

FY 2018 - 2019

Unified Planning Work Program for the Naugatuck Valley Planning Region



Prepared by the:

Naugatuck Valley Council of Governments

June 2017

Revised November 2017

Amended May 2018

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**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

119 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688

RESOLUTION 2017-18

**ADOPTION
FY 2018-2019 UNIFIED PLANNING WORK PROGRAM
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO is required to conduct the federal metropolitan transportation planning process in accordance with federal planning regulation.

WHEREAS, the Naugatuck Valley Council of Governments is the designated host agency for the Central Naugatuck Valley MPO and has prepared the *FY 2018-2019 Unified Planning Work Program* in accordance with the federal planning guidelines.

WHEREAS, the draft UPWP lists and describes the planning tasks to be completed over the next two fiscal years and has developed task allocation budgets to accomplish such tasks.

NOW, THEREFORE BE IT RESOLVED Central Naugatuck Valley Region MPO approves, endorses and authorizes the *Unified Planning Work Program*, as prepared by NVCOG and negotiated with the State Department of Transportation, as the CNVMPO's Transportation Work Plan for FY 2018 and FY 2019.

This resolution shall become effective as of June 9, 2017.

I do hereby certify that the resolution adopted by the CNVMPO at a public meeting held on June 9, 2017, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,

Thomas Dunn
CNV MPO Secretary

6-9-17

Date



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688

RESOLUTION 2017-20

**URBAN TRANSPORTATION PLANNING CERTIFICATION
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO (CVNMPO) is required by the *Fixing America's Surface Transportation Act (FAST Act)* and related US Department of Transportation regulations to certify that the metropolitan transportation planning process is being carried out in accordance with all US Department of Transportation requirements and regulations and must submit such certification concurrent with the submittal of the entire proposed Transportation Improvement Program to the Federal Highway Administration and Federal Transit Administration as part of the STIP approval.

WHEREAS, the Naugatuck Valley Council of Governments is the designated host agency for the Central Naugatuck Valley MPO and conducts the transportation planning process in accordance with the regulations promulgated by the US Department of Transportation and specified in the *FAST Act*, by preparing a Unified Planning Work Program, conducting and performing the transportation planning activities contained in the UPWP, preparing, maintaining and amending the endorsed short-range Transportation Improvement Program (TIP), preparing and updating the long range regional transportation plan (LRTP), assessing the air quality impacts of the proposed transportation improvement projects included in the TIP and LRTP, and proactively involving the public in the metropolitan transportation planning process.

WHEREAS, the *CNV MPO* adheres to the principles of non-discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity, as specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Older Americans Act, and regarding the involvement of disadvantaged business enterprises in USDOT funded projects and the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts.

NOW, THEREFORE BE IT RESOLVED that the Central Naugatuck Valley MPO, the metropolitan planning organization for the Central Naugatuck metropolitan planning area and the Waterbury urbanized area hereby certifies that the urban transportation planning process has been and is being conducted in accordance with the terms and provisions of the rules and regulations promulgated by the US Department of Transportation under the FAST Act and all applicable provisions relative to public and private providers of mass transportation, civil rights, involvement of minority business enterprises, special efforts for elderly and disabled persons, the Clean Air Act and amendments, 23 USC and 49 USC have been satisfied.

This resolution shall become effective as of June 9, 2017.

I do hereby certify that the resolution adopted by the CNVMPO at a public meeting held on June 9, 2017, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,

 _____ Thomas Dunn CNV MPO Secretary	<u>6-9-17</u> _____ Date
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**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

49 Lothropworth Street, 3rd Floor, Waterbury, CT 06702 - 203-757-0535 - 203-735-8686

RESOLUTION 2018-09

**AMENDMENT TO THE
FY 2018-2019 UNIFIED PLANNING WORK PROGRAM FOR THE NAUGATUCK
VALLEY PLANNING REGION**

WHEREAS, the Central Naugatuck Valley MPO (CNVMPO) is the federally designated transportation planning agency for the Central Naugatuck Valley planning region and receives metropolitan transportation planning funds from the US Department of Transportation to conduct the transportation planning process in conformity with federal planning guidelines;

WHEREAS, the CNVMPO prepared and approved the 2018-2019 Unified Planning Work Program (UPWP) on June 9th, 2017.

WHEREAS, the UPWP describes the tasks the CNVMPO will undertake over the next two years and includes a "Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities."

WHEREAS, the of "Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities" has been amended to include a section on Performance Based Planning and Programming in 2018.

NOW, THEREFORE BE IT RESOLVED that the Central Naugatuck Valley MPO endorses the inclusion of the revised "Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities" in the 2018-2019 Unified Planning Work Program.

This resolution shall become effective as of May 11, 2018.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on May 11, 2018, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully Submitted,


N. Warren Hess, Treasurer

May 11, 2018

Date

BRIDGEVILLE • BETHLEHEM • BRITTON • CHESTER • MIDDLETOWN • NEWTON • UNION • FARMINGTON
PROCTOR • SOUTHBRIDGE • THURINGTON • WATERBURY • WATERLOO • WOODBRIDGE • WOODVILLE

I. Statement of Cooperative MPO/State/Transit Operators Planning Roles and Responsibilities Naugatuck Valley Planning Region

Purpose

The purpose of this statement is to outline the roles and responsibilities of the State, the Central Naugatuck Valley Metropolitan Planning Organization (CNV MPO) and appropriate providers of public transportation, as required by 23 CFR Sec. 450.314(a) and (h) "Metropolitan Planning Agreements".

General Roles & Responsibilities

The CNV MPO 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 evaluates the benefits and burdens of transportation projects and/or investments to ensure significant or disproportionate impacts on low income and minority populations are avoided and/or mitigated. This will be accomplished using traditional and non-traditional outreach to Title VI populations, including outreach to LEP populations.
8. Development and implementation of a Congestion Management Process as appropriate.
9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

Long Range Transportation Plan

1. The CNV MPO will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plans for its respective region.
2. The CNV MPO 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 the CNV MPO may maintain its own travel forecast model.)
 - c. Traffic count data for state roads in the CNV MPO region, and transit statistics as available.
 - d. List of projects of statewide significance by mode, with descriptions, so that they can be incorporated into the long range metropolitan transportation plans.
 - e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. The CNV MPO may conduct transportation modeling for the area.
5. The CNV MPO 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, CNV MPO, and the appropriate provider(s) of public transportation.
2. CT DOT will send a draft proposed 5-year Capital Plan to the CNV MPO for review and comment. The draft list will reflect input that the CT DOT received from the CNV MPO during the consultation process on the previous year's plan.
3. 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 the 5-year Capital Plan.
4. CT DOT will consult with and solicit comments from CNV MPO and transit providers on the TIP and incorporate where practicable.
5. CT DOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the CNV MPO to explain the projects to the policy board and the general public.
6. 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.
7. The CNV MPO will compile the TIP for the Region, including preparing a narrative. Projects will be categorized by federal aid program and listed in summary tables. The TIP will be converted into a format that will allow it to be downloaded to the Region's website. The CNV MPO will maintain the TIP by tracking amendments and changes to

projects (schedule, scope and cost) made through the TIP/STIP Administrative Action/Amendment/Notification process.

8. CT DOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. 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 .
10. CT DOT will provide proposed amendments to the CNV MPO for consideration. The amendment will include a project description that provides sufficient detail to allow the CNV MPO to explain the proposed changes to the CNV MPO 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.
11. When an amendment to the TIP/STIP is being proposed by the CNV MPO , 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.
12. CT DOT will provide a financial assessment of the STIP with each update. The CNV MPO 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 the CNV MPO should 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 CNV MPO area and provide the results to the CNV MPO. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range metropolitan transportation plans and TIP.
3. The CNV MPO will prepare a summary report of the conformity process and regional emissions analysis for the Region. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.
4. The summary report on the regional emissions analyses will be inserted into the long-range transportation plan and TIP.
5. The CNV MPO will make the regional emissions analysis available to the public.

Public Participation Program

1. The CNV MPO will annually review and evaluate its public participation program.
2. The CNV MPO 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 CNV MPO 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. The CNV MPO will comply with federal legislation on these issues.

4. The CNV MPO's process for developing plans, projects, and programs will include consultation with state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.
5. The CNV MPO 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 CNV MPO 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 CNV MPO will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.
3. The CNV MPO 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 CNV MPO 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 CNV MPO 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 CNV MPO 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 CNV MPO will prepare summary tables and charts that display financial information for presentation to the policy board.

Congestion Management Process (CMP) Program

1. The CNV MPO, if located in a TMA, 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 CNV MPO will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The CNV MPO will work with CT DOT on programming possible congestion-reducing projects.
4. The CNV MPO will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.
- 5.

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 CNV MPO.
2. The CNV MPO will maintain and update the Regional ITS Architecture for the CNV MPO, where appropriate.

Performance Based Planning and Programming

A. Collection of Performance Data

1. All data collected for performance measure goals will be collected by the CTDOT and will meet the MAP21/FAST ACT provisions and requirements.
2. All data collected for goals for Federal Transit Administration's (FTA's) State of Good Repair performance measures will include data provided by the Transit Districts through CTDOT, in accordance with the Transit Asset Management Rule.
3. CTDOT will make the compiled data collected for each performance measure available on the CTDOT MAP21 website.
4. CTDOT will develop a Measures and Deliverables tracking spreadsheet outlining each Performance Measure, the deliverables required, the submittal dates and the CTDOT contact.

B. Selection of Performance Targets

CTDOT will draft statewide performance targets for each of the FAST Act performance measures and coordinate with the MPOs and Transit Representatives, as required by 23 CFR Parts 450 and 771, as well as 49 CFR Part 613 as outlined below:

1. The CTDOT will discuss performance measures at each of its regularly scheduled monthly meetings (via teleconference or in person meeting).

2. The CTDOT will present data collected for each performance measure and collaborate with the CNV MPO and Transit Representatives on assumptions.
3. The CTDOT will provide the CNV MPO and Transit Representative with 30 days to provide feedback on the data received and the assumptions provided.
4. The feedback received will be discussed at the next scheduled monthly meeting.
5. CTDOT will set targets for each performance measure based on feedback received.

C. Reporting of Performance Targets

1. CTDOT will notify the CNV MPO and Transit Representatives by email when final statewide targets are established.
2. CTDOT will send the targets that have been set, the backup information and a PowerPoint presentation to the CNV MPO for their use in educating the MPO Policy Board. CTDOT will provide region level data summaries, if available.
3. The CNV MPO has 180 days after the CTDOT establishes and reports its targets to FHWA/FTA to establish its own targets or endorse the State's targets and agree to plan and program projects so that they contribute toward the accomplishment of the performance targets.
4. If the CNV MPO is establishing its own targets, the CNV MPO will report those targets to the CTDOT by email no later than the 180 day timeframe.
5. The CNV MPO will share this information with the Policy Board and will require Policy Board resolution to support the targets set by CTDOT or endorse their own targets.
6. The CNV MPO will forward the Policy Board resolution to the Performance Measures Unit at the CTDOT before the 180 day limitation for FHWA performance measures.
7. For FTA performance measures, it is noted that the CNV MPO provided a resolution of support for the initial transit State of Good Repair performance targets on July 1, 2017. Thereafter, in accordance with FTA, transit providers will continue to share their targets annually with the CNV MPO. However, the CNV MPO targets are not to be updated annually, only revisited whenever the CNV MPO updates its MTP and/or TIP on or after October 1, 2018.
8. The CNV MPO set initial SGR targets as required by FTA on 7/1/17. Thereafter, the CNV MPO needs to set SGR targets for the first time when the TIP or MTP is amended or updated on or after October 1, 2018. Following this date, targets should be updated upon the development of future TIPs and MTPs.

D. Reporting of progress toward achieving goal

1. CTDOT will document progress towards achieving statewide performance targets and report that information to the CNV MPO and transit representatives in the Long Range Transportation Plan, the Statewide Transportation Improvement Program, the CTDOT TAM Plans and the FTA Annual report by email after the biannual reports are issued to Federal Agencies.
2. CTDOT will share the TAM Plans with the CNV MPO in a timely manner, and the MPOs will incorporate them into their planning process.
3. The CNV MPO will document progress towards achieving performance targets and report that information to CTDOT in the Metropolitan Transportation Plan and the

Transportation Improvement Plan as outlined in the Measures and Deliverables tracking spreadsheet via email. The CTDOT will collect this information and file until requested from FHWA.

E. The collection of data for the State asset management plan for the NHS

1. CTDOT will collect all asset management data required for all NHS routes, regardless of ownership.

23 Performance Measures

Highway Safety	Number of Fatalities - 5-Year Rolling Average
Highway Safety	Rate of Fatalities per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Serious Injuries - 5-Year Rolling Average
Highway Safety	Rate of Serious Injuries per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries - 5-Year Rolling Average
Bridges & Pavements	Percentage of Pavements of the Interstate System in Good Condition
Bridges & Pavements	Percentage of Pavements of the Interstate System in Poor Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Good Condition
Bridges & Pavements	Percentage of Pavements of the Non-Interstate NHS in Poor Condition
Bridges & Pavements	Percentage of NHS Bridges classified in Good Condition (by deck area)
Bridges & Pavements	Percentage of NHS Bridges classified in Poor Condition (by deck area)
System Performance	Percent of the Person-Miles Traveled on the Interstate That Are Reliable
System Performance	Percent of the Person-Miles Traveled on the Non-Interstate NHS That Are Reliable
Freight	Percent of the Interstate System mileage providing for reliable truck travel times
Congestion and Air Quality	Annual Hours of Peak-Hour Excessive Delay (PHED)
Congestion and Air Quality	Percent of Non-SOV Travel

Congestion and Air Quality	Total Emissions Reduction
Transit Asset Management	Percentage of Service (non-revenue) Vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Transit Asset Management	Percentage of Facilities with an asset class rated below condition 3 on the TERM scale.
Transit Asset Management	Infrastructure (rail, fixed guideway, track, signals, and systems) - Percentage of track segments with performance restrictions
Transit Asset Management	Percentage of Revenue Vehicles within a particular asset class that have met or exceeded their ULB
FTA C 5010.1E	Number of fatalities per “vehicle revenue miles.” by mode.
FTA C 5010.1E	Number of serious injuries per “vehicle revenue miles.” by mode.

Amendment

This Statement on Transportation Planning may be amended from time to time or to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies.

Effective Date

This Statement will be effective after it has been endorsed by the CNV MPO 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.

II. Naugatuck Valley Planning Region Regional Transportation Planning Process

Introduction

The Naugatuck Valley Council of Governments (NVCOG) was formed on January 1, 2015, by the merger of the Council of Governments of the Central Naugatuck Valley (COGCNV) and the Valley Council of Governments (VCOG). The City of Bristol and Town of Plymouth, formerly of the Central Connecticut Regional Planning Agency, elected to join the new organization.

The Naugatuck Valley planning region encompasses 19 municipalities in west-central Connecticut covering approximately 422 square miles. The City of Waterbury is the largest city and serves as the region’s central city. Based on the most recent American Community Survey (ACS), the region has a total population of 448,180 people. The Naugatuck Valley planning region includes almost the entire Census-defined Waterbury urbanized area, and parts of the Bridgeport-Stamford urbanized area, New Haven urbanized area and Hartford urbanized area.

- | | | |
|----------------|-------------|-------------|
| ▪ Ansonia | ▪ Naugatuck | ▪ Southbury |
| ▪ Beacon Falls | ▪ Oxford | ▪ Thomaston |
| ▪ Bethlehem | ▪ Plymouth | ▪ Waterbury |
| ▪ Bristol | ▪ Prospect | ▪ Watertown |
| ▪ Cheshire | ▪ Seymour | ▪ Wolcott |
| ▪ Derby | ▪ Shelton | ▪ Woodbury |
| ▪ Middlebury | | |

The NVCOG coordinates planning activities and provides technical and support services to the region’s transportation policy and decision-making boards and member municipalities. While the consolidation of COGCNV and VCOG combined planning in the region, the jurisdiction of the metropolitan planning organizations (MPOs) was not adjusted to correspond to the new regional planning area boundaries. The NVCOG conducts the federal transportation planning process in accordance with federal regulations, and as provided in **MAP-21** and **FAST Act** for the Central Naugatuck Valley Region MPO (CNV MPO). Four regional municipalities remain members of the Greater Bridgeport and Valley MPO – Ansonia, Derby, Seymour and Shelton. *Federal transportation planning funds attributable to these four communities have been allocated to the Greater Bridgeport-Valley Metropolitan Planning Organization (GBVMPO) and the responsibility for conducting the transportation planning process for those communities remains with the NVCOG, as the co-host of the GBVMPO. A separate UPWP has been prepared.*

The Unified Planning Work Program for the Naugatuck Valley COG is prepared in accordance with Title 23 CFR Part 420 and Part 450 Section 308. The metropolitan transportation planning activities documented in the UPWP will be performed using funds provided by the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53. The planning tasks for the CNV MPO are described in the UPWP.

