You are cordially invited to . . .

Annual Holiday Breakfast

Wednesday, December 21st

8:00 a.m.

Preceding the Annual Meeting of the SCCOG

at

Flanders Fish Market & Restaurant

22 Chesterfield Road

East Lyme, CT

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

December 13, 2022

To: SCCOG Representatives and Alternates
Liaison Representatives
Other Interested Parties

From: Fred Allyn, III, Chairman

The Council of Governments will meet on *Wednesday, December 21*, at 8:30 a.m., in person at Flanders Fish Market & Restaurant, 22 Chesterfield Road, East Lyme, CT.

AGENDA

1) Call to Order
2) Roll Call
3) Act on Minutes of the November 16th Meeting *(Attachment #1)*
4) Treasurer's Report *(Attachment #2)*
5) Communications *(Attachment #3)*
6) Public Comment
7) Committee and Liaison Reports
   a) Executive Committee *(Attachment #4)*
      i) FY 2021 STIP/TIP Amendments (to be taken up under Item 11.a, New Business)
      ii) Proposed FY 2024 Budget *action item*
      iii) Proposed FY 2024 Proposed Work Program *action item*
      iv) Proposed Amendment to FY 23 Unified Planning Work Program *action item*
      v) Resolution Relating to Bank Resolutions *action item*
   b) Legislative Committee
   c) Tribal Liaison Representatives

d) Military Command Representatives

e) Congressional Office Report

f) seCTer

g) Eastern CT Tourism District

h) SEAT

i) Regional Water Committee

j) Regional Emergency Planning Team

k) Regional Human Services Coordinating Council

l) Southeastern CT Cultural Coalition

8) Executive Director's Report *(Attachment #5)*

9) Old Business

10) New Business *(Attachment #6)*

i) FY 2021 STIP/TIP Amendments *action item*

FY 2021 STIP-TIP AMENDMENTS - DECEMBER 2022												
Region	FACode	Proj#	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments
13,15	BRFP	0172-0528	I-95/I-395	DISTRICT 2	UHPC BEAM END REPAIRS ON NHS BRIDGES	CON	2023	22,700	20,430	2,270	0	NEW PROJECT

ii) Nominating Committee Report

11) Next Meeting: January 18, 2023

12) Adjournment

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5 Connecticut Avenue, Norwich, Connecticut 06360
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ATTACHMENT #1

Minutes of the November 16, 2022 Meeting of the Southeastern CT Council of Governments

Held at SCCOG, 5 Connecticut Avenue, Norwich, CT

PRESENT:

Bozrah	Glenn Pianka	Montville	-
Colchester	-	New London	Michael Passero
East Lyme	Kevin Seery	Norwich	John Salomone (remote)
Franklin	Charles Grant	North Stonington	Bob Carlson (remote)
Griswold	Dana Bennett	Preston	Sandra Allyn-Gauthier
Jewett City	Tim Sharkey	Salem	Ed Chmielewski (remote)
City of Groton	-	Sprague	Cheryl Blanchard
Town of Groton	John Burt	Town of Stonington	Danielle Chesebrough
Lebanon	Kevin Cwikla	Stonington Borough	-
Ledyard	Fred Allyn, III (Chairman)	Waterford	Rob Brule
Lisbon	Tom Sparkman	Windham	-
Military Liaisons:	US Coast Guard Academy: New London SUBASE: CAPT Curtin (remote), Steve Sadlowski		
Tribal Affiliates:	Mohegan Tribe: - Mashantucket Pequot Tribal Nation: Bob Hayward		

SCCOG staff: Amanda Kennedy, James Butler, Kate Rattan, Jessica Cobb. Eastern CT Tourism District: Jim Bellano. SEAT: Mike Carroll. seCTER: Paul Whitescarver. CT DOT: Jennifer Pacacha. Eversource: Teresa Jackman, Jaquan Samuels. Office of Sen. Murphy: Erin McBride. Office of Rep. Courtney: Ayanti Grant. TVCCA: Deb Monahan. SE CT Cultural Coalition: Wendy Bury.

1. Call to Order: The Chairman called the meeting to order at 8:32 a.m. The Chairman led the Pledge of Allegiance.

2. Roll Call: A quorum was present.

3. Act on Minutes of September 21, 2022 Meeting:

MOTION: To approve the minutes of 10/19/2022 (Passero, Pianka). Motion passed with one member abstaining (Brule).

4. Treasurer's Report:

   MOTION: To approve the Treasurer's Report (Sparkman, Seery). Motion passed unanimously.

5. Communications: SCCOG received a letter from Mark Oefinger, on behalf of the Southeastern CT Housing Alliance, requesting one or two additional municipal CEOS to serve on SECHA's board. Ms. Chesebrough and Ms. Allyn-Gauthier expressed interest in serving on SECHA's board.

6. Public Comment: Ms. Jackman stated that recent news reports warning of load-shedding should have clarified that the concern is for the next winter season, not the current season. Rates are expected to increase but have not been determined yet. Ms. Monahan remined the SCCOG of utility assistance available through TVCCA (860-425-6681) and stated that the number of applicants is up significantly over this time last year.

7. Guest Speaker: Judge Robert Devlin, Deputy Chief State's Attorney, Office of the Inspector General spoke via Zoom. The Office of the Inspector General was created under the 2021 Police Accountability Law and is charged with responding to deaths in police custody and police-involved shootings. The Office will coordinate responses when an incident occurs. Chairman Allyn asked what the process is for notifying the office; Chiefs of Police notify their local State's Attorneys, who notify the Office. All correctional center deaths are also reported to the Office.

8. Committee and Liaison Reports

   A) Executive Committee

      i) FY 2021 STIP/TIP Amendments: Ms. Kennedy noted that the Executive Committee recommended approval and that this item would be discussed under new business.

      ii) Proposed FY 2023 Budget Amendment: Ms. Kennedy reviewed proposed changes to the budget, which include increased revenue due to multiple grants received and increased transportation planning funds, as well as expenses related to carrying out the work to be funded by the grants. Chairman Allyn noted that the budget assumes continued contributions to the Reserve Fund.

         MOTION: To approve the FY 2023 Budget Amendment (Grant, Burt). Motion passed unanimously.

      iii) Proposed Amendments to SCCOG Bylaws: Ms. Kennedy review the proposed changes and noted that this was ready for a vote.

         MOTION: To approve the proposed bylaws amendments (Sparkman, Passero). Motion passed unanimously.

      iv) Resolution: Safety Performance Measures. Ms. Kennedy reported that the SCCOG must adopt performance targets every year and that the Executive Committee

recommended endorsing the measures developed by CT DOT, as it has done in previous years.

MOTION: To adopt the proposed safety performance measure targets (Cwikla, Grant). Motion passed unanimously.

v) Resolution: DEMHS FY 2021 EMPG Hazmat Grant. Ms. Kennedy stated that the resolution is required for SCCOG, as fiduciary for DEMHS Region 4, to receive this funding.

MOTION: To adopt the resolution authorizing the SCCOG Executive Director to execute grant paperwork for the FY 2021 EMPG Hazmat grant (Allyn-Gauthier, Cwikla). Motion passed unanimously.

B) Legislative Committee: Mr. Grant reviewed the proposed legislative agenda. A member asked if the Shared Services items would require legislative action. Mr. Passero commented that they would require modification of the Municipal Employee Relations Act (MERA). Ms. Kennedy commented that this a high-priority issue for other COGs as well.

Motion: To adopt the Legislative Agenda as presented (Passero, Sparkman). Motion passed unanimously.

C) Tribal Liaison Representatives: Mr. Hayward reminded the Board of the upcoming Holiday Party on December 6th at the Grand Pequot Hotel at Foxwoods.

D) Military Command Representatives: Captain Curtin announced a ribbon-cutting on November 23 celebrating the new Pier 32 and the recent and impending return of two submarines to home port.

E) Congressional Office Report: Ms. McBride stated that Senator Murphy has been working to secure additional funding for children's mental health care and that Congressionally Directed Spending projects would soon be finalized. Ms. Grant announced she would continue in her position for another two years.

F) seCTer: seCTer held its annual meeting last week. The State is moving forward with announcing the head of a coordinated off-shore wind industry office. Mr. Whitescarver met with representatives of several rural towns in SCCOG and NECCOG regarding potential assistance. Information on the new seCTer RISE loan program will be available soon. The CEDS is still in process. Mr. Whitescarver reminded members of funding available through the Community Investment Fund to municipalities that qualify (public investment communities or alliance districts). seCTer can apply on behalf of an eligible municipality.

G) Eastern CT Tourism District: Mr. Bellano stated that the District will attend several trade shows. Info regarding regional partnership grants will be available soon. The full board meets quarterly (currently remote) and there are some vacancies on the board. The 41-town region is now split into three sub-areas: Mystic Country, Scenic Northeast, and

Greater Norwich/New London. The District is still awaiting first quarter funding from the State.

H) SEAT: Ridership is strong. Free fares may be extended further.

I) Regional Water Committee: No report.

J) Regional Emergency Planning Team: No report.

K) Regional Human Services Coordinating Council: Ms. Monahan reported that the RHSCC met in October and will reconvene in December to draft a legislative agenda.

L) SE CT Cultural Coalition: Ms. Bury reminded members of their upcoming THRIVE event on December 6th, which will feature speakers discussing how municipalities can/do support the local creative sector. She encouraged participation in the Tourism District as there is room to influence how the region is marketed.

9. Executive Director's Report

Ms. Kennedy highlighted several items in the Report.

SCCOG received word from CT OPM that its application for RPIP funding to stand up Code Enforcement Services has been approved, and staff met with participating municipalities to work out additional details.

Justin LaFountain has given notice that his last day with SCCOG will be November 17th. Ms. Kennedy will begin the hiring process to fill this position and the Code Enforcement positions.

SCCOG staff was part of a recent meeting with OPM to begin to coordinate commissioner training required in 2023.

Three Corridor Studies are underway, in East Lyme, New London, and Norwich.

CT DOT is managing a project to determine improvements to I-95 east of New Haven, has been conducting public outreach, and will be asking to brief SCCOG in the next few months.

Chairman Allyn asked for a motion to approve adding an item to the agenda to stand up a nominating committee.

Motion: To add an item to the agenda regarding a SCCOG nominating Committee (Cwikla, Grant). Motion passed unanimously.

Motion: To activate a nominating committee for the purpose of nominating officers for 2023 (Cwikla, Allyn-Gauthier). Motion passed unanimously.

10. Old Business: None.

11. New Business:

A) FY 2021 STIP/TIP Amendments

Region	FACode	Proj#	Rte/Sys	Town	Description	Phase	Year	Tot$ (000)	Fed$ (000)	Sta$ (000)	Loc$ (000)	Comments
10,11,13	STPA	0172-0525	VARIOUS	DISTRICT 2	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	PD	2023	645	645	0	0	NEW PROJECT
10,11,13	STPA	0172-0525	VARIOUS	DISTRICT 2	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	FD	2024	554	554	0	0	NEW PROJECT
10,11,13	STPA	0172-0525	VARIOUS	DISTRICT 2	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	ROW	2024	150	150	0	0	NEW PROJECT
13	STPR	0052-0094	ROUTE 32	FRANKLIN	REPLACE BR 00935 o/ NEW ENGLAND CENTRAL RAILROAD	PD	2023	1,060	848	212	0	NEW PROJECT
13	STPR	0052-0094	ROUTE 32	FRANKLIN	REPLACE BR 00935 o/ NEW ENGLAND CENTRAL RAILROAD	FD	2024	778	622	156	0	NEW PROJECT
13	BRFP	0052-0094	ROUTE 32	FRANKLIN	REPLACE BR 00935 o/ NEW ENGLAND CENTRAL RAILROAD	CON	FYI	15,700	12,560	3,140	0	NEW PROJECT
10,11,13	STPA	0172-0524	VARIOUS	DISTRICT 2	REPLACE HIGHWAY ILLUMINATION AT VARIOUS LOCATIONS	PD	2023	360	288	72	0	NEW PROJECT
10,11,13	STPA	0172-0524	VARIOUS	DISTRICT 2	REPLACE HIGHWAY ILLUMINATION AT VARIOUS LOCATIONS	FD	2023	500	400	100	0	NEW PROJECT

Motion: To approve the proposed TIP Amendments (Sparkman, Allyn-Gauthier). Motion passed unanimously.

12. Next Meeting:

The Chairman stated that the next meeting would be December 21, 2022, most likely at Flanders Fish Market.

13. Adjournment:

Motion to adjourn (Grant, Cwikla). The Chairman adjourned the meeting without exception at 9:32 a.m.

