

FY 2024- 2025

Unified Planning Work Program for the Naugatuck Valley Planning Region



Prepared by the:

Naugatuck Valley Council of Governments

Adopted May 19, 2023, by the:

Central Naugatuck Valley Metropolitan Planning
Organization

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ADOPTION OF THE 2024-2025 UNIFIED PLANNING WORK PROGRAM CNVMPO RESOLUTION 2023-19



CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION

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

RESOLUTION 2023-19

ADOPTION FY 2024-2025 UNIFIED PLANNING WORK PROGRAM CENTRAL NAUGATUCK VALLEY MPO

WHEREAS, the Central Naugatuck Valley MPO has been designated as the Metropolitan Planning Organization (MPO) responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Central Naugatuck Valley Planning Region; and

WHEREAS, the Central Naugatuck Valley MPO is required to conduct the federal metropolitan transportation planning process in accordance with US Department of Transportation and related federal requirements; and

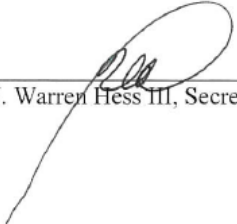
WHEREAS, the Naugatuck Valley Council of Governments is the designated host agency for the Central Naugatuck Valley MPO and has prepared the *FY 2024-2025 Unified Planning Work Program* in accordance with the federal planning guidelines and in cooperation with the CTDOT; and

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;

THEREFORE, BE IT RESOLVED, Central Naugatuck Valley 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 2024 and FY 2025.

This resolution shall become effective as of May 19, 2023.

I do hereby certify that the resolution adopted by the CNVMPO at a public meeting held on May 19, 2023, at which a quorum was present and that the same is a correct and true transcript from the original thereof.



N. Warren Hess III, Secretary

May 19, 2023

Date

URBAN TRANSPORTATION PLANNING CERTIFICATION CNVMPO RESOLUTION 2023-11



CENTRAL NAUGATUCK VALLEY METROPOLITAN PLANNING ORGANIZATION

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

RESOLUTION 2023-11

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)*, *Infrastructure Investment and Jobs Act (IIJA)* 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 to the Federal Highway Administration and Federal Transit Administration as part of the STIP and MTP 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 and authorized by IIJA*, 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 metropolitan transportation plan (MTP), assessing the air quality impacts of the proposed transportation improvement projects included in the TIP and MTP, and proactively involving the public in the metropolitan transportation planning process.

WHEREAS, the *CNVMP*O 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 Valley metropolitan planning area and the Waterbury urban 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 IIJA* 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 March 17, 2023.

I do hereby certify that the resolution adopted by the CNVMPO at a public meeting held on March 17, 2023, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,



Ed Mone, Treasurer

March 17, 2023

Date

DRAFT

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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 (CNVMPO) and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a), (h) "Metropolitan Planning Agreements".

General Roles & Responsibilities

The CNVMPO 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 planning studies and system performance monitoring, including highway corridor and intersection studies, transit system studies, application of advanced computer techniques, and transportation data collection and archiving.
6. Public outreach, including survey of affected populations, electronic dissemination of reports and information (website), and consideration of public comments.
7. Ensuring the transportation planning process evaluates the benefits and burdens of transportation projects and/or investments to ensure significant or disproportionate impacts on low income and minority populations are avoided and/or mitigated. This will be accomplished using traditional and non-traditional outreach to Title VI populations, including outreach to LEP populations.
8. Development and implementation of a Congestion Management Process as appropriate.

9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.
10. Self-certify the metropolitan planning process at least once every four years, concurrent with TIP adoption and submittal, certifying the planning process is being conducted in accordance with all applicable federal requirements and addressing the major issues facing the area.

Metropolitan Transportation Plan

1. CNVMPO will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plan for the Central Naugatuck planning region.
2. CNVMPO may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.
3. CTDOT will provide the following information and data in support of developing the transportation plan:
 - a. Financial information - estimate of anticipated federal funds over the 20-to-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.
 - c. Traffic count data for state roads in the CNVMPO 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 and will provide the results of the assessment in a timely manner to allow inclusion in the MTP and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. CNVMPO may conduct transportation modeling for the area.
5. CNVMPO will consult with the appropriate providers of public transportation on local bus capital projects to include in the transportation plan and will work together to develop local bus improvements for the plan from the 10-year capital program. Through consultation, they will identify future local bus needs and services, including new routes, service expansion, rolling stock needs beyond replacement, and operating financial needs.

Transportation Improvement Program (TIP)

1. The selection of projects in the TIP and the development of the TIP will occur through a consultative process between CTDOT, CNVMPO, and the appropriate provider(s) of public transportation.
2. CTDOT will send a draft proposed 5-year Capital Plan to the CNVMPO for review and comment. The draft list will reflect input that the CTDOT received from the, CNVMPO during the consultation process on the previous year's plan.
3. CTDOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and the 5-year Capital Plan.
4. CTDOT will consult with and solicit comments from CNVMPO and transit providers on the TIP and incorporate where practicable.
5. CTDOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the CNVMPO to explain the projects to the policy board and the general public.
6. CTDOT will provide a list of projects obligated during each of the federal fiscal years covered by the TIP/STIP. The annual listing of obligated projects will include both highway and transit projects.
7. CNVMPO will compile the metropolitan TIP for the Central Naugatuck Valley planning area, 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. CNVMPO will maintain the TIP by tracking amendments and changes to projects (schedule, scope, and cost) made through the TIP/STIP Administrative Action/Amendment/Notification process.
8. CTDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. CTDOT will include one STIP entry each for the Bridge program and the Highway Safety Improvement program. These entries 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 entries will reduce the number needed in the STIP. Any projects listed in the Bridge and or Safety Report that are over \$5 million and, on the NHS, will be transferred directly into the STIP as its own entry per the TIP/STIP Administrative Action/Amendment/Notification process.
10. CTDOT will provide proposed amendments to the CNVMPO for consideration. The amendment will include a project description that provides sufficient detail to allow the CNVMPO to explain the proposed changes to the CNVMPO board and project management contact information. It will also provide a clear reason and justification for the amendment.

If it involves a new project, CTDOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.

11. When an amendment to the TIP/STIP is proposed by the CNVMPO, the project sponsor will consult with CTDOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.
12. CTDOT will provide a financial assessment of the STIP with each update. CNVMPO should prepare a TIP summary table listing all projects by funding program sorted by year based on CTDOT's financial assessment demonstrating and maintaining financial constraint by year.

Air Quality Planning

1. CTDOT and CNVMPO will meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. CTDOT will conduct the regional emissions analysis, which includes the CNVMPO area and provide the results to the CNVMPO. 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. CNVMPO 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. CNVMPO will make the regional emissions analysis available to the public.

Public Participation Program

1. The CNVMPO will annually review and evaluate their public participation program.
2. The CNVMPO 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 CNVMPO will work to ensure that low-income, minority and transit dependent individuals are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden. CNVMPO will comply with federal legislation on these issues.

4. The CNVMPO'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 CNVMPO 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 CNVMPO 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 CNVMPO will provide the opportunity for the transit provider(s) to review and comment on planning products relating to transit issues within the region.
3. The CNVMPO will allow for transit provider(s) to participate in UPWP, MTP, and TIP development to ensure the consideration of any appropriate comments.
4. The CNVMPO and CTDOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

Fiscal/Financial Planning

1. The CTDOT will provide the CNVMPO with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs to the extent practicable. This will include:
 - a. Anticipated federal funding resources by federal aid category and state funding resources for the upcoming federal fiscal year, as shown in the TIP financial chart.
 - b. Will hold annual meetings to discuss authorized funds for the STP-Urban and LOTCIP accounts.
 - c. Annual authorized/programmed funds for the FTA Section 5307 Program as contained in the STIP and the annual UZA split agreements.
 - d. Monthly updates of STP-Urban Program showing current estimated cost & scheduled obligation dates.

2. The CTDOT will notify the CNVMPO 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 CNVMPO will prepare summary tables and charts that display financial information for presentation to the policy board.

Congestion Management Process (CMP) Program

1. The CNVMPO will conduct a highway performance monitoring program that includes the gathering of available traffic counts and travel time information and determination of travel speeds and delays.
2. The CNVMPO will conduct congestion strategies studies for critical corridors and identify improvements to reduce congestion and delay.
3. The CNVMPO will work with CTDOT on programming possible congestion-reducing projects.
4. The CNVMPO will, upon implementation of a congestion reduction improvement, assess post-improvement operations and determine level of congestion relief.

Intelligent Transportation Systems (ITS) Program

1. The CTDOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the CNVMPO.
2. The CNVMPO will maintain and update the Regional ITS Architecture for the CNVMPO, where appropriate.

Performance Based Planning and Programming

A. Collection of Performance Data

1. All data collected for performance measure goals will be collected by the CTDOT and will meet the MAP 21, FAST Act and IJJA/BIL provisions and requirements, unless the MPO decides to set its own performance target, in which case the MPO will be responsible for collecting their own data.
2. All data collected for goals for Federal Transit Administration's (FTA's) State of Good Repair performance measures and Safety performance measures established under the Public Transportation Agency Safety Plan (PTASP) will include data provided by the Transit Districts to the National Transit Database (NTD) and through CTDOT, in accordance with the Transit Asset Management Rule.

3. CTDOT will make the compiled data collected for each performance measure available on the CTDOT website.
4. CTDOT will develop a Measures and Deliverables tracking spreadsheet outlining each Performance Measure, the deliverables required, the submittal dates and the CTDOT contact and provide to the CNVMPO.

B. Selection of Performance Targets

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

1. The CTDOT will discuss performance measures at each of the regularly scheduled monthly meetings (via teleconference or in person meeting).
2. The CTDOT will present data collected for each performance measure and collaborate with the CNVMPO and Transit Representatives on assumptions.
3. The CTDOT will provide CNVMPO and Transit Representative 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 CNVMPO 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 CNVMPO for their use in educating the MPO Policy Board. CTDOT will provide region level data summaries, if available.
3. The CNVMPO has 180 days after the CTDOT establishes their targets to establish their own targets or endorse the State's targets and agree to plan and program projects so that they contribute toward the accomplishment of the performance targets.
4. If the CNVMPO is establishing their own targets, the CNVMPO will report those targets to the CTDOT by email no later than the 180-day timeframe.
5. The CNVMPO 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 CNVMPO will forward the Policy Board resolution to the Performance Measures Unit at the CTDOT before the 180-day limitation for FHWA performance measures via the DOT.Map21@ct.gov email box.
7. For FTA performance measures, it is noted that CNVMPO provided a resolution of support for the initial transit State of Good Repair (SGR) performance targets on July 1, 2017. Thereafter, in accordance with FTA, transit providers will continue to share their targets annually with the CNVMPO. However, CNVMPO targets are not required to be updated annually, only revisited whenever the CNVMPO updates their MTP and/or TIP on or after October 1, 2018.
8. For FTA safety performance measures as part of the PTASP, the CNVMPO has received the Plan which included safety performance targets and will have 180 days to support these initial targets. Each transit provider is required to review its agency Safety Plan annually and update the plan, including the safety performance targets, as necessary.

D. Reporting of progress toward achieving goal

1. CTDOT will document progress towards achieving statewide performance targets annually, and report to the National Transit Database. Information will be available to the CNVMPO and transit representatives for use in updates to the MTP, the Statewide Transportation Improvement Program, the CTDOT TAM Plans and the FTA Annual report by email after the required reports are issued to Federal Agencies.
2. CTDOT will share updated TAM Plans with the CNVMPO in a timely manner, and the MPOs will incorporate them into their planning process.
3. CNVMPO will document progress towards achieving performance targets and report that information to CTDOT in the Metropolitan Transportation Plan and the Transportation Improvement Plan as outlined in the Measures and Deliverables tracking spreadsheet via email. The CTDOT will collect this information and file until requested from FHWA/FTA.

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

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

23 Performance Measures

Highway Safety	Number of Fatalities – Hybrid Target based on annual average and engineering best practices
Highway Safety	Rate of Fatalities per 100 million VMT – Hybrid Target based on annual average and engineering best practices
Highway Safety	Number of Serious Injuries – Hybrid Target based on annual average and engineering best practices
Highway Safety	Rate of Serious Injuries per 100 million VMT – Hybrid Target based on annual average and engineering best practices
Highway Safety	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries – Hybrid Target based on annual average and engineering best practices
Bridges & Pavements	Percentage of Pavements of the Interstate System in Good Condition
Bridges & Pavements	Percentage of Pavements of the Interstate System in 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 CNVMPO 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 is located in west-central Connecticut and encompasses 19 municipalities. It is approximately 422 square miles and, as of the 2020 Census, has a population of 450,376 people. The City of Waterbury is the largest city and serves as the region’s central city. It is located mid-way between Hartford to the east, New Haven to the south, Bridgeport to the southwest and Danbury to the west.

The Naugatuck Valley planning region includes the entire Census-defined Waterbury urban area, as well as parts of the Bridgeport-Stamford, Hartford, and New Haven urban areas and lies primarily in New Haven County, with 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 Census-defined urbanized areas that overlap the jurisdiction of the CNVMPO are depicted on the map on the page 15.

The NVCOG coordinates planning activities and provides technical and support services to the region’s transportation policy and decision-making boards and member municipalities.

Member Municipalities of the NVCOG			
▪ Ansonia	▪ Derby	▪ Prospect	▪ Waterbury
▪ Beacon Falls	▪ Middlebury	▪ Seymour	▪ Watertown
▪ Bethlehem	▪ Naugatuck	▪ Shelton	▪ Wolcott
▪ Bristol	▪ Oxford	▪ Southbury	▪ Woodbury
▪ Cheshire	▪ Plymouth	▪ Thomaston	

Metropolitan Planning

The CNVMPO’s primary responsibility is to provide policy direction on all aspects of the transportation planning process and conducts the federal transportation planning process in accordance with federal regulations and as provided in **MAP-21, FAST Act** and the **Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law (IIJA/BIL)**.

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. Four regional municipalities remain members of the Greater Bridgeport and Valley MPO (GBVMPO) – 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) but the responsibility for conducting the transportation planning process for those communities remains with the NVCOG, as the co-host of the GBVMPO. The NVCOG and the Connecticut Metropolitan Council of Governments have entered into a Memorandum of Understanding / Cooperative Agreement on the suballocation of the portion of the federal transportation planning funds attributable to the four lower Valley municipalities to the NVCOG. The planning tasks to be conducted by NVCOG under that agreement will be incorporated in the GBVMPO UPWP.

The Unified Planning Work Program (UPWP) for the CNVMPO 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. Funding to perform UPWP tasks is also provided by the CTDOT and member municipalities of the NVCOG.

Responsibilities include:

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

The membership of the CNVMPO consists of the chief elected official of each municipality in the metropolitan planning area. Representatives of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are included as "Ex Officio" members and the CTDOT Bureau Chief of Policy and Planning is included as a non-voting member.

Member Municipalities of the CNVMPO		
▪ Beacon Falls	▪ Naugatuck	▪ Thomaston
▪ Bethlehem	▪ Oxford	▪ Waterbury
▪ Bristol	▪ Plymouth	▪ Watertown
▪ Cheshire	▪ Prospect	▪ Wolcott
▪ Middlebury	▪ Southbury	▪ Woodbury

Federal Planning Factors

The following planning factors, provided by the USDOT, help to guide the task development for the CNVMPO. Each task has been designed to address specific planning factors, ensuring that all ten are accounted for in the region's efforts. The description of each task, included in this document, identifies which planning factors are addressed by its sub-tasks and actions.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - **Land Use and Transportation Models:** Includes assessment of projected land uses in the region, identification of major growth corridors and analysis of related transportation improvements. COGs must promote the consistency of their MTP and proposed improvements with State and local planned growth and development patterns.
2. Increase the **safety** of the transportation system for motorized and nonmotorized users.
 - **Safety of the Transportation System:** Safety should be an integral part of all planning efforts and project development. Conduct a review of related data, goals, objectives, and strategies to promote safety within the State's transportation system. The Strategic Highway Safety Plan should be incorporated into the COGs' Metropolitan Transportation Plan (MTP)s. Efforts should be incorporated into the Metropolitan Transportation Plan and will be evaluated in the Regional Transportation Safety Plan, while also assisting with MPO safety targets.
3. Increase the **security** of the transportation system for motorized and nonmotorized users.
 - **Security of the Transportation System:** Again, Both MPOs and COGs should review both transit/highway networks and develop appropriate goals and strategies. Review current plans for emergency planning and security elements, identify critical facilities and transportation systems and help define the roles of the various players in promoting security.
4. Protect and enhance the **environment**, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
 - **Air Quality/Environmental Planning:** Work with the Department in providing consideration to the impact of the transportation system on climate change and air quality within the region and make conformity determinations as needed. Planning studies should be coordinated with the NEPA process. Work with the DOT regarding electric vehicle charging infrastructure projects and programs.
5. Enhance the **integration and connectivity** of the transportation system across and between modes for people and freight.
 - Connectivity to include access to town/city/neighborhood centers, and first/last mile connections.

6. Increase the **accessibility and mobility** of people and for freight.

- **Freight Planning:** Include in the transportation planning and programs, truck, rail, air and maritime freight transportation considerations, including regional and multimodal options, through information compilation, outreach to stakeholders, and analysis:
 - Maintain a list of freight stakeholders in the (MPO or nonmetropolitan/COG area).
 - Maintain a list of major freight generators in the MPO/COG area.
 - Provide a GIS file of the major freight generators & stakeholders in the MPO/COG area.
 - Provide GIS data for freight supportive land use areas.
 - Maintain a list of system constraints for freight movements (multi-modal), i.e. local geometric challenges, local bridge height, weights, turning radii, etc.
 - Identify opportunities for truck parking locations.
- **Complete Streets:** COGs should consider the needs of users of all abilities, demographics, and ages (specifically including, but not limited to, pedestrians, bicyclists, transit users and vehicle operators) in the transportation planning of all roads. Complete streets can be defined as a means to provide safe access for all users by providing a comprehensive, integrated and connected multi-modal network of transportation options.

7. Promote efficient system **management and operation;**

- **Planning for Operations:** COGs should address this for both transit and highway networks with a focus on mobility and safety. Strategies should be developed, which lead to capital and operational improvements needed to preserve the existing system. This will include work on the development and implementation of Intelligent Transportation System (ITS) strategies and technologies in the region, as well as travel demand management. This task should include updates to the ITS Architecture, including transit ITS.

