

## **Agenda Item Summary**

**To:** Policy Board; Transportation Committee

**From:** Cara Radzins, Deputy Director of Transportation Planning

**CC:** Matt Hart, Executive Director; Rob Aloise, Director of Transportation Planning

**Meeting Date:** May 24, 2023 (Transportation Committee: May 22, 2023)

**Subject:** FY2024 and FY2025 Unified Planning Work Program

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**Background:** As the Metropolitan Planning Organization (MPO) for the Metro Hartford area, CRCOG is required by federal regulations to conduct a continuing, cooperative, and comprehensive (3C) transportation planning program. Every two years, CRCOG must prepare a Unified Planning Work Program that identifies activities associated with this transportation planning program.

**Benefit to Member Towns/CRCOG:** The UPWP identifies transportation planning activities that CRCOG staff will undertake on behalf of its member municipalities.

**Financial/Operational Impact:** Development of a UPWP is a requirement of CRCOG's role as an MPO. Approval of such a plan is required to maintain our receipt of federal transportation funding.

**Project Schedule:** This UPWP covers the period of July 1, 2023 – June 30, 2025.

**Recommendation:** CRCOG Staff recommends approval. The Transportation Committee will provide a recommendation at their meeting on May 22, 2023.

**Attachments:**

- Draft FY2024 and FY2025 Unified Planning Work Program
- Resolution: Approval of CRCOG's FY2024 and FY2025 Transportation Planning Program

**RESOLUTION**  
**FOR APPROVAL OF CRCOG'S**  
**FY2024 AND FY2025**  
**TRANSPORTATION PLANNING PROGRAM**

**WHEREAS**, the Capitol Region Council of Governments (CRCOG), as the Metropolitan Planning Organization for the Hartford metropolitan area, is required by federal regulations to conduct a continuing, cooperative, and comprehensive (3C) transportation planning program, and

**WHEREAS**, federal funds are provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for CRCOG to conduct such a program, and

**WHEREAS**, the federal funds are made available through the Connecticut Department of Transportation (CTDOT), and

**WHEREAS**, CRCOG has developed a Unified Planning Work Program (UPWP) for FY2024 and FY2025 to identify transportation planning activities associated with this program, and

**WHEREAS**, CTDOT, FHWA, and FTA reviewed a draft of the UPWP and comments from said review have been incorporated into the document,

**NOW THEREFORE BE IT RESOLVED**, that the UPWP for FY2024 and FY2025 may be submitted to CTDOT, FHWA, and FTA for final approval, with discretion given to CRCOG staff to make minor changes to the document if needed.

**CERTIFICATE**

I certify the above is a true copy of a resolution adopted by the Policy Board at its meeting held on May 24, 2023.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jason Bowsza, Secretary

# Unified Planning Work Program

Transportation Planning Activities for the Capitol Region



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

*Fiscal Years 2024 and 2025*

***To Be Considered for Adoption: May 24, 2023***

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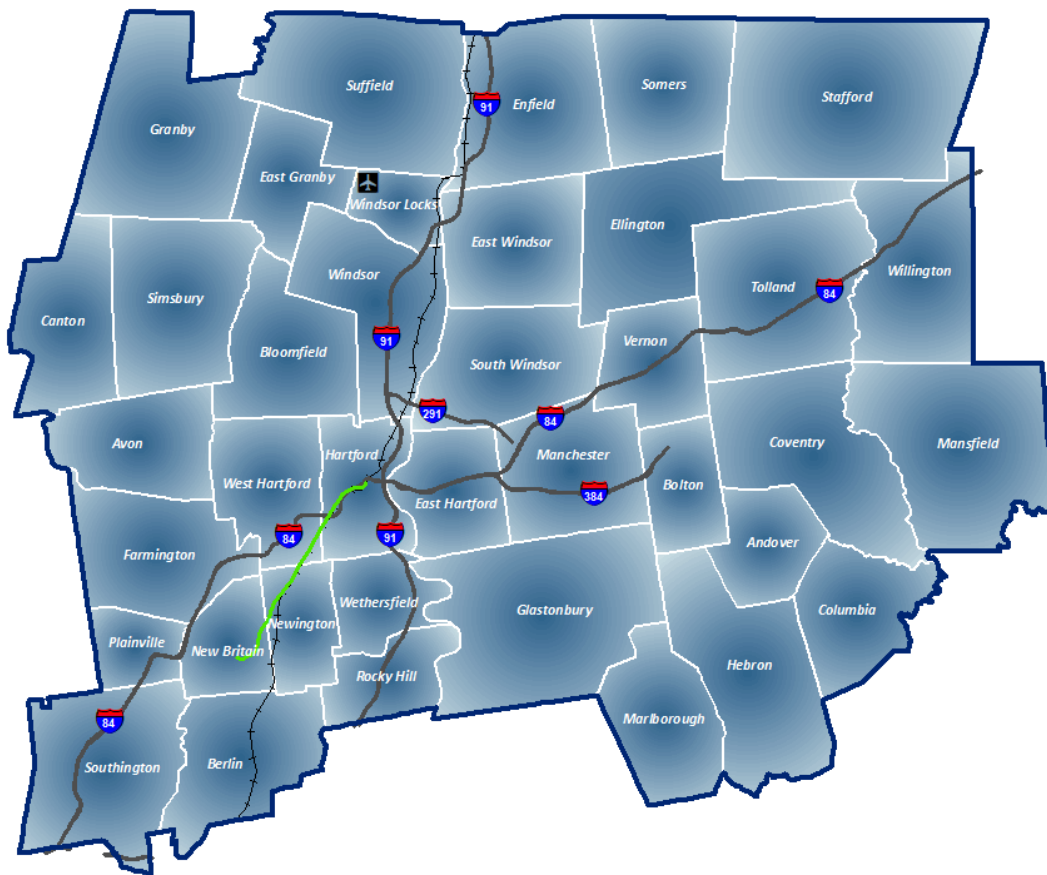
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## INTRODUCTION

### 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, New Britain, Plainville, and Southington) 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 an area of 1,046 square miles and a population of 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 a safe, efficient, and effective multimodal transportation system that will increase the mobility of people and goods within the Capitol Region. The strategy for achieving this is:

- Described in the twenty-year Metropolitan Transportation Plan,
- Further detailed in the four-year Transportation Improvement Plan, and
- Refined in this two-year Unified Planning Work Program.

CRCOG's 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. The representative from CTDOT also serves as the "appropriate state official" on CRCOG's Policy Board in its capacity as the MPO. 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) 2024 and 2025. 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 FY2024-FY2025**

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 FY2023. 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 increase in fatalities, likely due to speeding, larger and heavier passenger vehicles, and distracted, drunk, or drugged driving. In addition, the current infrastructure does not adequately accommodate all transportation modes, which puts bicyclists and pedestrians more at risk.
2. Aging bridge infrastructure, with a vast majority of the State's bridges in "fair" condition
3. Significant freeway congestion, primarily in and around Hartford during peak commuting hours

### **TRANSIT AND RAIL SYSTEM**

1. Insufficient regional rail connectivity, especially to Springfield and Boston, Massachusetts
2. Limited crosstown bus service and direct connections between suburban destinations
3. Need for expanded service span, frequency, and coverage
4. Opportunities for flexible transit service within less dense areas
5. Need for focused improvements within key transit corridors

### **FREIGHT**

1. Significant truck bottleneck at the I-84 and I-91 interchange
2. Short-haul trucking services face challenges with "last mile" connections
3. Freight rail facility constraints both in terms of vehicle weight throughout the region as well as height restrictions in Hartford, Windsor, and Windsor Locks
4. Lack of truck parking and service facilities
5. 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 repair, expansion, and/or improvements to sidewalks and bicycle facilities
3. Coordination efforts needed to plan, design, and implement closures to bicycle and pedestrian gaps and associated protected infrastructure

### **AIRPORT GROUND ACCESS**

1. Need for continued improvements to support ongoing development surrounding the airport
2. Need for improved transit service, including enhanced Bradley Flyer bus service and links to the Windsor Locks rail station
3. Growing demand for cargo requires additional investments in new facilities

