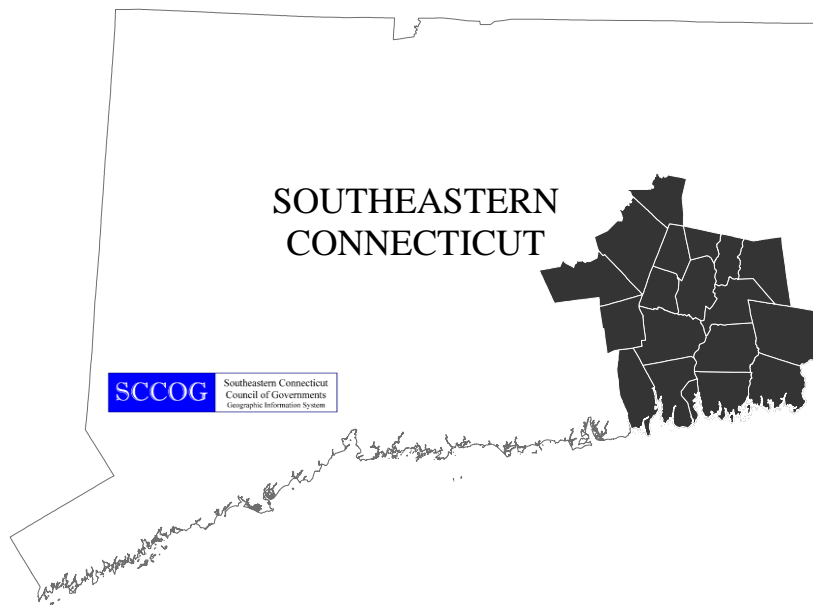


UNIFIED PLANNING WORK PROGRAM
SOUTHEASTERN CONNECTICUT PLANNING REGION

1 JULY 2017 - 30 JUNE 2019



Adopted: May 24, 2017

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue, Norwich, Connecticut 06360

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INTRODUCTION

The Southeastern Connecticut Council of Governments (SCCOG) is the region's Metropolitan Planning Organization (MPO). It was formed through local initiative to provide a basis for intergovernmental cooperation in dealing with a wide range of issues facing Southeastern Connecticut. The Council was organized in October of 1992 through the adoption of ordinances for this purpose by the twenty towns, cities, and boroughs of the region. It succeeded its predecessor agency, the Southeastern Connecticut Regional Planning Agency (SCRPA), which had been in existence since January 1961. Its twenty-two member municipalities include: Bozrah, Colchester, East Lyme, Franklin, Griswold, City of Groton, Town of Groton, Borough of Jewett City, Lebanon, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Preston, Salem, Sprague, Borough of Stonington, Stonington, Waterford and Windham. It also counts, as affiliate non-voting members, two federally recognized Native American Tribes: The Mashantucket Pequot Tribal Nation and the Mohegan Tribe.

This Unified Planning Work Program, prepared and adopted in accordance with federal code (23CFR Part 450.308) describes all urban transportation planning activities anticipated to be undertaken by the Southeastern Connecticut Council of Governments in FY 2018 and FY 2019. The UPWP is designed to respond to identified transportation-related needs. It addresses both highway and transit issues facing the region at this time.

SCCOG's proposed FY 2018-2019 Work Program has been developed through internal discussion among its staff and between the staff and the policy board. External views have been solicited from local officials, and the public will be afforded an opportunity to review and comment on the proposed content of the program during a noted public comment period. The UPWP will be acted upon by the SCCOG at their 05/24/17 meeting.

SIGNIFICANT ISSUES/ACTIVITIES FOR FY 2018 and 2019

Listed below are some of the major issues or activities that SCCOG will be involved in the two-year period covered by this document. Some involve new activities, while others continue activities begun in prior years.

- **Regional Transportation Plan**

Update the Plan and implement new policies and programs in the Plan, including Performance Measures and Targets as required by MAP-21 and FAST Act.

- **Continued Emphasis on Transit Improvements**

SCCOG will continue to strive to work closely with SEAT, the 22 towns in the region and the Connecticut Department of Transportation (CTDOT) toward expansion of the region's transit system; will continue to work on the implementation of the Locally Coordinated Public Transit Human Services Transportation Plan (LOCHSTP); and will remain active in rail issues including the expansion of passenger and commuter rail service to southeastern Connecticut.

- **Comprehensive Operational Analysis**

SCCOG will work with SEAT to see implemented the recommendations of a Comprehensive Operation Analysis (COA) for SEAT, which was completed and adopted by the SEAT Board of Directors in 2016.

- **Significant Highway Initiatives**

SCCOG will continue to work toward implementation of major regional initiatives such as the Route 2/2A/32 corridor project and improvements to I-95, and will work with CTDOT to take the steps necessary studies to finalize the State's decision to no longer pursue the extension of Route 11.

- **Congestion Management**

SCCOG was designated a Transportation Management Area (TMA) in 2013. SCCOG must now prepare and keep up-to-date Congestion Management Process (CMP) strategy reports, including regional and multimodal options. SCCOG will continue to develop eight elements: develop regional objectives; determine the CMP network in the region; define congestion; collect data/monitor system performance; identify congested links; develop strategies to address congested links; implement strategies; and monitor the network.

- **Public Involvement**

SCCOG will continue to conduct its transportation planning program in a transparent manner, making increased use of its website to provide information and documents to the residents of southeastern Connecticut.

