

Unified Planning Work Program

Transportation Planning Activities for the Capitol Region



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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 planning regions consisting of 1,046 square miles in size and approximately 977,000 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.

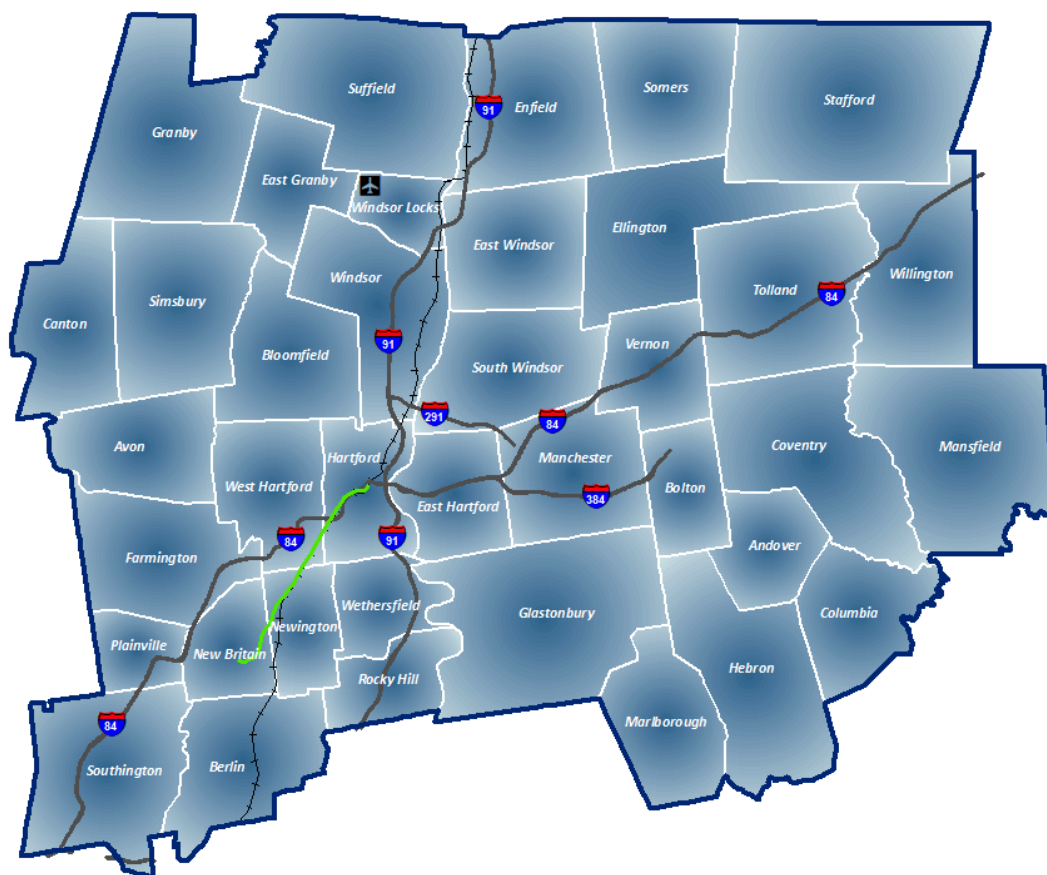


Figure 1: CRCOG Regional Boundary

Transportation Planning in the Capitol Region

The Capitol Region Council of Governments is committed to developing an efficient, multimodal 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, *CTtransit*, and GHTD, expects to conduct and accomplish over the next two years, during Fiscal Years (FYs) 2022 and 2023. 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 the Code of Federal Regulations in 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.

OPPORTUNITIES FOR FY2022-FY2023

In addition to addressing the requirements of federal legislation, CRCOG's transportation planning activities are designed to address issues and deficiencies identified in CRCOG's current Metropolitan Transportation Plan (MTP), which was updated in FY2019. Below is a summary of the issues and deficiencies identified in the MTP. The UPWP tasks that will address each of these areas of opportunity are shown in Figure 2.

HIGHWAY SYSTEM

1. Significant freeway congestion, primarily in and around Hartford during peak commuting hours
2. Increasing number and rate of traffic-related fatalities, likely due to distracted driving
3. Large percentage of bridges in poor condition

TRANSIT AND RAIL SYSTEM

1. Insufficient regional rail connectivity, especially to Boston
2. Limited crosstown bus service and direct connections between suburban destinations
3. Need for expanded service span, frequency, and coverage – fixed-route, rapid, and flexible options
4. Insufficient transit access to Bradley International Airport

FREIGHT

1. Significant truck bottlenecks in the highway system
2. Freight rail facility constraints
3. Lack of truck parking and service facilities
4. Shortage of space for trailer storage and scheduling difficulties at Bradley Airport

COMPLETE STREETS

1. Need for signal and sign improvements as well as ADA compliance
2. Need for sidewalk repair, expansion, and/or improvements
3. Coordination efforts needed to plan, design, and implement closures to pedestrian gaps

AIRPORT GROUND ACCESS

- Need for improved roadway access to support ongoing development surrounding the airport
- Insufficient transit service to Bradley Airport.
- New facilities needed to meet growing demands for cargo

Figure 2: Major MTP Issues and Deficiencies by UPWP Task

UPWP Task		1: Management of the Planning Process	2: Data Inventory, GIS, and Forecasting	3: Project Selection and Programming *	4: Technical Assistance and Project Development	5: Public Participation, Title VI, and Environ. Justice	6: Capitol Region Roundabout Screening	7: Transit Priority Corridors Study	8: Routes 190 and 220 Traffic Impact Study, Enfield	9: Farmington Area Connectivity Study	10: TOD Roles, Visioning, Viability, and Tools	11: East Coast Greenway Gap Closure Study	12: Route 20 Corridor Study, Windsor Locks
Major MTP Issues and Deficiencies													
Highways	Significant freeway congestion, primarily in/around Hartford during peak hours	✓	✓	✓	✓	✓			✓	✓	✓		✓
	Increasing number and rate of traffic-related fatalities	✓	✓	✓	✓	✓	✓		✓	✓			✓
	Large percentage of bridges in poor condition	✓	✓	✓	✓	✓				✓			
Transit and Rail	Insufficient regional rail connectivity, especially to Boston	✓	✓	✓	✓	✓					✓		
	Limited crosstown bus service and direct connections between suburban destinations	✓	✓	✓	✓	✓			✓				
	Need for expanded service span, frequency, and coverage: fixed-route, rapid, and flexible options	✓	✓	✓	✓	✓		✓	✓		✓		
	Insufficient transit to Bradley Airport	✓	✓	✓	✓	✓							
Freight	Truck bottlenecks in the highway system	✓	✓	✓	✓	✓	✓						✓
	Freight rail facility constraints	✓	✓	✓	✓	✓							
	Lack of truck parking/service facilities	✓	✓	✓	✓	✓							
	Shortage of space for trailer storage and scheduling difficulties at Bradley Airport	✓		✓	✓	✓							✓

UPWP Task		1: Management of the Planning Process	2: Data Inventory, GIS, and Forecasting	3: Project Selection and Programming *	4: Technical Assistance and Project Development	5: Public Participation, Title VI, and Environ. Justice	6: Capitol Region Roundabout Screening	7: Transit Priority Corridors Study	8: Routes 190 and 220 Traffic Impact Study, Enfield	9: Farmington Area Connectivity Study	10: TOD Roles, Visioning, Viability, and Tools	11: East Coast Greenway Gap Closure Study	12: Route 20 Corridor Study, Windsor Locks
Major MTP Issues and Deficiencies													
Complete Streets	Need for signal and sign improvements as well as ADA compliance	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓
	Need for sidewalk repair, expansion, and/or improvements	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓
	Coordination efforts needed to plan, design, and implement closures to pedestrian gaps	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Airport Ground Access	Need for improved roadway access to support ongoing development surrounding the airport	✓		✓	✓	✓	✓						✓
	Insufficient transit service to Bradley Airport.	✓	✓		✓	✓					✓		✓
	New facilities needed to meet growing demands for cargo	✓			✓	✓							✓

*Includes subtasks for Transit Planning, Project Selection and Programming, Complete Streets Planning, System Management and Operations, Freight Planning, and Livability and Sustainable Communities

PLANNING GOALS

Federal legislation – 23 CFR § 450.306(b) – identifies planning factors that MPOs like CROCOG 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 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 Consultant 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). 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. CRCOG will also participate in the Internship and Professional Practice (IPP) Program at the University of Connecticut (UConn).