Respectfully Submitted,

Amanda Kennedy, Executive Director, on behalf of Cheryl Blanchard, Secretary

TREASURER'S REPORT **ATTACHMENT #2**

Southeastern Connecticut Council of Governments

13 December 2022

1. **Checking Account**

Acct Ending: 5493, Dime Checking			
Balance	11/1/2022	$	603,208.84
	Receipts:		
	Grants & Payments	$	68,683.05
Total:		**$**	**671,891.89**
	Expenditures:		
	Regular expenses including		
	November Payroll	$	274,328.71
Balance, 12/01/2022		**$**	**397,563.18**

2. **Interest-Bearing Reserve Accounts, as of 11/30/22:**

a. State Treasurers STIF Acct Ending: 76140 (Includes RPIP Grant)	**$**	**330,528.98**

3. **Outstanding Requisitions**

CTDOT, FY 23 PL #3	$	38,934.99
CTDOT, FY 23 PL #4	$	35,243.70
CTDOT, Rte 32 Corridor Study #4	$	16,852.50
CTDOT, Rte 161 Corridor Study #5	$	7,932.04
CIRCA/Resilient CT 2.0, Invoice No 2	$	10,000.00
DEMHS FY 19 RCG	$	4,265.00
DEMHS FY 20 RCG	$	6,119.98
DEMHS FY 21 RCG, Qtr 1 Admin	$	1,250.00
DEMHS FY 21 RCG, Qtr 4 Admin	$	1,250.00
DEMHS FY 22 RCG	$	34,393.95
Requistions Outstanding - 60+ days		
DEMHS FY 19 RCG	$	1,250.00
DEMHS FY 19 RCG	$	17,230.53
DEMHS FY 20 RCG, Qtr 1 Admin	$	1,250.00
DEMHS FY 20 RCG, Qtr 4 Admin	$	1,250.00
DEMHS FY 20 RCG	$	79.99
Requistions Outstanding - 90+ days		
DEMHS FY 19 RCG	$	34,792.83
DEMHS FY 20 RCG	$	79.98
DEMHS FY 20 EMPG HazMat	$	1,500.00
DEMHS FY 20 EMPG HazMat	$	45,205.44
DEMHS FY 20 EMPG HazMat	$	19,754.50
DEMHS FY 21 RCG	$	5,230.00
	$	**283,865.43**

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ATTACHMENT #3

12 December 2022

COMMUNICATIONS

No Communications

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

ATTACHMENT #4

MINUTES OF THE December 6, 2022
MEETING OF THE SCCOG EXECUTIVE COMMITTEE
HELD VIA ZOOM

PRESENT:
Fred Allyn II (Chairman), Rob Brule, John Salomone, Danielle Chesebrough, Cheryl Blanchard, Keith Hedrick.
Staff: Amanda Kennedy, Kate Rattan.

Chairman Allyn opened the meeting at 8:31 AM.

1. STIP/TIP Amendments

Ms. Rattan provided information regarding the TIP amendment being presented for endorsement: bridge maintenance on I-95 and I-395.

MOTION: To recommend approval of the TIP amendment by the full SCCOG Board (Salomone, Hedrick). So voted unanimously.

2. FY 2024 Budget

Ms. Kennedy presented a proposed budget. Ms. Kennedy noted that major unknowns at this time include the final amount of funding that SCCOG will received by both CT OPM and CT DOT. CT DOT is currently reviewing its formula for funds distribution, but the budget includes a conservative level of funding which may end up increasing. The budget includes an additional transportation planner and an additional municipal planner which will enable staff to expand services, including additional transportation project development and technical assistance and managing/growing additional municipal services. The budget anticipates a surplus of $100,000. Ms. Kennedy recommended revising the budget once revenue figures are more known. Chairman Allyn asked if the budget included anticipated relocation costs or utility increases- the budget does not include these figures.

MOTION: To recommend approval of the proposed budget by the full SCCOG Board (Chesebrough, Hedrick). So voted unanimously.

3. FY 24 Work Program

Ms. Kennedy presented the work program, which allocates the budgeted funds to work plan tasks. Ms. Kennedy stated that this work programs follows last year's format, and that she may change the format next year.

MOTION: To recommend approval of the FY 24 workplan (Salomone, Blanchard). So voted unanimously.

4. Amendment to FY 22-23 Unified Planning Work Program

Ms. Kennedy stated that the purpose of the revised UPWP is to enable receipt of additional transportation funds made available by the recent infrastructure bill. Ms. Kennedy may request an update if CT DOT/FHWA requests changes.

MOTION: To recommend approval of the FY 23 UPWP by the full SCCOG Board (Hedrick, Blanchard). So voted unanimously.

5. Annual Report

Ms. Kennedy stated that the Annual Report would be provided once final audit numbers are available, expected in January.

6. Speaker Requests

Ms. Kennedy reminded the Committee of the upcoming CT DOT briefing on the I95 PEL/Eastern CT Commuter Rail Study. Ms. Chesebrough suggested that Frank Burns (CT Tourism) could brief the SCCOG on their activities at an upcoming meeting. Chairman Allyn concurred. An invitation will be extended for SCCOG's January meeting.

7. Bank Resolution

Ms. Kennedy presented the annual bank resolution, necessary for maintaining accounts at Dime Bank.

MOTION: To recommend approval of the Resolution by the full SCCOG Board (Salomone, Blanchard). So voted unanimously.

8. 2023 Schedule of Meetings.

Ms. Kennedy presented the schedule. Chairman Allyn asked if the November Executive Committee meeting be moved to November 6th to avoid Election Day.

MOTION: To recommend approval of the revised schedule by the full SCCOG Board (Hedrick,

Chesebrough). So voted unanimously.

11. Adjournment

MOTION: To adjourn the meeting (Salomone, Hedrick).

The meeting adjourned at 8:52 a.m.

Respectfully Submitted,

Amanda E. Kennedy, Executive Director

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

TO: SCCOG Executive Board

From: Amanda Kennedy, Executive Director

Date: December 5, 2022

Re: Proposed FY 2024 Budget

The proposed budget for FY 24 anticipates revenues and expenses to enable the SCCOG to continue improving and increasing the services it provides to its member municipalities, particularly given an expected increase in transportation planning funding and SCCOG's receipt of an RPIP grant to expand its municipal technical assistance services.

As in the FY 23 amended budget approved in November, this proposed budget includes RPIP and municipal revenues to cover additional code enforcement duties, including building official duties. The budget also includes funding for an additional staff person to act as Municipal Services Manager, managing contracts and providing general oversight to SCCOG staff conducting technical assistance work, while adding to staff capacity to take on additional contracts. This position is in addition to filling the planner position recently vacated by Justin LaFountain, now envisioned as a planner/ZEO role.

The FY24 budget also includes an additional transportation planner. The passage of 2021's infrastructure bill increased SCCOG's FY 23 transportation planning funding (PL) by 30%, and is expected to result in an additional $100,000-$200,000 in PL funds each year for the next four years (pending CT DOT's finalization of the formula). In addition, SCCOG has underspent its transportation planning funds for the last several years, and will have access to an additional $338,000 in carryover PL funds between July 2023 and June 2025. The FY 2024 budget programs half of that carryover to fund an additional transportation planner at the Planner III level that can manage transportation projects and free up the time of Transportation Program Manager Kate Rattan to provide additional technical assistance to municipalities and develop project concepts for potential grant funding. In FY 25 and following, it is anticipated that this position will be supported through traditional PL funds. Note that transportation planning funds require a 10%- 20% local match, for which $117,000 in municipal dues is programmed.

Non-contracted staff salaries are proposed to be increased by 4%, given the past year's high rate of inflation, and the budget also includes $10,000 to cover promotions or raises not anticipated at this time. "Other" costs include $25,000 to address deferred maintenance issues.

Significant unknowns at this time include final salaries of new staff filling vacant positions, and the final PL funding formula currently under CT DOT review. The proposed budget currently anticipates a surplus of $117,058 going into SCCOG's reserve fund.

TABLE 1

PROPOSED OPERATING BUDGET, 1 July 2023- 30 June 2024
Southeastern Connecticut Council of Governments
Adopted:

	Adopted	Proposed	
Budget Items:	**FY 2023**	**FY 2024**	
STAFF:			
Salaries	$ 850,604	$ 977,239	4% salary for all non-contract staff
FICA, Insurance, Retirement	$ 350,766	$ 446,209	
Subtotal:	**$ 1,201,370**	**$ 1,423,448**	new transpo plr, bldf official, muni svs manager
SUBCONTRACTORS:			
Computer Services	$ 20,000	$ 20,000	addl computer services
Professional Services (general)	$ 1,000	$ 1,000	
Contractor- Zoning Enforcement Services	$ 26,000	$ -	
Planning Consultant, Lisbon	$ 52,000	$ 52,000	pass through
Planning Consultant, Sprague	$ 11,000	$ 11,000	pass through
Contractor- Building Official Services	$ -	$ -	convert to ft
Property Survey Index Consult. (online Hosting only)	$ 14,500	$ 14,500	
GIS Consultant	$ 25,000	$ 15,000	
DEMHS Financial Consultant	$ 23,500	$ 23,500	
JLUS Consultant	$ 6,000	$ -	
Transportation Engineering Consultant	$ 217,000	$ 200,000	from FY 21 carryover & lotcip
Hazard Mitigation Plan Consultant	$ 145,000	$ -	
Consultant- Stormwater Authority Pilot	$ 67,000	$ -	
Subtotal:	**$ 608,000**	**$ 337,000**	
OTHER:			
Office Maintenance/Utilities	$ 30,000	$ 30,000	
Supplies	$ 6,000	$ 6,000	
Equipment, Rental/Maintenance	$ 7,000	$ 7,000	
Equipment, Miscellaneous	$ 1,500	$ 1,500	
Equipment, Capital (incl. computers & software)	$ 10,000	$ 10,000	
Phones, Mail, Internet	$ 5,000	$ 5,000	
Insurance, Bond	$ 18,000	$ 18,000	
Printing	$ 200	$ 200	
Travel	$ 1,500	$ 1,500	
Conference Expenses	$ 1,500	$ 1,500	
Staff Expenses	$ 500	$ 500	
Books, Subscriptions, Dues	$ 6,000	$ 6,000	
Audit, Accounting, Legal	$ 35,500	$ 35,500	
Advertising	$ 500	$ 500	
Capital Fund	$ 60,000	$ 25,000	
Subtotal:	**$ 183,200**	**$ 148,200**	
TOTAL EXPENSES:	**$ 1,992,570**	**$ 1,908,648**	
Unallocated/Return to Reserve:	**$ 126,248**	**$ 117,058**	
GRAND TOTAL:	**$ 2,118,818**	**$ 2,025,706**	
SOURCES OF REVENUE:			
Municipal Dues	$ 153,835	$ 154,236	$117k goes to match fed/state transportation
Voluntary Assessment- ARPA Funding			
OPM Grant (Regional Services Grant)	$ 376,192	$ 376,192	
CTDOT Planning Grant	$ 564,491	$ 675,000	cons. est. pending formula rev, must match 10%
CTDOT PL Supplemental (FY 2023 IIJA Increase)	$ 165,457		
CTDOT FY 2016 PL Carryover	$ -	$ -	
CTDOT FY 2019 PL Carryover	$ 137,000		
CTDOT FY 2021 PL Carryover	$ -	$ 169,108	must match 20% tbd
LOTCIP	$ 50,000	$ 50,000	
Technical Assistance Contracts	$ 259,090	$ 271,215	refined; RPIP supplements
DEMHS (FY20) Regional Collaboration Grant	$ 14,400	$ 11,500	
DEMHS (FY21) Regional Collaboration Grant	$ 11,500	$ 18,500	
DEMHS (FY22) Regional Collaboration Grant	$ 14,667	$ 18,500	
DEMHS (FY23) Regional Collaboration Grant	$ 14,667	$ 24,000	
DEMHS (FY21) EMPG HazMat Grant	$ 1,500	$ 1,500	
FEMA BRIC Hazard Mitigation Plan Grant	$ 145,000	$ -	
Resilient CT	$ 30,000		
CIRCA Municipal Resilience Grant (Stormwater Pilot)	$ 67,000		
DOD JLUS Grant	$ 6,000		
SECHA	$ 11,200	$ 11,200	
RPIP- Regional Code Enforcement Services	$ 96,819	$ 244,755	new grant 75% of costs
Council Reserve	$ -	$ -	
Other	$ -	$ -	
Investment Income	$ -	$ -	
TOTAL REVENUE:	**$ 2,118,818**	**$ 2,025,706**	

TABLE 2: ESTIMATE OF TECHNICAL ASSISTANCE CONTRACTS FOR FY 2024		Proposed		Municipal	RPIP
CONTRACTS:	**Fy 2023 Budget**	**FY 2024**			
Planning & Zoning Commission:			increased all in-house staffestimates by 11-15% to account for increased BF&O & raises	$ -	
Bozrah	$19,000	$26,450	actual FY 22 $23K, hrly has gone up 5%	$26,450	
Franklin	$12,000	$20,700	actual FY 22 $18k	$20,700	
Lisbon	$70,000	$52,000	Actual FY 22 $52K	$52,000	
Salem	$39,000	$36,000	Actual FY 22 $36K	$36,000	
Sprague	$9,000	$12,650	Actual FY 22 $11k	$12,650	
North Stonington	$0	$19,980	est. based on 20 hpm	$19,980	
Building Official:					
Bozrah	$0	$15,540	10 hpm	$ 3,885.00	$ 11,655.00
Franklin	$0	$15,540	10 hpm	$ 3,885.00	$ 11,655.00
Ledyard	$8,000	$108,780	70 hpm	$ 27,195.00	$ 81,585.00
Preston	$7,000	$105,450	68 hpm	$ 26,362.50	$ 79,087.50
Zoning Enforcement:					
Regional Zoning/Code Enforcement Services	$111,000				
Bozrah	$0	$22,200	20 hpm	$ 5,550.00	$ 16,650.00
Lisbon	$0	$18,870	17 hpm	$ 4,717.50	$ 14,152.50
North Stonington	$0	$22,200	20 hpm	$ 5,550.00	$ 16,650.00
Preston	$0	$17,760	16 hpm	$ 4,440.00	$ 13,320.00
Inland Wetlands:					
Franklin	$13,000	$0			
Bozrah	$10,000	$21,850	actual FY 22 $19k, hrly has gone up 5%	$21,850	
TOTAL:	**$298,000**	**$515,970**		**$271,215**	**$ 244,755.00**

TABLE 3

Expenditure From / Return to SCCOG Reserve Fund

FY 2001 - FY 2022

FY Ended	Budgeted Exp. From Reserve ($)	Actual Exp. Of Reserve ($)	Actual Return to Reserve ($)	Reserve Total End of FY ($)
2022	0	TBD	TBD	TBD
2021	0	0	106,233	713,621
2020	0	0	96,669	607,388
2019	0	72,728	0	510,719
2018	0	0	57,593	583,447
2017	0	210,563	0	525,854
2016	0	0	172,408	736,417
2015	0	0	111,299	561,009
2014	82,364	0	30,457	449,710
2013	87,062	76,806	0	419,253
2012	89,702	110,364	0	496,059
2011	76,448	8,712	0	606,423
2010	59,089	0	9,795	615,135
2009	6,875	0	64,644	605,340
2008	10,000	0	63,909	540,696
2007	10,000	19,490 [1]	0	476,787
2006	3,160	56,453 [2]	0	496,277
2005	59,380	0	63,546	552,730
2004	0	0	48,289	489,184
2003	15,200	0	48,212	440,895
2002	0	0	74,057	392,683
2001	0	0	56,290	318,626

1. This actual expenditure from Reserve can be attributed to a one-time contribution of $18,249 to the emergency homeless shelter in New London, and the $28,000 lighting upgrade/HVAC replacement project.