- **Climate Change and Resiliency**

SCCOG will work in cooperation with CTDOT and other agencies to improve transportation system resiliency and reliability in the face of climate change, sea level rise, and severe storm events.

- **Performance Based Planning and Programming**

SCCOG will endeavor to develop and implement a performance management approach to its transportation planning and programming that supports the achievement of transportation system performance outcomes, as required by MAP-21 and FAST Act.

- **Models of Regional Planning**

SCCOG will promote cooperation and coordination across MPO and State boundaries where appropriate to ensure a regional approach to transportation planning. SCCOG's transportation plan, studies, and projects will be coordinated across adjacent MPO and State boundaries.

- **Ladders of Opportunity**

SCCOG will identify connectivity gaps in access to essential services including housing, employment, health care, schools, and recreation especially by traditionally underserved populations. Performance measures and analytical methods will be developed to identify and work toward finding solutions that address these gaps.

TASK 1: MANAGEMENT OF THE PLANNING PROCESS

Objectives:

1. Manage the transportation planning program so as to assure that tasks are completed in a technically competent manner, on schedule and within the overall funds available for transportation planning.
2. Prepare and submit to CTDOT financial and narrative reports during the course of the program, completion reports at the end of the project and an independent audit within 90 days of the completion of the projects.
3. Assure that transportation planning is conducted as a continuing process by preparing a Unified Planning Work Program for FY 2020 and 2021.
4. At the policy board level, adopt documents to meet federal and state requirements for maintaining the transportation planning program. They include: the Regional Transportation Plan; the Regional Transportation Improvement Program; the annual self-certification of the planning process; the State Implementation Plan Conformancy Statement; the policy statement on involvement of private enterprise in the transportation planning process.

5. Work to see implemented the recommendations of the Comprehensive Operational Analysis for SEAT.
6. Provide staff assistance to the Eastern CT Workforce Investment Board (EWIB) for the region's LOCHSTP program. This program is part of SCCOG's Human Services Transportation planning element.

Major Activities:

1. Detail the scope of the planning tasks to be performed in FY 2018 and FY 2019.
2. Establish staff and budget requirements for each task and refine the work schedule.
3. Monitor progress on the program, identify problems at an early stage, and take necessary corrective action.
4. Maintain financial records and monitor expenditures. Take corrective action, as necessary. Schedule the completion of an independent audit by 9/30/18 and 9/30/19.
5. Submit monthly and/or quarterly financial and narrative progress reports to CTDOT. Submit a completion report at the end of the project.
6. Prepare and adopt the FY 2020-2021 Unified Planning Work Program (by June 2019).
7. Solicit views on transportation issues or problems in designing the FY 2020 and 2021 Unified Planning Work Program. Prepare the program for public review and adopt the UPWP by the Council's June 2019 meeting. Based on the adopted UPWP, apply for and execute contracts for transportation planning funds from CTDOT.
8. Adopt the updated Regional Transportation Plan (May/June 2018 and 2019). As necessary throughout the year, amend the Regional Transportation Improvement Program and adopt a comprehensive update of the TIP (May/June 2018 and 2019). Coordinate with CTDOT on the development of an electronic STIP/TIP.
9. Adopt a self-certification of the planning process (May/June 2018 and 2019); a State Implementation Plan Conformancy Statement (May/June 2018 and 2019); and, as necessary, amend the policy statement on the participation of private enterprise operators in the planning process.
10. Ensure that the Southeast Area Transit (SEAT) District is represented on the MPO policy board.

Products:

1. Financial records will be maintained. An independent audit will be completed by 30 September 2018 and 2019.

2. Monthly, quarterly, and final financial and narrative reports will be prepared and submitted to CTDOT, as required.
3. Minutes will be maintained for all transportation-related meetings, including agency meetings, public hearings, workshops, and informational meetings.
4. The Unified Planning Work Program for FY 2020-2021 will be published.
5. The adopted Regional Transportation Plan and the Regional Transportation Improvement Program will be published.
6. The self-certification of the planning process and the State Implementation Plan Conformancy Statement will be published.

TASK 1: MANAGEMENT OF THE PLANNING PROCESS:

Staffing & Other Costs:	FY 2018		FY 2019	
SCCOG Salaries:	633 hours	\$31,664	582 hours	\$30,260
BF&O:		33,884		33,286
Total:	633 hours	\$65,548	582 hours	\$63,546

Financial Responsibility Estimated Cost, \$:	FY 2018			FY 2019		
	PL/FTA	FY 15 Carryover	Total	PL/FTA	Other	Total
Federal	50,836	1,602	52,438	50,836	-0-	50,836
CTDOT	4,830	-0-	4,830	4,830	-0-	4,830
SCCOG	7,880	400	8,280	7,880	-0-	7,880
GRAND TOTAL:	63,546	2,002	65,548	63,546	-0-	63,546

Functional Responsibility – Estimated Cost, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
FY 2018	0	65,548	0	0	0	0	65,548
FY 2019	0	63,546	0	0	0	0	63,546

TASK 2: DATA COLLECTION/ANALYSIS

Objectives, Highway:

1. Evaluate the quality and reliability of the usage and performance data and other information used for developing plans and programs, as well as the expertise of staff.