Unified Planning Work Program. CRCOG's 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 FY2022-FY2023 UPWP as needed, and the UPWP for FY2024-FY2025 will be developed in the latter half of FY2023.

Reporting and Financial Management. CRCOG will continue to maintain reporting and budgetary procedures, including the following:

- *Budgeting.* CRCOG has established fiscal and management procedures to integrate CRCOG's UPWP activity into CRCOG's overall budget, accounting, and program processes.
- *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, which will include Title VI activities.
- *Audits.* CRCOG engages an independent Certified Public Accountant to prepare an annual audit. It will be delivered to CTDOT for review and approval. This audit shall be performed in accordance with the Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments.

PRODUCTS:

- Amendments (as needed) to UPWP for FY2022-2023
- UPWP for FY2024-2025
- 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: \$3,100 per year
- Miscellaneous
 - Supplies, Postage, and Other (e.g., dues, rentals): \$930 per year
 - UConn IPP Program: \$12,000 per year

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Staff and Consultant Management								
Fiscal Management								
Amend / Prepare UPWP	<i>As Needed</i>							
Quarterly Reports								
Annual Audits								

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 data to support transportation planning activities of CRCOG and other agencies such as CT*transit* and GHTD.

MAJOR ACTIVITIES:

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

Data Inventory. CRCOG's activities related to data inventory will include:

- *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. *
- *Travel Time Data for Performance Metrics and Congestion Management.* CRCOG will continue to maintain and improve data processing protocols for summarizing and presenting, as well as identifying outliers in, travel time data within FHWA's National Performance Management Research Data Set (NPMRDS). CRCOG will work with other interested parties, including CTDOT, to analyze data for better understanding the link between investment and performance measures relating to travel time reliability and congestion. Staff will continue to explore extended uses of NPMRDS data in areas of congestion measures and management. A goal of using this data is to develop a ranking of top congested locations on freeways and non-freeways in CRCOG.*
- *Connecticut Crash Data Repository.* CRCOG staff will continue to become familiar with the data and analysis tools found in 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, including from the Highway Performance Monitoring System (HPMS) and FHWA's 536 Report. CRCOG will also work to understand best practices in travel demand modeling and applicability with the regional context (e.g., time-of-day model, special generator model) and vet those with regional and statewide stakeholders. *
- *Data Management.* CRCOG will manage data for on-going CRCOG efforts including travel demand model, performance measures, diversion plans, safety, scenario planning, considerations for navigable waterways, and tasks requiring Census data.*

GIS. CRCOG will continue to maintain a robust regional geographic information system (GIS) program, including the following activities:

- *Leverage LIDAR Data.* CRCOG will investigate and evaluate methods and software to utilize the high-quality LIDAR (Light Detection and Ranging) elevation data collected statewide as part of a CRCOG-managed project in 2016.
- *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 offers 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.

Forecasting and Data Analysis. CRCOG will continue to utilize its travel forecast model for transportation planning efforts. Associated tasks will include:

- *Operate and Maintain 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. This will include exploring the incorporation of features of a time-of-day model. 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 fully prepared to incorporate survey data into the travel demand model as appropriate. 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 operate the travel forecast model for routine tasks. The ability of CRCOG staff to use the travel demand model will be very important for scenario planning tasks. This training and collaboration will also extend to corridor studies.
- *Documentation and Quality Control.* CRCOG will continue to document model changes and improvements. CRCOG will work toward developing a model manual.*
- *Demographic Forecasting Methods.* CRCOG will evaluate improved methods for forecasting growth in population, households, and employment at the regional, town, and sub-town levels. Regional and town-level estimates are available from outside resources, but these may need to occasionally be adjusted, improved, and distributed to smaller geographies (i.e., small area estimation) for particular planning purposes.*
- *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). CRCOG will also continue developing improved methods for assessing land use growth in the Region, for identifying major growth corridors, and for analyzing related transportation improvements.*
- *Cartographic, Non-spatial, and Geospatial Data Analysis Skills.* Where appropriate, CRCOG will continue to develop cartographic skills using the latest GIS software; improve analysis skills with statistical software such as Excel, Python, and R; and acquire geospatial data analysis skills for handling the complexities of geolocated data. Where needed, CRCOG staff may acquire skills in more complex methods such as machine learning, regression analysis, and data forecasting. CRCOG will seek to adopt frameworks and best practices that maximize the efficiency, quality, and communicability of work output.

- *Scenario Planning.* CRCOG will conduct scenario planning analyses utilizing advanced scenario planning tools, including CommunityViz and Urban Footprint. CRCOG will continue to provide data inputs as necessary, including LiDAR data and Census data. CRCOG will undertake regional and local analyses and intends to offer scenario planning assistance to its municipalities as needed.*
- *Census 2020 Efforts.* Updated Urbanized Area (UZA) and Transportation Management Area (TMA) designations and boundaries as a result of Census 2020 data are estimated to be available in Summer 2022. The release of this information will likely result in the need for efforts such as UZA boundary smoothing and functional reclassification activities. Should there be new UZAs and/or TMAs to designate or redesignate based on these developments, additional efforts will be required. CRCOG will review, adjust, and incorporate changes as needed once the Census 2020 data is released.

SPECIAL DIRECT COSTS:

- Equipment, Maintenance, and Software
 - Travel Model Maintenance Subscription (TransCAD): \$5,250 per year
 - Regional GIS Software Maintenance (ESRI/ArcGIS): \$12,425 per year
 - Web GIS: \$28,314 per year
 - SQL: \$4,000 per year
 - Computer(s): \$4,000 per year
 - Miscellaneous Computer Supplies: \$2,500 per year
- Consultant Services: \$215,000 in FY2022 / \$50,000 in FY2023 (estimated)
- Scenario Planning Software: \$15,175 per year
- Misc. Unplanned Technical Support/Hardware/Software Purchases: \$4,500 per year

PRODUCTS:

- Regional travel forecast model and associated data
- Regional GIS, including web access
- Performance metrics coordination/identification
- Scenario planning assessments

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Data Inventory								
Regional GIS, incl. Web Access								
Forecasting and Data Analysis								
Performance Metrics								
Scenario Planning								

Task 3: Planning and Policy Development

OBJECTIVES:

To encourage the development of an efficient multimodal transportation system in order to increase mobility of people and goods within the Capitol Region and minimize energy consumption and air pollution. Categories under this task include:

- Task 3a: Transit Planning
- Task 3b: Project Selection and Programming
- Task 3c: Complete Streets Planning
- Task 3d: Systems Management and Operations
- Task 3e: Freight Planning
- Task 3f: Livability and Sustainable Communities

PREVIOUS WORK:

Metropolitan Transportation Plan, 2019; ITS Strategic Plan for the Capitol Region, 2015; Freight Planning Fact Sheet, 2020; Capitol Region Complete Streets Plan, 2020; Transportation Improvement Program, FFY2021-2024

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 recently established Active Transportation Sub-Committee, all of which report to the CRCOG Transportation Committee.

Metropolitan Transportation Plan. CRCOG completed an update to its 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 make interim updates to this Plan as needed, understanding that major amendments would require a new Air Quality Conformity Analysis. CRCOG's current MTP will expire in May 2023. As such, it is anticipated that CRCOG will begin an update of this Plan in mid-FY2022 for completion in late FY2023.

Coordination. CRCOG will continue to work with CTDOT and its member municipalities to identify and respond to 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. Activities will include:

- *Other MPOs.* CRCOG will coordinate with other MPOs in the Hartford TMA, other MPOs in the Metropolitan Area Planning (MAP) Forum, and PVPC. Memoranda of Understanding (MOUs) will be updated as necessary.
- *CTDOT.* CRCOG will coordinate with CTDOT on 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.

- *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.

