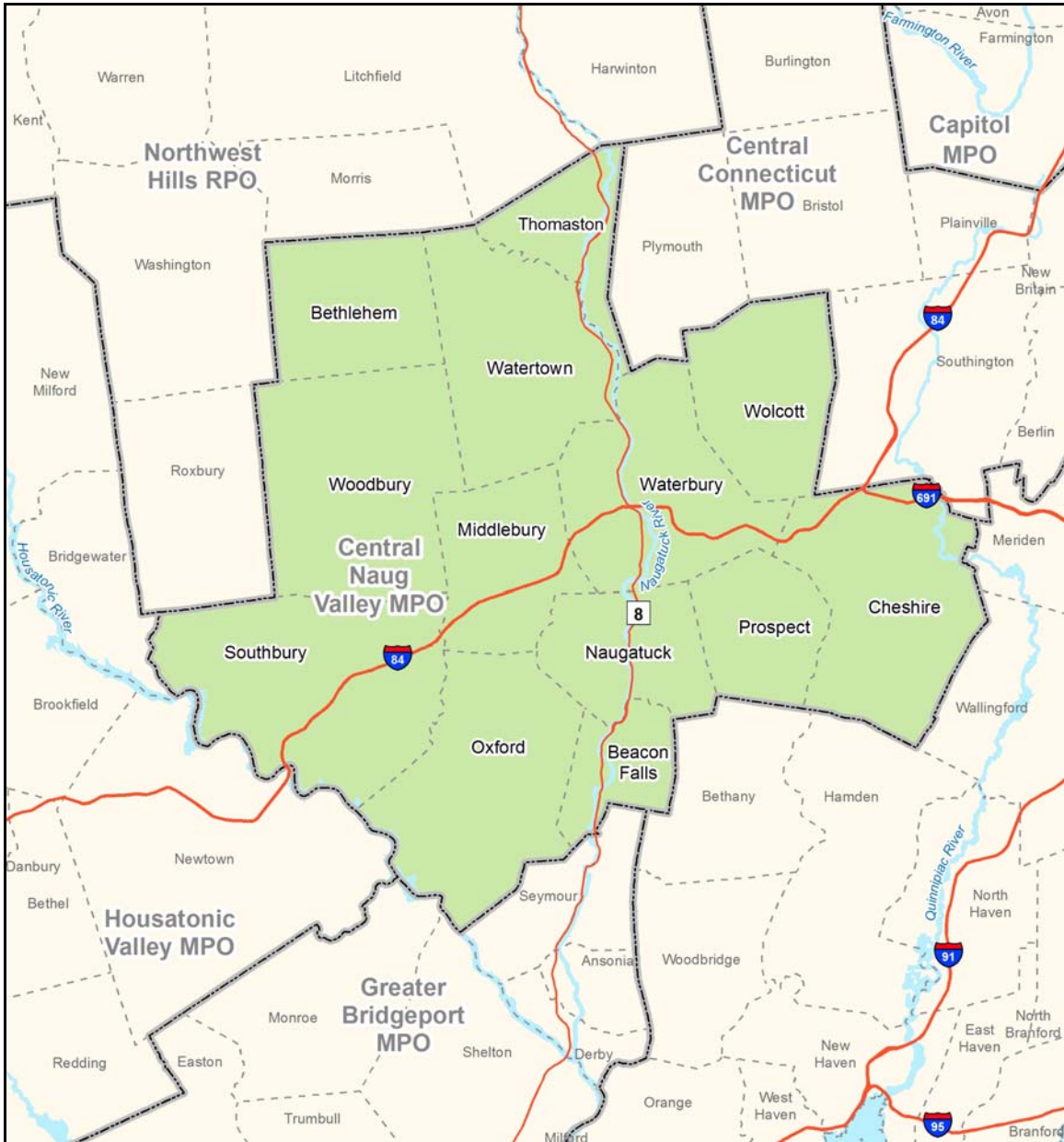


**DRAFT (04/24/14)**

**REGIONAL TRANSPORTATION PLANNING PROGRAM  
UNIFIED PLANNING WORK PROGRAM:  
FY2015**

**COUNCIL OF GOVERNMENTS  
CENTRAL NAUGATUCK VALLEY**

# CENTRAL NAUGATUCK VALLEY MPO



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## INTRODUCTION

The Council of Governments of the Central Naugatuck Valley (COGCNV) is the Metropolitan Planning Organization (MPO) for the Central Naugatuck Valley Region (CNVR) of Connecticut. The CNVR encompasses thirteen municipalities and covers an area of 311 square miles. COGCNV is comprised of the chief elected officials of the municipalities of Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Prospect, Oxford, Southbury, Thomaston, Waterbury, Watertown, Wolcott, and Woodbury.

In December 2013, COGCNV and the Valley Council of Governments (VCOG) petitioned the CT Office of Policy and Management (OPM) for a voluntary consolidation into a single planning region. The town of Plymouth and City of Bristol also petitioned OPM for inclusion in the new planning region. During FY 2015, COGCNV will continue working with neighboring regions on establishing a COG to cover the new Naugatuck Valley planning region. It is anticipated that the new COG will form the foundation for a new MPO beyond FY 2015, so COGCNV will also be involved in steps to establish a new MPO for the Naugatuck Valley.