2. Improve the capability of the council's staff to use computers in the transportation planning program, including further development of the region's Geographic Information System (GIS).
3. Add to the data base used for transportation planning.
4. Identify transportation network congestion and safety deficiencies.
5. Develop a closer integration/coordination between land use and transportation planning.
6. Plan for operating costs, maintenance of the system and system preservation costs, and new capital investments.
7. Work with CTDOT to assimilate data concerning freight movement and freight facilities within the region.
8. Continue the formulation of a Performance-Based Planning model for the region, in conformance with the requirements of MAP-21 and FAST Act.

Objectives, Transit:

1. Improve the capability of the council's staff to use computers in the transit planning program, including GIS.
2. Add to the data base used for transit planning.
3. Update transit performance, productivity, and financial data.

Major Activities:

1. Maintain and continue to employ the SCCOG's GIS as the primary source of transportation data and planning. Gather data needed for transportation planning; add new information to the region's data base. Specific area of data gathering will include: monitoring commuter lot usage; traffic volume counts; review of traffic and accident data provided by CTDOT; conducting Highway Performance Monitoring System and Section 536 surveys of local government; gathering transit system usage and financial data; and land use and zoning information.
2. Collect and analyze traffic data for Congestion Management Process.
3. Coordinate completion of Section 536 reports on capital expenditures on local roads; the collection of pavement and signalization data for HPMS selections on local roads.
4. Provide to CTDOT all 24-hour traffic count data collected by SCCOG.
5. Assist CTDOT in updating its Land Use Forecast files.

6. Coordinate with CTDOT on issues related to the 2010 Census and the related Census Urban Transportation Planning Package.
7. Assist the Bureau of the Census in disseminating information from the 2010 Census.
8. Work with CTDOT, develop performance targets in the national priority areas per MAP-21 and FAST Act.

Products:

1. Council staff will continue to improve its skills in the use of computers, including its Geographic Information System. Using an OPM funded Regional Performance Incentive Program grant, the SCCOG created a regional web-based GIS in 2009.
2. The computerized and GIS data bases will be expanded. An online property survey index has been created and was placed online in 2017.
3. New data will be added to the files and will be analyzed. In some cases, brief summary reports will be published.
4. Performance targets will be created and used to evaluate the effectiveness of proposed transportation projects in the region.

TASK 2: DATA COLLECTION/ANALYSIS:

Staffing/Other Costs:	FY 2018		FY 2019	
SCCOG Salaries:	518 hours	\$25,906	476 hours	\$24,758
BF&O:		27,724		27,234
Total:	518 hours	\$53,630	476 hours	\$51,992

Financial Responsibility Estimated Cost, \$:	FY 2018			FY 2019		
	PL/FTA	FY 15 Carryover	Total	PL/FTA	Other	Total
Federal	41,594	1,311	42,905	41,594	-0-	41,594
CTDOT	3,951	-0-	3,951	3,951	-0-	3,951
SCCOG	6,447	327	5,361	6,447	-0-	6,447
GRAND TOTAL:	51,992	1,638	53,630	51,992	-0-	51,992

Functional Responsibility – Estimated Cost, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
FY 2018	0	53,630	0	0	0	0	53,630
FY 2019	0	51,992	0	0	0	0	51,992

TASK 3: PLANNING ACTIVITIES

Objectives, Highway:

1. Improve coordination on transportation matters with federal, state, and local agencies.
2. Complete an annual update of the Regional Transportation Plan.
3. Assist in the implementation of ITS strategies along the region's major interstate highways.
4. Plan for the safety and security of the region's highway system, in light of the numerous strategic assets located in southeastern Connecticut.
5. Develop an Operation and Management Strategy for the region's highway network, with a focus on mobility and safety.
6. Include truck, rail, and maritime freight movement in the region's Long Range Transportation Plan. Multi-modal options will be considered and included in the region's transportation planning program.
7. Prepare a bike/pedestrian plan for the region.
8. Prepare plans that address and assist SCCOG member municipalities in addressing the reduction and mitigation of stormwater impacts from roads.

Objectives, Transit:

1. Assess the need for demand-response transportation services to supplement fixed-route transit.
2. Cooperate with CTDOT to assess a range of alternatives for dealing with casino-related traffic.
3. Assure that the transit element of the Regional Transportation Plan and the Regional Transportation Improvement Program meet FAST Act, CAAA and ADA requirements, respond to current needs and reflect available resources.
4. Using STP funds allocated to the region, assist in the implementation of the Comprehensive Operational Analysis for SEAT.
5. Working with SEAT, and using the results of the Comprehensive Operation Analysis, develop an Operation and Management Strategy for transit including an examination of institutional arrangements relating to bus stops, signage, and shelters.
6. Identify rail parking needs and consider rail and other multi-modal interface improvements.

7. Working with the Southeastern Connecticut Housing Alliance (SECHA), identify and support affordable housing opportunities that are located along transit routes and in the vicinity of rail and busway stations.
8. Work toward the implementation actions that result in the enhancement of the region's multi-modal transportation center in New London, including the anticipated location of the National Coast Guard Museum at that location, which is expected to be a large tourist attraction.
9. Assist in the management and oversight of the Jobs Access and Reverse Commute Program ensuring that the brokered services are cost-efficient and meet the needs of the low income population. This program will become part of the LOCHSTP program.
10. Remain ready to assist in the planning for and enhancement of travel to and from the development of the Preston Riverwalk property as a multi-use and tourist attraction.