**Figure 2: Major MTP Issues and Deficiencies by UPWP Task**

<div> <div>UPWP Task</div> <div>Major MTP Issues and Deficiencies</div> </div>		1: Management of the Planning Process	2: Data Inventory, GIS, and Forecasting	3: Planning Activities *	4: Technical Assistance	5: Public Involvement	6: Capitol Region Roundabout Screening	7: Routes 190 and 220 Traffic Impact Study, Enfield	8: Farmington Area Connectivity Study	9: East Coast Greenway Gap Closure Study	10: Route 20 Corridor Study, Windsor Locks	11: Route 44 Corridor Study, Canton	12: Regional Bike/Ped Priority Network Plan	13: Regional Warehousing Land Use and Traffic Study
<b>Highways</b>	Increase in Fatalities	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
	Aging Bridge Infrastructure	✓	✓	✓	✓	✓			✓					
	Significant Freeway Congestion	✓	✓	✓	✓	✓		✓	✓		✓		✓	
<b>Transit and Rail</b>	Insufficient Regional Rail Connectivity	✓	✓	✓	✓	✓								
	Limited Crosstown Bus Service	✓	✓	✓	✓	✓		✓						
	Need for expanded Service Span, Frequency, and Coverage	✓	✓	✓	✓	✓		✓				✓		
	Opportunities for Flexible Service	✓	✓	✓	✓	✓								
	Focused Improvements in Priority Corridors	✓	✓	✓	✓	✓								
<b>Freight</b>	Truck Bottleneck at I-84/I-91	✓	✓	✓	✓	✓	✓							
	Last Mile Freight Connections	✓	✓	✓	✓	✓	✓				✓	✓		✓
	Freight Rail Facility Constraints	✓	✓	✓	✓	✓								
	Lack of Truck Parking/Facilities	✓	✓	✓	✓	✓								
	Space and Scheduling at Bradley	✓		✓	✓	✓					✓			✓

UPWP Task		1: Management of the Planning Process	2: Data Inventory, GIS, and Forecasting	3: Planning Activities *	4: Technical Assistance	5: Public Involvement	6: Capitol Region Roundabout Screening	7: Routes 190 and 220 Traffic Impact Study, Enfield	8: Farmington Area Connectivity Study	9: East Coast Greenway Gap Closure Study	10: Route 20 Corridor Study, Windsor Locks	11: Route 44 Corridor Study, Canton	12: Regional Bike/Ped Priority Network Plan	13: Regional Warehousing Land Use and Traffic Study
Major MTP Issues and Deficiencies														
Complete Streets	Signal and Sign Improvements	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Expansion/Improvements to Sidewalks and Bicycle Facilities	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	
	Close Gaps in Bicycle and Pedestrian Infrastructure	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Airport Access	Improved Roadway Access	✓		✓	✓	✓	✓				✓			
	Improved Transit Service	✓	✓		✓	✓					✓			
	Improved Cargo Facilities	✓			✓	✓					✓			✓

## PLANNING GOALS

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

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

## STANDARD WORK TASKS

### Task 1: Management of the Planning Process

**OBJECTIVES:**

To manage and administer the activities of the 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 2021 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 continue to be a host agency for the Internship and Professional Practice (IPP) Program at the University of Connecticut (UConn). This program, through a competitive application and interview process, places Master of Public Administration and Master of Public Policy students in paid internships for the duration of the academic year. CRCOG's Transportation Planning Department has been a host agency for this program since 2021.

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 FY2024-FY2025 UPWP as needed, and the UPWP for FY2026-FY2027 will be developed in the latter half of FY2025.

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 FY2024-2025
- UPWP for FY2026-2027
- 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: \$1,500 per year
- Miscellaneous
  - Supplies, Postage, and Other (e.g., dues, rentals): \$2,030 per year
  - UConn IPP Program: \$14,000 per year
  - AMPO Membership: \$5,640 in FY2024 / \$5,810 in FY2025

**SCHEDULE:**

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Staff / Consultant Management								
Amend / Prepare UPWP	<i>As Needed</i>							
Financial Management								
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 its 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 *CTtransit* 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 federal 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 and work to analyze progress toward targets. 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 utilize 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. CRCOG will explore the possibility of acquiring commercially collected origin-destination data observed from cell phone usage for use in travel demand modeling for calibration purposes.\*
- *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. Data management best practices as well as the usage of commercial and open-source database technologies will be employed for meeting this goal.\*

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

- *Develop CRCOG Data and Mapping Center Site.* CRCOG will use ArcGIS Online and ArcGIS Enterprise sites to continue the buildout of a data portal for regional and project-specific web maps, data downloads, and story maps to support public and internal data analysis.
- *Regional GIS System.* CRCOG will continue to maintain and update the regional GIS database, hardware, and software systems, including regional zoning and land use data.

- *Online GIS Viewer.* 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. The site and the associated 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. 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 approximately every five years to reflect employment, population, and transportation system changes in the model area. CRCOG will initiate a model update in FY2024, as the last model update was completed in FY2019. CRCOG will incorporate survey or remotely sensed origin-destination data into the travel demand model as appropriate. The update will also account for the impact of an increase in home-based work. CRCOG will 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 and maintenance. The ability of CRCOG staff to use the travel demand model will be important for scenario planning tasks, corridor studies, and the update of the model.
- *Documentation and Quality Control.* CRCOG will continue to document model changes and improvements. CRCOG will work toward developing a model user manual as well as a set of standard procedures for the entire modeling process within planning studies.\*
- *Demographic and Employment 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. Staff will explore the possible acquisition of software platforms for these analyses where appropriate.\*
- *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, identifying major growth corridors, and analyzing related transportation improvements.\*
- *Cartographic, Geospatial Data Analysis, and Data Science 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. Some routine but large volume data processing and analysis tasks may be further automated using workflow organization and data pipeline tools. CRCOG will seek to adopt frameworks and best practices that maximize the efficiency, quality, reproducibility, and communicability of work output.

- *Scenario Planning and Economic Impact Analysis.* CRCOG will conduct scenario planning analyses utilizing advanced scenario planning tools, including CommunityViz for regional analyses and software suitable for local analyses. Furthermore, CRCOG seeks to develop capabilities in economic impact analysis (including jobs forecasting) through acquisition of appropriate software and training. CRCOG will continue to provide data inputs as necessary, including LiDAR data and Census data. CRCOG will undertake regional and local analyses and may 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 were released in December 2022. The Hartford UZA changed significantly, as it incorporated a portion of Connecticut that previously was part of the Springfield UZA. The release of this information will likely result in the need for efforts such as UZA boundary smoothing and functional reclassification activities. CRCOG will coordinate with CTDOT and FHWA to review, adjust, and incorporate changes as needed to the UZA and TMA boundaries.

### **SPECIAL DIRECT COSTS:**

- Equipment, Maintenance, and Software
  - Travel Model Maintenance Subscription (TransCAD): \$6,000 per year
  - Regional GIS Software Maintenance (ESRI/ArcGIS): \$15,125 per year
  - Web GIS: \$28,314 per year
  - SQL: \$6,200 per year
  - Computers: \$5,200 per year
  - Miscellaneous Computer Supplies: \$2,500 per year
  - E-TIP Software: \$22,000 in FY2024 / \$15,000 in FY2025
- Consultant Services: \$111,550 per year (estimated)
- Scenario Planning Software: \$20,000 per year
  - Local Scenario Planning Software (\$6,750)
  - Economic Impact Analysis Software (\$7,500)
  - CommunityViz Maintenance Renewal (\$1,000)
- Misc. Unplanned Technical Support/Hardware/Software Purchases: \$5,500 per year

### **PRODUCTS:**

- Regional travel forecast model and associated data
- Regional GIS, including web access
- Performance metrics coordination/identification
- Scenario planning and economic impact assessments
- Other geospatial and data analysis products as needed

### **SCHEDULE:**

FY2024				FY2025			
Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Data Inventory							
GIS							
Forecasting and Data Analysis							

## Task 3: Planning Activities

### 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: Livable and Sustainable Communities

Throughout its Planning Activities, CRCOG will ensure the following:

- *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.* CRCOG will incorporate the collection of appropriate Performance Measures into the regional planning process.
- *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.

### PREVIOUS WORK:

Metropolitan Transportation Plan, 2023; 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 and Cost Review Sub-Committee, both of which report to the CRCOG Transportation Committee.