Plan and Policy Development. CRCOG will conduct the following activities related to the development of plans and policies:

- *Consistent with Public Participation Policies.* CRCOG will develop plans, programs, and projects in compliance with the agency's public participation and environmental justice policies to ensure transportation equity throughout all phases of project development.
- *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.
- *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.
- *Multimodal Considerations.* CRCOG will ensure that its transportation planning program seeks to enhance the integration and connectivity of the transportation system across and between modes for people and freight by considering all modes of transportation, including automobile, transit, rail, air, ferry, freight, bicycle, and pedestrian.

Staff Training and Development. CRCOG will assess training and professional development opportunities to strengthen internal resources. Staff will continue to participate in training opportunities extended to CRCOG through CTDOT, federal partners, and statewide organizations.

PRODUCTS

- Adopted plans and programs
- Materials and minutes for committee meetings

SPECIAL DIRECT COSTS

- Staff Training and Development: \$16,700 per year
- Professional Publications/Resources: \$1,500 per year
- Professional Services / Legal Assistance (Agreements, MOUs): \$2,000 per year

SCHEDULE

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Support to Committees								
MTP Update								
Plan & Policy Development								

Task 3a: Transit Planning

OBJECTIVES:

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 coordinating with *CTtransit* and CTDOT to assist with transit planning in the Region. As part of that effort, CRCOG intends to work on the following tasks:

- *Bus Shelter Program.* Working with *CTtransit*, CTDOT, GHTD, and municipalities, CRCOG will assist in the coordination of a program to address shelter replacement and maintenance.
- *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 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 consider Travel Demand Management (TDM) strategies. CRCOG will also coordinate TDM efforts with *CTrides* and CTDOT.
- *Transit-Oriented Development.* CRCOG will continue to work to generate TOD, support economic vitality, and tourism in the Region. CRCOG will work with its partners to: create visions, study site characteristics, mapping, analyze financial feasibility, research existing and potential funding/financing sources, assist with developing site-specific requests for proposals, and other activities that will lead to TOD. CRCOG will also 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 TOD efforts. CRCOG regularly monitors TOD progress within the Region's transit corridors.
- *Corridor Advisory Committee.* CRCOG and several partner agencies have established a Hartford Line and *CTfastrak* Corridor Advisory Committee 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. CRCOG will facilitate meetings and assist in technical requests and other tasks as needed.
- *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 transit corridors.
- *CTfastrak Support.* CRCOG will continue to support the enhancement of *CTfastrak*. Activities could include station area planning, support of CTDOT's autonomous vehicle

pilot project, and identifying gaps and potential improvements to the pedestrian and bicycle infrastructure surrounding CT**fastrak** stations.

- **Hartford Line Support.** CRCOG will continue to work with municipalities and CTDOT to understand potential funding sources to advance important outstanding CT**rail** 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). CRCOG will work with CTDOT, the Greater Hartford Mobility Study team, and other stakeholders to assist in identifying potential resources for funding rail infrastructure projects. CRCOG will also work with municipalities along the Hartford Line to ensure TOD principles and plans are advanced.
- **Rail Linkages Boston.** The Massachusetts Department of Transportation (MassDOT) recently conducted 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. CRCOG will support implementation of improvements within this corridor and assist as necessary. CRCOG will also work with legislative and regional partners to distribute the results of CRCOG's economic impact study of proposed rail improvements.
- **Transit Parking.** CRCOG will conduct biannual utilization counts of commuter parking lots in the Capitol Region. Consideration will also be given to parking needs related to rail, express bus, and other transit services.

Coordinated Plan of Human Services Transportation. CRCOG will work with CTDOT and other MPOs to update the Locally Coordinated Human Services Transportation Plan (LOCHSTP). In this effort, CRCOG will coordinate with municipalities, CT**transit**, and other operators of human service transportation. It is anticipated that this Plan will be updated by the middle of FY2022. CRCOG will also continue its involvement with the following associated funding programs:

- **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.

PRODUCTS:

- Regional transit policies and supporting reports
- Locally Coordinated Human Services Transportation Plan and associated projects

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
General Transit Planning/Policy								
LOCHSTP Support			As needed					

Task 3b: Project Selection and Programming

OBJECTIVES

To develop a program and schedule of transportation improvement projects for the Capitol Region, with consideration for safety management and system preservation goals.

MAJOR ACTIVITIES

Transportation Improvement Program. CRCOG will continue to maintain the current Transportation Improvement Program (TIP) for Federal Fiscal Years (FFY) 2021-2024 through amendments and actions, in accordance with FTA and FHWA requirements. CRCOG will also ensure that the TIP conforms to the State Implementation Plan for Air Quality (SIP); the TIP is consistent with the Transportation Plan; the pertinent public participation requirements are met; and environmental justice requirements are met. Additional TIP-related activities include:

- *Interactive Web-Based TIP.* CRCOG has developed and will continue to update 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.
- *E-STIP.* CRCOG will continue to 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 Statewide Transportation Improvement Program (STIP).

Project Programming and Advancement. CRCOG will continue to administer funding for projects through various programs. CRCOG will assist its member municipalities with project development as needed. Coordination and project advancement activities will include:

- *Surface Transportation Block Grant (STBG) Program.* CRCOG will cooperatively work with CTDOT on the administration of the STBG Program, including activities such as 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 LOTCIP will fund most municipally sponsored projects of regional significance. LOTCIP is a state funded program that 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 STBG Program funds. CRCOG will continue to work closely with CTDOT to prioritize, program, and advance these projects.
- *Transportation Alternatives Set-Aside Program.* CRCOG held a solicitation in FY2020 for projects to utilize FFY2021-2025 Transportation Alternatives Set-Aside Program funds. CRCOG will work with CTDOT and municipalities to advance the selected projects.
- *CMAQ Program.* CRCOG held a solicitation in FY2021 for projects to utilize Congestion Mitigation and Air Quality (CMAQ) Program funds. 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 as needed.
- *Local Road Accident Reduction Program.* CRCOG will continue to participate in the selection of projects for this statewide safety program as funding for the program is made

available through CTDOT. This will include the solicitation of candidate projects and selection of the best candidates from CRCOG's towns.

- *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 PVPC as it relates to initiatives that cross state 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's 536 Report related to capital expenditures on local roads.

PRODUCTS:

- FFY2021-2024 Transportation Improvement Program – Amendments and Actions
- Interactive Web-Based TIP
- Coordination and Project Advancement for Various Funding Programs

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
TIP Maintenance / Web-Based TIP								
Project Programming and Advancement								

Task 3c: Complete Streets Planning

OBJECTIVE:

To strengthen connections and complete gaps to 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 users of all modes and of all abilities, demographics, and ages in the Region. To help the Region's decision-makers understand the importance of designing for complete streets and to provide the Region's towns with the tools necessary to design safe and effective facilities.

MAJOR ACTIVITIES:

Regional Complete Streets Plan and Policy. CRCOG will continue to implement the Complete Streets Plan and Policy that was adopted in 2020.

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.

Micromobility. A Bike Share Feasibility Study was completed in FY2014. CRCOG staff will undertake an update of this feasibility study (not funded with Federal transportation dollars). CRCOG staff may also work to identify agency roles, develop memoranda of understanding between participating agencies, secure funding, and outreach to the public. In FY2019, CRCOG began working on a regional request for proposals (RFP) for dockless bike share services. CRCOG staff will continue to work with towns on this initiative, which includes deployment of shared scooters.

PRODUCTS:

- Regional bicycle and pedestrian policies and supporting reports/documents

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Implement Complete Streets Plan and Policy								
Walkability Action Plan								
Micromobility								

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 support economic vitality.

MAJOR ACTIVITIES:

Congestion Management. CRCOG updated its Congestion Management Process (CMP) Report in FY2020, utilizing NPMRDS data for 2019. This was a complete report update that included trends, performance measures, and congestion mitigation strategies across the CMP network. CRCOG coordinated with its partner Councils of Governments (COGs) within the Hartford TMA to develop this report. CRCOG will continuously monitor congestion along its highways, with another full report update not anticipated within the timeframe of this UPWP. CRCOG will continue to coordinate with COGs within the 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 and implement congestion mitigation and travel demand management measures as necessary.

