MTP Review Checklist

	Reference Type	Requirement	Page
A. Cover/Introduction			
a1	Author and Recognition	Does the plan include a clear "prepared by" statement and further indicate "in cooperation with the Connecticut Department of Transportation, U.S. Department of Transportation's Federal Highway Administration and the Federal Transit Administration".	Cover, Title Page,
a2	Federal Requirements	Does the plan identify to the layperson the purpose of the plan, including reference the federal code requiring its preparation? (23 CFR Part 450§324) The statement should explain the purpose and need for the document, its intended use and relation to the planning process.	1
a3	MPO	Does the plan clearly describe the MPO, including its boundaries, to adequately provide the layperson with information on how the MPO relates to the federal requirements for a regional LRP?	1
a4	Locational Map	Does the plan provide a map of the region, identifying its relative location within the State, member municipalities, and bordering regions, municipalities, or states?	2
a5	Major Transportation System Components Map	Does the plan provide a map of the region, identifying major transportation system components within the MPOs boundaries or of interest nearby?	17
a6	Prior Document Reference	Does the plan identify, by title and web link, if available, the previous MTP being updated through this process for easy reference and comparison?	1
a7	Term of Document	Does the plan clearly indicate the term of the document, including the forecasted air quality conformity? This should be referenced as a 20 year planning horizon from the effective date of the transportation plan. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO. (23 CFR Part 450§324(a))	1
a8	Document Version and Date	Does the plan clearly indicate the version (preliminary draft, draft, revised/interim draft, proposed final or final) being submitted with a date to discern between revisions? The plan should not be labeled "final" until all agency reviews have been completed and comments provided to the RPO. (23 CFR Part 450§324(c))	1
a9	Process Reminder(s)	The MPO may revise the transportation plan at any time using the procedures in 23 CFR Part 450§324 without a requirement to extend the horizon year. (23 CFR Part 450§324(c)) The transportation plan (and any revisions) shall be approved by the MPO and submitted for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA. Copies to the CT DOT and CT OPM are also necessary. (23 CFR	1
B. Transportation Discussion Points			
b4	Issues and Deficiencies	Does the plan identify the transportation issues and deficiencies in the region that are intended to be addressed via the implementation of the plan?	55
b5	Long-Range Strategies/Actions	Does the plan include *long-range* strategies/actions to provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. (23 CFR Part 450§324(b))	57
b6	Short-Range Strategies/Actions	Does the plan include *short-range* strategies/actions to provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. (23 CFR Part 450§324(b))	57
b5	Air Quality Conformity	Does the plan include a discussion regarding how, in metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO coordinated the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP)? (23 CFR Part 450§324(d))	AQ Resolution, 50
b9	Projected Transportation Demand	Does the plan identify the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan? (23 CFR Part 450§324(f)(1))	23, Apendix A
b10	Existing Transportation Facilities	Does the plan identify the *existing* transportation facilities? The discussion should highlight facilities including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors that should function as an integrated metropolitan transportation system. Emphasis should be clearly given to those facilities that serve important national and regional transportation functions over the period of the transportation plan. (23 CFR Part 450§324(f)(2))	17
b11	Proposed Transportation Facilities	Does the plan identify the proposed transportation facilities? The discussion should highlight facilities including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors that should function as an integrated metropolitan transportation system. Emphasis should be clearly given to those facilities that serve important national and regional transportation functions over the period of the transportation plan. (23 CFR Part 450§324(f)(2))	55
b12	Performance Measures and performance targets	Does the plan include a description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with §450.306 (d), including Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and for metropolitan planning organizations that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets. (23 CFR Part 450§3223f)(3-4))	14

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b13	Operation and Management Strategies	Does the plan identify operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods? (23 CFR Part 450§324(f)(5))	23, 26
b14	Congestion Management Process	Does the plan discuss and indicate that consideration was given to the results of the congestion management process, including single occupancy vehicle projects in TMAs that are nonattainment for ozone or carbon monoxide? (23 CFR Part 450§324(f)(6))	28
b15	Capital Investment/ Strategies – Preservation of Existing and Future Infrastructure	Does the plan provide an assessment of capital investment and other strategies in an effort to preserve the existing and projected future metropolitan transportation infrastructure? The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system. (23 CFR Part 450§324(f)(7))	63