Funding to perform UPWP tasks is also provided by the Connecticut Department of Transportation (CTDOT) and member municipalities of the NVCOG.

Metropolitan Planning

The Naugatuck Valley planning region is located in west-central Connecticut and lies primarily in New Haven County. Several of the region's northern communities are located in Litchfield County. The City of Bristol is in Hartford County and the City of Shelton lies in Fairfield County. The region's center city is Waterbury, which is mid-way between Hartford to the east, New Haven to the south, Bridgeport to the southwest and Danbury to the west. The urbanized areas within the Naugatuck Valley planning region are shown on the map on page 7.

With the merger of the COGCNV with the VCOG, metropolitan planning, as required by the US Department of Transportation, is conducted by the Naugatuck Valley Council of Governments (NVCOG) for Central Naugatuck Valley Region Metropolitan Planning Organization (CNV MPO). The CNV MPO is primarily responsible for providing policy direction on all aspects of the transportation planning process, as specified in federal transportation acts, including the **MAP-21, FAST Act** and federal transportation policies and rules. Responsibilities include:

1. Adopting a comprehensive and multi-modal long-range regional transportation plan (LRTP) for the CNV MPO metropolitan planning area.
2. Developing, maintaining and, as necessary, amending a short-range transportation improvement program (TIP).
3. Ensuring its transportation plan, program and projects conform to air quality goals.

The membership of the CNV MPO consists of the chief elected official of each municipality in the metropolitan planning area:

- | | |
|----------------|-------------|
| ▪ Beacon Falls | ▪ Prospect |
| ▪ Bethlehem | ▪ Southbury |
| ▪ Bristol | ▪ Thomaston |
| ▪ Cheshire | ▪ Waterbury |
| ▪ Middlebury | ▪ Watertown |
| ▪ Naugatuck | ▪ Wolcott |
| ▪ Oxford | ▪ Woodbury |
| ▪ Plymouth | |

The CNV MPO policy board oversees the regional transportation planning and capital programs for the planning area, and prepares and maintains an LRTP and annual UPWP. The NVCOG is also the designated FTA grant recipient for the Valley Transit District (VTD).

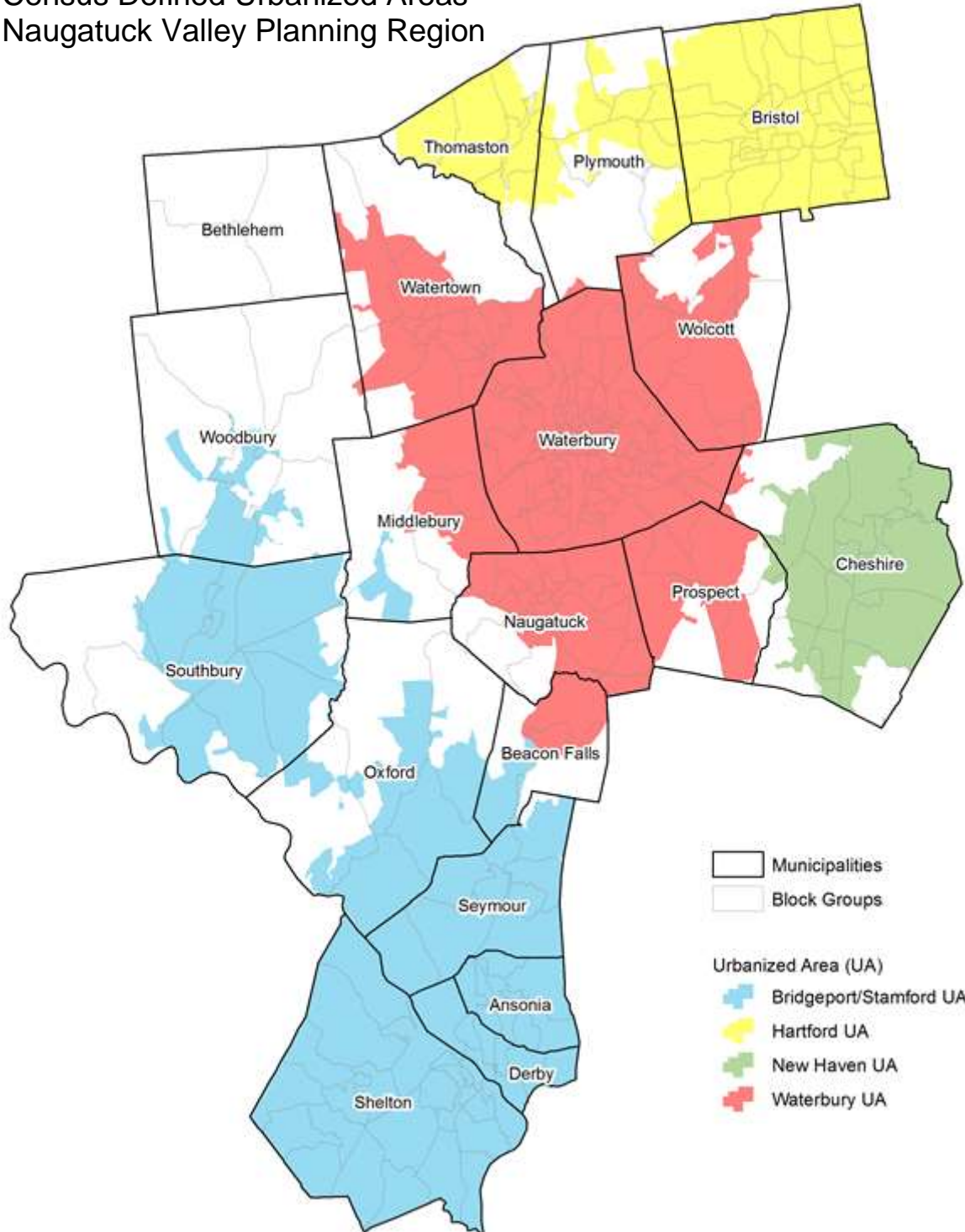
The NVCOG adopted a proactive public involvement program and policy that provides an opportunity for the public to review and comment on CNV MPO plans, program and projects. The policy was updated and revised during 2016 and endorsed on March 10, 2017. It encourages participation in the metropolitan transportation planning process by residents and interested groups to ensure they have the opportunity to provide valuable insight in planning

decisions and programming activities. It includes notification of CNV MPO meetings and actions, opportunities to review, comment and influence the transportation planning process. Reports and documents prepared by the CNV MPO are made available to the public in an electronic form and summaries of the on-going planning activities are posted on the NVCOG website

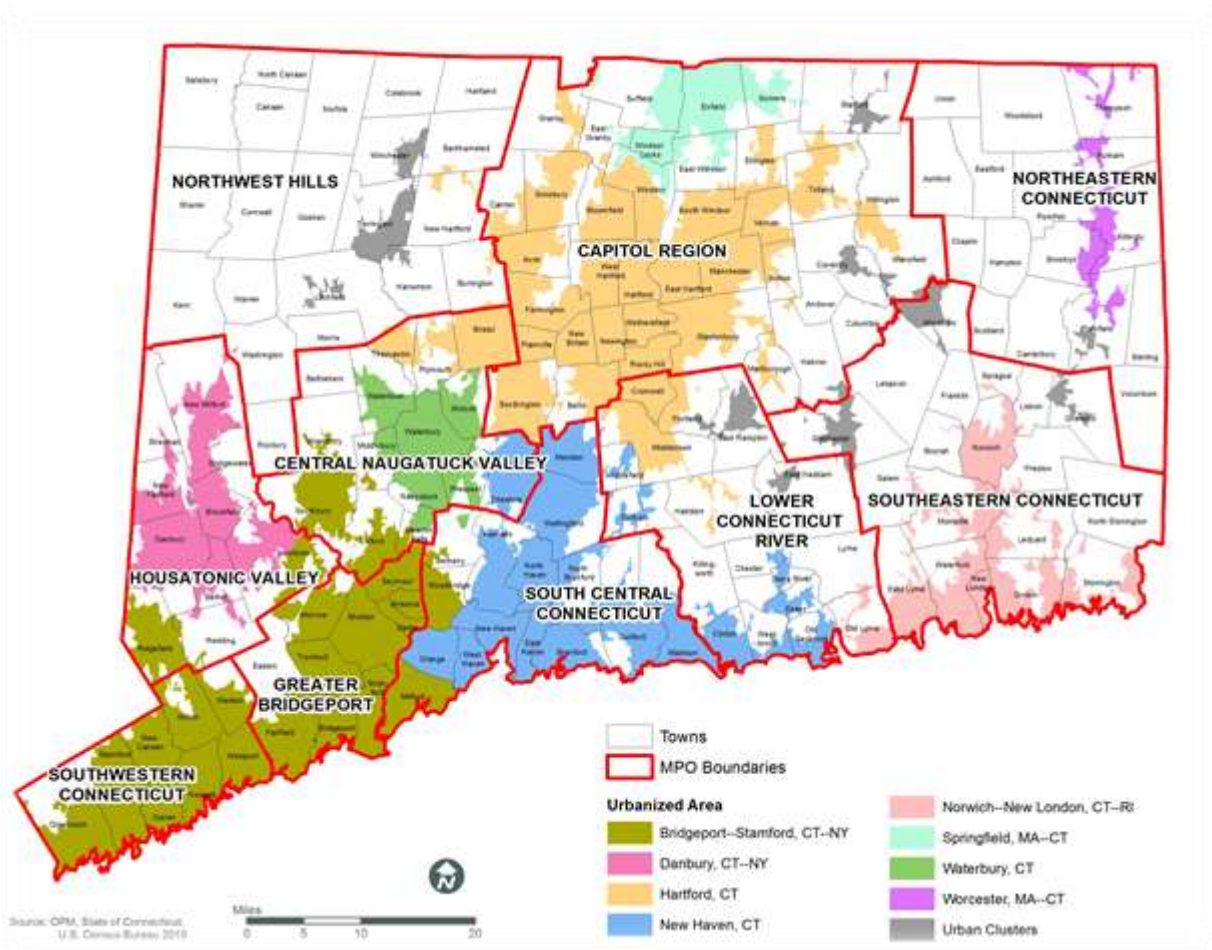
The CNV MPO is not designated as a Transportation Management Area; therefore, Federal Certification of its transportation planning process is not required. However, the CNV MPO conducts its transportation planning process in conformity with applicable US Department of Transportation metropolitan planning requirements and self certifies that its planning process conforms to the Metropolitan Planning Rule, 23 CFR Part 450 Subpart C and 49 CFR Part 613. It also participates in the federal certification process as several member municipalities are located in urbanized areas that are designated as a TMA.

The existing MPOs in Connecticut are depicted on the map following the urbanized area map.

Census Defined Urbanized Areas Naugatuck Valley Planning Region



Metropolitan Planning Organizations in Connecticut



A number of transportation agreements and memoranda of understanding have been executed to guide the collaborative process.

The GBVMPO replaced the Tri-State Regional Planning Commission in June of 1981. A *Memorandum of Understanding for Transportation Planning in the Greater Bridgeport and Valley Planning Regions* was adopted in 1981 that established membership in the GBVMPO. The MOU designated the Greater Bridgeport Regional Planning Agency and the Valley Regional Planning Agency as the co-hosts of the GBVMPO and responsible for the transportation planning process in their respective planning regions, including separate regional transportation plans, unified planning work programs and agreements. The MOU was reaffirmed in FY 1996

and rewritten in 2006 to reflect new federal transportation planning guidelines and requirements, as well as the conversion of the co-hosts from “*regional planning agencies*” to “*councils of governments*.” The operations of GBVMPO and individual roles and responsibilities of the two COGs are described in the *Memorandum of Understanding Regarding Transportation Planning Responsibility and Federal Transportation Funding in the GBVMPO*.

The GBVMPO also has an agreement in place regarding transportation planning and funding in the entire Bridgeport-Stamford urbanized area. The contents and articles of the new MOU:

1. Define the method for distributing transportation planning funds within the Bridgeport-Stamford urbanized area to the member RPOs through the Connecticut Department of Transportation (CTDOT) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).
2. Define the method for distributing funds from the FHWA Surface Transportation Program (STP): Urban Area Account attributable to the Bridgeport-Stamford urbanized area and FTA Section 5307 Capital Grant Program funds earmarked to the Bridgeport-Stamford urbanized area.
3. Define the roles and responsibilities of member RPOs and transit operators in performing, conducting and coordinating the transportation planning process in the Bridgeport-Stamford urbanized area.
4. Define how the MPOs and transportation planning agencies in the Bridgeport-Stamford urbanized area will coordinate planning activities relating to the long range regional transportation plans, transportation improvement program and annual work programs.

An agreement has been executed between the GBVMPO, the South Western Region MPO, the Housatonic Valley Council of Elected Officials, the New York Metropolitan Transportation Council and the North Jersey Transportation Planning Authority that covers the coordination of transportation planning within the federally designated New York Metropolitan Transportation Management Area. As part of this MOU, the transportation planning organizations exchange planning documents and meet one-to-two times each year to discuss transportation projects and programs affecting the entire area. The MOU was adopted in 2008 and is currently being revised to reflect the merger of RPOs in Connecticut and addition of new partners.

Transportation Systems

The transportation system of the Naugatuck Valley region is diverse and offers its residents an integrated range of options. The region’s transportation system is oriented toward two limited access highways: Interstate 84, which runs in an east-west direction, and Route 8, extending in a north-south direction from Bridgeport to Winchester. Interstate 691 also passes through the region, connecting I-84 to Interstate 91 and Route 15 between Cheshire and Meriden.