The Unified Planning Work Program (UPWP) documents the metropolitan transportation planning activities to be performed in compliance with the requirements of 23 CFR Part 450.308 during FY 2015. The transportation planning tasks identified in the UPWP are funded through a combination of federal, state, and local funds.

The UPWP presents transportation planning activities and tasks for the one-year period, a schedule for completing the work, the resulting products, and a budget showing amounts and sources of funds. The planning activities and tasks in the UPWP originate from the Long Range Regional Transportation Plan: 2011-2040, MAP-21, and guidance from the Connecticut Department of Transportation (CTDOT). Further guidance was provided by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and federal statutes and executive orders. The UPWP will be considered for recommendation by the Regional Planning Commission and approval by Council of Governments.

Transportation planning activities in the UPWP are categorized into four major tasks: Data Collection and Analysis, Planning Activities, Other Technical Assistance, and Management of the Process. Public Participation is incorporated as an important element of the other four tasks. A budget and schedule for fiscal year 2015 is presented for the four tasks. An appendix outlines the transportation planning roles and responsibilities of COGCNV, CTDOT, and transit agencies.

## EXECUTIVE SUMMARY

The FY 2015 UPWP is divided into four general tasks: I) Data Collection & Analysis; II) Planning Activities; III) Other Technical Assistance; and IV) Management of the Planning Process.

### I. Data Collection & Analysis

The purpose of the **Data Collection & Analysis** task is to develop transportation databases, including Geographic Information Systems (GIS), to support the planning process. This task includes monitoring the transportation system and developing projections of its future state. Specific objectives within this task for the FY 2015 period include:

- Create maps with GIS in support of transportation planning activities.
- Update GIS databases with the most up-to-date American Community Survey and 2010 Census data for the CNVR, as they become available.
- Prepare an updated *Profile of the CNVR* using data from the American Community Survey and other sources, when they become available.
- Collect travel speed data at congested locations on I-84 and major state highways.
- Monitor transit bus, passenger rail, and paratransit ridership, expenditures, and frequency of service.
- Upgrade GIS data so that it has a consistent level of quality across all municipalities in the new Naugatuck Valley COG region.

### II. Planning Activities

The **Planning Activities** task includes both short-range and long-range planning activities. Long Range Planning Activities, the Transportation Improvement Program, Project Development, and Major Studies are subsets of this task. Planning activities incorporate Title VI and Environmental Justice mandates and take into consideration the impacts of transportation investments on undeserved communities.

Specific objectives within this task for FY 2015 include:

#### A. Long-Range Planning Activities

- Update the Regional Long Range Transportation Plan 2015-2040 (LRTP).
- Promote transportation improvements and land uses consistent with the Long Range Transportation Plan, in coordination with local, regional, and state plans of conservation and development.
- Through public outreach efforts seek full and fair participation by all potentially affected communities in transportation decision-making processes.
- Coordinate with CTDOT in setting performance targets per MAP-21 for inclusion in future LRTP and TIP documents.

*B. Transportation Improvement Program (TIP)*

- Coordinate the endorsement of amendments and administrative actions to the TIP in cooperation with CTDOT.
- Coordinate the preparation, review, and adoption of a new 2015-2018 TIP in cooperation with CTDOT

*C. Project Development*

- Provide technical assistance on the Surface Transportation Program (STP-U), the Local Transportation Capital Improvement Program (LOTICIP), and other state and federal transportation funding programs.
- Assist CTDOT with Locally Coordinated Human Services Transportation Planning (LOCHSTP).
- Identify, evaluate, and seek funding for hazardous locations on local roads for the Local Road Accident Reduction Program.
- Develop regional priorities for the FTA Section 5310 vehicle purchase program for private non-profit and public organizations.
- Incorporate into all planning efforts and project development, and give special attention to, safety and security of the transportation system, including pedestrian and bicycle safety.

*D. Major Studies*

- Waterbury's Naugatuck River Greenway Project

- Waterbury Bus Maintenance and Storage Facility
- CT Transit-Waterbury Bus Operations and Routing Study

### III. Other Technical Assistance

The ***Other Technical Assistance*** task includes studies and services carried out on behalf of CNVR member towns. Specific objectives within this task are to:

- Provide technical assistance to municipalities on funding programs available for local transportation projects.
- Provide technical assistance to CNVR municipalities, state agencies, and other organizations on transportation-related issues.
- Provide technical assistance to the Greater Waterbury Transit District, Joblinks, CT Transit – Waterbury Division (North East Transportation), and other transit agencies and providers.
- Write land use referral letters on the conformity of zoning, subdivision, and planning proposals with regional and state plans.
- Provide technical assistance to municipalities on planning of greenways.

### IV. Management of the Planning Process

The purpose of the ***Management of the Planning Process*** task is to administer regional transportation activities as specified in the Unified Planning Work Program (UPWP) and develop the transportation work program for the following year. Specific objectives within this task are to:

- Administer the UPWP detailed in this document.
- Prepare quarterly progress reports and expenditure reports.
- In collaboration with neighboring MPOs, prepare a Unified Planning Work Program (UPWP) describing all transportation and transportation related planning activities for the next biennial period.
- Coordinate with neighboring RPOs, MPOs, and CTDOT on the future of the region's MPO.