Metropolitan Transportation Plan. CRCOG completed an update to its MTP in FY2023. 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.

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 the Pioneer Valley Planning

Commission (PVPC). Memoranda of Understanding (MOUs) will be updated as necessary. CRCOG will meet with these partner MPOs at least annually to coordinate funding and work planning efforts. Coordination will also occur related to data sharing to ensure that consistent data is used throughout the Hartford UZA and TMA, as well as for multiregional efforts with PVPC and MPOs within the MAP Forum. Details of data sharing efforts are included in CRCOG's MOUs with other MPOs.

- **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 federal 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.

**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 national and statewide associations and organizations.

## PRODUCTS

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

## SPECIAL DIRECT COSTS

- Staff Training and Development: \$30,000 per year
- Professional Publications/Resources: \$1,500 per year
- Professional Services / Legal Assistance (Agreements, MOUs): \$4,000 per year

## SCHEDULE

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Support to Committees								
MTP Maintenance								
Coordination								
Training/Development	As Available							

## Task 3a: Transit Planning

### OBJECTIVES:

To encourage and promote the safe and efficient management and operation of the Region's public transportation systems.

### MAJOR ACTIVITIES

Transit Planning 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 Enhancement Program.* Working with CTDOT, **CTtransit**, and municipalities, CRCOG will assist in the coordination of a program to address shelter replacement and maintenance. CRCOG will collect data from municipalities and assist in the prioritization of locations for bus shelter improvements.
- *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 (FY2018) and the Capitol Region Transit Priority Corridors Study (FY2023).
- *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.
- *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 **CTfastrak** stations.
- *Hartford Line Support.* CRCOG will continue to work with municipalities and CTDOT to understand potential funding sources to advance important outstanding **CTrail** Hartford Line rail infrastructure needs (e.g., new stations in Newington and West Hartford; enhancements to Windsor station; completion of station construction in Enfield and Windsor Locks). 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.
- *Rail Linkages Boston.* CRCOG will support implementation of improvements between Boston and Springfield, Massachusetts and assist as necessary.
- *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) as necessary. This Plan was most recently updated in 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 capital and/or operations funding. 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:**

- Commuter parking lot utilization reports
- Transit planning reports, plans, and documents as needed
- Locally Coordinated Human Services Transportation Plan and associated projects

**SCHEDULE:**

	<b>FY2024</b>				<b>FY2025</b>			
	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Transit Planning Assistance								
LOCHSTP Support	<i>As Needed</i>							

## 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. In FY2024, CRCOG will work with CTDOT to develop and adopt the TIP for FFY2025-2028. Thereafter, CRCOG will maintain that TIP 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 Metropolitan 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 will continue to update its 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.
- *E-TIP/E-STIP.* CRCOG will continue to work with CTDOT 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 the state-funded Local Transportation Capital Improvement Program (LOTICIP) will fund most municipally sponsored projects of regional significance. 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 Rural Improvement Program (TRIP).* CRCOG held the first solicitation for TRIP funding in FY2023. CRCOG will work with CTDOT and municipalities to advance the selected projects and support future solicitations as necessary.
- *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 and support future solicitations as necessary.
- *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.
- *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.

**PRODUCTS:**

- FFY2021-2024 TIP – Amendments and Actions
- FFY2025-2028 TIP / FFY2025-2028 TIP – Amendments and Actions
- Interactive Web-Based TIP
- Coordination and Project Advancement for Various Funding Programs

**SCHEDULE:**

FY2024				FY2025			
Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
TIP Maintenance							
Develop FFY2025-2028 TIP							
Project Advancement							

## Task 3c: Complete Streets Planning

### OBJECTIVE:

To strengthen connections and eliminate gaps in infrastructure (sidewalks, bike lanes, etc.) that the public needs to safely and equitably access essential services and everyday destinations (e.g., housing, employment, health care, schools/education, and recreation). To foster the development of sound public policy to promote safe travel for users of all modes and of all abilities, demographics, and ages. To help the Region's decisionmakers understand the importance of designing for complete streets and to provide municipalities with the tools necessary to design safe and effective facilities. Recognizing the disproportionate impact of fatalities and severe injuries of vulnerable users in lower-income and minority communities, special care is taken to include traditionally underserved populations that have not received adequate investments for positive change and/or have been disproportionately negatively impacted by certain investments.

### MAJOR ACTIVITIES:

Complete Streets and Active Transportation Planning. CRCOG remains committed to fostering the development of a well-balanced transportation system that promotes active transportation modes (walking and biking) and provides for additional modes that offer alternatives to the automobile, such as scooters and transit. Related activities will include:

- *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 evaluate progress of the actions stated in that plan, assess relevance, continue to implement actions as applicable, and share on regional progress as part of a Community of Practice.
- *SPAN Grant Program.* CRCOG staff has been participating in Connecticut's State Physical Activity and Nutrition (SPAN) grant program since FY2018 in partnership with the Connecticut Department of Public Health (DPH). CRCOG staff will continue to coordinate this effort and has applied for five more years of funding. This work aims to increase education and implementation of "quick-build" demonstration projects that further efforts related to complete streets and increasing safe, equitable access to physical activity with new emphasis areas of greenways and Vision Zero.
- *Bike/Ped Counts.* CRCOG staff will continue to conduct bicycle and pedestrian (bike/ped) counts at various locations throughout the Region, including intersections and trails. Staff will assess the methodology and explore areas for improvement to ensure the count data is useful to CRCOG and its member municipalities.
- *Complete Streets Advancement.* CRCOG will continue to implement the Regional Complete Streets Plan and Policy that was adopted in 2020. CRCOG will continue to work with its member communities to advance efforts that advance complete streets at the local and regional level, such as identification and viability of smaller-scale local loops and/or trails, reporting on regional progress, and assisting communities with their own plans and policies.

Micromobility. In FY2019, CRCOG issued a regional request for proposals (RFP) for shared micromobility services. CRCOG staff will continue to work with its member municipalities on this initiative, which includes deployment of shared scooters. Tasks involve outreach, coordination among various agencies and organizations, and development of memoranda of understanding and other contractual documents (i.e., primary agreements, side letter agreements, data sharing agreements). A Micromobility Feasibility Study was completed in FY2022 (with non-Federal funds) that built upon prior feasibility efforts from 2014. Guided by the results of this study, CRCOG will continue to implement the vision of a regional micromobility system which could include additional outreach to municipal staff and/or Councils, pilot programs, demonstration events, and/or educational webinars.

**PRODUCTS:**

- Regional bicycle and pedestrian policies and supporting reports/documents

**SCHEDULE:**

	<b>FY2024</b>				<b>FY2025</b>			
	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Complete Streets Planning								
Active Transportation Planning								
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 report update 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 Region. CRCOG will continue to advance the regional safety management principles outlined in the Metropolitan Transportation Plan and by complying with the actions identified in the Regional Transportation Safety Plan (RTSP). CRCOG was awarded \$958,000 in Safe Streets and Roads for All (SS4A) funding in FY2023 and will use those funds to update its RTSP beginning in FY2024, with funds expended by September 2025 (FY2026). Additional safety activities include:

- Include safety in all studies
- Include safety as a criterion in project/study selection
- 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 CT Traffic Records Coordinating Committee
- Participate on CTDOT's Strategic Highway Safety Plan emphasis area sub-committees to collaborate on state and regional goals
- Participate on the Connecticut Vision Zero Council and its sub-committees to develop statewide policy to eliminate transportation-related fatalities and severe injuries involving pedestrians, bicyclists, transit users, motorists, and passengers
- Perform periodic implementation and evaluation activities related to the RTSP, such as:
  - Review emphasis areas, performance measures, and strategies in the RTSP for relevance to current trends
  - Incorporate safety strategies into LOTCIP projects
  - Encourage the incorporation of safety strategies into the planning, design, and construction of municipal and state projects
  - Collaborate with municipalities to identify best practices that were implemented in the region, note lessons learned, and develop new strategies
  - Perform reviews of the three-year rolling average of fatal and injury crashes

Traffic Incident Management. CRCOG will support traffic incident management (TIM) planning in the Hartford urbanized area as well as statewide efforts. As part of this, 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 and the Regional Transportation 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 TIM is included in the Metropolitan Transportation Plan.