The region is also served by commuter rail operated by the Metro-North Railroad. Six stations are located along the Waterbury branch rail line (WBL): Derby-Shelton, Ansonia, Seymour, Beacon Falls, Naugatuck and Waterbury. The WBL is single-track and currently defined as “dark

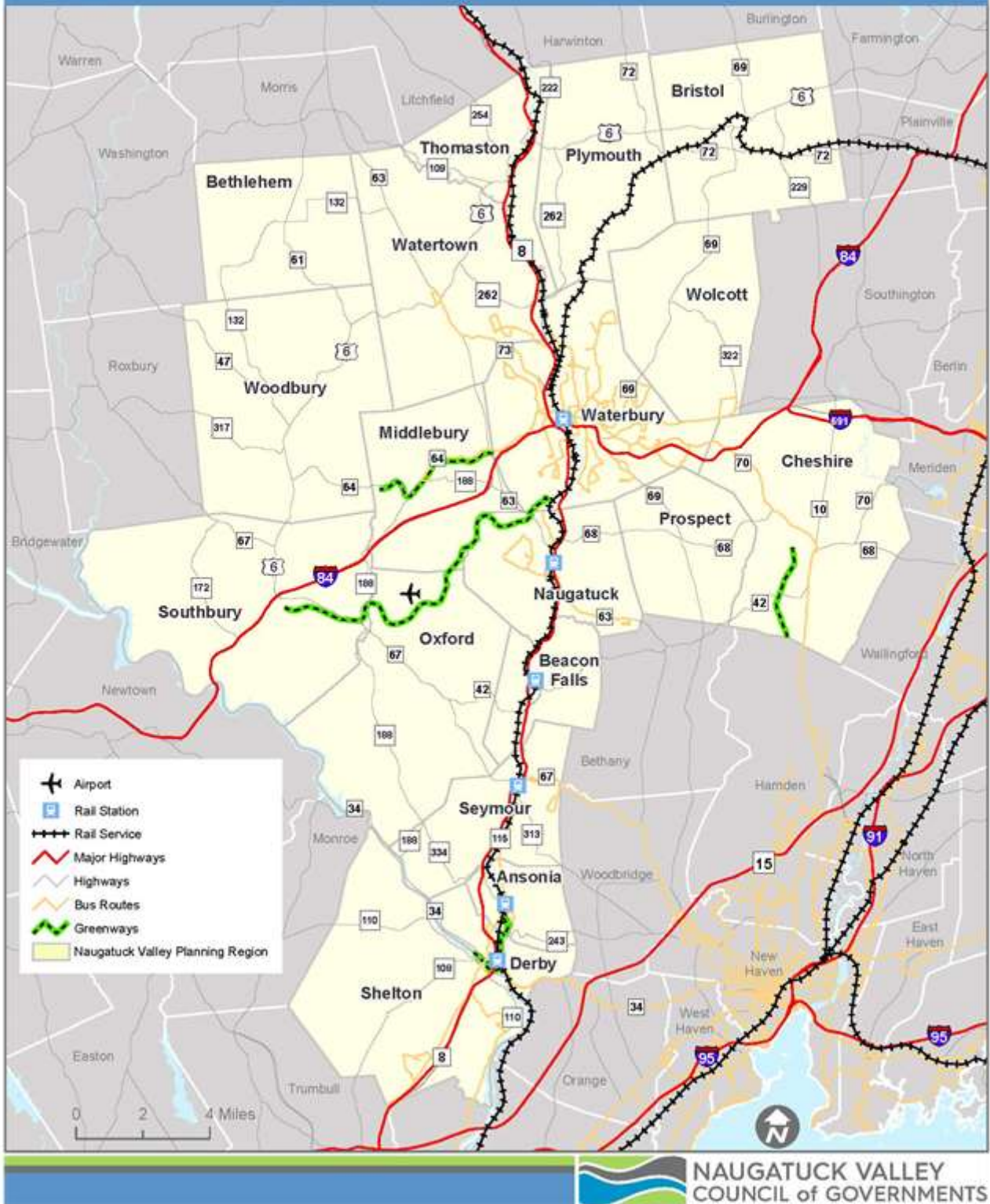
territory” because of the absence of signalization. The state is designing a full signalization system and Positive Train Control, as well as constructing by-pass sidings. While service is currently limited, there is potential for increased ridership in response to these infrastructure improvements.

Key transportation facilities in the region include:

- Interstate 84 from the New York state line at Danbury to the Massachusetts state line – passes through Southbury, Middlebury, Waterbury, and Cheshire.
- Interstate 691 an interstate connector between I-91 and I-84.
- Route 8 Expressway – General Samuel Jaskilka Highway.
- Several principal arterials:
 - US Route 6 – Bristol, Plymouth, Thomaston, Watertown, Woodbury and Southbury
 - Route 10 – Cheshire
 - Route 34 – Derby, Seymour and Oxford
 - Route 63 – Naugatuck, Middlebury and Watertown
 - Route 64 – Waterbury, Middlebury and Woodbury
 - Route 68 – Cheshire, Prospect and Naugatuck
 - Route 69 – Prospect, Waterbury, Wolcott and Bristol
 - Route 72 – Bristol and Plymouth
 - Route 73 – Waterbury and Watertown
 - Route 115 – Derby, Ansonia and Seymour
 - Route 229 – Bristol
 - SR 727 – Derby and Ansonia
 - SR 847 – Waterbury
- An interconnected network of minor arterials.
- Local fixed-route bus services provided by the Greater Bridgeport Transit and Connecticut Transit (New Haven, Bristol-New Britain and Waterbury divisions).
- Specialized paratransit services for the elderly and disabled – Valley Transit District and Greater Waterbury Transit District.
- Commuter rail service along the Waterbury branch line – Metro North Railroad.
- Freight and goods movement – motor carriers, freight rail (Central Connecticut rail line, Housatonic rail line), and multi-modal shipments.
- Regional shared-use trail – Naugatuck River Greenway (Derby Greenway, Ansonia River Walk, Naugatuck Greenway, and Beacon Falls River Walk), Middlebury Greenway, Shelton Riverwalk, Steele Brook Greenway, and Farmington Canal Heritage Trail.

The principal transportation systems in the Naugatuck Valley planning region are depicted in the following map.

Naugatuck Valley Transportation System



Transportation Planning Issues and Goals

Through the transportation planning process, transportation concerns and issues facing the region have been identified (*“Central Naugatuck Valley Long Range Transportation Plan: 2015-2040,”* March 2015). The region is geographically constrained in opportunities for highway expansion and capacity increase. The Route 8 corridor, which serves as the major north-south commuter option, is severely over capacity and congested at peak travel times. Additionally, the Route 34 corridor, a major commuter corridor connecting the lower region to New Haven, experiences substantial congestion and a high frequency of accidents. These two corridors are confined between residential developments making lane expansion unlikely due to the number of affected properties.

Interstate 84 defines the major east-west transportation corridor and connects the region to Hartford and I-90 in Massachusetts to the east and Danbury and the New York Metropolitan area to the west. Congestion recurs daily during peak commuting periods and operations are constrained by the current two-lane section in Waterbury and road geometry. A construction project is underway to widen the section through the east side of Waterbury and eliminate curves that contribute to safety concerns. There is also a need to replace the I-84 and Route 8 interchange, commonly known as the “mix-master.” This interchange is one worst freight bottlenecks, not only in New England but also the country. A planning study is underway to assess alternatives and determine the preferred action for rehabilitating or replacing the interchange.

Commuter rail service can provide a transportation alternative to travel on Route 8 or Route 34; however, infrastructure deficiencies constrain operations along the Waterbury branch rail line (WBL). Currently, the service is limited to one-way operations because of the lack of signalization, passing sidings, and double tracking. To improve the infrastructure, a full signalization system is being designed and will be installed as part of Positive Train Control. Bypass sidings are under construction in two locations. The rail stations along the WBL offer an opportunity to function as transit oriented centers, with a mix of commercial and residential activities. However, these urban centers cannot realize their full potential until infrastructure improvements are implemented along the WBL. An expansion of service and the provision of frequent and convenient connections to the New Haven main rail line would act as a catalyst for major redevelopment and revitalization of the downtown areas of towns along the WBL.

The constraints of the region’s physical and socio-economic resources influence its transportation systems and performance. It is important to preserve and maintain essential infrastructure and services, while making the system operate as efficiently as possible. It is also equally critical to enhance the mobility of people and goods by increasing choice, access and convenience, as well as selectively and strategically expanding transportation capacity. Although the highway system dominates movement, non-highway components are equally important and provide alternative transportation services. A “balanced” transportation system is the primary goal of the transportation planning process.

The transportation issues and goals for the Naugatuck Valley planning region are discussed in detailed in the long range transportation plan. The LRTP provides the framework for the transportation planning process and for making transportation investment decisions. The objectives listed in the LRTP include:

- **Preserve, Maintain and Enhance Highway System** – To develop and maintain an efficient transportation system that will provide the public with a high level of mobility, safety, and choice, while also addressing social, economic, and environmental needs and concerns; and maintain the principal expressway and highway system in a state-of-good repair through lane continuity, minor widening, rehabilitation and reconstruction, as necessary to improve safety and operating efficiency and to selectively and strategically expand the capacity of key highways to reduce delay and congestion.
- **Congestion Management** – To alleviate congestion through the implementation of intersection improvements (turn lanes), traffic signal modernization and coordination, and TDM actions (ridesharing, telecommuting and alternate work schedules).
- **Safety** – To improve safety and efficiency of the highway network and for both motorized and non-motorized users of the transportation system, with appropriate transportation improvement projects.
- **Security** – To improve and expand overall security of transportation infrastructure for persons using – while on-board or waiting – transportation modes and services.
- **Advanced Technology** – To better manage transportation operations, enhance safety and mobility, ensure greater reliability in travel times and/or reduced travel delay, and provide more detailed and up-to-the-minute information to travelers and system operators through the application of various ITS actions.
- **Preserve and Enhance Public Transportation Services** – To maintain essential local bus, commuter rail and paratransit services by providing full funding for operations, replacing capital equipment on a life-cycle cost basis, and renovating and rehabilitating facilities and infrastructure to a state-of-good-repair, and enhancing services by optimizing how resources are allocated and coordinating the delivery of paratransit service.
- **Multi-modal Opportunities** – To expand and enhance opportunities for linking and connecting multiple modes and facilitating the movement between various transportation modes by constructing new multi-modal facilities and coordinating transit services.
- **Bicycle and Pedestrian Activities** – To encourage and promote the increased use of bicycling and walking as a mode of transportation while enhancing safety by developing a network of shared-use trails and providing pedestrian walkways and features.

- **Environmental Mitigation** – To implement actions to mitigate and alleviate natural and cultural environmental impacts of transportation projects.
- **Sustainability** – To develop a long range plan consistent with the Regional Plan of Conservation and Development and state Plan of Conservation and Development that links local land use management, transportation improvements, sustainability and livability initiatives; to provide “walkable communities,” especially in town centers and the urban core, connecting these areas with transit oriented developments and transit stations.
- **Economic Development** – To improve transportation infrastructure critical to the economic revitalization of the cities of Waterbury and Bristol and urban core areas of the Naugatuck Valley planning region and expand employment opportunities as well as access to jobs.

Connecticut is divided into two non-attainment areas for the Ozone *National Ambient Air Quality Standard* and one non-attainment area for fine particulate matter (PM_{2.5}). The Ozone non-attainment areas are designated as “Moderate” with an attainment deadline of December 31, 2018. Fairfield, New Haven and Middlesex counties are included as part of the New York-Northern New Jersey-Long Island non-attainment area. The remainder of the state is designated as the Greater Connecticut non-attainment area. The Connecticut portion of the larger New York-New Jersey-Connecticut PM_{2.5} non-attainment area was re-designated as an “attainment/maintenance” area in 2013. It encompasses Fairfield and New Haven Counties.

The Naugatuck Valley planning region straddles the air quality non-attainment areas, with the municipalities in Fairfield and New Haven Counties in the NY-NJ-LI Ozone non-attainment area and the PM_{2.5} non-attainment area, and the northern tier communities located in Hartford and Litchfield Counties included only in the Greater Connecticut Ozone non-attainment area. The UPWP includes tasks to monitor air quality emissions and ensure the MPOs’ plans, programs and projects conform to air quality goals.

UPWP Program Objectives

The principle objective of the CNV MPO’s UPWP is to conduct comprehensive regional transportation planning process, consistent with federal regulations, and intended to develop and advance the implementation of plans, programs and projects to enhance, preserve and improve local transportation facilities and services, as well as address problems and deficiencies identified in the LRTP.

FY 2018 and 2019 program objectives are to:

1. Prepare an update of the LRTP for the Naugatuck Valley planning region to achieve improved mobility, efficiency, and effectiveness of existing systems, provide congestion relief and cleaner air.
2. Ensure conformity of the NVCOG's plans, program and projects with the State Implementation Plan (SIP) for Air Quality and national air quality goals and standards.
3. Monitor and analyze transportation systems performance and work with CTDOT in identifying transportation system performance measures.
4. Promote safety, livable communities, sustainability, and transportation choice.
5. Collaborate with NYMTC, WestCOG, MetroCOG, CRCOG and SCRCOG on Sustainable Communities Initiative and Mega-Regional planning.
6. Assess opportunities for effectuating Transit-Oriented Development in the town centers of the Central Naugatuck Valley planning region.
7. Implement, develop and use the NVCOG's Geographic Information System (GIS) to support the transportation planning process and assess transportation performance.
8. Develop transportation policies that address major issues and are consistent with regional land use, housing, and urban development plans including socioeconomic and environmental goals.
9. Coordinate energy conservation and air quality planning associated with CMAQ through the consideration of congestion relief strategies in all transportation improvement projects and plans.
10. Continue transit development planning, including developing a 10-year capital plan, assessing potential for inter-district services, and coordinating paratransit services for the elderly and disabled.
11. Update, revise, and maintain the Transportation Improvement Program (TIP) and review and process amendments to the TIP.
12. Incorporate the updated and approved affirmative action plan pursuant to the Departments Contract Compliance Section guidelines.
13. Consult with appropriate land use management, environmental resource conservation, social service, historic, and freight stakeholder agencies through the transportation planning process.

14. Provide guidance for appropriate programming of both state and local transportation improvements.
15. Coordinate and collaborate with CTDOT on project selection, scoping and development under various federal transportation programs.
16. Administer and operate the newly enacted Local Transportation Capital Improvement Program (LOTICIP).
17. Coordinate and administer the preliminary engineering, design and encourage progress for Route 8 Corridor improvements in conjunction with CTDOT.
18. Carry out a proactive public involvement process that promotes region wide citizen participation, minority involvement and equal employment opportunity, and provides timely public notice, effective public involvement in the development to the LRTP and TIP, maintenance and enhancement of the NVCOG's website, and reports and documents in an electronic format.
19. Organize meetings of the CNV MPO.
20. Administer the Regional Transportation Program including preparation of the Unified Planning Work Program, grant applications and work programs in conjunction with federal, state and local agencies.
21. Coordinate Long-Range Transportation Plan development with the Regional Plan of Conservation and Development.
22. Convene a technical monitoring/status review committee (TTAC) to meet as necessary. Monitor progress and overall project schedule.
23. Incorporate revisions to the Strategic Highway Safety Plan into the long range transportation plan.
24. Conduct Freight Movement Planning through the compilation of data, outreach to stakeholders, and analysis of existing and future freight movement in the region, including coordination with the CTDOT on the statewide freight plan and NYMTC on the New York Metropolitan planning area freight plan.

III. Central Naugatuck Valley Region MPO Regional Transportation Work Program FY 2018 - 2019

Unified Planning Work Program (UPWP) – Outline

The UPWP has four main tasks:

- **Task 1: Data Collection and Analysis:** This task monitors transportation performance and uses performance measures to assess and analyze how effective transportation improvements have been in addressing issues and deficiencies. The use of the NVCOG's Geographic Information System (GIS) is a key element of transportation performance monitoring and provides support to the transportation planning process.
- **Task 2: Transportation Planning:** This task covers both short-range and long-range planning activities and includes three sub-tasks: regional planning, transit planning and planning for non-motorized modes. Short-range planning involves conducting traffic operations, environmental mitigation, providing technical assistance to member communities and project scoping and development, including managing and operating the Local Transportation Capital Improvement Program (LOTICIP). Non-motorized transportation studies focus on enhancing bicycle and pedestrian facilities, promoting complete streets, and ensuring safety of pedestrians and bicyclists. Long-range planning activities include undertaking corridor studies and focus on preparation of the Long Range Transportation Plan (LRTP), sustainable development planning efforts, developing a 10-year transit capital plan, and TOD and livable communities initiatives. Implementation-related efforts are included in each sub-task, as appropriate, and involve overseeing progress in advancing highway and transit capital improvement programs.
- **Task 3: Program Management and Administration:** Under this task, the NVCOG performs the management and administrative functions related to conducting the regional transportation planning process and includes development of work programs, preparation of grant applications and work programs and work related to the consultant selection process. Program management tasks will also involve administering work related to the possible re-designation of MPO boundaries, as may be necessary. Work under this task also supports efforts to provide a proactive public involvement process and ensure timely public notice, full public access, and early and continuing public involvement, including facilitation of public outreach in the region for the CTDOT's strategic transportation plan and update of the statewide long-range transportation plan. A major emphasis is complying with federal requirements regarding Title VI, Environmental Justice and Limited English Proficiency, identifying innovative ways to encourage greater public participation and creating electronic versions of plans and

reports. The purpose of Public Participation in the Naugatuck Valley planning region is to provide fair and balanced planning.

- **Task 4: Other Technical Assistance and Program Implementation:** Under this task the NVCOG supports and provides technical assistance relating to major corridor studies, project development and delivery, participation in special studies and projects under the sponsorship of CTDOT, FHWA and FTA, and services carried out on behalf of member towns. Project implementation activities consist of developing and maintaining the Transportation Improvement Program (TIP), project development, regional review and prioritization of projects and oversight and project management of active transportation improvement projects.