- Complete annual organization-wide audits for CTDOT's review and approval.
- Update and maintain COGCNV's website, including posting documents, meeting dates, agendas, and minutes.

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## IMPORTANT PLANNING ACTIVITIES: FY 2015

In fiscal year 2015, COGCNV will be engaged in a variety of planning activities to address transportation issues in the Central Naugatuck Valley Region (CNVR). These issues are identified in the Regional Long Range Transportation Plan and other transportation studies. Some of the major issues that the UPWP tasks will address include:

- Traffic congestion
- Allocation of limited highway and transit funds
- Optimization of the bus transit system
- Lack of bicycle and pedestrian facilities
- Local need for technical assistance

The projects and activities listed below will provide COGCNV, its member municipalities, and CTDOT with data, planning materials, and tools to improve transportation in the region and facilitate the decision making process.

### Task I: Data Collection and Analysis

- **Profile of the CNVR**  
The profile is a compilation of population, economic, and housing data for the Central Naugatuck Valley Region (CNVR) and its municipalities. The tables present information on past trends and current conditions. COGCNV will expand on the data included in the report to include all of the municipalities in the new NVCOG region.
- **GIS Data Updates**  
COGCNV will produce a standardized regional GIS database that has a consistent level of quality across all municipalities in the new Naugatuck Valley COG region.

### Task II: Planning Activities

- **CNVR Long Range Regional Transportation Plan 2015-2040**  
COGCNV will be working on a minor update of the long range transportation plan (LRTP).
- **Transportation Improvement Program**  
COGCNV will create a new four-year schedule of transportation project funding.
- **Performance Measurement**  
Coordinate with CTDOT in setting performance targets per MAP-21 for inclusion in future Long Range Regional Transportation Plan and Transportation Improvement Programs.

- **Bus Operations and Routing Study**

COGCNV staff oversaw the collection of bus ridership counts during FY 2014. In FY 2015, COGCNV will work with the City, State DOT, and local stakeholders to oversee a consultant study of the bus operations and routing that will explore options to reduce congestion and improve level-of-service for bus riders.

### **Task III: Other Technical Assistance**

- **Greenways**

Promote regional greenway trails along the Naugatuck River, Steele Brook, former Farmington Canal, and Housatonic River. Staff will provide technical assistance to municipalities on their greenway projects. Pedestrian and bicycle connectivity between towns and linkages to existing and proposed trails and recreational facilities will be promoted.

### **Task IV: Management of the Planning Process**

- **UPWP**

COGCNV will work on the Unified Planning Work Program for future fiscal years in collaboration with neighboring MPOs.

- **Audit**

COGCNV will conduct annual, organization-wide audits for CTDOT review and approval

- **MPO Futures**

Coordinate with neighboring RPOs and MPOs on the future of the region's MPO.

## SCOPE OF WORK

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## TASK I: DATA COLLECTION & ANALYSIS

### Objective

To develop transportation and land use databases, including Geographic Information System (GIS) databases, to support the planning process. Data will be collected and used to monitor transportation and land use trends in the Central Naugatuck Valley Region (CNVR), particularly the performance of transportation services and facilities. The most up-to-date population and demographic data from the U.S. Census and State of Connecticut will be collected and analyzed for use in all transportation planning activities and projects.

### Previous Work

The Council of Governments of the Central Naugatuck Valley (COGCNV) prepares an annual statistical publication, *Profile of the CNVR*, containing demographic, economic, and housing trends for the region. The 2013 Profile was completely updated with the results of the 2010 Census and most recent American Community Survey data. COGCNV, as an affiliate of the State Data Center, continues to act as a clearinghouse for Census data. Major GIS projects were completed in fiscal years 2010, 2011, and 2013: the creation of a regional parcel-based land use map a map and inventory of regional bus stops, and a regional build-out model.

Commuter parking lots are surveyed quarterly, state population and employment projections for the Traffic Analysis Zones (TAZ) in municipalities in the region are reviewed as part of the update for CTDOT's traffic projections. High hazard accident locations and congestion in the region's highway system are also monitored. Peak hour turning movement counts and signal analyses have been conducted at selected major urban intersections in past years. Road improvement data were compiled for selected local roads in the region as part of the national Highway Performance and Monitoring System (HPMS).

### Methodology

- Collect travel speed data at congested locations on I-84 and major state highways.
- Continue updating GIS databases with the most up-to-date American Community Survey and 2010 Census data for the CNVR, when they become available.
- Produce a standardized regional GIS database that encompasses the entire area within the new regional boundary.

