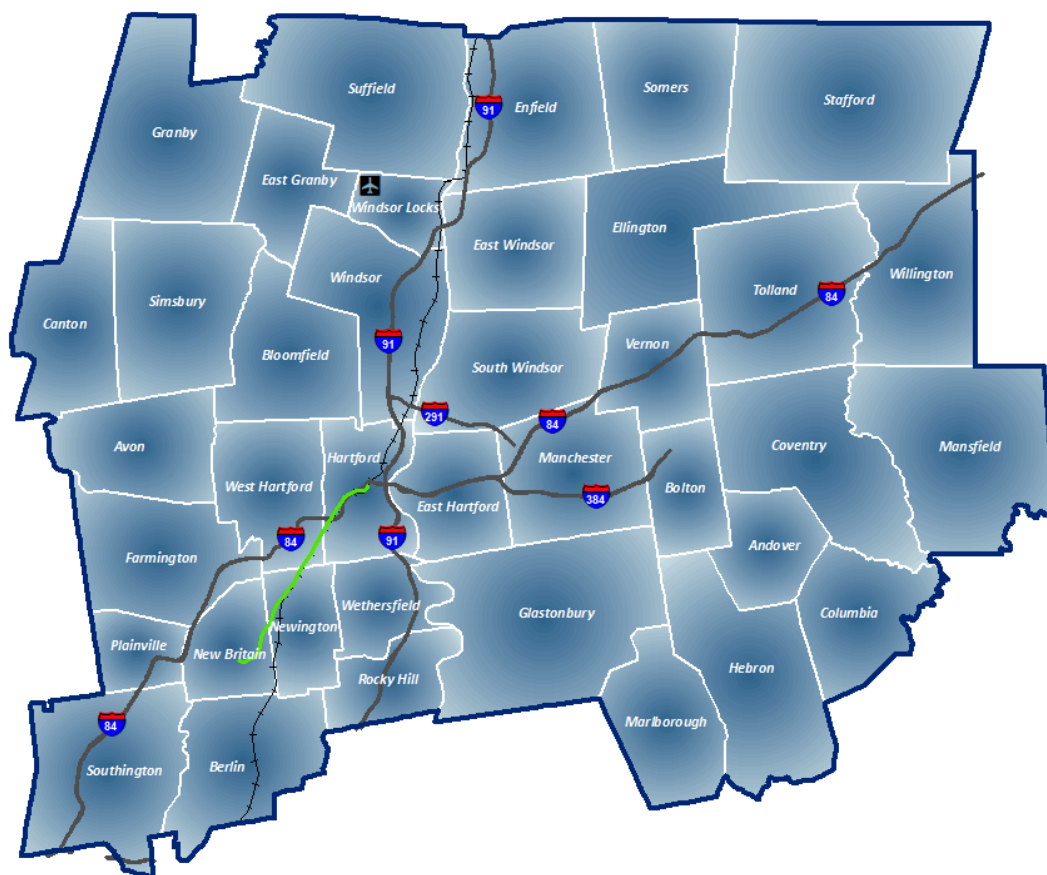


Figure 1: CRCOG Regional Boundary

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. The strategy for achieving this is:

- Described in the twenty-five-year Metropolitan 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 its capacity as the MPO, CRCOG's Policy Board also includes representatives from the Connecticut Department of Transportation (CTDOT) and the Greater Hartford Transit District (GHTD), which are the Capitol Region's primary provider of fixed-route public transportation and the primary provider of paratransit service, respectively. Specific MPO Planning Roles and Responsibilities are identified in Appendix A.

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 CRCOG in coordination with other transportation agencies, including CTDOT, CT*transit*, and GHTD, expect to conduct and accomplish over the next two years (FY2020 and FY2021). It also documents the Region's 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 ensure that the transportation planning program in the Capitol Region is a continuous, cooperative, and comprehensive (3C) multimodal process. The document begins with a discussion of the most important transportation issues in the Region and follows with the specific tasks that have been developed to address those issues.

IMPORTANT ACTIVITIES

Provided below is a list of some of the major 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 and FAST Act legislation, these activities are designed to address issues and deficiencies identified in CRCOG's current Metropolitan Transportation Plan, which was updated in FY2019. All activities are likely to require substantial effort on the part of CRCOG committee members and staff.

OPPORTUNITIES IN FY2020-FY2021

FAST Act and previous MAP-21 Transportation Legislation. The Fixing America's Surface Transportation (FAST) Act and the Moving Ahead for Progress in the 21st Century (MAP-21) Act, are federal transportation bills that identify a number of policies and requirements of Metropolitan Planning Organizations (MPOs). CRCOG has been and will continue working with the Connecticut Department of Transportation (CTDOT) and other partners to implement components of the legislation (e.g. transportation performance metrics).

Models of Regional Planning. CRCOG will continue to work with CTDOT and its member municipalities to update regional plans to incorporate local priorities and needs. 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.

Long Range Transportation Planning. CRCOG updated its Metropolitan Transportation Plan (MTP) in FY2019. CRCOG will work towards realizing the recommendations within that Plan by initiating studies and projects; coordinating with other agencies; and working towards the amelioration of the issues and deficiencies identified within the Plan. CRCOG will update this Plan as needed.

Livable Sustainable Communities. CRCOG acknowledges the importance of taking an integrated, regional approach to transportation, land use, economic development 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.

HIGHWAY AND INFRASTRUCTURE INITIATIVES

CRCOG will work with CTDOT, municipal officials, and other stakeholders to advance infrastructure projects and initiatives that address safety, mobility, and streamlining. Such efforts include the following:

Greater Hartford Mobility Study (Formerly Interstate 84 (I-84) Hartford Project). In 2019, CTDOT began transitioning the I-84 Hartford Project and other related projects into the Greater

Hartford Mobility Study. The Greater Hartford Mobility Study will use the Planning and Environmental Linkage (PEL) process, which will identify individual projects to advance through the National Environmental Policy Act (NEPA) process. CRCOG will continue to work with CTDOT, the City of Hartford, and other stakeholders to develop transportation alternatives within the study area and understand how to finance projects that are identified as part of this important transportation effort.

Local Transportation Capital Improvement Program (LOTICIP). CRCOG will work to continue the success of this state-funded program, which provides funding for municipal projects of regional significance. Since LOTICIP's inception in FY2014, CRCOG has been charged with administering between \$12.6 million and \$20.7 million annually under this program. It is expected that CRCOG will administer approximately \$17 million annually in FY2020 and FY2021. Anticipated FY2020 and FY2021 tasks include refining program guidelines, advancing regionally significant projects, working with selected consultants for CRCOG On-Call Program Management and Design Review assistance, and program management. Work under this program will not be billed under the UPWP work tasks, rather directly charged to the LOTICIP program.

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, CRCOG will identify critical safety locations, consider the needs of older drivers and vulnerable users, 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 continue to assess performance metrics and establish targets appropriate to the Region, in accordance with the regulations being promulgated by USDOT with regard to MAP-21 and FAST Act requirements.

TRANSIT INITIATIVES

CRCOG will support special transit initiatives, including the following:

Transit Priority Corridors Implementation Strategy: In April 2017, CRCOG completed a Comprehensive Transit Service Analysis (CSA) of the Hartford Division of *CTtransit*. That effort identified a series of potential transit priority corridors in and around Hartford. To build upon this work, CRCOG will initiate the Capitol Regional Transit Priority Corridors Implementation Strategy. The purpose of this effort will be to further examine the corridors identified under the CSA, identify opportunities for transit priority treatments/technologies, and develop actionable implementation steps.

CTfastrak Expansion. Based on previous studies and analyses, CRCOG will continue to work with CTDOT, *CTtransit*, local municipalities, and other stakeholders to support the advancement of this project in order to realize higher levels of bus service east of the Connecticut River.

The Hartford Line. CRCOG will continue to support state and municipal efforts to advance future rail and station needs north of Hartford. CRCOG will assist 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 planning efforts for intercity or commuter rail planning efforts throughout New England.

Engaging Anchor Institutions and Neighborhoods in Transit Oriented Development. Continue to work to engage anchor institutions, government, and community organizations in *CTfastrak*, *CTfastrak* Expansion, and *CTrail*-Hartford Line Corridors in an effort to spur mutually beneficial relationships that generate TOD, economic growth, and tourism in the region.

STUDIES

CRCOG will work with CTDOT, municipal officials, and other stakeholders to advance a number of studies, which are discussed in detail in the following tasks:

- Task 6: Transportation Safety and Improvement Study, Farmington and Hartford
- Task 7: Route 5 Corridor Study, East Windsor
- Task 8: Silver Lane (SR 502) Corridor Study, East Hartford
- Task 9: Roundabout Safety and Feasibility Screening
- Task 11: Transit Priority Corridor Implementation Strategy
- Task 12: Routes 190 and 220 Corridor Study (Enfield)
- Task 13: Farmington Area Connectivity Study
- Task 14: TOD Roles, Visioning, Viability, and Tools Analysis
- *Note: As of the August 2020 amendment to this work program, “Task 10: Regional Transit Strategy Update” will no longer be undertaken.*

Additional study efforts that are smaller in scope as it relates to CRCOG’s involvement are discussed in Task 4: Technical Assistance and Project Development.

OTHER EMPHASIS AREAS

Freight. CRCOG will continue to work with statewide partners in developing and evaluating effective approaches to freight planning. CRCOG utilizes a freight planning strategy that includes a continuous planning approach to address freight transportation needs and enable the region to proactively consider freight transportation needs in the overall planning process. CRCOG will also continue to outreach to freight stakeholders and refine the regional freight transportation infrastructure inventory. CRCOG remains available to participate in FHWA’s freight advisory group and will continue to 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 activities intended to make the Region more bicycle and pedestrian friendly and to provide more opportunities for active transportation. CRCOG continues to work on a regional active transportation inventory, assessment, and action plan that will replace the existing CRCOG Bicycle and Pedestrian Plan. CRCOG will also work with its member municipalities to formulate and adopt a regional active transportation policy. In conjunction with the Connecticut Department of Public Health, CRCOG will organize a series of training events centered on active transportation and complete streets as well as develop related implementation projects.

PLANNING GOALS

Federal legislation – 23 CFR § 450.306(b) – identifies planning factors that Metropolitan Planning Organizations (MPOs) like CRCOG must consider in their planning programs. These general planning goals are identified below.

- **ECONOMIC VITALITY.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- **SAFETY.** Increase the safety of the transportation system for motorized and non-motorized users.
- **SECURITY.** Increase the security of the transportation system for motorized and non-motorized users.
- **MOBILITY.** Increase the accessibility and mobility of people and freight.
- **ENVIRONMENT AND 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.
- **SYSTEM INTEGRATION.** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- **SYSTEM MANAGEMENT.** Promote efficient system management and operation.
- **SYSTEM PRESERVATION.** Emphasize the preservation of the existing transportation system.
- **RESILIENCY AND RELIABILITY.** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation.
- **ENHANCE TRAVEL AND TOURISM.** Ensure the transportation network is friendly to travelers and connections between modes are as seamless as possible.