Unified Planning Work Program (UPWP) – Budget

The NVCOG conducts the regional transportation planning process for the Central Naugatuck Valley Region MPO. The following table indicates the federal, state and local funds available to the NVCOG from all sources to conduct the metropolitan transportation planning program. The funding sources are identified. Based on unofficial audits, carryover funds have been allocated to FY 2018 and 2019.

FY 2018 and FY 2019 Unified Planning Work Program Naugatuck Valley Planning Region Program Funding Sources and Revenues						
Funding Program	Regional Sponsor	Federal FHWA	Federal FTA	State	Local	Total
FY 2018 PL + FTA 5303 Funds [1]	NVCOG	\$474,429	\$114,247	\$55,924	\$91,245	\$735,845
FY 2015 Carryover Funds [2]	NVCOG	\$191,531	\$0	\$0	\$47,883	\$239,414
Total:		\$665,960	\$114,247	\$55,924	\$139,128	\$975,259
Funding Program	Regional Sponsor	Federal FHWA	Federal FTA	State	Local	Total
FY 2019 PL + FTA 5303 Funds [1]	NVCOG	\$474,429	\$114,247	\$55,924	\$91,245	\$735,845
FY 2015 Carryover Funds [2]	NVCOG	\$191,531	\$0	\$0	\$47,883	\$239,414

Total:	\$665,960	\$114,247	\$55,924	\$139,128	\$975,259
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[1] Federal funding amount available from FHWA and FTA under the consolidated planning grant. Does not include possible future rescissions. State providing 7.6% match.

[2] FY 2015 Carryover attributable to the NVCOG based on unofficial audit; allocated equally between FY 2018 and FY 2019. State providing 0% match of carryover funds.

FY 2018 and FY 2019 Unified Planning Work Program Naugatuck Valley Planning Region Other Project Funding Sources and Revenues

Funding Program	Regional Sponsor	Federal FHWA	Federal FTA	State	Local	Total
State Project No. 0036-0184 [1]	NVCOG	\$91,520	\$0	\$22,880	\$0	\$114,400
State Project No. 0124-0165 [2]	NVCOG	\$80,000	\$0	\$20,000	\$0	\$100,000
State Project No. 0126-0174 [3]	NVCOG	\$0	\$0	\$100,00	\$0	\$100,000
Route 8 Alt Modes Corridor Study [4]	NVCOG	\$0	\$80,000	\$20,000	\$0	\$735,845
Total:		\$171,520	\$80,000	\$162,880	\$0	\$414,409

[1] Based on 3rd Supplemental NVCOG-State Agreement. NVCOG allocation for administration and technical assistance estimated at \$114,400.

[2] NVCOG-State Agreement pending. NVCOG allocation for administration and technical assistance estimated at \$100,000.

[3] Based on NVCOG-State Agreement. NVCOG allocation for administration and technical assistance estimated at \$100,000. 100% state funding.

[4] Federal funding FTA Section 5339 and 5307 grants; state match provided under the TOD Pilot Program.

TASK 1: DATA COLLECTION / ANALYSIS

Issues: System Preservation and Maintenance
System Enhancement
Performance Measures
Congestion Management
Preserve and Maintain Public Transportation Services
Multimodal Opportunities
Regional GIS
Environmental Planning
Safety – Vehicular and Pedestrian
High Accident Locations
Capital Expenditures on Local Roads

Objectives: To monitor, analyze and report transportation systems use, performance, congestion, change and safety and to enhance GIS capabilities; explore the possibility of using mega-data to assess and determine system performance; and develop a regional travel demand model capability.

Tasks: Performance monitoring and analysis tasks will continue to focus on highway and transit systems to identify transportation network deficiencies. The NVCOG conducts traffic volume counts for member municipalities and extracts count data from CTDOT database. Crash data from the University of Connecticut's Crash Data Repository is also extracted and used to maintain a regional safety profile and crash database. Pedestrian and bicycle counts along the Naugatuck River Greenway and other regional multi-use trails are also conducted. The NVCOG's GIS program will be used to complement transportation planning by creating system and project-level maps. A travel demand model will be set-up and made operational to assess macro travel patterns as part of the development of the Long Range Transportation Plan (LRTP). Regional and economic data profiles of the Naugatuck Valley Planning Region will be updated.

Specific tasks are:

Task 1.1: Transportation Database

- Maintain and update the regional traffic count database.
- Extract traffic count data from CTDOT traffic locator program.
- Maintain a bicycle and pedestrian count database – use passive Infrared trail counters and National Bicycle Pedestrian Document methodologies to extrapolate raw counts to annual measures.
- Maintain transit ridership database – for both bus and rail systems; obtain ridership and performance data from North East Transportation on the operations in the Greater Waterbury area.

- Survey ridership of the CT transit Waterbury system to Identify important destinations.
- Link transportation data, traffic count locations and transit assets (bus shelters, bus stops), to GIS and develop interactive maps.
- Develop, maintain and periodically update bus system mapping and geodatabase with bus routes, stops and signage for CT Transit (Waterbury).
- Maintain crash data inventory for the region.

Task 1.2: Performance Monitoring and Metrics

- Coordinate with CTDOT in setting performance measures and targets and on MAP 21 and FAST Act transition to performance based planning and programming.
- Explore the opportunity of acquiring “big data” from a third party vendor to develop transportation metrics.
- Monitor highway performance including delay, speed and travel time using virtual techniques and outside vendors on the expressway network:
 - I-84
 - Route 8 Expressway
 - I-84/Route 8 Interchange – “Mixmaster”
- Monitor operations and congestion along the region’s principle highway system, using the NVCOG’s Congestion Management System:
 - State Routes 10, 63, 68, 69, 70 and 188
 - US Highway 6
- Monitor the operating characteristics of the region’s transit services. Including commuter rail, local bus and paratransit/dial-a-ride services – expenditures, fares, revenues, deficits, ridership, frequency and bus route performance.
 - North East Transportation – CT Transit (Waterbury Division)
- 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
 - Waterbury Branch Line.
- Monitor usage at the Region’s commuter parking lots and rail stations and assess need for improvement.
- Identify transportation systems connectivity gaps.
- Work with CTDOT and neighboring MPOs to develop and implement a performance management approach to transportation planning and programming, and link investment priorities to achieve performance targets.
- Evaluate the condition and performance of the transportation systems
- Link transportation data – traffic count locations; transit assets (bus shelters, bus stops) –to GIS and develop interactive maps.
- Retrieve and extract accident data from CTDOT accident database.

Task 1.3: Travel Demand Modelling Program

- Set-up and calibrate a regional travel demand model (TDM) to determine and assess regional travel patterns.
- Determine the feasibility and cost of obtaining “Big” data from an outside vendor to provide input into the regional TDM.
- Participate in training, as necessary.

Task 1.4: Regional GIS Program

- Maintain the Regional GIS database and produce maps and conduct geographic analysis to support transportation planning projects and develop “intelligent maps” that provide information such as where people live and work, where growth and development occur, locations of utilities and public facilities, and much more.
- Assist municipalities in acquiring basic planimetric data (edge of road, buildings, and infrastructure) using the shared state-wide aerial photography and LiDAR fly-over conducted in the spring 2016.
- Develop a regional trails GIS data layer and share it online through an interactive map.
- Maintain a spatially accurate employer database to use for transportation planning and economic development.
- Develop and maintain a centralized Geospatial Data Warehouse.
- Attend and participate in the Statewide GIS Coordinating Committee meetings to stay up-to-date on GIS issues related to state, regional, and local governments, and participate in the statewide initiative to institute ongoing triennial aerial flights of the entire state.
- Use GIS to assess traffic operations and transportation system performance.
- Assess and project land uses in the region to identify major growth corridors and analyze related transportation improvements.
- Create a geoportal (location on the web) where GIS data can be downloaded, making up-to-date GIS data readily available to facilitate transportation planning and making it easier for consultants to gain access to key datasets (e. g. parcels, zoning, land use, infrastructure) that help determine suitability of land for different development purposes.
- Use GIS to locate low income and minority populations to assess compliance with Environmental Justice and Title VI requirements

Task 1.5: Regional Demographic and Economic Profiles

- Extract 2010 Census and American Community Survey (ACS) demographic data for various transportation planning activities, including analysis of Environmental Justice.
- Continue to update GIS databases with the most up-to-date 2010 Census and ACS data, as the data become available.

- Update the *Profile of the Naugatuck Valley Planning Region*, 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.
- Provide technical assistance to Census data users, as necessary.

Deliverables:

- Transportation Database – Local bus, paratransit/dial-a-ride and commuter rail technical memoranda and performance monitoring reports
- Traffic count and crash data technical memoranda, as necessary
- Bi-annual commuter and rail station parking lot surveys and annual memorandum
- Regional base map and infrastructure map
- Regional trail and greenway maps
- Congestion maps and data reports
- NVCOG Regional Profile 2016
- NVCOG Economic Profile 2015

Task 1: Data Collection and Analysis					
Budget		FY 2018	FY 2019	Total	
	Direct Labor	\$89,885	\$89,885	\$179,770	
	BFO @1.17	\$105,165	\$105,165	\$210,330	
	Other Direct	\$0	\$0	\$0	
	Total	\$195,050	\$195,050	\$390,100	
Staff Allocation:	FY 2018	Direct Labor	BFO	Total	Hours
	Exec. Director	\$0	\$0	\$0	0.0
	Dir. Of Planning	\$0	\$0	\$0	0.0
	Reg. Trans. Eng.	\$0	\$0	\$0	0.0
	Sr. Planners [1]	\$31,460	\$36,808	\$68,268	1,048.7
	Planners [2]	\$35,954	\$42,066	\$78,020	1,198.5
	Planning Assistant	\$17,977	\$21,033	\$39,010	898.9
	Administration [3]	\$4,494	\$5,258	\$9,752	99.9
	Financial Man. [4]	\$0	\$0	\$0	0.0
	Total	\$89,885	\$105,165	\$195,050	3,245.8
	FY 2019	Direct Labor	BFO	Total	Hours

	Exec. Director	\$0	\$0	\$0	0.0
	Dir. Of Planning	\$0	\$0	\$0	0.0
	Reg. Traffic Eng.	\$0	\$0	\$0	0.0
	Sr. Planners [1]	\$31,460	\$36,808	\$68,268	1,048.7
	Planners [2]	\$35,954	\$42,066	\$78,020	1,198.5
	Planning Intern	\$17,977	\$21,033	\$39,010	898.9
	Administration [3]	\$4,494	\$5,258	\$9,752	99.9
	Financial Man. [4]	\$0	\$0	\$0	0.0
	Total	\$89,885	\$105,165	\$195,050	3,245.8
	Financial Responsibility:	FY 2018		NVCOG	
Federal		\$156,041			
State		\$11,185			
Local		\$27,826			
Total		\$195,051			
FY 2019		NVCOG			
Federal		\$156,041			
State		\$11,185			
Local		\$27,826			
Total		\$195,051			
Functional Responsibility:					
	Naugatuck Valley Council of Governments				
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner					
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist					
[3] Includes Municipal Shared Services Director and Administrative Assistant					
[4] Includes Finance Director and Finance Manager					

TASK 2A: TRANSPORTATION PLANNING – REGIONAL

Issues: System Preservation and Maintenance
 System Enhancement
 Performance Measures
 Congestion Management
 Advanced Technologies
 Environmental Mitigation and Planning
 Safety – Vehicular and Pedestrian
 Transportation Security – Emergency Management
 Freight Movement
 Regional Planning

Objectives: To conduct transportation planning studies on transportation system deficiencies and needs, congestion management, traffic and operations, vehicular, and integrating transportation and freight planning.

To maintain and update the LRTP for the Naugatuck Valley Region to achieve improved mobility, efficiency, and effectiveness of existing systems, address transportation deficiencies, and provide congestion relief and cleaner air.

To ensure conformity of the CNV MPO's plans, programs and projects with the State Implementation Plan (SIP) for Air Quality and national air quality goals and standards.

To develop transportation policies that address major issues and are consistent with regional land use, housing, and urban development plans including socioeconomic and environmental goals.

To provide guidance for appropriate programming of both state and local transportation improvements and coordinate and collaborate with CTDOT on project selection, scoping and development under various federal transportation programs.

To administer and operate the Local Transportation Capital Improvement Program (LOTICIP).

To incorporate revisions to the Strategic Highway Safety Plan into the long range transportation plan.

Tasks: Regional highway planning efforts will focus on assessing the highway network, identifying reasonable and effective improvements, providing technical assistance to member municipalities and considering operational and management strategies to improve performance of the existing transportation

facilities. The NVCOG will continue to administer the LOTCIP program for the Naugatuck Valley planning region and work with the towns in advancing projects. Freight planning efforts will continue with continued support of the CTDOT's efforts to develop a statewide freight plan and coordination with NYMTC in the development of its freight plan. A major update of the long range transportation plan (adopted in FY 2015) will be completed and endorsed by May 2019.

Specific tasks are:

Task 2A.1: Long Range Transportation Plan

- Develop and endorse a new LRTP for the Naugatuck Valley Region:
 - Determine and assess regional travel patterns and travel characteristics
 - Identify deficiencies, congestions and constraints
 - Develop travel forecasts including development, land use, and demographics
 - Identify transportation improvement projects by mode including vehicle, bus, rail, pedestrian and bicycle
 - Develop cost estimates and financial plan
 - Consider planning factors
- Incorporate revisions to the Strategic Highway Safety Plan into the LRTP.
- Coordinate with CDOT on state highway plan and incorporate projects of statewide significance and priority into the LRTP.
- Prepare a financial assessment of proposed projects to ensure fiscal constraints.
- Assess the LRTP for impacts to low income and minority areas to ensure compliance with Environmental Justice requirements.
- Include congestion management strategies in the LRTP.
- Promote transportation improvements and land uses consistent with the LRTP and coordinate the LRTP with local, regional, and state plans of conservation and development (POCDs).
- Develop a regional Plan of Conservation and Development for the Naugatuck Valley planning region consistent with the long range transportation plan and provide a framework and guide for regional sustainable land use patterns that are supported by and coordinated with the region's transportation infrastructure, and a model for future local planning efforts. The Naugatuck Valley planning region has demonstrated a commitment to planning that is supportive of transit oriented development, a range of housing and transportation opportunities, protection of the natural environment and environmental assets, access to jobs, education and services, equitable development, a vibrant economy and public safety is essential. (Note: Consultant Services may be used to prepare the Regional POCD).

Task 2A.2: Traffic Operations and Technical Assistance

- Convene the regional Transportation Technical Advisory Committee (TTAC) to guide the development of transportation improvements.
- Provide technical assistance to member municipalities, as necessary on the local road network.
- Assess traffic and highway operations on key corridors and identify capital improvement projects to preserve and enhance highway system on the state arterial network:
 - State Routes 10, 63, 68, 69, 70 and 188
 - US Highway 6
 - Route 69 between Bristol and Waterbury

Task 2A.3: Regional Safety Program

- Analyze crash data and determine regional safety trends
- Create metrics to identify and assess high hazard accident locations by tabulating crash data and contributing factors. Establish base line performance and update regularly to evaluate safety improvements.
- Identify, evaluate, and seek funding to improve hazardous locations (hot spots) on local roads under the Local Road Accident Reduction Program.
- Develop a regional safety improvement program and identify low cost, effective measures to reduce crash frequency and severity.

Task 2A.4: Congestion Management Program

- Develop operational and management strategies to alleviate congestion and make the transportation systems operate more efficiently.
- Assess and evaluate identified congested corridors
 - Collect delay and travel time data
 - Use computer modeling to simulate travel patterns and screen congested corridors.
- Use and access NPMRDS data to develop performance measures and trends.
- Develop performance measures to establish base line performance and update regularly to evaluate progress.
- Coordinate CMP and collaborate with the CT Metro Council of Governments (MetroCOG), Capitol Region Council of Governments (CRCOG) and Western Council of Governments (WestCOG).

Task 2A.5: Transportation Security and Emergency Management

- Conduct evacuation planning and route assessment.

