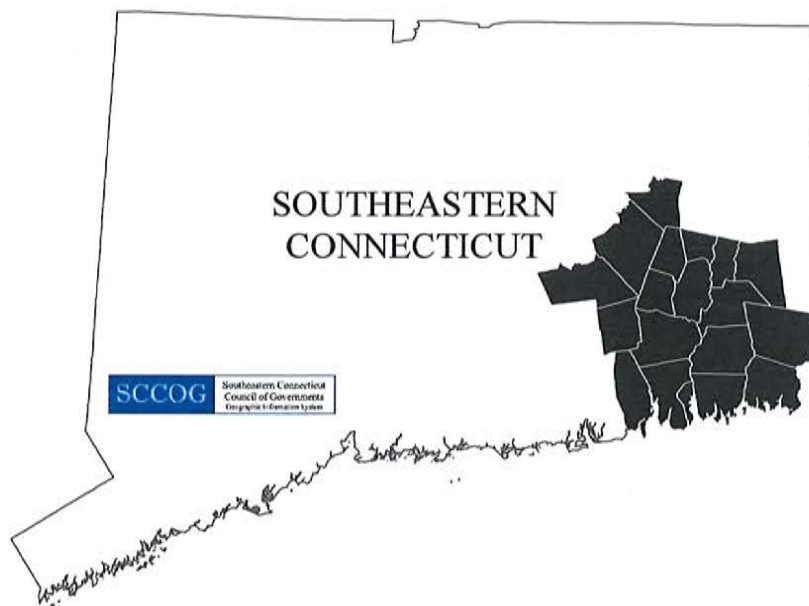


**UNIFIED PLANNING WORK PROGRAM
SOUTHEASTERN CONNECTICUT PLANNING REGION**

1 JULY 2019 - 30 JUNE 2021



**Adopted: May 15, 2019
Amended: March 18, 2020**

**SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue, Norwich, Connecticut 06360**

TABLE OF CONTENTS

INTRODUCTION	1
PLANNING FACTORS	2
SIGNIFICANT ISSUES/ACTIVITIES FOR FY 2020-2021	2
TASK 1: MANAGEMENT OF THE PLANNING PROCESS	4
TASK 2: DATA COLLECTION/ANALYSIS	6
TASK 3: PLANNING ACTIVITIES.....	8
TASK 4: OTHER TECHNICAL ASSISTANCE.....	13
TASK 5: PUBLIC PARTICIPATION.....	16
Table 1: MAXIMUM HOURLY RATES BY POSITION.....	18
Table 2: TASK DESCRIPTION AND HOURS.....	18
Table 3: STAFF HOURS BY POSITION AND TASK.....	19
Table 4: FINANCIAL RESPONSIBILITY BY TASK.....	20
Table 5: MILESTONES	21
Table 6: ESTIMATED SCHEDULE OF WORK ACTIVITIES FY 2020-2021	22
APPENDIX A: Statement of Cooperative MPO/State/Transit Operator’s Planning	23
APPENDIX B: MPO Staff General Duties	30

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 2020 and FY 2021. The UPWP is designed to respond to identified transportation-related needs. It addresses both highway and transit issues facing the region at this time.

SCCOG's proposed FY 2020-2021 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 will be afforded an opportunity to review and comment on the proposed content of the program during a noted public comment period. The UPWP will be acted upon by the SCCOG at their 05/22/19 meeting.

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:

1. **Economic Vitality.** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **Safety.** Increase the safety of the transportation system for motorized and non-motorized users.
3. **Security.** Increase the security of the transportation system for motorized and non-motorized users.
4. **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.
5. **System Integration.** Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
6. **System Accessibility and Mobility.** Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
7. **System Management.** Promote efficient system management and operation.
8. **System Preservation.** Emphasize the preservation of the existing transportation system.
9. **System Resiliency and Reliability.** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. **Travel and Tourism.** Promote and enhance travel and tourism.