STANDARD WORK TASKS

Task 1: Management of the Planning Process

OBJECTIVES:

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, and reporting to CTDOT, FHWA, and FTA on program activities and financial status.

MAJOR ACTIVITIES:

Staff and Task Management. CRCOG will manage staff and program resources in a manner appropriate to ensure tasks are completed in accordance with the 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 ensure that the 2018 MPO Certification Report recommendations are complied with (see other tasks for specific work).

MPO Consolidation. On July 1, 2015, CRCOG's boundaries were amended to include an additional eight towns. CRCOG staff has worked to amend relevant planning documents to include these towns and will continue to do so as regional documents are updated.

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

Unified Planning Work Program. CRCOG's Unified Planning Work Program (UPWP) is the transportation planning work plan for the Region. The UPWP is required under 23 CFR Part 450.308. Its intent is to ensure that the transportation planning program in the Capitol Region is a continuous, cooperative, and comprehensive (3C) multimodal process. CRCOG will amend the FY2020-FY2021 UPWP as needed during this two-year period, and the UPWP for FY2022-FY2023 will be developed in the latter half of FY2021.

Quarterly Reporting. CRCOG will ensure that proper reports on program progress and financial status are provided to all funding agencies. This will include preparation of quarterly program progress reports, including a Title VI activity report.

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.

Consultant Management. For some tasks (as identified within this document), consultant Services will be used to supplement CRCOG staff resources. In these instances, CRCOG will follow a Qualifications Based Selection (QBS) process when selecting the consultant, and the consultant

agreement will be shared with CTDOT and FHWA. When executing consultant contracts, CRCOG will ensure compliance with the current CTDOT agreement, including affirmative action requirements.

PRODUCTS:

- Amendments (as needed) to Unified Planning Work Program for FY2020-2021
- Unified Planning Work Program for FY2022-2023
- Quarterly program progress reports (including Title VI activity report)
- Audit reports for FHWA, FTA, and CTDOT funded projects

SPECIAL DIRECT COSTS:

- Printing and Reproduction: \$3,500 per year
- Mileage / Parking Reimbursement: \$4,500 per year
- Supplies, Postage, and Other (e.g. dues, rentals): \$515 per year

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Staff Management								
MPO Document Amendments	<i>As Needed</i>							
Budgeting and Fiscal Management								
Amend / Prepare UPWP	<i>As Needed</i>							
Quarterly Reports								
Annual Audit								
Consultant Management								

Note: The shading in the above table (and the ones following within this document) are meant to represent CRCOG's anticipated schedule of progress. The shaded boxes represent when a given activity / task is expected to be undertaken.

Task 2: Data Inventory, GIS, and Forecasting

OBJECTIVES:

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

MAJOR ACTIVITIES:

Maintain, Operate, and Develop 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 Metropolitan Transportation Plan, and numerous corridor studies. CRCOG will keep the model software current and ensure the model's highway and transit networks as well as the socioeconomic data is as up-to-date as possible. CRCOG will also work to ensure available technologies are being used to their capability and best practices are evaluated for regional applicability.*

Update the Travel Forecast Model. The model is updated every five years to reflect the employment, population, and transportation system changes in the model area. CRCOG is also fully prepared to incorporate the results from the latest household travel survey and transit on-board survey to the travel demand model. CRCOG will also monitor and provide input on other available information and ensure the data is accurately included in the model.*

Staff Training for Travel Forecast Model. CRCOG will train appropriate staff to understand and help run the travel forecast model for some routine tasks. This will assist with scenario-based planning as well.

Documentation and Quality Control. CRCOG will continue to document model changes and improvements. CRCOG will work toward developing a model manual.*

Leverage 2016 LIDAR Data. CRCOG will investigate and evaluate methods and software to utilize the high quality elevation data collected statewide as part of a CRCOG-managed project.

Maintain the Regional GIS System. CRCOG will continue to maintain and update the regional GIS system as well as regional zoning and land use data.

Web Access to GIS. CRCOG provides a web-based GIS Mapping site that provides member municipalities access to CRCOG, state, federal, and town data related to transportation and other planning activities. This site has been available to the public since FY2007. The site and the critical regional parcel database will continue to be updated and upgraded to the latest data and web-based GIS technology.

Interactive Web-Based TIP. CRCOG has developed an interactive website that graphically displays information from the TIP. This site allows users to see mapped locations of projects and retrieve detailed information on project funding. CRCOG also has the capability of adding photos

and other documents and will explore the incorporation of such items. CRCOG will continue to update the data as the TIP is updated.

Develop Demographic Forecasting Methods. CRCOG will evaluate improved methods for forecasting growth in population, households, and employment by town.*

Develop Land Use Forecasting Methods. CRCOG will continue developing improved methods for allocating town-level forecasted growth in population, households, and employment by traffic analysis zone (TAZ). 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 MAP-21 / FAST Act requirements, CRCOG will continue to work with CTDOT to assess 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 MAP-21 / FAST Act requirements. CRCOG will continue to develop expertise and experience with transportation-related performance metrics and performance based planning.*

NPMRDS Travel Time Data. CRCOG will continue to maintain and improve a data processing system for summarizing and presenting, as well as identifying outliers in the NPMRDS travel time data. CRCOG will work with other interested parties, including CTDOT, to analyze data for bettering understanding the link between investment and performance measures relating to travel time reliability and congestion. Staff will continue to explore extended uses of NPMRDS in areas of congestion measures and congestion management.*

Connecticut Crash Data Repository. CRCOG staff will continue to become familiar with the data and analysis tools found at the University of Connecticut's Crash Data Repository. This will assist in transportation safety planning.

Other Data. CRCOG will collect other data for CTDOT and others as needed (e.g. HPMS, FHWA 536 Report). CRCOG will also work to understand best practices in travel demand modeling and applicability with the our regional context (e.g. time-of-day model, special generator model) and vet those with regional and statewide stakeholders.*

Data Management. Manage data for on-going CRCOG efforts including travel demand model, performance measures, diversion plans, safety, scenario planning.*

CRCOG Website and Accessibility. CRCOG completed an update of its website in FY2017, 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 website as well as other outlets. CRCOG will continue to make the website accessible to more people by understanding and complying with recommended accessibility guidelines.

Scenario Planning. CRCOG will begin to conduct scenario planning analyses and will utilize advanced scenario planning tools to help the agency and municipalities address transportation and land use planning projects and initiatives with state-of-the art, data-driven decision processes.

CRCOG will undertake regional and local analyses and intends to offer scenario planning assistance to its municipalities as needed. CRCOG will also host the Lincoln Institute's Consortium for Scenario Planning Conference in November 2019.

**Consultant Services will be used to supplement CRCOG staff resources.*

SPECIAL DIRECT COSTS:

- Equipment, Maintenance, and Software
 - Travel Model Maintenance Subscription (TransCAD): \$4,200 per year
 - Regional GIS Software Maintenance (ESRI/ArcGIS): \$10,710 per year
 - Web GIS: \$27,153 in FY2020 / \$27,414 in FY2021
 - SQL: \$3,200 per year
 - Computer(s) for Transportation Planning Staff: \$3,000 per year
 - Miscellaneous Computer Supplies: \$2,500 per year
- Consultant Services: \$449,144 in FY2020 / \$309,357 in FY2021 (estimated)
- Scenario Planning Software: \$27,000 per year
- Congestion Data and NPMRDS Processing Software: \$22,000 per year

PRODUCTS:

- Regional travel forecast model
- Regional GIS, including web access
- Interactive web-based TIP
- Accurate land use data for both the regional and state travel forecast models
- Performance metrics coordination/identification
- Website enhancements
- NPMRDS processing system
- Scenario planning assessments

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Maintain Travel Model								
Maintain Regional GIS								
Maintain Interactive Web-Based TIP								
Web Access to GIS								
Demographic Forecast Methods								
Land Use Forecast Methods								
Performance Metrics								
Website Maintenance								
Scenario Planning								

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:

- Metropolitan Transportation Plan, 2019
- ITS Strategic Plan for the Capitol Region, 2015
- FY 2015 Freight Planning Summary and Materials Report
- 2008 Regional Bicycle and Pedestrian Plan and 2015 Update Addendum
- Transportation Improvement Program FFY 2018-2021

MAJOR ACTIVITIES:

Staff Support to CRCOG Committees. CRCOG staff will continue to provide 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 will also provide technical support to CRCOG's Bicycle and Pedestrian Sub-Committee, Cost Review Sub-Committee, and newly established Active Transportation Sub-Committee, all of which report to the CRCOG Transportation Committee.

Metropolitan Transportation Plan. In FY2019, in compliance with MAP-21 and FAST Act requirements, CRCOG completed an update to its Metropolitan Transportation Plan. CRCOG will work towards realizing the recommendations within that Plan by initiating studies and projects; coordinating with other agencies; and working towards the amelioration of the issues and deficiencies identified within the Plan. CRCOG will update this Plan as needed, understanding that major amendments would require a new Air Quality Conformity Analysis.

Freight Planning Coordination. CRCOG will continue to coordinate with CTDOT and other MPOs on freight-related issues and documents.

Coordination with other MPOs. CRCOG will continue to coordinate with other MPOs in the Hartford Urbanized Area as well as with the Pioneer Valley Planning Commission (PVPC).

Coordination with CTDOT. CRCOG will coordinate with CTDOT on various issues as specified in the "Statement of Cooperative MPO/State/Transit Operators' 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 MAP-21 / FAST Act requirements, 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. CRCOG will also coordinate with air resource agencies and other planning partners to ensure that they conform to the Clean Air Act Amendments and State Implementation Plan. CRCOG will work with CTDOT to consider the impact of the transportation system on climate change and make conformity determinations as needed.

Consistent with Public Participation Policies. CRCOG will develop transportation plans and programs in a manner that is consistent with the agency's 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 work to analyze progress toward those targets.

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

PRODUCTS

- Decisions on major transportation policy issues as they arise.
- Adopted plans and programs consistent with the Clean Air Act and SIP.