- Increase the security of transportation system by participating on the Region 2 Emergency Planning Team and collaborating with local municipal and private emergency service providers and CT DEHMS in emergency operations planning and emergency support functions (ESF), related to ESF-1 (Transportation).
- Assess and promote the security at various regional transportation centers including but not limited to the Waterbury rail station.

Task 2A.6: Environmental Mitigation

- Determine air quality conformity of the CNV MPO's transportation plans, programs and projects and continue coordination with CTDOT and Department of Energy and Environmental Protection.
- Conduct environmental assessments of transportation improvements
 - Storm water management; run-off.
- Coordinate major planning studies and consider environmental impacts of transportation projects as part of NEPA and CEPA processes.
- Prepare the Air Quality Conformity Statement for CNV MPO transportation projects, plans and programs.
- 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.

Task 2A.7: LOTCIP

- Administer the state-funded LOTCIP program for the NVCOG planning region.
- Solicit project proposals from member communities for the NVCOG area.
- Assist municipalities in pre-screening project proposals.
- Review applications for eligibility and completeness.
- Prioritize projects and forward applications to CTDOT.
- Assist municipalities in conducting the public review process and participate in LOTCIP meetings, as needed.
- Project scope development and review (LOTICIP funded).
- Coordinate and participate in third party review of design plans (LOTICIP funded).
- Process final design plans and submittals to CTDOT for project obligation (LOTICIP funded).

Task 2A.8: Freight Planning

- Develop a regional freight profile
 - Collect and inventory freight and goods movement data in the Naugatuck Valley region;
 - Identify commodity flows, modes, type of freight moved;
 - Locate warehouses and intermodal facilities.

- Identify areas with deficient freight infrastructure and areas of freight demand.
- Identify infrastructure constraints
 - Low clearance and weight restricted bridges.
- Develop performance measures using available data sources to establish base line performance and update regularly to evaluate progress
- Coordinate and work with CTDOT on the statewide freight plan
- Identify critical freight routes.
- Determine freight issues and needs.

Deliverables:

- FFY 2019-2044 Long Range Regional Transportation Plan
- Regional Plan of Conservation and Development
- Congestion Management Process Report
- Regional Highway Safety Plan
- Air Quality Conformity Statements for Ozone for the NY-NJ-LI Non-attainment area
- Air Quality Conformity Statements for Ozone for the Greater Connecticut Non-attainment area
- Air Quality Conformity Statements for PM2.5 for the NY-NJ-CT Non-attainment area
- LOTCIP project applications
- LOTCIP program quarterly reports
- Regional Freight Inventory and Profile

Task 2A: Transportation Planning -- Regional					
Budget	FY 2018		FY 2019	Total	
	Direct Labor	\$89,885	\$89,885	\$179,770	
	BFO @1.17	\$105,165	\$105,165	\$210,330	
	Other Direct	\$0	\$0	\$0	
	Total	\$195,050	\$195,050	\$390,100	
Staff Allocation:	FY 2018	Direct Labor	BFO	Total	Hours
	Exec. Director	\$3,595	\$4,207	\$7,802	51.4
	Dir. of Planning	\$17,977	\$21,033	\$39,010	299.6
	Reg. Trans. Eng.	\$10,786	\$12,620	\$23,406	215.7
	Sr. Planners [1]	\$22,471	\$26,291	\$48,762	749.1
	Planners [2]	\$31,460	\$36,808	\$68,268	1,048.7
	Planning Assistant	\$0	\$0	\$0	0.0
	Administration [3]	\$3,595	\$4,207	\$7,802	79.9

Financial Responsibility:	Financial Man. [4]	\$0	\$0	\$0	0.0
	Total	\$89,885	\$105,166	\$195,050	2,444.3
	FY 2019	Direct Labor	BFO	Total	Hours
	Exec. Director	\$3,595	\$4,207	\$7,802	51.4
	Dir. of Planning	\$17,977	\$21,033	\$39,010	299.6
	Reg. Trans. Eng.	\$10,786	\$12,620	\$23,406	215.7
	Sr. Planners [1]	\$22,471	\$26,291	\$48,762	749.1
	Planners [2]	\$31,460	\$36,808	\$68,268	1,048.7
	Planning Intern	\$0	\$0	\$0	0.0
	Administration [3]	\$3,595	\$4,207	\$7,802	79.9
	Financial Man. [4]	\$0	\$0	\$0	0.0
	Total	\$89,885	\$105,166	\$195,050	2,444.3
	FY 2018	NVCOG			
	Federal	\$156,041			
	State	\$11,185			
	Local	\$27,826			
	Total	\$195,051			
	FY 2019	NVCOG			
	Federal	\$156,041			
	State	\$11,185			
	Local	\$27,826			
	Total	\$195,051			
	Functional Responsibility:	Naugatuck Valley Council of Governments			
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner					
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist					
[3] Includes Municipal Shared Services Director and Administrative Assistant					
[4] Includes Finance Director and Finance Manager					

TASK 2B: TRANSPORTATION PLANNING – TRANSIT

Issues: System Preservation and Maintenance
 System Enhancement
 Performance Measures
 Congestion Management
 Advanced Technologies
 Environmental Mitigation and Planning
 Safety – Vehicular and Pedestrian
 Transportation Security – Emergency Management
 Freight Movement
 Regional Planning

Objectives: To promote a balanced transportation system by working with public transit operators in evaluating regional and local transit system deficiencies, capital and operating needs, multi-modal opportunities, and the coordination of inter-district and intra-district bus services.

To provide technical and planning assistance in conducting transit planning studies, assessing and determining transit capital priorities to update the 10-year capital plan, and identifying facility capital needs.

To maintain a coordination plan for human service transportation (LOCHSTP).

To assess long term bus, commuter rail and multi-modal facility needs, including actions and strategies to incentivize and promote transit-oriented districts and corridors, assess opportunities for alternate transit services and modes, improve bus stops, signage and shelters, and enhance transit security and safety.

To incorporate proposed transit capital, service and operations plans into the long range transportation plan (LRTP).

Tasks: Transit planning tasks focus on local bus, commuter rail, and paratransit services in the Naugatuck Valley Region. The NVCOG will complete work on the Waterbury Area Transit Study and promote implementation of low cost short term adjustments of the bus route network. Transit planning tasks also provide coordinated assessment of human service transportation services and assistance in planning near term and future local bus services and facilities. Included in this activity will be oversight of services provided by the Greater Waterbury Transit District. The NVCOG also works with area transit providers on short and long term capital needs. In its capacity as the designated recipient of FTA funds, the NVCOG will provide planning assistance to the Valley Transit District, including development and update of the 10-year capital plan and assessment of transit capital and operational needs. Planning efforts focus on alternative

transportation modes to promote transit oriented and supportive districts. Rail station capital and parking needs are identified and evaluated, as well as improving access via local bus services. Transit planning tasks also focus on improved coordination of inter-regional bus operations.

Specific tasks are:

Task 2B.1: 10-Year Plan

- Work with North East Transportation and the CT Transit-Waterbury Division to develop and update the 10-year capital improvement program: fleet replacement, facility improvements and rehabilitation, and bus shelter program.
- Incorporate capital improvement plan into the LRTP.
- Coordinate with the CTDOT on amending the TIP/STIP to incorporate bus capital priorities as reflected in the 10-year capital plan.

Task 2B.2: Local Bus System Planning

- Evaluate local, fixed-route system needs for the Greater Waterbury area, determine service gaps and opportunities, and identify operational improvements – bus stops, shelters and sign amenities, internet trip planning, and vehicle location systems.
- Review projects funded under the FTA Sections 5307 capital programs, including transit enhancements and include in the TIP.
- Conduct bus system TOD buildout study.
- Develop priority shelter replacement recommendations based on current and previous analysis.

Task 2B.3: Local Human Service Transportation Coordinating Planning

- Provide technical assistance to regional municipalities and the Greater Waterbury Transit District in coordinating priorities and projects for special transportation services funded under the State Municipal Grant program (C.G.S. 13b-38bb) for senior and disabled demand responsive transportation.
- 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, and coordinate grant applications and continue to work closely with CTDOT, paratransit operators and municipal human service transportation providers on formula funding for elderly persons and persons with disabilities.
- Work with local agencies and stakeholders, neighboring RPOs, and CTDOT in developing and updating the Locally Coordinated Human Services Transportation Plan (LOCHSTP), identifying gaps and setting project priorities.
- Participate on advisory committees and planning meetings relating to the jobs access program and the Regional Mobility Manager program.

Task 2B.4: Commuter Rail

- Inventory and evaluate Waterbury Branch Line stations and infrastructure including passenger amenities, information kiosks, platforms, shelters, parking, and canopies.
- Identify rail parking needs utilizing parking counts, parking supply, and the condition at commuter rail stations along the Waterbury Branch Line.
- Work with CTDOT in advancing proposed Waterbury Branch Line improvements and enhancements, specifically the planned positive train control, signal system design and passing sidings.
- Work with CTDOT in programming long term improvements to and rehabilitation of the Waterbury Branch Line.
- Evaluate proposed recommendations from the Central Connecticut Rail Study and assess opportunities to extend passenger rail services between Waterbury and Berlin with commuter rail stops at Plymouth, Bristol, Plainville and New Britain.
- Monitor and review Tier 1 Final EIS documents and recommendations for the *NEC Future* planning program and provide comments, as needed.

Task 2B.5: Alternative Transportation Modes Assessment

- Investigate alternative modes to harness public transit and create livable communities.
- Promote safety, livable communities, and environmental sustainability in planning activities.
- Determine the strategies and actions to enhance and facilitate north-south travel along the Route 8 corridor and the Waterbury Branch Line and link commuter rail stations and associated transit oriented and supportive districts in the region.
- Encourage and assist municipalities with adopting transit-supportive land use policies and developing plans and strategies to create transit-oriented districts in the vicinity of the commuter rail stations.
- Encourage greater integration and connectivity between rail and bus.
- Coordinate and supplement work on the Route 8 and Waterbury Branch Line alternative modes assessment study funded under FTA Sections 5339 and 5307 and the State TOD pilot project.

Task 2B.6: Waterbury Area Transit Study (WATS)

- Oversee consultant work for the ongoing Waterbury Area Transit Study funded under FTA Section 5307.
- Complete the WATS study, hold public outreach meetings and publish final report.
- Initiate and conduct a Phase 2 WATS study to identify and assess possible locations for a new bus terminal and investigate the economic development impacts of relocating the pulse point in downtown Waterbury. **This task may involve the use consultant services to assist and perform the economic impact assessment.**

Task 2B.7 Naugatuck Valley Transit Governance Study

The Greater Waterbury Transit District oversees and administers the paratransit services in the eight-town area operated by North East Transportation, under contract with the CTDOT. The GWTD has approached the NVCOG with an inquiry about the possible dissolution of the current Board and the ramifications of such an action. This planning study will evaluate the current governance of the GWTD, assess alternative governance structures, including the feasibility of merging GWTD with VTD and creating a single transit district for the Naugatuck Valley planning region. **This task may involve the use consultant services to assist and perform the merging and consolidation assessment.**

- Evaluate the current governance structure of the Greater Waterbury Transit District and conduct a SWOT analysis.
- Review state statutes relating to the formation, operation and dissolution of transit districts.
- Convene stakeholder / advisory committee to evaluate issues and the need for alternative methods to deliver paratransit services.
- Identify the gaps in human service transportation in the Naugatuck Valley planning region.
- Conduct a study to determine the feasibility of consolidating and merging the Greater Waterbury Transit District and the Valley Transit District.
- Develop a governance plan for paratransit services in the Naugatuck Valley planning region covering the financial plan, district management, administration and oversight, and governing board make-up.
- Develop an implementation plan for integrating operating services, information and customer service.
- Review current services and operating statistics, including demographics, description of services, governance, inventory of rolling stock, vehicles and physical infrastructure, operating statistics, and financial data.
- Coordination with CTDOT.
- If needed, select consultant to conduct governance study and oversee and administer contract and scope of work.

Deliverables:

- 10-Year local bus capital improvement plan – CT Transit-Waterbury Division
- FTA Section 5307 regional priority list – CT Transit-Waterbury Division
- Waterbury Area Transit Study (final report)
- FTA Section 5310 regional priority list – NVCOG Region
- Municipal Grant Program applications – NVCOG Region
- Waterbury Branch Rail Line improvement program
- Alternative Transportation Modes Plan

- TOD Plans – station area plans
- WATS Bus Operations Plan for Downtown Waterbury and Downtown New Bus Terminal
- Naugatuck Valley Transit Governance Plan

Task 2B: Transportation Planning -- Transit						
Budget	FY 2018		FY 2019	Total		
	Direct Labor	\$67,414	\$67,414	\$134,828		
	BFO @1.17	\$78,874	\$78,874	\$157,748		
	Other Direct	\$0	\$0	\$0		
	Total	\$146,288	\$146,288	\$292,576		
Staff Allocation:	FY 2018	Direct Labor	BFO	Total	Hours	
	Exec. Director	\$2,697	\$3,155	\$5,852	38.5	
	Dir. of Planning	\$14,831	\$17,352	\$32,183	247.2	
	Reg. Trans. Eng.	\$0	\$0	\$0	0.0	
	Sr. Planners [1]	\$23,595	\$27,606	\$51,201	786.5	
	Planners [2]	\$23,595	\$27,606	\$51,201	786.5	
	Planning Assistant	\$0	\$0	\$0	0.0	
	Administration [3]	\$2,697	\$3,155	\$5,852	59.9	
	Financial Man. [4]	\$0	\$0	\$0	0.0	
	Total	\$67,414	\$78,874	\$146,289	1,918.6	
	FY 2019	Direct Labor	BFO	Total	Hours	
	Exec. Director	\$2,697	\$3,155	\$5,852	38.5	
	Dir. of Planning	\$14,831	\$17,352	\$32,183	247.2	
	Reg. Trans. Eng.	\$0	\$0	\$0	0.0	
	Sr. Planners [1]	\$23,595	\$27,606	\$51,201	786.5	
	Planners [2]	\$23,595	\$27,606	\$51,201	786.5	
	Planning Intern	\$0	\$0	\$0	0.0	
	Administration [3]	\$2,697	\$3,155	\$5,852	59.9	
	Financial Man. [4]	\$0	\$0	\$0	0.0	
	Total	\$67,414	\$78,874	\$146,289	1,918.6	
	Financial Responsibility:	FY 2018	NVCOG			
		Federal	\$117,031			
State		\$8,389				

Functional Responsibility:	Local	\$20,869
	Total	\$146,289
	FY 2019	NVCOG
	Federal	\$117,031
	State	\$8,389
	Local	\$20,869
	Total	\$146,289
	Naugatuck Valley Council of Governments	
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner		
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist		
[3] Includes Municipal Shared Services Director and Administrative Assistant		
[4] Includes Finance Director and Finance Manager		

TASK 2C: TRANSPORTATION PLANNING – NON-MOTORIZED TRANSPORTATION MODES

Issues: System Preservation and Maintenance
 System Enhancement
 Bicycle Planning Activities
 Pedestrian Planning Activities
 Safety – Bicycle and Pedestrian
 Regional Trail Network
 Multi-modal Opportunities
 Alternative Transportation Modes
 TOD Opportunities
 Regional Planning

Objectives: To promote a balanced transportation system to create safe, livable communities and environmental sustainability through enhanced access to transportation alternatives and efficient, effective and convenient non-motorized modes of transportation and active transportation facilities. A focus will be placed on the identification of deficiencies in pedestrian and bicycle system connectivity in an effort to establish a contiguous network.

The key objectives of this planning task are to:

- Decrease per-capita VMT and transportation-related emissions for the corridor;
- Increase the miles of constructed multi-use trails;
- Promote the economic benefits of constructing the Naugatuck River Greenway; and
- Promote public health and safety through enhancements to the bicycle and pedestrian facilities and networks.

Tasks: Under this task, the NVCOG will coordinate multiple and inter-related planning tasks to create an interconnected network of multi-use trails, ensure pedestrian safety and promote livable and sustainable communities, including continued involvement in the design and construction of the Naugatuck River Greenway. The NVCOG will promote the findings of the NRG economic impact study and implementation of uniform signage design. The NVCOG will use its participation on Sustainable CT Working Groups to inform the update of the long range transportation plan.