SIGNIFICANT ISSUES/ACTIVITIES FOR FY 2020 and 2021

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.

- **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 is expected to be updated by a separate SCCOG study (JLUS Implementation Study) in 2019.

- **Significant Highway Initiatives**

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

- **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.

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 2022 and 2023.
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 Conformance 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 for SEAT, and the updates to this Analysis that come out of the Joint Land Use Implementation Study.
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 2020 and FY 2021.
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 9/30/20 and 9/30/21.
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 2022-2023 Unified Planning Work Program (by June 2021).
7. Solicit views on transportation issues or problems in designing the FY 2022 and 2023 Unified Planning Work Program. Prepare the program for public review and adopt the UPWP by the Council's June 2020 meeting. Based on the adopted UPWP, apply for and execute contracts for transportation planning funds from CTDOT.
8. Amend the updated Metropolitan Transportation Plan (scheduled for adoption in (May 2019) 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 2019 and 2020). Coordinate with CTDOT on the development of an electronic STIP/TIP.
9. Adopt a self-certification of the planning process (May/June 2019 and 2020); a State Implementation Plan Conformance Statement (May/June 2019 and 2020); 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 is represented on the MPO policy board.
11. **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. (March 2020 amendment)**

Products:

1. Financial records will be maintained. An independent audit will be completed by 30 September 2019 and 2020.
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 2022-2023 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 2020		FY 2021		FY 2016 Carryover	
	SCCOG Salaries:	681 hrs	\$32,683	645 hrs	\$32,230	311 hrs
BF&O:		34,042		34,495		16,640
Total:	681 hrs	\$66,725	645 hrs	\$66,725	311 hrs	\$32,194

Financial Responsibility Estimated Cost, \$:	FY 2020		FY 2021		FY 2016 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	53,380	53,380	53,380	53,380	25,755	25,755
CTDOT	6,672	6,672	6,672	6,672	0	0
SCCOG	6,673	6,673	6,673	6,673	6,439	6,439
GRAND TOTAL:	66,725	66,725	66,725	66,725	32,194	32,194

Functional Responsibility – Estimated Cost, \$:

	CTDOT	SCCOG	TRANSIT DISTRIC	TOWNS	CONSULT	OTHER	TOTAL
FY 2020	0	66,725	0	0	0	0	66,725
FY 2020	0	66,725	0	0	0	0	66,725
FY 2016 Carryover	0	32,194	0	0	0	0	32,194

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 data base 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 data base used for transit planning.
3. Update transit performance, productivity, and financial data.

Major Activities: * Consultant services will be used to supplement SCCOG staff. *(March 2020 Amendment)*

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 data base. 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. Coordinate completion of Section 536 reports on capital expenditures on local roads; the collection of pavement and signalization data for HPMS selections on local roads. *
4. Provide to CTDOT all 24-hour traffic count data collected by SCCOG. *
5. Assist CTDOT in updating its Land Use Forecast files. *
6. Coordinate with CTDOT on issues related to the 2020 Census and the related Census Urban Transportation Planning Package.
7. Assist the Bureau of the Census in disseminating information when available from the 2020 Census.
8. Work with CTDOT, develop performance targets in the national priority areas per MAP-21 and FAST Act.
9. Collect and analyze public opinion on transportation issues in the region.
10. Participation in CTDOT's regional safety analysis in FY 2020. *

Products:

1. Council staff will continue to improve its skills in the use of computers, including its Geographic Information System. Using an OPM funded Regional Performance Incentive Program grant, the SCCOG created a regional web-based GIS in 2009.

2. The computerized and GIS data bases will be expanded. An online property survey index has been created and was 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 will be adopted and used to evaluate the effectiveness of proposed transportation projects in the region.