8. Emphasize the **preservation** of the existing transportation system.

9. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

- **Climate Change and Resiliency:** Work in cooperation with the Department and other state and local agencies to improve resilience to extreme storm events and support the Department's climate change and resiliency planning efforts.

10. Enhance **travel and tourism.**

Public Engagement and Communication

The NVCOG believes that the public should be frequently and meaningfully engaged in regional planning and project development processes. A proactive public involvement program and policy was initially adopted by the newly designated CNVMPO in 2017 and updated and revised in 2020. This current policy covers all metropolitan transportation planning activities and provides an opportunity for the public to review and comment on CNVMPO plans, programs and projects. 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. The public outreach guidelines are modeled on a continuous feedback “loop” format where NVCOG/CNVMPO requests input from the public, incorporates that feedback into the plan, and requests further input. Likewise, the public may request information from NVCOG and give feedback relevant to its planning projects.

The public outreach policy includes the following:

- Notification of CNVMPO meetings and actions, opportunities to review, comment and influence the transportation planning process.
- Reports and documents prepared by the CNVMPO are made available to the public in electronic form and posted on the NVCOG website.
- Public Information Meetings: The NVCOG holds public information meetings to keep the public apprised of on-going projects. The meetings are designed to inform the community and relevant stakeholders and to request input on planning programs and publications. When informational meetings are started early in the planning process and recur throughout the life of the project, potential impacts on disadvantaged populations, the environment, and other groups are identified, and mitigation measures more easily incorporated into the plan. The format of a public informational meeting is flexible, but it will be held in easily accessible location, at a time convenient to the audience that may be most affected by the planned action and held in the affected neighborhood. Since the declaration of the health emergency due to the COVID-19 pandemic, the NVCOG has adopted state policies related to virtual public information meetings. As COVID-19 restrictions have eased, the NVCOG has returned to in-person meetings but has continued to host virtual meetings with an in-person option available (hybrid public meetings).
- Staff Availability: NVCOG staff are available to the public during regular work hours and can be reached by phone or email. Staff are also available to attend meetings of any stakeholder or advocacy group to present or discuss transportation plans, programs, and projects.
- Email Lists: NVCOG has set up a public outreach email list available for the public to sign up for regular email updates about agency activities and events. Comments or complaints can also be submitted directly to NVCOG.

- Social Media: The NVCOG maintains a presence on social media through Facebook, Twitter, and LinkedIn. The primary purpose of the NVCOG Facebook page is to maintain a relationship with the public.
- Website Calendar & News Policies: The NVCOG website is an additional channel of communication between the NVCOG and the public. The site serves as a repository for all policy and planning documents created by and for the NVCOG and displays an organizational calendar of events and a news feed.
- Citizen Advisory Committees: Citizen Advisory Committees are standing committees of citizen representatives formed to consider a particular topic, project, or plan of regional interest.

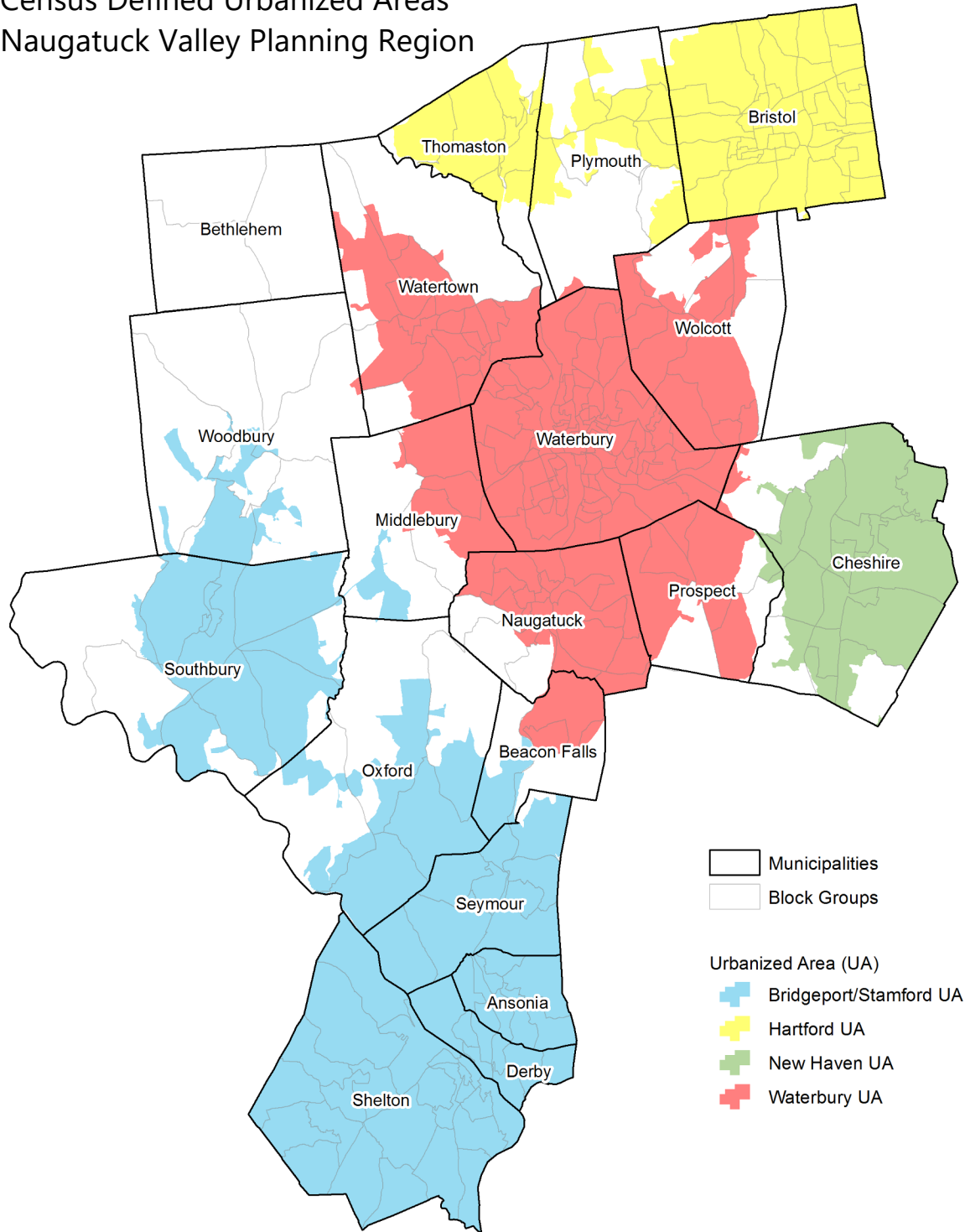
Transportation Management Area (TMA) Status

The CNVMPO is not designated as a Transportation Management Area (TMA); the 2020 Census urban area population for the Waterbury urban area is 199,317, roughly 0.3% lower than the threshold of 200,000 in population required for TMA designation. Despite this, the urban population for the CNVMPO planning area is well in excess of the 200,000 threshold. Based on new urban area boundaries, the urban population within the CNVMPO planning area is 320,787 people. Because of the size of the metropolitan planning region, its density, transportation infrastructure, and transportation programming needs, the CNVMPO has functioned similar to a TMA for many years and conducts its transportation planning process in conformity with applicable US DOT 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.

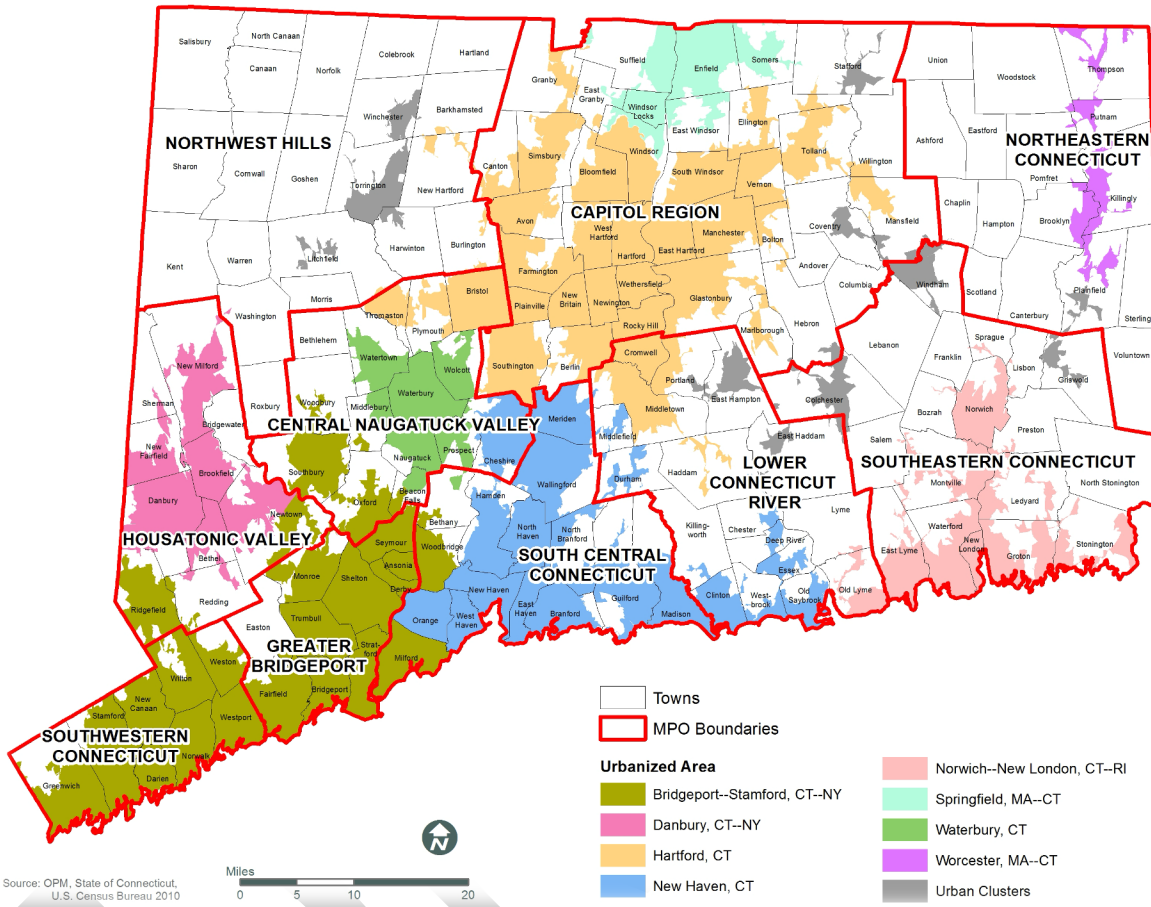
The cities and towns located in the CNVMPO planning area are underrepresented in the decision-making of how federal transportation funds are programmed. For this reason, the CNVMPO Board has determined that it is in the best interests of the Central Naugatuck Valley metropolitan planning area to be designated as a TMA and has endorsed a request to the Secretary of the US Department of Transportation for such a designation. This request will be made under 23 USC §134 (k)(1)(B) which permits the Governor of the state and MPO to request designation as a TMA to the Secretary of the USDOT.

The existing MPOs in Connecticut are depicted on the map on page 18.

Census Defined Urbanized Areas Naugatuck Valley Planning Region



Metropolitan Planning Organizations in Connecticut



Memoranda of Understanding

The CNVMPO and NVCOG have entered into and executed several transportation agreements and memoranda of understanding that guide the collaborative transportation planning 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 TMA. The contents and articles of this MOU, executed in 2020, include:

2. 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).
3. 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.
4. 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.
5. 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.

Three councils of governments with members located in the Bridgeport-Stamford urbanized area and six transit districts that operate service within the UZA are parties to the MOU. The COGs include:

- Western Connecticut Council of Governments (WestCOG)
- Connecticut Metropolitan Council of Governments (MetroCOG)
- Naugatuck Valley Council of Governments (NVCOG).

The transit operators consist of:

- Greater Bridgeport Transit Authority (GBTA)
- Housatonic Area Regional Transit District (HART)
- Norwalk Transit District (NTD)
- Milford Transit District (MTD)
- Valley Transit District (VTD)
- CT*transit* Stamford Division (CTDOT is responsible for the coordination of planning and funding for the CT*transit* divisions within the state and is, therefore, a party to the Bridgeport-Stamford UZA MOU)

Similarly, MOUs have been executed by the COGs/MPOs that have cognizance in the Hartford and New Haven urban areas. The parties to the Hartford TMA MOU, executed on March 18, 2018, are:

- Capitol Region Council of Governments (CRCOG)
- Naugatuck Valley Council of Governments (NVCOG)
- Lower Connecticut River Valley Council of Governments (RiverCOG)
- Northwest Hills Council of Governments (NHCOG).

The parties to the New Haven TMA MOU, executed on June 23, 2021, are:

- South Central Region Council of Governments (SCRCOG)
- Lower Connecticut River Valley Council of Governments (RiverCOG)
- Naugatuck Valley Council of Governments (NVCOG)

An agreement has been executed between the Connecticut Metropolitan Council of Governments (MetroCOG), Western Connecticut Council of Governments (WestCOG), NVCOG, Capitol Region Council of Governments (CRCOG), South Central Region Council of Governments (SCRCOG), Lower Connecticut River Valley Council of Governments (RiverCOG), the New York Metropolitan Transportation Council (NYMTC), the North Jersey Transportation Planning Authority (NJTPA), Orange County Transportation Council (OCTC), and the Lehigh Valley Planning Commission (LVPC) that covers the coordination of transportation planning within the federally designated New York Metropolitan Transportation Management Area. The group is collectively referred to as the Metropolitan Area Planning Forum or MAP Forum. As part of this MOU, the transportation planning organizations have voluntarily agreed to coordinate transportation planning and programming and exchange planning documents. The MAP Forum meets two times

each year to discuss transportation projects and programs affecting the entire area. Organizational calls are held more frequently and as need arises. The MAP Forum has created a Multi-State Freight Working Group and a Resiliency Working Group. The MOU was adopted in 2008 and was updated and revised in 2017 to expand the boundaries of the MAP Forum.

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 around 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, but recent infrastructure improvement projects (traffic signal system, Positive Train Control and passing sidings) have been completed that allow more frequent service and permit trains to operate in both directions at the same time. While service has increased recently, there is potential for increased ridership in response to these infrastructure improvements.

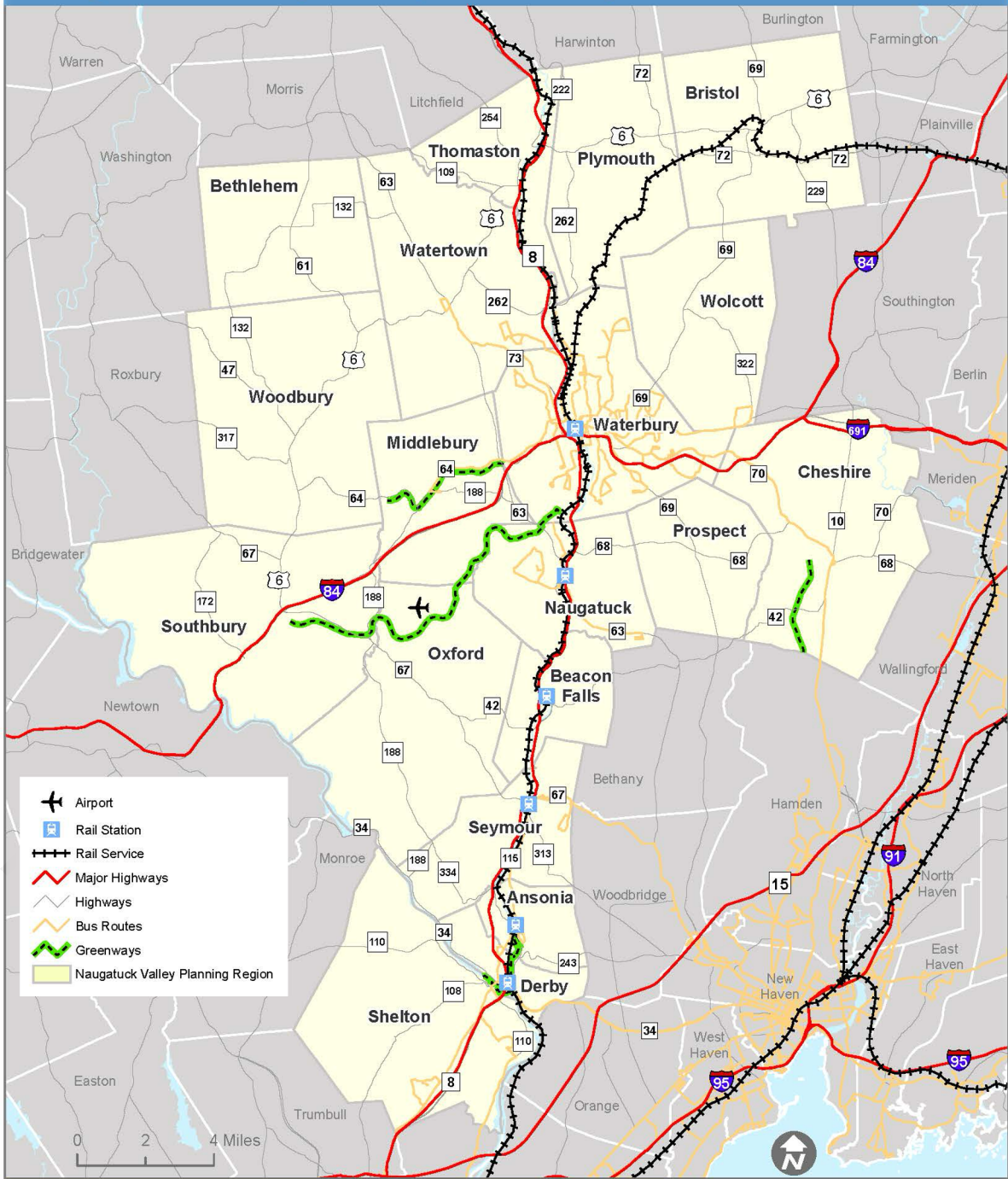
Key transportation facilities in the region include:

- 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 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.