2. This actual expenditure from Reserve can be attributed to the SCCOG's implementation of an employee health insurance opt-out payment ($20,000) not contemplated when the budget was adopted, and use of Reserve Funds to pay off the remaining mortgage on the SCCOG office during the fiscal year ($111,951) in order to save over $42,000 in avoided interest.

TABLE 4

SCHEDULE OF MUNICIPAL CONTRIBUTIONS

1 JULY 2023 - 30 JUNE 2024

Southeastern Connecticut Council of Governments

Adopted:

Municipality	Contribution Amount	Date Received
Bozrah	$1,336	
Colchester	$8,555	
East Lyme	$10,281	
Franklin	$1,025	
Griswold	$4,441	
Groton City	$5,163	
Groton Town	$15,963	
Jewett City	$1,830	
Lebanon	$3,928	
Ledyard	$8,477	
Lisbon	$2,307	
Montville	$10,113	
New London	$15,052	
North Stonington	$2,832	
Norwich	$22,069	
Preston	$2,633	
Salem	$2,317	
Sprague	$1,632	
Stonington Borough	$537	
Stonington Town	$9,547	
Waterford	$10,764	
Windham	$13,434	
TOTAL	**$154,236**	

Note: Based on a per capita contribution of $0.55, using preliminary population figures from the 2020 Census.
The proposed per capita contribution was increased by 5 ¢ in FY 2013. The rate of $.50 had remained the same for the prior six fiscal years. FY 24 figures include a correction to Griswold's dues increasing them by $401.

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue/ Norwich, Connecticut 06360
Tel. (203) 889-2324 / FAX: (203) 889-1222 / Email: office@seccog.org

FY 2024 WORK PROGRAM, ADOPTED: _____

MAJOR ELEMENTS OF FY 2024 WORK PROGRAM

Program Elements	Anticipated Budget	% of Total
Transportation Planning	$1,011,740	50%
Comprehensive Planning	497,595	25%
Technical Assistance	515,970	25%
Total:	**$2,025,305**	100%

DESCRIPTION OF ELEMENTS OF FY 2023 WORK PROGRAM

TRANSPORTATION PLANNING PROGRAM:

Anticipated Revenue:

FHWA/FTA PL	$	675,000
FHWA/FTA FY2021 Carryover	$	169,108
SCCOG- municipal dues	$	117,632
LOTCIP	$	50,000
TOTAL:	**$**	**1,011,740**

Tasks:

1	Program management	$ 113,390
2	Public information and participation	$ 61,697
3	Coordination and cooperation with other agencies, including CTDOT	$ 48,085
4	Data base development and management	$ 80,568
5	Maintain and update the Regional Transportation Plan	$ 30,000
	Prepare and adopt an updated Regional Transportation Improvement Program	$ 20,000
6	Coordinate tasks in FY 2024-2025 Unified Planning Work Program;	$ 3,000
7	As needed, participate in ongoing statewide transportation initiatives	$ 10,000
8	Continue implementation of the 2017 Regional Plan of Conservation and Development (transportation related elements)	$ 5,000
9	Maintain and implement the SCCOG's Congestion Mitigation Process (CMP)	$ 50,000
10	Prepare and implement the requirements of the agency's Title VI Program	$ 15,000
11	Monitor and assist with major projects/issues:	$ 75,000
	• Follow-up activities related to: Rtes. 2, 2A, and 32 improvements; Rte. 85 improvements, and other regional transportation priorities.	
	• Participate in preparation of updated I-95 study	
	• Port of New London/State Pier	
	• Ferry service improvements	
	• Rail: electrification/other improvements; passenger service revitalization; including advocate for expansion of SLE	
	• Multi-modal facilities development and preservation of multi-modal function at Union Station	
	• State priority transportation projects in the region	
	• Groton-New London Airport development	

	• Assist Norwich Alternative Fuels Initiative	
	• Preston/Ledyard/Groton Bikeway Initiative	
12	Maintain the regional transportation safety plan in accordance with the Strategic Highway Safety Plan	
13	Follow-up to preparation of regional Bicycle and Pedestrian Plan	$ 25,000
14	Provide technical, planning & engineering assistance to member municipalities, assistance may include: - Land Use/traffic corridor studies - Transportation elements of local plans - Traffic counts - Access management study follow-up - Transportation facilities, including multi-modal - Corridor planning studies	$ 200,000
15	Review applications and oversee grants for Section 5310, vehicle replacement, and other Surface Transportation Programs such as, the Municipal Grants for the Elderly; LOCHSTP; the Local Road Accident Program, the Enhancement Program and STP-U funding program	$ 20,000
16	Within available resources, conduct regional studies/planning activities:	$ 200,000
	• Cooperate with CTDOT, affected municipalities, and the Mashantucket Pequot and Mohegan Indian Tribes in developing strategies to manage casino impact on the region's transportation system	
	• Assist SEAT in the following areas: implementing the Comprehensive Operational Analysis completed in 2015; projecting financial needs; designing routes and schedules; updating the plan to provide transit services under the Americans With Disabilities Act; integration with LOCHSTP and conducting facility improvement studies as needed	
	• Participate in interagency planning and coordination related to transit support for the Jobs Access and Reverse Commute/Welfare-to-Work Program	
	• Further develop the Geographic Information System for the region, including maintaining a web-based Regional GIS	
	• Provide technical assistance to the Eastern Connecticut Transportation Consortium (ECTC) in the area of paratransit service	

	• Work with SEAT, ECTC, and the Rideshare Company and other organizations to coordinate their separate transit and paratransit services for the region, including Jobs Access and Reverse Commute program, welfare to work, Municipal Grants for the Elderly, Groton-Dial-A-Ride and other programs into a LOCHSTP program.	
	• Implement Environmental Justice program	
	• Review and analyze 2020 Census information for use in COG's transportation planning program	
	• Conduct Congestion Management System (CMS) Strategy reports	
	• Coordinate with CTDOT efforts to examine freight movements through and to the region	
17	Manage the Local Transportation Capital Improvement Program (LOTCIP) in the Region, including application review and prioritization, and design review of proposed municipal projects	$ 50,000
18	Assist CTDOT in conducting the Transportation Alternative Program (TAP) for bicycle and pedestrian infrastructure improvement in this region	$ 5,000
		$ 1,011,740

2. COMPREHENSIVE PLANNING PROGRAM:

Anticipated Funding:

OPM Regional Services Grant	$376,192	
SCCOG- municipal dues	$36,203	*
SECHA	$11,200	
FEMA BRIC Hazard Mitigation Plan Grant		
Investment Income	$ -	
DEMHS FY 20 RCG	$11,500	
DEMHS FY 21 RCG	$18,500	
DEMHS FY 22 RCG	$18,500	
DEMHS FY 23 RCG	$24,000	
DEMHS FY 21 EMPG	**$1,500**	
TOTAL:	**$ 497,595**	**

*Municipal dues remaining after PL & Carryover match

Tasks

1	Program management	$ 40,000
2	Public information and participation	$ 25,000
3	Provide administrative and technical support for the Council of Governments including its Regional Planning Commission (RPC), Regional Human Services Coordinating Council (RHSCC), and other committees as needed	$ 45,000
4	Support economic development efforts with planning services including ongoing implementation of the regional CEDS; participation in seCTer; and EWIB	$ 50,000
5	Coordinate and cooperate with other agencies	$ 25,000
6	Provide technical assistance to municipalities, including training programs and CEO Support Program	$ 65,000
7	Perform Census-related activities, including assistance to the Bureau of the Census in reviewing and analyzing information from the 2020 Census	$ 9,762

8	Provide technical and administrative support to the SCCOG Regional Water Committee, SCCOG Regional Wastewater Management Committee, the Eastern Connecticut Water Utility Coordinating Committee (WUCC), and other efforts to promote a regional water network, including follow-up to Waste Water Management Study.	$ 45,000
9	Perform advisory reviews of matters referred under Federal and State law	$ 10,000
10	Monitor and act on legislation affecting the region	$ 20,000
11	Serve as fiduciary and participate in DEMHS Region 4 Collaboration with NECCOG to support Regional Emergency Planning Team, including administration of HazMat program	$ 45,900
12	Ongoing implementation of the 2017 Regional Plan of Conservation and Development (non-transportation elements)	$ 40,000
13	Continue to assist the Southeastern Connecticut Housing Alliance (SECHA) in their advocacy for more affordable housing in the region	$ 12,000
14	Continue providing leadership and administrative support to the DEMHS Region 4 Regional Recovery Steering Committee and to the region's towns in their COVID-19 response and recovery	$ 35,000
15	Pursue/administer brownfields remediation funding	$ 30,000
		$ 497,662

TECHNICAL ASSISTANCE:

Anticipated Funding:

Contracts with Municipalities	$ 515,970

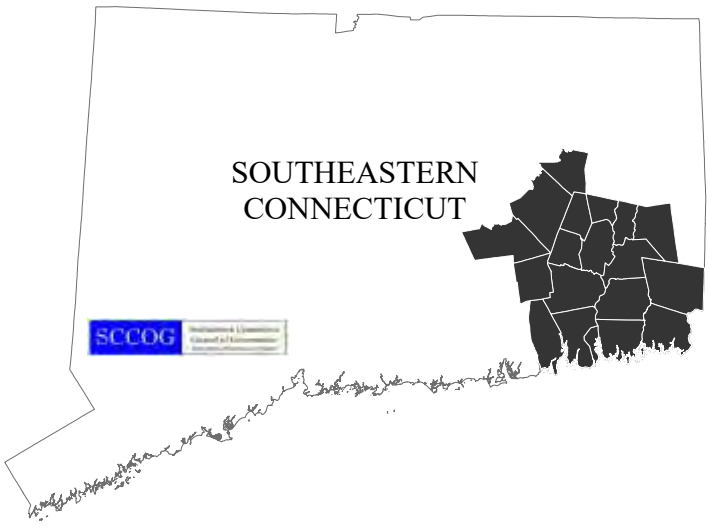
Tasks:

1	Provide Planning services to municipalities on a fee-for-service basis. The assistance would include advisory services to local commissions, the conduct of special studies, the updating of local plans or regulations, and GIS assistance. In FY 2023 it is anticipated that contracts for this assistance will be requested by Bozrah (2), Franklin, Lisbon, Salem, and Sprague.	$ 189,630
2	Provide Building Official Services to municipalities on a fee-for- service basis. In FY 2023, it is anticipated that contracts for this assistance will be requested by Ledyard and Preston	$ 245,310
3	Provide Regional Zoning/Code Enforcement services to municipalities on a fee-for-service basis. In FY 2023, it is anticipated that contracts for this service will be requested by Ledyard, Preston, and Bozrah	$ 81,030
		$ 515,970

UNIFIED PLANNING WORK PROGRAM

SOUTHEASTERN CONNECTICUT PLANNING REGION

1 JULY 2021 - 30 JUNE 2023



Adopted: April 21, 2021

Amended: April 20, 2022

Amended:

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

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Introduction

The Southeastern Connecticut Council of Governments (SCCOG) is the region's Metropolitan Planning Organization (MPO). It was formed through local initiative to provide a basis for intergovernmental cooperation in dealing with a wide range of issues facing Southeastern Connecticut. The Council was organized in October of 1992 through the adoption of ordinances for this purpose by the original twenty towns, cities, and boroughs of the region. It succeeded its predecessor agency, the Southeastern Connecticut Regional Planning Agency (SCRPA), which had been in existence since January 1961. Its current twenty-two member municipalities include: Bozrah, Colchester, East Lyme, Franklin, Griswold, City of Groton, Town of Groton, Borough of Jewett City, Lebanon, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Preston, Salem, Sprague, Borough of Stonington, Stonington, Waterford and Windham. It also counts, as affiliate non-voting members, two federally recognized Native American Tribes: The Mashantucket Pequot Tribal Nation and the Mohegan Tribe.

This Unified Planning Work Program, prepared and adopted in accordance with federal code (23CFR Part 450.308) describes all urban transportation planning activities anticipated to be undertaken by the Southeastern Connecticut Council of Governments in FY 2022 and FY 2023. The UPWP is designed to respond to identified transportation-related needs. It addresses both highway and transit issues facing the region at this time. The UPWP contains a description of SCCOG's transportation planning process; a description of planning tasks to address the region's major planning issues; a financial summary that breaks out federal, non-federal, and carryover funds by task; and a description of general duties for each SCCOG staff.

SCCOG's proposed FY 2022-2023 Work Program has been developed through internal discussion among its staff and between the staff and the policy board. External views have been solicited from local officials, and the public was afforded an opportunity to review and comment on the proposed content of the program during a public comment period prior to the initial adoption of the UPWP on April 21, 2021.