SPECIAL DIRECT COSTS

- Staff Training and Development: \$16,700 per year
- Professional Services
 - Outside Training for Municipalities: \$1,000 per year
 - Legal Assistance (Agreements, MOUs): \$1,000 per year

SCHEDULE

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Support to Committees								
Policy Development and 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 and Policy Assistance. CRCOG will assist its committees and other agencies in the development of transit programs and policies. Much of the effort will be devoted to cooperating with *CTtransit* and CTDOT to assist with transit planning in the Region. As part of that effort, CRCOG intends to work on the tasks listed below:

- *Bus Shelter Program.* Working with *CTtransit*, CTDOT, the Greater Hartford Transit District (GHTD), and municipalities, CRCOG will assist in the coordination of a program to address shelter replacement and maintenance.
- *Transit and Rail Parking Needs.* CRCOG will assist partners to identify transit and rail parking needs and local interface improvements. CRCOG will also work with CTDOT to understand commuter parking lot capacity and expected long-term use as I-84 in Hartford gets reconstructed and *CTfastrak* / transit ridership grows.
- *Transit Security and Safety.* CRCOG will cooperate with CTDOT, *CTtransit*, and others in their efforts to maintain and improve security and safety of transit facilities in the Region.
- *Transit Service Planning.* CRCOG will participate in *CTtransit* service reviews and attend monthly operations meetings with *CTtransit* and CTDOT. CRCOG will continue to encourage the advancement of recommendations from CRCOG's Comprehensive Service Analysis study of the Region's bus service, which was completed in FY2018.
- *Transit Data.* CRCOG will be available to assist CTDOT and *CTtransit* as requested in data mining and analysis with the goal of allowing for easy extraction of meaningful transit data and metrics for use by transit planners.
- *Travel Demand Management.* CRCOG will work with communities and major employers to develop TDM strategies and work toward implementing them. CRCOG will also coordinate TDM efforts with *CTrides* and CTDOT.
- *Transit-Oriented Development – Engaging Anchor Institutions.* CRCOG will work with its partners to advance the recommendations of the Building Corridors of Opportunity: Best Practices for Engaging Anchor Institutions and Neighborhoods study and the Next Steps in Engaging Anchor Institutions and Neighborhoods in Transit-Oriented Development (TOD) efforts. These studies were aimed at better understanding which institutions within the Capitol Region are best suited to engage in economic development activities along the *CTfastrak* and Hartford Line corridors. Work on these studies has also helped to develop communication tools to better engage anchor institutions on the value of the Region's transit investments and the importance of their role in TOD. CRCOG will continue to work to spur mutually beneficial relationships that generate TOD, economic growth, and tourism in the Region.
- *Corridor Advisory Committee.* CRCOG and several partner agencies have established a Hartford Line and *CTfastrak* Corridor Advisory Committee (CAC) as well as a *CTfastrak* Subcommittee that serve as forums for discussing issues of shared concern related to these projects and TOD within the corridors. Working in partnership with municipalities, CTDOT, Connecticut Economic Resource Center, the Connecticut Main Street Program, and other MPOs, CRCOG facilitates regular meetings and assists in technical requests and

other tasks as assigned. CRCOG regularly monitors TOD progress within the Region's transit corridors. CRCOG is working toward the creation of an interactive online map that will demonstrate TOD readiness in the Region's transit corridors. This mapping will overlay TOD tools, incentives, and other related layers such as Opportunity Zones, Tax Increment Financing (TIF) Districts, historic district tax credits, brownfields sites, regional assets, etc.

- *TOD Action Collaborative.* CRCOG has begun and will continue to formulate the concept of a TOD Action Collaborative. This group will include partner agencies across the state working to better define each agency's roles in encouraging and implementing TOD and supporting infrastructure such as first mile/last mile accommodations in the region's transit corridors.

Coordinated Plan of Human Services Transportation. CRCOG will continue to work with CTDOT and other MPOs within the Hartford TMA to update the Locally Coordinated Human Services Transportation Plan (LOCHSTP). In this effort, CRCOG will coordinate with municipalities, *CTtransit*, and other operators of human service transportation. This effort will include continued involvement with the following funding program:

- *FTA Section 5310:* 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. The selection process will be coordinated with LOCHSTP and other regional transit needs.
- *Municipal Grant Program:* 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, CRCOG will continue to encourage the towns to work together in the delivery of demand responsive services.

CTfastrak ACTIVITIES

Station Area Planning. CRCOG will work with municipalities along *CTfastrak* to ensure TOD principles and plans are advanced.

Choice Riders. CRCOG will work with CTDOT to understand how to build choice ridership on *CTfastrak*. This could entail working to secure grant funds to advance a study. Such efforts will build upon the work previously completed under the Next Steps in Engaging Anchor Institutions and Neighborhoods in TOD study.

Connections to CTfastrak Stations. CRCOG will work with CTDOT and other stakeholders to identify missing gaps and potential improvements to the pedestrian and bicycle infrastructure surrounding *CTfastrak* stations. Utilizing a CT OPM Responsible Growth and TOD grant, CRCOG is in the process of updating its Pedestrian and Bicycle Plan to a Regional Active Transportation Plan. This effort will identify gaps in the existing bicycle and pedestrian network, including any gaps at transit stations.

CTrail HARTFORD LINE RAIL ACTIVITIES

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

Rail Linkages Boston. The Massachusetts Department of Transportation (MassDOT) is conducting the East-West Passenger Rail Study to examine the costs, benefits, and investments necessary to implement enhanced passenger rail service from Boston to Springfield and Pittsfield, with the speed, frequency, and reliability necessary to be a competitive option for travel along this corridor. Such improvements would allow for stronger rail linkages between Hartford, Springfield, and Boston, thereby making the Hartford Line part of a greater system. CRCOG will support these efforts and assist as necessary.

State of Good Repair. Two significant infrastructure pieces along the Hartford Line will need attention in the future: the Hartford Viaduct and the Connecticut River Bridge. With limited funding sources available, CTDOT will continue facilitating discussions with Amtrak and the Federal Rail Administration to understand financial options to rehabilitate and/or replace these structures. CRCOG will work with CTDOT, the Greater Hartford Mobility Study (former I-84 Hartford) team, and other stakeholders to assist in identifying potential resources for funding these projects in the future.

Station Area Planning. CRCOG will work with municipalities along *CTrail* Hartford Line to ensure TOD principles and plans are advanced.

PRODUCTS:

- Regional transit policies and supporting reports
- Locally Coordinated Human Services Transportation Plan
- Section 5310 – Identification of priority projects
- Successful *CTfastrak* and *CTrail* Hartford Line projects
- Interactive Mapping of TOD opportunity areas

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
General Transit Planning/Policy								
Coordinated Services Plan								
<i>CTfastrak</i> Assistance								
Hartford Line Assistance								

Task 3b: Project Selection and Programming

OBJECTIVES

To develop a program and schedule of transportation improvement projects for the Capitol Region. Safety management is integrated into all aspects of CRCOG's planning program. Consideration of system preservation goals is also integrated into CRCOG's project selection process.

MAJOR ACTIVITIES

Transportation Improvement Program (TIP). CRCOG will continue to maintain the current TIP (for FFY2018-2021) through amendments and actions, in accordance with FTA and FHWA requirements. CRCOG will also ensure 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) environmental justice requirements are met. It is anticipated that work towards establishment of the next TIP/STIP (FFY2021-2024) will begin in FY2021. CRCOG continues to provide TIP documentation online, including an interactive "visual TIP" that maps TIP projects and allows for the selection of links providing additional project information.

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. CRCOG will also continue to work with CTDOT on LEAN process recommendations to enhance the current TIP/STIP program.

Surface Transportation Block Grant (STBG) Program. CRCOG will cooperatively work with CTDOT on the administration of the STBG Program. Activities include programming projects; reviewing project scopes and costs; and developing and monitoring project schedules. CRCOG will meet with CTDOT on a regular basis to monitor the advancement of projects. It is anticipated that a state-funded program, the Local Transportation Capital Improvement Program (LOTICIP), will fund most municipally-sponsored projects of regional significance. LOTICIP was established in FY2014, and it is expected that the program will continue into the future. CRCOG will separately manage this program using state monies. Municipally-sponsored projects along state roadways will likely continue to utilize STP Block Grant Program funds. CRCOG will continue to work closely with CTDOT to prioritize, program, and advance these projects.

BUILD, Special Appropriations, and HPP Project Programming. CRCOG will continue to work with CTDOT to ensure BUILD, 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 Regarding Transportation Planning and 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. CRCOG will meet with these partner MPOs at least annually to coordinate funding and work planning efforts. 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 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 and FAST Act 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 Set-Aside Program. CRCOG held a solicitation in 2016 for projects to utilize FY2016-FY2020 Transportation Set-Aside Program funding, and a solicitation for anticipated FFY2021-2025 Transportation Set-Aside Program funding is anticipated to be completed in FY2019. CRCOG will work with CTDOT and municipalities to advance the selected projects.

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.

Regional Safety Plan. CTDOT, with consultant assistance, is currently advancing a CRCOG Regional Safety Plan. CRCOG will continue to assist in this effort. Assistance will include attendance at meetings, coordination with towns, and document review.

PRODUCTS:

- FFY2018-2021 Transportation Improvement Program – amendments and actions
- FFY2021-2024 Transportation Improvement Program
- Coordination and Project Advancement for Various Funding Programs
- Capitol Region Regional Safety Plan

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
TIP (amendments and actions)								
New TIP (FFY2021-2024)								
Coordination / Project Advancement								
System Investment and Performance								
Local Road Accident Reduction	<i>Schedule to be determined by CTDOT</i>							
Regional Safety Plan								

Task 3c: 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. To help the Region's decision-makers understand the importance of designing for vulnerable users¹ and to provide the Region's towns with the tools necessary to design safe and effective facilities.

MAJOR ACTIVITIES:

Regional Pedestrian and Bicycle Plan / Regional Active Transportation Plan and Policy. CRCOG will continue to implement the Regional Pedestrian and Bicycle Plan adopted in FY2008, and the 2015 addendum thereof. CRCOG will continue to work towards the development and adoption of a new CRCOG Active Transportation Plan and Policy, which will replace the existing Regional Pedestrian and Bicycle Plan and is anticipated in FY2020. This effort will include a thorough inventory of complete streets infrastructure, an assessment of the quality and completeness of that infrastructure, and development of a network map showing the desired regional network of streets accessible to all users.

Bicycle and Pedestrian Subcommittee. The Bicycle and Pedestrian Subcommittee acts in an advisory role to CRCOG's Transportation Committee. CRCOG staff will organize and provide support to the Bicycle and Pedestrian Subcommittee. CRCOG staff will also continue to work toward creating a more formalized structure and role for the committee as an Active Transportation Subcommittee (ATS), which will help carry out the goals and policies developed in the CRCOG Active Transportation Plan and Policy Project.

Action Plan to Increase Walking and Walkability. CRCOG participated in the 2016 Step it Up! Walkability Action Institute, the main product of which was an Action Plan for increasing walking, walkability, and complete streets in the Capitol Region. CRCOG will continue to move toward completion of the actions stated in that plan and to be a part of a Community of Practice stemming from this Institute, sharing regional progress on the five actions of that plan and keeping informed on best practices from across the country.

Livable and Sustainable Communities. CRCOG will continue to 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 FY2014. CRCOG staff will work in partnership with GHTD, CTDOT, local municipalities, and other stakeholders to understand next

¹ 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.

steps as it relates to implementation. These activities could include identifying agency roles, developing memoranda of understanding between participating agencies, securing funding, and outreaching to the public. In FY2019, CRCOG began working on a regional RFP for dockless bike share services. CRCOG staff will continue to work with towns on this initiative.