Major Activities:

1. Coordination: Coordinate and cooperate with other public and private agencies to encourage consistent planning for the region and the implementation of programs and projects of benefit to the region.
2. Transportation Plan: Complete by 2019 an update of the Regional Transportation Plan, including a transit element with a LOCHSTP Plan, and adopt the updated plan. In developing the Plan special attention will be paid to:
 - Environmental mitigation issues, including air quality and climate change, in consultation with the relevant regulatory agencies.
 - Fiscal constraint must be confirmed for capital projects and for system O and M activities covered in the Plan.
 - Through the planning process, examine local/state land use management practices, natural and historic resources. Other agencies will be consulted during the development of the Plan, which will be coordinated with available conservation plans, maps, and inventories of historic and natural resources.
 - Environmental Justice, where projects adversely impact low income or minority neighborhoods.
 - Safety and security issues with respect to the transportation system.
 - Development of strategies for capital and operational improvements which are needed to preserve the existing highway and transit systems; recommend updates to ITS architecture, including transit ITS.
 - Where applicable, scenario plans will be prepared and included in the Plan.
 - The resiliency and reliability of the region's transportation system.
3. Transportation Improvement Program: As needed, update the Regional Transportation Improvement Program to provide a fiscally-constrained five-year schedule of anticipated transportation system improvement costs to be federally funded. Adopt the updated TIP.

4. **Air Quality:** Respond to transportation planning requirements of the Clean Air Act Amendments and of FAST Act. Consider the impact of the transportation system on air quality within the region. All planning studies conducted shall be coordinated with the NEPA process.
5. **Casino Impact:** Continue casinos impact response: monitor expansion and their impact on the transportation system; conduct traffic surveys; participate with CTDOT in the evaluation of and planning for transportation system improvements in the casinos impact corridors; as needed, assist municipalities in responding to land use/transportation impacts. Continue to work to implement the Intermodal Connections Study Southeast recommended transit system.
6. **Project Monitoring:** Monitor and, as appropriate, take action regarding: Port of New London improvements; the Groton-New London Airport; casino traffic impact; potential transportation centers in Mystic, Norwich, and Westerly, RI, and the Regional Intermodal Transportation Center and anticipated location of the National Coast Guard Museum in New London; the NEC Future Plan and its impact on southeastern Connecticut.
7. **Congestion Management:** Continue to work with CTDOT on the development of Congestion Management Process (CMP) strategies including determination of the CMP network in the region, defining congestion, identifying congested links, developing and implementing strategies to address congested links, and monitoring the network. Conduct a Congestion Mitigation Process (CMP) consistent with the eight elements contained in FHWA's CMP Guidebook.
8. Work to ensure that the issues of safety and security have been considered and made an integral part of all planning efforts and project development activities. Safety and security goals and strategies will be reviewed, critical facilities and transportation systems will be identified, and the roles of various players in promoting security will be defined. A Strategic Highway Safety Plan will be incorporated into the long-range Transportation Plan.
9. Elicit grant applications from the region's municipalities for the FHWA Local Road Accident Reduction Program and ensure that they are consistent with the goals and objectives of the adopted FY 2015-2040 Regional Transportation Plan.
10. Assist CTDOT in examining options for value pricing as a congestion management and revenue raising strategy.
11. Conduct regional studies/planning activities, to be prepared in accordance with NEPA requirements.
 - Cooperate with CTDOT in completing an air quality assessment of the Regional Transportation Plan and Transportation Improvement Program and coordinate with the Connecticut Department of Energy and Environmental Protection (DEEP) on the State Implementation Plan (SIP).
 - Assist with the Clean Cities Program in the region, with special emphasis on implementing an alternative fuels bus demonstration project.

- Cooperate with CTDOT, the management of casinos, and the Mashantucket Pequot and Mohegan Indian Tribes in developing strategies to manage casino impact on the region's transportation system.
 - Assist SEAT and others in developing transit services to serve the region's expanding tourism industry, including an analysis of multimodal linkages.
 - Coordinate with CTDOT efforts to examine methods to move freight to and through the region, reducing the impact of freight movement on highway traffic.
12. Participate in initiatives that address livability issues including implementation of the TOD recommendations of the Regional Intermodal Transportation Center Study; smart growth efforts planned and underway in the regions' towns; planning for bike/pedways; and planning for additional commuter rail service (i.e. SLE) to and from the region.
 13. Assist SEAT in pursuing the recommendations of the Comprehensive Operational Analysis.
 14. Implement the corrective actions and recommendations resulting from the TMA planning certification review completed in August, 2016.
 15. Freight planning in southeastern Connecticut will focus on both pass-through and localized generated freight. Pass-through freight will focus on the key highway interstate corridors of I-95 and I-395 as well as secondary arterials that include State Routes 2 and 85. Equally important will be the examination of the two rail corridors in eastern Connecticut, the New England Central rail line on the west side of the Thames River, and the Providence and Worcester rail line which runs on the east side of the river. Toward this end, outreach will be initiated and include regular communications with shippers and carriers, in an effort to better understand and analyze the freight operations specific to the region. Additionally, this region expects to be working in close cooperation with CTDOT's freight planning initiative to add additional efficiency to the analysis process.