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Naugatuck Valley Transportation System



Transportation Planning Issues

The transportation system of the Naugatuck Valley planning region is diverse and includes a mature network of highways and roads, a commuter rail line, fixed-route, local bus services, general aviation airport, multi-use greenways and trails, and pedestrian facilities. In this section, as was presented in the principal issues facing the region over the next 25 years are identified. The municipalities of Ansonia, Derby, Seymour, and Shelton are included for informational and broader planning purposes.

Aging Infrastructure

The key and critical elements of the highway system are I-84, I-691, Route 8, US Route 6, and Route 34. The I-84 and Route 8 interchange is commonly referred to as the “Mixmaster” because of its closely spaced ramps that connect the two expressways with downtown Waterbury streets. The interchange was built in 1960s and needs replacement. It is one of the nation’s top one hundred most congested areas and a high crash location. Each day about 112,700 vehicles move between I-84, Route 8 and local streets. The CTDOT is undergoing a Planning Environment Linkages (PEL) planning study to identify improvements to the interchange. The NVCOG has been a participant in the study and attends Project Advisory Committee meetings.

The Route 8 Expressway extends from I-95 in Bridgeport to its terminus in the Town of Winsted. Built over the course of twenty-five years from the late 1950’s to early 1980s, many of the older sections do not meet modern design standards, with interchange ramps closely spaced and poorly designed. Several areas have incidences of vehicle crashes.

Interstate 691 serves as an expressway connector between I-84 in Cheshire and I-91 in Meriden. Its interchange with I-84 provides an efficient, high-speed connection, but operational problems occur where I-691 merges with I-91 and the Wilbur Cross Parkway (Route 15). This interchange is outside the Naugatuck Valley planning region, but back-ups and delays caused by the awkward series of ramps impacts travel on the sections of I-691 passing through the region and effects travel to/from the Naugatuck Valley planning region and adjacent regions – South Central planning region, Capitol planning region and the Lower Connecticut River planning region.

US Route 6 traverses the region from east to west along its northern tier. While it serves as a main travel corridor, it lacks many of the design elements that allow traffic to move efficiently, therefore limiting capacity.

Lacking Mobility Alternatives

As is true across the country, the NVCOG region depends heavily on automobiles for mobility. For many, however, preference, differing abilities, or cost prevent them from having consistent access to a car, requiring them to rely on the region's public transit system, sidewalks, and cycling facilities. Though mobility alternatives have expanded in recent years, it is still difficult for many without a car to accomplish their necessary daily tasks. To address this issue, NVCOG needs to use a multi-modal approach, improving rail, bus, bicycle, sidewalk, and micro-mobility options.

Recurring Congestion and Travel Delay

Because of the region's automobile dependence, one of the most commonly reported issues from all forms of engagement is roadway congestion and resulting delays. No road in the region is immune, although congestion is most clear on Route 8 and Interstate 84. As the region pursues Transportation Management Area (TMA) status, additional details on major road congestion, Peak Hour Excessive Delay, Travel Time Reliability, and Truck Travel Time Reliability will be gathered in the region's Congestion Management Process (CMP). In this report, projects were selected for congestion mitigation based on feedback from residents, municipal staff, and publicly available sources such as Google Maps' average congestion feature.

Roadway Safety

Using a data-based approach, the NVCOG regularly monitors traffic safety and develops strategies and projects aimed to address noted concerns. Roadway safety is a pressing issue across the country, and the NVCOG region is no exception. Traffic fatalities and serious injuries happen far too often on the region's roads, which has prompted strong response from the NVCOG's Policy Board. In September of 2022, the region adopted a Vision Zero Goal, establishing a list of priorities for the region aimed at reducing and eventually eliminating fatalities. More information on this goal and resulting implementation plan can be found in Section 3 of this chapter.

Pedestrian and Cyclist Safety

Walking/rolling is the most basic form of transportation, and everyone is a pedestrian of some form during most trips. Although most New England towns and cities initially developed around walking, and many retain basic pedestrian-supportive infrastructure elements, pedestrian safety remains a challenge. Data indicates that more people walk/roll to work in urban areas like Waterbury and Bristol. But these areas also tend to have disproportionately high numbers of pedestrian-related crashes, mostly because the pedestrian infrastructure is inadequate. NVCOG has committed to prioritizing investment in amenities that will make sure people can safely walk/roll and ride a bicycle in the region. This includes clearly marked crosswalks, pedestrian signals, functional sidewalks, and separated bike lanes.

Waterbury Rail Line

The Waterbury Rail Line is a tremendous asset in the Naugatuck Valley planning region. It connects Waterbury to the New Haven main rail line in Bridgeport, where passengers can transfer to service to southwest Connecticut, New York City and New Haven. Despite the inter-regional connections it provides, the Waterbury Rail Line is underused because of infrequent service and lack of basic amenities. In June 2022, service increased to twelve inbound (toward Manhattan/away from Waterbury) trains and ten outbound trains on weekdays, as well as two substitute express buses. Despite additional weekday service, headways can be as long as 2 ½ hours, with average headways of more than 1 ½ hours. Weekend service is even less frequent. The current level and quality of service is not convenient or attractive for most riders.

Fragmented Bus Service

CTtransit's Waterbury and New Britain & Bristol divisions provide fixed route bus service in the CNVMPO planning area, with Greater Bridgeport Transit and CTtransit's New Haven division extending into the lower Naugatuck Valley region outside of the CNVMPO jurisdiction. Express bus routes connect the region to CTfastrak. Bus service in the region is often fragmented with unreliable arrival times and connection opportunities, which is a challenge to presenting bus transit as a viable option. Bus routing improvements occur infrequently, and many areas remain underserved or have no bus service at all. Respondents to the MTP mobility survey have said that the region's bus service is slow, too infrequent to be reliable, and the lack of real time arrival information makes it difficult to plan trips. In addition, many stops lack amenities such as shelters or benches. Currently, there are no direct local bus connections between Waterbury, Bristol, the lower Valley, and other central Connecticut municipalities. As of the preparation of this report, bus fares have been suspended statewide by legislative action, and options for retaining fare-free service or re-instating fares are under review in Hartford.

ADA Paratransit Service Gaps

Federal regulations require fixed-route bus operators to provide complementary services to the elderly and individuals with mobility impairments that prevent them from using a regular fixed-route bus. MPOs and transit operators have conducted planning efforts to develop a *Locally Coordinated Human Services Transportation Plan (LOCHSTP)*. Throughout the region, limited fixed-route service and funding constraints prevent ADA and DAR services from reaching all who may need these services, and the NVCOG will be continuing studies to expand service throughout the region.

In addition to physical service gaps, the presence of multiple operators makes it difficult to coordinate services and ensure meaningful coverage. Similar to fixed-route operations, consolidation, or at least rationalization, of service governance will provide benefits to system operating costs and to users.

Expand and Maintain Multi-use Greenway and Trail Facilities

Paths for walking, rolling and cycling, or active transportation corridors, are a valuable alternative to driving and help create livable communities by connecting them via non-motorized means. Building multi-use greenways and trails has substantial economic, health, and environmental benefits. Trails provide outdoor recreation and tourism opportunities, promote physical fitness and healthy living, preserve open spaces, and improve air and water quality. While residents of the region benefit greatly from the development of active transportation facilities, completing the planned system of trails faces many challenges. Those include financial constraints, available rights-of-way, tight geographies, and lack of available data for use by planning and zoning commissions, economic development coordinators, and voters.

Transportation Planning Goals and Objectives

The following goals are consistent with the MTP and remain consistent with past plans. They provide a framework for making transportation investment decisions.

Progress the goal of Vision Zero

To work toward the goal of zero fatalities and serious injuries within the transportation system.

Objectives:

- a) Utilize a data-based approach to identify locations with the highest number of fatal or serious injury crashes, then focus investments and improvements to these areas.
- b) In coordination with CTDOT, USDOT, and private partners, expand education to drivers and non-motorized users.
- c) Work with all appropriate departments to ensure effective enforcement of traffic laws throughout the region.
- d) Maintain a focus on equity and accessibility, ensuring that mobility is safe and guaranteed for all.
- e) Continue collaboration with the Connecticut Vision Zero Committee, along with municipalities and CTDOT, to ensure that appropriate actions can be taken at every level of government to achieve this goal.

Preserve and Maximize Value of the Existing Highway System

To maintain an efficient highway system that will provide the public with a high level of mobility, maintain the principal expressway and highway system in a state-of-good repair, address common locations of collisions, and focus on projects designed to the latest standards of safety and efficiency.

Objectives:

- a) Focus federal investments into achieving and maintaining a state of good repair on existing infrastructure.

- b) Integrate Intelligent Transportation Systems (ITS) and ensure ITS projects conform to the National and State ITS Architecture, standards, and protocols.
- c) Address points of excessive delay with minor capacity enhancements designed to better utilize the remainder of the existing roadway network.
- d) Ensure that projects and programs all receive a thorough review for their impact on accessibility and equity.
- e) Where necessary, utilize improved traffic incident management (TIM) strategies.

Congestion Management

To develop and maintain a congestion management plan as the CNVMPO pursues TMA status and ensure programming of projects for areas of highest concern along the roadway network.

Objectives:

- a) Use existing transportation facilities to maximize efficiency, safety, and positive local community impact.
- b) Construct intersection improvements with a focus on vulnerable user safety and efficient operations. Where appropriate, consider alternatives such as roundabouts that reduce wait times and improve safety.
- c) Implement traffic signal modernization and coordination.
- d) Consider Transportation Systems Management and Operations (TSMO) strategies and Travel Demand Management (TDM) actions, such as ridesharing and promoting telecommuting and alternate work schedules.

Ensure Transportation System Security

To ensure that users of the transformation feel secure, using a combination of new technologies and traditional approaches.

Objectives:

- a) Install monitoring equipment on-board transit vehicles to monitor operations and activities.
- b) Install equipment at transit stations such as monitored cameras and blue-light call stations to monitor waiting areas and provide easy access to all forms of emergency response.
- c) Assess the vulnerability of critical transportation infrastructure.
- d) Where appropriate, implement additional roadway security features, such as truck inspection stations and hazardous material response equipment.

Evaluate and Utilize Advanced Technology

To better manage transportation operations, enhance safety and mobility, ensure greater travel time reliability, and provide more detailed and up-to-the-minute information to travelers and system operators through the application of various Intelligent Transportation Systems (ITS) actions.

Objectives:

- a) Integrate ITS features into future projects, ensuring ITS projects conform to the National and State ITS Architecture, standards, and protocol.
- b) Expand roadside infrastructure that monitors road conditions and provides real-time traveler information to motorists. Particularly, expand the CTDOT's monitoring and variable message system to Route 8.
- c) Continue upgrades to the rail system to ensure that all aspects comply with modern standards for the type of traffic they carry.
- d) Continue to monitor advances to vehicles, ensuring that pilot studies and rollout of advanced features occurs in a manner that prioritizes the safety of operators and vulnerable users.

Preserve and Enhance Public Transportation Services

To maintain essential local bus, passenger rail, and paratransit services by providing full funding for operations, replacing capital equipment on a life-cycle cost basis, renovating and rehabilitating facilities and infrastructure to a state-of-good-repair, and improving service through rationalized and better coordinated routes and reduced headways.

Objectives:

- a) Improve choice of travel modes by increasing service options and decreasing service headways. This will reduce highway congestion and provide greater mobility for those who cannot or prefer not to drive.
- b) Promote rail and bus transit as easy, safe, and convenient modes within the region, encouraging users to switch some trips to transit when possible.
- c) Replace passenger rail equipment with modern, clean vehicles and coaches with enhanced passenger amenities.
- d) Bring Waterbury Line rail service north of Waterbury to Torrington with a stop in Thomaston and northeast to Berlin with stops in Bristol.
- e) Encourage the CTDOT to continue investigating the electrification of the passenger service portion of the Waterbury Line to improve speeds and reduce noise and air pollution along the route.
- f) Expand the public transit system within its service area and beyond, by improving transportation access and mobility, marketing those services, and developing transit services to suburban employment centers and service-heavy areas.
- g) Promote ridesharing and increased vehicle occupancy through public campaigns, enablement technology, and incentives like those currently provided by CTrides.
- h) Improve awareness and coordination of public transportation options available in the region.

Expand Multi-Modal Opportunities

To expand opportunities for travelers to easily switch between modes, providing first/last mile options and high-quality transit services in between.

Objectives:

- a) Identify, develop, and enhance multi-modal transfer and connection points.
- b) Work with transit providers to better coordinate transfer times, focusing on realistic and well-timed pulses at critical locations between services.

Enhance the Efficient Movement of Freight and Goods

To expand and enhance opportunities for expediting movement of freight.

Objectives:

- a) Improve the safety, environmental performance, and economic efficiency of freight movement and truck deliveries throughout the Naugatuck Valley planning region.
- b) Identify freight movement bottlenecks and constraints to efficient freight movement. Utilize the Congestion Management Process to regularly evaluate performance and program improvements to these areas.
- c) Reduce truck-related congestion by improving infrastructure for alternative modes of freight transport, including rail, air, and sea.
- d) Improve safety for truckers and other drivers by providing adequate facilities for rest breaks.
- e) Promote development of intermodal freight centers.
- f) Deploy ITS elements to enhance the efficient movement of goods into, out of and through the region.
- g) Monitor efficacy of the state's recently enacted heavy vehicle user fee.

Enhance Bicycle and Pedestrian Facilities

To encourage and promote the increased use of bicycling and walking/rolling as a mode of transportation.

Objectives:

- a) Increase the number of walkable communities through infrastructure improvements, transit-oriented development, and updated village/city center zoning codes.
- b) Develop and expand bicycle paths and routes to provide a viable transportation alternative as an extension of the road network.
- c) Promote the construction of the Naugatuck River Greenway, extension of the Middlebury Greenway, and completion of the Steele Brook Greenway connection to the Larkin Trail.
- d) Provide comfortable, connected, and safe walkways for pedestrians.
- e) Provide adequate and safe paths and routes for cyclists.

- f) Enhance the aesthetic quality of existing transportation facilities.
- g) Serve as the liaison to and administer the Naugatuck River Greenway Steering Committee.

Environmental Mitigation

To implement actions to mitigate and alleviate natural and cultural environmental impacts of transportation project.

Objectives:

- a) Promote clean modes of transportation including walking/rolling, cycling, and micro-mobility devices such as e-scooters and e-bikes, and connections between these modes and the region's transit network.
- b) Monitor and maintain the region's highway network to address congestion and minimize motor vehicle emissions.
- c) Continue to program transportation projects designed to achieve the region's air quality targets as identified in the 1990 Clean Air Act amendments.
- d) Support the Connecticut *State Implementation Plan for Air Quality* and assist in efforts to achieve and maintain the National Ambient Air Quality Standards (NAAQS).
- e) Promote and program the expeditious implementation of Transportation Control Measures.
- f) Ensure no goal, objective, directive, recommendation, or transportation improvement project contradicts the attainment of the NAAQS or increases the frequency or severity of existing violations of the NAAQS.
- g) To maintain and improve and expand public transportation service to improve efficiency, reduce energy consumption and motor vehicle emissions.

Sustainability

To develop a long-range transportation 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 and principles.

Objectives:

- a) Create, promote, and support strong, sustainable, and livable communities, connecting them with active transportation corridors.
- b) Target development to areas with existing infrastructure and coordinate the type, intensity, amount, location, and timing of new development to transportation system capacity.
- c) Integrate transportation planning and land use planning as part of a major regional growth management policy to reduce the potential effects of urban sprawl.
- d) Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods.
- e) Promote transit oriented and supportive land use development plans.

- f) Develop and implement a Complete Streets policy and program that accommodates all travelers and modes.
- g) Undertake a regional guidebook for streetscape elements, improving the comfort and safety of the sidewalk network and assisting in economic development of municipal centers.

Promote Economic Development and Revitalization

To improve transportation infrastructure critical to the economic vitality of the Naugatuck Valley planning region.

Objectives:

- a) Develop local transportation infrastructure that supports economic expansion, such as complete streets, cycle paths, and road safety improvements through downtown areas.
- b) Provide transportation services to employment centers and expand employment opportunities.
- c) Ensure that employment throughout the region, regardless of surrounding development patterns, can be reached through multiple modes.

Environmental Justice

To identify and address disproportionately high and adverse human health or environmental effects of the transportation programs, policies, and activities on minority and low-income populations, and identify strategies and techniques for meaningful engagement of populations meeting the needs for environmental justice.

Objectives:

- a) Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- b) Ensure the full and fair participation by all potentially affected communities in the planning decision-making process.
- c) Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations and ensure that populations negatively impacted by transportation infrastructure receive commensurate benefit in return from its presence.
- d) Provide additional public outreach to minority and low-income populations for projects within the region including providing meetings and/or pamphlets in other languages. The NVCOG Limited English Proficiency (LEP) plan provides additional details on this effort and will be maintained as part of the broader public outreach and Title VI efforts.

Ensure Transparency and Proactive Public Involvement

To fully engage residents and stakeholders in identifying planning priorities, developing programs and projects, and publishing final products, and ensure meaningful access to participation in

planning and policy decision-making processes for disadvantaged populations in our planning region.

Objectives:

- a) Carry out a proactive public involvement process that promotes region wide citizen participation, minority involvement and equal employment opportunity.
- b) Provide timely public notice and effective public involvement in the development of transportation plans, programs, and projects.
- c) Maintain and enhance the NVCOG's website, ensuring it provides clear and detailed information about projects in the region.
- d) Publish reports and documents in an electronic format, with paper copies available to those who want them.

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III. CENTRAL NAUGATUCK VALLEY MPO REGIONAL TRANSPORTATION WORK PROGRAM FY 2024 - 2025

Unified Planning Work Program (UPWP) – Outline

The UPWP has seven 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 addressed issues and deficiencies. Data is the backbone of the NVCOG planning process and the gathering and management of transportation data plays a central role in each of the following three tasks. 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. The NVCOG continues to work to integrate and develop a regional travel demand model. This is intended to inform highway investment strategies. In recent years, the NVCOG has extracted data from the StreetLight Data transportation analytics platform and used it to monitor and determine travel patterns. With the conduct of the decennial census in 2020, demographic and journey to work data available from the Census will be used to inform transportation analyses, as needed. The 2020 Census data will also trigger reassessment urban area boundaries. The NVCOG will assist in the reevaluation of urban area boundaries related to designation of the CNVMPO area as a Transportation Management Area (TMA), adjustments to functional classification roads, and the smoothing of urban area designations for transportation planning purposes.