b16	Capital Investment/ Strategies – Provision of Multimodal Capacity	Does the plan provide an assessment of capital investment and other strategies in an effort to provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. ? The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system. (23 CFR Part 450§324(f)(7))	32, 35, 63
b17	Level of Detail – Existing Facilities	Does the plan identify the design concept and design scope descriptions of all existing transportation facilities in sufficient detail, regardless of funding source? This is pertinent to nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule (40 CFR Part 93). (23 CFR Part 450§324(f)(9))	17
b18	Level of Detail – Proposed Facilities	Does the plan identify the design concept and design scope descriptions of all proposed transportation facilities in sufficient detail, regardless of funding source? This is pertinent to nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule (40 CFR Part 93). In all areas (regardless of air quality designation), all proposed improvements should be described in sufficient detail to develop cost estimates. (23 CFR Part 450§324(f)(9))	55, 63
b19	Environmental Mitigation	Does the plan include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities? The discussion should include activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion should be developed in consultation with federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation. (23 CFR Part 450§324(f)(10))	8, 53
b20	Pedestrian and Bicycle Facilities	Does the plan identify pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)? (23 CFR Part 450§324(f)(12)) [deferred to the 2019 Regional Bike and Pedestrian Plan]	32
b21	Transportation and Transit Enhancement Activities	Does the plan identify transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate? (23 CFR Part 450§324(f)(8))	35, 55
b22	Highway Safety	Does the plan include a safety element that incorporates or summarizes the priorities, goals, countermeasures, or projects for the MPO contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148 and the Public Transportation Agency Safety Plan required under 49 U.S>C> 5329(d)? (23 CFR Part 450§324(h))	11, 26
b23	Emergency Relief and Disaster Preparedness	Does the plan include a safety element that incorporates or summarizes the priorities, goals, countermeasures, or projects for the MPO addressing (as appropriate) emergency relief and disaster preparedness plans? (23 CFR Part 450§324(h))	48
b24	Homeland Security	Does the plan include a safety element that incorporates or summarizes the priorities, goals, countermeasures, or projects for the MPO addressing (as appropriate) strategies and policies that support homeland security and safeguard the personal security of all motorized and non-motorized users? (23 CFR Part 450§324(h))	48
b25	Process Reminder(s)	In nonattainment and maintenance areas for transportation-related pollutants, the MPO, as well as the FHWA and the FTA, must make a conformity determination on any updated or amended transportation plan in accordance with the Clean Air Act and the EPA transportation conformity regulations (40 CFR part 93). During a conformity lapse, MPOs can prepare an interim metropolitan transportation plan as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim metropolitan transportation plan consisting of eligible projects from, or consistent with, the most recent conforming transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section. (23 CFR Part 450§324(m))	50
C. Financial Plan			
c1	General	Does the plan include a financial plan that demonstrates how the adopted MTP can be implemented? (23 CFR Part 450§324(f)(11))	55
c2	Operation and Maintenance	Does the plan, for purposes of transportation system operations and maintenance, contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53)? (23 CFR Part 450§324(f)(11)(i))	63

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c3	Estimates of Funding for Implementation	Does the plan identify estimates of funding available to support metropolitan transportation plan implementation, as required under §450.314(a) that were cooperatively development with the MPO, public transportation operator(s), and State? All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan should be identified. (23 CFR Part 450§324(f)(11)(ii))	63
c4	Recommendations of Financing Strategies	Does the plan include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan? In the case of new funding sources, strategies for ensuring their availability should be identified. (23 CFR Part 450§324(f)(11)(iii))	63
c5	Complete Project Listing	Does the plan take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or with other Federal funds; State assistance; local sources; and private participation? Revenue and cost estimates that support the metropolitan transportation plan must use an inflation rate(s) to reflect "year of expenditure dollars," based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s). (23 CFR Part 450§324(f)(11)(iv))	63
c6	Future Funding Sources	Does the plan identify the future funding source(s) reasonably expected to be available to support the projected cost ranges/cost bands? For the outer years of the metropolitan transportation plan (i.e. , beyond the first 10 years), the financial plan may reflect aggregate cost ranges/cost bands. (23 CFR Part 450§324(f)(11)(v))	57, 63