PRODUCTS:

- Regional bicycle and pedestrian policies and supporting reports/documents
- Active Transportation Subcommittee

SCHEDULE:

	FY2018				FY2019			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Active Transportation Committee								
Implement Regional Active Transportation Plan								
Livable and Sustainable Communities								
Bike Share								

Task 3d: Systems Management and Operations

OBJECTIVES:

To encourage and promote the safe and efficient management and operation of integrated, intermodal surface transportation systems in order to enhance travel within the Region; serve the mobility needs of people and freight; and foster economic growth and development.

MAJOR ACTIVITIES:

Congestion Management. CRCOG completed its second Congestion Management Process (CMP) Report in FY2014. Sections of the plan were updated in FY2018 to utilize FHWA's National Performance Management Research Data Set (NPMRDS). CRCOG is currently in the process of analyzing 2018 travel time data and will update the CMP Report in FY2020. CRCOG will continue to coordinate with MPOs within the Transportation Management Area (TMA) on congestion monitoring as well as other planning efforts. CRCOG will continue to review NPMRDS data to expand its congestion monitoring and work to identify congestion mitigation measures as necessary.

Safety Management. CRCOG will conduct and support safety planning in the Hartford area and the state. Safety-related activities will include project selection for Local Roads Accident Reduction program; safety planning within the bicycle and pedestrian planning program; inclusion of safety analyses in corridor studies; and inclusion of safety criterion in project selection. CRCOG will continue to advance the regional safety management principles outlined in the Metropolitan Transportation Plan by continuing to do the following:

- Include safety in all studies.
- Improve safety for all modes.
- Monitor regional safety conditions and trends.
- Support incident management as a safety tool.
- Support the Connecticut Strategic Highway Safety Plan and the development of a Regional Transportation Safety Plan.
- Collaborate with and support Connecticut Safety Circuit Rider Program.
- Collaborate with and support the Traffic Records Coordinating Committee.

Traffic Incident Management (TIM). CRCOG will support traffic incident management planning in the Hartford urbanized area and support all State efforts within other regions. As part of this effort, CRCOG will work to:

- Support the Greater Hartford Traffic Incident Management Coalition established for the Hartford urbanized area that includes CRCOG, RiverCOG, NVCOG, NHCOG, PVPC (Massachusetts Pioneer Valley Planning Commission) .
- Lead regional efforts to engage emergency responders and other public and private stakeholders through meetings, workshops and mixed media avenues (i.e. social media, newsletters, webpage).
- Coordinate TIM training opportunities to provide a quality training program for all responders.
- Foster relationships with safety partners (federal, state, local, private) to provide training locations for training workshops, outreach programs and regional events.

- Work with CTDOT, FHWA, DEMHS, and the Greater Hartford Traffic Incident Management Coalition to implement a regional TIM program that focuses on statewide goals and objectives, a Unified Response Manual (URM), and development of performance metrics.
- Assist in development of ITS strategies to support quick clearance of incidents and support efforts at a regional and state level.
- Support and work with other planning groups in the area of congestion management, public safety and ITS implementation.
- Support state and regional efforts to update and maintain accurate traffic incident diversion plans, including coordination of meetings with local emergency response organizations (i.e. Fire, Law Enforcement, Emergency Management, Public Works) to update and coordinate these efforts within the Capitol Region.
- Work with municipal officials and CTDOT to understand highway concerns related to safety and traffic incident management and goals set forth in the State's Strategic Highway Safety Plan and assist CTDOT in developing a Regional Transportation Safety Plan for CRCOG.
- Assist in development of mitigation strategies to reduce crashes, fatalities, and serious injuries within the region with emphasis on urbanized areas and major traffic corridors.
- Collaborate with other areas of the Work Program to support planning of strategies for congestion management.
- Ensure that traffic incident management is included in the Metropolitan Transportation Plan.

Security Planning and 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.) As part of this effort, CRCOG will work to:

- Support the Capitol Region Emergency Planning Commission and 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 and coordinate traffic diversion plans.
- Support security planning and implementation efforts at CT*transit*.
- Support Capitol Region Public Safety Council's security planning activities.
- Ensure that in any update of the Metropolitan 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. CRCOG will continue to coordinate with CTDOT and other stakeholders to conduct the ITS planning program in order to use technology to help manage transportation systems and improve operations. CRCOG will continue to support the implementation of the ITS Strategic Plan adopted in FY2015. CRCOG will also maintain regional ITS architecture, including transit ITS.

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

Operations Planning. CRCOG will conduct and 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.
- 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 Connecticut Traffic Signal Circuit Rider Program

PRODUCTS:

- Updated Congestion Management Process (CMP) Report
- Congestion Management Strategy Updates (as needed)
- Regional ITS Strategic Plan and Architecture Maintenance (as needed)
- Capitol Region Diversion Plan

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Congestion Management	<i>As needed</i>							
CMP Report Update								
Safety Management								
Traffic Incident Management								
Security Planning / Emergency Management								
Operations Planning								
ITS and ITS Architecture	<i>As needed</i>							

Task 3e: Freight Planning

OBJECTIVES:

To work cooperatively with neighboring Hartford area MPOs, the Springfield area MPO, CTDOT, and private sector stakeholders to develop an effective analytic and institutional approach to freight planning.

PRIOR WORK:

In FY2015, CRCOG drafted a Freight Planning Summary and Materials report inventorying freight infrastructure within the region and analyzing current and future demand. CRCOG worked with CTDOT on stakeholder identification and outreach, data collection, performance measure development, and document review related to the development of a Statewide Freight Plan, which was completed in FY2018.

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. This will include:

- Working with CTDOT and other stakeholders to compile and refine available data to develop an inventory of existing freight conditions and freight generators.
- Outreach to towns to collect feedback on local freight movement related issues and potential solutions.
- Developing a Capitol Region Freight Fact Sheet that summarizes freight assets and opportunities within the Capitol Region and demonstrates these issues visually using GIS mapping.
- Maintaining a list of freight stakeholders within the Region, and outreach to them as needed to identify freight concerns.

Support the Connecticut Statewide Freight Plan. CTDOT completed its Statewide Freight Plan in FY2018. CRCOG will continue to work with CTDOT to implement the recommendations within this plan and will support future updates to it to ensure that regional priorities for freight supportive infrastructure and policy improvements/changes continue to be reflected.

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 as well as collaboration with private industries. A major hurdle to initiating these types of actions is the lack of awareness of the importance of freight in service economy, and the lack of precedents for collaborative efforts among New England states on freight issues. Therefore, one of the best roles that CRCOG can play in affecting solutions is to raise awareness and promote collaboration. This will involve at least the following.

- *Webinars / Conferences.* Work with others to identify opportunities for organizing webinars and/or conferences on freight issues and the importance of freight in the Hartford – Springfield economy and multi-state framework.
- *Encourage Collaboration.* Identify opportunities for collaboration between Connecticut and other states that directly impact freight distribution, including Massachusetts and New York.

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. CRCOG 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).

Maintain a Freight Webpage. CRCOG will continue to maintain a webpage dedicated to freight planning within the CRCOG website. This page includes information relating to CRCOG's ongoing freight planning efforts as well as agency contact information so that stakeholders can identify priority areas of concern within the region.

PRODUCTS:

- Interagency and interstate coordination and private sector involvement in freight planning
- Freight Planning webpage
- Capitol Region Freight Fact Sheet and mapping

SCHEDULE:

	FY2020				FY2021			
	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								
Maintain Freight Webpage								
Freight Advisory Group	<i>As Requested</i>							
Training	<i>Ongoing</i>							

Task 3f: Livability and Sustainable Communities

OBJECTIVES:

To establish regional sustainable communities goals; identify opportunities for improved integration of CRCOG and other agency activities that fall under the sustainable communities umbrella; and identify 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.

CRCOG started a Sustainable Communities Initiative in 2009 in an effort to link the efforts of its transportation, community development, public safety, and homeland security departments toward supporting sustainable community development and preservation activities as well as climate change goals. Multiple planning and implementation activities to 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. Since the completion of these projects, CRCOG has continued to work toward implementing the recommendations of the Sustainable Knowledge Corridor Action Plan and other studies stemming from the Sustainable Communities Regional Planning Grant.

MAJOR ACTIVITIES:

Encourage Interagency and Interdisciplinary Collaboration and Coordination. This will include promoting transportation improvements and land uses consistent with the Metropolitan Transportation Plan and local, regional, and state plans of conservation and development, as well as a variety of other activities including:

- Monitoring 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. CRCOG will continue efforts with 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. CRCOG will continue to provide volunteer services to Sustainable Connecticut, a voluntary statewide community certification process. These activities will include hosting Sustainable CT Fellows to assist communities with applications through this certification process and providing staff support on municipal application review.

Implement Knowledge Corridor Action Agenda. CRCOG will work with partner agencies to continue implementation of the bi-state *Action Agenda for a Connected, Competitive, Vibrant, and Green Knowledge Corridor*, which was developed under the Sustainable Communities Regional Planning Grant.

Outreach. CRCOG will 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), and associated social media (Facebook and Twitter). CRCOG will provide planning and implementation assistance in support of transit-oriented development and the creation of bike and pedestrian friendly communities and well as other areas such as increasing housing opportunities, increased job and business opportunities, green building and infrastructure, neighborhood planning and place-making, preservation of working farms and key environmental resources, and other topics consistent with the principles of livable and sustainable communities. CRCOG will also continue to serve on and work with a number of committees and organizations such as the Local Initiatives Support Corporation (LISC) Sustainable CT, the HOMEConnecticut Board, Hartford's Complete Streets Task Force, and the CT Resource Conservation and Development Council to assist our communities and the state with sustainable development plans, programs, and policies.

Education. CRCOG will continue public education and marketing for sustainable communities, in order to more effectively reach beyond municipal officials to the public at large. This work will include participation in public meetings and use of social media.

Monitor Funding Opportunities. CRCOG will monitor funding opportunities to support planning, research, and projects that enhance regional sustainability.

Brownfields. CRCOG will seek to identify areas, including reclaimed brownfields, that may be suitable for the construction of mixed-use development and/or affordable housing in the vicinity of existing and proposed *CTrail* and *CTfastrak* stations, and along existing and potential transit corridors. As part of the Metro Hartford Brownfields Program, CRCOG will also work with communities along the *CTfastrak* and *CTrail* Hartford Line corridors to identify sites for assessment and remediation in preparation for economic development activities.

Climate Change and Resiliency. CRCOG will monitor and research regional climate change and best practices. CRCOG will also 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 severe storm events. CRCOG will also support CTDOT's climate change and resiliency planning efforts. CRCOG will continue to participate formally as an observer of the Hartford Climate Stewardship Committee.

PRODUCTS:

- Effective coordination related to Sustainable Communities with partner agencies, and interdisciplinary collaboration and coordination within CRCOG.
- Updates to Sustainable Capitol Region social media pages, webpage, and CRCOG's Green Clearinghouse.
- Implementation of *An Action Agenda for a Connected, Competitive, Vibrant and Green Knowledge Corridor*.
- Continued inventory of targeted brownfields for development along CT*fastrak*, CT*trail*, and transit corridors.