Safety Management. CRCOG will conduct and support safety planning in the Metro Hartford area. Safety-related activities will include 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
- Collaborate with and support the UConn Training and Technical Assistance (T2) Center programs, including through participation on Advisory Committees for the Safety Circuit Rider and the Traffic Signal Circuit Rider
- Collaborate with and support the Traffic Records Coordinating Committee
- Perform periodic implementation and evaluation activities related to the 2020 Regional Transportation Safety Plan (RTSP), as follows:
 - Review emphasis areas and strategies from the RTSP
 - Collaborate with municipalities to identify best practices that were implemented in the region, note lessons learned, and develop new strategies
 - Perform reviews of the 3-year rolling average of fatal and injury crashes, by municipality, similar to the “2015-2107 Fatal and Injury Crashes by Municipality” table in Section 4 of the RTSP
 - Coordinate with CTDOT’s Strategic Highway Safety Plan steering committee and emphasis area sub-committees to collaborate on state and regional goals

Traffic Incident Management. CRCOG will support traffic incident management (TIM) planning in the Hartford urbanized area and support statewide 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, the Lower Connecticut River Valley Council of Governments (RiverCOG), the Naugatuck Valley Council of Governments (NVCOG), the Northwest Hills Council of Governments (NHCOG), and PVPC.
- 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 and develop tools to be used 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, the Division of Emergency Management and Homeland Security (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 intelligent transportation systems (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.
- 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 Public Safety Council, CTDOT, CT*transit*, and others to maintain and improve security of transportation facilities for motorized and nonmotorized users 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 the 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.

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.
- Reviewing data on river usage and conditions for uses including freight, ferry traffic, recreational tourism, recreational boaters, and/or dockage.
- Supporting efforts related to planning improved roadway and public transportation access to Bradley International Airport.

ITS Planning. CRCOG will continue to coordinate with CTDOT and other stakeholders to conduct an ITS planning program in order to use technology to help manage transportation systems and improve operations, including consideration of travel demand management. 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, and will continue to coordinate with other organizations that are working to bring ITS technology to the state.

PRODUCTS:

- Congestion Management Process Updates (as needed)
- Regional ITS Strategic Plan and Architecture Maintenance (as needed)
- Capitol Region Diversion Plans
- Regional Transportation Safety Plan Reviews

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Congestion Management	<i>As needed</i>							
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, MPOs from the MAP Forum, 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. In FY2021, CRCOG developed a Capitol Region Freight Fact Sheet to summarize freight infrastructure and activity; identify limitations and challenges; and outline potential improvement opportunities for freight within the region.

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. As needed, this will include:

- Working with CTDOT and other stakeholders to compile and refine available data to maintain an inventory of existing freight conditions, freight generators, and freight supportive land use areas. Consideration will be given to truck, rail, air, and inland waterway freight transportation. Data will be maintained in GIS as available.
- Outreaching to towns to collect feedback on local freight movement related issues and potential solutions.
- Maintaining a Capitol Region Freight Fact Sheet that summarizes freight assets and opportunities within the Capitol Region and demonstrates these issues, including system constraints, visually using GIS mapping.
- Maintaining a list of freight stakeholders within the Region and outreaching to them as needed to identify freight concerns.
- Identifying opportunities for truck parking locations.
- Maintaining and updating a webpage dedicated to freight planning, including 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.

Training and Coordination with Others. Many freight challenges in the Metro Hartford area require bi-state or multi-state actions as well as collaboration with private industries. To affect freight solutions, therefore, CRCOG will continue to promote collaboration. CRCOG will continue to coordinate on freight-related issues through activities and explore training opportunities for staff and municipal officials on the benefits of freight planning and environmental implications. Related coordination activities will include:

- *FHWA Coordination.* Continue to be available to participate in FHWA's freight advisory efforts to develop effective approaches to freight planning.
- *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.

- *Encourage Collaboration.* Identify opportunities for collaboration between Connecticut and other states that directly impact freight distribution, including Massachusetts and New York. This will include participation in the MAP Forum's Multi-State Freight Working Group.

PRODUCTS:

- Capitol Region Freight Fact Sheet and Mapping
- Freight Planning Webpage

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Freight Data Collection & Webpage								
Freight Coordination								
Training	Ongoing							

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 relate to sustainable communities; and identify new program opportunities that forward regional sustainable communities goals.

PRIOR WORK:

CRCOG started a Sustainable Communities Initiative in 2009 to link its transportation, planning, public safety, and homeland security efforts to support 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 PVPC 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:

Interagency and Interdisciplinary Collaboration and Coordination. This will include promoting transportation improvements and land uses that are consistent with the MTP and local, regional, and state plans of conservation and development. Additional activities will include:

- Monitor 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.
- Collaborate with municipalities on transportation, environmental, and land use planning.
- Review proposed transportation projects for land use, environmental, air quality, and societal impacts.
- Analyze proposed projects for conformity with state, local, and regional plans of conservation and development.
- Coordinate with related committees and organizations to assist CRCOG communities and the state with sustainable development plans, programs, and policies. Partners may include, but may not limited be to: the Local Initiatives Support Corporation (LISC), Sustainable CT, DesegregateCT, Partnership for Strong Communities, the HOMEConnecticut Board, Hartford's Complete Streets Task Force, Water Utility Coordinating Committee, the Connecticut (CT) Resource Conservation and Development Council, the CT East Coast Greenway Committee, and the CT Greenways Council.
- Provide services to Sustainable CT, 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.
- Provide planning and implementation assistance in support of TOD and the creation of bicycle and pedestrian friendly communities and well as other areas such as increased housing, job, and business opportunities; green building and infrastructure; neighborhood planning and place-making; natural hazard mitigation; preservation of working farms, open space, and key environmental resources, including navigable waterways; and other topics consistent with the principles of livable and sustainable communities.

- 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.
- CRCOG will continue to monitor, research, and work on the Transportation Climate Initiative and other programs related to electric vehicle charging infrastructure.

Outreach and Education. CRCOG will communicate on strategies to enhance municipal and regional sustainability through the Sustainable Capitol Region section of the CRCOG website and other venues as appropriate. 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. CRCOG will also continue efforts to inform town planners and engineers on innovative and proven ways to help create safer, more livable, more resilient, 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.

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 MetroHartford Brownfields Program, CRCOG will also work with communities to identify sites for assessment and remediation in support of economic development activities which will reduce sprawl and development in areas without infrastructure, and in particular, within the *CTfastrak* and *CTrail* Hartford Line corridors.

Climate Change and Resiliency. CRCOG will work collaboratively with CTDOT and other state and local agencies to improve transportation system resiliency in the face of climate change and severe storm events. CRCOG will seek to improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation. CRCOG will also support CTDOT's climate change and resiliency planning efforts. CRCOG will continue to participate as an observer of the Hartford Climate Stewardship Committee.

PRODUCTS:

- Coordination related to sustainable communities with partner agencies and within CRCOG
- Sustainable Capitol Region webpage updates
- Inventory, assessment, and remedial work related to brownfields for development

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Collaboration and Coordination								
Outreach and Education								
Brownfields								
Climate Change and Resiliency								

Task 4: Technical Assistance and Project Development

OBJECTIVES

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

MAJOR ACTIVITIES

Technical Assistance to Towns and Stakeholders. Staff will provide technical assistance to CRCOG communities and partner organizations so that decisions can be made on the basis of sound technical data. This will include tasks such as performing traffic counts, providing available data, and conducting small studies as needed. Additional technical assistance will include:

- *Zoning Reviews.* 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.
- *Grant Opportunities.* CRCOG will evaluate the impacts of proposed grant opportunities on the transportation network when requested to provide support for grant applications.
- *Natural Hazards Mitigation Plan.* CRCOG will advise local officials on transportation and access 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.
- *ADA Transition Planning.* CRCOG will be available to assist municipalities with more than 50 employees to create an ADA Transition Plan in accordance with the Americans with Disabilities Act of 1990 (ADA). CRCOG will work with CTDOT to educate municipalities on their responsibilities under ADA and Section 504 of the Rehabilitation Act of 1973 to ensure all programs, activities, and services under the municipality's jurisdiction are examined to identify barriers to access.