c7	Transportation Control Measures	Does the plan, for nonattainment and maintenance areas, address the specific financial strategies required to ensure the implementation of Transportation Control Measures (TCMs) in the applicable State Implementation Plan (SIP)? (23 CFR Part 450§324(f)(11)(vi))	AQ Resolution, 50
c8	Illustrative Project Listing	Does the plan, for illustrative purposes, identify the financial plan may (but is not required to) include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. A State or MPO is not required to select any project from the illustrative list of additional projects. (23 CFR Part 450§324(f)(11)(vii))	55
c9	Loss of Major Revenue Source	Does the plan, in cases that the FHWA and the FTA find a metropolitan transportation plan to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), reflect the changed revenue situation.	63
c10	Process Reminder(s)	A State or MPO shall not be required to select any project from the illustrative list of additional projects included in the financial plan…	63
D. Public Outreach and Consultation			
d1	Land Use Management	Did the MPO, in development of the plan, consult with State and local agencies responsible for land use management? The consultation shall involve, as appropriate: (1) Comparison of transportation plans with State conservation plans or maps, if available; or (2) Comparison of transportation plans to inventories of natural or historic resources, if available. (23 CFR Part 450§324(g))	5
d2	Natural Resources	Did the MPO, in development of the plan, consult with State and local agencies responsible for natural resources? The consultation shall involve, as appropriate: (1) Comparison of transportation plans with State conservation plans or maps, if available; or (2) Comparison of transportation plans to inventories of natural or historic resources, if available. (23 CFR Part 450§324(g))	8
d3	Environmental Protection	Did the MPO, in development of the plan, consult with State and local agencies responsible for environmental protection? The consultation shall involve, as appropriate: (1) Comparison of transportation plans with State conservation plans or maps, if available; or (2) Comparison of transportation plans to inventories of natural or historic resources, if available. (23 CFR Part 450§324(g))	8, 52
d4	Conservation	Did the MPO, in development of the plan, consult with State and local agencies responsible for conservation? The consultation shall involve, as appropriate: (1) Comparison of transportation plans with State conservation plans or maps, if available; or (2) Comparison of transportation plans to inventories of natural or historic resources, if available. (23 CFR Part 450§324(g))	8
d5	Historic Preservation D	Did the MPO, in development of the plan, consult with State and local agencies responsible for historic preservation? The consultation shall involve, as appropriate: (1) Comparison of transportation plans with State conservation plans or maps, if available; or (2) Comparison of transportation plans to inventories of natural or historic resources, if available. (23 CFR Part 450§324(g))	8
d6	Data Analyses and Validation	Does the plan include data analyses based on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic vitality? The MPO should coordinate with the State and public transportation providers to validate data utilized in preparing other existing modal plans for providing input to the transportation plan. (23 CFR Part 450§324(e))	9, 5, 23, 28, 5
d7	Timeline	Does the plan identify the timeline for the plan's public outreach and comment periods?	55
d8	Public Outreach	Does the plan identify the process followed for the plan's public outreach and comment periods? The metropolitan transportation plan shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.	52
d9	Public Comments	Does the plan indicate that/how citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties were provided a reasonable opportunity to comment on the transportation plan using the participation plan developed under §450.316(a)? (23 CFR Part 450§32 4(j))	52

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d10	Response to Public Comment	Does the plan identify how the comments of the public were incorporated or responded to during the plan development?	52
E. Plan Target Dates			
e5	Project Listing for Air Quality Conformity	Did the MPO submit a draft listing of projects to the Department for air quality conformity? *Submitted*	yes
e6	Projects of Regional/Statewide Significance	Did the MPO include the Department-recommended listing of regional/statewide significant projects in its plan?	yes
e7	Public Review	Did the MPO hold a 30-day public review of the final plan and the air quality conformity resolution?	tbd
e8	MPO Endorsement	Did the MPO endorse the final plan and the air quality conformity report(s) for transmittal to FHWA?	tbd
F. Plan Copies			
f1	Draft Plan – CT DOT	Has the Department's RPO Coordinator received one hard copy and one digital copy of the draft MTP?	yes
f2	Draft Plan – CT OPM	Has the State's Office of Policy and Management received a copy of the draft MTP? Attention: Mr. Daniel Morley	yes
f3	Draft Plan – FHWA	Has the Federal Highway Administration received a copy of the draft MTP? Attention: Ms. Eloise Powell	yes
f4	Draft Plan – FTA	Has the Federal Transit Administration received a copy of the draft MTP? Attention: Ms. Leah S *Unknown*	yes
f5	Approved Plan	Has the Department's RPO Coordinator received five hard copies and one digital copy of the fully coordinated and MPO approved MTP, including the federally approved air quality conformity? Transmittal of endorsed resolutions for plan, ozone and PM2.5 air quality conformities should be received as well.	tbd