Task 1 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety

Task 1 completes work related to the following federal planning factors:

- Safety
- Security
- Accessibility and Mobility
- Management and Operation
- Preservation
- Resiliency and Reliability
- Travel and Tourism

- **Task 2 – Multi-Modal Transportation Planning:** NVCOG staff plan for a wide variety of modes, including pedestrians, cyclists, bus riders, rail riders, drivers, and freight. With the goal of advancing mobility equity and reducing inefficiencies in the transportation system, NVCOG considers it essential to plan in a multi-modal manner, taking all potential users into consideration on every project. Under this task, staff will undertake planning work related to the above modes to develop implementable plans and projects. This task covers both short-range and long-range planning activities 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). Active 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 maintaining and updating the Metropolitan Transportation Plan (MTP), sustainable development planning efforts, developing a 10-year transit capital plan, and TOD and livable communities initiatives.

Task 2 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan and presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Waterbury Rail Line
- Fragmented Bus Service
- ADA Paratransit Service Gaps
- Expand and Maintain Multi-use Greenway and Trail Facilities

Task 2 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Management and Operation
- Preservation
- Resiliency and Reliability
- Travel and Tourism

- **Task 3 – Program Implementation:** Under this task, the NVCOG performs functions related to implementing and advancing plans for improving transportation services in the region. In support of this work, the NVCOG will provide staff support to the various committees and subcommittees dedicated to advancing critical work, including the Transportation Technical Advisory Committee (TTAC), the Naugatuck River Greenway Steering Committee, the Safety Subcommittee of the TTAC, and the Waterbury Transit District.

Task 3 similarly includes activities related to project implementation through financial management, including compiling and maintaining the metropolitan TIP for the CNVMPO and financial management of the state funded Local Transportation Capital Improvement Program (LOTICIP).

Task 3 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Waterbury Rail Line
- Fragmented Bus Service
- ADA Paratransit Service Gaps
- Expand and Maintain Multi-use Greenway and Trail Facilities.

Task 3 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Management and Operation
- Preservation
- Resiliency and Reliability

- **Task 4 – Other Technical Assistance:** Under this task the NVCOG supports and provides technical assistance to member municipalities on various transportation plans and projects, and administer and manage specific transportation planning, program and design grants obtained by and on behalf of Naugatuck Valley planning region municipalities. Technical assistance will also be provided 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. The NVCOG will research opportunities to apply for discretionary grant funds available under IIJA and prepare or assist in the preparation of applications. The technical capacity of staff to perform its planning work will be expanded and maintained by participating in training webinars and workshops, professional conferences, and peer-to-peer meetings.

Task 4 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Waterbury Rail Line
- Fragmented Bus Service
- ADA Paratransit Service Gaps
- Expand and Maintain Multi-use Greenway and Trail Facilities

Task 4 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Management and Operation
- Preservation
- Resiliency and Reliability
- Travel and Tourism

- **Task 5 – Public Engagement and DEI:** Work under this task also supports efforts to provide a proactive public involvement process and ensures 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. The NVCOG is committed to enhancing community engagement and ensuring that equity remains at the center of projects and plans. Activities under this task include work to better publicize projects and activities, build stronger relationships with community-based organizations and advocacy groups, and improve awareness of regional planning across the region. The NVCOG established a communications and public affairs unit to better inform the public about metropolitan transportation planning projects, programs, and plans. The unit is also responsible for overseeing Environmental Justice and coordinating diversity, equity, and inclusion (DEI) actions.

Task 5 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Waterbury Rail Line
- Fragmented Bus Service
- ADA Paratransit Service Gaps
- Expand and Maintain Multi-use Greenway and Trail Facilities

Task 5 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Management and Operation
- Preservation
- Resiliency and Reliability
- Travel and Tourism

- **Task 6 – Administration:** Under this task, the NVCOG performs functions related to conducting the regional transportation planning process and includes development of work programs, coordination with CTDOT, oversight of transportation planning staff, and monitoring state and federal legislation and policy changes, including Notices of Funding Opportunities.

Task 6 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Waterbury Rail Line
- Fragmented Bus Service
- ADA Paratransit Service Gaps
- Expand and Maintain Multi-use Greenway and Trail Facilities

Task 6 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Management and Operation
- Preservation
- Resiliency and Reliability
- Travel and Tourism

- **Task 7 – Complete Streets:** Under this task, the NVCOG will perform work related to the complete streets guidance included in recent federal planning documentation. MPOs are now required to demonstrate that, at minimum, 2.5% of all planning funds are spent on complete streets work. In addition to complete streets work accomplished along side Vision Zero, task 7 will prioritize complete streets implementation.

Task 7 addresses the following issues and deficiencies identified in the Metropolitan Transportation Plan as presented above.

- Aging Infrastructure
- Lacking Mobility Alternatives
- Recurring Congestion and Travel Delay
- Roadway Safety
- Pedestrian and Cyclist Safety
- Expand and Maintain Multi-use Greenway and Trail Facilities

Task 7 completes work related to the following federal planning factors:

- Economic Vitality
- Safety
- Security
- Environment
- Accessibility and Mobility
- Integration and Connectivity
- Resiliency and Reliability
- Travel and Tourism

Unified Planning Work Program (UPWP) – Financial Assessment

The NVCOG conducts the regional transportation planning process for the Central Naugatuck Valley MPO. The following tables indicate the federal, state, and local funds available to the NVCOG from all sources to conduct the metropolitan transportation planning program and show how available funds are expected to be allocated. The funding sources to conduct the regional transportation planning work tasks include federal metropolitan planning funds from the Federal Highway Administration and the Federal Transit Administration. Unexpended federal funds from FY 2020 are expected to be available to supplement the metropolitan transportation planning program over the years covered by this UPWP.

The following budget tables are presented below:

- Program Funding Sources
- Task Allocation Budgets by Funding Sources
- Planning Task Allocation Budgets by Expense Category
- Staff Allocation Budgets
- Other Direct Cost (ODC) Budgets

FY 2024 and FY 2025 Program Funding Sources Central Naugatuck Valley MPO

Funding Program	Regional Sponsor	FHWA PL + FTA 5303	State	Local	Total
FY 2024 FHWA PL + FTA 5303	NVCOG	\$870,570	\$108,821	\$108,821	\$1,088,212
FY 2025 FHWA PL + FTA 5303*	NVCOG	\$904,493	\$113,062	\$113,062	\$1,130,616
FY 2020 Carryover	NVCOG	\$572,917	\$71,615	\$71,615	\$716,146
FHWA Discretionary Awards	NVCOG	\$1,520,000	\$0	\$80,000	\$1,600,000
Total		\$3,867,980	\$293,498	\$373,498	\$4,534,974

***FY 2025 INCLUDES COMBINED 2 YEAR 2.5% COMPLETE STREETS SET ASIDE**

FY 2024 and FY 2025 Task Allocation Budgets by Funding Sources
Central Naugatuck Valley MPO

FY 2024 Planning Tasks	Federal	State	Local	Total
Task 1: Data Collection/Analysis	\$173,709	\$21,714	\$21,714	\$217,136
Task 2: Multi-modal Transportation Planning	\$238,728	\$29,841	\$29,841	\$298,410
Task 3: Program Implementation	\$130,128	\$16,266	\$16,266	\$162,660
Task 4: Technical Assistance	\$130,042	\$16,255	\$16,255	\$162,552
Task 5: Communications & DEI	\$86,940	\$10,867	\$10,867	\$108,674
Task 6: Administration	\$86,598	\$10,825	\$10,825	\$108,248
Task 7: Complete Streets	\$21,612	\$2,701	\$2,701	\$27,014
Total	\$867,757	\$108,469	\$108,469	\$1,084,694

FY 2025 Planning Tasks	Federal	State	Local	Total
Task 1: Data Collection/Analysis	\$173,709	\$21,714	\$21,714	\$217,136
Task 2: Multi-modal Transportation Planning	\$238,728	\$29,841	\$29,841	\$298,410
Task 3: Program Implementation	\$124,528	\$15,566	\$15,566	\$155,660
Task 4: Technical Assistance	\$1,762,796	\$16,255	\$96,304	\$1,762,796
Task 5: Communications & DEI	\$86,940	\$10,867	\$10,867	\$108,674

Task 6: Administration	\$86,598	\$10,825	\$10,825	\$108,248
Task 7: Complete Streets	\$48,832	\$6,104	\$6,104	\$61,040
Total	\$2,522,131	\$111,172	\$191,221	\$2,711,964
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FY 2020 Carryover Planning Tasks*	Federal	State	Local	Total
Task 1: Data Collection/Analysis	\$114,419	\$14,302	\$14,302	\$143,024
Task 2: Multi-modal Transportation Planning	\$156,902	\$19,613	\$19,613	\$196,128
Task 3: Program Implementation	\$85,670	\$10,709	\$10,709	\$107,088
Task 4: Technical Assistance	\$85,523	\$10,690	\$10,690	\$106,904
Task 5: Communications & DEI	\$56,549	\$7,069	\$7,069	\$70,686
Task 6: Administration	\$56,896	\$7,112	\$7,112	\$71,120
Task 7: Complete Streets	\$14,157	\$1,770	\$1,770	\$17,696
Total	\$570,116	\$71,265	\$71,265	\$712,646

*Spending across FFY 2024 and 2025

**FY 2024 and FY 2025 Planning Task Allocation Budgets by Expense Category
Central Naugatuck Valley MPO**

FY 2024 Planning Tasks	Direct Labor	Indirect Labor	Other Direct	Total
Task 1: Data Collection/Analysis	\$94,900	\$117,676	\$4,560	\$217,136
Task 2: Multi-modal Transportation Planning	\$115,250	\$142,910	\$40,250	\$298,410
Task 3: Program Implementation	\$56,000	\$69,440	\$37,220	\$163,231
Task 4: Technical Assistance	\$71,675	\$88,877	\$2,000	\$162,552
Task 5: Communications & DEI	\$44,810	\$55,564	\$8,300	\$108,674
Task 6: Administration	\$48,325	\$59,923	\$0	\$108,248
Task 7: Complete Streets	\$12,060	\$14,954	\$0	\$27,014
Total	\$443,020	\$549,345	\$92,330	\$1,085,267
FY 2025 Planning Tasks	Direct Labor	Indirect Labor	Other Direct	Total
Task 1: Data Collection/Analysis	\$94,900	\$117,676	\$4,560	\$217,136
Task 2: Multi-modal Transportation Planning	\$115,250	\$142,910	\$40,250	\$298,410
Task 3: Program Implementation	\$56,000	\$69,440	\$30,220	\$155,660
Task 4: Technical Assistance	\$202,200	\$238,596	\$1,322,000	\$1,762,796
Task 5: Communications & DEI	\$44,810.0	\$55,564.4	\$8,300.0	\$108,674.4

Task 6: Administration	\$48,325	\$59,923	\$0	\$108,248
Task 7: Complete Streets	\$28,000	\$33,040	\$0	\$61,040
Total	\$589,485	\$717,149	\$1,405,330	\$2,711,964

FY 2020 Carryover Planning Tasks	Direct Labor	Indirect Labor	Other Direct	Total
Task 1: Data Collection/Analysis	\$63,850	\$79,174	\$0	\$143,024
Task 2: Multi-modal Transportation Planning	\$7,200	\$8,928	\$180,000	\$196,128
Task 3: Program Implementation	\$29,950	\$37,138	\$40,000	\$107,088
Task 4: Technical Assistance	\$47,725	\$59,179	\$0	\$106,904
Task 5: Communications & DEI	\$24,860	\$30,826	\$15,000	\$70,686
Task 6: Administration	\$31,750	\$39,370	\$0	\$71,120
Task 7: Complete Streets	\$7,900	\$9,796	\$0	\$17,696
Total	\$213,235	\$264,411	\$235,000	\$712,646

**FY 2024 and FY 2025 Staff Allocation Budgets
Central Naugatuck Valley MPO**

FY 2024 Staff Allocation Budget	Direct Labor	Indirect Labor	Total	Hours
Executive Director	\$0	\$0	\$0	0
Assistant Director	\$3,200	\$3,968	\$7,168	40
Director of Planning	\$20,625	\$25,575	\$46,200	275
Unit Director	\$80,010	\$99,212	\$179,222	843
Transportation Engineers	\$49,000	\$60,760	\$109,760	600
Senior Planners	\$52,800	\$65,472	\$118,272	580
Planners	\$165,715	\$205,487	\$371,202	2423
Planning Assistants	\$23,850	\$29,574	\$53,424	320
Administration & Financial Management	\$42,770	\$53,035	\$95,805	511
Total	\$437,970	\$543,083	\$981,053	5592

FY 2025 Staff Allocation Budget	Direct Labor	Indirect Labor	Total	Hours
Executive Director	\$0	\$0	\$0	0
Assistant Director	\$11,200	\$13,888	\$25,088	140
Director of Planning	\$20,625	\$25,575	\$46,200	275
Unit Director	\$82,460	\$102,250	\$184,710	878
Transportation Engineers	\$119,000	\$147,560	\$266,560	1600
Senior Planners	\$76,200	\$94,488	\$170,688	970
Planners	\$198,825	\$246,543	\$445,368	3025
Planning Assistants	\$26,775	\$33,201	\$59,976	385
Administration & Financial Management	\$49,350	\$61,194	\$110,544	605
Total	\$584,435	\$724,699	\$1,309,134	7878

FY 2020 Carryover Staff Allocation Budget	Direct Labor	Indirect Labor	Total	Hours
Executive Director	\$0	\$0	\$0	0
Assistant Director	\$14,800	\$18,352	\$33,152	185
Director of Planning	\$4,875	\$6,045	\$10,920	65
Unit Director [1]	\$34,300	\$42,532	\$76,832	240
Transportation Engineers [2]	\$2,450	\$3,038	\$5,488	35
Senior Planners [3]	\$25,800	\$31,992	\$57,792	180
Planners [4]	\$93,500	\$115,940	\$209,440	1130
Planning Assistants [5]	\$4,500	\$5,580	\$10,080	100
Administration & Financial Management [6]	\$32,410	\$40,188	\$72,598	463
Total	\$212,635	\$263,667	\$476,302	2398

FY 2024 and FY 2025 Other Direct Budgets
Central Naugatuck Valley MPO

Budget	FY 2024	FY 2025	Carryover	Total
Office 365	\$3,000.00	\$3,000.00	\$0.00	\$6,000.00
Adobe	\$6,000.00	\$6,000.00	\$0.00	\$12,000.00
Software Upgrades	\$3,000.00	\$3,000.00	\$0.00	\$6,000.00
Computer Upgrades	\$3,220.00	\$3,220.00	\$0.00	\$6,440.00
Website Maintenance	\$7,500.00	\$7,500.00	\$0.00	\$15,000.00
Training	\$2,000.00	\$2,000.00	\$0.00	\$4,000.00
ArcGIS	\$4,560.00	\$4,560.00	\$0.00	\$9,120.00
Travel	\$250.00	\$250.00	\$0.00	\$500.00
Translation	\$700.00	\$700.00	\$0.00	\$1,400.00
EcolInteractive	\$22,000.00	\$15,000.00	\$0.00	\$37,000.00
CE Planning Services: Micro-Transit Study	\$40,000.00	\$0.00	\$180,000.00	\$150,000.00
Public Engagement Software	\$0.00	\$0.00	\$15,000.00	\$15,000.00
CE Services: Concept Rendering	\$0.00	\$0.00	\$40,000.00	\$40,000.00
CE Services: PROTECT	\$0.00	\$1,000,000	\$0.00	\$1,000,000
CE Services: SS4A	\$0.00	\$320,000	\$0.00	\$320,000
Total	\$92,230.00	\$1,365,230.00	\$180,000.00	\$1,637,460

*Additional carryover funds will cover balances in direct expenses

TASK 1: DATA COLLECTION / ANALYSIS

Performance monitoring and analysis tasks will focus heavily on safety within the region, with additional attention paid to the highway, public transit, and active transportation systems to identify needs and network deficiencies. The NVCOG conducts pedestrian and traffic counts to maintain a region-wide database, as well as at the request of member municipalities. Additionally, traffic data is extracted and analyzed from the CTDOT's open data system and crash data is regularly reviewed from the University of Connecticut's Crash Data Repository. The NVCOG uses the National Performance Management Research Data Set (NPMRDS) and Highway Performance Monitoring System (HPMS) to track system performance on the National Highway System and develop regional transportation performance measures, as well as to maintain the multiple Congestion Management Processes for the region. In addition to on-street pedestrian and cyclist counts, the NVCOG collects data along the Naugatuck River Greenway and other regional multi-use trails to support economic development, the CT Trail Census program, and to provide utilization data to member municipalities.

NVCOG's GIS program will be used to complement transportation planning by managing data in a spatial database and by creating system and project-level maps. Regional and economic data profiles of the Naugatuck Valley Planning Region will be updated depending on the availability of data.

Following the release of data from the 2020 census, including new urban area boundaries, NVCOG staff will continue analysis and reporting as needed by the region. Additional efforts will be made to update regional information with the latest available American Community Survey (ACS) data as appropriate. NVCOG staff will similarly work to advance adjustments to roadway functional classifications and the smoothing of urban area designations for transportation planning purposes.

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 and the HPMS.
- 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 Northeast Transportation on the operations in the Greater Waterbury area.
- Maintain database of high hazard road segments and intersections for the region, informed by the CT Crash repository and virtual traffic volume data bases.

- Survey regional bus and rail transit ridership, as needed, to identify service needs and 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 planimetric file of freight generators, stakeholders, and freight supportive parcels and land uses.

Task 1.2: Performance Measures and Targets

- Coordinate with CTDOT in setting performance measures and targets.
- Leverage “Big Data” provided through the NPMRDS to 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 principal highway system, using the NVCOG’s Congestion Management Process:
 - State Routes 10, 34, 63, 64, 67, 68, 69, 70, 110, 115, 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.
 - Northeast Transportation – CTtransit Waterbury Division
 - CTtransit Bristol/New Britain Division
 - Metro-North service along the Waterbury Line
- 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 Line
 - Torrington Line
 - Central CT Line
 - Naugatuck Inland Port
- Assess connectivity of the transportation system across and between modes for people and freight for gaps.
- Monitor usage at the Region’s commuter parking lots and rail stations and assess need for improvement.
- 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.