Security Planning and Emergency Management. CRCOG will work with its Public Safety and Homeland Security Department to access and coordinate federal, state, and local grant and financial opportunities to enhance the region's capabilities to protect the safety, security, and health of its citizens. CRCOG will collaborate with its Capitol Region Emergency Planning Council (CREPC) and other stakeholders including the Division of Emergency Management and Homeland Security (DEMHS), CTDOT, **CTtransit**, and the 41 communities located in DEMHS Region 3 to maintain and improve security of transportation facilities for motorized and nonmotorized users in the Region. As part of this effort, CRCOG will work to:

- Support CREPC and the Regional Emergency Support Function (RESF) 1 transportation representative to facilitate communication and coordination among regional jurisdictions and agencies concerning transportation issues and activities during a major disaster or incident. Transportation disruptions can occur as a result of direct impacts upon the transportation infrastructure (e.g., disasters), major traffic incidents, or surges in requirements placed on the system by emergencies in other functional areas.
- Support state and regional efforts to develop emergency evacuation plans and coordinate traffic diversion plans.
- Support security planning and implementation efforts at **CTtransit**.

- Support CREPC's emergency and security planning activities.
- Support tabletop, functional, and full-scale emergency drills and exercises with a transportation focus, as requested.
- 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 critical facilities and systems are identified.

Operations Planning. CRCOG will conduct and support operations planning in the Hartford area and the state. As needed, this will include:

- Participating in training opportunities associated with operations planning and working 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 maintenance sharing for traffic signal systems equipment).
- Supporting on-going efforts to work with municipalities on traffic signal operations and maintenance plans, including coordination with the UConn T2 Center's 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 (FY2015). CRCOG is currently coordinating with CTDOT on incorporating the Hartford area ITS architecture into the Statewide ITS architecture. In the future, ITS initiatives in the greater Hartford area will be included in the Statewide ITS architecture. CRCOG will coordinate with CTDOT and other MPOs to identify whether a regional or statewide approach is most appropriate for ITS strategic planning.

#### PRODUCTS:

- Congestion Management Process Updates (as needed)
- Capitol Region Diversion Plans
- Regional Transportation Safety Plan Reviews

#### SCHEDULE:

	FY2024				FY2025			
	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 / Emergency Management								
Operations Planning								
ITS Planning	<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 the FY2018 Statewide Freight Plan and its subsequent update in FY2023. 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 Freight Planning. 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.

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. Related activities will include:

- *Support the Connecticut Statewide Freight Plan.* CTDOT completed an update of its Statewide Freight Plan in FY2023. 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.
- *Training Opportunities.* Explore training opportunities for staff and municipal officials on freight planning and related environmental implications.

**PRODUCTS:**

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

**SCHEDULE:**

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Regional Freight Planning								
Freight Coordination								

## Task 3f: Livable and Sustainable Communities

### OBJECTIVES:

To implement regional goals that create sustainable communities; identify opportunities for improved collaboration and integration of CRCOG and other agency activities that relate to sustainable communities; and identify new program opportunities that advance the goals of regional sustainable communities.

### 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. CRCOG will work to support 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, economic development, and land use planning
- Review proposed transportation projects for land use, environmental, air quality, and societal impacts
- Analyze proposed transportation 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 be limited to: the Local Initiatives Support Corporation (LISC), Sustainable CT, the Department of Public Health, CT Foodshare, DesegregateCT, Partnership for Strong Communities, the HOMEConnecticut Board, Hartford's Complete Streets Task Force, Water Utility Coordinating Committee, CT Resource Conservation and Development Council, CT East Coast Greenway Committee, and 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. These activities also include collaboration with Sustainable CT on *Building Together - Community Focused Affordable Housing Plan Implementation in the Greater Hartford Region*, an affordable housing implementation pathways pilot program.
- Provide planning and implementation assistance for transit-oriented development, transit-oriented communities, and bicycle and pedestrian friendly communities.
- Provide planning and implementation assistance related to 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.

- Continue to assess and implement the bi-state *Action Agenda for a Connected, Competitive, Vibrant, and Green Knowledge Corridor*, which was developed under the Sustainable Communities Regional Planning Grant.
- Continue to monitor, research, and work on programs or initiatives related to electric vehicle charging infrastructure, including coordination with CTDOT on such efforts.

Transit-Oriented Development (TOD). CRCOG will continue to support TOD, economic vitality, and tourism in the Region. CRCOG will work with its partners to: create visions, study site characteristics, prepare mapping, analyze financial feasibility, research existing and potential funding/financing sources, assist with developing site-specific requests for proposals, assist communities in adapting to new state legislation related to TOD, and other activities that will encourage the implementation of TOD. CRCOG will also work with its partners to advance the recommendations of prior CRCOG studies related to TOD, including but not limited to: “Next Steps in Engaging Anchor Institutions and Neighborhoods” and the “TOD Roles, Visioning, Viability, and Tools Analysis.” CRCOG regularly monitors TOD progress within the Region’s transit corridors. Additional efforts include:

- *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 to formulate the concept of a TOD Action Collaborative. This group stopped meeting during the pandemic, but the “TOD Roles, Visioning, Viability, and Tools Analysis” that was completed in FY2023 identified opportunities for future work that can fill this role. This collaborative will take advantage of partner agency strengths across the state to encourage and implement TOD and supporting infrastructure such as first/last-mile accommodations in transit corridors.

Outreach and Education. CRCOG will communicate on strategies to enhance municipal and regional sustainability through the Smart Growth and Sustainability 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, more equitable, and more environmentally sustainable communities through better design of transportation projects, better design of commercial and residential developments, and better municipal plans and development regulations, addressing issues such as traffic calming, pedestrian friendly design, bicycle friendly design, affordable housing, 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. In preparation of developing a priority climate action plan as well as a comprehensive climate action plan, CRCOG will work with its partners to inventory greenhouse gas emissions (a leading source of which is transportation), establish emissions projections and reduction targets, identify potential reduction measures, and other activities required to complete these plans.

**PRODUCTS:**

- Coordination related to sustainable communities with partner agencies and within CRCOG
- Smart Growth and Sustainability webpage updates
- Inventory, assessment, and remedial work related to brownfields for development
- Priority Climate Action Plan and Comprehensive Climate Action Plan

**SCHEDULE:**

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Collaboration and Coordination								
Transit-Oriented Development								
Outreach and Education								
Brownfields								
Climate Change and Resiliency								

## Task 4: Technical Assistance

### 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. This will include tasks such as performing traffic counts (vehicular and bike/ped), providing available data, and conducting small studies as needed. Additional technical assistance will include:

- *Zoning Reviews.* 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. These efforts will promote the coordination of transportation and land use decisions, and also the coordination of municipal, regional, and state planning.
- *Grant Opportunities.* CRCOG will evaluate the impacts of proposed grant opportunities on the transportation network when requested to provide support for grant applications. CRCOG staff will assist Towns with understanding and applying for funds under new and enhanced grant programs under the Infrastructure Investment and Jobs Act (IIJA). CRCOG will also provide support for projects awarded under grant programs, including:
  - *Areas of Persistent Poverty Program.* CRCOG will support GHTD and the City of Hartford in their efforts to develop a plan for a zero-emission mobility system. This project was awarded FY2021 Areas of Persistent Poverty Program funding.
  - *Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program.* CRCOG was selected to receive a FY2022 RAISE grant in the amount of \$16.4 million to fund the design and construction of trails that will fill the last major gap in the Farmington Canal Heritage Trail (FCHT) in Plainville and connect the FCHT to the CTfastrak multi-use trail in New Britain. CRCOG has formally requested to FHWA a transfer of direct recipient status to CTDOT. Contracting is anticipated for FY2024, with funds obligated in FY2027 and construction completed FY2028. CRCOG staff will still assist in ensuring the project's timely completion, including taking responsibility for the following administrative items utilizing UPWP Task 4 funding:
    - General public outreach components, such as participating/leading various stakeholder meetings, public information meetings, and perform general project outreach as necessary to support the RAISE grant projects
    - Supporting CTDOT in development of grant agreement with FHWA
    - Identifying and monitoring performance measures required of RAISE including continuous reporting back to FHWA
    - General support for the CTDOT Team as deemed necessary
- *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 municipal officials and 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 continue to 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 a 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, Planning and Environmental Linkages (PEL) conducted by CTDOT, 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 13. 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 may 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.
- *TOD Roles, Visioning, Viability, and Tools Analysis.* CRCOG substantially completed this study in FY2023, including an extra work scope related to TOD implementation at a future Flatbush Avenue rail station in West Hartford. If the final recommendation of that effort is to proceed with a developer solicitation, additional work will be completed to create solicitation documents and/or implement the solicitation. CRCOG will then complete administrative tasks related to study closeout and remain available to assist the involved Towns with efforts related to the findings and recommendations of this study. *\*Consultant Services will be used to supplement CRCOG staff resources.*