TASK 2: Data Collection/Analysis:

Staffing & Other Costs:	FY 2020		FY 2021		FY 2016 Carryover	
SCCOG Salaries:	557 hrs	\$26,741	527 hrs	\$26,370	158 hrs	\$7,900
BF&O:		27,852		28,223		8,441
Consultant Costs:		0		0		10,000
Total:	557 hrs	\$54,593	527 hrs	\$54,593	158 hrs	\$26,341

Financial Responsibility Estimated Cost, \$:	FY 2020		FY 2021		FY 2016 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	43,674	43,674	43,674	43,674	21,072	21,072
CTDOT	5,459	5,459	5,459	5,459	0	0
SCCOG	5,460	5,460	5,460	5,460	5,269	5,269
GRAND TOTAL:	54,593	54,593	54,593	54,593	26,341	26,341

Functional Responsibility – Estimated Cost, \$:

	CTDOT	SCCOG	TRANSIT DISTRIC	TOWNS	CONSULT	OTHER	TOTAL
FY 2020	0	54,593	0	0	0	0	54,593
FY 2020	0	54,593	0	0	0	0	54,593
FY 2016 Carryover	0	16,341	0	0	10,000	0	26,341

TASK 3: PLANNING ACTIVITIES

Objectives, Highway:

1. Improve coordination on transportation matters with federal, state, local, and tribal agencies.
2. Annually review the 2019 Regional Transportation Plan for any needed amendments.
3. Assist in the implementation of ITS strategies 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. Include truck, rail, and maritime freight movement in the region's Long Range Transportation Plan. Multi-modal options will be considered and included in the region's transportation planning program.
7. Work to implement the Bike/Pedestrian Plan for the region, which will be finalized in 2019.
8. Prepare plans that address and assist SCCOG member municipalities in addressing the reduction and mitigation of stormwater impacts from roads.

Objectives, Transit:

1. Assess the need for demand-response transportation services to supplement fixed-route transit.
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 Regional Transportation Plan and the Regional Transportation Improvement Program meet FAST Act, CAAA and ADA requirements, respond to current needs and reflect available resources.
4. Using STP funds allocated to the region, assist in the implementation of the Comprehensive Operational Analysis for SEAT.
5. Working with SEAT, and using the results of 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.
7. Working with the Southeastern Connecticut Housing Alliance (SECHA), identify and support affordable housing opportunities that are located along transit routes and in the vicinity of rail and busway stations.
8. Work toward the implementation actions that result in the enhancement of 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.
9. 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 the low income population. This program has become part of the LOCHSTP program.
10. Remain ready to assist in the planning for and enhancement of travel to and from the development of the Preston Riverwalk property as a multi-use and tourist attraction.

Major Activities: * Consultant services will be used to supplement SCCOG staff. *(March 2020 Amendment)*

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: Begin to implement the 2019 Metropolitan Transportation Plan, including a transit element with a LOCHSTP Plan, and adopt the updated plan. In developing the Plan special attention has been 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.
 - 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.
3. 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.
 4. 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.
 5. 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.
 6. Ramp-up in Submarine Ship Building: Complete the Joint Land Use Study Implementation project which analyzes the transportation and housing impacts that this anticipated increase in employment will have on the region. Work with CTDOT, SEAT, and other agencies to mitigate/address the impacts on the region's roads, parking facilities, and transit. *
 7. 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 Mystic, Norwich, and 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 its impact on southeastern Connecticut.
 8. 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 a Congestion Mitigation Process (CMP) consistent with the eight elements contained in FHWA's CMP Guidebook. *
 9. 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

- roles of various players in promoting security will be defined. A Strategic Highway Safety Plan will be incorporated into the Metropolitan Transportation Plan, and will be updated every five years. *
10. 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 FY 2019-2045 Metropolitan Regional Transportation Plan. *
 11. Assist CTDOT in examining options for value pricing as a congestion management and revenue raising strategy.
 12. 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 analysis of multimodal linkages.
 - 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.
 13. 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. *
 14. Assist SEAT in pursuing the recommendations of the Comprehensive Operational Analysis and any update to this analysis.
 15. Implement the corrective actions and recommendations resulting from the TMA planning certification review completed in August, 2016; coordinate regularly with FHWA on TMA best practices.
 16. 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, including an analysis of parking and circulation in New London in anticipation of the location of the National Coast Guard Museum there. When completed, the Joint Land Use Study Implementation project recommending strategies to mitigate impacts associated with the anticipated ramp-up in submarine ship building in the region will be made public.
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. A regional transportation safety plan, in accordance with the Strategic Highway Safety Plan, will be prepared and included in the Metropolitan Transportation Plan.

