

**UNIFIED PLANNING WORK PROGRAM**  
**SOUTHEASTERN CONNECTICUT PLANNING REGION**  
**1 JULY 2008 - 30 JUNE 2010**

**Adopted: May 28, 2008**

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

## INTRODUCTION

This Unified Planning Work Program describes all urban transportation planning activities anticipated to be undertaken by the Southeastern Connecticut Council of Governments in FY 2009 and 2010. 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 2009 and 2010 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 at a public hearing to be held on 5/19/08. SCCOG's FY 2009 and 2010 Work Program, which forms the basis for the UPWP, was adopted by the SCCOG on --/--. The UPWP will be acted upon by the SCCOG at their 5/28/08 meeting.

**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 CONNDOT 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 2011 and 2012.
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. Staff, as needed, the two Transportation Investment Areas (TIAs) in which SCCOG is located.
6. Provide staff assistance to the Route 11 Greenway Authority Commission.
7. Oversee and manage the Regional Intermodal Transportation Center Master Plan and Efficiency Study.
8. Work to implement the recommendations of the Intermodal Connections Study Southeast.
9. Provide staff assistance to the EWIB for the region's LOCHSTP program. This program is part of SCCOG's Human Services Transportation planning element.

**Previous Work:**

1. Since the region began its transportation planning program in the mid-1970s, it has effectively managed the technical work and the expenditure of funds.
2. The region has regularly submitted financial and narrative reports to CONNDOT and USDOT.

3. The region has annually updated its Unified Planning Work Program since the mid-1970s.
4. Annually, the region has adopted: the Regional Transportation Plan, the Regional Transportation Improvement Program, the self-certification of the planning process, and the State Implementation Plan Conformancy Statement. As necessary, it has updated and re-adopted its Statement of Public Involvement Policy for Transportation Planning as well as the policy statement on the participation of private enterprise in the planning process. On 10/17/08 the SCCOG adopted an updated Regional Plan of Conservation & Development, which addresses, in an integrated way, the relationship of land use policies and demands placed on the transportation system.

**Methodology:**

1. Detail the scope of the planning tasks to be performed in FY 2009 and 2010.
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 9/30/09 and 9/30/10.
5. Submit monthly and/or quarterly financial and narrative progress reports to CONNDOT. Submit a completion report at the end of the project.
6. Prepare and adopt the FY 2011 and 2012 Unified Planning Work Program (by May 2010).
7. Solicit views on transportation issues or problems in designing the FY 2011 and 2012 Unified Planning Work Program. Prepare the program for public review and adopt the UPWP by the Council's May 2010 meeting. Based on the adopted UPWP, apply for and execute contracts for transportation planning funds from CONNDOT.
8. Adopt the updated Regional Transportation Plan (May/June 2009 and 2010). As necessary throughout the year, amend the Regional Transportation Improvement Program and adopt a comprehensive update of the TIP (May/June 2009 and 2010).
9. Adopt a self-certification of the planning process (May/June 2009 and 2010); a State Implementation Plan Conformancy Statement (May/June 2010); and, as necessary, amend the policy statement on the participation of private enterprise operators in the planning process.

10. Coordinate any updated TIA Transportation Strategy Plans with the Regional Transportation Plan and TIP.

**Products:**

1. Financial records will be maintained. An independent audit will be completed by 30 September 2009 and 2010.
2. Monthly, quarterly, and final financial and narrative reports will be prepared and submitted to CONNDOT, 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 2011 and 2012 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.
7. Any updates to the Southeast Corridor TIA and I-395 Corridor TIA Transportation Strategy Plans will be published.

**Task 1: Staffing/Other Costs:**

	FY 2009		FY 2010	
SCCOG Staff:	625 hours	\$24,391	546 hours	\$22,114
Other Costs:		\$23,454		\$21,301
Total:	625 hours	\$47,845	546 hours	\$43,415

**Task 1: Financial Responsibility - Estimated Cost, \$:**

	FY 2009			FY 2010		
	Combined PL/FTA	Other	Total	Combined PL/FTA	Other	Total
Federal	38,275	-0-	38,275	34,731	-0-	34,731
CONNDOT	4,785	-0-	4,785	4,342	-0-	4,342
SCCOG	4,785	-0-	4,785	4,342	-0-	4,342
Total Non-Federal	9,750	-0-	9,750	8,684	-0-	8,684
GRAND TOTAL:	47,845	-0-	47,845	43,415	-0-	43,415

**Task 1: Functional Responsibility - Estimated Costs, \$:**

	CONNDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
<b>FY 2009</b>	0	47,845	0	0	0	0	47,845
<b>FY 2010</b>	0	43,415	0	0	0	0	43,415

**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 a geographic information system.
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 CONNDOT to assimilate data concerning freight movement and freight facilities within the region.