#### **SPECIAL DIRECT COSTS:**

- Equipment, Maintenance, and Software (speed detection, traffic counters, etc.): \$10,000 per year
- Consultant Services: \$40,000 in FY2024

#### **SCHEDULE:**

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Technical Assistance								
Study/Project Support								

## Task 5: Public Involvement

### 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 and initiated an update in FY2023. CRCOG's Atlas of Title VI Populations in the Capitol Region was updated in FY2020, and a Language Assistance Plan was developed in FY2020.

### MAJOR ACTIVITIES

Title VI and Equity. 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. Related 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 consider impacts and benefits to underserved communities.
- *Reducing Language Barriers.* CRCOG will continue to follow the guidance outlined in its Language Assistance Plan and will update this plan within the timeframe of this UPWP. 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 make 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.
- *Justice 40.* CRCOG is working to understand how to best reflect the goals of the Justice40 Initiative in future equity assessments of CRCOG's transportation programs and projects. CRCOG will coordinate with CTDOT, other COGs, and USDOT to identify opportunities to improve Equity Burden and Benefit Analysis methodologies for the region in a way that is consistent statewide and is responsive to federal standards. CRCOG will explore opportunities to resource share in a joint effort with other COGs and/or CTDOT. CRCOG will update its Atlas of Title VI Populations to reflect the demographics utilized in this new methodology.

Public Outreach. CRCOG will continue to conduct community involvement efforts for all its major studies 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 FY2023. The website includes a translation function and a multilingual offer of assistance on the footer of each page. CRCOG will continue to share plans, studies, and information with the public via its website as well as other outlets, including social media and newsletters.
- *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's current Public Participation Plan was adopted in FY2017. The Public Participation Plan includes methods for outreach to Title VI, EJ, and LEP populations. CRCOG initiated an update of its Public Participation Plan in FY2023 and will complete it in FY2024. 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: \$1,000 per year

### **PRODUCTS:**

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

### **SCHEDULE:**

FY2024				FY2025			
Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Title VI and Equity							
Public Outreach							
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 FY2024 and FY2025 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, and the study is anticipated for completion in FY2024.

### 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 (Completed June 2022)
  - 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 (Completed March 2023)
- 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, screening 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, volume data, constructability review comments, and right of way impacts) 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:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 7: 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. The study area is centered on Routes 190 and 220 and surrounding roads near the Enfield Square Mall, specifically assessing 15 intersection locations in this area. 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:

A thorough analysis of existing traffic conditions in the corridor has been completed including traffic counts (including pedestrian, bicycle, and truck volumes), a crash analysis, and assessment of redevelopment options for the Enfield Square Mall including a market assessment and visual preference survey. Throughout the study, CRCOG will keep the public informed through efforts such as public meetings, newsletters, a website, 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:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 8: 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. Consultant selection was completed in FY2022, and the study is anticipated for completion in FY2024.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Farmington, CTDOT

### ACTIVITIES:

Following an inquiry from the Town of Farmington in 2017, CRCOG undertook preliminary travel demand modeling efforts to quantify traffic operational benefits from extending Monteith Drive. 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 a Preliminary Design Phase Report and a set of Preliminary Design Phase Plans that include both roadway and bridge designs plans in 2018.

Discussions with the CTDOT Highway Management Unit and the Town of Farmington determined the CRCOG study should focus on the following three tasks:

1. Perform public outreach to identify support and/or opposition to extending 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:

\$200,000 estimated total study cost (PL Funds)

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

### SCHEDULE:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 9: 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 12 miles of routing gap uncertainties in the Capitol Region.

### PROJECT SPONSORS:

Lead Agency: CRCOG

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

### ACTIVITIES:

The Request for Qualifications and subsequent selection and contracting with a consultant team was completed in FY2023. An Advisory Committee has formed and has held its kickoff meeting. Existing conditions information, data collection, and review of prior studies is nearly complete with outreach to decision making bodies complete and public workshops planned. The study will also identify and analyze alternative off-road routes in Simsbury, Bloomfield, Hartford, and East Hartford. The study will evaluate costs and benefits of the various route options and will shortlist alternatives before identifying a final preferred route through 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:

Existing conditions report; Alternatives Analysis Report; Recommendations Report including identification of preferred alignment of ECG routing gaps; Implementation Plan to seamlessly transition this study to next steps of final design and construction

### COST:

\$585,000 estimated total study cost (PL Funds)

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

### SCHEDULE:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 10: 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) 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 (5) 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:

\$250,000 estimated total study cost (PL Funds)

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

### SCHEDULE:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 11: Route 44 Corridor Study, Canton

The primary purpose of this effort is to investigate and evaluate current transportation infrastructure deficiencies, including bicycle and pedestrian options and transit, along a portion of Route 44 as well as adjacent roadways in the town of Canton. The study will develop a recommendation plan to address identified deficiencies. The study will also evaluate safety improvements to accommodate a proposed East-West extension of the Farmington River Rail Trail and determine the best location of a trail crossing on Route 44.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Town of Canton, CTDOT

### ACTIVITIES:

This study will include: (1) Examination of existing conditions, needs, and deficiencies related to traffic volumes, crashes, operations, and safety; transit and pedestrian/bicycle usage; pedestrian infrastructure and access; and land use and development; (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 crossing at Route 44; (4) Preparation of sketch concept plan alternatives for improvement to the roadway systems along Route 44 and Dowd Avenue to address motorized and non-motorized transportation system, safety, or operational improvements along the corridor; and (5) public involvement.

### PRODUCTS:

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

### COST:

\$180,000 estimated total study cost (STBG Funds)

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

### SCHEDULE:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 12: Regional Bicycle/Pedestrian Priority Network Plan

The purpose of this study is to build off the Capitol Region Complete Streets Plan network and identify a prioritized regional bicycle and pedestrian network. This regional bike/ped network is envisioned to serve the CRCOG communities like arterials to adjacent local bike/ped infrastructure. Reaffirming the regional network will create a funding and prioritization framework for how to connect to and build out the remaining sections of the East Coast Greenway in the Capitol Region, a longstanding priority for CRCOG, as well as identify and prioritize new regional connections akin to the ECG. The study will consider how utilizing off-road as well as physically separated on-road connections can advance this regional architecture.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Member Municipalities, CTDOT

### ACTIVITIES:

This study will assess off-road infrastructure that builds upon current multi-use trails and identify other off-road opportunities. The study will also identify priority segments of the larger regional network and identify gaps within the local network that would be key connections to the regional infrastructure. This study may also include the identification of potential local, smaller-scale municipal or multi-town loops that further enhance the local or regional networks. This study will identify potential challenges to implementation and develop conceptual solutions. Prioritization of these routes will consider access to local and regional scale infrastructure, proximity to population centers, access to jobs and major employers, connections to everyday services as well as regional destinations, access for historically disadvantaged populations, and identification of routes that can be designed to safely transport all users of all ages and abilities.

An Implementation Plan will be created that weaves together the region's municipalities and resources and identifies the highest priority gaps for the regional-scale network as well as the local network. This strategy should consider how local, regional, or state entities will be able to take advantage of anticipated available funding opportunities.