Task 1.3: 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.
- Continue development and maintenance of 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.
- Attend and participate in the Statewide GIS Coordinating Committee meetings and participate in the statewide initiative to institute ongoing triennial aerial flights.
- 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 (located 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.
- Maintain inventory of major tourism site throughout the region.
- Perform a regional residential buildout analysis based on current zoning to predict areas of future development.
- Use census data to identify and analyze Environmental Justice areas.

Task 1.4: Demographic and Economic Data Analysis

- Continue work with 2020 Census data and most recent American Community Survey (ACS) demographic data for various transportation planning activities, including compliance with Environmental Justice and Title VI requirements.
- Continue to update GIS databases with the most current census and ACS data.
- 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.

Task 1.5: Urban Area Boundary Assessment

- Work with and assist CTDOT with a reevaluation of urban area boundaries triggered by changes in population.
- Work on redesignation of the Waterbury Urban Area/CNVMPO as a Transportation Management Area (TMA).
- Assess the designation of urban areas for transportation planning purposes, including the need to smooth UZA boundaries.
- Reassess the MPO's functional classification of roads and determine changes required in response to designation of urban area.

Task 1.6: Vision Zero Data Support

- Maintain database of crash data, serious injuries, and fatalities within the region.
- Develop and maintain maps of high crash intensity network for the region as a whole and individual municipal members.
- Monitor project success at reducing/eliminating fatalities and serious injuries.
- Complete road safety analyses and maintain directory of completed reports.

Task 1.7 Traffic Count Program

- Perform manual pedestrian counts as well as turning movement and vehicle traffic counts.
- Deploy and manage data collected from pole-mounted radar counters for traffic.
- Maintain a database of pedestrian counts at street and trail locations in coordination with
- Respond to municipal data requests.

Task 1.8: Traffic Demand Modeling

- Collaborate with CTDOT on traffic volume and population projects.
- Provide data as required for air quality conformity modeling.

Deliverables:

- Transportation Database, traffic counts and crash data
- Quarterly 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
- Functional classification reevaluation
- Redesignation of CNVMPO as a TMA
- Vision Zero mapping
- Vision Zero reports and progress reports

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Task 1 – Budgets

Budget	FY 2024	FY 2025	Total	FY 2020 Carryover
Direct Labor	\$94,900	\$94,900	\$189,800	\$63,850
BFO @1.24	\$117,676	\$117,676	\$235,352	\$79,174
Other Direct	\$4,560	\$4,560	\$9,120	\$0
Total	\$217,136	\$217,136	\$434,272	\$143,024

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	300	\$47,040	\$21,000	\$26,040
Transportation Engineers [2]	\$70	100	\$15,680	\$7,000	\$8,680
Senior Planners [3]	\$60	300	\$40,320	\$18,000	\$22,320
Planners [4]	\$55	590	\$72,688	\$32,450	\$40,238
Planning Assistants [5]	\$45	210	\$21,168	\$9,450	\$11,718
Administration & Financial Management [6]	\$70	100	\$15,680	\$7,000	\$8,680
Total Actual		1600	\$217,136	\$94,900	\$117,676

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	300	\$47,040	\$21,000	\$26,040
Transportation Engineers [2]	\$70	100	\$15,680	\$7,000	\$8,680
Senior Planners [3]	\$60	300	\$40,320	\$18,000	\$22,320
Planners [4]	\$55	590	\$72,688	\$32,450	\$40,238
Planning Assistants [5]	\$45	210	\$21,168	\$9,450	\$11,718
Administration & Financial Management [6]	\$70	100	\$15,680	\$7,000	\$8,680
Total Actual		1600	\$217,136	\$94,900	\$117,676

FY 2024 Carryover Staff Allocation	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	250	\$39,200	\$17,500	\$21,700
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	250	\$33,600	\$15,000	\$18,600
Planners [4]	\$55	570	\$70,224	\$31,350	\$38,874
Planning Assistants [5]	\$45	0	\$0	\$0	\$0
Administration & Financial Management [6]	\$70	0	\$0	\$0	\$0
Total Actual		1070	\$143,024	\$63,850	\$79,174

[1] Includes Director of Transportation Planning, Director of Regional Planning, Director of Municipal Affairs, Director of Special Projects and Programs, GIS Program Coordinator, Grant Writer, and Director of Environmental Planning.

[2] Includes Regional Transportation Engineer, Transportation Engineer II, and Transportation Engineer 1.

[3] Includes Senior Transportation Planner, Senior Environmental Planner, Senior Regional Planner, Senior Planner for Housing and Integrated Development, Brownfields Program Manager, Senior GIS Analyst Senior GIS Analyst, and Community Engagement Manager.

[4] Includes Transportation Planner I and II, Environmental Planner I and II, Regional Planner I and II, Transit Planner, GIS Analyst, and Communications Associate.

[5] Includes Planning Assistant, Planning Fellow, and Interns.

[6] Includes Financial Director, Financial Manager, Staff Accountant, and Administrative Assistants.

Task 1 - Schedule

Data Collection / Analysis

	Fiscal Year 2024				Fiscal Year 2025			
	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
Task 1								
Transportation Database								
Performance Measures & Targets			▲			▲		
Regional GIS Program								
Demographic and Economic Data Analysis								
Urban Area Boundary Assessment				▲				▲
Vision Zero Data Support								
Traffic Count Program								
Travel Demand Modeling								

TASK 2: MULTIMODAL TRANSPORTATION PLANNING

NVCOG staff plan for a wide variety of modes, including pedestrians, cyclists, bus riders, rail riders, drivers, and freight. With the goal of advancing mobility equity and reducing inefficiencies in the transportation system, NVCOG considers it essential to plan in a multi-modal manner, taking all potential users into consideration on every project. Under this task, staff will undertake planning work related to the above modes to develop implementable plans and projects.

Following the update to the CNVMPO's Metropolitan Transportation Plan adopted in March of 2023, the NVCOG will work to implement the changes, policies, and projects identified as regional priorities, as well as ensure that member municipalities are similarly advancing the goals of the MTP.

This task has a direct charge item listed to hire a consulting engineer for the micro-transit study. The selected firm will assist in ridership estimates, economic impact analysis, vehicle and staffing requirements for implementation, and will assist in developing performance measures.

Specific tasks are:

Task 2.1: Metropolitan Transportation Plan

- Maintain the MTP for the Naugatuck Valley Region and as needed:
 - Review and assess regional travel patterns and travel characteristics
 - Continue to identify deficiencies, congestion and constraints
 - Develop travel forecasts including development, land use, and demographics
 - Identify transportation improvement projects by mode including vehicle, bus, rail, pedestrian and bicycle
 - Consider planning factors
- Incorporate revisions to the Strategic Highway Safety Plan into the MTP.
- Coordinate with CTDOT on state highway plan and revise MTP as needed to incorporate projects of statewide significance and priority into the MTP.
- Review congestion management strategies in the MTP.
- Promote transportation improvements and land uses consistent with the MTP and coordinate the MTP with local, regional, and state plans of conservation and development (POCDs).
- Continue work on the regional Plan of Conservation and Development for the Naugatuck Valley planning region consistent with the MTP 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).

- Assess opportunities to enhance tourism throughout the region and develop recommendations to improve access.

Task 2.2: Regional Multi-Use Trail Planning

- Work on enhancing regional trail and greenway systems including the Naugatuck River Greenway Trail and other regional priorities.
- Provide technical assistance to member communities on respective greenway and multi-use trail projects.
- 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.
- Continue to promote the findings from the 2017 NRG economic impact study as requested and needed.
- Prepare NRG Trail summary reports, including project status report.
- Work with CTDOT on proposed projects to be funded under the federal Transportation Alternatives set-aside program and coordinate with WestCOG, MetroCOG and CRCOG on projects that overlap urban areas in the Naugatuck Valley.

Task 2.3: Active Transportation Planning

- Develop the Regional Active Transportation Plan:
 - Assess existing operating conditions in the region for bicycles – constraints and opportunities.
 - Develop stakeholder lists of interested groups and reach out to solicit input.
 - Assess current bicycle and pedestrian safety.
 - Review existing pedestrian safety plan and methodologies.
 - Develop bicycle and pedestrian data and maps, including location of crash hot spots.
 - 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.
 - Advocate for education programs designed to teach bicycle and pedestrian safety principles.
- Engage stakeholder committee on findings and existing conditions and areas identify through data analysis as being either in high demand for active transportation improvements or are currently identifiable as safety deficient.
- Assess and address bicycle and vehicular needs to determine opportunities for expanding bicycle or pedestrian facilities in a regional active transportation plan.

- Work with and provide technical assistance to the municipalities in the NVCOG planning region on implementing a bicycle and pedestrian route network, including assessment and evaluation of proposed routes, project scoping, project design, and ensuring consistency with guidelines and standards.
- Conduct a study on to identify opportunities for inter-municipal or inter-regional connections.

Task 2.4: Bus Network Planning

- Continue to advocate for the implementation recommendations from the 2017 Waterbury Area Transit Study.
 - Prepare update to data collection and implementation requirements.
 - Continue engagement with stakeholders and riders to ensure recommendations remain relevant to the community.
- Continue to review and evaluate local, fixed-route system needs for the Greater Waterbury and Bristol areas, 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 to identify potentially appropriate locations for new housing.
- Develop priority shelter replacement recommendations based on current and previous analysis.
- Coordinate and cooperate with CTDOT’s Bureau of Public Transportation on the continuing development of and updates to the Coordinated Public Transit Human Services Transportation Plan and on the selection of projects for the various programs that are covered by it.
- 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. Priorities will be consistent with the state’s Locally Coordinated Human Services Transportation Plan (LOCHSTP).
- Work with local agencies and stakeholders, including the Greater Waterbury Transit District, neighboring COGs, and CTDOT in developing and updating the state 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.
- Coordinate and cooperate with CTDOT’s Bureau of Public Transportation on the continuing development of and updates to the Coordinated Public Transit Human Services Transportation Plan and on the selection of projects for the various programs that are covered by it.

Task 2.5: Passenger Rail Planning

- Engage in the CTDOT work designing and implementing high level platforms and station area improvements based on the awarded All Stations Accessibility Program.
- Identify rail parking needs utilizing parking counts, parking supply, and the condition at commuter rail stations along the Waterbury Branch Line.
- Continue advocacy for enhanced Waterbury Line service, including equipment upgrades and facility improvements, as well as service level enhancements.
- Work with CTDOT in programming long term improvements to and rehabilitation of the Waterbury Rail Line.
- Monitor planning actions in response to the *NEC Future: Selected Alternative*, as needed.
- Assist CTDOT's Bureau of Public Transportation by conducting on a quarterly basis, counts of the vehicles using the commuter parking lots located in the NVCOG planning region.
- Continue planning work and encourage implementation of some or all of the Central CT Rail Study
- Participate in the ongoing Waterbury Line master Plan being performed by the CTDOT.

Task 2.6: Micro Transit/Flex Route Plan

The region is currently served by the CTtransit Waterbury Division, the Valley Transit District, and the Greater Waterbury Transit District. While these transit providers provide services to many of the urban areas of the region, many of the more rural NVCOG communities go unserved. The purpose of this planning task will be to assess and determine opportunities for implementing on-demand or micro-transit services in towns not currently served by transit, including the region's rural communities.

- Evaluate ridership demand in currently unserved NVCOG communities.
- Evaluate service structures that could be implemented to expand existing services to unserved areas or provide first mile/last mile services to the existing fixed route bus and rail services.
- Convene regional stakeholders to gain community insight into possible ridership demand
- Identify most feasible opportunities for service expansion.
- Develop recommendations and implementation program to leverage existing funding opportunities to implement recommendations.
- Review recommendations with stakeholders and impacted communities.
- Select consultant to conduct feasibility study and oversee and administer contract and scope of work.
- Explore expanding the VTD service area to include Beacon Falls, Oxford, Southbury, Woodbury and Middlebury.

Task 2.7: Transit Oriented Development

- Encourage economic and housing development in districts identified as Transit Oriented Development areas.
- Support local decision-making bodies in making regulatory changes to support TOD.
- Prepare materials and reports for member municipalities to support their efforts moving TOD projects forward.

Task 2.8: Highway Planning

- 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. The CTDOT will provide NVCOG a draft five-year capital plan for review and will meet with the NVCOG to discuss comments.
- Work with NVCOG and member municipalities on identifying possible projects for funding under the federal Transportation Alternatives (TA) Set-aside Program and Congestion Mitigation and Air Quality (CMAQ) program and monitor project development and implementation. The NVCOG will work and coordinate with WestCOG, MetroCOG, SCRCOG, and CRCOG on developing project selection processes.
- 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 with a focus on system preservation and safety enhancements.
- Support municipalities on quick build and tactical urbanism projects to prove highway improvement concepts.
- Identify opportunities to increase system operating efficiency, identifying critical preservation projects and supporting minor enhancements as necessary to improve the system.
- Plan for and encourage the installation of Intelligent Transportation Systems throughout the region, supporting municipal and CTDOT installations designed to improve safety and traffic flow.

Task 2.9: Congestion Management Process

- Review and maintain operational and management strategies to alleviate congestion and make the transportation systems operate more efficiently.

- Assess and evaluate identified congested corridors:
 - Identify the Congestion Management Network in the Waterbury Urban Area.
 - Collect data on critical performance measures through the NPMRDS.
- Use and access NPMRDS data to develop performance measures and trends.
- Develop performance measures to establish baseline performance and update regularly to evaluate progress.
- Collaborate and contribute to the CMP for the Bridgeport-Stamford, Hartford, and New Haven Urban Areas.
- Gather regular updates to performance measures from NPMRDS to ensure that CMP targets are advancing.

Task 2.10: Vision Zero/ Highway Safety

- Utilizing available crash data sources, establish a high intensity crash network for the region.
- Develop Vision Zero Action Plan:
 - Prioritize projects along the high intensity crash network.
 - Develop system-wide concepts to improve safety across the system.
 - Gather project priorities from municipal members to collate into one larger action plan.
 - Engage stakeholders outside of government for feedback.
 - Create implementation plan that considers priority, constructability, and available funding sources.
- Participate in CT Vision Zero Commission and related sub-committee meetings.
- Establish Safety sub-committee of the Transportation Technical Advisory Committee to review projects and priority selection process.
- Create metrics to identify and assess high hazard crash 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.
- Maintain the Regional Transportation Safety Plan and update as needed. The regional highway safety plan was prepared by VN Engineers under a contract with CTDOT. The NVCOG will use the plan as the basis for developing actions to address safety issues and concerns:
 - Determine and assess hazard areas on the regional road network.
 - Identify safety deficiencies.
 - Use UCONN Crash Repository data to assess crash rates regionwide.

- Identify transportation safety improvement projects by mode including vehicle, bus, rail, pedestrian and bicycle.
- Engage regional stakeholders, public engineering departments, public works departments, local traffic authorities, and bike and pedestrian advocacy groups in the planning process and establishment of baseline existing conditions.
- Coordinate safety recommendations with NVCOG municipalities and stakeholders.
- Identify funding programs to implement capital improvements to improve transportation safety regionwide.
- Participate in the development of the Statewide Highway Safety Implementation Plan

Task 2.11: PEL Engagement

PEL is a study process approach that is typically used to identify transportation issues, along with environmental concerns, in a corridor or a specific location. It is generally conducted before any project construction phasing is identified, and before specific problems and solutions are known.

- Support CTDOT in ongoing Planning and environmental linkage studies.
- Participate as stakeholders in PEL Project Advisory Committees as appropriate, providing feedback on behalf of the region with a focus on environmental justice, local connectivity, and advancement of regional VMT reduction goals.
- Encourage municipal participation in relevant PEL studies, including providing overview of the potential impacts to rights of way and municipal transportation systems.
- Share PEL materials with stakeholders, TTAC, the NVCOG Board, and the public as appropriate.

Task 2.12: Freight Planning

- Maintain and update the Regional Plan and incorporate revisions into the MTP:
 - Review and update and inventory freight and goods movement data in the Naugatuck Valley region.
 - Review and update freight related performance measures.
 - Develop performance measures using available data sources to establish baseline performance and update regularly to evaluate progress.
 - Identify commodity flows, modes, type of freight moved.
 - Locate warehouses and intermodal facilities.
 - Locate freight generators.
 - Identify critical freight routes.
 - Identify freight complementary locations.

- Identify areas with deficient freight infrastructure and areas of freight demand.
- Engage freight stakeholders in planning process and recommendations.
- Review State Freight Plan Update.
- Identify opportunities for truck parking.
- Assess need for and identify locations for emergency truck parking in the event of truck travel restrictions or prohibitions due to weather events.
- Develop freight stakeholders committee.
- Coordinate and work with CTDOT on the statewide freight plan.
- Coordinate and work with NYMTC on New York metropolitan freight plan and issues.
- Participate on the MAP Forum Freight Working Group.
- Maintain database of infrastructure constraints:
 - Low clearance and weight restricted bridges.
 - Local geometric constraints
- Work with the Borough of Naugatuck on developing an Inland Port and intermodal transfer center concept:
 - Help identify funding programs for infrastructure improvements.
 - Provide analytic and staff support in grant applications and infrastructure improvement programs.
- Work with the Naugatuck Railroad to develop freight transfer yard.
 - Help identify funding programs for infrastructure improvements.
 - Provide analytic and staff support in grant applications and infrastructure improvement programs.

Task 2.13: Air Quality and Environmental Planning

- Determine air quality conformity of the CNVMPO's transportation plans, programs and projects and continue coordination with CTDOT and Department of Energy and Environmental Protection.
- Integrate findings of the regional natural disaster hazard mitigation plan currently being drafted in to MPT process and identify opportunities to ensure the highways and transit networks are more resilient and reliable.
- 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.
- Conduct a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analyses, and products developed during planning to inform the environmental review process. This Planning and Environment Linkages (PEL) process will be used for the update of the MTP and the conduct of corridor planning studies.

- Coordinate local, regional (COGs) and State (CTDOT) planning initiatives to promote the and coordinate electric vehicle charging infrastructure where demanded.
- Prepare the Air Quality Conformity Statement for CNVMPO 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.
- Plan for and encourage the construction/retrofitting of low impact development features, including for water runoff and retention.

Task 2.14: Livability and Sustainability Program

- 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.
- Provide working space and support to *Sustainable CT* Fellow
- Support NVCOG municipalities in pursuing accreditation in the *Sustainable CT* program
- Incorporate livability and sustainability principles into the MTP.