Specific tasks are:

Task 2C.1: Route 8 Corridor TOD & Alternate Modes Project

The NVCOG initiated a planning study to assess and identify opportunities for implementing alternative transportation modes within the Route 8 and Waterbury branch line corridors. The project is being funded under two FTA grants (Section 5339 and 5307) with match funds provided under the state TOD Pilot Program. The project was initiated in FY 2017.

- Administer and oversee Consultant services related to conducting the study.
- Assist in the alternative transportation modes assessment and in the development of alternative services and modes plans.
- Collect data and generate maps, as needed, to supplement work.

Task 2C.2: Regional Multi-use Trail Planning

- Work on enhancing regional trail and greenway systems including the Naugatuck River Greenway, Middlebury Greenway, the Steele Brook Greenway and Farmington Heritage Canal Trail.
- Participate in the Waterbury Naugatuck River Greenway Design Project (Phase 1) and assist Waterbury in advancing the project through the city.
- Provide technical assistance to member communities on respective greenway and multi-use trail projects.
- Provide administrative support to the Naugatuck River Greenway steering committee, including acting as staff to the NRGSC, preparing meeting agendas, posting meeting minutes, and providing website content.
- Oversee the Connecticut Trail Census project for the CT Greenways Council, including administering projects, conducting trail counts, preparing survey tool, and tabulating and analyzing data.

Task 2C.3: Naugatuck River Greenway Economic Impact Study

The economic impact study for the Naugatuck River Greenway was completed and published in FY 2017. The NVCOG will:

- Develop community/municipal level summary sheets.
- Participate in a community outreach and education process and present study findings to municipal boards and commissions.
- Promote the economic benefits from NRG construction.
- Prepare an economic development guide for municipalities on how to best capitalize on the construction of the regional trail and greenway systems.

Task 2C.4: Regional Bicycle Plan

- Develop and update the regional bicycle plan.

- Assess and address bicycle and vehicular needs, and determine opportunities for expanding bicycle facilities in a regional bicycle plan.
- Work with and provide technical assistance to the municipalities in the NVCOG planning region on implementing a bicycle route network, including assessment and evaluation of proposed routes, project scoping, and project design approach, and ensuring consistency with guidelines and standards.
- Conduct a study on a possible east-west bike route from Forestville to Thomaston.

Task 2C.5: Regional Pedestrian Safety Plan

The NVCOG developed a draft pedestrian plan in FY 2017 that looked at current conditions and opportunities for enhancing pedestrian study. The NVCOG will:

- Finalize the regional pedestrian safety plan.
- Assess and address pedestrian needs, and determine opportunities for expanding pedestrian facilities and providing pedestrian amenities.
- Reach out to member municipalities and present findings from the safety plan and promote measures to improve safety.
- Extract and analyze pedestrian-related crash data and publish findings and performance in an annual update.
- Continue developing a Safe Routes to School program, as necessary, and assist member communities in developing SRTS plans.

Task 2C.6: Livability and Sustainability Program

- Develop a complete streets and green infrastructure policy and plan for the Naugatuck Valley planning region.
- Identify green infrastructure elements that can be incorporated in transportation improvement projects.
- Assess potential impacts to the region's transportation systems due to climate change and natural hazards, and develop strategies to minimize and mitigate impacts and make the systems more resilient.
- Develop web page on the NVCOG website that focuses on climate change and livability to promote safety, livable communities and environmental sustainability.
- Participate on *Sustainable CT* working groups.
- Incorporate livability and sustainability principles into the LRTP.

Deliverables:

- Route 8 and Waterbury Branch Line Corridor TOD and Alternative Modes Assessment reports
- Regional Bicycle Plan

- Regional Pedestrian Safety Plan (final)
- CT Trails Census reports
- Trail User Surveys
- Economic Impact Study of the Naugatuck River Greenway – Municipal Summary Sheets
- Regional Complete Streets Policy and Plan
- Climate Change Resiliency assessment

Task 2C: Transportation Planning -- Non-Motorized Transportation Modes				
Budget	FY 2018	FY 2019	Total	
Direct Labor	\$44,943	\$44,943	\$89,886	
BFO @1.17	\$52,583	\$52,583	\$105,166	
Other Direct	\$0	\$0	\$0	
Total	\$97,526	\$97,526	\$195,052	
Staff Allocation:	FY 2018	Direct Labor	BFO	Total
				Hours
Exec. Director	\$1,798	\$2,103	\$3,901	25.7
Dir. of Planning	\$8,989	\$10,517	\$19,505	149.8
Reg. Trans. Eng.	\$0	\$0	\$0	0.0
Sr. Planners [1]	\$18,876	\$22,085	\$40,961	629.2
Planners [2]	\$13,483	\$15,775	\$29,258	449.4
Planning Assistant	\$0	\$0	\$0	0.0
Administration [3]	\$1,798	\$2,103	\$3,901	39.9
Financial Man. [4]	\$0	\$0	\$0	0.0
Total	\$44,943	\$52,583	\$97,526	1,294.1
	FY 2019	Direct Labor	BFO	Total
				Hours
Exec. Director	\$1,798	\$2,103	\$3,901	25.7
Dir. of Planning	\$8,989	\$10,517	\$19,505	149.8
Reg. Trans. Eng.	\$0	\$0	\$0	0.0
Sr. Planners [1]	\$18,876	\$22,085	\$40,961	629.2
Planners [2]	\$13,483	\$15,775	\$29,258	449.4
Planning Intern	\$0	\$0	\$0	0.0
Administration [3]	\$1,798	\$2,103	\$3,901	39.9
Financial Man. [4]	\$0	\$0	\$0	0.0
Total	\$44,943	\$52,583	\$97,526	1,294.1

Financial Responsibility:	FY 2018	NVCOG
	Federal	\$78,021
	State	\$5,592
	Local	\$13,913
	Total	\$97,527
	FY 2019	NVCOG
	Federal	\$78,021
	State	\$5,592
	Local	\$13,913
Total	\$97,527	
Functional Responsibility:	Naugatuck Valley Council of Governments	
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner		
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist		
[3] Includes Municipal Shared Services Director and Administrative Assistant		
[4] Includes Finance Director and Finance Manager		

TASK 3: PROGRAM MANAGEMENT AND ADMINISTRATION

Issues: Highway System Enhancement
Highway System Preservation
Safety – Vehicular and Pedestrian
Congestion Management Process
Advanced Technologies (ITS)
Preserve and Maintain Public Transportation Services
Multimodal Opportunities
Bicycle and Pedestrian Activities
Transportation Security
Flexibility in Highway Design
Freight Movement
Environmental Planning and Mitigation
Public Involvement
Environmental Justice
Economic Development
Regional Planning

Objectives: To conduct administration and program management functions necessary to carry-out the planning tasks included in the UPWP, including amending the UPWP, as needed, and preparing and submitting quarterly progress and financial reports.

To coordinate transportation and transit planning activities and tasks.

To develop, select, scope and evaluate projects for funding under the FHWA's Surface Transportation Block Grant Program: Urban (STBG Waterbury Urban Area), Transportation Alternatives Program Set-aside funds (TAP), and Congestion Mitigation and Air Quality.

To advise and inform participating agencies of program substance and expenditures.

To participate in and provide administrative support to study advisory committees, as necessary.

To assist member municipalities and regional transit operators with the preparation of applications for state and federal funds.

Tasks: Administer the transportation planning program in the Central Naugatuck Valley planning region, as detailed in the FY 2018 and 2019 Unified Planning Work Program and manage the transportation planning program. The NVCOG will

conduct a proactive public involvement process in accordance with its adopted public participation policy.

Specific tasks are:

Task 3.1: UPWP

- Amend the FY 2018-2019 UPWP, as needed.
- Prepare and submit quarterly progress and financial reports.
- Prepare the FY 2020-2021 UPWP.

Task 3.2: CTDOT Coordination

- Coordinate on developing and implementing Performance Measures.
- Coordinate on travel demand modeling.
- Coordinate with revisions to land use forecasts.
- Participate in the local road accident reduction program.
- Revise, as necessary, the functional classification system to reflect changes in the urbanized area.
- Coordinate work on regional transportation, transit and engineering programs, projects and studies to maximize efficiency.
- Coordinate and work with CTDOT and adjacent MPO's on the future re-designation of MPO boundaries

Task 3.3: Administration

- Administer the regional transportation planning programs, as detailed in the FY 2018 and 2019 Unified Planning Work Program.
- Prepare the annual audit of the UPWP.

Task 3.4: Grant Applications

- Prepare grant applications and work programs for special studies, as needed.
- Assist member communities and regional transit operators in preparing project applications under various federal transportation funding programs, as needed.
- Assist member communities in preparing project applications under LOTCIP program.

Task 3.5: Highway Project Development

- Identify new project proposals for funding under various federal aid programs and work with the municipalities and CTDOT in determining project eligibility, developing project scopes, preparing applications and evaluating proposals.
- Monitor the STBG urban program.

- Participate in CTDOT Project Concept Development process and coordinate with the CTDOT Office of Highway Design on state and local road improvement projects.
- Review and comment on the CTDOT five-year capital.
- Work with CTDOT and member municipalities on identifying possible projects for funding under the STBG Transportation Alternatives Set-aside Program and Congestion Mitigation and Air Quality and monitor project development and implementation.
- Work with the municipalities and provide technical assistance in determining project eligibility, developing project scopes, preparing applications and evaluating proposals relating to these programs.
- Establish and refine regional highway priorities.

Task 3.6: Transit Programming

- Work with CT Transit to program bus capital projects in the TIP and incorporate local bus transit needs into the TIP/STIP under the FTA Section 5307, 5309, and 5310 programs.
- Work with CT Transit in determining project scopes, preparing applications and evaluating proposals.
- Establish and refine regional transit capital priorities to be funded by FTA Section 5307, 5309, 5310, 5316 and 5317, and help municipalities establish and fund operational priorities for the elderly and disabled under the Municipal Grant Program.

Task 3.7: Policy

- Monitor and review federal Notices of Proposed Rulemaking (NPRM) related to the transportation planning process and offer comments and recommendations, as appropriate, including but not limited to MPO coordination, performance measures, transit planning, and transportation performance management rules.
- Establish and refine regional transportation policies.

Task 3.8: Public Participation Program

The NVCOG updated its Public Outreach Policy and Environmental Justice Policy in FY 2017. Both policies provide structure to federal and state requirements to involve and inform the public at all stages in the planning process and were made available in English and in Spanish. The NVCOG will:

- Adhere to the Public Outreach and Environmental Justice policies and ensure a proactive engagement with the public.
- Participate in meetings of the CNV MPO.
- Make presentations at CNV MPO and NVCOG meetings on transportation plans, programs and projects.

- Convene and hold meetings of the Transportation Technical Advisory Committee (TTAC) to provide face-to-face opportunities to discuss and exchange ideas regarding transportation issues, deficiencies and solutions.
- Periodically assess effectiveness of the public involvement process.
- Provide reports, documents, plans and summaries in user-friendly format and post on NVCOG website.
- Hold public information meetings on plans, program and projects at convenient and accessible places and times, including utilizing a “go to them” strategy, provide community outreach to inform and involve community groups, and offer assistance to the hearing impaired and persons with limited English proficiency.
- Maintain the NVCOG website and post transportation documents, summaries, actions, plans and programs.

Deliverables:

- Quarterly progress reports
- FY 2018-2019 UPWP
- Grant applications
- Highway Project programming
- Transit programming
- Transportation Policies
- Public Outreach Policy
- Environmental Justice Policy
- Public information sessions
- NVCOG website

Task 3: Program Management, Implementation and Administration					
Budget		FY 2018	FY 2019	Total	
	Direct Labor	\$33,422	\$33,422	\$66,844	
	BFO @1.17	\$39,104	\$39,104	\$78,208	
	Other Direct	\$25,000	\$25,000	\$50,000	
	Total	\$97,526	\$97,526	\$195,052	
Staff Allocation:	FY 2018	Direct Labor	BFO	Total	Hours
	Exec. Director	\$5,013	\$5,866	\$10,879	71.6
	Dir. of Planning	\$11,698	\$13,686	\$25,384	195.0
	Reg. Trans. Eng.	\$1,671	\$1,955	\$3,626	33.4
	Sr. Planners [1]	\$1,671	\$1,955	\$3,626	55.7
	Planners [2]	\$3,342	\$3,910	\$7,252	111.4

Financial Responsibility:	Planning Assistant	\$0	\$0	\$0	0.0
	Administration [3]	\$5,013	\$5,866	\$10,879	111.4
	Financial Man. [4]	\$5,013	\$5,866	\$10,879	111.4
	Total	\$33,422	\$39,104	\$72,525	689.9
	FY 2019	Direct Labor	BFO	Total	Hours
	Exec. Director	\$5,013	\$5,866	\$10,879	71.6
	Dir. of Planning	\$11,698	\$13,686	\$25,384	195.0
	Reg. Trans. Eng.	\$1,671	\$1,955	\$3,626	33.4
	Sr. Planners [1]	\$1,671	\$1,955	\$3,626	55.7
	Planners [2]	\$3,342	\$3,910	\$7,252	111.4
	Planning Intern	\$0	\$0	\$0	0.0
	Administration [3]	\$5,013	\$5,866	\$10,879	111.4
	Financial Man. [4]	\$5,013	\$5,866	\$10,879	111.4
	Total	\$33,422	\$39,104	\$72,525	689.9
	FY 2018	NVCOG			
	Federal	\$78,021			
	State	\$5,592			
	Local	\$13,913			
	Total	\$97,526			
	FY 2019	NVCOG			
	Federal	\$78,021			
	State	\$5,592			
	Local	\$13,913			
	Total	\$97,526			
Functional Responsibility:	Naugatuck Valley Council of Governments				
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner					
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist					
[3] Includes Municipal Shared Services Director and Administrative Assistant					
[4] Includes Finance Director and Finance Manager					

TASK 4: OTHER TECHNICAL ASSISTANCE AND PROGRAM IMPLEMENTATION

Issues: Regional Planning
System Enhancement
System Efficiency
System Preservation
Multi-Modal Opportunities
Alternative Transportation Modes
TOD Opportunities

Objectives: To provide technical assistance to member communities, conduct, administer, manage and carry-out major corridor studies and projects on behalf of member municipalities and funded primarily under specific project funding programs.

To engage and support member municipalities in advancing and implementing transportation investment to enhance the management and operation of the region' transportation system, increase system efficiency and preserve system components.

To develop, amend and maintain a short-range Transportation Improvement Program (TIP) that is financially constrained and consistent with the long range Regional Transportation Plan.

Tasks: Administer and manage specific transportation planning, program and design grants obtained by and on behalf of Naugatuck Valley planning region municipalities, and provide technical assistance to member municipalities; hold monthly meetings of the CNV MPO; and develop and maintain the metropolitan transportation improvement program.

Specific tasks are:

Task 4.1: Transportation Improvement Program – TIP/STIP

- Develop and maintain the short range transportation improvement program (TIP).
- Amend TIP/STIP, as necessary, and coordinate the endorsement of amendments and administrative actions to the TIP in cooperation with CTDOT.
- Review and approve Administrative Actions and keep track of changes.
- Develop project scopes and applications for funding under various federal aid programs.
- Establish transportation project priorities and work with municipalities in setting implementation schedules.
- Revise financial plans, prepare amendment summary reports, and make presentations at meetings of the MPO to inform members of proposed amendments and changes to the TIP/STIP.

- Maintain the TIP/STIP in a database format – MS Access.
- Maintain and update an interactive map on the website, including project descriptions and information that would pop-up when clicked.
- Administer and monitor the FHWA Surface Transportation Block Grant Program, including soliciting and evaluating project proposals, setting priorities, and maintaining a financial plan, as needed.
- Administer the NVCOG's Local Transportation Capital Improvement Program (LOTICIP), including soliciting and evaluating project proposals, setting priorities, and maintaining a financial plan.
- Coordinate MPO correspondences, project selection, and project solicitation for various state and federal aid transportation programs.