### PRODUCTS:

Mapping of priority segments from existing adopted Complete Streets plans; Design typologies for identified priority segments; Complete Streets implementation checklist; Implementation Plan for Regional Bike/Ped Priority Corridors

### COST:

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

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

### SCHEDULE:

	FY2024				FY2025			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Conduct Study								

## Task 13: Regional Warehousing Land Use and Traffic Study

The purpose of the study is to help state, regional, and local policymakers better understand the challenges and opportunities presented by the growth in e-commerce and associated logistics and warehousing centers. Despite the explosive growth in e-commerce, policymakers lack critical details on trip generation, greenhouse gas emissions, local and regional impacts on brick-and-mortar retail, and transportation infrastructure and land development needs for warehouse and distribution centers. There is also a lack of data on deliveries in defined geographies and whether e-commerce is creating additional trips or replacing trips, while siting warehouse and distribution centers closer to consumers has increased demand for industrial real estate. The study will help provide critical data for assembling appropriate policy responses for transportation, planning, and economic development professionals.

### PROJECT SPONSORS:

Lead Agency: CRCOG

Participants: CRCOG, Member Municipalities, CTDOT

### ACTIVITIES:

The study will include: 1) Reviewing the latest warehousing trends and related land use, economic, and traffic research; 2) Conducting an analysis of the CRCOG region to determine land suitable for this type of future development; 3) Identify various warehouse and distribution types and their typical land use requirements; 4) Assessing trip generation, traffic, and delivery distribution (via counting and/or modeling) associated with operational large scale (est. 500,000+ square feet) warehousing, distribution centers, including e-commerce trip delivery at larger scale residential buildings and within congested urban areas; 5) Identifying warehousing/e-commerce related transportation infrastructure needs; 6) Reviewing the economic consequences of warehouse siting (impacts and benefits) to the local community, municipality, and region; 7) Determining the extent to which distribution centers are sited in EJ communities and if there are disproportionate negative impacts in terms of traffic, noise, and/or air quality. The study will examine e-commerce related shifts in travel for multiple types of communities – urban, inner ring suburbs, suburbs, and rural areas.

### PRODUCTS:

The study will produce a Warehousing & Distribution Center transportation and land use playbook for municipalities that are currently grappling with the rapid growth and unknown impacts of this rapidly expanding land use and transportation sector, including recommendations on: traffic impact studies, trip generation forecasts, zoning for these sites as well as residential and commercial building implications to accept deliveries, mitigation, delivery vehicle restriction zones, off-site parking for delivery vehicles and other related policies. This may also include identification of a regional strategy for handling these various issues.

### COST:

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

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

### SCHEDULE:

	FY2024				FY2025			
	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>	
<b><i>FHWA PL/FTA Revenue:</i></b>					
FY2024	\$2,259,118	\$282,390	\$282,390	<b>\$2,823,898</b>	
FY2025	\$2,259,118	\$282,390	\$282,390	<b>\$2,823,898</b>	
<i>Estimated FY2020 Available Carryover</i>	<i>\$2,082,135</i>	<i>\$260,267</i>	<i>\$260,267</i>	<b><i>\$2,602,669</i></b>	
<b>TOTAL:</b>	<b>\$6,600,371</b>	<b>\$825,047</b>	<b>\$825,047</b>	<b>\$8,250,465</b>	
<b><i>FY2024 Expenditures:</i></b>					
FY2024 PL Expenditures	\$2,259,118	\$282,390	\$282,390	<b>\$2,823,898</b>	
<i>FY2020 Carryover Expenditures</i>	<i>\$711,275</i>	<i>\$88,910</i>	<i>\$88,910</i>	<b><i>\$889,095</i></b>	
	<b>\$2,970,393</b>	<b>\$371,300</b>	<b>\$371,300</b>	<b>\$3,712,993</b>	<i>(See Figure 7)</i>
<b><i>FY2025 Expenditures:</i></b>					
FY2025 PL Expenditures	\$2,259,118	\$282,390	\$282,390	<b>\$2,823,898</b>	
<i>FY2020 Carryover Expenditures</i>	<i>\$456,364</i>	<i>\$57,045</i>	<i>\$57,045</i>	<b><i>\$570,455</i></b>	
<b>TOTAL:</b>	<b>\$2,715,482</b>	<b>\$339,435</b>	<b>\$339,435</b>	<b>\$3,394,353</b>	<i>(See Figure 7)</i>
<b><i>Note: Est. FY2020 Available Carryover of \$2,602,669 exceeds FY2024+FY2025 Carryover Expenditures of \$1,459,550</i></b>					
<b><i>Major Non-PL/FTA Transportation Expenditures (FY2024 and FY2025 only):</i></b>					
LOTICIP Program Management	\$0	\$600,000	\$0	\$600,000	<i>(State LOTICIP funds)</i>
Routes 190 and 220 Corridor Study, Enfield	\$48,000	\$6,000	\$6,000	\$60,000	<i>(Federal Earmark funds)</i>
DPH Grant - Demonstration Projects	\$400,000	\$0	\$0	\$400,000	<i>(Federal CDC/DPH funds)</i>
Regional Transportation Safety Plan Update	\$958,000	\$0	\$239,500	\$1,197,500	<i>(Federal SS4A funds)</i>
Route 44 Study, Canton	\$144,000	\$18,000	\$18,000	\$180,000	<i>(Federal STBG funds)</i>
<b>TOTAL (not including TBD items):</b>	<b>\$1,550,000</b>	<b>\$624,000</b>	<b>\$263,500</b>	<b>\$2,437,500</b>	

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

		Executive Director	Directors (Transportation and Regional Planning)	Deputy Director of Transportation	Principal Engineer	Principals Planner, Principal Project Manager, Senior Engineer	Project Manager, Senior Planner, Engineer	Planner	Administrative*	Planning Intern	Total	% by Task
Fiscal Year 2024 Tasks												
1: Management of the Planning Process	-	578	345	136	55	-	-	621	-	1,735	7.3%	
2: Data Inventory, GIS, and Forecasting	-	231	15	678	1,772	3,311	49	773	80	6,909	29.1%	
3: Planning and Policy Development	-	578	809	271	2,325	4,691	509	1,226	375	10,784	45.4%	
4: Technical Assistance and Project Development	-	132	285	203	1,107	736	49	218	80	2,810	11.8%	
5: Public Participation, Title VI, and Environmental Justice	-	132	45	68	277	460	6	521	-	1,509	6.4%	
FY 2024 Total:	-	1,651	1,499	1,356	5,536	9,198	613	3,359	535	23,747	100.0%	
Fiscal Year 2025 Tasks												
1: Management of the Planning Process	-	577	345	133	76	-	-	635	-	1,766	7.8%	
2: Data Inventory, GIS, and Forecasting	-	231	15	663	2,430	2,208	49	769	80	6,445	28.4%	
3: Planning and Policy Development	-	577	809	265	3,190	3,127	509	1,220	375	10,072	44.4%	
4: Technical Assistance and Project Development	-	132	285	199	1,519	491	49	200	80	2,955	13.0%	
5: Public Participation, Title VI, and Environmental Justice	-	132	45	66	380	307	6	518	-	1,454	6.4%	
FY 2025 Total:	-	1,649	1,499	1,326	7,595	6,133	613	3,342	535	22,692	100.0%	
* Includes Adminstrative Assistant, Program Assistant, GIS and IT Manager, GIS Analyst, Senior Communication Assistant												