Deliverables:

- Amendments to the FFY 2023-2059 Metropolitan Transportation Plan, as needed
- Regional Plan of Conservation and Development
- Regional Transportation Safety Plan Updates
- 5-Year Transportation Infrastructure Improvement Plan
- Congestion Management Plan
- Air Quality Conformity Statements for Ozone for the NY-NJ-LI Non-attainment area and 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 2 – Budgets

Budget	FY 2024	FY 2025	Total	FY2020 Carryover
Direct Labor	\$115,250	\$115,250	\$230,500	\$7,200
BFO @1.24	\$142,910	\$142,910	\$285,820	\$8,928
Other Direct	\$40,250	\$40,250	\$80,500	\$180,000
Total	\$298,410	\$298,410	\$596,820	\$196,128

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	100	\$17,920	\$8,000	\$9,920
Unit Director [1]	\$70	240	\$40,320	\$18,000	\$22,320
Transportation Engineers [2]	\$70	160	\$25,088	\$11,200	\$13,888
Senior Planners [3]	\$60	200	\$31,360	\$14,000	\$17,360
Planners [4]	\$55	900	\$120,960	\$54,000	\$66,960
Planning Assistants [5]	\$45	60	\$7,392	\$3,300	\$4,092
Administration & Financial Management [6]	\$70	150	\$15,120	\$6,750	\$8,370
Total Actual		1810	\$298,410	\$115,250	\$142,910

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	100	\$17,920	\$8,000	\$9,920
Unit Director [1]	\$70	240	\$40,320	\$18,000	\$22,320
Transportation Engineers [2]	\$70	160	\$25,088	\$11,200	\$13,888
Senior Planners [3]	\$60	200	\$31,360	\$14,000	\$17,360
Planners [4]	\$55	900	\$120,960	\$54,000	\$66,960
Planning Assistants [5]	\$45	60	\$7,392	\$3,300	\$4,092
Administration & Financial Management [6]	\$70	150	\$15,120	\$6,750	\$8,370
Total Actual		1810	\$298,410	\$115,250	\$142,910

FY 2020 Carryover Staff Allocation	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	0	\$0	\$0	\$0
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	0	\$0	\$0	\$0
Planners [4]	\$55	120	\$16,128	\$7,200	\$8,928
Planning Assistants [5]	\$45	0	\$0	\$0	\$0
Administration & Financial Management [6]	\$70	0	\$0	\$0	\$0
Total Actual		120	\$16,128	\$7,200	\$8,928

- [1] Includes Director of Transportation Planning, Director of Regional Planning, Director of Municipal Affairs, Director of Special Projects and Programs, GIS Program Coordinator, Grant Writer, and Director of Environmental Planning.
- [2] Includes Regional Transportation Engineer, Transportation Engineer II, and Transportation Engineer 1.
- [3] Includes Senior Transportation Planner, Senior Environmental Planner, Senior Regional Planner, Senior Planner for Housing and Integrated Development, Brownfields Program Manager, Senior GIS Analyst Senior GIS Analyst, and Community Engagement Manager.
- [4] Includes Transportation Planner I and II, Environmental Planner I and II, Regional Planner I and II, Transit Planner, GIS Analyst, and Communications Associate.
- [5] Includes Planning Assistant, Planning Fellow, and Interns.
- [6] Includes Financial Director, Financial Manager, Staff Accountant, and Administrative Assistants.

Financial Responsibility

Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$238,728	\$238,728	\$156,902
State (at 10%)	\$29,841	\$29,841	\$19,613
Local (at 10%)	\$29,841	\$29,841	\$19,613
Total	\$298,410	\$298,410	\$196,128

Task 2 - Schedule

Task Schedule: Transportation Planning – Regional

Task 2	Fiscal Year 2024				Fiscal Year 2025			
	Q1 July- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 July- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
Metropolitan Transportation Plan	As needed							
Multi-use Trail Planning								
Active Transportation Planning					▲			
Bus Network Planning								
Passenger Rail Planning								
Microtransit/Flex Route Planning						▲		
Transit Oriented Development					▲	As needed		
Highway Planning								
Congestion Management Processes					▲			
Vision Zero Planning						▲		
PEL Engagement	As needed							
Freight Planning							▲	
Air Quality & Environmental Planning								
Livability and Sustainability Program			▲					

TASK 3: PROGRAM IMPLEMENTATION

Task 3, program implementation, defines activities that NVCOG will undertake to advance plans for transportation improvements in the region. In support of this work, the NVCOG will provide staff support to the various committees and subcommittees dedicated to advancing critical work, including the Transportation Technical Advisory Committee (TTAC), the Naugatuck River Greenway Steering Committee, the Safety Subcommittee of the TTAC, and the Waterbury Transit District. Task 3 similarly includes activities related to project implementation through financial management, including compiling and maintaining the metropolitan TIP for the CNVMPO and financial management of the state funded Local Transportation Capital Improvement Program (LOTICIP).

A direct expense item is included associated with this task to bring in outside consulting services for the development of graphic renderings. These services will be utilized to advance public understanding and support of concepts to advance projects to construction.

Specific tasks are:

Task 3.1: LOTICIP

- Administer the state funded LOTICIP 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.
- Maintain a program Financial Plan and track program allocations and expenditures and continue to over-program LOTICIP to ensure timely allocation of available funds.
- Assist municipalities in conducting the public review process and participate in LOTICIP meetings, as needed.
- Project scope development and review (LOTICIP funded).
- Prepare and submit quarterly program status reports (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 3.2: 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 CNVMPO TIP in a database format, including, if necessary, Microsoft Access.
- Migrate the 2021-2024 TIP into EcoInteractive ProjectTracker.
- Build the 2025-2028 TIP within EcoInteractive ProjectTracker.
- Prepare 2025-2028 TIP document and bring before the CNVMPO board for endorsement.
- Maintain and update an interactive map on the website, including project descriptions and information including financials, maps, images, and status updates.
- 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.
- Coordinate MPO correspondences, project selection, and project solicitation for various state and federal aid transportation programs.

Task 3.3: Vision Zero Implementation

- Upon completion of a Vision Zero Implementation Plan, develop strategies to advance priority projects.
- Prepare and submit grant applications for regional projects and provide support to the municipal members of the NVOCG in municipal grant proposals.
- Assist municipalities in pilot program concept development, public engagement, and project concept development.
- Participate in CTDOT and Connecticut Vision Zero Commission projects aimed to advance safety improvements.
- Implement public engagement campaign to demonstrate and educate on engineering best practices.

Task 3.4: Design/Build Programs

- Participate in CTDOT Design/Build projects across the region
- Share information and provide technical assistance to impacted municipalities and elected officials about ongoing work.

Task 3.5: Metropolitan Planning Organization

- Serve as the transportation planning staff for the CNVMPO.
- 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, MTPs, 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.
- Participate in Federal Certification Reviews for the Bridgeport-Stamford, Hartford, and New Haven Urban Areas.
- Continue advocacy for designation as a Transportation Management Area for the Waterbury Urban Area and complete necessary tasks to comply with TMA standards.

Task 3.6: 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 LOTCIP 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).
- Convene a subcommittee of the TTAC to focus on safety. This committee will review regional policies, recommend system-wide safety actions, and recommend safety improvements to projects.

Task 3.8 Naugatuck River Greenway Program

- 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.
 - Prepare a project priorities report.
 - Assist members in developing project applications for state and federal trails funds.
- Provide technical assistance to the City of Waterbury on the Phase II Naugatuck River Greenway project awarded under the RAISE discretionary program.
- Administer and provide technical assistance / support on the Connecticut Trails Census program.
- Administer and provide technical assistance / support on the NRG trail signage project funded under the Recreational Trails Program (*continuing*).
- Update and maintain the Naugatuck River Greenway Design and Maintenance Guide.
- Assist communities to identify funding sources and prepare application materials.

Task 3.9: Greater Waterbury Transit District

- Provide Staff Assistance to the Greater Waterbury Transit District:
 - Maintain and host the GWTD website/webpage on the NVCOG server.
 - Prepare meeting agendas and material and host quarterly meetings of GWTD Board of Directors.
 - Process payments from the GWTD to NET, the transit operator.
 - Track ridership data.
 - Develop draft budget for Board of Directors to review.
 - Provide technical assistance to GWTD members, as needed.
- 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.

Task 3.10: 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.

Task 3.11: Alternative Transportation Modes Assessment

Administrative oversight of this project is a continuation from the preceding UPWP. The study assesses and identifies opportunities for implementing alternative transportation modes within the Route 8 and Waterbury Rail Line (WRL) corridors. The project is expected to be completed by June 30, 2021. The project is being funded under a direct FTA grant, but planning support for this project is also being provided in the FY 2022-2023 UPWP. In addition, the NVCOG will plan and advocate for actions recommended in the plan.

- 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.

- Promote recommendations developed from the Route 8/Waterbury Branch Line Corridors Alternative Modes project to harness public transit and create livable communities:
 - Promote the strategies and actions to enhance and facilitate north-south travel along the Route 8 corridor and the WBL and link commuter rail stations and associated transit oriented and supportive districts in the region.
- Promote safety, livable communities, and environmental sustainability in planning activities.
- 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.
- Assess recommendations for capital improvements both to the WBL and rolling stock needed to meet recommended levels of service.
- Promote Mobility as a Service solutions to reduce reliance on private vehicle use:
 - Develop and identify actions to encourage people to get out of the vehicles.
 - Identify and assess opportunities to better connect people to transit and other non-private vehicle options.

Deliverables:

- Updated, valuable web information about ongoing TIP projects.
- Updated and amended TIP.
- Quarterly Vision Zero status reports.
- Reports and materials for GWTD meetings and operations.

Task 3 – Budget

Task 3: Program Implementation				
Budget	FY 2024	FY 2025	Total	FY 2020 Carryover
Direct Labor	\$56,000	\$56,000	\$112,000	\$29,950
BFO @1.24	\$69,440	\$69,440	\$138,880	\$37,138
Other Direct	\$37,220	\$37,220	\$74,440	\$40,000
Total	\$162,660	\$162,660	\$325,320	\$107,088

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	50	\$8,400	\$3,750	\$4,650
Unit Director [1]	\$70	175	\$27,440	\$12,250	\$15,190
Transportation Engineers [2]	\$70	150	\$23,520	\$10,500	\$13,020
Senior Planners [3]	\$60	70	\$9,408	\$4,200	\$5,208
Planners [4]	\$55	360	\$44,352	\$19,800	\$24,552
Planning Assistants [5]	\$45	60	\$6,048	\$2,700	\$3,348
Administration & Financial Management [6]	\$70	40	\$6,272	\$2,800	\$3,472
Total Actual		905	\$162,660	\$56,000	\$69,440

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	50	\$8,400	\$3,750	\$4,650
Unit Director [1]	\$70	175	\$27,440	\$12,250	\$15,190
Transportation Engineers [2]	\$70	150	\$23,520	\$10,500	\$13,020
Senior Planners [3]	\$60	70	\$9,408	\$4,200	\$5,208
Planners [4]	\$55	360	\$44,352	\$19,800	\$24,552
Planning Assistants [5]	\$45	60	\$6,048	\$2,700	\$3,348
Administration & Financial Management [6]	\$70	40	\$6,272	\$2,800	\$3,472
Total Actual		905	\$155,660	\$56,000	\$69,440

FY 2020 Carryover Staff Allocation	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	50	\$8,400	\$3,750	\$4,650
Unit Director [1]	\$70	175	\$27,440	\$12,250	\$15,190
Transportation Engineers [2]	\$70	150	\$23,520	\$10,500	\$13,020
Senior Planners [3]	\$60	70	\$9,408	\$4,200	\$5,208
Planners [4]	\$55	360	\$44,352	\$19,800	\$24,552
Planning Assistants [5]	\$45	60	\$6,048	\$2,700	\$3,348
Administration & Financial Management [6]	\$70	40	\$6,272	\$2,800	\$3,472
Total Actual		905	\$125,440	\$56,000	\$69,440

Financial Responsibility

Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$130,128	\$124,528	\$85,670
State (at 10%)	\$16,266	\$15,566	\$10,709
Local (at 10%)	\$16,266	\$15,566	\$10,709
Total	\$162,660	\$155,660	\$107,088

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Task 3 – Schedule

Task Schedule: Program Implementation

		Fiscal Year 2024				Fiscal Year 2025			
Task 3		Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
LOTICIP		▲	▲	▲	▲	▲	▲	▲	▲
TIP/STIP		▲	▲	▲	▲	▲	▲	▲	▲
Vision Zero									
Design/Build		As needed							
MPO									
TTAC									
Naugatuck River Greenway									
GWTD									
Transportation Security & Emergency Management									
Alt Modes		▲	As needed						

TASK 4: TECHNICAL ASSISTANCE

Provide technical assistance to member municipalities on various transportation plans and projects, and administer and manage specific transportation planning, program and design grants obtained by and on behalf of Naugatuck Valley planning region municipalities. Technical assistance will also be provided 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. The NVCOG will research opportunities to apply for discretionary grant funds available under IIJA and prepare or assist in the preparation of applications. The technical capacity of staff to perform its planning work will be expanded and maintained by participating in training webinars and workshops, professional conferences and peer-to-peer meetings.

Specific tasks are:

Task 4.1: Grant Applications

- Prepare grant applications and work programs for special studies, as needed. Including but not limited to the CTDOT Corridor study program.
- 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.
- Prepare applications for discretionary programs authorized under the IIJA, including applications for regional projects, supporting municipalities in individual applications, and coordination across COG boundaries for multi-region projects.
- Assist awardees in grant program initiation and concept development.

Task 4.2: 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 4.3: 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 Metropolitan Transportation Plan.
- Provide assistance to the member municipalities in preparing the local plans of conservation and development and ensuring consistency with the long range MTP.

Task 4.4: Regional Coordination and Consultation

- Coordinate multi-state and mega-regional planning by participating in and attending 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 with partners in the Map Forum on planning priorities across the Mega-region, including collaboration with NYMTC on their current Freight Plan update and micro-mobility project.
- Participate on MAP Forum working groups: Freight Working Group and Resiliency Working Group.
- Coordinate and consult with Connecticut Metropolitan Planning Organizations on various projects, plans and programs – CRCOG, WestCOG, MetroCOG, SCRCOG, and NHCOG.
- Participate in monthly meetings of the CTCOGs MPO/transportation directors.

Task 4.5: Municipal Technical Assistance

- Provide technical services to member municipalities, including but not limited to:
 - Project concept development and review
 - Data collection and analysis
 - Coordination with CTDOT, neighboring municipalities, and community groups
 - Municipal project management
- At request of elected officials, undertake small projects in coordination with municipal offices and agencies.
- Provide technical assistance and monitor federal aid transportation programs including but not limited to STBG; CMAQ and the TA Set-aside.
- Coordinate with NVCOG municipalities and CTDOT for on the selection of regional corridors for the STBG funded CTDOT Corridor Study Program.

Task 4.6: Special Planning Studies

Task 4.6 includes the work of the NVCOG staff to conduct special planning studies from multiple funding sources, including PL, LOTCIP, Municipal Funds, and federal or state discretionary funds. This task will cover tasks for existing studies including:

- US Route 6

And potential future studies including but not limited to:

- Cheshire Route 70/Route 10 Downtown Study
- Waterbury Baldwin Street

This task includes:

- Project Scoping in coordination with municipality and CTDOT
- Project management throughout the study
- Procurement, negotiation, and hiring of necessary consultants
- Data collection and analysis
- Oversight of concept development
- Ensuring high quality deliverables with clear implementation plans.

Added for FY 2025, the following projects will be undertaken using federal discretionary funding already awarded to the NVCOG. These include:

- **PROTECT – \$1,200,000** awarded under the federal **Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT)** program will be utilized by the NVCOG, along with partner agencies, to develop a resilience improvement plan for the member towns of the non-coastal COGs.
- **SS4A - \$400,000 total, 80% from federal sources**, will be utilized through the Safe Streets and Roads for All (SS4A) program to update the region's existing Regional Safety Action Plan into a compliant Vision Zero Action Plan.

Funds associated with both studies will be expended in accordance with the federal grant applications and agreements between the NVCOG and Federal Highway Administration. Funds will be used for both staff time and consultant work.