Assistance to State and Regional Agencies. Staff will assist CTDOT, Connecticut Department of Energy and Environmental Protection (CT DEEP), OPM, Department of Economic and Community Development (DECD), DEMHS, Department of Public Health (DPH), and other State agencies on matters of mutual concern such as, promoting resiliency in all modes of transportation, ensuring navigable waterways remain navigable, and ensuring accessibility to all users, particularly to underserved users. 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. CRCOG will also continue to work with CTDOT and other partners to implement components of federal transportation legislation as needed.

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. CRCOG's larger corridor studies and their associated activities are described in Tasks 6 through 12. Additional activities are expected to include, but may not be limited to:

- *Greater Hartford Mobility Study.* CRCOG will assist with CTDOT’s Greater Hartford Mobility Study as it relates to alternatives development, modeling, and scenario planning within the PEL process. 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 and CTDOT to discuss project updates. CRCOG coordinated with CTDOT and their consultant team to incorporate regional transit considerations into the scope of the Greater Hartford Mobility Study. CRCOG will also assist CTDOT in investigating potential opportunities to finance projects that are identified as part of the PEL process.
- *Route 229 Bristol/Southington Corridor Study.* NVCOG is managing 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.
- *CDC Active Living – Community Transportation Planning and Implementation.* CRCOG is part of a multi-year, grant-funded project being led by the Connecticut DPH and funded by the Centers for Disease Control (CDC). 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 municipal complete streets/active transportation policies. CRCOG is confirmed to be part of the project through the end of the FFY2023.
- *Route 5 Corridor Study, East Windsor.* CRCOG completed the Route 5 Corridor Study in East Windsor in FY2021. The purpose of this study was to identify ways to improve traffic safety and operational issues in the corridor. CRCOG will complete remaining administrative tasks related to study closeout and remain available to assist the town with efforts related to the findings and recommendations of this study.

SPECIAL DIRECT COSTS:

- Equipment, Maintenance, and Software:
 - Traffic Counting: \$1,122 per year

SCHEDULE

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Technical Assistance								
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. CRCOG's Atlas of Title VI Populations in the Capitol Region was updated in FY2020, and CRCOG developed a Language Assistance Plan in FY2020.

MAJOR ACTIVITIES

Title VI. CRCOG's Title VI Program addresses the full spectrum of Environmental Justice (EJ) and limited-English proficiency (LEP) concerns, including a Title VI Policy Statement and a complaint process. CRCOG has a demographic understanding of the Region, as shown in the Atlas of Title VI Populations in the Capitol Region. 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. CRCOG is further committed to ensuring transportation equity throughout all phases of project development and to identifying regional and local needs of target communities. Activities will include:

- *Environmental Justice.* CRCOG will 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 to measure impacts and benefits to underserved communities.
- *Reducing Language Barriers.* CRCOG will continue to follow the guidance outlined in its Language Assistance Plan. Spanish and Polish are the most prevalent preferred languages of persons in the Region who do not speak English at least "very well." CRCOG will continue established relationships with local organizations, publish selected meeting notices in Spanish and/or Polish, publish summaries of key documents in Spanish and Polish, and making translators available for public meetings (generally on an as requested basis). Outreach in other languages will be done on a customized and as-needed basis.
- *TIP Assessment.*
- *Municipal Support.* CRCOG will work with municipalities on programs and projects related to support for environmental justice populations. These efforts will include:
 - *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 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. There are 23 such zones certified 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.

Public Participation. CRCOG will continue to conduct community involvement efforts for all its major projects and programs. These efforts are tailored to each program or activity as required by CRCOG's Public Involvement Plan. Additional public participation activities will include:

- *CRCOG Website and Accessibility.* CRCOG completed an update of its website in FY2017. The website includes a translation function, has the ability to collect comments from the public, and can accommodate embedded maps and graphics. CRCOG will continue to share plans, studies, and information with the public via its website as well as other outlets, including social media.
- *Media Contact List.* CRCOG will continue to maintain and update its media list, especially media that reaches low income, minority, and alternate language communities.

Public Participation Plan. CRCOG updated its Public Participation Plan in FY2017. This Plan was originally prepared in 2000 and had been previously revised in 2005 and 2007. The Public Participation Plan includes methods for outreach to Title VI, EJ, and LEP populations. CRCOG will update its Public Participation Plan in FY2023. This update will include an assessment of CRCOG's previous public involvement efforts.

SPECIAL DIRECT COSTS

- Document translation: \$2,500 per year
- Language interpreter for meetings: \$1,000 per year
- Interpreter for the deaf for meetings: \$900 in FY2022 / \$1,000 in FY2023

PRODUCTS:

- On-going Website Updates
- Updated Public Participation Plan
- Updated Atlas of Title VI Populations in the Capitol Region

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Title VI/EJ/LEP Activities								
Public Participation Activities								
On-Going Website Updates								
Update Public Participation Plan								

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. Special studies that are expected to be worked on during FY2022 and FY2023 are described in this section. Efforts that are continuations of work from the previous UPWP are identified in the applicable tasks.

Compliance with the National Environmental Policy Act

All studies conducted in the following tasks will be done in a manner consistent with the requirements of NEPA.

Task 6: Capitol Region Roundabout Screening

The primary purpose of this effort is to determine locations where it is feasible to convert existing intersections in the CRCOG region to modern single-lane roundabouts in order to improve safety and traffic operations. The use of roundabouts is a proven safety strategy for improving intersection safety by eliminating or altering conflict types, reducing crash severity, and causing drivers to reduce speeds as they proceed into and through an intersection. This effort is anticipated to be a 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. Consultant selection was completed in FY2021.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Member Municipalities, CTDOT

ACTIVITIES:

Work tasks anticipated to be completed by this screening include the following:

- Develop roundabout screening selection criteria and methodology
 - Use crash data from the CT Crash Data Repository and develop a crash score
 - Conduct a GIS-level fit of a typical single lane roundabout inscribed diameter size
 - Review known traffic congestion locations
 - Conduct a review of traffic volume versus a threshold volume for single lane roundabouts
 - Conduct an initial high-level constructability check
- Review existing condition data based on the screening methodology and develop a recommended listing of locations where roundabout conversion projects would be likely to result in significant safety and operational improvements
- Communicate results of the screening to, and receive comments and input from, CRCOG municipalities and the CTDOT Roundabout Committee

PRODUCTS:

A final report will be prepared that summarizes the screening methodology, screen data and results, and a recommended listing of roundabout locations. The final report may include development of GIS data including useful attributes (e.g., crash data, suggested roundabout inscribed diameter size) for use by municipalities, CTDOT, and CRCOG for development of future projects.

COST:

\$280,000 estimated total study cost (metropolitan planning (PL) funds)

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

SCHEDULE

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 7: Transit Priority Corridors Study

The primary purpose of this effort is to take the recommendations from CRCOG's Comprehensive Transit Service Analysis of the Hartford Division of CTtransit (April 2017) and progress them into actionable implementation steps. This study was initiated in FY2021 and is anticipated for completion in FY2023.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, CTDOT, CTtransit, City of Hartford, Town of East Hartford, other municipalities as identified

ACTIVITIES:

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 Transit Priority Corridors

COST:

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

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

SCHEDULE

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 8: Routes 190 and 220 Traffic Impact Study, Enfield

The purpose of this traffic impact study (TIS) is to improve operating conditions and maximize capacity for Routes 190 and 220 and surrounding roads around the Enfield Square Mall in the Town of Enfield. The study will (1) address safety and congestion, (2) conduct a traffic impact study, (3) assess the market feasibility of redevelopment at the Enfield Square Mall and identify a preferred alternative for the mall site, and (4) assess travel demand growth and its impacts to area roadways including traffic associated with future development of the Enfield Square Mall and consideration for underutilized properties within ¼ mile of the Study Area (SA). The SA is centered on Routes 190 and 220 and surrounding roads near the Enfield Square Mall. To the extent possible under the TIS, multimodal transportation options and infrastructure (bike, pedestrian, transit) will be considered as a means to improve operating conditions and maximize road capacity.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Enfield, CTDOT

ACTIVITIES:

CRCOG will conduct a thorough analysis of existing traffic conditions in the corridor. This will include traffic counts (including pedestrian, bicycle, and truck volumes) that will be used to analyze traffic flow as well as intersection performance. A crash analysis will also be performed. CRCOG will look at likely future scenarios, including a forecast of land-use changes from approved developments. CRCOG will also assess redevelopment options for the Enfield Square Mall including a market assessment, visual preference survey, and scenario planning. Throughout the study, CRCOG will keep the public informed through efforts such as public meetings, newsletters, a website, attendance at community events, and an email list. CRCOG will develop mitigation strategies to address any deficiencies noted in the corridor.