**Objectives, Transit:**

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

**Previous Work, Highway:**

1. SCCOG staff have extensive experience in gathering data related to transportation planning. Examples in recent years include commuter lot counts; traffic/land use studies in Preston, Griswold, Groton, Montville, Sprague, and Bozrah; access management and continued study of the land use and transportation impacts of the Foxwoods and Mohegan Sun Casinos.

**Previous Work, Transit:**

1. The region has gathered and analyzed data related to transit planning since the early 1970s. Activities in FY 1999 include information on ridership and financial trends.

**Methodology:**

1. **Data Management:** The SCCOG developed a Geographic Information System during FY 1998 and trained staff in its use. The GIS enhances the SCCOG's ability to store and analyze transportation data and provides new capabilities for the modeling of alternative transportation or land use scenarios. 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 CONNDOT; 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. In FY 2003, SCCOG hired a part-time GIS Specialist to assist in this task; in FY 2006, SCCOG hired a full-time GIS Coordinator.
2. 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.

3. Provide to CONNDOT all 24-hour traffic count data collected by SCCOG.
4. Assist CONNDOT in updating its Land Use Forecast files.
5. Coordinate with CONNDOT on issues related to the 2000 Census and the related Census Urban Transportation Planning Package.
6. Assist the Bureau of the Census in disseminating information from the 2000 Census.

**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 is planning to create a regional web-based GIS in 2008-09.
2. The computerized and GIS data bases will be expanded.
3. New data will be added to the files and will be analyzed. In some cases, brief summary reports will be published.

**Task 2: Staffing/Other Costs:**

	FY 2009		FY 2010	
SCCOG Staff:	764 hours	\$29,811	667 hours	\$27,028
Other Costs:		\$28,667		\$26,034
Total:	764 hours	\$58,478	667 hours	\$53,062

**Task 2: Financial Responsibility - Estimated Cost, \$:**

	FY 2009			FY 2010		
	Combined PL/FTA	Other	Total	Combined PL/FTA	Other	Total
Federal	46,782	-0-	46,782	42,450	-0-	42,450
CONNDOT	5,848	-0-	5,848	5,306	-0-	5,306
SCCOG	5,848	-0-	5,848	5,306	-0-	5,306
Total Non-Federal	11,696	-0-	11,696	10,612	-0-	10,612
GRAND TOTAL:	58,478	-0-	58,478	53,062	-0-	53,062

**Task 2: Functional Responsibility - Estimated Costs, \$:**

	CONNDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
<b>FY 2009</b>	0	58,478	0	0	0	0	58,478
<b>FY 2010</b>	0	53,062	0	0	0	0	53,062

**TASK 3: PLANNING ACTIVITIES****Objectives, Highway:**

1. Improve coordination on transportation matters with federal, state, and local agencies.
2. Complete an annual updating 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.

**Objectives, Transit:**

1. Assess the need for demand-response transportation services to supplement fixed-route transit.
2. Cooperate with CONNDOT 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 SAFETEA-LU, CAAA and ADA requirements, respond to current needs and reflect available resources.
4. Update of the Regional Transit Development Program completed in FY 1997, as needed.
5. Identify rail parking needs and consider rail and other multi-modal interface improvements.
6. Working with SEAT, develop an Operation and Management Strategy for transit including an examination of institutional arrangements relating to bus stops, signage, and shelters.
7. Work to implement the recommendations of the *Intermodal Connections Study Southeast*.

8. Work toward the continuation of the region's multi-modal transportation center in New London.
9. Assist in the management and oversight of the Jobs Access and Reverse Commute Program insuring 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. Assist in the relocation of the SEAT facility, necessitated by the potential development of the Norwich Hospital property.