Task 4.7: ADA Transition Plan Municipal Assistance

- Provide assistance to municipalities of greater than 50 employees on updates to and implementation of ADA transition plans.
- Ensure projects funded through NVCOG programs or reviewed by NVCOG staff provide adequate facilities to comply with ADA standards.
- Assist CTDOT in sharing and collecting data with municipalities regarding ADA plans.
- **Participate in CTDOT's ADA Transition Plan pilot program, with NVCOG municipalities working in close coordination with the CTDOT's consultant to develop new, compliant ADA transition plans.**

Deliverables:

- Regional Active Transportation Plan
- CT Trails Census reports

- Trail User Surveys
- Regional Complete Streets Policy and Plan
- Regional Plan of Sustainability
- Municipal ADA transition plans
- Multi-region Resilience Improvement Plan, developed using outside consultants and staff, in line with the FHWA's guidance. Paid for by the discretionary PROTECT award
- Vision Zero Action Plan, developed using outside consultants and staff, in line with Vision Zero best practices. Paid for by the discretionary SS4A award

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Task 4 – Budget

Task 4: Technical Assistance

Budget	FY 2024	Total	FY 2020 Carryover
Direct Labor	\$71,675	\$143,350	\$47,725
BFO @1.24	\$88,877	\$177,754	\$59,179
Other Direct [1]	\$2,000	\$4,000	\$0
Total	\$162,552	\$325,104	\$106,904

Task 4: Technical Assistance

Budget	FY 2025	Total
Direct Labor	\$71,675	\$71,675
BFO @1.18	\$88,877	\$88,877
Other Direct [1]	\$1,322,000	\$1,322,000
Total	\$1,562,890	\$1,562,890

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task 4: Technical Assistance			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	25	\$4,200	\$1,875	\$2,325
Unit Director [1]	\$70	140	\$21,952	\$9,800	\$12,152
Transportation Engineers [2]	\$70	150	\$23,520	\$10,500	\$13,020
Senior Planners [3]	\$60	130	\$17,472	\$7,800	\$9,672
Planners [4]	\$55	600	\$73,920	\$33,000	\$40,920
Planning Assistants [5]	\$45	100	\$10,080	\$4,500	\$5,580
Administration & Financial Management [6]	\$75	60	\$9,408	\$4,200	\$5,208
Total Actual		1205	\$160,552	\$71,675	\$88,877

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task 4: Technical Assistance			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	100	\$17,440	\$8,000	\$9,440
Director of Planning	\$75	25	\$4,088	\$1,875	\$2,213
Unit Director [1]	\$70	175	\$26,705	\$12,250	\$14,455
Transportation Engineers [2]	\$70	1000	\$152,600	\$70,000	\$82,600
Senior Planners [3]	\$60	500	\$65,400	\$30,000	\$35,400
Planners [4]	\$55	1175	\$140,883	\$64,625	\$76,258
Planning Assistants [5]	\$45	110	\$10,791	\$4,950	\$5,841
Administration & Financial Management [6]	\$70	150	\$22,890	\$10,500	\$12,390
Total Actual		3235	\$440,796	\$202,200	\$238,596

FY 2020 Carryover Staff Allocation Budget	Max Hourly Rate	Task 4: Technical Assistance			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	20	\$3,584	\$1,600	\$1,984
Director of Planning	\$75	25	\$4,200	\$1,875	\$2,325
Unit Director [1]	\$70	80	\$12,544	\$5,600	\$6,944
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	80	\$10,752	\$4,800	\$5,952
Planners [4]	\$55	450	\$55,440	\$24,750	\$30,690
Planning Assistants [5]	\$45	0	\$0	\$0	\$0
Administration & Financial Management [6]	\$70	130	\$20,384	\$9,100	\$11,284
Total Actual		785	\$106,904	\$47,725	\$59,179

Financial Responsibility			
Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$130,042	\$1,650,237	\$85,523
State (at 10%)	\$16,255	\$16,255	\$10,690
Local (at 10%)*	\$16,255	\$96,304	\$10,690
Total	\$162,552	\$1,762,796	\$106,904

For FY2025, additional local share is included to match federal discretionary funds awarded under the SS4A program, which will be split at 80% federal and 20% local.

Task 4 – Schedule

Task Schedule: Technical Assistance

Task 4	Fiscal Year 2024				Fiscal Year 2025			
	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
Grant Applications	As needed							
Technical Capacity Building	As needed							
Technical Assistance to the RPC								
Regional Coordination and Consulting		▲		▲		▲		▲
Municipal Technical Assistance	As needed							
Special Planning Studies					▲			
ADA Transition Plan Assistance	As needed							

TASK 5: PUBLIC ENGAGEMENT AND DEI

The NVCOG is committed to enhancing community engagement and ensuring that equity remains at the center of projects and plans. Task 5 identifies the tasks NVCOG staff will undertake to advance this goal, including work to better publicize projects and activities, build stronger relationships with community-based organizations and advocacy groups, and improve awareness of regional planning across the region. The NVCOG established a communications and public affairs unit to better inform the public about metropolitan transportation planning projects, programs and plans. The unit is also responsible for overseeing Environmental Justice and coordinating diversity, equity and inclusion (DEI) actions.

Specific tasks are:

Task 5.1: Public Meetings

- Attend public meetings in support of NVCOG, municipal, and partner agency projects.
- Host meetings as necessary to inform the public of NVCOG work, including public information meetings, charettes, town halls, and other styles as deemed appropriate.

Task 5.2: Community Engagement

- Build and strengthen relationships with community based organizations, regional non-profits, and advocacy organizations.
- Attend meetings and gatherings as appropriate to educate about the NVCOG and regional planning program.
- Participate in community events including fairs, festivals, and others as appropriate.

Task 5.3: DEI Program

The DEI program will provide meaningful engagement and increase the participation of underserved and Environmental Justice communities and are in compliance with Title VI and any other federal public involvement requirements. Under this task the NVCOG continue to make updates its Public Outreach Policy, Environmental Justice Policy and Title VI Policy.

- Adhere to the Public Outreach and Environmental Justice polices and ensure a proactive engagement with the public.
- Regularly evaluate environmental justice communities within the region to ensure fair implementation of NVCOG programs, including projects programmed within the TIP and MTP.
- Provide language assistance services as requested and required, including translation of critical documents and translation services.
- Ensure publications are accessible and available to all.

- Prepare and maintain the NVCOG Disadvantaged Business Enterprise (DBE) goal and ensure the goal is met or exceeded.

The NVCOG has an Environmental Justice policy, which addresses how the agency implements Environmental Justice. Work under this task will include conducting an annual EJ analysis to examine the proportion of federal transportation dollars going towards EJ communities and reviewing TIP projects occurring within EJ areas and determines if they promote a positive, neutral, or negative impact to the residents living in those areas.

Title VI of the Civil Rights Act of 1964 states: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The NVCOG maintains a Title VI plan that regularly evaluates to assure that all policies and plans are conducted in accordance with Title VI regulations.

- Maintain and update the NVCOG Title VI plan.
- Regularly evaluate NVCOG plans and programs to ensure compliance with Title VI.

Task 5.4: Website and Social Media

- Maintain the NVCOG website with current documents, plans, and progress updates.
- Update the NVCOG website as necessary to maintain ease of use and searchability.
- Evaluate upgrades to the existing NVCOG website and explore full replacement or significant updates.
- Maintain the NVCOG social media presence, utilizing the best available platforms to share important NVCOG and relevant content.
- Evaluate social media platforms to ensure the widest audience can be reached.
- Develop detailed social media policies including:
 - Process for development and posting of social media content.
 - Comment and reply policies.

Deliverables:

- Communications and DEI Plan
- NVCOG website
- Title VI TIP Analysis
- DBE Goal Update
- DBE Progress Reports

Task 5 – Budget

Task 5: Public Engagement and DEI				
Budget	FY 2024	FY 2025	Total	FY 2020 Carryover
Direct Labor	\$44,810	\$44,810	\$89,620	\$24,860
BFO @1.24	\$55,564	\$55,564	\$111,128	\$30,826
Other Direct [1]	\$8,300	\$8,300	\$16,600	\$15,000
Total	\$108,674.4	\$108,674.4	\$217,349	\$70,686

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	70	\$11,760	\$5,250	\$6,510
Unit Director [1]	\$70	123	\$19,286	\$8,610	\$10,676
Transportation Engineers [2]	\$70	100	\$15,680	\$7,000	\$8,680
Senior Planners [3]	\$60	120	\$16,128	\$7,200	\$8,928
Planners [4]	\$55	200	\$24,640	\$11,000	\$13,640
Planning Assistants [5]	\$45	50	\$5,040	\$2,250	\$2,790
Administration & Financial Management [6]	\$70	50	\$7,840	\$3,500	\$4,340
Total Actual		713	\$100,374	\$44,810	\$55,564

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	70	\$11,760	\$5,250	\$6,510
Unit Director [1]	\$70	123	\$19,286	\$8,610	\$10,676
Transportation Engineers [2]	\$70	100	\$15,680	\$7,000	\$8,680
Senior Planners [3]	\$60	120	\$16,128	\$7,200	\$8,928
Planners [4]	\$55	200	\$24,640	\$11,000	\$13,640
Planning Assistants [5]	\$45	50	\$5,040	\$2,250	\$2,790
Administration & Financial Management [6]	\$70	50	\$7,840	\$3,500	\$4,340
Total Actual		713	\$100,374	\$44,810	\$55,564

FY 2020 Carryover Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	70	\$10,976	\$4,900	\$6,076
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	0	\$0	\$0	\$0
Planners [4]	\$55	280	\$34,496	\$15,400	\$19,096
Planning Assistants [5]	\$45	50	\$5,040	\$2,250	\$2,790
Administration & Financial Management [6]	\$70	33	\$5,174	\$2,310	\$2,864
Total Actual		433	\$55,686	\$24,860	\$30,826

Financial Responsibility

Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$86,940	\$86,940	\$56,549
State (at 10%)	\$10,867	\$10,867	\$7,069
Local (at 10%)	\$10,867	\$10,867	\$7,069
Total	\$108,674	\$108,674	\$70,686

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Task 5 – Schedule

Task Schedule: Program Management and Administration

Task 5	Fiscal Year 2024				Fiscal Year 2025			
	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
Public Meetings	▲	▲	▲	▲	▲	▲	▲	▲
Community Engagement								
DEI								
Website and Social Media				▲				

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TASK 6: ADMINISTRATION

Administer and manage the transportation planning program in the Central Naugatuck Valley planning region, as detailed in the FY 2022 and 2023 Unified Planning Work Program. The NVCOG will coordinate with the CTDOT in development of highway projects, programming of transit projects, monitoring state and federal transportation policy issues and developing and implementing performance measures.

Specific tasks are:

Task 6.1: UPWP

- Amend the FY 2024-2025 UPWP, as needed.
- Prepare and submit quarterly progress and financial reports.
- Prepare the FY 2026-2027 UPWP.
- Maintain budgets and progress reports for internal alignment with UPWP timelines and tasks.

Task 6.2: 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.
- Attend and participate in monthly COG coordination meetings and conference calls with CTDOT.
- Coordinate and work with CTDOT and adjacent MPO's on the future re-designation of MPO boundaries.
- The CNVMPO and NVCOG will participate in any study of the Planning and Environmental Linkages being conducted by the CTDOT within the planning region.
- Assist the CTDOT on competing form FHWA-536 as needed.

Task 6.3: Program Administration

- Administer the regional transportation planning programs, as detailed in the FY 2023 and 2024 Unified Planning Work Program.
- including maintaining financial records and preparing financial reports.
- Prepare quarterly progress reports outlining for submission to CTDOT and federal partners.

- Prepare the annual audit of the UPWP.

Task 6.4: Staffing Administration

- Hold regular one-on-one meetings between staff and supervisors to ensure that individual development goals and feedback are regularly communicated.
- Prepare self-evaluations in support of annual staff reviews, and utilizing these self-evaluations develop reviews that include detailed growth and development plans.
- Hold monthly staff meetings.
- Hold regular team meetings for the transportation, environmental, communications, and regional planning teams.

Task 6.5: 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.
- Track state legislation related to the transportation and development process and provide testimony at the direction of the NVCOG and CNVMPO boards.

Deliverables:

- Amendments to the FFY 2024-2025 UPWP as needed
- Quarterly UPWP progress and financial reports
- Annual staff development plans
- Reports on significant legislation.

Task 6 – Budget

Task 6: Program Administration

Budget	FY 2024	FY 2025	Total	FY 2020 Carryover
Direct Labor	\$48,325	\$48,325	\$96,650	\$31,750
BFO @1.24	\$59,923	\$59,923	\$119,846	\$39,370
Other Direct [1]	\$0	\$0	\$0	\$0
Total	\$108,248	\$108,248	\$216,496	\$71,120

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	30	\$5,040	\$2,250	\$2,790
Unit Director [1]	\$70	150	\$23,520	\$10,500	\$13,020
Transportation Engineers [2]	\$70	40	\$6,272	\$2,800	\$3,472
Senior Planners [3]	\$60	60	\$8,064	\$3,600	\$4,464
Planners [4]	\$55	235	\$28,952	\$12,925	\$16,027
Planning Assistants [5]	\$45	50	\$5,040	\$2,250	\$2,790
Administration & Financial Management [6]	\$70	200	\$31,360	\$14,000	\$17,360
Total Actual		765	\$108,248	\$48,325	\$59,923

FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	0	\$0	\$0	\$0
Director of Planning	\$75	30	\$5,040	\$2,250	\$2,790
Unit Director [1]	\$70	150	\$23,520	\$10,500	\$13,020
Transportation Engineers [2]	\$70	40	\$6,272	\$2,800	\$3,472
Senior Planners [3]	\$60	60	\$8,064	\$3,600	\$4,464
Planners [4]	\$55	235	\$28,952	\$12,925	\$16,027
Planning Assistants [5]	\$45	50	\$5,040	\$2,250	\$2,790
Administration & Financial Management [6]	\$70	200	\$31,360	\$14,000	\$17,360
Total Actual		765	\$108,248	\$48,325	\$59,923

FY 2020 Carryover Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	25	\$4,480	\$2,000	\$2,480
Director of Planning	\$75	40	\$6,720	\$3,000	\$3,720
Unit Director [1]	\$70	50	\$7,840	\$3,500	\$4,340
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	50	\$6,720	\$3,000	\$3,720
Planners [4]	\$55	50	\$6,160	\$2,750	\$3,410
Planning Assistants [5]	\$45	0	\$0	\$0	\$0
Administration & Financial Management [6]	\$70	250	\$39,200	\$17,500	\$21,700
Total Actual		465	\$71,120	\$31,750	\$39,370

Financial Responsibility

Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$86,598	\$86,598	\$56,896
State (at 10%)	\$10,825	\$10,825	\$7,112
Local (at 10%)	\$10,825	\$10,825	\$7,112
Total	\$108,248	\$108,248	\$71,120

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Task 6 – Schedule

Task Schedule: Administration

Task 6	Fiscal Year 2024				Fiscal Year 2025			
	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
UPWP	▲	▲	▲	▲	▲	▲	▲	▲
CTDOT Coordination								
Program Administration	▲		▲		▲		▲	
Staffing Administration			▲				▲	
Policy			▲				▲	

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TASK 7: COMPLETE STREETS PROGRAM

The Infrastructure Investment and Jobs Act, also referred to as the Bipartisan Infrastructure Law, requires MPOs to allocate at least 2.5% of its federal metropolitan planning funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities, collectively referred to as “Complete Streets.” For this effort, Complete Streets means an approach to improving and enhancing transportation infrastructure that ensures the safe and adequate accommodation of all users, regardless of age or mobility, of the transportation system. This includes pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. Under this task, a Regional Complete Streets Policy and Complete Streets Prioritization Plan will be developed.

Due to the requirement for MPOs to track and report on the expenditure of the 2.5% allocation, CTDOT will create a separate project number for FY24-25 complete street funds. This updated UPWP includes the full two-year allocation with fiscal year 2025. In addition to previously programmed funds, the \$33,923 required allocation yields a full 2025 Task 7 budget of \$61,128.

Specific tasks are:

Task 7.1: Stakeholder & Community Engagement

- Develop a public and stakeholder outreach and engagement plan.
- Meet with the chief elected official and appropriate staff in each member municipality to brief them on the purpose and needs for developing a Complete Streets Policy and solicit comments and input on the proposed policy.
- Develop regional a Complete Street Steering Committee as a sub-committee of NVCOG TTAC to guide and review policy recommendations.

Task 7.2: Complete Streets Policy

- Review existing literature to identify to develop a vision for a regional complete streets policy.
- Based on literature review and outreach to the public and stakeholders, develop a regional Complete Streets Policy that satisfies the needs of individual municipalities. The Policy will include a Vision for how and why a complete streets policy is important to ensure safety for all travelers.
- Once prepared, present the Complete Streets Policy to the NVCOG Board for adoption and endorsement.

Task 7.3: Complete Streets Prioritization Plan

- Compile a list of existing plans and projects and determine whether the projects include complete streets elements and features.

- Complete an equity assessment.
- Map existing Complete Streets facilities and determine areas of potential demand, including determining condition of sidewalks, crosswalks, and pedestrian signals.
- Map areas of concern for transit, pedestrian, and bicycle safety.
- Solicit potential Complete Streets projects from member municipalities and engage the regional Complete Streets steering committee to review and vet actions.
- Develop a regional Complete Streets prioritization plan for the Naugatuck Valley planning region that identifies Complete Streets projects that will improve the safety, mobility, or accessibility of a street for all users regardless of mode, age, and mobility. Prioritize projects based on potential, need, input from the community and municipal officials' priorities.

Task 7 – Budget

Task 7: Complete Streets

Budget	FY 2024	FY 2020 Carryover
Direct Labor	\$12,060	\$7,900
BFO @1.24	\$14,954	\$9,796
Other Direct [1]	\$0	\$0
Total	\$27,014	\$17,696

Task 7: Complete Streets – FY25 Allocation

Budget	FY 2025
Direct Labor	\$28,000
BFO @1.18	\$33,040
Other Direct [1]	\$0
Total	\$61,040

FY 2024 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0	\$0	\$0
Assistant Director	\$80	40	\$7,168	\$3,200	\$3,968
Director of Planning	\$75	0	\$0	\$0	\$0
Unit Director [1]	\$70	15	\$2,352	\$1,050	\$1,302
Transportation Engineers [2]	\$70	0	\$0	\$0	\$0
Senior Planners [3]	\$60	0	\$0	\$0	\$0
Planners [4]	\$55	128	\$15,770	\$7,040	\$8,730
Planning Assistants [5]	\$45	0	\$0	\$0	\$0
Administration & Financial Management [6]	\$70	11	\$1,725	\$770	\$955
Total Actual		194	\$27,014	\$12,060	\$14,954

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FY 2025 Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0.00	\$0.00	\$0.00
Assistant Director	\$80	40	\$6,976.00	\$3,200.00	\$3,776.00
Director of Planning	\$75	0	\$0.00	\$0.00	\$0.00
Unit Director [1]	\$70	15	\$2,289.00	\$1,050.00	\$1,239.00
Transportation Engineers [2]	\$70	150	\$22,890.00	\$10,500.00	\$12,390.00
Senior Planners [3]	\$60	20	\$2,616.00	\$1,200.00	\$1,416.00
Planners [4]	\$55	155	\$18,584.50	\$8,525.00	\$10,059.50
Planning Assistants [5]	\$45	55	\$5,395.50	\$2,475.00	\$2,920.50
Administration & Financial Management [6]	\$70	15	\$2,289.00	\$1,050.00	\$1,239.00
Total Actual		450	\$61,040	\$28,000	\$33,040

FY 2020 Carryover Staff Allocation Budget	Max Hourly Rate	Task I: Data Collection & Analysis			
		Hours	Total Cost	Salary	Indirect
Executive Director	\$90	0	\$0.00	\$0	\$0
Assistant Director	\$80	90	\$16,128.00	\$7,200	\$8,928
Director of Planning	\$75	0	\$0.00	\$0	\$0
Unit Director [1]	\$70	0	\$0.00	\$0	\$0
Transportation Engineers [2]	\$70	0	\$0.00	\$0	\$0
Senior Planners [3]	\$60	0	\$0.00	\$0	\$0
Planners [4]	\$55	0	\$0.00	\$0	\$0
Planning Assistants [5]	\$45	0	\$0.00	\$0	\$0
Administration & Financial Management [6]	\$70	10	\$1,568.00	\$700	\$868
Total Actual		100	\$17,696	\$7,900	\$9,796

Financial Responsibility

Funding Sources	FY 2024	FY 2025	FY 2020 Carryover
Federal (at 80%)	\$21,612	\$48,832	\$14,157
State (at 10%)	\$2,701	\$6,104	\$1,770
Local (at 10%)	\$2,701	\$6,104	\$1,770
Total	\$27,014	\$61,040	\$17,696

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Task 7 – Schedule

Task Schedule: Complete Streets

Task 7	Fiscal Year 2024				Fiscal Year 2025			
	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June	Q1 June- Sept	Q2 Oct-Dec	Q3 Jan- March	Q4 April- June
Community Engagement	▲	▲	▲	▲	▲	▲	▲	▲
Policy						▲		
Prioritization Plan								

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IV. JOB CLASSIFICATIONS BY TITLE AND MAXIMUM HOURLY RATES

Affirmative Action

The NVCOG maintains an approved affirmative action plan that complies with the CTDOT Office of Contract Compliance. As such NVCOG is included on the CTDOT Affirmative Action Approval List. The most recently updated and approved affirmative action plan is included in this document as Appendix A.