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Encourage collaboration								
Continue sustainability initiatives								
Outreach and education								
Monitor funding opportunities								
Brownfields								
Climate change and resiliency								

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 will include tasks such as 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. CRCOG will also evaluate the impacts of proposed grant opportunities on the transportation network when requested to provide support for grant applications. CRCOG will advise local officials on transportation related issues relevant to the update and implementation of the Natural Hazards Mitigation Plan.

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), OPM, DECD, and other State agencies on matters of mutual concern. Assistance will include work such as serving on committees and task forces, retrieving and disseminating data, serving as a liaison to local communities, and conducting small studies. Anticipated activities include, but are not limited to:

- *FAST Act.* The Fixing America's Surface Transportation (FAST) Act is the federal transportation legislation in effect through 2020. CRCOG will continue to work with CTDOT and other partners to implement components of the legislation (e.g. transportation performance metrics).
- *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.
- *Greater Hartford Mobility Study (Formerly Interstate 84 Hartford Project).* CRCOG will assist with CTDOT's Greater Hartford Mobility Study as it relates to alternatives development, modeling, and scenario planning. Tasks will include participation in stakeholder meetings, assistance with public outreach, and consultation as it relates to the travel forecast model. CRCOG will meet regularly with the study team, CTDOT, and the City of Hartford to discuss project updates. CRCOG coordinated with CTDOT and their consultant team to incorporate aspects of CRCOG's Regional Transit Strategy Update (former Task 10 of CRCOG's FY20-21 UPWP) into the scope of the Greater Hartford Mobility Study. As such, CRCOG will no longer be progressing an update of its Regional Transit Strategy at this time.

- *Interstate 84 Hartford Financing and Funding.* CRCOG will assist CTDOT in investigating potential opportunities to finance projects that are identified as part of the Greater Hartford Mobility Study's Planning and Environmental Linkage (PEL) process. CRCOG will work with CTDOT, the City of Hartford, local elected officials, and other stakeholders to identify potential funding and financing options.
- *CT East Coast Greenway Committee.* CRCOG will continue to represent the region on the CT East Coast Greenway Committee.
- *CT Greenways Council.* CRCOG will continue to represent the region on the CT Greenways Council.
- *Sustainable CT.* CRCOG will continue to provide volunteer services to Sustainable Connecticut, a voluntary statewide community certification process. These activities will include hosting Sustainable CT Fellows to assist communities with applications through this certification process and providing staff support on municipal application review.

Technical and Administrative Support on Corridor Studies and Special Projects. CRCOG will continue to provide technical and administrative support on the corridor studies it manages and on other studies conducted by other agencies, as requested. This will include activities such as travel forecasting, level of service analysis, project management, and crash data analysis. Anticipated activities include, but are not limited to:

- *Route 229 Bristol/Southington Corridor Study.* The Naugatuck Valley Council of Governments (NVCOG) will manage a corridor study to identify potential transportation improvements along Route 229 in Bristol and Southington. CRCOG will be available to attend meetings and assist as necessary in support of Southington.
- *Eastern Gateways Study.* CRCOG completed the Eastern Gateways Study in FY2019. The purpose of this study was to develop an implementation plan to address current and long-range intermodal travel and community quality of life issues along sections of Route 195 and Route 44 corridors in Bolton, Coventry, Mansfield, and Tolland that lead to and from the University of Connecticut (UConn) Storrs campus. In early FY2020, CRCOG will work on remaining administrative tasks related to closing out the study. CRCOG will also remain available to assist towns with efforts related to the findings and recommendations of this study.
- *Farmington Canal Heritage Trail Plainville Gap Closure Study.* This study examined all potential alignments of the Farmington Canal Heritage Trail from Southington through Plainville with a connection to the CT**fastrak** trail in New Britain. The study was completed in FY2019 and has gone into design. CRCOG will continue to work with CTDOT and the towns throughout the design process. This will include coordination, meeting attendance, and public outreach assistance.
- *Regional Active Transportation Inventory, Assessment, and Action Plan.* The purpose of this effort is to create an Active Transportation Inventory, Assessment, and Action Plan that will replace the existing CRCOG Bicycle and Pedestrian Plan. In FY2019, CRCOG developed an inventory of completed and planned infrastructure related to complete streets and active transportation. CRCOG conducted a gap/needs assessment based on the inventory of current infrastructure, which was used to develop a prioritized network of routes. In FY2020, CRCOG will complete the development of an active transportation policy framework, including model language for a range of communities, from rural to

urban. CRCOG will also develop an Active Transportation Action Plan, including model language for a range of communities.

- *CDC Active Living – Community Transportation Planning and Implementation.* CRCOG is part of a multi-year, grant-funded project being led by the Connecticut Department of Public Health and funded by the Centers for Disease Control. The overarching project is focused on reducing obesity and improving nutrition. For CRCOG’s portion, staff will be organizing a series of training events centered on active transportation and complete streets. CRCOG staff will also be working with a consultant team to do a series of implementation projects. These will vary from short-term demonstrations (“tactical urbanism”) to town complete streets/active transportation policies. CRCOG is confirmed to be part of the project through the end of the FFY2020.

SPECIAL DIRECT COSTS:

- Equipment, Maintenance, and Software
 - Traffic Counting: \$1,000 per year
 - Laser Range Finder: \$800 in FY2020

SCHEDULE

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Technical Assistance to Towns								
Technical Assistance to State								
Special Project Support								

Task 5: Public Participation, Title VI, and Environmental Justice

OBJECTIVES

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

PRIOR WORK:

CRCOG updated its Public Participation Plan in FY2017. This Plan was originally prepared in 2000 and previously revised in 2005 and 2007. The Public Participation Plan includes methods for Title VI, Environmental Justice, and Limited English Proficiency outreach.

MAJOR ACTIVITIES

Title VI. CRCOG's Environmental Justice and LEP programs 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 also has a 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, including an update of the "Atlas of Title VI Populations in the Capitol Region" in FY2020. 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 and other regional stakeholders to review major CRCOG policies and plans such as the TIP, the Metropolitan Transportation Plan, and the Public Participation Plan to ensure that CRCOG's transportation programs do not disproportionately burden 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. Spanish and Polish are the most prevalent preferred languages of persons in the Region who do not speak English at least "very well." CRCOG seeks to open more communication channels to these populations. This will include continuing established relationships with local organizations, publishing selected meeting notices in Spanish and/or Polish, publishing summaries of key documents in Spanish and Polish, 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 CRCOG's public involvement policy.

CRCOG Website and Accessibility. CRCOG updated its website (which was nearly 10 years old) in 2016. The new website makes it easier to access documents, meeting dates, agendas, and minutes. The website includes a transportation function, has the ability to collect comments from the public, and can accommodate embedded maps and graphics, such as CRCOG's interactive TIP. CRCOG worked with its consultant to develop the site in accordance with nationally

recommended guidelines regarding accessibility. CRCOG will continue to update the site and ensure that it remains accessible and easy to navigate.

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.

Support Hartford's Promise Zone Designation. The United States Department of Housing and Urban Development (HUD) awarded a Promise Zone designation to North Hartford, a 3.1 square-mile area encompassing the Clay Arsenal, Northeast, and Upper Albany neighborhoods. Promise Zones are considered high poverty communities that could benefit from job creation, increased economic activity, improved educational opportunities, reduced crimes, and improved health outcomes. As funding or grant opportunities present themselves, CRCOG will continue to explore the applicability of federal grant programs and make staff available to work within this area.

Opportunity Zones. The new federal Opportunity Zone program, created as part of the 2017 federal Tax Cuts and Jobs Act, is designed to spur economic development and job creation in low-income communities by providing special tax benefits for private investments in the zones. The Secretary of the U.S. Treasury has certified 23 such zones within the Capitol Region in the towns of East Hartford (5), Hartford (10), Manchester (2), Mansfield (1), New Britain (3), West Hartford (1), and Windsor (1). As needed, CRCOG will make staff available to work within these areas.

SPECIAL DIRECT COSTS

- Document translation: \$6,500 in FY2020 / \$4,000 in FY2021
- Language interpreter for meetings: \$1,500 per year
- Interpreter for the deaf for meetings: \$2,000 per year

PRODUCTS:

- Annual Self-Assessment
- Media Contact List
- On-going Website Updates
- Updated Atlas of Title VI Populations in the Capitol Region

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Title VI/EJ/ LEP Activities								
Update Title VI Atlas								
Public Participation Self-Assessment								
Hartford Promise Zone Coordination								
Opportunity Zone Coordination								
On-Going Website Updates								

SPECIAL STUDIES AND PROJECTS

The previous section contained descriptions of 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 special studies during any given program year. These special studies are typically funded through other funding sources. Special studies that are expected to be worked on during FY2020 and FY2021 are described in this section. Efforts that are continuations of work from the FY2018-FY2019 UPWP are identified in the applicable chapters.

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).

Task 6: Transportation Safety and Improvement Study, Farmington and Hartford

The study looks to enhance linkages between University of Connecticut (UConn) campuses and strengthen the corridors to these institutions, with a focus on Farmington and Hartford. The Farmington sub-area includes the UConn Health Center and surrounding complexes. The focus is access and mobility on State Route 4 (Farmington Avenue), State Route 531 (South Road), and State Route 549 (Birdseye Road) as well improved access between the medical complex and area highways, including I-84 and State Route 9. The Hartford sub-area includes the area surrounding UConn's Greater Hartford regional campus located on Prospect Street in the Front Street District. The focus is the walking, bicycling, and transit access to and surrounding the campus.

There is an opportunity to link UConn campuses and strengthen their connections to major transit investments within the Capitol Region (CTfastrak 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 can be more transit oriented. A coordinated, sustainable, intermodal approach to the study will address the increased transportation demands.

PROJECT SPONSORS:

Lead Agency: CRCOG

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

ACTIVITIES: **Consultant Services will be used to supplement CRCOG staff resources.*

The Hartford portion of this study was completed in FY2019, and the majority of Farmington sub-area tasks have been completed. Completed Farmington tasks include data collection, existing conditions analysis, future transportation demand projections, future "no-build" conditions analysis, and alternatives analysis for most of the Farmington focus areas. Each task has been complemented by robust public outreach effort. In early FY2020, the remaining Farmington sub-area tasks are expected to be completed, including production of a final report.

PRODUCTS:

- Preliminary short- and long-term conceptual plans and recommendations for safety and transportation improvements, including roadway (traffic flow, safety, and geometrics), transit, bicycle, and pedestrian recommendations.
- Sustainable land use recommendations and strategies.
- Strategy for connecting UConn campuses while leveraging CTfastrak / the Hartford Line.

COST:

\$340,000 estimated total study cost (LOTICIP)

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Hartford Sub-Area (complete)								
Farmington Sub-Area								

Task 7: Route 5 Corridor Study, East Windsor

Town officials, the business community, and the public have become concerned with traffic safety and operational issues along Route 5 in East Windsor. Significant congestion is experienced not only during peak commuting times, but during lunch breaks, when area schools let out, and on days 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 near Thompson Road where the two southbound lanes are reduced to one.