#### **Previous Work, Highway:**

1. SCCOG staff have evaluated network adequacy in the course of preparing the Regional Transportation Plan and in conducting special studies of transportation problems. In FY 1988 the region completed an assessment of the deficiencies on the region's arterial highway network and in FY 1990, FY 1994, and FY 1998 studied traffic growth trends on major highways. FY 1995 work included gathering data on major traffic generators, on signage, and on local land use zoning policies. In FY 2002, a regional land use study was completed. In FY 2003, an inventory of bicycle/hiking/walking trails in the region was prepared.
2. Regional staff have worked cooperatively with CONNDOT on a number of projects over the years. Currently, the two organizations are or have cooperated on the Route 11 EIS, the Routes 2/2A/32 EIS, an Intelligent Transportation System (ITS) for the I-395 and the I-95 corridors, and a Feasibility Study and EIS for I-95 from Branford to Rhode Island. Other efforts include data gathering, the monitoring of commuter parking lots, the projection of population, employment and land use, and the planning needed to implement an Intelligent Transportation System (ITS).
3. Since the mid-1970s, the region has annually reviewed and updated its Regional Transportation Plan. Similarly, the Regional Transportation Improvement Program has been comprehensively updated each year and has been amended on an as-needed basis.

#### **Previous Work, Transit:**

1. In 1987, regional staff assisted CONNDOT in preparing the Southeastern Connecticut section of the state elderly/disabled transportation action plan. Prior to that date, SCRPA performed a number of analyses of the transit and paratransit needs of the elderly or handicapped. In 1988, the region agreed to administer grants for the purchase of replacement vehicles for elderly/disabled transportation. Since 1989, the region has worked to develop a program to coordinate transportation for the disabled. This became operational in February of 1991. In 1992, SCCOG played a lead role in establishing a new organization to manage a coordinated paratransit system for the elderly and disabled, the Eastern Connecticut

Transportation Consortium, Inc. The Council of Governments, through its staff, is currently represented on the ECTC board of directors and provides technical support to the corporation.

2. Since the region began preparing annual updatings of the Regional Transportation Plan and the Regional Transportation Improvement Program in the mid-1970s, this activity has included a review and updating of the transit recommendations. In FY 1997, SCCOG staff assisted SEAT in completing a new regional transit plan to meet public transportation needs resulting from major changes in the region's economy.
3. In FY 2003 and 2004, SCCOG staff coordinated with SEAT and other stakeholders to begin work on the Business/Marketing Plan for the Intermodal Connections Study Southeast. This TSB-funded study was completed in February, 2005 and it recommends the establishment of a tourist-based transit system in the region.
4. Over the past 6 years, staff participated in the initial development and ongoing monitoring every aspect of the performance of the Jobs Access and Reverse Commute Program. SCCOG staff serves on the Executive Board for this program.

### **Methodology:**

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 an annual updating 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, 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.
  - New freight movement opportunities including use of barges to move trucks by water.

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 the SAFETEA-LU. 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 CONNDOT 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; the extension of Route 11; casino traffic impact; potential transportation centers in Mystic, Norwich, and Westerly, RI, and the Regional Intermodal Transportation Center study scheduled to begin in May, 2008.
7. Congestion Management: Continue to work with CONNDOT 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.
8. Work to insure that the issue 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 federal FHWA Local Road Accident Reduction Program and ensure that they are consistent with the goals and objectives of the adopted FY 2007-2035 Regional Transportation Plan.
10. Participate in the federal Safe Routes to Schools (SRTS) program by encouraging municipalities with elementary schools in close proximity to neighborhood housing to develop master plans that identify potential routes for students to walk or ride bikes to school.

11. Assist CONNDOT in examining options for value pricing as a congestion management and revenue raising strategy.
12. Conduct regional studies/planning activities, to be prepared in accordance with NEPA requirements.
  - Oversee the formulation of a master plan that will lead to improved coordination and ease of use by travelers of the various transportation providers in and around Union Station in New London (study scheduled to begin May, 2008).
  - Cooperate with CONNDOT in completing an air quality assessment of the Regional Transportation Plan and Transportation Improvement Program and coordinate with the Connecticut Department of Environmental Protection (DEP) 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 CONNDOT, 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.
  - Cooperate with CONNDOT and the 2Plus Corporation to develop ridesharing programs for commuters.
  - Assist SEAT and others in developing transit services to serve the region's expanding tourism industry, including an analysis of multimodal linkages.
  - Refine and further detail a comprehensive updating of the region's Transit Development Program, prepared in FY 1997. Assist SEAT in pursuing plan implementation.
  - Assist SEAT with their ongoing relocation plan study.
  - As requested and when feasible, conduct Congestion Management Process (CMP) Strategy reports.
  - Coordinate with CONNDOT efforts to examine methods to move freight to and through the region, reducing the impacts freight movement can have on highway traffic.