Task 4.2: Metropolitan Planning Organization

- Serve as the transportation planning staff for the CNV MPO.
- Prepare meeting agendas and technical material, including plan and project summaries, technical memoranda, and policy papers CTDOT.
- Make presentations at MPO meetings, regarding the TIP/STIP, LRTPs, air quality conformity, project priorities, and amendments/actions for CTDOT.
- Provide technical advice and guidance on plan, policy, program and project issues to the CTDOT.

Task 4.3: Transportation Technical Advisory Committees

- Convene the Naugatuck Valley Transportation Technical Advisory Committee. Tasks include:
 - Provide input on projects, plans and programs
 - Review amendments to the TIP/STIP and offer recommendations
 - Review projects funded under the LOTICIP Program
 - Provide technical advice on public works best practices through guest speakers
- Provide technical advice and guidance on emergency planning activities related the Regional Emergency Planning Teams including Region 5 (Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Oxford, Plymouth, Prospect, Southbury, Thomaston, Waterbury, Watertown, Wolcott, and Woodbury).

Task 4.4: Naugatuck River Greenway Project

- Provide technical assistance to the City of Waterbury and CTDOT on the Waterbury Naugatuck River Greenway Design Project – State Project No. 0151-0321.
- Assist the Naugatuck River Greenway Steering Committee:
 - Maintain and host the NRG website / webpage on the NVCOG website
 - Prepare meeting agendas and material and host bi-monthly meetings of NRGSC
 - Prepare and update interactive maps of the NRG, including proposed alignments

- The NVCOG received a grant award under the OPM's Responsible Growth and TOD Grant Program to conduct a routing study for the Naugatuck River Greenway between Thomaston and Torrington. The grant is in the amount of \$110,000. While it was a joint application with NHCOG, the NVCOG has assumed the role of fiduciary and will administer the project and provide technical support under its US DOT metropolitan planning program. In addition, the NVCOG proposes to allocate US DOT planning funds, not to exceed \$2,100 to supplement the OPM Responsible Growth grant. These funds will be allocated to pay for and reimburse Other Direct Costs incurred by the selected consultant during the conduct of the routing study. These Other Direct Expenses include:

▪ Out-of-pocket Expenses during Field Work:	\$1,250
▪ Printing – Color Reports & Photos:	\$500
▪ Postage & Shipping:	\$100
▪ Field Consumables:	\$250
	<hr/>
▪ Total:	\$2,100

A QBS process was completed to request qualifications from prospective consultants and select the preferred consultant. The BSC Group was selected after an interview process of short-listed consultants. These Other Direct Costs will be paid based on actual costs incurred; therefore, the actual allocation of PL funds may be less than listed above.

- Administer and provide technical assistance / support on the Watertown and Thomaston NRG design project funded under the Recreational Trails Program

Task 4.5: TIGER VI Program – WATER Project

- Work with the City of Waterbury on the TIGER VI project for the *Waterbury Active Transportation and Economic Resurgence (WATER)* and provide technical assistance, as needed.

Task 4.6: Route 34 Reconstruction Project – State Project No. 0036-0184*

- Administer the design of the widening and reconstruction of Route 34 in Derby from Ausonio Drive to Bridge Street:
 - Participate in public information meetings on project design plans and coordinate public comments and suggestions into the design plans
 - Review plans
 - Serve as the liaison between the City of Derby, CTDOT and consultant engineer
 - Maintain financial records of the design phase
 - Monitor progress

*Funding for task provided under State Project No. 0036-0184

Task 4.7: Route 67 Spot Improvements and Minor Widening Project – State Project No. 0124-0165*

- Administer the design of spot improvements and minor widening along Route 67 in Seymour:
 - Participate in public information meetings on project design plans and coordinate public comments and suggestions into the design plans
 - Review plans
 - Serve as the liaison between the Town of Seymour, CTDOT and consultant engineer
 - Maintain financial records of the design phase
 - Monitor progress of preliminary and final design activities

*Funding for task provided under State Project No. 0124-0165

Task 4.8: Derby-Shelton Bridge Renovation Project – State Project No. 0126-0174*

- Administer the design of renovation and pedestrian / bicycle improvements on the Derby-Shelton Bridge over the Housatonic River between Derby and Shelton:
 - Participate in public information meetings on project design plans and coordinate public comments and suggestions into the design plans
 - Review plans
 - Serve as the liaison between the cities of Derby and Shelton, CTDOT and consultant engineer
 - Maintain financial records of the design phase
 - Monitor progress of preliminary and final design activities

*Funding for task provided under State Project No. 0126-0174

Task 4.9: Route 8 Corridor Improvements – State Project No. 0036-0179*

The Valley Council of Governments, subsequently the NVCOG, administers design contract for improvements along the Route 8 corridor in the lower Naugatuck Valley planning region. State Project No. 0036-0179 provided funds to conduct the preliminary design of improvements to interchanges 15 through 18. Project breakouts include the improvements at Interchange 18 (constructed in FY 2017) and the major widening and reconstruction of Route 34 (State Project No. 0036-0184 – reference Task 4.3). The realignment and consolidation of interchanges 16 and 17 remains a regional priority, but the project has been removed from the CTDOT's five-year capital plan.

- Work to add the proposed Route 8 Interchange 16 and 17 realignment and consolidation project to the CTDOT five-year capital plan and identify short and long range actions.

*Funding for task provided under State Project No. 0036-0179

Task 4.10: TOD Pilot Project*

- Administer the conduct of the NVCOG TOD Pilot Project and Alternate Transportation Modes project.
- Manage consultant agreement and scope of work for Task 3 activities including the Route 8 Alternate Modes Project.
- Provide technical assistance to the project consultant, as needed including data collection, mapping and public outreach.
- Prepare and submit quarterly progress and financial reports.
- Monitor progress on the project.

*Funding for task provided under FTA Grant CT-39-0002-00 and CT-95-X014-00

Task 4.11: I-84 / Route 8 Interchange Project

The CTDOT is working on a preliminary engineering study to recommend options for replacing the I-84 / Route 8 interchange.

- Work with and provide technical assistance to the design team and city of Waterbury, as needed.

Task 4.12: Regional Coordination and Consultation

- Coordinate multi-state and mega-regional planning by participate in and attend bi-annual meetings of the Metropolitan Area Planning (MAP) Forum to ensure that metropolitan transportation planning products and documents of each respective MPO consider and take into account the impacts of the plans and programs developed by the other MPOs.
- Coordinate and consult with Connecticut Metropolitan Planning Organizations on various projects, plans and programs – CRCOG, WestCOG, MetroCOG, SCRCOG, and NHCOC.

Task 4.13: Technical Capacity Building

- Increase the technical capacity of the NVCOG through staff attendance and participation at workshops, seminars, webinars and conferences sponsored and held by the CTDOT, FHWA Resource Center, and National Highway Institute (NHI).

- Procure technical resources, as necessary.
- Technical training, as needed.

Task 4.14: Transportation Program Technical Assistance

- Provide technical assistance and monitor federal aid transportation programs including but not limited to STBG; CMAQ and the TAP Set-aside.
- Coordinate with CTDOT on the selection and implementation of TAP Set-aside projects.
- Provide technical assistance to member towns, as needed.

Task 4.15: Technical Assistance to Regional Planning Commission

- Provide assistance to the NVCOG RPC in reviewing the transportation and traffic impacts of proposed land use actions and assess the conformity of zoning, subdivision, and planning proposals with regional and state plans.
- Provide assistance to the NVCOG RPC in preparing the regional plan of conservation and development and ensure consistency with the long range transportation plan.
- Provide assistance to the member municipalities in preparing the local plans of conservation and development and ensuring consistency with the long range transportation plan.

Deliverables:

- Monthly CNV MPO meetings
- Bi-monthly TTAC meetings
- Bi-annual MAP Forum meetings
- NRG Steering Committee
- Route 34 Reconstruction Project – Design Administration (State Project No. 0036-0184)
- Route 67 Spot Improvements Project – Design Administration (State Project No. 0124-0165)
- Derby-Shelton Bridge Project – Design Administration (State Project No. 0126-0174)
- Route 8 and Waterbury Branch Line Corridor TOD and Alternative Transportation Modes Assessment Project – FTA Section 5307 and 5339 Grants

Task 4: Other Technical Assistance					
Budget		FY 2018	FY 2019	Total	
	Direct Labor	\$111,389	\$112,357	\$223,746	
	BFO @1.17	\$130,325	\$131,458	\$261,783	
	Other Direct	\$2,100	\$0	\$2,100	
	Total	\$243,814	\$243,815	\$487,629	
Staff Allocation:	FY 2016	Direct Labor	BFO	Total	Hours
	Exec. Director	\$16,708	\$19,549	\$36,257	238.7
	Dir. of Planning	\$38,986	\$45,614	\$84,600	649.8
	Reg. Trans. Eng.	\$11,139	\$13,033	\$24,171	222.8
	Sr. Planners [1]	\$16,708	\$19,549	\$36,257	556.9
	Planners [2]	\$5,569	\$6,516	\$12,085	185.6
	Planning Assistant	\$0	\$0	\$0	0.0
	Administration [3]	\$5,569	\$6,516	\$12,085	123.8
	Financial Man. [4]	\$16,708	\$19,549	\$36,257	371.3
	Total	\$111,389	\$130,325	\$241,712	2,348.9
	FY 2017	Direct Labor	BFO	Total	Hours
	Exec. Director	\$16,854	\$19,719	\$36,572	240.8
	Dir. of Planning	\$39,325	\$46,010	\$85,335	655.4
	Reg. Trans. Eng.	\$11,236	\$13,146	\$24,381	224.7
	Sr. Planners [1]	\$16,854	\$19,719	\$36,573	561.8
	Planners [2]	\$5,618	\$6,573	\$12,191	187.3
	Planning Intern	\$0	\$0	\$0	0.0
	Administration [3]	\$5,618	\$6,573	\$12,191	124.8
	Financial Man. [4]	\$16,854	\$19,719	\$36,573	374.5
	Total	\$112,357	\$131,459	\$243,817	2,369.3
Financial Responsibility:	FY 2018	NVCOG			
	Federal	\$195,052			
	State	\$13,981			
	Local	\$34,782			
	Total	\$243,815			

Functional Responsibility:	FY 2019	NVCOG
	Federal	\$195,052
	State	\$13,981
	Local	\$34,782
	Total	\$243,815
	Naugatuck Valley Council of Governments	
[1] Includes Senior Transportation Planner, Supervising Transportation Planner and Senior Regional Planner		
[2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist		
[3] Includes Municipal Shared Services Director and Administrative Assistant		
[4] Includes Finance Director and Finance Manager		

IV. Naugatuck Valley Planning Region
Task and Staff Allocation Budgets and
Regional Transportation Program Schedules
FY 2018 - 2019

FY 2018 and FY 2019 Unified Planning Work Program Naugatuck Valley Council of Governments FY 2018 Task Allocation by Funding Sources and Revenues				
Tasks	Federal	State	Local	Total
Task 1: Data Collection/Analysis	\$156,041	\$11,185	\$27,826	\$195,052
Task 2A: Transportation Planning -- Regional	\$156,041	\$11,185	\$27,826	\$195,052
Task 2B: Transportation Planning -- Transit	\$117,031	\$8,389	\$20,869	\$146,289
Task 2C: Transportation Planning -- Non-Motorized Transportation Modes	\$78,021	\$5,592	\$13,913	\$97,526
Task 3: Program Management, Implementation and Administration	\$78,021	\$5,592	\$13,913	\$97,526
Task 4: Other Technical Assistance	\$195,052	\$13,981	\$34,782	\$243,815
Total:	\$780,207	\$55,924	\$139,129	\$975,260

FY 2018 and FY 2019 Unified Planning Work Program Naugatuck Valley Council of Governments FY 2019 Task Allocation by Funding Sources and Revenues				
Tasks	Federal	State	Local	Total
Task 1: Data Collection/Analysis	\$156,041	\$11,185	\$27,826	\$195,052
Task 2A: Transportation Planning -- Regional	\$156,041	\$11,185	\$27,826	\$195,052
Task 2B: Transportation Planning -- Transit	\$117,031	\$8,389	\$20,869	\$146,289

Task 2C: Transportation Planning -- Non-Motorized Transportation Modes	\$78,021	\$5,592	\$13,913	\$97,526
Task 3: Program Management, Implementation and Administration	\$78,021	\$5,592	\$13,913	\$97,526
Task 4: Other Technical Assistance	\$195,052	\$13,981	\$34,782	\$243,815
Total:	\$780,207	\$55,924	\$139,129	\$975,260

**FY 2018 and FY 2019 Unified Planning Work Program
Naugatuck Valley Council of Governments
FY 2018 Task Allocation Budget**

	Direct Labor	Indirect	Other Direct [1]	Total
Task 1: Data Collection/Analysis	\$89,886	\$105,167	\$0	\$195,053
Task 2A: Transportation Planning -- Highways	\$89,886	\$105,167	\$0	\$195,053
Task 2B: Transportation Planning -- Transit	\$67,414	\$78,874	\$0	\$146,288
Task 2C: Transportation Planning -- Non-Motorized Transportation Modes	\$44,943	\$52,583	\$0	\$97,526
Task 3: Program Management, Implementation and Administration	\$33,422	\$39,104	\$25,000	\$97,526
Task 4: Other Technical Assistance	\$111,389	\$130,325	\$2,100	\$243,814
Total:	\$436,940	\$511,220	\$27,100	\$975,260

[1] Other Direct Costs listed in the following table.

**FY 2018 and FY 2019 Unified Planning Work Program
Naugatuck Valley Council of Governments
FY 2019 Task Allocation Budget**

	Direct Labor	Indirect	Other Direct	Total
Task 1: Data Collection/Analysis	\$89,886	\$105,167	\$0	\$195,053
Task 2A: Transportation Planning -- Highways	\$89,886	\$105,167	\$0	\$195,053
Task 2B: Transportation Planning -- Transit	\$67,414	\$78,874	\$0	\$146,288
Task 2C: Transportation Planning -- Non-Motorized Transportation Modes	\$44,943	\$52,583	\$0	\$97,526
Task 3: Program Management, Implementation and Administration	\$33,422	\$39,104	\$25,000	\$97,526
Task 4: Other Technical Assistance	\$112,357	\$131,458	\$0	\$243,815
Total:	\$437,908	\$512,353	\$25,000	\$975,261

[1] Other Direct Costs listed in the following table.