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 relationship between the NVCOG and partner agencies and MPOs within Connecticut and beyond.

Assistant Director

Assists the Executive Director in daily operations of the NVCOG. In the absence of the Executive Director, the Assistant Director fills in to act on their behalf. The Assistant Director assists the Executive Director in setting agency direction, as well as formulating policies and coordinating staffing resources. In day to day operations, the Assistant Director provides guidance to staff and serves to communicate critical information between the Executive Director and the NVCOG staff, as well as back up to the Director and NVCOG and CNVMPO board. Metropolitan Area Planning Forum with directors of the New York Metropolitan Transportation Council (NYMTC), Northern New Jersey Transportation Planning Authority (NJTPA), and Lehigh Valley Planning Commission (LVPC). The Assistant Director also works closely with the Connecticut Department of Transportation (CTDOT) and the other MPOs and Planning Agencies in Connecticut.

Planning 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. 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), Northern New Jersey Transportation Planning Authority (NJTPA) and Lehigh Valley Regional Planning Commission.

[Director of Special Projects & Programs](#)

The Director of Special Projects & Programs undertakes project management of critical planning activities across the multiple planning units within the agency. This position coordinates the multiple partners and planning resources required to execute high level projects. The Director of Special Projects & Programs is responsible for ensuring that these projects and programs are executed on time and deliver high quality final products that can be quickly and effectively advanced to execution.

[Grant Writer](#)

Working under direction of the Executive Director and Assistant Director, the Grant Writer monitors federal, state, and private funding opportunities to identify opportunities to fund regional and municipal priorities. Once opportunities are identified, the Grant Writer will lead the effort to develop high quality grant applications. This position will assist municipalities with applications and provide data or assistance to the CTDOT upon request. Similarly, the Grant Writer will prepare letters of support on behalf of the NVCOG to support municipal and CTDOT applications, as well as solicit letters of support for NVCOG applications.

[Transportation Planning Director](#)

Assists the Director of Planning in the implementation of the NVCOG's transportation planning program and supports of the NVCOG's mission as the Metropolitan Planning Organization for the Greater Bridgeport and Valley portions of the Bridgeport-Stamford urban area and the Central Naugatuck Valley Region of the Waterbury urban area. The Director of Transportation Planning is responsible for supervising the transportation planning staff and ensuring timely completion of plans and projects. The Director of Transportation 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 Assistant Director in providing analysis and recommendations regarding key planning issues and coordinating all planning policies in order to create complementary and not contradictory policies. Works with

and assists the Assistant Director and Director of Planning to direct interagency work required for delivery of transportation projects, including engagement with the MAP Forum, CTDOT, and other necessary partners.

Regional Transportation Engineer

Under the general direction of Executive Director and Director of Planning and in collaboration with the Director of Transportation 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. Reviews and provides technical opinions on design plans submitted by member municipalities under 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. The Regional Transportation Engineer provides guidance and direction to the Transportation Engineer II and Transportation Engineer I.

Transportation Engineer II

Under general direction of Director of Transportation Planning, and Regional Transportation 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 administrating 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.

Transportation Engineer I

Working closely with the Regional Transportation Engineer and Transportation Engineer II, assists the transportation planning unit in developing project concepts, gathering and analyzing data, and assisting in management of the LOTCIP program. The Transportation Engineer I will provide technical support as requested to the municipalities of the NVCOG, as well as complete work as required for NVCOG regional projects.

Senior Transportation Planner

Reporting to the Director of Transportation Planning, the Senior Transportation Planner supervises transportation planning staff, assists in guiding the conduct of the regional transportation planning process, and helps the Director of Transportation Planning and Director of Planning coordinate the long-range transportation plan (MTP) and short-term transportation improvement program (TIP) and ensures the planning program is conducted in accordance with these documents. The Senior Transportation Planner oversees transportation modelling activities of the NVCOG and is responsible for analyses using transportation analytics. Assists the Director of Planning and Director of Transportation 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.

Transportation Planner II

Assist the Director of Transportation Planning and Senior 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 will be required to manage projects, both internal and with external consultants. This position will, at the direction of transportation planning leadership, complete final reports, present information to the NVCOG and CNVMPO board, and participate in federally required planning for the CNVMPO.

Transportation Planner I

The Transportation Planner I will assist the Transportation Planner II, Senior Transportation Planner, and Director of Transportation Planning in implementation of the various transportation planning tasks and program management. Transportation Planner I will, in support of the broader transportation planning program, conduct data collection work and perform analysis as requested. Additional tasks as identified within the UPWP may be assigned to the Transportation Planner I at the discretion of senior planning staff.

Transit Capital Administrator

Under the general supervision of the Executive Director, provides project management and is responsible for all aspects of FTA capital grant management, including opening grants, managing and documenting procurements in accordance with FTA regulations and the NVCOG procurement manual, conducting all reporting as required by NVCOG and FTA and in accordance with the regulations and policies thereof, and administering grants in TEAM-WEB (FTA website) including quarterly reporting in capital grants. The Transit Capital Administrator performs large-scale planning and project management, including rolling stock and facility assessment and improvement.

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).

Environmental Planning Director

Reporting to the Director of Planning, the Assistant Director, and Executive Director, the Environmental Planning Director guides and supervises the full environmental planning unit. This position is responsible for assignment of tasks to environmental planning staff, management of funding sources, and project schedules. The Director of Environmental Planning will participate or designate staff to participate on their behalf in relevant committees and organizations, maintain the relationship between the NVCOG and the CT DEEP, and guide the coalitions guiding major environmental remediation and restoration projects, including the Naugatuck River Greenway Steering Committee and the various Naugatuck River protection associations. In partnership with the Director of Transportation Planning, the Director of Environmental Planning helps to administer the Transportation Alternatives Program and similar state and federal programs designed to construct active transportation facilities through environmentally sensitive areas.

Senior Environmental Planner

Under general supervision of the Director of Planning and Director of Environmental Planning, the Senior Environmental Planner provides expertise in environmental planning, research, and policy analysis for the NVCOG, including participation and staff assistance to the Regional

Brownfield Partnership, redevelopment of contaminated parcels, and planning related to transportation oriented development, active transportation, including multi-use trails, smart growth, in fill development, community outreach, green remediation and infrastructure, regulatory liaison outreach, project development and funding.

[Brownfield Program Coordinator](#)

The Brownfield Program Coordinator, under direction of the Executive Director and Assistant Director, works in partnership with the Environmental Planning staff to manage and implement brownfield remediations. This position will work to advance projects that support transit oriented development, infill projects in urban centers, and support economic renewal within the region.

[Environmental Planner II](#)

Under general supervision of the Senior Environmental Planner and Director of Environmental Planning, provides expertise in environmental planning, research, and policy analysis for the full-range of NVCOG environmental planning activities, including the Regional Brownfield Partnership, redevelopment of contaminated parcels, and planning related to transportation oriented development, active transportation, including multi-use trails, smart growth, in fill development, community outreach, green remediation and infrastructure, regulatory liaison outreach, project development and funding. The Environmental Planner II may be assigned oversight and management of projects.

[Environmental Planner I](#)

At the direction of the Director of Environmental Planning and the Senior Environmental Planner, the Environmental Planner I provides support to projects and programs taking place under the Environmental program, including tasks related to environmental mitigation, projects aimed to reduce the impact of the built environment, and sustainability within the transportation system.

[Community Planning Director](#)

Assists the Director of Planning in the implementation of the NVCOG's land use and regional planning program. The Community Planning Director is responsible for supervising the regional planning staff and ensuring timely completion of plans and projects. The Community Planning Director is responsible for maintaining the relationship between the NVCOG, municipal land use and planning agencies, as well as appropriate state agencies. The Community Planning program will aim to advance transit oriented development, economic development, and compliance with relevant state laws. The Director of Regional Planning will oversee or assign a designee to the Regional Planning Commission as well as direct preparation and updates to the Regional Plan of Conservation and Development.

Senior Regional Planner

Works under the general supervision of the Director of Planning, Director of Regional Planning, and the Assistant Director, assists in the development and implementation of regional land use, transit oriented community, and economic development plans. Assists in preparation of the Regional Plan of Conservation and Development and provides technical assistance to municipalities and affiliated organizations. At the discretion of, or in the absence of, the Director of Regional Planning, the Senior Regional Planner may direct financial and staff resources within the regional planning unit.

Regional Planner II

Works directly under the Director of Regional 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).

Regional Planner I

At the direction of the Director of Regional Planning and the Senior Regional Planner, the Regional Planner I provides support to projects and programs taking place under the land use and regional planning program, including tasks related to data collection and analysis, projects aimed to support transit oriented development and economic growth.

Senior Regional Planner for Housing and Integrated Development

Working under the Executive Director, Assistant Director, and Director of Planning, the Senior Regional Planner for Housing and Integrated Development is responsible for projects required to advance the broad regional transit oriented community and infill development goals. This position will work in close collaboration with municipal planning and land use offices to provide technical assistance related to development and zoning with a focus on projects that are

beneficial to the transportation system and economic development goals throughout the region. Coordinates technical services between the transportation team, municipal land use offices, and related state agencies and offices.

Community Engagement Manager

Under the general supervision of the Executive Director and Director of Planning, the Communications and Community Engagement Manager is responsible for managing the full range of NVCOG's communication activities. The goals and objectives of this position are to provide meaningful engagement and increase the participation of underserved and Environmental Justice communities, ensure the NVCOG's projects, plans and programs are in compliance with Title VI and any other federal public involvement requirements, and provide oversight of NVCOG's communications and outreach activities. This person will have oversight of NVCOG's communications and outreach activities and develop a comprehensive community engagement/outreach plan and a Diversity, Equity, and Inclusion (DEI) strategy.

The Manager will also serve as the NVCOG's Disadvantaged Business Enterprise Liaison Officer (DBELO) and is responsible for reviewing third party contracts and purchase requisitions for compliance with this program and working 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.

Communications Associate

Works with the Communications and Public Engagement Manager to create and implement an effective, integrated communication plan that increases the engagement of stakeholders, and raises the general awareness of NVCOG and the region and supports the Manager in working with senior staff to identify needs and create, execute and oversee marketing and communications plans. The Associate also supports efforts to develop the annual strategic social media plan spanning all digital media platforms.

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.

Senior GIS Analyst

Under the direction of the 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; performs quantitative analysis of regional planning data; prepares reports on planning analyses and studies; makes oral presentations of study results.

GIS Analyst

Under the direction of the GIS Program Coordinator and Senior GIS Analyst, the GIS Analyst is charged with combining and analyzing federal, state, local, and private data sources, providing necessary reports to planning staff, and completing additional tasks as identified within the UPWP and assigned by supervising GIS staff.

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.

Director of Municipal Affairs

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. This includes, as appropriate, grant writing, technical assistance on legislative matters, and coordination of region wide priorities amongst municipal elected officials.

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.

Accounting Analyst

Working under the direction of the Financial Director and Financial Manager, the Accounting Analyst will assist in the daily operations of the financial team. This position will provide support to planning staff on project financial tracking, as well as support the Financial Manager in preparation of reports. The Accounting Analyst will additionally provide support on all aspects of financial program implementation.

Staff Accountant

Working under the direction of the Financial Director and Financial Manager, the Staff Accountant will assist in the daily operations of the financial team. This position will provide support to planning staff on project financial tracking, as well as support the Financial Manager in preparation of reports. The Staff Accountant will provide additional support on staff timesheets and other reports at the request of the financial manager.

Administrative Services Coordinator

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 Services Coordinator 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.

Executive Administrative Clerk

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 Executive Administrative Clerk not only assists planning staff in preparing and disseminating correspondences, notices, and other documents, but serves as clerk to the boards and committees of the NVCOG.

Planning Fellow

In support of planning director and senior planners, under the direction of the Director of Planning, the Planning Fellow is a project-based employee. On a term dictated by a project timeline, the Planning Fellow will be responsible for data collection and analysis, policy review, report preparation, and work necessary for implementation of major projects. Additional responsibilities may be assigned at the discretion of supervising planners.

Planning Intern/Planning Assistant

This 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.

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Maximum Hourly Rate

Job Title	New Max Rate
Executive Director	\$90.00
Assistant Director	\$80.00
Director of Special Projects & Programs	\$80.00
Grant Writer	\$80.00
Director of Planning	\$75.00
Director of Municipal Affairs	\$75.00
Executive Administrative Clerk	\$45.00
Administrative Services Coordinator	\$45.00
Community Engagement Manager	\$60.00
Communications Associate	\$45.00
Environmental Planning Director	\$70.00
Senior Environmental Planner	\$60.00
Brownfields Program Manager	\$60.00
Environmental Planner II	\$55.00
Environmental Planner I	\$45.00
Financial Director	\$75.00
Financial Manager	\$60.00
Accounting Analyst	\$55.00
Staff Accountant	\$50.00
GIS Program Coordinator	\$60.00
Senior GIS Analyst	\$55.00
GIS Analyst	\$50.00
GIS Planning Assistant	\$40.00

Job Title	New Max Rate
Community Planning Director	\$70.00
Senior Regional Planner for Housing and Integrated Development	\$60.00
Senior Regional Planner	\$60.00
Municipal Shared Planner	\$55.00
Regional Planner II	\$55.00
Regional Planner I	\$45.00
Planning Fellow	\$30.00
Transportation Planning Director	\$70.00
Regional Transportation Engineer	\$70.00
Senior Transportation Planner	\$60.00
Transit Capital Coordinator	\$60.00
Transportation Engineer II	\$60.00
Transportation Planner II	\$55.00
Transit Planner	\$50.00
Transportation Engineer I	\$50.00
Transportation Planner I	\$45.00
Planning Assistant	\$30.00
Intern	\$20.00

APPENDIX 1: AFFIRMATIVE ACTION

Affirmative Action Policy Statement

It is the policy and practice of the NVCOG to assure that no person will be discriminated against or denied the benefits of any activity, program or employment process receiving public funds, in or in part, in the areas of employment, recruitment, advertising, hiring, upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, employment and/or rates of pay and other compensations.

This firm is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity to all qualified persons without regard to an individual's race, color, religious creed, age, sex, marital status, national origin or ancestry, sexual orientation, the request or requirement for genetic background information, present or past history of mental disorder, mental retardation, learning disability or physical disability, including by not limited to, blindness, conviction of a crime unless provisions of Connecticut Gen Statutes 46a-60(b), 45a-80(b), or 46a- 81(b) are controlling or there is a bona fide occupational qualification excluding individuals in any of the protected groups. Such action shall include: Employment, upgrading, promoting, demotion or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship, pre-apprenticeship and/or on-the-job training. This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being African American, Hispanic, Asian, American Indian, Women and persons with disabilities.

This firm will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders, and the E.E.O. contract provisions listed below:

1. Civil Rights Act of 1964 as amended
2. Presidential Executive Order 11246 as amended by 11375
3. Title 23 U.S.C. 140
4. Title 49 C.F.R. Part 26
5. Governor's Executive Orders #3, #9, #11, and #17
6. Connecticut Code of Fair Practices (46a-70-81)
7. Connecticut Fair Employment Practices Act
8. American with Disabilities Act of 1990
9. Public Act No.91-58
10. Civil Rights Act of 1991
11. Specific Equal Employment Opportunity Responsibilities
12. Required Contract Provisions Federal Aid Construction Contracts
13. A(76) Affirmative Action Requirement
14. Training Special Provision
15. Minority Business Enterprises as Subcontractors

16. Standard Federal Equal Employment Opportunity Construction Contractor Specification
17. Nondiscrimination Act
18. Sexual Harassment 46a-60(a)-8
19. Connecticut Credit Discrimination Law 36-436 through 439
20. Title I of the State and Local Fiscal Assistance Act of 1972

In implementing this policy and ensuring that equal opportunity is being provided to protect class members, each time a hiring opportunity occurs the NVCOG will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will emphasize that the NVCOG is an Affirmative Action/Equal Opportunity Employer.

In order to substantiate the NVCOG's efforts and affirmative actions to provide equal opportunity, the NVCOG will maintain and submit, as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up documentation to substantiate that efforts were made in good faith. This firm will maintain internal EEO/affirmative action audit procedures and reporting, as well as record keeping systems.

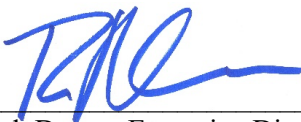
It is understood by the NVCOG, including the Equal Employment Opportunity Officer and supervisory and managerial personnel that failure to effectively implement, monitor and enforce the NVCOG's affirmative action program and failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program in each instance of hire, will result in the NVCOG being required to recommit itself to a modified and more stringent affirmative action program prior to receiving approval. It is recognized that an approved affirmative action program is a prerequisite for performing services for state and federal contracting agencies. Managers and supervisors are being advised of their responsibilities to ensure the success of the program. The ultimate responsibility for the Affirmative Action Program rests with the Executive Director. However, day- to-day duties will be coordinated the Equal Opportunity Officer for the NVCOG.



6-15-20

Gabriel Filer, Civil Rights Officer

Date



6-15-20

Rick Dunne, Executive Director

Date