**Products:**

1. The Regional Transportation Plan and the Regional Transportation Improvement Program, including transit elements, will be published and adopted. The updated Plan will include a section detailing progress on the region's CMP efforts involving the following six elements: determination of the CMP network; define congestion; identify congested links; strategies to address congested links; implementation strategies; monitor the network.
2. Regional studies will be published, including a Master Plan for the multi-modal transportation providers in and around Union Station in New London (study scheduled to begin in May, 2008).

3. Transportation Strategy Plans will be revised and kept up-to-date for the Southeast Corridor TIA and the I-395 Corridor TIA, as needed, including submission of these Plans to the TSB as required.
4. Reports of progress in implementing the Intermodal Connections Study Southeast will be prepared. SCCOG continues to pursue funding for the recommended Pilot Demonstration project.

**Task 3: Staffing/Other Costs:**

	FY 2009		FY 2010	
SCCOG Staff:	3,631 hours	\$141,739	3,034 hours	\$122,857
Other Costs:		\$136,069		\$118,335
Total:	3,631 hours	\$277,808	3,034 hours	\$241,192

**Task 3: Financial Responsibility - Estimated Cost, \$:**

	FY 2009			FY 2010		
	Combined PL/FTA	Other (SRTS)	Total	Combined PL/FTA	Other	Total
Federal	212,646	12,000	224,646	192,954	-0-	192,954
CONNDOT	26,581	-0-	26,581	24,119	-0-	24,119
SCCOG	26,581	-0-	26,581	24,119	-0-	24,119
Total Non-Federal	53,162	-0-	53,162	48,238	-0-	48,238
GRAND TOTAL:	265,808	12,000	277,808	241,192	-0-	241,192

**Task 3: Functional Responsibility - Estimated Costs, \$:**

	CONNDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
<b>FY 2009</b>	0	277,808	0	0	0	0	277,808
<b>FY 2010</b>	0	241,192	0	0	0	0	241,192

**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.

**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.

**Previous Work, Highway:**

1. The region has a long history of providing technical assistance to municipalities on transportation-related matters. This has included land use/transportation studies for municipalities and continued study of the land use and transportation impact of the region's two casinos.
2. The region has a process for coordination with other agencies and has had considerable experience in doing so.

**Previous Work, Transit:**

1. Since Southeast Area Transit was formed in the mid-1970s, regional staff have provided technical assistance to the transit district. Most recently, this has involved both traditional planning analysis and more specialized management studies. In FY 2001, SCCOG prepared a Route and Operational Analysis and assisted in the update of SEAT's transit schedule.
2. The region has prepared several guides on the public transportation services in Southeastern Connecticut. The latest of these was published in 1989.
3. In FY 2003, SCCOG staff prepared a bus shelter white paper for SEAT member towns.

**Methodology:**

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. 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; the committee for the Environmental Impact Study of the completion of Route 11; CONNDOT in a study of an Intelligent Transportation System along the I-395 and I-95 corridors; to CONNDOT during the implementation of the improvements recommended in the I-95 Feasibility Study; to the Transportation Strategy Board and to the Southeast Corridor TIA and the I-395 Corridor TIA in the development of a long-term transportation strategy for the state; to the Route 11 Greenway Authority Commission; and in seeing developed the transit system recommended in the Intermodal Connections Study Southeast. As necessary, assist CONNDOT 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 federal FTA 5310 program.
5. Annually, review applications for the federal FTA 5310 program and rank them according to the criteria jointly established with CONNDOT thereby insuring 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. Provide technical assistance concerning the STP program, including project development, regional review and prioritization, and monitoring municipal project schedules.
8. 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 CONNDOT, SEAT, EWIB, the CT Department of Social Services, CT Department of Mental Health, the CT Department of Labor, WINCOG, 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, CONNDOT, the CT Department of Economic and Community Development, the CT Office of Policy and Management and other interested parties in the re-development of the New London Parade and insuring that New London's Union Station remains the centerpiece of a regional multi-modal center that includes rail, ferry and bus service.
  - Work with CONNDOT to extend Shoreline East passenger commuter rail service to New London's Union Station.
  - Assist CONNDOT in an examination of the feasibility of rail service from the southeast to northeast regions including parking and rail-transit interface opportunities.
  - Assist CONNDOT in implementation of ITS for the region.