Products:

1. The Regional Transportation Plan and the Regional Transportation Improvement Program, including transit elements, will be readied for update by their respective deadlines for doing so. These documents will be in conformance with the requirements of MAP-21 and FAST Act, including Performance Measures and Targets.
2. A Congestion Management Process (CMP) will be developed and published, and will include regional and multimodal options. The CMP will incorporate the eight elements contained in FHWA's CMP Guidebook including: development of regional objectives for congestion management; determine the CMP network in the region; development of multimodal performance measures; collection of data and monitoring system performance; analysis of congestion problems and needs on road links; programing and implementation of both short-range and long-range strategies, included in the Regional Transportation Plan and TIP; and evaluation of strategy effectiveness through network monitoring.
3. Regional studies will be published, including an analysis of parking and circulation in New London in anticipation of the location of the National Coast Guard Museum there.

4. An inventory of freight corridors and facilities will be developed and forecasts of the carrying capacities by mode will be made. Toward this end, outreach will be initiated and include regular communications with shippers and carriers, in an effort to better understand and analyze the freight operations specific to the region.
5. A regional transportation safety plan, in accordance with the Strategic Highway Safety Plan, will be prepared and included in the Regional Transportation Plan.

TASK 3: PLANNING ACTIVITIES:

Staffing/Other Costs:	FY 2018		FY 2019	
	SCCOG Salaries:	2,878 hours	\$141,926	2,645 hours
BF&O:		154,023		151,302
Travel (Mileage Reimbursement)		2,000		2,500
Total:	2,878 hours	\$297,949	2,645 hours	\$288,847

Financial Responsibility Estimated Cost, \$:	FY 2018			FY 2019		
	PL/FTA	FY 15 Carryover	Total	PL/FTA	Other	Total
Federal	231,077	7,281	238,358	231,077	-0-	231,077
CTDOT	21,953	-0-	21,953	21,953	-0-	21,953
SCCOG	35,817	1,821	37,638	35,817	-0-	35,817
GRAND TOTAL:	288,847	9,102	297,949	288,847	-0-	288,847

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
FY 2018	0	297,949	0	0	0	0	297,949
FY 2019	0	288,847	0	0	0	0	288,847

TASK 4: OTHER TECHNICAL ASSISTANCE

Objectives, Highway:

1. Assist federal and state agencies, local officials, private organizations, and individuals concerned with transportation problems.
2. Assist towns in studying specific transportation concerns, particularly as they relate to local responsibility. This includes assistance in studying and planning for affordable housing near transit lines and for alternative use of highways by bicyclists and pedestrians and the planning for stand-alone bike/pedestrian facilities.

3. Assist SCCOG towns in funding transportation needs using LOTCIP, STP, and other federal and state funds available to the region.

Objectives, Transit:

1. Assist Southeast Area Transit to improve its functional and management efficiency.
2. Assist in improving the delivery of paratransit services to the elderly and disabled, within the context of the state action plan for such services, and to meet the requirements of The Americans With Disabilities Act, including assistance to the Eastern Connecticut Transportation Consortium.

Major Activities:

1. Coordination: Coordinate and cooperate with other public and private agencies to encourage consistent planning for the region and the implementation of programs and projects of benefit to the region. Coordination and cooperation across MPO regional and State boundaries will also be encouraged to promote a truly regional approach to transportation planning. In 2016, SCCOG entered into a Memorandum of Understanding with the adjacent State of Rhode Island MPO.
2. Technical Assistance: Provide technical assistance related to transportation issues to member municipalities of the Council of Governments.
3. Provide technical and administrative support to: the Groton New London Airport Advisory Committee; CTDOT in maintenance of an Intelligent Transportation System along the I-395 and I-95 corridors; to CTDOT during the implementation of the improvements recommended in the I-95 Feasibility Study. As necessary, assist CTDOT in statewide transit studies and in transportation planning related to Connecticut's Welfare to Work jobs initiative.
4. Assist the region's municipalities and private non-profit agencies serving the elderly and disabled to coordinate services in the development of applications for capital assistance under the FTA 5310 program.
5. Annually, review applications for the FTA 5310 program and rank them according to the criteria jointly established with CTDOT, thereby ensuring that they are consistent with the goals and objectives of the LOCHSTP program.
6. Assist the region's municipalities in developing coordinated programs with other municipalities for the Municipal Grant Program for the Elderly and Disabled.
7. Administer the Local Transportation Capital Improvement Program (LOTCIP). This program is funded entirely by State of Connecticut funds as such, the funding to administer the program is not included in this UPWP.
8. Coordinate with CTDOT and provide technical assistance to SCCOG towns concerning the STP program, assist CTDOT with project development, regional review and prioritization, and monitoring municipal project schedules.

9. Conduct regional studies/planning activities.
 - Provide on-going technical assistance to the Eastern Connecticut Transportation Consortium.
 - Provide on-going technical assistance to Southeast Area Transit, to include updating the region's plan to provide transit services under the Americans With Disabilities Act.
 - Continue to work with CTDOT, SEAT, EWIB, the CT Department of Social Services, CT Department of Mental Health, the CT Department of Labor, NECCOG, the Rideshare Company, ECTC, and other municipal and private non-profit agencies in coordinating programs and projects under the LOCHSTP program.
 - Assist the City of New London, CTDOT, the CT Department of Economic and Community Development, the CT Office of Policy and Management and other interested parties in the location of the National Coast Guard Museum at New London's Union Station, which functions as the centerpiece of a regional multi-modal center that includes rail, ferry and bus service.
 - Work with CTDOT to expand Shoreline East passenger commuter rail service to New London's Union Station.
 - Assist CTDOT in the continued implementation and update of ITS in the region.
 - Continue to provide support and coordination in efforts to develop passenger rail service on New England Central rail line.
10. Assist CTDOT in the development of regional goals for the transportation system, and in the development of a set of performance measures by which the attainment of these goals may be tracked. Assist CTDOT with the FHWA report on capital expenditures on local roads (FHWA 536 report).
11. Work with CTDOT to review the requirements for and to develop a plan for transition to electronic review, approval, and administration of the TIP and STIP.
12. Develop an online version of the TIP to spatially illustrate locations, costs, and descriptions of projects in the region.
13. Develop and provide traffic count data to CTDOT Bureau of Policy and Planning.