The Super Wal-Mart, Lincoln Technical School, Southern Auto Auction additions, and high school are some of the recent developments thought to contribute to the deteriorating conditions. Recent activities, including a new truck stop and gas station, potential casino, and a produce processing plant have resulted in heightened concerns regarding the future. The police department is seeing 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.).

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CTDOT, Town of East Windsor

ACTIVITIES: **Consultant Services will be used to supplement CRCOG staff resources.*

An assessment of existing conditions was completed in FY2018, and current activities include forecasting projected transportation needs and identifying potential solutions. The study will consider a variety of solutions, including intersection improvements and multimodal solutions. In addition to long-term visions, the study will identify near-term opportunities. A vigorous public and stakeholder outreach process will continue to be maintained throughout the study process. This process aims to solicit and consider input in order to reach recommendations that will be supported by the community and major stakeholders. The study will conclude in FY2020 with the development of a comprehensive transportation plan for the corridor.

PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements, including roadway, transit, bicycle, and pedestrian. The study will also develop sustainable land use recommendations and strategies.

COST:

\$250,000 estimated total study cost (Surface Transportation Block Grant)

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 8: Silver Lane (SR 502) Corridor Study, East Hartford

This study covers Silver Lane (SR 502) from the intersection of Route 15 easterly to the intersection of Forbes Street. The roadway is served by several CT*transit* bus stops, and pedestrian activity is significant. The East Coast Greenway traverses the study area via a temporary route with on- and off-road segments. There are opportunities for additional bike and bus connectivity by connecting to existing trails and studying improvements to bus service (CT*fastrak* Expansion). The area contains commercial, industrial, and residential land uses. Many of the corridor's older strip shopping centers, however, lie vacant or underutilized, while large vacant parcels create gaps in the urban fabric. Redevelopment and infill development is critical to increasing activity along the corridor. To this end, the Town has purchased the former Showcase Cinema site, which was identified as a catalyst redevelopment site. When the study began, additional development was anticipated in the form of an outlet mall. That project has since stalled, but increased retail development and increased manufacturing were explored when analyzing future traffic conditions.

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

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CTDOT, Town of East Hartford

ACTIVITIES: **Consultant Services will be used to supplement internal CRCOG staff resources.*

In FY2019, the study assessed existing and projected transportation needs, and began identifying potential solutions. In addition to long-term visions, the study aims to identify short-term solutions. A vigorous public and stakeholder outreach process will continued be maintained throughout the study process to solicit input in order to reach recommendations that will be supported by the community and major stakeholders. The study will conclude in FY2020 with the development of a comprehensive transportation plan for the corridor.

PRODUCTS:

Preliminary short- and long-term conceptual plans and recommendations for key safety and transportation improvements, including roadway, transit, bicycle, and pedestrian.

COST:

\$200,000 estimated total study cost (Surface Transportation Block Grant)

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 9: Roundabout Safety and Feasibility Screening

The purpose of this analysis is to identify intersection locations within the region that would potentially experience the biggest benefit if converted from their current traffic control to single-lane modern roundabouts. While improving safety will be the main focus/benefit, operational improvements will also be considered. It is envisioned that the impact analysis will be limited to the approximate amount of right-of-way acquisition required. This is anticipated to be region-wide and high-level screening, and as such a more detailed look at each location by the roadway owner will be required prior to any project initiation.

PROJECT SPONSORS:

Lead Agency: CROCOG

Participants: CROCOG, member municipalities

ACTIVITIES: **Consultant Services will be used to supplement internal CROCOG staff resources.*

Examples of work that will be done as part of this study are listed below.

- Use of CROCOG's travel demand model to estimate daily traffic flows at all of the Region's intersections and identify locations where a single-lane roundabout could accommodate vehicle flows more efficiently than a stop controlled intersection.
- Use of UConn's Crash Data Repository and coordination with CTDOT and CROCOG's Regional Safety Plan efforts to identify locations with safety concerns.
- Development of a ranking system, expected to be based on safety/capacity, to identify locations that may benefit most from implementation of single-lane roundabouts. Screening to determine these locations
- Use of CROCOG GIS data to determine approximate right-of-way impacts associated with each of the top benefit locations.
- Potential identifications of other benefits and impacts and a weighting system of benefits and impacts to better prioritize the list of locations

PRODUCTS:

A report presenting an initial prioritized list of intersection locations that may most likely benefit most from conversion to single-lane modern roundabouts. The report will also include information regarding the methodology used in determining the list and the data collected in each category for each location.

COST:

\$ 150,000 estimated total study cost (PL funds)

SCHEDULE

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 10: Regional Transit Strategy Update

In 2019, CTDOT began transitioning the I-84 Hartford Project and other related projects into the Greater Hartford Mobility Study. The Greater Hartford Mobility Study will use the Planning and Environmental Linkage (PEL) process, which will identify individual projects to advance through the National Environmental Policy Act (NEPA) process. CRCOG coordinated with CTDOT and their consultant team to incorporate aspects of CRCOG's Regional Transit Strategy Update into the scope of the Greater Hartford Mobility Study. As such, CRCOG will no longer be progressing an update of its Regional Transit Strategy at this time.

Task 11: Transit Priority Corridor Implementation Strategy

The primary purpose of this effort is to take the recommendations from CRCOG's Comprehensive Transit Service Analysis of the Hartford Division of CT*transit* (April 2017) and progress them into actionable implementation steps.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, CTDOT, CT*transit*, City of Hartford, Town of East Hartford, other municipalities as identified

ACTIVITIES: **Consultant Services will be used to supplement internal CRCOG staff resources.*
Develop a detailed Action Plan for the implementation of Transit Priority Corridors within the Capitol Region. This will include:

- Analysis of ridership data to identify/confirm up to eight priority transit corridors.
- Analysis and recommendations for bus stop consolidation along the Priority Corridors
- Identification of types and locations of capital improvements for the Priority Corridors
- Assessment of the ADA-compliance of existing amenities within the Priority Corridors and identification of the steps needed to achieve compliance, including the development of ADA standards for transit stops and shelters.
- A development of up to ten standard bus stop configurations
- An assessment of gaps in the bike/ped infrastructure surrounding the Priority Corridors
- Completion of Active Transportation audits and blueprint for incorporating active transportation best practices into the implementation of the Priority Corridors
- Capital and operations cost estimates
- Public outreach
- Stakeholder outreach – including extensive coordination with municipalities to ensure that recommendations have local buy-in from the towns in which infrastructure changes would be needed

PRODUCTS:

Implementation Plan for Priority Transit Corridors

COST:

\$300,000 estimated total study cost (PL funds)

SCHEDULE

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 12: Routes 190 and 220 Corridor Study (Enfield)

The purpose of this study is to evaluate traffic and development issues surrounding Routes 190 and 220 in the town of Enfield. The study will (1) address safety, congestion, traffic signals, the transit system, and pedestrian / bicycle mobility, (2) assess travel demand growth and its impacts to area roadways including traffic associated with development of underutilized properties within the Study Area (SA), and (3) assess the market feasibility of redevelopment at the Enfield Square Mall. The SA is centered on Routes 190 and 220, including the Enfield Square Mall.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Enfield, CTDOT

ACTIVITIES: **Consultant Services will be used to supplement internal CRCOG staff resources.* CRCOG will conduct a thorough analysis of existing conditions in the corridor. This will include traffic counts (of various users) that will be used to analyze general traffic flow, as well as intersection performance. A safety analysis will also be performed, as well as an analysis of access management and parking. CRCOG will also look at likely future scenarios, including a forecast of land-use changes that will feed into CRCOG's travel demand model. CRCOG also plans to explore the use of scenario planning software to look at potential redevelopment options for the Enfield Square Mall site. Throughout the study, CRCOG will keep the public informed through public meetings, newsletters, a website, attendance at community events, and an email list. CRCOG will develop concept designs of potential solutions to any deficiencies noted in the corridor.

PRODUCTS:

Existing Conditions Report; Future Conditions Report; Alternatives Development and Analysis Report; Final Plan.

COST:

\$260,000 estimated total study cost

- \$217,000 repurposed earmark funds
- \$22,000 state
- \$22,000 local

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 13: Farmington Area Connectivity Study

This study will examine a potential extension of Monteith Drive from Route 4 to New Britain Avenue. This new roadway connection would directly benefit the town in better connecting the public facilities (town hall, high school, library) located along Monteith Drive with town facilities (police department, senior/community center, public works) located on New Britain Avenue immediately across the Farmington River. Additionally, Unionville Center currently experiences significant peak hour congestion, and an additional river crossing is expected to improve this.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Farmington, CTDOT

ACTIVITIES: **Consultant Services will be used to supplement internal CRCOG staff resources.* Following an inquiry from the Town of Farmington, CRCOG undertook preliminary travel demand modeling efforts to quantify traffic operational benefits from extending Monteith Drive. The results show significant decreased traffic volume in Unionville Center, minor decreased traffic volume in Farmington Center, and significant increases in traffic on some roadways adjacent to the new roadway connection. This study will involve a more detailed analysis to determine more specific benefits and impacts and a refinement of the concept, including identification of design and environmental/permitting considerations. Additionally, a no-build alternative will be explored and compared to the concept. The following efforts are anticipated:

- Formation of an Advisory Committee consisting of the Town and selected stakeholders
- Coordination with CTDOT planning and engineering
- Screening to identify up to one additional potential build alternative
- Travel demand modeling
- Existing and future traffic capacity analysis for impacted roadways and intersections
- Environmental screening to identify anticipated permitting and NEPA/CEPA requirements
- Cost estimating of alternatives
- Identification of next steps towards selection and implementation of a preferred alternative

The effort is not anticipated to result in the selection of a preferred alternative or the public vetting that would be associated with that. However, the study will identify a path forward in the event they are needed and Farmington/CRCOG decide to advance the project further.

PRODUCTS:

Analysis of the “no-build,” “Extension of Monteith,” and up to one build alternative

COST:

\$150,000 estimated total study cost (PL Funds)

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 14: TOD Roles, Visioning, Viability, and Tools Analysis

This study defines and advances a Transit Oriented Development (TOD) action agenda for the region and the municipalities adjacent to stations along its fixed route transit lines. In the prior decade, approximately a billion dollars of *CTrail* and *CTfastrak* fixed route transit infrastructure and service has been invested within CROCOG. Robust TOD, especially in the form of private capital investment, is a regional priority for leveraging and complementing this investment, sparking economic activity, and ensuring incremental development occurs in a sustainable and equitable manner. For the study, CROCOG will work with a variety of organizations (including municipalities, state government, philanthropy, and advocacy organizations) to identify roles, assess gaps, and potentially recommend methods of maximizing capacity. Additionally, using prior efforts, new municipal coordination, and public outreach, the study will identify and advance site-specific TOD visions and analyze their financial viability. Finally, a set of further recommendations and actions needed to successfully secure developer interest in these sites will be provided, which when coupled with municipal engagement in the process, will ideally result in a roadmap for TOD success.