SCCOG TRANSPORTATION PLANNING PROCESS

As the federally designated transportation planning agency for southeastern Connecticut, SCCOG conducts its transportation planning process in accordance with the federal "3-C Planning Process", ensuring that this process is continuing, cooperative, and comprehensive. The process adheres to federal regulations contained in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and in the Framing America's Surface Transportation Act (FAST ACT). The primary tasks in SCCOG's transportation planning process are:

- Prepare and maintain the region's Metropolitan Transportation Plan (MTP) which covers a 25-year horizon.
- Prepare, maintain, and amend as needed the region's Transportation Improvement Program (TIP) that allocates federal transportation funding over a five-year period, and which is consistent with the State's Transportation Improvement Program (STIP).
- Monitor and assess highway system performance, including collection and analysis of transportation system data.
- Develop and maintain a regional Geographic Information System (GIS) to support the transportation planning process.
- Prepare, maintain, and implement a Congestion Management Plan (CMP).
- Plan for and recommend multi-modal transportation options including bus, rail, pedestrian, bicycle, waterborne, air, and freight.
- Consult and coordinate with other agencies and stakeholders involved in the region's transportation systems.
- Provide technical assistance to Southeast Area Transit (SEAT) the region's primary bus transit provider.
- Provide technical assistance to the region's human service transportation providers including the Eastern Connecticut Transportation Consortium (ECTC).
- Provide technical assistance to the region's municipalities including scoping projects for funding assistance under the Surface Transportation Program (STP), Local Transportation Capital Improvement Program (LOTCIP), Congestion Mitigation and Air

Quality (CMAQ), Transportation Alternative Program (TAP), and others.

- Participate in incident management and emergency planning activities that involve the region's transportation system, including identifying transportation security issues and critical transportation infrastructure.
- Conduct and maintain a public participation process to ensure that no person is excluded from participation or denied benefits as required by SCCOG's Title VI, LEP, and Environmental Justice policies.

PLANNING FACTORS

The Federal Transportation Act, Fixing America's Surface Transportation (FAST Act), identifies ten primary planning factors to guide the MPOs planning process. SCCOG conducts its transportation planning to incorporate these guiding national principles, defined as follows:

- **Economic Vitality.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- **Safety.** Increase the safety of the transportation system for motorized and non-motorized users.
- **Security.** Increase the security of the transportation system for motorized and non-motorized users.
- **Environment and Conservation.** 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.
- **System Integration.** Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
- **System Accessibility and Mobility.** Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
- **System Management.** Promote efficient system management and operation.

- **System Preservation.** Emphasize the preservation of the existing transportation system.
- **System Resiliency and Reliability.** Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- **Travel and Tourism.** Promote and enhance travel and tourism.

SIGNIFICANT ISSUES/ACTIVITIES FOR FY 2022 and 2023

Listed below are some of the major issues or activities that SCCOG will be involved in the two-year period covered by this document. Some involve new activities, while others continue activities begun in prior years.

Metropolitan Transportation Plan

A major re-write of the Plan was undertaken in FY 2019. During the period covered by this UPWP, new policies and programs in the Plan will be implemented, including Performance Measures and Targets as required by MAP-21 and FAST Act. Amendments to the Plan will be made as needed, with significant changes requiring additional air quality conformity findings. Work will begin on updating the Plan which is due in 2023.

Continued Emphasis on Transit Improvements

SCCOG will continue to strive to work closely with SEAT, and in a coordinating role with the other three transit districts serving the region (CT Transit, Windam Region Transit and Estuary Transit), the 22 towns in the region and the Connecticut Department of Transportation (CTDOT) toward expansion of the region's transit system; will continue to work on the implementation of the Locally Coordinated Public Transit Human Services Transportation Plan (LOCHSTP); and will remain active in rail issues including the expansion of passenger and commuter rail service to southeastern Connecticut.

Comprehensive Operational Analysis

SCCOG will continue to work with SEAT to see implemented the recommendations of a Comprehensive Operation Analysis (COA) for SEAT, which was completed and adopted by the SEAT Board of Directors in 2016, and which was updated by a separate SCCOG study (JLUS Implementation Study) in 2019. During this period, SCCOG plans to work with SEAT to prepare an update to the COA including new travel model data and survey.

Significant Highway Initiatives

SCCOG will continue to work toward implementation of major regional initiatives such as the Route 2/2A/32 corridor project, improvements to I-95, and upgrades to Route 85.

Congestion Management

SCCOG was designated a Transportation Management Area (TMA) in 2013. SCCOG must now prepare and keep up-to-date Congestion Management Process (CMP) strategy reports, including regional and multimodal options. SCCOG will continue to develop eight elements: develop regional objectives for congestion management; determine the CMP network in the region for both highway and transit; develop multi-modal performance measures; define congestion for both measured parameters and thresholds; develop strategies to address congested links; implement strategies both long-range and short-term; monitor the network; and evaluate strategy effectiveness, and share specialized traffic information with CTDOT.

Public Involvement Process

SCCOG will continue to conduct its transportation planning program in a transparent manner, making increased use of its website and social media to provide information and documents to the residents of southeastern Connecticut. SCCOG will periodically assess the effectiveness of this process to ensure that it reflects the requirements of MAP-21 and the FAST Act.

Title VI and Environmental Justice

SCCOG will continue to develop its Title VI Plan and necessary documents to ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended.

Climate Change and Resiliency

SCCOG will work in cooperation with CTDOT and other agencies to improve transportation system resiliency and reliability in the face of climate change, sea level rise, and severe storm events.

Performance Based Planning and Programming

SCCOG will endeavor to develop and implement a performance management approach to its transportation planning and programming that supports the achievement of transportation system performance outcomes, as required by MAP-21 and FAST Act.

Models of Regional Planning

SCCOG will promote cooperation and coordination across MPO and State boundaries where appropriate to ensure a regional approach to transportation planning. SCCOG's transportation plan, studies, and projects will be coordinated across adjacent MPO and State boundaries.

Ladders of Opportunity

SCCOG will identify connectivity gaps in access to essential services including housing, employment, health care, schools, and recreation especially by traditionally underserved populations. Performance measures and analytical methods will be developed to identify and work toward finding solutions that address these gaps.

Transit and Affordable Housing

SCCOG will identify areas, including reclaimed brownfields, in the vicinity of existing and proposed rail and bus stops that may be suitable for affordable housing.

Livability

SCCOG will, through its general planning and transportation planning process, strive to promote safe, livable communities, environmental sustainability, and economic vitality.

Performance-Based Planning

SCCOG will coordinate with CTDOT to develop performance targets in the national priority areas by associated deadlines per MAP-21 and FAST Act.

Planning and Environmental Linkages (PEL)

The SCCOG will participate in any PEL conducted by CTDOT to identify transportation issues and environmental concerns prior to construction phasing.

Task 1: Management of the Planning Process

Objectives:

1. Manage the transportation planning program so as to assure that tasks are completed in a technically competent manner, on schedule and within the overall funds available for transportation planning.

2. Prepare and submit to CTDOT financial and narrative reports during the course of the program, completion reports at the end of the project and an independent audit within 90 days of the completion of the projects.

3. Assure that transportation planning is conducted as a continuing process by preparing a Unified Planning Work Program for FY 2024 and 2025.

4. At the policy board level, adopt documents to meet federal and state requirements for maintaining the transportation planning program. They include: the Metropolitan Transportation Plan; the Regional Transportation Improvement Program; the annual self-certification of the planning process; the State Implementation Plan Conformancy Statement; the policy statement on involvement of private enterprise in the transportation planning process.

5. Work to see implemented the recommendations of the Comprehensive Operational Analysis and future updates to the COA for SEAT.

6. Provide staff assistance to the Eastern CT Workforce Investment Board (EWIB) for the region's LOCHSTP program. This program is part of SCCOG's Human Services Transportation planning element.

Major Activities:

1. Detail the scope of the planning tasks to be performed in FY 2022 and FY 2023.

2. Establish staff and budget requirements for each task and refine the work schedule.

3. Monitor progress on the program, identify problems at an early stage, and take necessary corrective action.

4. Maintain financial records and monitor expenditures. Take corrective action, as necessary. Schedule the completion of an independent audit by 9/30/22 and 9/30/23.

5. Submit monthly and/or quarterly financial and narrative progress reports to CTDOT. Submit a completion report at the end of the project.

6. Prepare and adopt the FY 2024-2025 Unified Planning Work Program (by June 2023).

7. Solicit views on transportation issues or problems in designing the FY 2024 and 2025 Unified Planning Work Program. Prepare the program for public review and adopt the UPWP by the Council's June 2023 meeting. Based on the adopted UPWP, apply for and execute contracts for transportation planning funds from CTDOT.

8. Amend the 2019 Metropolitan Transportation Plan (scheduled for update in FY 2023) as needed. Analyze and adopt performance measure targets as appropriate. As necessary throughout the year, amend the regional Transportation Improvement Program and adopt a comprehensive update of the TIP (May/June 2022 and 2023). Coordinate with CTDOT on the development of an electronic STIP/TIP.

9. Adopt a self-certification of the planning process (May/June 2022 and 2023); a State Implementation Plan Conformity Statement (May/June 2022 and 2023); and, as necessary, amend the policy statement on the participation of private enterprise operators in the planning process.

10. Ensure that the Southeast Area Transit (SEAT) District continues to be represented on the MPO policy board by members of the SEAT board.

Manage consultant services which, on some tasks, will be used to supplement SCCOG staff. In

these instances, SCCOG will use a Qualifications Based Selection (QBS) process and will comply with all Federal and State requirements.

Products:

1. Financial records will be maintained. An independent audit will be completed by 30 September 2022 and 2023.

2. Monthly, quarterly, and final financial and narrative reports will be prepared and submitted to CTDOT, as required.

3. Minutes will be maintained for all transportation-related meetings, including agency meetings, public hearings, workshops, and informational meetings.

4. The Unified Planning Work Program for FY 2024-2025 will be published.

5. The adopted Metropolitan Transportation Plan and the Regional Transportation Improvement Program will be published.

6. The self-certification of the planning process and the State Implementation Plan Conformancy Statement will be published.

Task 1: Management of the Planning Process

Staffing/ Other Costs:	FY 2022		FY 2023		FY 2019 Carryover	
	Hrs	Cost	Hrs	Cost	Hrs	Cost
SCCOG Salaries:	704	$ 33,820	700	$ 60,100	0	$ -
BF&O:		$ 35,183		$ 62,523		$ -
Total:	**704**	**$ 69,002**	**700**	**$ 122,623**	**0**	**$ -**

Financial Responsibility Estimated Cost, $:	FY 2022		FY 2023		FY 2019 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	$ 55,202	$ 55,202	$ 98,098	$ 98,098	$ -	$ -
CTDOT	$ 6,900	$ 6,900	$ 9,197	$ 9,197	$ -	$ -
SCCOG	$ 6,900	$ 6,900	$ 15,328	$ 15,328	$ -	$ -
GRAND TOTAL:	**$ 69,002**	**$ 69,002**	**$ 122,623**	**$ 122,623**	**$ -**	**$ -**

Functional Responsibility – Estimated Cost, $:							
	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT.	OTHER	TOTAL
FY 2022	$ -	$ 69,002	$ -	$ -	$ -	$ -	$ 69,002
FY 2023	$ -	$ 122,623	$ -	$ -	$ -	$ -	$ 122,623
FY 2019 Carryover	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Task 2: Data Collection/Analysis

Objectives, Highway:

1. Develop, analyze and apply performance data and other information developing plans and programs, as well as in evaluation of grant applications.
2. Improve the capability of the Council's staff to use computers in the transportation planning program, including further development of the region's Geographic Information System (GIS) as well as other software applications.
3. Add to the database used for transportation planning.
4. Identify transportation network congestion and safety deficiencies.
5. Develop a closer integration/coordination between land use and transportation planning.
6. Plan for operating costs, maintenance of the system and system preservation costs, and new capital investments.
7. Work with CTDOT to assimilate data concerning freight movement and freight facilities within the region.
8. Continue the formulation of a Performance-Based Planning model for the region, in conformance with the requirements of MAP-21 and FAST Act.

Objectives, Transit:

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

Objectives, Active Transportation

1. Develop database of bicycle, pedestrian infrastructure and usage thereof.

Major Activities:

1. Maintain and continue to employ the SCCOG's GIS as the primary source of transportation data and planning. Gather data needed for transportation planning; add new information to the region's database. Specific area of data gathering will include: monitoring commuter lot usage; traffic volume counts; review of traffic and accident data provided by CTDOT; conducting Highway Performance Monitoring System and Section 536 surveys of local government; gathering transit system usage and financial data; and land use and zoning information.
2. Collect and analyze traffic data for Congestion Management Process.
3. Provide to CTDOT all 24-hour traffic count data collected by SCCOG.
4. Assist CTDOT in updating its Land Use Forecast files.
5. Coordinate with CTDOT on issues related to the 2020 Census and the related Census Transportation Planning Package.
6. Assist the Bureau of the Census in disseminating information when available from the 2020 Census. Review, adjust, and incorporate any changes to Urbanized Areas (UZA) and Transportation Management Area (TMA) boundaries resulting from the 2020 Census.
7. Work with CTDOT, develop performance targets in the national priority areas per MAP-21 and FAST Act.
8. Collect and analyze public opinion on transportation issues in the region.
9. Disseminate and incorporate data from the Regional Transportation Safety Plan, Southeastern Region adopted by the SCCOG in January, 2021.
10. Collect and analyze demographic data relevant to transportation plans and projects, particularly as it relates to Justice40, EJ, and Title VI requirements.

Products:

1. Council staff will continue to improve its skills in the use of computers, including its Geographic Information System. The SCCOG created a regional web-based GIS in 2009 funded by a State of Connecticut Regional Performance Incentive Program grant.
2. The computerized and GIS databases will be expanded. An online property survey index was created and placed online in 2017.
3. New data will be added to the files and will be analyzed. In some cases, brief summary reports will be published.
4. Performance targets have been adopted and will be used to evaluate the effectiveness of proposed transportation projects in the region.
5. SCCOG staff will maintain a database of relevant census data for reference.