Products:

1. Studies completed for municipalities under the technical assistance task will be published.
2. SEAT financial and productivity analyses will be published.
3. Memos and short studies are expected to be produced in the course of providing technical assistance to Southeast Area Transit. In addition, a narrative report summarizing assistance provided will be prepared at the end of the project.
4. Some memos and/or brief reports may be produced during the efforts to implement the elderly/handicapped transportation action plan. Additionally, a narrative report summarizing activities undertaken during the project will be prepared.

5. Vehicle replacement grants will be awarded.
6. Any studies or plans prepared in response to the Americans With Disabilities Act will be published.
7. Additional solicitations and prioritization of projects for LOTCIP funding will be conducted.
8. Assist CTDOT, as required, with coordination of applications and prioritization of projects under the STP-Urban program, the Local Road Accident Reduction program, the Section 5310 program, CMAQ and any other funding programs.
9. An online TIP will be developed and made available on the SCCOG website.

TASK 4: OTHER TECHNICAL ASSISTANCE:

Staffing/Other Costs:	FY 2018		FY 2019	
SCCOG Salaries:	1,439 hours	\$71,963	1,322 hours	\$68,773
BF&O:		77,011		75,650
Total:	1,439 hours	\$148,974	1,322 hours	\$144,423

Financial Responsibility Estimated Cost, \$:	FY 2018			FY 2019		
	PL/FTA	FY 15 Carryover	Total	PL/FTA	Other	Total
Federal	115,538	3,641	119,179	115,538	-0-	115,538
CTDOT	10,976	-0-	10,976	10,976	-0-	10,976
SCCOG	17,909	910	18,819	17,909	-0-	17,909
GRAND TOTAL:	144,423	4,551	148,974	144,423	-0-	144,423

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
FY 2018	0	148,974	0	0	0	0	148,974
FY 2019	0	144,423	0	0	0	0	144,423

TASK 5: PUBLIC PARTICIPATION

Objectives, Highway:

1. Assure that the Regional Transportation Plan and the Regional Transportation Improvement Program meet FAST Act and CAAA requirements, respond to current needs, and reflect available resources.

2. Implement strategies to ensure that projects meet Federal Title VI requirements for Environmental Justice. Continue to address the recommendations from the Title VI Compliance Report.
3. Continuously evaluate the effectiveness of the public involvement process. Ensure that SCCOG's public involvement process meet the new requirements of FAST Act, including opportunities for bicyclists, pedestrians, and persons with disabilities to comment on the Long-Range Transportation Plan.
4. Provide information to local officials and the general public on transportation-related issues and planning through a variety of means. Materials should be public-friendly, posted on SCCOG's web site, and where appropriate, be presented in a visual format.
5. Prepare and submit to CTDOT such Title VI reports as may be required. Update the council's Affirmative Action Program.

Objectives, Transit:

1. Improve public awareness of, and thus access to, the range of public transportation services available in southeastern Connecticut.
2. Evaluate the effectiveness of the public involvement process.

Major Activities:

1. Publish news periodically on the SCCOG website and an annual report; maintain the SCCOG web site; distribute advance notices of meetings and summaries of documents to private operators, local officials, and interested citizen groups; hold public meetings, hearings or forums on transportation matters; provide technical support to the Groton New London Airport Advisory Committee, and to other citizen groups, as appropriate.
2. Update, as needed, the agency's Affirmative Action Program.
3. Assist CTDOT in the public participation portion of ongoing studies and implementation efforts for previously completed studies/EIS.
4. Continue to develop and implement a strategy addressing Title VI and Environmental Justice mandates, and consider the impacts on under-served communities of any recommendation contained in plans and programs.

Products:

1. An annual report will be published and distributed.
2. Revisions of the policy statement on participation in the planning process to assure Environmental Justice will be published. Particular attention will be paid to the impacts of recommendations in the Regional Transportation Plan and projects in the TIP on under-served communities. The updated plan will include social media methods being used to provide public outreach. Mapping of population clusters under LEP and EJ will be

included, along with TIP project locations to determine where community impact reviews might be warranted.

3. The Affirmative Action Program will be published.
4. Through the SCCOG website, the region’s transportation planning documents have been made available to the public.
5. A section will be included in the Regional Transportation Plan documenting the region’s public participation efforts, including public comments received and how these have been addressed.