**FY 2018 and FY 2019
Unified Planning Work Program
Naugatuck Valley Council of Governments
FY 2018 and FY2019 Other Direct Budget**

Other Direct	FY 2018	FY 2019
Arc GIS Maintenance	\$9,000	\$9,000
TDM	\$1,500	\$1,500
Travel	\$1,500	\$1,500
Training	\$3,000	\$3,000
Computer/IT	\$2,500	\$2,500
Translation	\$3,000	\$3,000
Data Acquisition	\$4,000	\$4,000
Reproduction	\$500	\$500




Other Direct Costs Related to NRG Routing Study	\$2,100	\$0
Total	\$27,100	\$25,000

FY 2018 and FY 2019 Unified Planning Work Program Naugatuck Valley Council of Governments FY 2018 Staff Allocation Budget				
FY 2018	Direct Labor	Indirect	Total	Hours
Executive Director	\$29,811	\$34,879	\$64,691	425.9
Director of Planning/Assistant Director	\$90,810	\$106,247	\$197,057	1,513.5
Regional Transportation Engineer	\$25,267	\$29,563	\$54,830	505.3
Senior Transportation Planners, Senior Regional Planner & Supervising Transportation Planner	\$116,453	\$136,250	\$252,703	3,881.8
Regional Planners, Transportation Planners I & II, Transit Planner and GIS Coordinator & Specialist	\$113,404	\$132,682	\$246,085	3,780.1
Planning Intern/Planning Assistant	\$17,977	\$21,033	\$39,010	898.9
Administration Assistant & Municipal Shared Services	\$21,496	\$25,149	\$46,644	477.7
Finance Director & Financial Manager	\$21,722	\$25,415	\$47,136	482.7
Total	\$436,940	\$511,218	\$948,156	11,965.9

**FY 2018 and FY 2019 Unified Planning Work Program
Naugatuck Valley Council of Governments
FY 2019 Staff Allocation Budget**

FY 2018	Direct Labor	Indirect	Total	Hours
Executive Director	\$29,957	\$35,049	\$65,006	428.0
Director of Planning/Assistant Director	\$91,148	\$106,644	\$197,792	1,519.1
Regional Transportation Engineer	\$25,364	\$29,676	\$55,040	507.3
Senior Transportation Planners, Senior Regional Planner & Supervising Transportation Planner	\$116,598	\$136,420	\$253,019	3,886.6
Regional Planners, Transportation Planners I & II, Transit Planner and GIS Coordinator & Specialist	\$113,452	\$132,739	\$246,191	3,781.7
Planning Intern/Planning Assistant	\$17,977	\$21,033	\$39,010	898.9
Administration Assistant & Municipal Shared Services	\$21,544	\$25,206	\$46,750	478.8
Finance Director & Financial Manager	\$21,867	\$25,585	\$47,452	485.9
Total	\$437,908	\$512,352	\$950,260	11,986.3

**FY 2018 Unified Planning Work Program
Regional Transportation Program Schedule
Naugatuck Valley Council of Governments -- CNV MPO**

Tasks	Activity	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1.1	Transportation Database			▲						▲			
1.2	Performance Monitoring						▲						▲
1.3	Travel Demand Model						▲						▲
1.4	Regional GIS Program												
1.5	Regional Profiles										▲		
2A.1	Transportation Plan									▲			▲
2A.2	Tech Assistance												
2A.3	Safety Program				▲			▲					▲
2A.4	Congestion Management							▲					▲
2A.5	Emergency Management			▲			▲			▲			▲
2A.6	Environmental Mitigation									▲			▲
2A.7	LOTICIP	▲			▲			▲			▲		
2A.8	Freight Planning	▲			▲								▲
2B.1	10-Year Capital Plan						▲			▲			
2B.2	Local Bus Planning												
2B.3	LOCHSTP												
2B.4	Commuter Rail												
2B.5	Alt Modes Study				▲								▲
2B.6	WATS				▲		▲						
2B.7	Transit Governance				▲					▲			
2C.1	Route 8 Alt Modes				▲								▲
2C.2	Reg Trail Planning												
2C.3	NRG Economic Study			▲			▲						
2C.4	Reg Bicycle Plan				▲			▲					▲
2C.5	Reg Pedestrian Safety			▲			▲						
2C.6	Sustainability Program												
3.1	UPWP									▲	▲		
3.2	CTDOT Coordination												
3.3	Administration												
3.4	Grant Applications												
3.5	Highway Program Dev												
3.6	Transit Programming												
3.7	Policy												
3.8	Public Participation Prog.												
4.1	TIP/STIP			▲			▲						▲
4.2	MPO	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
4.3	TTAC	▲		▲		▲		▲		▲		▲	
4.4	NRG Project												
4.5	TIGER VI -- WATER												
4.6	Route 34 Reconstruction												
4.7	Route 67 Project												
4.8	Derby-Shelton Bridge												
4.9	Route 8 Corridor Project												
4.10	TOD Project												
4.11	I-84/Rte 8 Assessment												
4.12	Regional Coordination												
4.13	Tech Capacity Building												
4.14	Tech Assistance												
4.15	Tech Assistance--RPC												

Program Planning

Project Planning

Meetings, Draft Report, Final Report

[illegible]

JOB CLASSIFICATIONS BY TITLE

Executive Director:

Directs the operations of the Naugatuck Valley Council of Governments (NVCOG) and supervises the transportation and regional planning staff. The Executive Director formulates policies, manages daily operations of the NVCOG and plans and coordinates use of resources for sustainability. The Executive Director serves as the Co-Secretary of the Greater Bridgeport and Valley MPO and Director of the Central Naugatuck Valley Region MPO, assists in formulating policy board actions and implementing recommendations, and facilitates the on-going interaction and relationships between the NVCOG and state, federal, non-profit and private sector partners. The Executive Director works with the New York-Connecticut Sustainable Communities Initiative Consortium in developing a regional plan for sustainability and with the Regional Plan Associations, CCM, and others to encourage more TODs in the state and region. Coordinates mega-regional planning efforts as a member of the Metropolitan Area Planning Forum with directors of the New York Metropolitan Transportation Council (NYMTC) and Northern New Jersey Transportation Planning Authority (NJTPA).

Director of Planning/Assistant Director:

Responsible for the implementation of the NVCOG's regional, environmental and transportation planning, and support of its mission as the Metropolitan Planning Organization for the Greater Bridgeport and Valley portions of the Bridgeport-Stamford urbanized area and the Central Naugatuck Valley Region of the Waterbury urbanized area. The Director of Planning is responsible for coordinating and collaborating with other regional organizations and MPOs in Connecticut and state and federal agencies, including the Connecticut Department of Transportation, Department of Energy and Environmental Protection, Office of Policy and Management and Department of Emergency Services and Public Protection. The Director of Planning is also responsible for NVCOG's interactions with the Air Quality Conformity Interagency Consultation Committee and Connecticut Bicycle and Pedestrian Advisory Board. Works with the Executive Director in providing analysis and recommendations regarding key planning issues and coordinating all planning policies in order to create complementary and not contradictory policies. The Director of Planning coordinates with the FHWA and FTA on highway and transit capital programs and planning and leads the region's Transit-Oriented Development efforts. Works with and assists the Executive Director in coordinating mega-regional planning efforts as a member of the Metropolitan Area Planning Forum with directors of the New York Metropolitan Transportation Council (NYMTC) and Northern New Jersey Transportation Planning Authority (NJTPA).

Regional Transportation Engineer:

Under general direction of Executive Director and Director of Planning, manages all technical aspects of roadway, street, highway, and interstate design, modeling, and improvement. Provides transportation

and traffic engineering technical assistance to the municipalities of the Naugatuck Valley Council of Governments, assesses traffic and highway operations on key corridors and intersections, develops highway capital improvement project concepts, develops preliminary engineering and design activities for project scoping and development, conducts and manages traffic engineering corridor and intersection studies, and responsible for NVCOG's travel demand forecasting and traffic simulation modeling activities. Administers the state-funded LOTCIP for NVCOG and assists in developing project scopes and preparing concept drawings. Responsible for project selection, scheduling, cost control and contract administration and consults with towns regarding LOTCIP, STP, TAP and CMAQ projects.

Transportation Engineer:

Under general direction of Executive Director, Director of Planning, and Senior/Principle Traffic Engineer, provides transportation and traffic engineering technical assistance to the municipalities of the Naugatuck Valley Council of Governments, assesses traffic and highway operations on key corridors and intersections, develops highway capital improvement project concepts, develops preliminary engineering and design activities for project scoping and development, conducts and manages traffic engineering corridor and intersection studies, and works on the NVCOG's travel demand forecasting and traffic simulation modeling activities. Assists in administering the state-funded LOTCIP for NVCOG and developing project scopes and preparing concept drawings. Responsible for project selection, scheduling, cost control and contract administration, and consults with towns regarding LOTCIP, STP, TAP and CMAQ projects. Manages all technical aspects of roadway, street, highway, and interstate design, modeling, and improvement.

Senior Transportation Planner:

Supervises the regional transportation planning staff in the conduct of the regional transportation planning process and helps the Director of Planning in coordinating the development of the short-range Transportation Improvement Program (TIP), the Long Range Regional Transportation Plan, the Unified Planning Work Program and oversees the modifications to the TIP, either through the Administrative Action process or Amendments. The Senior Transportation Planner assists the Director of Planning in special projects, program coordination and the development and analysis of their respective policy impacts upon the agency. The Senior Transportation Planner establishes and conducts the meeting schedule, agendas and business of the Transportation Technical Advisory Committee (TTAC) and supervises special projects recommended and approved by the TTAC.

Senior Regional Planner:

Works under the general supervision of the Director of Planning and the Senior Transportation Planner, determines the methods for conducting technical studies, and 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.

May supervise others assigned to assist in work for which responsibility has been delegated.

Supervising Transportation Planner:

Supervises the regional transportation planning staff in the conduct of the regional transportation planning process and assists the Director of Planning in coordinating the development of the short-range Transportation Improvement Program (TIP), the Long Range Regional Transportation Plan, the Unified Planning Work Program and oversees the modifications to the TIP, either through the Administrative Action process or Amendments. The Senior Transportation Planner assists the Director of Planning in special projects, program coordination and the development and analysis of their respective policy impacts upon the agency. The Supervising Transportation Planner establishes and conducts the meeting schedule, agendas and business of the Transportation Technical Advisory Committee (TTAC) and supervises special projects recommended and approved by the TTAC.

Transportation Planner II:

Assist the Senior Transportation Planner and Supervising Transportation Planner in the conduct of various transportation planning studies and tasks as outlined and contained in the Unified Planning Work Program. The Transportation Planner II works under the direction and supervision of the Senior Transportation Planner and Director of Planning, as appropriate and necessary.

Transportation Planner I:

Assist the Senior Transportation Planner and Supervising Transportation Planner in the conduct of various transportation planning studies and tasks as outlined and contained in the Unified Planning Work Program. The Transportation Planner I works under the direction and supervision of the Senior Transportation Planner and Director of Planning, as appropriate and necessary.

Senior Transit Planner:

Supervises the transit planning staff and oversees the development, coordination and implementation of regional transit priorities and leads the NVCOG's long-range and short-term transit planning efforts in order to enhance the transit systems in the Naugatuck Valley planning region to better link land use, housing, employment and new bus rapid transit and rail opportunities. The Senior Transit Planner works with the Director of Planning and Senior Transportation Planner in working with the GBVMPO, CNV MPO, CCMPO, CTDOT, CT Transit, VTD and the municipalities to identify funding sources and strategies to implement plan recommendations and coordinates planning efforts with the VTD, GBT and CT Transit related to special transportation needs, including jobs access, elderly and handicapped transportation grant programs (LOCHSTP and Municipal Grant Program).

Transit Planner:

Assists the Senior Transit Planner with the development, coordination and implementation of regional transit priorities and works on the NVCOG's long-range and short-term transit planning efforts in order to enhance the transit systems in the Naugatuck Valley planning region to better link land use, housing, employment and new bus rapid transit and rail opportunities. The Transit Planner works with the transportation planning staff in working with the GBVMPO, CNV MPO, CCMPO, CTDOT, CT Transit, VTD and the municipalities to identify funding sources and strategies to implement plan recommendations and coordinates planning efforts with the VTD, GBT and CT Transit related to special transportation needs, including jobs access, elderly and handicapped transportation grant programs (LOCHSTP and Municipal Grant Program).

The Transit Planner also serves as the NVCO's Disadvantaged Business Enterprise Liaison Officer (DBELO). Duties include review of third party contracts and purchase requisitions for compliance with this program and works with transportation planning staff on program requirements. Manages large and/or broad in scope projects for DBE compliance, establishes annual DBE goals, compiles statistical data, completes and submits required reports and participates in annual site reviews.

Environmental Planner:

Under general supervision of the Executive Director, provides expertise in environmental planning, research, and policy analysis for the Regional Brownfield Partnership in the areas of brownfields assessment, cleanup and redevelopment related to transportation oriented development, smart growth, in fill development, community outreach, green remediation, regulatory liaison outreach, project development and funding.

Regional Planner:

Works directly under the Director of Planning and Senior Regional Planner and is primarily responsible for implementing all aspects of the regional land use planning program and coordinates the linkages with the transportation planning activities and provides analysis and recommendations regarding key planning issues. The Regional Planner also supports a wide range of regional environmental activities and planning studies, such as natural hazard mitigation, Brownfields reclamation, trails and greenways development, conservation and watershed management, sustainability planning, and climate resiliency planning. Provides support planning for assessing environmental mitigation efforts related to the long range transportation plan, transportation improvement program, and projects, including air quality conformity; and assesses the environmental impacts of STP funded projects. The Regional Planner also works with the operation and implementation of the region's Brownfields Partnership, organizing project bids, scheduling meetings and conferences, drafting articles, reports, and correspondence, and creating presentations, and is the Staff Director of the

Regional Planning Commission and primary regional contact with all municipal planning departments. The Regional Planner conducts research in support of and drafts updates to municipal and regional plans of conservation and development and coordinates with the state Office of Policy & Management (OPM).

GIS Program Coordinator:

Creates and maintains GIS databases and maps related to NVCOG'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 NVCOG documents and presentations; provides GIS technical assistance to member municipalities, prepares data documentation (metadata) for GIS files. The GIS Program Coordinator works under the general supervision of the Executive Director and the Director of Planning and supervises other GIS staff.

Regional Planner - GIS Specialist:

Creates and maintains GIS databases and maps related to NVCOG'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 NVCOG 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.

GIS Planning Assistant:

Works under the direction of the GIS Program Coordinator. Duties include but are not limited to assisting in the creation and maintenance of databases for the NVCOG's geographic information systems.

Municipal Shared Services Coordinator:

Works under the general supervision and direction of the Executive Director and provides Municipal Shared Service program development and management, research, analysis, and technical assistance work for the Naugatuck Valley region in the area of multi-jurisdictional delivery of grant writing, cooperative purchasing, local government services, budget and finance, contract management and training.

Policy Coordinator/Special Projects:

Works under the general supervision and direction of the Executive Director and in cooperation with all transportation and regional planning staff. The Policy Coordinator assists the Executive Director in preparing and disseminating analyses of state and federal policies and program requirements, and, as directed, arranges and organizes program and policy level meetings. Works in concert with the Director of Planning, Finance Director and administrative staff to research, draft, review, interpret, and oversee the implementation of organizational policy. The

Policy Coordinator conducts technical work for planning and administrative staff, and manages and administers special projects being under taken by the NVCOG.

Finance Director:

Works under the general supervision of the Executive Director and maintains general ledger, journals and all other fiscal records and reports, including all NVCOG checking and savings accounts, in accordance with federal and state accounting and auditing standards. The Financial Officer prepares project financial reports, requests contract reimbursements, prepares quarterly financial reports (FICA, FWT and unemployment), prepares monthly balance sheets, analysis of staff timesheets and financial reports, and makes out all checks including payroll. The Financial Officer processes invoices received from consulting firms under NVCOG contract.

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 Finance Director. Supervises clerical staff and others as assigned.

Administrative Assistant:

Works under the general supervision and direction of the Executive Director and works in cooperation with the Finance Director and all transportation and regional planning staff. The Administrative Assistant assists planning staff in preparing and disseminating correspondences, notices and other documents, and, as directed, arranging meetings and maintaining the NVCOG calendar. The Administrative Assistant conducts technical work for the planning staff, as needed.

Planning Intern/Planning Assistant:

Is a durational position that carries out specific planning and program tasks under the direction and supervision of the Director of Planning, Senior Transportation Planner or a designated staff member and assists the transportation and regional planning staff in the conduct of a wide variety of planning tasks, including the preparation of planning documents, data collection and analysis, and GIS support and maintenance.

**Naugatuck Valley Council of Governments
FY 2018 and 2019
Planning Staff
Maximum Hourly Rates**

Title	Max Rate
Executive Director	\$75.00
Director of Planning/Assistant Director	\$60.00
Regional Transportation Engineer	\$60.00
Transportation Engineer	\$50.00
Senior Transportation Planner	\$50.00
Senior Regional Planner	\$45.00
Supervising Transportation Planner	\$45.00
Transportation Planner II	\$35.00
Transportation Planner I	\$30.00
Transit Capital Administrator	\$50.00
Senior Transit Planner	\$55.00
Transit Planner	\$45.00
Environmental Planner	\$75.00
Regional Planner	\$45.00
GIS Program Coordinator	\$40.00
Regional Planner – GIS Specialist	\$35.00
GIS Planning Assistant	\$30.00
Municipal Shared Services Coordinator	\$50.00
Policy Coordinator/Special Projects	\$50.00
Finance Director	\$50.00
Financial Manager	\$40.00
Administrative Assistant	\$35.00
Planning Intern/Planning Assistant	\$20.00