- Upgrade GIS data so that it has a consistent level of quality across all municipalities in the new Naugatuck Valley COG region.
- Collect new data and update existing GIS data layers on transportation facilities across all modes.
- Increase the technical capacity of the agency to perform geographic information system (GIS) tasks through staff attendance at workshops and conferences and procurement of technical resources, where appropriate.
- Prepare an updated *Profile of the CNVR*, incorporating regional and local demographic, economic, and housing trends and characteristics.
- Review municipal and traffic zone projections of population and employment for CTDOT's statewide travel demand forecasting model, as needed
- Monitor the operating characteristics of the region's highway network. As data becomes available, characteristics to be monitored include traffic volumes and accident locations. Any 24-hour or turning movement counts collected by COGCNV will be provided to CTDOT's Bureau of Policy and Planning.
- Monitor the operating characteristics of the region's local bus service. Data to be monitored include expenditures, fares, revenues, deficits, ridership, and bus route performance.
- Monitor the operating characteristics of passenger and freight rail service, with emphasis on the interface between rail and other modes, including parking, transit, bicycle, pedestrian facilities, and truck freight.
- Identify transportation connectivity gaps in access to essential services, including housing, employment, health care, schools/education, and recreation.
- Conduct quarterly surveys of commuter parking lot use to identify locations and corridors needing improvements or additional parking facilities. Prepare an annual memorandum summarizing the findings of the surveys and recommendations.
- Continue regional geographic information system (GIS) mapping using the most recent statewide GIS road layer. Develop GIS data and mapping for the regional long range transportation plan, greenway planning, regional plan of conservation & development, emergency planning, land use referrals, and technical memos.

- Assist data users in obtaining Census data as well as other statistics of regional significance.
- Participate in the CTDOT traffic records coordinating committee.

### **Products**

- Updated *Profile of the CNVR*
- Traffic count and accident data and technical memorandums, when appropriate
- Local bus, paratransit, and rail data and technical memorandums, when appropriate.
- Quarterly commuter parking lot surveys and annual memorandum
- Ongoing GIS data collection, updating, and mapping
- Technical assistance to Census data users

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## TASK II: PLANNING ACTIVITIES

### Objective

To develop statewide and regional strategies for moving people and goods on the region's transportation network. To analyze current and projected traffic volumes and road capacity on congested intersections and corridors. To develop low cost transportation system management recommendations for improving traffic movement. To maintain and improve commuter rail and local fixed route bus service and associated ADA and non-ADA services. To promote transportation improvements and land uses consistent with the Long Range Transportation Plan, and in coordination with local, regional, and state plans of conservation and development.

To encourage participation by persons or agencies that have an interest in particular studies, plans, programs, or projects. To ensure that citizens (especially minorities and other protected groups), organizations, and municipal officials are given the opportunity for meaningful input into the transportation planning process. To avoid, minimize, or mitigate disproportionately high and adverse impacts on minority populations and low-income populations in transportation project. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process and prevent the denial of, reduction in, or significant delay in the receipt of transportation benefits to minority and low-income populations.

### Previous Work

Previous work can be separated into four major subsets: Regional Long Range Transportation Plan, Transportation Improvement Program (TIP), Project Development, and Major Studies. The region's TIP is updated in coordination with the STIP, and amendments and administrative actions are incorporated as required. COGCNV staff works with CTDOT to develop and schedule new projects into the TIP on an ongoing basis. A new TIP was created in FY 2012. COGCNV completed the Regional Naugatuck River Greenway Routing Study, the Traffic Diversion Plan for I-84, Route 7 and Route 8, the CNVR Economic Profile: 2013, and the Waterbury Bus Ridership Study: 2014. COGCNV prepared land use referral letters and technical memos on the consistency of land use proposals with regional and state plans.

### Methodology

#### A. Long-Range Transportation Plan

- Update the Regional Long Range Transportation Plan 2015-2040 (LRTP).
- Update the Regional Plan of Conservation and Development, if needed.



- Coordinate with CTDOT in setting performance targets per MAP-21 for inclusion in future LRTP and TIP documents.
- Work with CTDOT and neighboring MPOs to develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.
- Consider public transportation alternatives for all proposed transportation projects. Promote and encourage the use of the existing fixed route bus system and commuter rail. Coordinate bus and rail maintenance with CT Transit and CTDOT. Continue to monitor the state of the region's public transportation system and collaborate with local and state officials to develop transit-related projects, when appropriate.
- Assist with the Waterbury Bus Maintenance and Storage Facility design project for a new facility in Watertown to serve CTTransit – Waterbury Division.
- Promote safety, livable communities, and environmental sustainability in planning activities.
- Encourage and assist municipalities with adopting transit-supportive land use policies.
- Coordinate major planning studies and consider environmental impacts of transportation projects as part of NEPA and CEPA processes.
- Prepare an updated air quality conformity statement, when necessary, for CNVR transportation plans and programs.
- Engage in freight movement planning to address the need for improved goods movement within the region.
- Promote the security of the regional transportation system. Collaborate with local municipal and private emergency service providers and CT DEHMS in emergency operations planning and emergency support functions (ESF).
- Assist municipalities with local emergency planning, including the identification of critical facilities and transportation systems in local pre-disaster mitigation plans and maps. Update local pre-disaster mitigation plans, if needed.