TASK 5: PUBLIC PARTICIPATION:

Staffing/Other Costs:	FY 2018		FY 2019	
	SCCOG Salaries:	288 hours	\$14,394	265 hours
BF&O:		15,402		15,129
Total:	288 hours	\$29,796	265 hours	\$28,885

Financial Responsibility Estimated Cost, \$:	FY 2018			FY 2019		
	PL/FTA	FY 15 Carryover	Total	PL/FTA	Other	Total
Federal	23,107	728	23,835	23,107	-0-	23,107
CTDOT	2,195	-0-	2,195	2,195	-0-	2,195
SCCOG	3,583	183	3,766	3,583	-0-	3,583
GRAND TOTAL:	28,885	911	29,796	28,885	-0-	28,885

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
FY 2018	0	29,796	0	0	0	0	29,796
FY 2019	0	28,885	0	0	0	0	28,885

**TABLE 1: UNIFIED PLANNING WORK PROGRAM
MAXIMUM HOURLY RATES BY POSITION**

Position	FY 2018 Maximum Hourly Rate	FY 2019 Maximum Hourly Rate
Executive Director	\$74.00	\$76.00
Dir. Spec. Projects	\$47.00	\$48.00
Planner III	\$47.00	\$49.00
Planner III	\$42.00	\$43.00
Planner II	\$36.00	\$36.00
Planner II	\$33.00	\$33.00
GIS Coordinator	\$34.00	\$35.00
Office Manager	\$34.00	\$35.00

**TABLE 2: UNIFIED PLANNING WORK PROGRAM
TASK DESCRIPTION AND HOURS**

	Task Description	FY 2018	FY 2019
Task 1	Management of the Planning Process	633 hours	582 hours
Task 2	Data Collection/Analysis	518 hours	476 hours
Task 3	Planning Activities	2,878 hours	2,645 hours
Task 4	Other Technical Assistance	1,439 hours	1,322 hours
Task 5	Public Participation	288 hours	265 hours
TOTAL:		5,756 hours	5,290 hours

**TABLE 3: UNIFIED PLANNING WORK PROGRAM
STAFF HOURS BY POSITION AND TASK**

FY 2018

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Exec Director	633	0	100	100	50	883
Dir. Special Projects	0	25	0	0	50	75
Planner III	0	0	50	25	0	75
Planner III	0	17	1,089	450	94	1,650
Planner II	0	17	1,089	450	94	1,650
Planner II	0	0	50	14	0	64
GIS Coordinator	0	459	500	400	0	1,359
Office Manager	0	0	0	0	0	0
Total	633	518	2,878	1,439	288	5,756

FY 2019

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Exec Director	582	0	80	80	45	787
Dir. Special Projects	0	20	0	0	40	60
Planner III	0	0	40	20	0	60
Planner III	0	15	1,042	431	90	1,578
Planner II	0	15	1,042	431	90	1,578
Planner II	0	0	41	10	0	51
GIS Coordinator	0	426	400	350	0	1,176
Office Manager	0	0	0	0	0	0
Total	582	476	2,645	1,322	265	5,290

**TABLE 4: UNIFIED PLANNING WORK PROGRAM
Southeastern Connecticut Council of Governments**

FINANCIAL RESPONSIBILITY BY TASK

FY 2018: TOTAL FUNDING [FY 2018 Combined PL/FTA and FY 2015 Carryover]

Task	Federal PL/FTA	State	SCCOG	Sub-Total	FY 15 Carryover	State	SCCOG	Sub-Total	TOTAL
1	\$50,836	\$ 4,830	\$ 7,880	\$63,546	\$ 1,602	\$ -0-	\$ 400	\$ 2,002	\$ 65,548
2	41,954	3,951	6,447	51,992	1,311	-0-	327	1,638	53,630
3	231,077	21,953	35,817	288,847	7,281	-0-	1,821	9,102	297,949
4	115,538	10,976	17,909	144,423	3,641	-0-	910	4,551	148,974
5	23,107	2,195	3,583	28,885	728	-0-	183	911	29,796
TOTAL:	\$462,152	\$43,905	\$71,636	\$577,693	\$14,563	\$ -0-	\$3,641	\$18,204	\$595,897

FY 2019: TOTAL FUNDING [FY 2019 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	Total
1	\$ 50,836	\$ 4,830	\$ 7,880	\$ 63,546
2	41,594	3,951	6,447	51,992
3	231,077	21,953	35,817	288,847
4	115,538	10,976	17,909	144,423
5	23,107	2,195	3,583	28,885
TOTAL:	\$462,152	\$43,905	\$71,636	\$577,693

**TABLE 5: FY 2018 – FY 2019 UNIFIED PLANNING WORK PROGRAM MILESTONES
Southeastern Connecticut Council of Governments**

Task No. & Title	Products	FY 2018	FY 2019
1. Management of the Planning Planning Process	FY 2020-2021 UPWP Draft		4/19
	FY 2020-2021 UPWP Final		6/19
	Adopt Transportation Plan	6/18	6/19
	Amend TIP	6/18	6/19
	Adopt UPWP for FY 2020-2021		6/19
	Self-certification	6/18	6/19
	SIP Conformancy Statement	6/18	6/19
	Quarterly Reports	Quarterly	Quarterly
	Annual Audit	9/18	9/19
2. Data Collection/Analysis	Data Management	Throughout	Throughout
	Maintain 2010 Census	Throughout	Throughout
3. Planning Activities	Transportation Plan	6/18	6/19
	TIP Draft	2/18	2/19
	CAAA & SAFETEA-LU	Throughout	Throughout
	Casino Traffic Analysis	Throughout	Throughout
	Airport Committee	Throughout	Throughout
	Project Monitoring	Throughout	Throughout
	Congestion Management	Throughout	Throughout
	ITS	Throughout	Throughout
	Comprehensive Operational Analysis Implementation	Throughout	Throughout
4. Other Technical Assistance	Coordination	Throughout	Throughout
	Technical Assistance	Throughout	Throughout
	SEAT Assistance	Throughout	Throughout
	LOCHSTP	Throughout	Throughout
	Alternative Fuels	As Needed	As Needed
	5310 Vehicle Replacement	2/18	2/19
5. Public Participation	Update Affirm. Action/Environ. Justice Programs	6/18	6/19
	Review/Update as Needed Public Participation Policy	1/18	1/19
	Annual Report	1/18	1/19
	Maintain Website	Throughout	Throughout