**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.

**Task 4: Staffing/Other Costs:**

	FY 2009		FY 2010	
SCCOG Staff:	1,737 hours	\$ 67,753	1,517 hours	\$ 61,428
Other Costs:		\$ 65,151		\$ 59,168
Total:	1,737 hours	\$132,904	1,517 hours	\$120,596

**Task 4: Financial Responsibility - Estimated Cost, \$:**

	FY 2009			FY 2010		
	Combined PL/FTA	Other	Total	Combined PL/FTA	Other	Total
Federal	106,322	-0-	106,322	96,476	-0-	96,476
CONNDOT	13,291	-0-	13,291	12,060	-0-	12,060
SCCOG	13,291	-0-	13,291	12,060	-0-	12,060
Total Non-Federal	26,582	-0-	26,582	24,120	-0-	24,120
GRAND TOTAL:	132,904	-0-	132,904	120,596	-0-	120,596

**Task 4: Functional Responsibility - Estimated Costs, \$:**

	CONNDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
<b>FY 2009</b>	0	132,904	0	0	0	0	132,904
<b>FY 2010</b>	0	120,596	0	0	0	0	120,596

**TASK 5: PUBLIC PARTICIPATION****Objectives, Highway:**

1. Assure that the Regional Transportation Plan and the Regional Transportation Improvement Program meet SAFETEA-LU and CAAA requirements, respond to current needs and reflect available resources.
2. Implement strategies to insure that projects meet Federal Title VI requirements for Environmental Justice. Continue to address the recommendations from the Title VI Compliance Report.
3. Evaluate the effectiveness of the public involvement process. Insure that SCCOG's public involvement process meetings the new requirements of SAFETEA-LU, 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, will be presented in a visual format.
5. Prepare and submit to CONNDOT such Title VI reports as may be required. Update the council's Affirmative Action Program. Develop a strategy for addressing the federal mandates dealing with Environmental Justice including those recommendations contained in the February, 2004 Title VI Compliance Report.

**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.

**Previous Work, Highway:**

1. SCCOG has conducted its transportation planning process in an open, public fashion as described in the document “Statement of Public Involvement Process for Transportation Planning.”
2. The region has included a public information/citizen participation task in every annual transportation planning program.
3. The region annually updates its Affirmative Action Program and has complied with state and federal Title 6 requirements including affirmative action, equal opportunity and Environmental Justice requirements. The region has already begun to implement recommendations made in the February 2004 Title 6 Compliance Report.

**Previous Work, Transit:**

1. SCCOG has conducted its transportation planning process in an open, public fashion as described in the document “Statement of Public Involvement Process for Transportation Planning.”
2. A web site was established for the Intermodal Connections Study Southeast, which has been converted to the agency’s web site.

**Methodology:**

1. Publish newsletters 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, the advisory committees for the Rte. 11 EIS and the Rtes. 2, 2A, 32 EIS, and to other citizen groups, as appropriate.
2. Update the agency's Affirmative Action Program.
3. Assist CONNDOT in the public participation portion of ongoing studies and implementation efforts for previously completed studies/EIS.
4. Continue to develop and implementing a strategy addressing Title 6 and Environmental Justice mandates, and consider the impacts on under-served communities of any recommendation contained in plans and programs.

**Products:**

1. Quarterly newsletters and 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. Compliance with SAFETEA-LU will be addressed.
3. The updated Affirmative Action Program will be published.
4. The web site for the Intermodal Connections Study Southeast has been converted to the Council's web site, on which the region's transportation planning documents have been made available to the public. The web site will now be maintained as an important public participation tool.

**Task 5: Staffing/Other Costs:**

	FY 2009		FY 2010	
SCCOG Staff:	347 hours	\$13,551	303 hours	\$12,286
Other Costs:		\$13,030		\$11,833
<b>Total:</b>	<b>347 hours</b>	<b>\$26,581</b>	<b>303 hours</b>	<b>\$24,119</b>

**Task 5: Financial Responsibility - Estimated Cost, \$:**

	FY 2009			FY 2010		
	Combined PL/FTA	Other	Total	Combined PL/FTA	Other	Total
Federal	21,265	-0-	21,265	19,295	-0-	19,295
CONNDOT	2,658	-0-	2,658	2,412	-0-	2,412
SCCOG	2,658	-0-	2,658	2,412	-0-	2,412
Total Non-Federal	5,316	-0-	5,316	4,824	-0-	4,824
<b>GRAND TOTAL:</b>	<b>26,581</b>	<b>-0-</b>	<b>26,581</b>	<b>24,119</b>	<b>-0-</b>	<b>24,119</b>