PRODUCTS:

Final Traffic Impact Study Report

COST:

\$260,000 estimated total study cost

- \$216,570 repurposed earmark funds
- \$21,715 state
- \$21,715 local

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

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 9: Farmington Area Connectivity Study

This study will examine a proposed extension of Monteith Drive in Farmington from Route 4, north of the Farmington River, to New Britain Avenue, which runs along the south side of the river. This new roadway and bridge over the Farmington River would provide a more direct connection for motor vehicles, pedestrians, bicyclists, and all roadway users, between the Farmington Town Hall, Library, and High School on the north side of the river; to the Farmington Police Station, Community Center, Senior Citizen Center, and Public Works facility on the south side of the river. This connection would also provide the opportunity to improve traffic operations to the larger regional area, which experiences significant peak hour congestion.

A proposed extension of Monteith Drive affords the opportunity to:

- Increase the safety of road users crossing the Farmington River with a bridge structure that meets current design feature criteria, for both motorized and non-motorized user features
- Enhance the integration and connectivity of the transportation system across the Farmington River
- Enhance the access between neighborhood centers
- Provide a Farmington River bridge crossing that includes complete streets elements including pedestrians, bicyclists, and transit users.
- Improve the resiliency of the transportation network to extreme storm events that result in flooding on the Farmington River

The consultant selection process began in FY2021.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Farmington, CTDOT

ACTIVITIES:

Following an inquiry from the Town of Farmington, CRCOG undertook preliminary travel demand modeling efforts to quantify traffic operational benefits from extending Monteith Drive and completed an analysis in 2017. The results showed 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.

The Town of Farmington completed Preliminary Design Phase Report and a set of Preliminary Design Phase Plans that include both roadway and bridge designs plans, in 2018. The Design Report discusses various alternative designs and design features such as to right of way, utilities, environmental permits, construction staging, and construction cost.

Discussions with the CTDOT Highway Management Unit and the Town of Farmington have focused on the next steps needed to program this project with conventional State and Federal funding sources. As a result of discussions, it was determined the CRCOG study should focus initially on the following three tasks:

1. Perform public outreach to identify public support and/or opposition to the extension of Monteith Drive.

2. Perform a traffic analysis of the transportation network surrounding the proposed Monteith Drive extension. The traffic analysis will include tasks such as performing intersection capacity analyses and an evaluation of multimodal transportation facilities and demand.
3. Assist in the development and documentation of a purpose and need statement that can be used to help advance the project through the NEPA and Connecticut Environmental Policy Act (CEPA) processes.

PRODUCTS:

Public Outreach; Traffic Analysis; Project Purpose and Need Statement

COST:

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

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

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 10: TOD Roles, Visioning, Viability, and Tools Analysis

This study defines and advances a 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 CRCOG. 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, CRCOG 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: CRCOG

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

ACTIVITIES:

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 CRCOG'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 CRCOG'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:

\$365,000 estimated total study cost (PL Funds)

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

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 11: East Coast Greenway Gap Closure Study

This study will complete a thorough analysis of alternatives for off-road gap closure of the East Coast Greenway (ECG) route through Bloomfield, Hartford, and East Hartford. The study will examine current conceptual routes, the feasibility of alternative alignments that may exist, and actively engage the public in the process of selecting a final, preferred alternative for all remaining routing gaps.

This is a key opportunity to ensure completion of the ECG in the Capitol Region as part of a much larger transportation and recreational system. The ECG currently stretches 3,000 miles from Maine to Florida; 200 of those miles in Connecticut and more than one third of those miles are located within the Capitol Region. This study is necessary to identify one constructible preferred alignment and associated infrastructure needs necessary to close the approximately 10.4 miles of routing gap uncertainties in the Capitol Region.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, City of Hartford, Town of East Hartford, Town of Bloomfield, CTDOT

ACTIVITIES:

The study will include an assessment of existing conditions, current conceptual routes, and previous plans and efforts. The study will also thoroughly identify and analyze alternative off-road routes in Bloomfield and Hartford and will include coordination with the Town of East Hartford on their current preferred route as well as identification of an improved off-road route option for future implementation. The study will evaluate costs and benefits of the various route options and will identify one final preferred route for each community. The study will provide a detailed conceptual routing plan for these gaps and will also develop an implementation plan that will outline next steps to seamlessly transition this project to the next steps of final design, right-of-way acquisitions/easements, and construction.

PRODUCTS:

- Final identification of preferred alignment of ECG routing gaps.
- Implementation plan to seamless transition this study to next steps of final design and construction

COST:

\$420,000 estimated total study cost (PL Funds)

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

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

Task 12: Route 20 Corridor Study, Windsor Locks

The purpose of this study is to evaluate current transportation infrastructure deficiencies, address current operational and connectivity concerns, and spur economic growth within and adjacent to the Route 20 Corridor in the Town of Windsor Locks. The Route 20 Corridor is a highly visible and accessible location with a land use mix of residences, industrial buildings, and several large vacant parcels that are well positioned for development. The configuration of the ramps on Route 20 and Old County Road currently make access to potential development sites problematic.

PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Windsor Locks, CTDOT

ACTIVITIES:

This study will include: (1) An examination of existing conditions including traffic volumes; operations and safety analysis; access limitations to property vis-à-vis the ramps; and identification of vacant undeveloped or underutilized parcels; (2) Assessment of potential future conditions associated with various development scenarios to identify forecasted traffic impacts and associated mitigation strategies; (3) Identification of the location of and concept plan for a potential future bike/ped corridor along Route 20 and potential connections to areas adjacent to the corridor study area, including constructability, right of way, and environmental constraints; (4) An examination of the feasibility of incorporating high speed broadband in the corridor consistent with the CT Gigabit project; (5) Preparation of sketch concept plan alternatives for improvement to the ramp systems along Route 20 as they affect access to development parcels, safety, or operational improvements along the corridor; and (6) Necessary project management and public involvement components of the study.

PRODUCTS:

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

COST:

\$210,000 estimated total study cost (PL Funds)

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

SCHEDULE:

	FY2022				FY2023			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

BUDGET TABLES

Figure 3: Anticipated Revenues and Expenditures

	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Total</i>	
<i>FHWA PL/FTA Revenue:</i>					
FY2022	\$1,739,890	\$217,486	\$217,486	\$2,174,862	
FY2023	\$1,739,890	\$217,486	\$217,486	\$2,174,862	
FY2019 Carryover (up to \$450,000 fed)	\$450,000	\$56,250	\$56,250	\$562,500	<i>(utilizing 80/10/10 funding)</i>
<i>FY2019 Carryover (exceeding \$450,000 fed)</i>	<i>\$683,989</i>	<i>\$0</i>	<i>\$170,995</i>	<i>\$854,984</i>	<i>(utilizing 80/0/20 funding)</i>
TOTAL:	\$4,613,769	\$491,222	\$662,217	\$5,767,208	
<i>FHWA PL/FTA Expenditures:</i>					
FY2022	\$2,400,200	\$273,736	\$326,312	\$3,000,248	<i>(See Table 5)</i>
FY2023	\$2,213,569	\$217,486	\$335,905	\$2,766,960	<i>(See Table 5)</i>
TOTAL:	\$4,613,769	\$491,222	\$662,217	\$5,767,208	
<i>Major Non-PL/FTA Expenditures:</i>					
LOTICIP Program Management	\$0	\$420,000	\$0	\$420,000	<i>(State LOTICIP funding)</i>
Routes 190 and 220 Corridor Study, Enfield	\$143,933	\$17,992	\$17,992	\$179,917	<i>(Federal Earmark)</i>
Route 5 Study, East Windsor	\$16,000	\$4,000	\$0	\$20,000	<i>(Federal STBG funded)</i>
DPH Grant - Demonstration Projects	\$400,000	\$0	\$0	\$400,000	<i>(CDC/DPH funds)</i>
Potential Future STBG studies	TBD	TBD	TBD	TBD	<i>(From annual solicitations)</i>
TOTAL (not including TBD items):	\$559,933	\$441,992	\$17,992	\$1,019,917	
<i>Note: Italicized red text denotes carryover slated for 80/0/20 funding split. Combined anticipated federal PL carryover expenditures of \$1,133,989 (\$450,000+\$683,989) do not exceed estimated 2019 total available carryover of \$1,867,392</i>					