Appendix

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

Purpose

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

General Roles & Responsibilities

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

1. Preparation of a two-year Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during this two-year period.
2. Preparation and update of a long range, multi-modal metropolitan transportation plan.
3. Preparation and maintenance of a short-range transportation improvement program (TIP).
4. Financial planning to ensure plan and program are financially constrained and within anticipated funding levels.
5. Conduct of planning studies and system performance monitoring, including highway corridor and intersection studies, transit system studies, application of advanced computer techniques, and transportation data collection and archiving.
6. Public outreach, including survey of affected populations, electronic dissemination of reports and information (website), and consideration of public comments.
7. Ensuring the transportation planning process does not have a significant or disproportionate impact on low income, minority and transit dependent Title VI populations.
8. Development and implementation of a Congestion Management Process as appropriate.
9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

Long Range Metropolitan Transportation Plan

1. Southeastern CT Council of Governments will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plans for its respective region.
2. Southeastern CT Council of Governments may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.
3. CT DOT will provide the following information and data in support of developing the transportation plan:
 - a. Financial information - estimate of anticipated federal funds over the 20-25 year time frame of the plan for the highway and transit programs.
 - b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode. (*CT DOT will provide this only if requested since Southeastern CT Council of Governments may maintains its own travel forecast model.*)
 - c. Traffic count data for state roads in the Southeastern CT 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. Southeastern CT Council of Governments may conduct transportation modeling for the area.
 5. Southeastern CT 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 TIP will be prepared and compiled through a consultative process between CT DOT, Southeastern CT Council of Governments, and the appropriate provider(s) of public transportation.
2. CT DOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.
3. CT DOT, MPO and transit provider(s) – CT DOT will solicit comments on the TIP and incorporate where practicable.
4. CT DOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Southeastern CT Council of Governments to explain the projects to the policy board and the general public.
5. CT DOT will provide a list of projects obligated during each of the federal fiscal years covered by the expiring TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.
6. Southeastern CT 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. Southeastern CT 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.
7. CT DOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
8. CT DOT will include one STIP entry each for the Bridge program and the Highway Safety Improvement program. This entry will list the total funds needed for these programs for each fiscal year. All Regions will receive back up lists in the form of the Bridge Report and the Safety Report monthly. The one line entry will reduce the number of entries needed in the STIP. Any projects listed in the Bridge and or Safety Report that are over \$5m and on the NHS, will be transferred directly into the STIP as its own entry per the TIP/STIP Administrative Action/Amendment/Notification process.
9. CT DOT will provide proposed amendments to the Southeastern CT Council of Governments for consideration. The amendment will include a project description that provides sufficient detail to allow the Southeastern CT Council of Governments to explain the proposed changes to the Southeastern CT Council of Governments board. It will also provide a clear reason and justification for the amendment. If it involves a new project, CT DOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.
10. When an amendment to the TIP/STIP is being proposed by the Southeastern CT Council of Governments, the project sponsor will consult with CT DOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.

11. CT DOT will provide a financial assessment of the STIP with each update. Southeastern CT Council of Governments should prepare a TIP summary table listing all projects by funding program sorted by year based on CT DOT's financial assessment.

Air Quality Planning

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

Public Participation Program

1. The Southeastern CT Council of Governments will annually review and evaluate its public participation program.
2. The Southeastern CT 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 Southeastern CT Council of Governments will work to ensure that low-income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden. They will comply with federal legislation on these issues.
4. The Southeastern CT Council of Governments' 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 Southeastern CT 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 Southeastern CT 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 Southeastern CT Council of Governments will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.
3. The Southeastern CT Council of Governments will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to insure the consideration of any appropriate comments.
4. The Southeastern CT Council of Governments and CT DOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

Fiscal/Financial Planning

1. The CT DOT will provide the Southeastern CT 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 for the upcoming federal fiscal year, as shown in the TIP financial chart.
 - b. Will hold annual meetings to discuss authorized funds for the STP-Urban and LOTCIP accounts .
 - c. Annual authorized/programmed funds for the FTA Section 5307 Program as contained in the STIP and the annual UZA split agreements.
 - d. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.
2. The CT DOT will notify the Southeastern CT 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 Southeastern CT 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 Southeastern CT Council of Governments will conduct a highway performance monitoring program that includes the collection of traffic counts, conduct of travel time surveys, and determination of travel speeds and delay.
2. The Southeastern CT Council of Governments will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The Southeastern CT Council of Governments will work with CT DOT on programming possible congestion-reducing projects.
4. The Southeastern CT Council of Governments will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

Intelligent Transportation Systems (ITS) Program

1. The CT DOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Southeastern CT Council of Governments.
2. The Southeastern CT Council of Governments will maintain and update the Regional ITS Architecture for the Southeastern CT Council of Governments, where appropriate.

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 Southeastern CT 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.