- Promote transportation improvements and land uses consistent with the Long Range Transportation Plan and in coordination with local, regional, and state plans of conservation and development.
- Work with CTDOT in modifying road functional classification designations, when appropriate.
- Work with the local news media on transportation-related issues, plans, proposals, and projects.
- Implement strategies aimed at promoting environmental justice and equal opportunity, based on guidelines and regulations from the U.S. Department of Transportation.
- Examine the distribution of benefits and burdens of transportation investments in the Long Range Plan to Title VI/Environmental Justice groups.
- Identify and address the effects of all programs, policies, and activities on minority, low-income, and other under-served populations.
- Develop a methodology for balancing the impacts and benefits of transportation strategies and determine how negative impacts will be mitigated.
- Conduct public meetings on transportation studies and plans when appropriate.
- Confer with municipal officials, local groups, and interested citizens on transportation issues. Seek comments and feedback on transportation plans and studies through meetings, mailings, email, and COGCNV website.
- Increase the technical capacity of the agency to perform long range transportation planning tasks through staff attendance at workshops and conferences and procurement of technical resources, where appropriate.

*B. Transportation Improvement Program (TIP)*

- In cooperation with CTDOT, coordinate the preparation, review, and endorsement of a complete update of the TIP to establish a new four-year schedule of project funding.
- Coordinate the preparation, review, and endorsement of amendments to the TIP in cooperation with CTDOT. Review and concur, if appropriate, on proposed administrative actions to the TIP. Through the TIP review process, encourage

comments on proposed projects from municipal officials, agencies, and citizens. Work with CTDOT in the scheduling of the region's priority projects.

- Analyze the projects in the existing TIP against the Long Range Regional Transportation Plan.
- Examine the distribution of the benefits and burdens of transportation investments in the TIP to the Title VI/Environmental Justice groups.
- Confer with municipal officials, local groups, and interested citizens on the TIP. Seek comments and feedback on the TIP through meetings and mailings.
- Work with CTDOT on the development and implementation of an electronic TIP.
- Update and maintain interactive TIP map on COGCNV website.

#### *C. Project Development*

- Provide technical assistance to municipalities on the Surface Transportation Program (STP) and Local Transportation Capital Improvement Program (LOTICIP). Technical assistance will include: project development, evaluation, and ranking, and the review of municipal project schedules.
- Evaluate and rank municipal proposals for the Local Road Accident Reduction Program. Prepare project reports for the four highest ranked proposals for CTDOT's statewide evaluation and ranking of projects.
- Provide assistance and, seek funding for safety and operational improvements to the local bus system, including improvements in bus stops, shelters, and internet trip planning.
- Develop regional priorities for the FTA Section 5310 program to fund vehicle purchases for private non-profit and public organizations and other transportation services for people with disabilities.
- Coordinate and support municipalities and the Greater Waterbury Transit District in their applications for the state Dial-A-Ride matching grant program (C.G.S. 13b-38bb).
- Provide technical assistance to the City of Waterbury on the TIGER grant for the *Waterbury Active Transportation and Economic Resurgence* (WATER) project.

- Incorporate into all planning efforts and project development, and give special attention to, safety and security of the transportation system, including pedestrian and bicycle safety.
- Work with local agencies and stakeholders, neighboring RPOs, and CTDOT in developing projects for the Locally Coordinated Human Services Transportation Plan (LOCHSTP).
- Assist local media in their preparation of transportation-related news articles.

#### *D. Major Studies*

- Provide technical assistance to the City of Waterbury and CTDOT on the Waterbury Naugatuck River Greenway Design Project.
- Partner with the City of Waterbury on the TIGER grant for the *Waterbury Active Transportation and Economic Resurgence (WATER)* project.
- Provide technical assistance to CTDOT, North East Transportation, town of Watertown and the design consultants on the Waterbury bus maintenance and storage facility.
- Oversee scoping and consultant work for CT Transit-Waterbury Bus Operations and Routing Study.
- Participate in planning for CTfastrak, representing the transit needs of CNVR residents traveling to/from the Capitol Region.

### **Products**

#### *A. Long-Range Transportation Plan*

- Air quality conformity statement for transportation plans and programs, as needed
- Public involvement in the review and approval of a new regional long range transportation plan, other plans and studies, including public meetings and contact with various neighborhood and minority groups
- Disseminating plans, studies, and information to the public via the COGCNV website and the news media

*B. Transportation Improvement Program (TIP)*

- New CNVR Transportation Improvement Program and STIP
- Endorsed amendments and administrative actions to the region's Transportation Improvement Program
- Public involvement in the review and approval of the Transportation Improvement Plan
- Interactive online TIP map.

*C. Project Development*

- Priority transportation projects scheduled in the TIP
- Updated financial schedules of the region's STP-Urban program
- Assistance to municipalities with STP-Urban, LOTCIP, and other state and federal transportation programs
- FTA Section 5310 regional priority list and evaluation memorandum
- Participation in LOCHSTP planning meetings and updated funding priorities, when necessary
- Memorandum evaluating and ranking proposals for the Local Road Accident Reduction Program

*D. Major Studies*

- Participation in the Waterbury Naugatuck River Greenway Design Project.
- Participation in the Waterbury Bus Maintenance and Storage Facility.
- Oversee scoping and consultant work for CT Transit-Waterbury Bus Operations and Routing Study.

### **TASK III: OTHER TECHNICAL ASSISTANCE**

#### **Objective**

To assist local officials, municipalities, organizations, and other state agencies with transportation related projects, issues, and programs.