Figure 4: FHWA PL/FTA Funded Staffing Efforts (Hours)

Fiscal Year 2022	Executive Director	Director of Planning	Community Dev. and Transp. Deputies	Principal Planner, Engineer, or PM	Senior Planner, Engineer, or PM	Planner, Engineer, or PM	Administrative Program Assistant	Planning Intern	Total	% by Task
Tasks										
1: Management of the Planning Process	-	730	517	54	-	-	554	-	1,855	10.8%
2: Data Inventory, GIS, and Forecasting	-	193	22	1,731	1,362	188	-	80	3,576	20.8%
3: Planning and Policy Development	-	317	1,213	2,272	1,928	1,952	524	375	8,581	49.9%
4: Technical Assistance and Project Development	-	110	427	1,352	491	188	-	80	2,648	15.4%
5: Public Participation, Title VI, and Environmental Justice	-	28	67	-	-	24	419	-	538	3.1%
FY 2022 Total:	-	1,378	2,246	5,409	3,781	2,352	1,497	535	17,198	100.0%
Fiscal Year 2023										
Tasks										
1: Management of the Planning Process	-	730	517	54	-	-	554	-	1,855	10.8%
2: Data Inventory, GIS, and Forecasting	-	193	22	1,731	1,362	188	-	80	3,576	20.8%
3: Planning and Policy Development	-	317	1,213	2,272	1,928	1,952	524	375	8,581	49.9%
4: Technical Assistance and Project Development	-	110	427	1,352	491	188	-	80	2,648	15.4%
5: Public Participation, Title VI, and Environmental Justice	-	28	67	-	-	24	419	-	538	3.1%
FY 2023 Total:	-	1,378	2,246	5,409	3,781	2,352	1,497	535	17,198	100.0%

Figure 5: FHWA PL/FTA Funded Staffing Expenses (Labor including Overhead)

Fiscal Year 2022	Executive Director	Director of Planning	Community Dev. and Transp. Deputies	Principal Planner, Engineer, or PM	Senior Planner, Engineer, or PM	Planner, Engineer, or PM	Administrative Program Assistant	Planning Intern	Total	% by Task
Tasks										
1: Management of the Planning Process	\$0	\$108,599	\$65,855	\$6,783	\$0	\$0	\$39,580	\$0	\$220,817	11.8%
2: Data Inventory, GIS, and Forecasting	\$0	\$30,408	\$2,863	\$196,694	\$132,883	\$14,459	\$0	\$3,816	\$381,123	20.4%
3: Planning and Policy Development	\$0	\$49,955	\$148,891	\$284,867	\$180,653	\$148,210	\$37,440	\$17,806	\$867,822	46.6%
4: Technical Assistance and Project Development	\$0	\$17,376	\$54,402	\$169,564	\$47,928	\$14,459	\$0	\$3,816	\$307,545	16.5%
5: Public Participation, Title VI, and Environmental Justice	\$0	\$10,860	\$14,316	\$20,348	\$7,374	\$3,615	\$29,952	\$0	\$86,465	4.6%
FY 2022 Total:	\$0	\$217,198	\$286,327	\$678,256	\$368,838	\$180,743	\$106,972	\$25,438	\$1,863,772	100%
Fiscal Year 2023										
Tasks										
1: Management of the Planning Process	\$0	\$111,313	\$67,502	\$6,952	\$0	\$0	\$40,569	\$0	\$226,336	11.8%
2: Data Inventory, GIS, and Forecasting	\$0	\$31,168	\$2,935	\$201,611	\$136,206	\$14,821	\$0	\$3,911	\$390,652	20.4%
3: Planning and Policy Development	\$0	\$51,204	\$152,613	\$291,989	\$185,169	\$151,915	\$38,376	\$18,251	\$889,517	46.6%
4: Technical Assistance and Project Development	\$0	\$17,810	\$55,762	\$173,803	\$49,127	\$14,821	\$0	\$3,911	\$315,234	16.5%
5: Public Participation, Title VI, and Environmental Justice	\$0	\$11,131	\$14,674	\$20,856	\$7,558	\$3,705	\$30,701	\$0	\$88,625	4.6%
FY 2023 Total:	\$0	\$222,626	\$293,486	\$695,211	\$378,060	\$185,262	\$109,646	\$26,073	\$1,910,364	100%

Figure 6: FHWA PL/FTA Funded Consultants and Direct Expenses

Fiscal Year 2022								
Tasks	Printing & Reproduction	Equipment & Maintenance	Mileage & Parking	Conferences & Training	Misc. (Supplies, Postage, IPP program, etc.)	Consultants & Professional Services	Total	% by Task
1: Management of the Planning Process	\$3,500		\$3,160		\$12,930		\$19,590	1.8%
2: Data Inventory, GIS, and Forecasting		\$76,164				\$215,000	\$291,164	26.1%
3: Planning and Policy Development				\$18,200		\$2,000	\$20,200	1.8%
4: Technical Assistance and Project Development		\$1,122					\$1,122	0.1%
5: Public Participation, Title VI, and Env. Justice						\$4,400	\$4,400	0.4%
6: Roundabout Safety and Feasibility Screening						\$170,000	\$170,000	15.2%
7: Transit Priority Corridors Implementation Strat.						\$140,000	\$140,000	12.5%
8: Routes 190 and 220 Corridor Study, Enfield							\$0	0.0%
9: Farmington Area Connectivity Study						\$140,000	\$140,000	12.5%
10: TOD Roles, Visioning, Viability, and Tools						\$180,000	\$180,000	16.1%
11: East Coast Greenway Gap Closure Study						\$100,000	\$100,000	9.0%
12: Route 20 Corridor Study, Windsor Locks						\$50,000	\$50,000	4.5%
FY 2022 Total:	\$3,500	\$77,286	\$3,160	\$18,200	\$12,930	\$1,001,400	\$1,116,476	100.0%
Fiscal Year 2023								
Tasks	Printing & Reproduction	Equipment & Maintenance	Mileage & Parking	Conferences & Training	Misc. (Supplies, Postage, IPP program, etc.)	Consultants & Professional Services	Total	% by Task
1: Management of the Planning Process	\$3,500		\$3,180		\$12,930		\$19,610	2.3%
2: Data Inventory, GIS, and Forecasting		\$76,164				\$50,000	\$126,164	14.7%
3: Planning and Policy Development				\$18,200		\$2,000	\$20,200	2.4%
4: Technical Assistance and Project Development		\$1,122					\$1,122	0.1%
5: Public Participation, Title VI, and Env. Justice						\$4,500	\$4,500	0.5%
6: Roundabout Safety and Feasibility Screening						\$90,000	\$90,000	10.5%
7: Transit Priority Corridors Implementation Strat.						\$90,000	\$90,000	10.5%
8: Routes 190 and 220 Corridor Study, Enfield							\$0	0.0%
9: Farmington Area Connectivity Study							\$0	0.0%
10: TOD Roles, Visioning, Viability, and Tools						\$175,000	\$175,000	20.4%
11: East Coast Greenway Gap Closure Study						\$220,000	\$220,000	25.7%
12: Route 20 Corridor Study, Windsor Locks						\$110,000	\$110,000	12.8%
FY 2023 Total:	\$3,500	\$77,286	\$3,180	\$18,200	\$12,930	\$741,500	\$856,596	100.0%
<i>Notes: 1) any study balances assumed expended in other fiscal years</i>								