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

<b>Fiscal Year 2024 Tasks</b>		<b>Executive Director</b>	<b>Directors (Transportation and Regional Planning)</b>	<b>Deputy Director of Transportation</b>	<b>Principal Engineer</b>	<b>Principals Planner, Principal Project Manager, Senior Engineer</b>	<b>Project Manager, Senior Planner, Engineer</b>	<b>Planner</b>	<b>Administrative*</b>	<b>Planning Intern</b>	<b>Total</b>	<b>% by Task</b>
1: Management of the Planning Process	\$0	\$98,417	\$50,428	\$18,078	\$6,851	\$0	\$0	\$51,083	\$0		<b>\$224,857</b>	<b>8.5%</b>
2: Data Inventory, GIS, and Forecasting	\$0	\$39,367	\$2,193	\$90,388	\$219,244	\$312,879	\$3,793	\$89,395	\$4,485		<b>\$761,744</b>	<b>28.9%</b>
3: Planning and Policy Development	\$0	\$98,417	\$118,397	\$36,155	\$287,758	\$443,245	\$39,347	\$114,936	\$20,930		<b>\$1,159,185</b>	<b>44.0%</b>
4: Technical Assistance and Project Development	\$0	\$22,495	\$41,658	\$27,116	\$137,027	\$69,529	\$3,793	\$22,349	\$4,485		<b>\$328,452</b>	<b>12.5%</b>
5: Public Participation, Title VI, and Environmental Justice	\$0	\$22,495	\$6,578	\$9,039	\$34,257	\$43,455	\$474	\$41,505	\$0		<b>\$157,803</b>	<b>6.0%</b>
<b>FY 2024 Total:</b>	<b>\$0</b>	<b>\$281,191</b>	<b>\$219,254</b>	<b>\$180,776</b>	<b>\$685,137</b>	<b>\$869,108</b>	<b>\$47,407</b>	<b>\$319,268</b>	<b>\$29,900</b>		<b>\$2,632,041</b>	<b>100%</b>
<b>Fiscal Year 2025 Tasks</b>												
1: Management of the Planning Process	\$0	\$104,073	\$53,454	\$18,725	\$6,071	\$0	\$0	\$53,845	\$0		<b>\$236,168</b>	<b>8.9%</b>
2: Data Inventory, GIS, and Forecasting	\$0	\$41,629	\$2,324	\$93,624	\$194,272	\$329,144	\$4,020	\$92,547	\$4,754		<b>\$762,314</b>	<b>28.7%</b>
3: Planning and Policy Development	\$0	\$104,073	\$125,501	\$37,450	\$254,982	\$466,287	\$41,708	\$122,835	\$22,186		<b>\$1,175,022</b>	<b>44.2%</b>
4: Technical Assistance and Project Development	\$0	\$23,788	\$44,158	\$28,087	\$121,420	\$73,143	\$4,020	\$23,557	\$4,754		<b>\$322,927</b>	<b>12.2%</b>
5: Public Participation, Title VI, and Environmental Justice	\$0	\$23,788	\$6,972	\$9,362	\$30,355	\$45,714	\$503	\$43,749	\$0		<b>\$160,443</b>	<b>6.0%</b>
<b>FY 2025 Total:</b>	<b>\$0</b>	<b>\$297,351</b>	<b>\$232,409</b>	<b>\$187,248</b>	<b>\$607,100</b>	<b>\$914,288</b>	<b>\$50,251</b>	<b>\$336,533</b>	<b>\$31,694</b>		<b>\$2,656,874</b>	<b>100%</b>
* Includes Administrative Assistant, Program Assistant, GIS and IT Manager, GIS Analyst, Senior Communication Assistant												

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

<b>Fiscal Year 2024</b>	<b>Printing &amp; Reproduction</b>	<b>Equipment &amp; Maintenance</b>	<b>Mileage &amp; Parking</b>	<b>Conferences &amp; Training</b>	<b>Misc. (Supplies, Postage, IPP program, etc.)</b>	<b>Consultants &amp; Professional Services</b>	<b>Total</b>	<b>% by Task</b>
<b>Tasks</b>								
1: Management of the Planning Process	\$3,500		\$1,500		\$21,670		\$26,670	2.7%
2: Data Inventory, GIS, and Forecasting		\$106,089				\$111,550	\$217,639	22.2%
3: Planning and Policy Development				\$31,500		\$4,000	\$35,500	3.6%
4: Technical Assistance and Project Development		\$10,000				\$40,000	\$50,000	5.1%
5: Public Participation, Title VI, and Env. Justice						\$4,500	\$4,500	0.5%
6: Capitol Region Roundabout Screening						\$10,000	\$10,000	1.0%
7: Route 190 and 220 Traffic Impact Study (Enfield)							\$0	0.0%
8: Farmington Area Connectivity Study						\$20,000	\$20,000	2.0%
9: East Coast Greenway Gap Closure Study						\$346,643	\$346,643	35.3%
10: Route 20 Corridor Study (Windsor Locks)						\$120,000	\$120,000	12.2%
11: Route 44 Corridor Study (Canton)							\$0	0.0%
12: Regional Bicycle/Pedestrian Priority Network Plan						\$150,000	\$150,000	15.3%
13: Regional Warehousing and Land Use Study						\$100,000	\$100,000	0.0%
<b>FY 2024 Total:</b>	<b>\$3,500</b>	<b>\$116,089</b>	<b>\$1,500</b>	<b>\$31,500</b>	<b>\$21,670</b>	<b>\$906,693</b>	<b>\$1,080,952</b>	<b>100.0%</b>
<b>Fiscal Year 2025</b>								
<b>Tasks</b>								
1: Management of the Planning Process	\$3,500		\$1,500		\$21,840		\$26,840	5.0%
2: Data Inventory, GIS, and Forecasting		\$99,089				\$111,550	\$210,639	39.2%
3: Planning and Policy Development				\$31,500		\$4,000	\$35,500	6.6%
4: Technical Assistance and Project Development		\$10,000					\$10,000	1.9%
5: Public Participation, Title VI, and Env. Justice						\$4,500	\$4,500	0.8%
6: Capitol Region Roundabout Screening							\$0	0.0%
7: Route 190 and 220 Traffic Impact Study (Enfield)							\$0	0.0%
8: Farmington Area Connectivity Study							\$0	0.0%
9: East Coast Greenway Gap Closure Study							\$0	0.0%
10: Route 20 Corridor Study (Windsor Locks)							\$0	0.0%
11: Route 44 Corridor Study (Canton)							\$0	0.0%
12: Regional Bicycle/Pedestrian Priority Network Plan						\$250,000	\$250,000	46.5%
13: Regional Warehousing and Land Use Study						\$200,000	\$200,000	0.0%
<b>FY 2025 Total:</b>	<b>\$3,500</b>	<b>\$109,089</b>	<b>\$1,500</b>	<b>\$31,500</b>	<b>\$21,840</b>	<b>\$570,050</b>	<b>\$737,479</b>	<b>100.0%</b>
<i>Note: Any study balances assumed expended in other fiscal years</i>								

**Figure 7: Total FHWA PL/FTA Funded Expenses**

<b>Fiscal Year 2024</b>	<b>Federal</b>	<b>Non-Federal Match</b>	<b>Total</b>	<b>% by Task</b>
<b>Tasks</b>				
1: Management of the Planning Process	\$201,222	\$50,305	<b>\$251,527</b>	<b>6.8%</b>
2: Data Inventory, GIS, and Forecasting	\$783,506	\$195,877	<b>\$979,383</b>	<b>26.4%</b>
3: Planning and Policy Development	\$955,748	\$238,937	<b>\$1,194,685</b>	<b>32.2%</b>
4: Technical Assistance and Project Development	\$302,762	\$75,690	<b>\$378,452</b>	<b>10.2%</b>
5: Public Participation, Title VI, and Env. Justice	\$129,842	\$32,461	<b>\$162,303</b>	<b>4.4%</b>
6: Capitol Region Roundabout Screening	\$8,000	\$2,000	<b>\$10,000</b>	<b>0.3%</b>
7: Route 190 and 220 Traffic Impact Study (Enfield)	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
8: Farmington Area Connectivity Study	\$16,000	\$4,000	<b>\$20,000</b>	<b>0.5%</b>
9: East Coast Greenway Gap Closure Study	\$277,314	\$69,329	<b>\$346,643</b>	<b>9.3%</b>
10: Route 20 Corridor Study (Windsor Locks)	\$96,000	\$24,000	<b>\$120,000</b>	<b>3.2%</b>
11: Route 44 Corridor Study (Canton)	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
12: Regional Bicycle/Pedestrian Priority Network Plan	\$120,000	\$30,000	<b>\$150,000</b>	<b>4.0%</b>
13: Regional Warehousing and Land Use Study	\$80,000	\$20,000	<b>\$100,000</b>	<b>2.7%</b>
<b>FY 2024 Total:</b>	<b>\$2,970,394</b>	<b>\$742,599</b>	<b>\$3,712,993</b>	<b>100.0%</b>
<b>Fiscal Year 2025</b>				
<b>Tasks</b>				
1: Management of the Planning Process	\$210,406	\$52,602	<b>\$263,008</b>	<b>7.7%</b>
2: Data Inventory, GIS, and Forecasting	\$778,362	\$194,591	<b>\$972,953</b>	<b>28.7%</b>
3: Planning and Policy Development	\$968,418	\$242,104	<b>\$1,210,522</b>	<b>35.7%</b>
4: Technical Assistance and Project Development	\$266,342	\$66,585	<b>\$332,927</b>	<b>9.8%</b>
5: Public Participation, Title VI, and Env. Justice	\$131,954	\$32,989	<b>\$164,943</b>	<b>4.9%</b>
6: Capitol Region Roundabout Screening	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
7: Route 190 and 220 Traffic Impact Study (Enfield)	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
8: Farmington Area Connectivity Study	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
9: East Coast Greenway Gap Closure Study	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
10: Route 20 Corridor Study (Windsor Locks)	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
11: Route 44 Corridor Study (Canton)	\$0	\$0	<b>\$0</b>	<b>0.0%</b>
12: Regional Bicycle/Pedestrian Priority Network Plan	\$200,000	\$50,000	<b>\$250,000</b>	<b>7.4%</b>
13: Regional Warehousing and Land Use Study	\$160,000	\$40,000	<b>\$200,000</b>	<b>5.9%</b>
<b>FY 2025 Total:</b>	<b>\$2,715,482</b>	<b>\$678,871</b>	<b>\$3,394,353</b>	<b>100.0%</b>
<i>Note: 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](mailto: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.