#### **Previous Work**

COGCNV has provided technical assistance to local officials, municipalities, organizations, and state agencies on a variety of transportation related issues and projects.

#### **Methodology**

Provide technical assistance to municipalities in the region on the impact of land use on the transportation network, analysis of intersections and highway segments, evaluation of impacts of proposed developments on transportation facilities, transit service, funding programs, and other transportation related issues.

- Encourage municipal use of traffic counters to document traffic volumes, classification, and speed on local roads.
- Assist member municipalities in the development of greenways, trails, and bicycle projects.
- Assist member municipalities to implement complete streets policies and infrastructure.
- Coordinate bi-monthly meetings of public works directors and highway superintendents on issues of common interest.
- Coordinate meetings of municipal staff and officials to discuss a regional road salt bid and other related services that could be provided on a regional level.
- Provide planning and technical support to the CT Transit-Waterbury local bus system, MetroNorth Commuter Railroad, the GWTD Advisory Board, and the Joblinks Job Access/Reverse Commute program.
- Prepare land use referral letters on the conformity of zoning, subdivision, and planning proposals with regional and state plans.

- Modify current website to reflect the new regional planning area and COG boundaries.
- Work with the local news media on transportation-related issues by explaining transportation plans, proposals, and projects.

### **Products**

- Technical assistance to CNVR municipalities on transportation issues and related projects, and programs.
- Guidance and memorandums on funding sources available for local transportation projects.
- Bi-monthly meetings of the Public Works Working Group.
- New website for the Naugatuck Valley COG.
- Technical assistance to the GWTD Advisory Board, Joblinks, and CT-Transit Waterbury Division, and MetroNorth Commuter Railroad.
- Technical assistance to municipalities on greenways projects.
- Land use referral letters.
- Assistance with Complete Streets and transit-oriented development (TOD) planning and projects.
- Interviews with the news media.

## TASK IV: MANAGEMENT OF THE PLANNING PROCESS

### **Objective**

To administer regional transportation planning activities as specified in the Unified Planning Work Program (UPWP) and develop the next UPWP in collaboration with neighboring MPOs. To ensure that expenditures are being well documented, an organization-wide audit is conducted annually by an independent certified public accounting firm. An up to date website is maintained to provide meeting information to the public. To assess COGCNV's Affirmative Action Policy Statement annually and the Public Involvement Policy as necessary. To ensure compliance with Title VI of the Civil Rights Act of 1964.

### **Methodology**

#### *UPWP*

- Administer the UPWP detailed in this document.
- Amend the UPWP, as necessary.
- In collaboration with neighboring MPOs, prepare a Unified Planning Work Program (UPWP) describing all transportation and transportation related planning activities for the next biennial period.
- Promote cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning.
- Coordinate with neighboring RPOs, MPOs, and CTDOT on the future of the region's MPO.
- Increase the technical capacity of the planning process through staff training and procurement of technical resources, where appropriate.
- Prepare quarterly and financial progress reports with a summary of major accomplishments under each task and.
- Prepare expenditure reports.

#### *Audit*

- Complete an annual organization-wide audit for CTDOT's review and approval.

#### *Public Outreach*



- Maintain an up-to-date database of municipal officials, local organizations, and other interested groups, including a list of minorities and other protected population groups.
- Include a notice on the availability of alternative language documents and translators, where practical.
- Assess COGCNV's Affirmative Action Policy Statement annually and the Public Involvement Policy, as necessary.
- Review the effectiveness of public outreach efforts and citizen involvement, and include in the next update of public participation guidelines.

### **Products**

- Quarterly narrative progress reports and expenditure reports.
- Unified Planning Work Program for the following fiscal year.
- Organization-wide audit for review by CTDOT.
- Updated database of municipal officials, local organizations and other parties interested in transportation and environmental justice issues.
- Revised Affirmative Action Policy Statement, if necessary.

**BUDGET**

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**Table 1. Estimated COGCNV Transportation Planning Budget:  
2014/2015**

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Budget Item	Total	Federal	State	Local
FHWA/PL & FTA 5303				
Direct Costs				
Salaries	\$ 268,668	\$215,920	\$26,374	\$26,374
Consultant Services	\$ 18,900	\$15,189	\$1,855	\$1,855
Travel	\$ 10,000	\$8,037	\$982	\$982
Other Direct Costs	\$ 10,000	\$8,037	\$982	\$982
Indirect Costs	\$ 362,701	\$291,493	\$35,604	\$35,604
<b>Total</b>	<b>\$ 670,269</b>	<b>\$ 538,676</b>	<b>\$ 65,797</b>	<b>\$ 65,797</b>