Figure 7: Total FHWA PL/FTA Funded Expenses

Fiscal Year 2022				
Tasks	Federal	Non-Federal	Total	% by Task
1: Management of the Planning Process	\$192,326	\$48,081	\$240,407	8.0%
2: Data Inventory, GIS, and Forecasting	\$537,830	\$134,457	\$672,287	22.4%
3: Planning and Policy Development	\$710,418	\$177,604	\$888,022	29.6%
4: Technical Assistance and Project Development	\$246,934	\$61,733	\$308,667	10.3%
5: Public Participation, Title VI, and Env. Justice	\$72,692	\$18,173	\$90,865	3.0%
6: Roundabout Safety and Feasibility Screening	\$136,000	\$34,000	\$170,000	5.7%
7: Transit Priority Corridors Implementation Strat.	\$112,000	\$28,000	\$140,000	4.7%
8: Routes 190 and 220 Corridor Study, Enfield	\$0	\$0	\$0	0.0%
9: Farmington Area Connectivity Study	\$112,000	\$28,000	\$140,000	4.7%
10: TOD Roles, Visioning, Viability, and Tools	\$160,000	\$40,000	\$200,000	6.7%
11: East Coast Greenway Gap Closure Study	\$80,000	\$20,000	\$100,000	3.3%
12: Route 20 Corridor Study, Windsor Locks	\$40,000	\$10,000	\$50,000	1.7%
FY 2022 Total:	\$2,400,200	\$600,048	\$3,000,248	100.0%
	2022 State Share	\$273,736		
	2022 Local Share	\$326,312		
Fiscal Year 2023				
Tasks				
1: Management of the Planning Process	\$196,757	\$49,189	\$245,946	8.9%
2: Data Inventory, GIS, and Forecasting	\$413,453	\$103,363	\$516,816	18.7%
3: Planning and Policy Development	\$727,774	\$181,943	\$909,717	32.9%
4: Technical Assistance and Project Development	\$253,085	\$63,271	\$316,356	11.4%
5: Public Participation, Title VI, and Env. Justice	\$74,500	\$18,625	\$93,125	3.4%
6: Roundabout Safety and Feasibility Screening	\$72,000	\$18,000	\$90,000	3.3%
7: Transit Priority Corridors Implementation Strat.	\$72,000	\$18,000	\$90,000	3.3%
8: Routes 190 and 220 Corridor Study, Enfield	\$0	\$0	\$0	0.0%
9: Farmington Area Connectivity Study	\$0	\$0	\$0	0.0%
10: TOD Roles, Visioning, Viability, and Tools	\$140,000	\$35,000	\$175,000	6.3%
11: East Coast Greenway Gap Closure Study	\$176,000	\$44,000	\$220,000	8.0%
12: Route 20 Corridor Study, Windsor Locks	\$88,000	\$22,000	\$110,000	4.0%
FY 2023 Total:	\$2,213,569	\$553,391	\$2,766,960	100.0%
	2023 State Share	\$217,486		
	2023 Local Share	\$335,905		
<i>Notes: 1) any study balances assumed expended in other fiscal years</i>				

APPENDICES

Appendix A:

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

Purpose

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

General Roles & Responsibilities

The Capitol Region Council of Governments will perform the transportation planning process for their region and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

1. Preparation of a two-year Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during this two-year period.
2. Preparation and update of a long range, multimodal 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.

10. Self-certify the metropolitan planning process at least once every four years, concurrent with TIP adoption and submittal, certifying the planning process is being conducted in accordance with all applicable federal requirements and addressing the major issues facing the area.

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 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, demonstrating and maintaining financial constraint by year.

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 MAP-21/FAST Act provisions and requirements, unless the MPO decides to set its own performance target, in which case the MPO will be responsible for collecting their own data.
2. All data collected for goals for Federal Transit Administration's (FTA's) State of Good Repair performance measures and Safety performance measures established under the Public Transportation Agency Safety Plan (PTASP) will include data provided by the Transit Districts to the National Transit Database (NTD) and 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 MAP-21 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 via the DOT.Map21@ct.gov email box.
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. For FTA safety performance measures as part of the PTASP, the Capitol Region Council of Governments has received the Plan which included safety performance targets and will have 180 days to support these initial targets. Each transit provider is required to review its agency Safety Plan annually and update the plan, including the safety performance targets, as necessary.

D. Reporting of progress toward achieving goal

1. CTDOT will document progress towards achieving statewide performance targets annually, and report to the NTD. Information will be available to the Capitol Region Council of Governments and transit representatives for use in updates to 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 updated 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/FTA.

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.

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

30 Performance Measures	
System Performance	Percent of the Person-Miles Traveled on the Interstate That Are Reliable
	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	Percent of Non-SOV Travel
	Annual Hours of Peak-Hour Excessive Delay (PHED) (beginning 2022)
	Total Emissions Reduction (beginning 2022)
Transit Asset Management	Percentage of Service (non-revenue) Vehicles that have met or exceeded their Useful Life Benchmark (ULB)
	Percentage of Facilities with an asset class rated below condition 3 on the TERM scale.
	Infrastructure (rail, fixed guideway, track, signals, and systems) - Percentage of track segments with performance restrictions
	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
	Number of serious injuries per “vehicle revenue miles” by mode
PTASP Safety Performance Targets	Fatalities (total number of reported fatalities)
	Fatalities (fatality rate per total vehicle revenue miles by mode)
	Injuries (total number of reportable injuries)
	Injuries (injury rate per total vehicle revenue miles by mode)
	Safety Events (total number of reportable safety events)
	Safety Events (safety event rate per total vehicle revenue miles by mode)
	System Reliability (mean distance between mechanical failures 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

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.

Figure 8: Maximum Hourly Rates

Executive Director	\$112.00
Director of Planning	\$90.00
Community Development Deputy	\$77.00
Transportation Deputy	\$77.00
Special Projects / Principal	\$68.00
Principal Planner or Engineer ¹	\$68.00
Senior 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	\$37.00
Secretary / Office Assistant	\$34.00
Planning Intern	\$25.00

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

Appendix C: Acronyms and Abbreviations

3C	Continuous, Cooperative, and Comprehensive
ADA	Americans with Disabilities Act of 1990
Bike/Ped	Bicycle and Pedestrian
CDC	Centers for Disease Control
CEPA	Connecticut Environmental Policy Act
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Process
COG	Council of Governments
CRCOG	Capitol Region Council of Governments
CSA	Comprehensive Transit Service Analysis
CT	Connecticut
CTDOT	Connecticut Department of Transportation
DECD	Department of Economic and Community Development
DEEP	Department of Energy and Environmental Protection
DEMHS	Division of Emergency Management and Homeland Security
DPH	Department of Public Health
ECG	East Coast Greenway
EJ	Environmental Justice
FAST Act	Fixing America's Surface Transportation Act
FY	Fiscal Year (July 1 – June 30)
FFY	Federal Fiscal Year (October 1 – September 30)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GHTD	Greater Hartford Transit District
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
HUD	Department of Housing and Urban Development
ITS	Intelligent Transportation Systems
IPP Program	Internship and Professional Practice Program
LEP	Limited-English Proficiency
LIDAR	Light Detection and Ranging
LISC	Local Initiatives Support Corporation
LOCHSTP	Locally Coordinated Human Services Transportation Plan
LOTICIP	Local Transportation Capital Improvement Program
NEPA	National Environmental Policy Act
NHCOG	Northwest Hills Council of Governments
NPMRDS	National Performance Management Research Data Set
NVCOG	Naugatuck Valley Council of Governments
MAP-21	Moving Ahead for Progress in the 21st Century Act
MAP Forum	Metropolitan Area Planning Forum
MassDOT	Massachusetts Department of Transportation

MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
OMB	Office of Management and Budget
OPM	Office of Policy and Management
PEL	Planning Environmental Linkage
PL Funds	Metropolitan Planning Funds
PVPC	Pioneer Valley Council of Government
QBS	Qualifications Based Selection
RFP	Request for Proposals
RiverCOG	Lower Connecticut River Valley Council of Governments
RTSP	Regional Transportation Safety Plan
STBG	Surface Transportation Block Grant
STIP	Statewide Transportation Improvement Program
T2 Center	Training and Technical Assistance Center (UConn)
TAZ	Traffic Analysis Zone
TDM	Travel Demand Management
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TIS	Traffic Impact Study
Title VI	Title VI of The Civil Rights Act Of 1964
TMA	Transportation Management Area
TOD	Transit-Oriented Development
UConn	University of Connecticut
UPWP	Unified Planning Work Program
URM	Unified Response Manual
UZA	Urbanized Area