Task 2: Data Collection/Analysis:

Staffing & Other Costs:	FY 2022		FY 2023		FY 2019 Carryover	
SCCOG Salaries:	576	$ 27,671	1085.4	$ 42,392		
BF&O:		$ 28,786		$ 44,101		$ -
Consultant Costs:						$ 23,037
Total:	**576**	**$ 56,457**	**1085.4**	**$ 86,493**	**0**	**$0**

Financial Responsibility Estimated Cost, $:	FY 2022		FY 2023		FY 2019 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	$ 45,165	$ 45,165	$ 69,194	$ 69,194	$ 18,430	$ 18,430
CTDOT	$ 5,646	$ 5,646	$ 6,487	$ 6,487	$ 2,304	$ 2,304
SCCOG	$ 5,646	$ 5,646	$ 10,812	$ 10,812	$ 2,304	$ 2,304
GRAND TOTAL:	**$ 56,457**	**$ 56,457**	**$ 86,493**	**$ 86,493**	**$ 23,037**	**$ 23,037**

Functional Responsibility – Estimated Cost, $:							
	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT.	OTHER	TOTAL
FY 2022	$ -	$ 56,457	$ -	$ -	$ -	$ -	$ 56,4
FY 2023	$ -	$ 86,493	$ -	$ -	$ -	$ -	$ 86,4
FY 2019 Carryover	$ -		$ -	$ -	$ 23,037	$ -	$ 23,0

Task 3: Planning Activities

Objectives, Highway:

1. Improve coordination on transportation matters with federal, state, local, and tribal agencies.
2. Annually review the 2019 Metropolitan Transportation Plan (MTP) for any needed amendments; begin comprehensive update to the plan due in 2023.
3. Advocate for additional ITS implementation along the region's major interstate highways.
4. Plan for the safety and security of the region's highway system, in light of the numerous strategic assets located in southeastern Connecticut.
5. Develop an Operations and Management Strategy for the region's highway network, with a focus on mobility and safety.
6. Continue to include truck, rail, and maritime freight movement in the region's Metropolitan Transportation Plan. Multi-modal options will be considered and included in the region's transportation planning program.
7. Prepare plans that address and assist SCCOG member municipalities in addressing the reduction and mitigation of stormwater impacts from roads.
8. Complete and assist the City of Groton in implementing the DOD JLU-funded parking management plan in the City of Groton.

Objectives, Transit:

1. Assess the need for demand-response transportation services to supplement fixed-route transit, as has been implemented in the Town of Stonington and which is being considered in New London.
2. Cooperate with CTDOT to assess a range of alternatives for dealing with traffic associated with casinos, Electric Boat, and other major traffic generators in the region.

3. Assure that the transit element of the Metropolitan Transportation Plan and the regional Transportation Improvement Program meet FAST Act, CAAA and ADA requirements, respond to current needs and reflect available resources.
4. Continue to assist in implementation of the Comprehensive Operational Analysis previously prepared for SEAT.
5. Working with SEAT, and after updating the Comprehensive Operation Analysis, develop an Operation and Management Strategy for transit including an examination of institutional arrangements relating to bus stops, signage, and shelters.
6. Identify rail parking needs and consider rail and other multi-modal interface improvements, including new stations being contemplated in the region at Niantic, Groton, and Stonington.
7. Continue to support and promote the region's multi-modal transportation center in New London, including the anticipated location of the National Coast Guard Museum at that location, which is expected to be a large tourist attraction and significant traffic generator.
8. Assist in the management and oversight of the Jobs Access and Reverse Commute Program ensuring that the brokered services are cost-efficient and meet the needs of low-income residents. This program has become part of the LOCHSTP program.
9. Remain ready to assist in the planning for and enhancement of travel to and from the development of the Preston Riverwalk property in Preston as a multi-use and tourist attraction.

Objectives, Active Transportation:

1. Implement the Bike/Pedestrian Plan for the region, which was adopted by the SCCOG in 2019.

Major Activities: *Consultant services will be used to supplement SCCOG staff.*

1. Coordination: Coordinate and cooperate with other public and private agencies to encourage consistent planning for the region and the implementation of programs and

projects of benefit to the region.

2. Transportation Plan: Continue to implement the 2019 Metropolitan Transportation Plan, including a transit element with a LOCHSTP Plan. In developing the Plan special attention was paid to:
    - Environmental mitigation issues, including air quality and climate change, in consultation with the relevant regulatory agencies.
    - Fiscal constraint must be confirmed for capital projects and for system O and M activities covered in the Plan.
3. -Through the planning process, examine local/state land use management practices, natural and historic resources. Other agencies will be consulted during the development of the Plan, which will be coordinated with available conservation plans, maps, and inventories of historic and natural resources.
    - Environmental Justice, where projects adversely impact low income or minority neighborhoods.
    - Safety and security issues with respect to the transportation system.
    - Development of strategies for capital and operational improvements which are needed to preserve the existing highway and transit systems; recommend updates to ITS architecture, including transit ITS.
    - Where applicable, scenario plans have been prepared and included in the Plan.
    - The resiliency and reliability of the region's transportation system in light of the impacts associated with climate change.
4. Transportation Improvement Program: As needed, update the regional Transportation Improvement Program to provide a fiscally-constrained, five-year schedule of anticipated transportation system improvement costs to be federally funded. During these updates, appropriate environmental justice analyses will be performed. Adopt the updated TIP.
5. Environmental and Air Quality: Respond to transportation planning requirements of the Clean Air Act Amendments and of FAST Act. Consider the impact of the transportation system on air quality within the region. All planning studies conducted shall be

coordinated with the NEPA process.

6. Casino and other Major Traffic Generator Impact: Continue casinos and other large traffic generators impact response: monitor expansion and their impact on the transportation system; conduct traffic surveys; participate with CTDOT in the evaluation of and planning for transportation system improvements in the casinos impact corridors; as needed, assist municipalities in responding to land use/transportation impacts.
7. Ramp-up in Submarine Ship Building: Complete the Joint Land Use Study (JLUS) Implementation project which analyzes and provides a parking management plan for the increased parking required with the ramp-up in submarine ship building at Electric Boat in the City of Groton. Work with CTDOT, SEAT, and other agencies to mitigate/address the impacts on the region's roads, parking facilities, and transit. This project was funded ($265,874) by the U.S. Department of Defense, Office of Economic Adjustment in FY 2021.
8. Project Monitoring: Monitor and, as appropriate, take action regarding: Port of New London improvements; the Groton-New London Airport; casino traffic impact; potential transportation centers in Niantic, Groton, Mystic, Westerly, RI, and the Regional Intermodal Transportation Center and anticipated location of the National Coast Guard Museum in New London; the NEC Future Plan and other AMTRAK plans and their impact on southeastern Connecticut.
9. Congestion Management: Continue to work with CTDOT on the development of Congestion Management Process (CMP) strategies including determination of the CMP network in the region, defining congestion, identifying congested links, developing and implementing strategies to address congested links, and monitoring the network. Conduct the Congestion Mitigation Process (CMP) consistent with the eight elements contained in FHWA's CMP Guidebook.
10. Work to ensure that the issues of safety and security have been considered and made an integral part of all planning efforts and project development activities. Safety and security goals and strategies will be reviewed, critical facilities and transportation

systems will be identified, and the role of various players in promoting security will be defined. The recently adopted Regional Transportation Safety Plan, Southeastern Region will be incorporated into the Metropolitan Transportation Plan, and will be updated every five years.

11. Elicit grant applications from the region's municipalities for the FHWA Local Road Accident Reduction Program and ensure that they are consistent with the goals and objectives of the adopted 2019 Metropolitan Transportation Plan.
12. Assist CTDOT in examining options for value pricing as a congestion management and revenue raising strategy.
13. Conduct regional studies/planning activities, to be prepared in accordance with NEPA requirements.
    - Cooperate with CTDOT in completing an air quality assessment of the Metropolitan Transportation Plan and Transportation Improvement Program and coordinate with the Connecticut Department of Energy and Environmental Protection (DEEP) on the State Implementation Plan (SIP).
    - Assist with the Clean Cities Program in the region, with special emphasis on implementing an alternative fuels bus demonstration project.
    - Cooperate with CTDOT, the management of casinos, and the Mashantucket Pequot and Mohegan Indian Tribes in developing strategies to manage casino impact on the region's transportation system.
    - Assist SEAT and others in developing transit services to serve the region's expanding tourism industry, including an update of the Comprehensive Operational Analysis (COA).
    - Coordinate with CTDOT efforts to examine methods to move freight to and through the region, reducing the impact of freight movement on highway traffic.
    - Coordinate with CTDOT and administer the preparation of corridor studies, including approved studies of Route 32 in New London and Route 161 in East Lyme.
    - Initiate and coordinate other planning studies if funding available including a

route and facility planning study for the Eastern Shoreline Path (ESP); a study of Water Street from Governor Winthrop Boulevard to Williams Street underpass in New London; study of the Route 1 intersection in the Pawcatuck section of Stonington; a CMP corridor study of Bank Street, Truman Street, Jay Street, Huntington Street in New London; and other planning studies as requested by SCCOG member municipalities, including possible bicycle route studies and streetscape improvement studies.

14. Participate in initiatives that address livability issues including implementation of the TOD recommendations of the Regional Intermodal Transportation Center Study; smart growth efforts planned and underway in the regions' towns; planning for bike/pedways; and planning for additional commuter rail service (i.e. SLE) to and from the region.
15. Assist SEAT in pursuing the recommendations of the Comprehensive Operational Analysis and initiate an update to this analysis.
16. Implement the corrective actions and recommendations resulting from the TMA planning certification review completed in August, 2020; coordinate regularly with FHWA on TMA best practices.
17. Freight planning in southeastern Connecticut will focus on both pass-through and localized generated freight. Pass-through freight will focus on the key highway interstate corridors of I-95 and I-395 as well as secondary arterials that include State Routes 2, 6, and 85. Equally important will be the examination of the region's three rail corridors, the New England Central rail line on the west side of the Thames River, the Providence and Worcester rail line which runs on the east side of the river, and the Northeast Corridor rail line. Toward this end, outreach will be initiated and include regular communications with shippers and carriers, in an effort to better understand and analyze the freight operations specific to the region. Additionally, this region expects to be working in close cooperation with CTDOT's freight planning initiative to add additional efficiency to the analysis process.

Products:

1. The Metropolitan Transportation Plan and the regional Transportation Improvement Program, including transit elements, will be readied for update by their respective deadlines for doing so. These documents will be in conformance with the requirements of MAP-21 and FAST Act, including Performance Measures and Targets.
2. A Congestion Management Process (CMP) will be maintained and made public, and will include regional and multimodal options. The CMP incorporates the eight elements contained in FHWA's CMP Guidebook including: development of regional objectives for congestion management; determine the CMP network in the region; development of multimodal performance measures; collection of data and monitoring system performance; analysis of congestion problems and needs on road links; programing and implementation of both short-range and long-range strategies, included in the Metropolitan Transportation Plan and TIP; and evaluation of strategy effectiveness through network monitoring.
3. Regional studies will be published and made public including the DOD JLUS funded parking management plan for the City of Groton, and two corridor studies: one on Route 161 in East Lyme and one on Route 32 in New London. Other planning studies and reports will be published and made available when completed.
4. An inventory of freight corridors and facilities will be developed and forecasts of the carrying capacities by mode will be made. Toward this end, outreach will be initiated and include regular communications with shippers and carriers, in an effort to better understand and analyze the freight operations specific to the region.
5. The recently adopted Regional Transportation Safety Plan, Southeast Region, prepared in accordance with the Strategic Highway Safety Plan, will be included/referenced as a component of the Metropolitan Transportation Plan.

Task 3: Planning Activities:

Staffing/ Other Costs:	FY 2022		FY 2023		FY 2019 Carryover	
SCCOG Salaries:	3200	$ 153,725	3599	$ 184,901		
BF&O:		$ 159,922		$ 192,354		$ -
Travel (Mileage Reimbursement)		$ 2,000		$ 2,500		
Consultant Costs:		$ -		$ -		$ 100,000
Total:	**3200**	**$ 315,648**	**$3,599**	**$ 379,755**	**$0**	**$ 100,000**

Financial Responsibility Estimated Cost, $:	FY 2022		FY 2023		FY 2019 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	$ 252,518	$ 252,518	$ 303,804	$ 303,804	$ 80,000	$ 80,000
CTDOT	$ 31,565	$ 31,565	$ 28,482	$ 28,482	$ 10,000	$ 10,000
SCCOG	$ 31,565	$ 31,565	$ 47,469	$ 47,469	$ 10,000	$ 10,000
GRAND TOTAL:	**$ 315,648**	**$ 315,648**	**$ 379,755**	**$ 379,755**	**$ 100,000**	**$ 100,000**

Functional Responsibility - Estimated Costs, $:							
	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT.	OTHER	TOTAL
FY 2022	$ -	$ 315,648	$ -	$ -	$ -	$ -	$ 315,648
FY 2023	$ -	$ 379,755	$ -	$ -	$ -	$ -	$ 379,755

Task 4: Other Technical Assistance

Objectives, Highway:

1. Assist federal and state agencies, local officials, private organizations, and individuals concerned with transportation problems.
2. Assist towns in studying specific emerging transportation technologies and mode, particularly as they relate to local responsibility.
3. Assist towns in their bike-pedestrian planning efforts, including the planning for bike-pedestrian facilities.
4. Assist SCCOG towns in funding transportation needs using LOTCIP, STP, and other federal and state funds available to the region.
5. Assist SCCOG towns with more than 50 employees to create ADA Transition Plans.

Objectives, Transit:

1. Assist Southeast Area Transit to improve its functional and management efficiency.
2. Assist in improving the delivery of paratransit services to the elderly and disabled, within the context of the state action plan for such services, and to meet the requirements of The Americans with Disabilities Act, including assistance to the Eastern Connecticut Transportation Consortium.

Major Activities**:** *Consultant services will be used to supplement SCCOG staff.*

1. Coordination: Coordinate and cooperate with other public and private agencies to encourage consistent planning for the region and the implementation of programs and projects of benefit to the region. Coordination and cooperation across MPO regional and State boundaries will also be encouraged to promote a truly regional approach to transportation planning. In 2016, SCCOG entered into a Memorandum of Understanding with the adjacent State of Rhode Island MPO.
2. Technical Assistance: Provide technical assistance related to transportation issues to member municipalities of the Council of Governments.