23-Apr-14

**Table 2. COGCNV Transportation Planning Budget, by Task and Funding Source:  
2014/2015**

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Funding Source		Total	Data Collection & Analysis	Planning Activities	Other Technical Work	Management of the Process
FHWA/PL & FTA 5303						
Total	Total	\$ 670,269	\$ 270,626	\$ 191,426	\$ 153,198	\$ 36,119
	Federal	\$ 538,676	\$ 229,918	\$ 155,081	\$ 130,190	\$ 23,487
	State	\$ 65,797	\$ 28,083	\$ 18,942	\$ 15,902	\$ 2,869
	Local	\$ 65,797	\$ 28,083	\$ 18,942	\$ 15,902	\$ 2,869
PL&FTA (New)	Total	\$ 581,824	\$ 234,916	\$ 166,166	\$ 132,982	\$ 31,353
	Federal	\$ 467,920	\$199,718	\$134,711	\$113,090	\$20,402
	State	\$ 56,952	\$24,308	\$16,396	\$13,764	\$2,483
	Local	\$ 56,952	\$24,308	\$16,396	\$13,764	\$2,483
PL&FTA (Carryover)	Total	\$ 88,445	\$ 35,710	\$ 25,259	\$ 20,215	\$ 4,766
	Federal	\$ 70,756	\$30,200	\$20,370	\$17,101	\$3,085
	State	\$ 8,845	\$3,775	\$2,546	\$2,138	\$386
	Local	\$ 8,845	\$3,775	\$2,546	\$2,138	\$386

23-Apr-14

**Table 3. Estimated COGCNV Staff Weeks, By Task and By Position:  
2014/2015**

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Staff Position	Total	Data Collection & Analysis	Planning Activities	Other Management Technical Work	of the Process
<i>FHWA/PL &amp; FTA 5303</i>					
<b>Total</b>	261.0	120.8	72.8	55.3	12.2
Executive Director	40.0	2.0	12.0	20.0	6.0
Assistant Director(2) (p.t.)	2.0	0.0	0.6	1.4	0.0
Senior Planner II	38.0	5.7	28.9	1.9	1.5
Senior Planner I	43.0	15.1	21.5	5.6	0.9
Regional Planner	38.0	19.0	3.8	15.2	0.0
GIS Coordinator	40.0	36.0	1.2	2.0	0.8
Regional Planner/GIS	40.0	34.0	4.8	1.2	0.0
Financial Manager	6.0	0.0	0.0	3.0	3.0
Administrative Assistant	10.0	5.0	0.0	5.0	0.0
Durational Intern	4.0	4.0	0.0	0.0	0.0

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**Table 4. COGCNV Maximum Hourly Rates, by Position: 2014-15**

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Position	2014/2015 Estimated Hourly Rate	Maximum Hourly Rate
Executive Director	\$ 41.27	\$ 54.95
Assistant Director(2) (p.t.)	\$ 53.88	\$ 64.65
Senior Planner II	\$ 30.98	\$ 37.17
Senior Planner I	\$ 27.60	\$ 33.12
Regional Planner	\$ 24.85	\$ 29.82
GIS Coordinator	\$ 29.53	\$ 35.43
Regional Planner/GIS	\$ 24.18	\$ 29.02
Financial Manager	\$ 29.32	\$ 35.18
Administrative Assistant	\$ 23.09	\$ 27.71
Durational Intern	\$ 13.56	\$ 19.00

Prepared:

23-Apr-14

**SCHEDULE**

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UPWP Schedule FY 2015

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>I. Data Collection &amp; Analysis</b>												
Create standardized regional GIS database	Ongoing											
Update CNVR GIS Database with new Census and ACS Data	As Data Becomes Available											
Update CNVR Environmental Justice Maps	As Data Becomes Available											
Updated <i>Profile of the CNVR</i>			Prepare Report									
Collect highway congestion data			Collect Data						Collect Data			
Quarterly commuter lot surveys			Survey			Survey	Memorandum	Survey				Survey
Create maps using GIS	Ongoing											
Collect transportation data including traffic counts	Ongoing / As Necessary											
Monitor highway, bus, paratransit, freight, and rail services	Ongoing / As Necessary											
Assist data users in obtaining Census data	As Necessary											

UPWP Schedule FY 2015

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>II. Planning Activities</b>												
<i>A. Long Range Planning</i>												
Update Long Range Regional Transportation Plan	Data Collection and Analysis					Prepare Report						
Amend Regional Plan of Conservation & Development	As Necessary											
Coordinate with CTDOT on developing goals and performance measures	As Necessary											
Conduct public meetings when appropriate	As Necessary											
Seek comments and feedback on transportation plans through meetings, mailings, and the internet	As Necessary											
Make project information and planning documents available on the website	Ongoing											

UPWP Schedule FY 2015

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>II. Planning Activities</b>												
<i>B. Transportation Improvement Program</i>												
New TIP 2015-2018	Prepare Report											
TIP amendments and administrative actions	As Necessary											
Assist CTDOT with an electronic TIP	As Necessary											
<i>C. Project Development</i>												
Project management of Surface Transportation Program, LOTCIP, and other funding programs	Ongoing											
Priorities for the FTA 5310 vehicle purchase program									Distribute and Rank Apps			
Seek funding for hazardous locations on local roads for the Local Road Accident Reduction Program									Request Projects		Rank	Prepare Report
LOCHSTP Planning Coordination	As Necessary											
Assist municipalities with annual grant application for the state matching grant program for elderly and disabled dial-a-ride services							Distribute Applications / Assist Municipalities		Send CTDOT			
Assist local media with transportation related news articles	Ongoing / As Necessary											



UPWP Schedule FY 2015

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>II. Planning Activities</b>												
<i>D. Major Studies</i>												
Waterbury Naugatuck River Greenway Design Project												
Waterbury Bus Maintenance Facility												
Waterbury Bus Operations and Routing Study												
Regional Bike Share Study												
<b>III. Other Technical Assistance</b>												
Provide technical assistance to CNVR municipalities, state agencies, and other organizations on transportation related issues												
Lend traffic counters to CNVR municipalites												
Provide technical support to Greater Waterbury Transit District												
Provide techical support to Job Access/Reverse Commute programs.												