<b>30 Performance Measures</b>	
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)
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 Transportation Planning:** Manages the agency's Transportation Planning Department. Serves as lead staff person for the Transportation Committee alongside the Deputy Director of Transportation Planning. 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 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.

**Director of Regional Planning and Development:** Manages the agency's land use planning programs within the Regional Planning and Development Department. Provides oversight for land use programs, including aspects of transit, bike/ped, TOD, complete streets, and sustainability. Serves as lead staff person for the Bike/Ped Sub-Committee and Regional Planning Commission. Directs and supervises professional and contractual staff. Prepares and coordinates contract documents and approvals to secure grant funds. Assists boards and committees in developing regional policies. Ensures that land use issues are considered in the development of transportation plans. Reports to the Executive Director. May assume Executive Director level duties in the absence of or at the direction of the Executive Director.

**Deputy Director of Transportation Planning:** Assists in the management of the Transportation Planning Department. Provides project management for transportation programs. Directs and supervises professional and contractual staff. Serves as lead staff person for the Transportation Committee, alongside the Director of Transportation Planning. Supervises core transportation activities such as Metropolitan Transportation Plan, Transportation Improvement Program, air quality conformance, public involvement, Title VI program, 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. Serves as CRCOG's Title VI Coordinator. Reports to the Director of Transportation Planning. May assume Director level duties in the absence of or at the direction of the Director of Transportation Planning.

**GIS and IT Manager:** Under minimal supervision, oversees CRCOG's GIS and Information Technology (IT) programs. Creates and maintains GIS databases and maps related to CRCOG's planning work and programs. Assists planning staff in their work as it relates to GIS and data gathering and analysis. Prepares maps and other graphics for CRCOG documents and presentations. Provides GIS technical assistance to member municipalities. Prepares data documentation (metadata) for GIS files. Performs quantitative analysis of regional planning data. Prepares reports on planning analyses and studies. Makes oral presentations of study results. Maintains necessary IT systems to support data gathering and analysis, modeling, and other planning activities. Supervises development, maintenance, and update of online mapping applications for CRCOG planning studies and funding programs. Reports to the Chief Operating Officer and supervises other GIS/IT staff.

**Principal Engineer:** Under minimal supervision, provides project management and technical assistance for transportation programs. Directs and supervises professional and contractual staff. Manages core transportation activities such as corridor studies, federal funding programs, and/or special projects, including congestion management planning, safety planning, etc. Responsible for contract administration, consultant selection, coordination with CTDOT and local officials, and public involvement. Consults with town engineers and public works directors and provides municipalities with technical assistance. Assists in the organization of Transportation Committee meetings and activities. Reports to the Director of Transportation Planning.

**Principal Planner, Principal Program Manager, or Senior Engineer:** Under minimal supervision, provides project management for transportation programs. Manages core transportation activities such as corridor studies, federal funding programs, and/or special projects. Depending upon specific responsibilities, may manage corridor planning studies, travel demand forecast modeling, GIS and mapping, specific modal planning efforts such as congestion management planning, safety planning, bike/ped 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, planners, 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. Assists in the organization of Transportation Committee meetings and activities. Reports to the Director of Transportation Planning, Director of Regional Planning and Development, or Principal Engineer.

**Engineer, Program Manager, or Senior Planner:** Under general supervision, provides project management and support 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/ped 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, planners, 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. Assists in the organization of Transportation Committee meetings and activities. Reports to the Director of Regional Planning and Development or Deputy Director of Transportation Planning.

**Senior GIS Analyst:** Under general supervision, creates and maintains GIS databases and maps related to CRCOG's planning work and programs. Assists planning staff in their work as it relates to GIS and data gathering and analysis. Prepares maps and other graphics for CRCOG documents

and presentations. Provides GIS technical assistance to member municipalities. Prepares data documentation (metadata) for GIS files. Performs quantitative analysis of regional planning data. Prepares reports on planning analyses and studies. Makes oral presentations of study results. Reports to the GIS and IT Manager.

**Senior Communications Manager:** Under general supervision, is responsible for producing and coordinating all forms of communications related to transportation, data, planning, and sustainability programs. Produces or edits reports, brochures, presentation materials, and other written material used to explain transportation-related programs. Updates website and social media accounts with information about CRCOG programs. Reports to the Chief Operating Officer.

**Planner:** Under supervision, 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. Assists in the organization of Transportation Committee meetings and activities. Reports to the Deputy Director of Transportation Planning or Director of Regional Planning and Development. May be assigned tasks on a project-level basis by a Principal or Senior Planner or Engineer.

**GIS Analyst:** Under supervision, performs GIS/IT duties that include but are not limited to: assisting in the creation and maintenance of databases for CRCOG's geographic information systems; assisting planning staff in their work as it relates to GIS and data gathering and analysis; preparing maps and other graphics for CRCOG documents and presentations; providing GIS technical assistance to member municipalities; and performing quantitative analysis of regional planning data. Reports to the GIS and IT Manager.

**Administrative Assistant:** Responsible for all clerical work required by the Transportation Planning Department. Supports committees: prepares minutes, posts legal notices, sends meeting notices, and ensures meeting materials are available. Keeps mailing lists updated. Organizes logistics for various meetings. Orders supplies. Reports to CRCOG Department Director or a designee.

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

**Intern:** Works on assigned transportation-related tasks, as directed. Efforts could include data collection and analysis work. Reports to the Director of Regional Planning and Development, Deputy Director of Transportation Planning, GIS and IT Manager, or Principal Engineer, depending upon assignment.

**Figure 8: Maximum Hourly Rates**

<b>Title</b>	<b>Salary Grade</b>	<b>Maximum Hourly Rate</b>
Executive Director	n/a	\$135.00
Director of Transportation Planning Director of Regional Planning and Development	8	\$90.00
Deputy Director of Transportation Planning	7	\$81.00
GIS and IT Manager Principal Engineer	6	\$77.00
Principal Planner Principal Program Manager Senior Engineer	5	\$68.00
Engineer Program Manager Senior Communications Manager Senior GIS Analyst Senior Planner	4	\$51.00
Administrative Assistant GIS Analyst Planner	3	\$43.00
Program Assistant	2	\$39.00
Intern	n/a	\$28.00

## 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
CREPC	Capitol Region Emergency Planning Council
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
FCHT	Farmington Canal Heritage Trail
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
IT	Information Technology
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 21 <sup>st</sup> 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

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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
RAISE	Rebuilding American Infrastructure with Sustainability and Equity Discretionary Grant Program
RESF	Regional Emergency Support Function
RFP	Request for Proposals
RiverCOG	Lower Connecticut River Valley Council of Governments
RTSP	Regional Transportation Safety Plan
SS4A	Safe Streets and Roads for All Discretionary Grant Program
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
TRIP	Transportation Rural Improvement Program
UConn	University of Connecticut
UPWP	Unified Planning Work Program
URM	Unified Response Manual
USDOT	United States Department of Transportation
UZA	Urbanized Area