3. Provide technical and administrative support to: the Groton New London Airport Advisory Committee; CTDOT in maintenance of an Intelligent Transportation System along the I-395 and I-95 corridors; to CTDOT during the implementation of the improvements recommended in the I-95 Feasibility Study. As necessary, assist CTDOT in statewide transit studies and in transportation planning related to Connecticut's Jobs First Employment Services (JFES) initiative.
4. Assist the region's municipalities and private non-profit agencies serving the elderly and disabled to coordinate services in the development of applications for capital assistance under the FTA 5310 program.
5. Annually, review applications for the FTA 5310 program and rank them according to the criteria jointly established with CTDOT, thereby ensuring that they are consistent with the goals and objectives of the LOCHSTP program.
6. Assist the region's municipalities in developing coordinated programs with other municipalities for the Municipal Grant Program for the Elderly and Disabled.
7. Administer the Local Transportation Capital Improvement Program (LOTCIP). This program is funded entirely by State of Connecticut funds, and as such the funding to administer the program is not included in this UPWP.
8. Coordinate with CTDOT and provide technical assistance to SCCOG towns concerning the STP program, assist CTDOT with project development, regional review and prioritization, and monitoring municipal project schedules.
9. Conduct regional studies/planning activities.
    a. Provide on-going technical assistance to the Eastern Connecticut Transportation Consortium.
    b. Provide on-going technical assistance to Southeast Area Transit, to include updating the region's plan to provide transit services under the Americans with Disabilities Act.
    c. Continue to work with CTDOT, SEAT, EWIB, the CT Department of Social Services, CT Department of Mental Health, the CT Department of Labor, NECCOG, the Rideshare Company, ECTC, and other municipal and private non-profit agencies

in coordinating programs and projects under the LOCHSTP program.

d. Assist the City of New London, CTDOT, the CT Department of Economic and Community Development, the CT Office of Policy and Management and other interested parties in the location of the National Coast Guard Museum at New London's Union Station, which functions as the centerpiece of a regional multi-modal center that includes rail, ferry and bus service.
e. Work with CTDOT to expand Shoreline East passenger commuter rail service to New London's Union Station and easterly towards Wickford Junction, RI.
f. Advocate for and assist CTDOT in the development of and implementation of ITS in the region.
g. Continue to provide support and coordination in efforts to develop additional passenger rail service in the region.

10. Assist CTDOT in the development of regional goals for the transportation system, and in the development of a set of performance measures by which the attainment of these goals may be tracked.
11. Work with CTDOT to review the requirements for and to develop a plan for transition to electronic review, approval, and administration of the TIP and STIP.
12. Maintain an online version of the TIP to spatially illustrate locations, costs, and descriptions of projects in the region.
13. Develop and provide traffic count data, including bike/pedestrian counts, to CTDOT Bureau of Policy and Planning.
14. Work with CTDOT to educate SCCOG municipalities on their responsibilities under ADA and Section 504 to ensure their programs, activities, and services are examined to identify barriers to access.

Products:

1. Studies completed for municipalities under the technical assistance task will be published.

2. SEAT financial and productivity analyses will be published.
3. Memos and short studies are expected to be produced in the course of providing technical assistance to Southeast Area Transit. In addition, a narrative report summarizing assistance provided will be prepared at the end of the project.
4. Some memos and/or brief reports may be produced during the efforts to implement the elderly/handicapped transportation action plan. Additionally, a narrative report summarizing activities undertaken during the project will be prepared.
5. Vehicle replacement grants will be awarded.
6. Any studies or plans prepared in response to the Americans With Disabilities Act will be published, including Municipal ADA Transition Plans.
7. Additional solicitations and prioritization of projects for LOTCIP funding will be conducted.
8. Assist CTDOT, as required, with coordination of applications and prioritization of projects under the STP-Urban program, the Local Road Accident Reduction program, the Section 5310 program, CMAQ and any other funding programs.
9. An online TIP will be maintained on the SCCOG website, including a project location map.

Task 4: Other Technical Assistance:

Staffing/Other Costs:	FY 2022		FY 2023		FY 2019 Carryover	
SCCOG Salaries:	1,600	$ 76,863	1,915	$ 96,645		
BF&O:		$ 79,961		$ 100,541		$ -
Consultant Costs:		$ -		$ -		$ 100,000
Total:	**1,600**	**$ 156,824**	**1,915**	**$ 197,185**	**-**	**$ 100,000**

Financial Responsibility Estimated Cost, $:	FY 2022		FY 2023		FY 2019 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	$125,459	$ 125,459	$157,748	$ 157,748	$ 80,000	$ 80,000
CTDOT	$ 15,682	$ 15,682	$ 14,789	$ 14,789	$ 10,000	$ 10,000
SCCOG	$ 15,682	$ 15,682	$ 24,648	$ 24,648	$ 10,000	$ 10,000
GRAND TOTAL:	**$156,824**	**$ 156,824**	**$197,185**	**$ 197,185**	**$100,000**	**$ 100,000**

Functional Responsibility - Estimated Costs, $:							
	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT.	OTHER	TOTAL
FY 2022	$ -	$ 156,803	$ -	$ -	$ -	$ -	$ 156,803
FY 2023	$ -	$ 156,803	$ -	$ -	$ -	$ -	$ 156,803
FY 2019 Carryover	$ -	$ -	$ -	$ -	$100,000	$ -	$ 100,000

Task 5: Public Participation

Objectives, Highway:

1. Assure that the Metropolitan Transportation Plan and the regional Transportation Improvement Program meet FAST Act and CAAA requirements, respond to current needs, and reflect available resources.
2. Implement strategies to ensure that projects and processes meet Federal Title VI requirements for Environmental Justice. Continue to address the recommendations from the Title VI Compliance Report.
3. Continuously evaluate the effectiveness of the public involvement process. Ensure that SCCOG's public involvement process meet the new requirements of FAST Act, including opportunities for bicyclists, pedestrians, and persons with disabilities to comment on the Metropolitan Transportation Plan. Regularly re-assess the SCCOG's Public Participation and Consultation Process for Transportation Planning.
4. Provide information to local officials and the general public on transportation-related issues and planning through a variety of means. Materials should be public-friendly, posted on SCCOG's web site, and where appropriate, be presented in a visual format.
5. Prepare and submit to CTDOT such Title VI reports as may be required. Update the Council's Affirmative Action Program.

Objectives, Transit:

1. Improve public awareness of, and thus access to, the range of public transportation services available in southeastern Connecticut.
2. Evaluate the effectiveness of the public involvement process.

Major Activities:

1. Publish news periodically on the SCCOG website and an annual report; maintain the SCCOG web site; distribute advance notices of meetings and summaries of documents to private operators, local officials, and interested citizen groups; hold public meetings, hearings or forums on transportation matters; provide technical support to the Groton New London Airport Advisory Committee, and to other citizen groups, as appropriate.
2. Update, as needed, the agency's Affirmative Action Program.
3. Assist CTDOT in the public participation portion of ongoing studies and implementation efforts for previously completed studies/EIS.
4. Continue to develop and implement a strategy addressing Title VI and Environmental Justice mandates, and consider the impacts on under-served communities of any recommendation contained in plans and programs. The SCCOG's Title VI Coordinator will be trained on Title VI responsibilities and requirements and will keep SCCOG staff informed.

Products:

1. An annual report will be published and distributed.
2. The policy statement on participation in the planning process to assure Environmental Justice will be published. Particular attention will be paid to the impacts of recommendations in the Metropolitan Transportation Plan and projects in the TIP on underserved communities. The plan includes social media methods being used to provide public outreach. Mapping of population clusters under LEP and EJ is included, along with TIP project locations to determine where community impact reviews might be warranted.
3. The Affirmative Action Program and the Public Participation and Consultation Process for Transportation Planning will be published and the Public Participation and Consultation Process will be annually reviewed and updated as needed. The SCCOG's

interested party list will be maintained and updated as required.

4. Through the SCCOG website, the region's transportation planning documents have been made available to the public.
5. A section will be included in the Metropolitan Transportation Plan documenting the region's public participation efforts, including public comments received and how these have been addressed.

Task 5: Public Participation:

Staffing/ Other Costs:	FY 2022		FY 2023		FY 2019 Carryover	
SCCOG Salaries:	299	$ 14,364	655	$ 30,749	0	$ -
BF&O:		$ 16,000		$ 16,138		$ -
Total:	**299**	**$ 30,364**	**655**	**$ 46,887**	**0**	**$ -**

Financial Responsibility Estimated Cost, $:	FY 2022		FY 2023		FY 2019 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	$ 24,291	$ 24,291	$ 37,510	$ 37,510	$ -	$ -
CTDOT	$ 3,036	$ 3,036	$ 3,517	$ 3,517	$ -	$ -
SCCOG	$ 3,036	$ 3,036	$ 5,861	$ 5,861	$ -	$ -
GRAND TOTAL:	**$ 30,364**	**$ 30,364**	**$ 46,887**	**$ 46,887**		**$ -**

Functional Responsibility - Estimated Costs, $:							
	CTDOT	SCCOG	TRANSIT DISTRICT	TOWNS	CONSULT.	OTHER	TOTAL
FY 2022	$ -	$ 30,364	$ -	$ -	$ -	$ -	$ 30,364
FY 2023	$ -	$ 46,887	$ -	$ -	$ -	$ -	$ 46,887
FY 2019 Carryover	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Table 1: Maximum Hourly Rates by Position

Position	FY 2022 Maximum Hourly Rate	FY 2023 Maximum Hourly Rate
Executive Director	$82.00	$85.00
Deputy Director	$52.00	$54.00
Planner III/Transp. Prog. Mgr.	$47.00	$49.00
Planner III	$37.00	$39.00
Planner II	$37.00	$39.00
Planner II	$37.00	$39.00
Planner I	-	$36.00
Vacant Planner II/III	$37.00	$39.00
GIS Coordinator	$38.00	$40.00
Office Manager	$38.00	$40.00
Senior Advisor	--	$88.00

Table 2: Task Descriptions and Hours

	Task Description	FY 2022	FY 2023	FY 2019 Carryover
Task 1	Management of the Planning Process	704	700	0
Task 2	Data Collection/ Analysis	576	1,085	Consultant
Task 3	Planning Activities	3,200	3,599	Consultant
Task 4	Other Technical Assistance	1,600	1,915	Consultant
Task 5	Public Participation	299	655	0
TOTAL:		**6,379**	**7,954**	**0**

Table 3: Staff Hours by Position and Task

FY 2022 Avail Hrs per Year: 1820

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total	Total Hrs
	Management	Data	Planning	TA	Public Participation		
Exec Director	39%	0%	8%	0%	2%	49%	883
Deputy Director	0%	0%	11%	0%	0%	11%	200
Planner III/Transp. Prog. Mgr.	0%	4%	55%	22%	5%	87%	1576
Planner III	0%	0%	5%	11%	1%	18%	325
Planner II	0%	0%	11%	11%	1%	23%	425
Planner II	0%	0%	11%	5%	1%	18%	320
Planner II/III (Vacant)	0%	0%	38%	16%	2%	57%	1030
GIS Coordinator	0%	27%	36%	22%	4%	89%	1620
Office Manager	0%	0%	0%	0%	0%	0%	0
Total	39%	32%	176%	88%	16%	350%	6379
Total Hours	704	576	3200	1600	299	6379	

FY 2023

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total % Hrs	Total Hrs
	Management	Data	Planning	TA	Public Participation		
Exec Director	27%	0%	10%	0%	3%	40%	732
Deputy Director	0%	0%	0%	0%	0%	0%	0
Planner III/Transp. Prog. Mgr.	0%	3%	55%	22%	5%	85%	1548
Planner III	0%	0%	5%	5%	5%	15%	273
Planner II	0%	0%	25%	20%	5%	50%	910
Planner II	0%	0%	0%	0%	0%	0%	0
Planner I	0%	20%	20%	4%	10%	54%	983
Planner II/III (Vacant)	0%	0%	25%	15%	5%	45%	819
GIS Coordinator	0%	37%	28%	19%	0%	84%	1529
Office Manager	0%	0%	0%	0%	0%	0%	0
Senior Advisor	11%	0%	30%	20%	3%	64%	1160
Total	38%	60%	198%	105%	36%	437%	7954
Total Hours	700	1085	3599	1915	655	7954	

FY 2019 Carryover **

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total % Hrs	Total Hrs
Exec Director	0	0	0	0	0	0%	0
Deputy Director	0	0	0	0	0	0%	0
Planner III/Transp. Prog. Mgr.	0	0	0	0	0	0%	0
Planner III	0	0	0	0	0	0%	0
Planner II	0	0	0	0	0	0%	0
Planner II	0	0	0	0	0	0%	0
Planner II/III (Vacant)	0	0	0	0	0	0%	0
GIS Coordinator	0	0	0	0	0	0%	0
Office Manager	0	0	0	0	0	0%	0
Total	0	0	0	0	0	0%	0
Total Hours	0	0	0	0	0	0	

** **Note: It is planned that FY 2019 Carryover will be used on Consultant tasks**

Table 4: UNIFIED PLANNING WORK PROGRAM

FY 2022: TOTAL FUNDING [FY 2022 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	TOTAL
1	55,202	6,900	6,900	69,002
2	45,165	5,646	5,646	56,457
3	252,518	31,565	31,565	315,648
4	125,459	15,682	15,682	156,824
5	24,291	3,036	3,036	30,364
TOTAL:	502,635	62,829	62,829	628,294

FY 2023: TOTAL FUNDING [FY 2023 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	Total
1	98,098	9,197	15,328	122,623
2	69,194	6,487	10,812	86,493
3	303,804	28,482	47,469	379,755
4	157,748	14,789	24,648	197,185
5	37,510	3,517	5,861	46,887
TOTAL:	666,355	62,471	104,118	832,943