UPWP Schedule FY 2015

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>III. Other Technical Assistance (cont.)</b>												
Create a new NVCOG website		Design		Site Creation					Site Updates			
Prepare land use referral letters	Ongoing											
Assist municipalities with greenways planning	Ongoing											
Work with local news media on preparation of transportation related news articles	Ongoing / As Necessary											
<b>IV. Management of the Process</b>												
Coordinate with neighboring MPOs, RPOs, and CTDOT on MPO consolidation	Ongoing											
Quarterly Narrative and Expenditure Reports	4th Qtr			1st Qtr			2nd Qtr			3rd Qtr		
Unified Planning Work Program	Amend, if Necessary											
Organization-wide audit	Audit			Report								
Revise Affirmative Action Policy Statement	Amend, if Necessary											

**APPENDIX**

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## Appendix A

### General Duties by Title

#### **Executive Director**

Supervises COG staff and consultants, under the terms of the COG's bylaws and personnel policies. Informs and supports COG as the region's MPO Policy Board. Serves as point of contact for high-level state and federal officials as well as local chief executive officers. Represents the Agency at public functions and forums. Reviews plans and studies.

#### **Assistant Director**

Assists in the supervision of professional planning, special projects, and supportive staff.. Works to build organizational capacity. Recruits staff. Represents the Agency on working groups and committees. Speaks on behalf of Agency in the absence of the Executive Director.

Works under the general direction of the Executive Director. May supervise others assigned to assist in work for which responsibility has been delegated.

#### **Senior Planner**

Designs scope and methods of conducting technical studies. Prepares technical studies and writes reports. Serves as project manager on selected plans and studies. Coordinates and oversees development of the UPWP and tasks assigned to staff. Provides technical assistance on transportation matters to municipalities. Represents the Agency on working groups and committees in the absence of the Executive Director.

Works under the general supervision of the Executive Director or Assistant Director. May supervise others assigned to assist in work for which responsibility has been delegated.

#### **Regional Planner**

Analyzes and evaluates data on natural resources, utilities and zoning for regional land use. Prepares and provides advisory and informational assistance, analysis and research data for local officials, citizens, and consultants on topics such as: maps, soils, and natural resources; prepares background studies; attends meetings; performs quantitative analysis of regional planning data, prepares reports and studies of regional planning activities; makes oral presentations of study results. Completes transportation-related analysis and develops reports. May supervise others assigned to assist in work for which responsibility has been delegated.

Works under the general supervision of the Executive Director or Assistant Director. May supervise others assigned to assist in work for which responsibility has been delegated.

**GIS Coordinator**

Creates and maintains GIS databases and maps related to COGCNV's planning work and programs; assists planning staff in their work as it relates to GIS and data gathering and analysis; prepares maps and other graphics for COGCNV documents and presentations; provides GIS technical assistance to member municipalities, prepares data documentation (metadata) for GIS files.

Works under the general supervision of the Executive Director. Supervises other GIS staff.

**Regional Planner - GIS Specialist**

Creates and maintains GIS databases and maps related to COGCNV's planning work and programs; assists planning staff in their work as it relates to GIS and data gathering and analysis; prepares maps and other graphics for COGCNV documents and presentations; provides GIS technical assistance to member municipalities, prepares data documentation (metadata) for GIS files; performs quantitative analysis of regional planning data; prepares reports on planning analyses and studies; makes oral presentations of study results.

Works under the general supervision of the GIS Coordinator or Executive Director. May supervise others assigned to assist in work for which responsibility has been delegated.

**Financial Manager**

Maintains general ledger, journals and all other fiscal records and reports in accordance with federal and state bookkeeping and auditing standards. Prepares project financial reports; contract reimbursements; quarterly FICA, FWT and unemployment reports; monthly balance sheets; monthly analysis of staff timesheets; makes out all checks including payroll. Maintains Council checking and savings accounts. Makes all deposits, withdrawals, and fund transfers. Orders office supplies. Maintains an inventory of office equipment and furniture. Uses personal computer for fiscal applications. Assists with general clerical functions as needed.

Works under the general supervision of the Executive Director. Supervises clerical staff and others as assigned.

**Administrative Assistant**

Wordprocessing of reports, correspondence, and other documents; mailings; operates and maintains office equipment; maintains records and files; answers telephone; greets office visitors; maintains mailing address database; opens and distributes mail; prepares

meeting agenda packets; sets up meeting; copies documents and records; conducts technical work for planners.

Works under the general direction of the Executive Director. Works in cooperation with the Financial Manager.

**Durational Intern**

Carries out specific planning and program tasks as directed. Compiles data and other information on a wide variety of planning subjects, and assists in the preparation of planning documents.

Works under the immediate supervision of the Executive Director or a designated staff member.

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