**Task 5: Functional Responsibility - Estimated Costs, \$:**

	CONNDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT	OTHER	TOTAL
<b>FY 2009</b>	0	26,581	0	0	0	0	26,581
<b>FY 2010</b>	0	24,119	0	0	0	0	24,119

**TABLE 1: UNIFIED PLANNING WORK PROGRAM  
ESTIMATED STAFFING BY POSITION**

<b>Position</b>	<b>FY 2009 Maximum Hourly Rate</b>	<b>FY 2009 Percent of Total Time</b>	<b>FY 2010 Maximum Hourly Rate</b>	<b>FY 2010 Percent of Total Time</b>
Executive Director	\$60.00	50	\$64.00	50
Assistant Director	\$47.00	90	\$51.00	90
Planner	\$40.00	50	\$45.00	50
Planner	\$40.00	50	\$45.00	50
Planner	\$40.00	50	\$45.00	50
Planner	\$40.00	60	\$45.00	60
GIS Coordinator	\$30.00	100	\$34.00	100

**TABLE 2: UNIFIED PLANNING WORK PROGRAM, FY 2009 and 2010**

**SCCOG STAFFING BY TASK**

	<b>FY 2009</b>	<b>FY 2010</b>
Task 1	625 hours	546 hours
Task 2	764 hours	667 hours
Task 3	3,631 hours	3,034 hours
Task 4	1,737 hours	1,517 hours
Task 5	347 hours	303 hours
<b>TOTAL:</b>	<b>7,104 hours</b>	<b>6,067 hours</b>

**TABLE 3: UNIFIED PLANNING WORK PROGRAM**  
**Southeastern Connecticut Council of Governments**  
**FINANCIAL RESPONSIBILITY BY TASK**

**FY 2009: TOTAL FUNDING - FY 09 Combined PL/FTA+ FY 06 Released PL and Other (SRTS)**

Task	Federal	State	SCCOG	Total
1	\$ 38,275	\$ 4,785	\$ 4,785	\$ 47,845
2	46,782	5,848	5,848	58,478
3	224,646	26,581	26,581	277,808
4	106,322	13,291	13,291	132,904
5	21,265	2,658	2,658	26,581
<b>TOTAL:</b>	<b>\$437,290</b>	<b>\$53,163</b>	<b>\$53,163</b>	<b>\$543,616</b>

**FY 2010: TOTAL FUNDING - FY 2010 Combined PL/FTA**

Task	Federal	State	SCCOG	Total
1	\$ 34,731	\$ 4,342	\$ 4,342	\$ 43,415
2	42,450	5,306	5,306	53,062
3	192,954	24,119	24,119	241,192
4	96,476	12,060	12,060	120,596
5	19,295	2,412	2,412	24,119
<b>TOTAL:</b>	<b>\$385,906</b>	<b>\$48,239</b>	<b>\$48,239</b>	<b>\$482,384</b>

**TABLE 4: FY 2009 and 2010 UNIFIED PLANNING WORK PROGRAM MILESTONES**  
**Southeastern Connecticut Council of Governments**

<b>Task No. &amp; Title</b>	<b>Products</b>	<b>FY 2009</b>	<b>FY 2010</b>
1. Management of the Planning Planning Process	FY 2011-2012 UPWP Draft		4/10
	FY 2011-2012 UPWP Final		5/10
	Adopt Transportation Plan	6/09	6/10
	Amend TIP	6/09	6/10
	Adopt UPWP for FY 2011-2012		6/10
	Self-certification	6/09	6/10
	SIP Conformance Statement	6/09	6/10
	Quarterly Reports	Quarterly	Quarterly
	TIA Staffing	As Needed	As Needed
	Greenway Commission Staffing	Throughout	Throughout
	Annual Audit	9/09	9/10
2. Data Collection/Analysis	Data Management	Throughout	Throughout
	Maintain 2000 Census	Throughout	Throughout
3. Planning Activities	Transportation Plan	6/09	6/10
	TIP Draft	2/09	2/10
	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
	TIA Plans	Throughout	Throughout
	Intermodal Connections Study 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	2/09	2/10
5. Public Participation	Update Affirm. Action/Env. Justice Programs	4/09	4/10
	Newsletters	Quarterly	Quarterly
	Annual Report	1/09	1/10
	Maintain Web Site	Throughout	Throughout