FY 2019 Carryover: TOTAL FUNDING [FY 2019 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	Total
1	-	-	-	-
2	18,430	2,304	2,304	23,037
3	80,000	10,000	10,000	100,000
4	80,000	10,000	10,000	100,000
5	-	-	-	-
TOTAL:	178,430	22,304	22,304	223,037

Table 5: FY 2022 – FY 2023 UNIFIED PLANNING WORK PROGRAM MILESTONES

Task No. & Title	Products	FY 2022	FY 2023
1. Management of the Planning Process	FY 2024-2025 UPWP Draft		23-Apr
	FY 2024-2025 UPWP Final		23-Jun
	Amend Metropolitan Transportation Plan – as needed	22-May	21-May
	Amend TIP	22-Jun	23-Jun
	Adopt UPWP for FY 2024-2025		22-Jun
	Self-certification	22-Jun	23-Jun
	SIP Conformancy Statement	22-Jun	23-Jun
	Quarterly Reports	Quarterly	Quarterly
	Annual Audit	22-Sep	23-Sep
	Consultant Management	Throughout	Throughout
2. Data Collection/Analysis	Data Management	Throughout	Throughout
	Maintain 2020 Census	Throughout	Throughout
3. Planning Activities	Metropolitan Transportation Plan – review/amend	As Needed	As Needed
	TIP Draft	22-Feb	23-Feb
	CAAA & FAST-Act	Throughout	Throughout
	Casino Traffic Analysis	Throughout	Throughout
	EB Traffic Analysis	Throughout	Throughout
	Airport Committee	Throughout	Throughout
	Project Monitoring	Throughout	Throughout
	Congestion Management	Throughout	Throughout
	ITS	Throughout	Throughout
	Comprehensive Operational Analysis Implementation	Throughout	Throughout

4. Other Technical Assistance	Coordination	Throughout	Throughout
	Technical Assistance	Throughout	Throughout
	SEAT Assistance	Throughout	Throughout
	LOCHSTP	Throughout	Throughout
	Alternative Fuels	As Needed	As Needed
	5310 Vehicle Replacement	22-Feb	22-Feb
5. Public Participation	Update Affirm. Action/Environ. Justice Programs	22-Jun	23-Jun
	Review/Update as Needed Public Participation Policy	22-Jan	23-Jan
	Annual Report	22-Jan	23-Jan
	Maintain Website and Social Media Platforms	Throughout	Throughout

TABLE 6: UNIFIED PLANNING WORK PROGRAM, FY 2022-2023
Southeastern Connecticut Council of Governments

ESTIMATED SCHEDULE OF WORK ACTIVITIES

Tasks	Products	FY 2022 J	A	S	O	N	D	J	F	M	A	M	J	FY 2023 J	A	S	O	N	D	J	F	M	A	M	J
1. Management	UPWP Draft																								
	UPWP Final																								
	Adopt 2023 MTP																								
	Self Certification																								
	SIP Conformity																								
	Quarterly Reports																								
	Annual Audit																								
	Consult. Mgmt.																								
2. Data Coll/Analy	HPMS/Sec. 536																								
	Commuter Lots																								
	Traffic Counts	A	S	N	E	E	D	E	D					A	S	N	E	E	D	E	D				
	Data Base/GIS																								
	2020 Census Maint.																								
3. Planning	Update to MTP																								
	TIP																								
	Traffic Analysis																								
	EB Traffic Analysis																								
	Project Monitoring																								
	Congestion Mgmt.																								
	ITS																								
	Comp. Ops. Analysis																								
4. Technical Assist.	Coordination																								
	Technical Assistance	A	S	N	E	E	D	E	D					A	S	N	E	E	D	E	D				
	SEAT Assistance																								
	LOCHSTP																								
	Airport Committee																								
	Alternative Fuels	A	S	N	E	E	D	E	D					A	S	N	E	E	D	E	D				
	5310 Vehicle Replace.																								
5. Public Participat.	Public Input																								
	Affirm. Act/Environ. Just.																								
	News Updates/Annual Rpts																								
	Web Site and Social Media																								

Appendix A: Statement of Cooperative MPO/State/Transit Operator's Planning

Statement of Cooperative MPO/State/Transit Operators' Planning Roles & Responsibilities

Purpose

The purpose of this statement is to outline the roles and responsibilities of the State, the Southeastern Connecticut Council of Governments and appropriate providers of public transportation as required by 23 CFR Sec. 450.314(a), (h) "Metropolitan Planning Agreements."

General Roles & Responsibilities

The Southeastern Connecticut Council of Governments 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.

Long Range Metropolitan Transportation Plan

1. Southeastern Connecticut Council of Governments will be responsible for preparing and developing the long range (20–25 years) metropolitan transportation plans for their respective region.
2. Southeastern Connecticut Council of Governments may develop a consolidated transportation plan summary report for the planning region that includes the key issues facing the area and priority programs and projects.

3. CT DOT will provide the following information and data in support of developing the transportation plan:
   a. Financial information - estimate of anticipated federal funds over the 20-25 year time frame of the plan for the highway and transit programs.
   b. Trip tables - for each analysis year, including base year and the horizon year of the plan by trip purpose and mode. *(CT DOT will provide this only if requested since Southeastern Connecticut Council of Governments may maintain their own travel forecast model.)*
   c. Traffic count data for state roads in the Southeastern Connecticut Council of Governments region, and transit statistics as available.
   d. List of projects of statewide significance by mode, with descriptions, so that they can be incorporated into the long-range metropolitan transportation plans.
   e. Assess air quality impacts and conduct the regional emissions assessment of the plan. Will provide the results of the assessment in a timely manner to allow inclusion in the plan and to be made available to the public at public information meetings. (Refer to air quality tasks.)
4. Southeastern Connecticut Council of Governments may conduct transportation modeling for the area.
5. Southeastern Connecticut Council of Governments 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 CT DOT, Southeastern Connecticut Council of Governments, and the appropriate provider(s) of public transportation.
2. CT DOT will send a draft proposed 5-year Capital Plan to the, Southeastern Connecticut Council of Governments for review and comment. The draft list will reflect input that the CT DOT received from the, Southeastern Connecticut Council of Governments during the consultation process on the previous year's plan.
3. CT DOT will prepare an initial list of projects to include in the new TIP. This list will be based on the current TIP that is about to expire and the 5- year Capital Plan.
4. CT DOT will consult with and solicit comments from the Southeastern Connecticut Council of Governments and transit providers on the TIP and incorporate where practicable.
5. CT DOT will provide detailed project descriptions, cost estimates and program schedules. The project descriptions will provide sufficient detail to allow the Southeastern Connecticut Council of Governments to explain the projects to the policy board and the general public.
6. CT DOT will provide a list of projects obligated during each of the federal fiscal years covered by the TIP/STIP. The annual listing of obligated projects should include both highway and transit projects.
7. The Southeastern Connecticut Council of Governments will compile the TIP for the Region, including preparing a narrative. Projects will be categorized by federal aid program and listed in summary tables. The TIP will be converted into a format that will allow it to be downloaded to the Region's website. The Southeastern Connecticut Council of Governments will maintain the TIP by tracking amendments and changes to projects (schedule, scope and cost) made through the TIP/STIP Administrative Action/Amendment/Notification process.
8. CT DOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of the State.
9. CT DOT will include one STIP entry each for the Bridge program and the Highway Safety Improvement program. This entry will list the total funds needed for these programs for each fiscal year. All Regions will receive back up lists in the form of the Bridge Report and the Safety Report monthly. The one-line entry will reduce the

number of entries needed in the STIP. Any projects listed in the Bridge and or Safety Report that are over $5m and on the NHS, will be transferred directly into the STIP as its own entry per the TIP/STIP Administrative Action/Amendment/Notification process.

10. CT DOT will provide proposed amendments to the Southeastern Connecticut Council of Governments for consideration. The amendment will include a project description that provides sufficient detail to allow the Southeastern Connecticut Council of Governments to explain the proposed changes to the Southeastern Connecticut Council of Governments board and project management contact information. It will also provide a clear reason and justification for the amendment. If it involves a new project, CT DOT will provide a clear explanation of the reasons and rationale for adding it to the TIP/STIP.
11. When an amendment to the TIP/STIP is being proposed by the Southeastern Connecticut Council of Governments, the project sponsor will consult with CT DOT to obtain concurrence with the proposed amendment, to obtain Air Quality review and consistency with Air Quality Conformity regulations and ensure financial consistency.
12. CT DOT will provide a financial assessment of the STIP with each update. The Southeastern Connecticut Council of Governments should prepare a TIP summary table listing all projects by funding program sorted by year based on CT DOT's financial assessment, demonstrating and maintaining financial constraint by year.

Air Quality Planning

1. CT DOT and the Southeastern Connecticut Council of Governments should meet at least once per year to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
2. CT DOT will conduct the regional emissions analysis, which includes the Southeastern Connecticut Council of Governments area and provide the results to the Southeastern Connecticut Council of Governments. The regional emissions analyses for the build or future years will include the proposed transportation improvements included in the regional long-range metropolitan transportation plans and TIP.
3. The Southeastern Connecticut Council of Governments will prepare a summary report of the conformity process and regional emissions analysis for the Region. It will contain a table showing the estimated emissions from the transportation system for each criteria pollutant and analysis year.
4. The summary report on the regional emissions analyses will be inserted into the long-range transportation plan and TIP.
5. The Southeastern Connecticut Council of Governments will make the regional emissions analysis available to the public.

Public Participation Program

1. The Southeastern Connecticut Council of Governments will annually review and evaluate their public participation program.
2. The Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments 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. The Southeastern Connecticut Council of Governments will comply with federal legislation on these issues.
4. The Southeastern Connecticut Council of Governments' 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 Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments will allow for transit provider(s) to participate in UPWP, long-range plan, and TIP development to ensure the consideration of any appropriate comments.
4. The Southeastern Connecticut Council of Governments and CT DOT will assist the transit provider(s), to the extent feasible, with planning for transit-related activities.

Fiscal/Financial Planning

1. The CT DOT will provide the Southeastern Connecticut Council of Governments 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 CT DOT will notify the Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments will prepare summary tables and charts that display financial information for presentation to the policy board.

Congestion Management Process (CMP) Program

1. The Southeastern Connecticut Council of Governments, if located in a TMA, 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 delay.
2. The Southeastern Connecticut Council of Governments will conduct congestion strategies studies for critical corridors and identify possible improvements to reduce congestion and delay.
3. The Southeastern Connecticut Council of Governments will work with CT DOT on programming possible congestion-reducing projects.
4. The Southeastern Connecticut Council of Governments 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 CT DOT will maintain the statewide ITS architecture and ensure consistency with the Regional ITS Architecture for the Southeastern Connecticut Council of Governments.
2. The Southeastern Connecticut Council of Governments will maintain and update the Regional ITS Architecture for the Southeastern Connecticut Council of Governments 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 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 a platform accessible by CTDOT and the MPO's.

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 Southeastern Connecticut Council of Governments.

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 Southeastern Connecticut Council of Governments and Transit Representatives on assumptions.

3. The CTDOT will provide Southeastern Connecticut Council of Governments and Transit Representative with 30 days to provide feedback on the data received and the assumptions provided.

4. The feedback received will be discussed at the next scheduled monthly meeting.

5. CTDOT will set targets for each performance measure with consideration of feedback received.

C. Reporting of Performance Targets

1. CTDOT will notify the Southeastern Connecticut Council of Governments and Transit Representatives by email when final statewide targets are established.

2. CTDOT will send the targets that have been set, the backup information and a PowerPoint presentation to the Southeastern Connecticut Council of Governments for their use in educating the MPO Policy Board. CTDOT will provide region level data summaries, if available.

3. The Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments is establishing their own targets, the Southeastern Connecticut Council of Governments will report those targets to the CTDOT by email no later than the 180 day timeframe.

5. The Southeastern Connecticut Council of Governments 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 Southeastern Connecticut Council of Governments 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 MPO name 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 Southeastern Connecticut Council of Governments. However, the Southeastern Connecticut Council of Governments' targets are not required to be updated annually, only revisited whenever the Southeastern Connecticut Council of Governments updates their MTP and/or TIP on or after October 1, 2018.

8. For FTA safety performance measures as part of the PTASP, the Southeastern Connecticut Council of Governments 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 NTD. Information will be available to the Southeastern Connecticut Council of Governments and transit representatives for use in updates to the Long Range Transportation Plan, 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 Southeastern Connecticut Council of Governments in a timely manner, and the MPOs will incorporate them into their planning process.

3. The Southeastern Connecticut Council of Governments 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.

30 Performance Measures

Highway Safety	Number of Fatalities - 5-Year Rolling Average
Highway Safety	Rate of Fatalities per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Serious Injuries - 5-Year Rolling Average
Highway Safety	Rate of Serious Injuries per 100 million VMT - 5-Year Rolling Average
Highway Safety	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries - 5-Year Rolling Average
Bridges & Pavements	Percentage of Pavements of the Interstate System in Good Condition
Bridges & Pavements	Percentage of Pavements of the Interstate System in 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(beg 2022)	Annual Hours of Peak-Hour Excessive Delay (PHED)
Congestion and Air Quality	Percent of Non-SOV Travel
Congestion and Air Quality(beg 2022)	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.
PTASP safety performance targets	Fatalities (total number of reported fatalities)
PTASP safety performance targets	Fatalities (fatality rate per total vehicle revenue miles by mode)
PTASP safety performance targets	Injuries (total number of reportable injuries)
PTASP safety performance targets	Injuries (injury rate per total vehicle revenue miles by mode)
PTASP safety performance targets	Safety Events (total number of reportable safety events)
PTASP safety performance targets	Safety Events (safety event rate per total vehicle revenue miles by mode)
PTASP safety performance targets	System Reliability (mean distance between mechanical failures 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 Southeastern Connecticut Council of Governments 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.