PROJECT SPONSORS:

Lead Agency: CROCOG

Participants: CROCOG, CTDOT, New Britain, Berlin, Newington, West Hartford, Hartford, Windsor, Windsor Locks, Enfield, CROCOG's TOD collaborative; Hartford Foundation for Public Giving

ACTIVITIES: **Consultant Services will be used to supplement internal CROCOG staff resources.*
The four guiding study strategies are described in more detail below:

Roles: Many State, Local, Private and Public Organizations within the region currently advocate for TOD, but many with undefined roles, insufficient governance, and/or limited capacity. These issues commonly result in inefficiencies, including either neglected or duplicated efforts, and/or unnecessary restrictions. Through CROCOG's TOD Collaborative (which includes representatives of state agencies as well as groups like LISC and the Partnership for Strong Communities) the study will engage the various entities to better understand roles, resources, and capacities.

Visioning: Building on work already performed (including the Hartford Line TOD Action Plan and the CTfastrak TOD Capacity Study), the study team will work with stakeholders and utilize analytics to identify one site in each municipality primed for TOD; develop the desired vision, features, and form for the site; and quantify statistics for a financial viability evaluation. A diverse set of stakeholders, including CROCOG's TOD Collaborative, will be consulted with to ensure that site selection and visioning takes into consideration equity and inclusion.

Viability: The study envisions consultation with real estate experts to develop proforma for each site vision that evaluates its viability and identifies the estimated level of funding gap, if any, that needs filling for it to be attractive to developers. Along with market data, it is anticipated that the proforma will be informed by various comps within the region - potentially along similar facilities. Furthermore, a set of unique final recommendations and further actions needed to most likely secure developer interest in each site will be provided, which may include changes to the vision

(for example changes to building form), and/or any additional funding sources (i.e. brownfields, affordable housing, tax credits, low interest loans, etc.) available to help close the funding gaps.

Financial Tools: Building off and updating previous efforts, the study will examine and summarize existing financial tools to advance and finance TOD projects in Connecticut. The financial tools will be analyzed to determine their effectiveness given the context of a slow-growth region. The TOD Collaborative and other stakeholders will be consulted to determine the effectiveness of each tool toward achieving goals related to community visions, equity, and economic development. Finally, the study will identify roadblocks that prevent each tool from being effectively used to achieve locally identified visions and suggest changes to make them more effective.

PRODUCTS:

Memorandum of Responsibilities; Portfolio, Proforma, and Action Recommendation for each site; Report identifying regionally specific TOD roadblocks (governance, tools, etc.) and corrective recommendations.

COST:

\$400,000 estimated total study cost (PL Funds)

SCHEDULE:

	FY2020				FY2021			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

BUDGET TABLES

Figure 2: FY2020: Revenues for CRCOG Transportation Planning Program

Standard PL/FTA Work Tasks:

	Federal	State	CRCOG	Total	Notes
FHWA PL / FTA (FY2020)	\$1,682,679	\$210,335	\$210,335	\$2,103,349	
FHWA PL/ FTA (FY16 Carryover)	\$1,839,867	\$0	\$459,967	\$2,299,834	
TOTAL:	\$3,522,546 80.0%	\$210,335 4.8%	\$670,302 15.2%	\$4,403,183	

Non-PL/FTA funded Activities:

These reflect CRCOG staff only. Consultant costs are not included.

	Federal	State	Other	Total	Notes
LOTICIP Management	\$0	\$205,506	\$0	\$205,506	
Eastern Gateways to UConn Storrs Study	\$0	\$4,000	\$0	\$4,000	(est. \$18,000 remaining)
Farmington/Hartford Pathways to UConn Study	\$0	\$10,000	\$0	\$10,000	(est. \$25,000 remaining)
Engaging Anchor Institutions and Neighborhoods in TOD	\$0	\$15,000	\$0	\$15,000	(est. \$30,000 remaining)
TOTAL:	\$0	\$234,506	\$0	\$234,506	
GRAND TOTAL:	\$3,522,546	\$444,841	\$670,302	\$4,637,689	

Revised: August 2020

Figure 3: FY2020: CRCOG Transportation Planning Costs by Task

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

Standard PL/FTA Work Tasks	FHWA & FTA	CTDOT / State	CRCOG	TOTAL
Management of the Planning Process	\$72,379	\$9,047	\$9,047	\$90,473
Data Inventory, GIS & Forecasting	\$156,611	\$19,576	\$19,576	\$195,764
Planning & Policy Development	\$851,120	\$106,390	\$106,390	\$1,063,900
Technical Assistance & Project Development	\$323,285	\$40,411	\$40,411	\$404,106
Title VI, Env. Jus., Public Participation	\$24,147	\$3,018	\$3,018	\$30,184
Total Salaries + BF&O	\$1,427,542	\$178,443	\$178,443	\$1,784,427
Direct costs (using annual PL)	\$71,822	\$8,978	\$8,978	\$89,778
Consultant costs (using annual PL)	<u>\$183,315</u>	<u>\$22,914</u>	<u>\$22,914</u>	<u>\$229,144</u>
2020 PL Funding Costs	\$1,682,679	\$210,335	\$210,335	\$2,103,349
Check against annual FY 2020 PL funding:	\$1,682,679	\$210,335	\$210,335	\$2,103,349
Carryover PL/FTA funded Direct and Consultant Costs				
Direct costs	\$39,200	\$0	\$9,800	\$49,000
Consultants costs	<u>\$416,000</u>	<u>\$0</u>	<u>\$104,000</u>	<u>\$520,000</u>
Total Carryover PL Costs	\$455,200	\$0	\$113,800	\$569,000
Check against PL Carryover (from 2016):	\$1,839,867			\$2,299,834
Carryover to FY2021	\$1,384,667			\$1,730,834
Non-PL/FTA funded Activities				
LOTICIP Management	\$0	\$205,506	\$0	\$205,506
Eastern Gateways to UConn Storrs Study	\$0	\$4,000	\$0	\$4,000
Farmington/Hartford Pathways to UConn Study	\$0	\$10,000	\$0	\$10,000
Engaging Anchor Institutions and Neighborhoods in TOD	\$0	\$15,000	\$0	\$15,000
TOTAL:	\$0	\$234,506	\$0	\$234,506

Revised: August 2020

Figure 4: FY2020: Transportation Planning Person Hours by Task (CRCOG staff only)

Standard PL/FTA Work Tasks	<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	349	0	82	0	0	545	976	5.6%	5.0%
Data Inventory, GIS & Forecasting	0	25	0	1,007	0	1,051	0	2,083	12.0%	10.6%
Planning & Policy Development	0	837	928	6,563	1,107	97	545	10,078	58.0%	51.3%
Technical Assistance & Project Development	0	172	45	1,962	1,584	1	0	3,764	21.7%	19.1%
Title VI, Env. Jus., Public Participation	0	0	0	18	0	0	443	461	2.7%	2.3%
Subtotal A: Standard Tasks	0	1,383	974	9,631	2,691	1,150	1,533	17,361	100%	88.3%
% of Subtotal A	0.0%	8.0%	5.6%	55.5%	15.5%	6.6%	8.8%	100.0%		
Non-PL/FTA funded Activities	<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>
LOTICIP Management	0	115	0	1,921	0	0	0	2,036	88.5%	10.4%
Eastern Gateways to UConn Storrs Study	0	0	0	37	0	0	0	37	1.6%	0.2%
Farmington/Hartford Pathways to UConn Study	0	37	0	0	53	0	0	90	3.9%	0.5%
Engaging Anchor Institutions and Neighborhoods in TOD	0	0	59	0	80	0	0	139	6.0%	0.7%
Subtotal B: Special Studies	0	153	59	1,957	133	0	0	2,302	100.0%	11.7%
GRAND TOTAL	0	1,535	1,033	11,589	2,824	1,150	1,533	19,663		100.0%
% of Grand Total	0.0%	7.8%	5.3%	58.9%	14.4%	5.8%	7.8%	100.0%		

Revised: August 2020

Figure 5: FY2021: Revenues for CRCOG Transportation Planning Program

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

Standard PL/FTA Work Tasks

	Federal	State	CRCOG	Total	Notes
FHWA PL / FTA (FY2020)	\$1,682,679	\$210,335	\$210,335	\$2,103,349	
Carryover funding ¹	\$1,384,667		\$346,167	\$1,730,834	See Table 2 for carryover calculation
TOTAL:	\$3,067,346	\$210,335	\$556,502	\$3,834,183	

Non-PL/FTA funded Activities

These reflect CRCOG staff only. Consultant costs are not included.

	Federal	State	CRCOG	Total	Notes
LOTIP Management	\$0	\$210,439	\$0	\$210,439	
TOTAL:	\$0	\$210,439	\$0	\$210,439	

GRAND TOTAL: \$3,067,346 \$420,773 \$556,502 \$4,044,622

¹ This is the balance of carryover funds (calculated for FY 2016) not used in FY2020 and included in the PL agreement

Figure 6: FY2021: CRCOG Transportation Planning Costs by Task

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

Standard PL/FTA Work Tasks	FHWA & FTA	CTDOT / State	CRCOG	TOTAL
Management of the Planning Process	\$76,256	\$9,532	\$9,532	\$95,320
Data Inventory, GIS & Forecasting	\$199,717	\$24,965	\$24,965	\$249,646
Planning & Policy Development	\$827,253	\$103,407	\$103,407	\$1,034,066
Technical Assistance & Project Development	\$333,810	\$41,726	\$41,726	\$417,262
Title VI, Env. Jus., Public Participation	\$24,768	\$3,096	\$3,096	\$30,959
Total Salaries + BF&O	\$1,461,802	\$182,725	\$182,725	\$1,827,253
Direct costs (using annual PL)	\$69,391	\$8,674	\$8,674	\$86,739
Consultant costs (using annual PL)	<u>\$151,486</u>	<u>\$18,936</u>	<u>\$18,936</u>	<u>\$189,357</u>
2020 PL Funding Costs	\$1,682,679	\$210,335	\$210,335	\$2,103,349
<i>Check against annual FY 2020 PL funding:</i>	<i>\$1,682,679</i>	<i>\$210,335</i>	<i>\$210,335</i>	<i>\$2,103,349</i>
Carryover PL/FTA funded Direct and Consultant Costs				
Direct costs	\$39,200	\$0	\$9,800	\$49,000
Consultants costs	<u>\$336,000</u>	<u>\$0</u>	<u>\$84,000</u>	<u>\$420,000</u>
Total Carryover PL Costs	\$375,200	\$0	\$93,800	\$469,000
<i>Check against PL Carryover not used in 2020:</i>	<i>\$1,384,667</i>			<i>\$1,730,834</i>
<i>Carryover to FY2022</i>	<i>\$1,009,467</i>			<i>\$1,261,834</i>
Non-PL/FTA funded Activities				
LOTCHIP Management	\$0	\$210,439	\$0	\$210,439
TOTAL:	\$0	\$210,439	\$0	\$210,439

Revised: August 2020

Figure 7: FY2021: Transportation Planning Person Hours by Task (CRCOG staff only)