APPENDIX B: MPO Staff General Duties

Executive Director: Responsible for the complete administration and management of the programs conducted and the staff employed by the SCCOG. Works to implement the policy and goals of the SCCOG board, directing, planning, and organizing all activities at the SCCOG. Principal responsible for conduct of the MPO's transportation planning program, including overseeing preparation and implementation of MTP, TIP/STIP, UPWP, compliance with Title VI and Public Participation and Consultation Process. Prepares and oversees budgets and contracts funded associated with the SCCOG's transportation planning program.

Deputy Director, Senior Advisor: Assists the Executive Director in administering and managing the programs and staff of the SCCOG. Oversees and manages the conduct of assigned special projects and studies. Conducts research and analysis. Assists in overseeing the MPO transportation planning program. Supports and participates in the conduct of the SCCOG's Public Participation and Consultation Process.

Planner III/Transportation Program Manager: Serves as SCCOG's chief transportation planner. Leads SCCOG's work on MTP update, TIP/STIP amendments/actions, CMP maintenance, and special transportation studies such as Regional Bike – Ped Plan. Along with Executive Director, represents SCCOG in all coordination efforts with CTDOT, USDOT and other agencies involved in the transportation planning process. Manages the SCCOG's LOTCIP program. Solicits municipal applications/projects for funding opportunities administered by the SCCOG on behalf of CTDOT including TAP, Section 5310, Local Road Accident Reduction, and Corridor Studies. Supports and participates in the conduct of the SCCOG's Public Participation and Consultation Process. Provides staff support to SEAT, WRTD, and ECTC.

Planner I/II/III: Staff planners participating in all facets of the SCCOG's planning program, including transportation planning. Assist Planner III/Transportation Program Manager on various components of SCCOG's transportation planning program. Collects data such as

commuter parking lot counts and traffic data, analyzes and evaluates information, prepares reports and studies. Provides assistance to SCCOG member municipalities and the general public as staff planners and in capacity as contract planners to assigned municipality.

GIS Coordinator: Maintains SCCOG regional Geographic Information System (GIS). Supports all SCCOG projects, including transportation planning program, using GIS technology. Keeps GIS database current. Generates maps and reports for use by SCCOG staff, municipal officials, and the general public. Links transportation and transit data to GIS.

Office Manager (not budgeted directly using UPWP funds): Responsible for the organization and coordination of office operations, procedures, and resources. Maintains financial records, accounts payable, grant fund management. Provides administrative support to Executive Director and SCCOG staff. Manages and oversees maintenance of office equipment. Assists in preparation of transportation planning documents, including preparation of invoices and reports to CTDOT.

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/E-Mail: office@seccog.org

ATTACHMENT # 5

EXECUTIVE DIRECTOR'S REPORT

To: SCCOG Representatives and Alternates
Liaison Representatives and Alternates
Other Interested Parties
From: Amanda Kennedy, Executive Director
Date: December 13, 2022

1) Financial and Management Matters

   a) Personnel: Regional Code Enforcement: SCCOG has continued the search process for a regional Building Official and posted a job announcement for a combined Planner/ZEO. SCCOG staff continue to refine service levels to be subsidized by the OPM RPIP grant in advance of finalizing the grant paperwork and municipal contracts.

   b) DOT Funding: SCCOG has submitted a draft Unified Planning Work Program (UPWP) in order to access additional PL funding made available to the region by the recent infrastructure bill in the amount of $165,000 for FY 2023. CT DOT has begun a discussion with MPO Directors regarding the funding formula for future years. Formulas under discussion are not expected to negatively impact SCCOG.

   c) Capital Improvements: Contractors installed weather-proofing to the warehouse to prevent damage to contents.

2) Work Program

   a) Municipal Services:

      i) Training & Support: No update.

      ii) Planning: SCCOG staff provide planner services under contract to Bozrah, Salem, Franklin, Lisbon, and Sprague.

iii) Building Official: See above discussion 1a re RPIP grant.

iv) Zoning Enforcement: John Herring will complete his work with SCCOG in December. See above discussion 1a re RPIP grant.

v) Chief Elected Official Support Program: No update.

vi) Geographic Information Systems (GIS): No update.

vii) Legislative: SCCOG will hold a meeting with the region's legislative delegation on 12/15. Staff attended the 12/13 meeting of the CCM Legislative committee.

b) Transportation:

i) LOTCIP:

(1) Financials:

Allocated to SCCOG FY 14-23:	$ 43,267,000.00
Administrative Disbursements:	$ 446,560.00
Expended Project Costs:	$ 16,935,826.00
Projects in Design with Comm to Fund:	$ 7,856,001.00*
Unallocated:	$ 18,028,613.00
Value of Projects in Pipeline:	$ 17,182,478.00

(2) Under Construction: City of Groton - Poquonnock Road, Norwich- Dunham Street, New London - Jefferson Avenue

(3) Commitment to Fund/In Design: Bozrah Fitchville Road, Ledyard- Multi-use trail, New London- Broad/Williams Street. *New London – Broad/Williams Street will be submitted for re-endorsement in January due to cost escalation.

(4) Applications in Development:

Solicitation / Status	
2021	
Colchester-Lebanon Ave	Municipality revising
Lisbon- River Road	Municipality revising
New London - Hodges Square	Municipality revising
2022	
East Lyme- East Pattagansett	Municipality revising
Preston- Poquetanuck Village	Municipality revising
Montville- RT32	Municipality revising

ii) Transportation Rural Improvement Grant Program (TRIP): This is a new program that will provide state funding for local transportation projects, similar to LOTCIP, in rural municipalities. SCCOG staff notified eligible municipalities and held an information session on Friday 10/28. Deadline for submission to SCCOG is January 10. Technical assistance is available.

iii) Metropolitan Transportation Plan (MTP): SCCOG staff are coordinating with CT DOT to prepare a new MTP by May 2023.

iv) Corridor Studies: Senior Advisor Butler is managing all three active corridor studies.

(1) New London Route 32 (route32study.com): Public meeting was held November 2 at the Lyman Allyn Museum. SCCOG staff are reviewing the draft existing conditions report.

(2) East Lyme Route 161 (route161corridorstudy.com): The Advisory Committee met November 15.

(3) Norwich Downtown/Chelsea Harbor Mobility Study: The consultant selection process (RFP) is underway.

v) Eastern CT Rail and Transit Feasibility Study: CT DOT held briefing for elected officials 12/8. Eastern CT Corridor Rail and Transit Feasibility Study (Eastern CT Corridor Rail and Transit Feasibility Study) public meetings are to be held 12/12 and 12/15.

vi) I-95 Eastern CT PEL Study. CT DOT held briefing for elected officials 12/8.

vii) Regional Bike-Ped Plan: No report.

viii) Coordination: SCCOG staff met CT DOT staff regarding federal STBG project funding and ongoing planning and design projects in the region.

ix) Competitive Grants:

(1) Safe Streets for All (SS4A): SCCOG staff have submitted an application to fund eighteen projects in thirteen municipalities for a total of $29,528,940 in federal grant funds and await a decision by US DOT later this year.

(2) SMART: SCCOG staff were assisting the City of New London in preparing an application for a Strengthening Mobility and Revolutionizing Transportation (SMART) grant to address congestion along the Bank St. corridor, but the City elected not to advance the application in this round.

c) Housing:

i) SECHA: SCCOG staff and SECHA members continue to coordinate with the Community Foundation of Eastern CT re: the possible establishment of a stand-alone housing resource/advocacy organization affiliated with Centers for Housing Opportunity elsewhere in the state.

d) Resilience:

i) Hazard Mitigation Planning: This project is nearing completion. Draft mitigation strategies have been sent to each municipality for review. A draft of the final document is expected this month.

ii) Stormwater Authority Pilot: This project is funded through a grant from CIRCA. SCCOG's consultants are reviewing feedback on their draft final report and collecting additional information regarding property taxes.

e) Open Space/Conservation: SCCOG staff briefed the region's municipal planner on the open space plan process on 11/17 and is receiving data corrections and feedback on planned public outreach.

f) Economic Development:

(1) seCTer: SCCOG continues to coordinate with seCTer and other partners on offshore wind industry issues and expects the draft CEDS to be available for review/endorsement shortly.

(2) Grants: SCCOG staff submitted an application for EPA community-wide assessment grant (brownfields) funding that would fund phase 1 and phase 2 environmental assessments on properties with high reuse potential along the Rte 32/New England Central Railroad corridor.

g) Census 2020: SCCOG anticipates the release of new Urban Area geographies that will impact where certain funds may be used.

h) Defense Industry Coordination:

i) SCCOG staff are working with SUBASE staff to prepare an application for funding for utility resiliency activities through the US DOD Office of Local Defense Community Cooperation.

ii) SCCOG staff are preparing an application to nominate a Defense Community Champion this year (new award program run by the Association of Defense Communities, of which SCCOG is a member) in consultation with the SUBASE and CT Office of Military Affairs.

i) Human Services: RHSCC will meet 12/16 regarding legislative issues.

j) Covid Recovery: With the departure of Lee-Ann Gomes, SCCOG staff will provide any future support regarding ARPA fund administration.

k) Regional Plan of Conservation and Development: No report.

l) Regional Water: The Eastern CT WUCC met Wednesday, Nov. 16th.

m) Regional Wastewater Management Plan: No report.

n) Eastern CT Workforce Investment Board: No report.

o) Regional Emergency Management Planning: No report.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

PROJECT MEMORANDUM FOR ENGINEERING

DATE: 11/8/2022

To: Darren E. Meyers
Director of Capital Services
Bureau of Finance & Administration

MOD # RPM

From: L. Zhang for Jacob Booth

PE or PL Project ID:
FD Project ID: ATTACHMENT #6
RW Project ID:
CN Project ID: **DOT01720528CN**

Please Review Project Information and Estimate for Approval:

Project Description (short): 30 (30 Characters)	D2 UHPC Beam End Rprs Intersta
Project Description (long): 197 (254 Characters)	Address steel beam end deterioration on various NHS INTERSTATE bridges carrying I-95 and I-395 in the Northeastern and Southeastern COGs of District 2 using Ultra High Performance Concrete (UHPC).
Justification: 625 (1333 Characters)	This project will repair steel beam ends on various NHS INTERSTATE bridges carrying I-95 and I-395 in the Northeastern and Southeastern COGs of District 2 using UHPC as opposed to traditional steel welding techniques. Beam ends located under leaky expansion joints become corroded over time and require repair. UHPC beam end repairs help pass the live load from the superstructure to the substructure, increasing the strength rating of the beam end, as well as encasing the beam end in concrete to protect from the elements and further corrosion. Cost of PE, FD and RW for this CN project are being covered under DOT01720527.
Project Manager: Francisco Fadul	This project is being initiated under the "Ultra High Performance Concrete Beam End Repair Program". These bridges have been identified in this Statewide program as a priority, to address the Department's Structures within our bridge inventory and maintain their major components in a "State of Good Repair". This rehabilitation project is being programmed using additional reauthorization funding from the Infrastructure Investment and Jobs Act (IIJA).
Project Engineer: Jonathan Kang	PPI # PP172-0030. This project is planned to be advertised as one CN contract with project 0172-0527. Since all bridges in project 0172-0528 are on the Interstate, this CN project qualifies for 90% Federal funds. Engineering requested that only one PE phase and only one RW phase be initiated to cover delivery of both CN projects.
Scope Code: BP 3	BP 3 - Minor Bridge Preservation Program

Requested Schedule (Proj. Manager):		Assigned Schedule (Capital Planning):	
N/A - under 0172-0527	PE(PD) Start	PE Auth	
N/A - under 0172-0527	Design Approval/FD/RW	FD/RW Auth	
7/12/2023	FDP	FDP	
8/23/2023	DCD	DCD	
9/20/2023	ADV	ADV	

☑ State ADV
☐ Town ADV

Estimates Summary:

Project Type	EST Amount Requested
PE or PL	$0
FD	$0
Total	**$0**

Project Type	EST Amount Requested
RW	$0
Total	**$0**

Project Type CN

Activity	EST Amount Requested
CT	$22,700,000
CG	$0
IN	$0
NI	$0
NF	$0
UT	$0
RF	$0
SF	$0
TF	$0
CM	$0
Total	**$22,700,000**

Project Grand Total (Sum of Project Types) = $22,700,000

Submitted by: (sign & date)	**Approved by:** (sign & date)
Project Manager	**Division Chief**
Principal Engineer	**Director of Capital Services - Darren E. Meyers**

Estimates for PL, PD, portion of PE, or total PE (if no PD/FD split):								RPM		Project ID			0
Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
PE													
PE													
PE													
PE													
		$0				$0				$0			
	Total	**$0**											

Estimates for FD of PE portion:								RPM		Project ID			0
Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
FD	PE0000												
FD													
FD													
FD													
		$0				$0				$0			
	Total	**$0**											

Estimates for Rights of Way:								RPM		Project ID			0
Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
RW	RW0000												
RW													
RW													
RW													
		$0				$0				$0			
	Total	**$0**											

Estimates for Construction:								RPM		Project ID			DOT01720528CN
Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
CN	CT0000	$20,430,000	12062	22108	ZBRFP	$2,270,000	13033	43123	ZSTEZ				
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		$20,430,000				$2,270,000				$0			
	Total	**$22,700,000**											

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

MEMORANDUM

To: SCCOG Representatives and Alternates
From: Nominating Committee
Thomas Sparkman, Chairman
Michael Passero
Ron McDaniel

Date: 21 December 2022
Subject: Proposed Slate of Officers and Executive Committee Members

The SCCOG Nominating Committee recommends the following slate for positions on the Executive Committee in 2022- 2023:

Chairman	Danielle Chesebrough
Vice Chairman	Cheryl Blanchard
Treasurer	Rob Brule
Secretary	Charlie Grant
Representative-at-Large	John Salomone
Representative-at-Large	Fred Allyn, III