	Executive Director	Planning Director	Community Dev. and Transp. Deputies	Transportation Planners	Community Dev. Planners	IT/GIS Planners	Clerical	Total	% of Sub-total A	% of Grand Total
Standard PL/FTA Work Tasks										
Management of the Planning Process	0	349	41	41	0	0	545	976	5.6%	5.0%
Data Inventory, GIS & Forecasting	0	25	0	1,007	600	1,051	0	2,683	15.3%	13.7%
Planning & Policy Development	0	837	1,394	5,960	916	97	545	9,749	55.4%	49.7%
Technical Assistance & Project Development	0	172	971	1,271	1,302	1	0	3,718	21.1%	18.9%
Title VI, Env. Jus., Public Participation	0	0	5	13	0	0	443	461	2.6%	2.3%
Subtotal A: Standard Tasks	0	1,383	2,411	8,292	2,818	1,150	1,533	17,586	100%	89.6%
% of Subtotal A	0.0%	7.9%	13.7%	47.2%	16.0%	6.5%	8.7%	100.0%		
Non-PL/FTA funded Activities										
LOTICIP Management	0	115	0	1,921	0	0	0	2,036	100.0%	10.4%
Subtotal B: Special Studies	0	115	0	1,921	0	0	0	2,036		10.4%
GRAND TOTAL	0	1,498	2,411	10,213	2,818	1,150	1,533	19,623		100.0%
% of Grand Total	0.0%	7.6%	12.3%	52.0%	14.4%	5.9%	7.8%	100.0%		

Revised: August 2020

Figure 8: Summary of Consultant Support Expenditures (FY2020 and 2021)***FY2020 and 2021 Standard PL/FTA funded Activities***

Study/Program	Funding Source	Anticipated FY2020/2021 Expended			Notes
		Total	CROCOG Staff	CROCOG Consultant	
Data Management/Modeling Assistance	PL/FTA	\$418,501	\$0	\$418,501	As identified in Task 2
Regional Roundabout Screening	PL/FTA	\$15,000	\$0	\$15,000	Task 9 (\$150,000 allocated for entire task)
Farmington Connectivity Study	PL/FTA	\$15,000	\$0	\$15,000	Task 13 (\$150,000 allocated for entire task)
Transit Priority Corridors	PL/FTA	\$30,000	\$0	\$30,000	Task 11 (\$300,000 allocated for entire task)
TOD Roles, Visioning, Viability, and Tools Analysis	PL/FTA	\$40,000	\$0	\$40,000	Task 14 (\$400,000 allocated for entire task)

TOTAL: \$518,501 \$0 \$518,501

Carryover PL/FTA funded Activities

2/24/2021 Update Note: A review of CROCOG's finances & burn-rate estimates FY2020/2021 Standard PL/FTA expenditures to be approximately \$100,000 less than shown in Figures 3, 4, 6, and 7. Therefore, Figure 8 has been modified to now show \$100,000 of additional Standard PL/FTA expenditures as compared to Figures 3, 4, 6, and 7. Minimal, if any, carryover expenditures are expected.

Non-PL/FTA funded Activities

Study/Program	Funding Source	Funding Anticipated to be Expended			Notes
		Total	CROCOG Staff	CROCOG Consultant	
CROCOG Management and Consultant Design Reviews	State LOTCIP Grant	\$715,945	\$415,945	\$300,000	Additional funding to be requested as
Eastern Gateways to UConn Storrs Study	State LOTCIP Grant	\$4,000	\$4,000	\$0	Expenditures for study close-out
Farmington/Hartford Pathways to UConn Study	State LOTCIP Grant	\$75,000	\$25,000	\$50,000	Nearing completion
Route 5 East Windsor Study	Federal STBG	\$50,000	\$0	\$50,000	STBG funded at 80/20. Nearing completion
Silver Lane Study	Federal STBG	\$35,000	\$0	\$35,000	Nearing completion
Regional Complete Street Plan	State OPM Grant	\$36,000	\$0	\$36,000	Nearing Completion
Engaging Anchor Institutions and Neighborhoods in	State OPM Grant	\$15,000	\$15,000	\$0	Nearing Completion. Approx. \$30,000
Active Transportation Grant	CDC Grant	\$400,000	\$80,000	\$320,000	Anticipated to begin in FY2020
Routes 190 and 220 Corridor Study	Repurposed	\$260,000	\$0	\$260,000	

TOTAL: \$1,590,945 \$539,945 \$1,051,000

TOTAL: \$2,109,446 \$539,945 \$1,569,501

Revised: August 2020; February 2021

Figure 9: Summary of PL/FTA funded Direct and Consultant Expenses

<i>FY2020 Standard PL/FTA Funded</i>	<i>Estimated Budget</i>
Printing & Reproduction	\$3,500
Equipment, Maintenance & Software	\$52,563
Mileage / Parking Reimb	\$4,500
Conference / Workshops / Training	\$16,700
Supplies, Postage, Other (Dues, Rentals)	\$515
Professional Services (including transportation demand modeling, translation and interpretation fees/consultants)	\$241,144
<i>Subtotal:</i>	<i>\$318,922</i>
<i>FY2020 - Carryover PL/FTA Funded</i>	
Congestion Data and Scenario Planning Software	\$49,000
Consultants (Studies and Program assistance)	<u>\$520,000</u>
<i>Total:</i>	<i>\$887,922</i>
<i>FY2021 Standard PL/FTA Funded</i>	<i>Estimated Budget</i>
Printing & Reproduction	\$3,500
Equipment & Maintenance	\$52,024
Mileage / Parking Reimb	\$4,500
Conference / Workshops / Training	\$16,700
Supplies, Postage, Other (Dues, Rentals)	\$515
Professional Services (including transportation demand modeling, translation and interpretation fees/consultants)	\$198,857
<i>Subtotal:</i>	<i>\$276,096</i>
<i>FY2021 - Carryover PL/FTA Funded</i>	
Congestion Data and Scenario Planning Software	\$49,000
Consultants (Studies and Program assistance)	<u>\$420,000</u>
<i>Total:</i>	<i>\$745,096</i>

Figure 10: Maximum Hourly Rates (FY2020 and FY2021)

Executive Director	\$112.00
Director of Transportation ²	\$90.00
Director of Community Development ²	\$90.00
Deputy Director of Transportation ²	\$77.00
Director of Planning ³	\$90.00
Community Development Deputy ³	\$77.00
Transportation Deputy ³	\$77.00
Special Projects / Principal	\$68.00
Principal Planner or Engineer ¹	\$68.00
<u>Senior</u> Planner, Engineer, or Program Manager ¹	\$51.00
Planner, Engineer, or Program Manager ¹	\$43.00
Assistant Planner or Engineer ¹	\$39.00
Administrative Program Assistant	\$35.00
Secretary / Office Assistant	\$31.00
Planning Intern	\$25.00
<p>¹ Titles are applied to both Transportation and Community Development staff. Examples: Transportation Senior Planner and Community Development Senior Planner</p> <p>² Eliminated Titles per the FY2021 UPWP revision</p> <p>³ New FY2021 Titles per the FY2021 UPWP revision</p>	

Revised: August 2020

APPENDICES

Appendix A:

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

Endorsed by CRCOG Executive Committee: May 16, 2018

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. 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 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. *(CTDOT 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 CTDOT, the Capitol Region Council of Governments , and the appropriate provider(s) of public transportation.

2. CTDOT 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 CTDOT received from the Capitol Region Council of Governments, during the consultation process on the previous year's plan.
3. 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 the 5-year Capital Plan.
4. CTDOT will consult with and solicit comments from the Capitol Region Council of Governments and transit providers on the TIP and incorporate where practicable.
5. CTDOT 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. 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.
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. CTDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. CTDOT 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. CTDOT 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, CTDOT 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 CTDOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.
12. CTDOT 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 CTDOT's financial assessment.

Air Quality Planning

1. CTDOT 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. CTDOT 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 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 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 and scheduled obligation dates.
2. The CTDOT 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 CTDOT 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 CTDOT 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 via 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 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)

23 Performance Measures	
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.

Appendix B:

MPO Staff – Roles and Responsibilities (FY2021)

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. Ensures 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 Planning: Manages the agency's transportation and land use planning programs within the Planning Department. Serves as lead staff person for the Transportation Committee alongside the Transportation Deputy. 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 ensures 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 CTDOT and municipalities to move transportation projects forward. Ensures that land use issues are considered in the development of transportation plans. 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.

Transportation Deputy: Provides project management for transportation programs. Directs and supervises professional and contractual staff. Serves as lead staff person for the Transportation Committee, alongside the Planning Director. Supervises core transportation activities such as corridor studies, federal funding programs and/or special projects. Responsible for contract administration, consultant selection, coordination with CTDOT and local officials, and public involvement. Serves as member of various transportation-related boards and committees outside of CRCOG. Reports to the Director of Planning. May assume Director level duties in the absence of or at the direction of the Director of Planning.

Community Development Deputy: Provides project management for land use programs, including aspects of transit, bike/ped, TOD, and sustainable land use planning. Directs and supervises professional and contractual staff. 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. Ensures that land use issues are considered in the development of transportation plans. Assists in the organization of Transportation Committee meetings and activities. Reports to the Director of Planning. May assume Director level duties in the absence of or at the direction of the Director of Planning.

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 Metropolitan Transportation Plan, TIP, AQ conformance, public involvement and Title VI programs. Responsible for contract administration, consultant selection, coordination with CTDOT, 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 Planning. Assists in the organization of Transportation Committee meetings and activities.

Principal Planner, Engineer, or Program Manager: 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 CTDOT, 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 Planning. Assists in the organization of Transportation Committee meetings and activities.

Senior Planner, Engineer, or Program Manager: 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 CTDOT, 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 Transportation Deputy or Community Development Deputy. Assists in the organization of Transportation Committee meetings and activities.

Planner, Engineer, or Program Manager: Under supervision by the Transportation Deputy or Community Development Deputy, 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 in the organization of Transportation Committee meetings and activities.

Assistant Planner or Engineer Under close supervision by the Transportation Deputy or Community Development Deputy, 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 in the organization of Transportation Committee meetings and activities.

Administrative Program Assistant: Responsible for all clerical work required by the Planning Department. Supports committees: prepares minutes, posts legal notices, sends meeting notices, ensures 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 Planning 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 Transportation Deputy or Community Development Deputy, or Principal Planner, depending upon assignment.

Appendix C:

MPO Staff – Roles and Responsibilities (FY2020)

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. Ensures 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 Ensures 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. Ensures 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 of Transportation: 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 CTDOT, 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 Metropolitan Transportation Plan, TIP, AQ conformance, public involvement and Title VI programs. Responsible for contract administration, consultant selection, coordination with CTDOT, 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, Engineer, or Program Manager: 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 CTDOT, 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, Engineer, or Program Manager: 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 CTDOT, 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, Engineer, or Program Manager: 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, ensures 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 Director or Principal Planner, depending upon assignment.