TASK 3: Planning Activities:

Staffing/Other Costs:	FY 2020		FY 2021		FY 2016 Carryover	
SCCOG Salaries:	3,074 hrs	\$147,552	2,906 hrs	\$145,300	448 hrs	\$ 22,400
BF&O:		153,743		155,495		23,939
Travel (Mileage Reimbursement)		2,000		2,500		0
Consultant Costs:		0		0		100,000
Total:	3,074 hrs	\$303,295	2,906 hrs	\$303,295	448 hrs	\$146,339

Financial Responsibility Estimated Cost, \$:	FY 2020		FY 2021		FY 2016 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	242,636	242,636	242,636	242,636	117,071	117,071
CTDOT	30,329	30,329	30,329	30,329	0	0
SCCOG	30,330	30,330	30,330	30,330	29,268	29,268
GRAND TOTAL:	303,295	303,295	303,295	303,295	146,339	146,339

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRICT	TOWN	CONSULT	OTHER	TOTAL
FY 2020	0	303,295	0	0	0	0	303,295
FY 2020	0	303,295	0	0	0	0	303,295
FY 2016 Carryover	0	46,339	0	0	100,000	0	146,339

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.
3. Assist SCCOG towns in funding transportation needs using LOTCIP, STP, and other federal and state funds available to the region.

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. (March 2020 Amendment)

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 (LOTICIP). 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.
 - Provide on-going technical assistance to the Eastern Connecticut Transportation Consortium.
 - 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.
 - 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.
 - 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.
 - Work with CTDOT to expand Shoreline East passenger commuter rail service to New London's Union Station and easterly towards Wickford Junction, RI.
 - Assist CTDOT in the continued implementation and update of ITS in the region.
 - 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. Assist CTDOT with the FHWA report on capital expenditures on local roads (FHWA 536 report). *
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. Develop 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 to CTDOT Bureau of Policy and Planning. *

Products:

1. Studies completed for municipalities under the technical assistance task will be published.
4. 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.
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 made available and maintained on the SCCOG website, including a project location map.

TASK 4: Other Technical Assistance:

Staffing & Other Costs:	FY 2020		FY 2021		FY 2016 Carryover	
SCCOG Salaries:	1,547 hrs	\$74,280	1,465 hrs	\$73,250	320 hrs	\$16,000
BF&O:		77,367		78,397		17,170
Consultant Costs:		0		0		40,000
Total:	1,547 hrs	\$151,647	1,465 hrs	\$151,647	320 hrs	\$73,170

Financial Responsibility Estimated Cost, \$:	FY 2020		FY 2021		FY 2016 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	121,317	121,317	121,317	121,317	58,536	58,536
CTDOT	15,165	15,165	15,165	15,165	0	0
SCCOG	15,165	15,165	15,165	15,165	14,634	14,634
GRAND TOTAL:	151,647	151,647	151,647	151,647	73,170	73,170

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRIC	TOWN	CONSULT	OTHER	TOTAL
FY 2020	0	151,647	0	0	0	0	151,647
FY 2020	0	151,647	0	0	0	0	151,647
FY 2016 Carryover	0	33,170	0	0	40,000	0	73,170

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. Revisions of 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 updated plan will include social media methods being used to provide public outreach. Mapping of population clusters under LEP and EJ will be 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 2020		FY 2021		FY 2016 Carryover	
	hrs	\$	hrs	\$	hrs	\$
SCCOG Salaries:	309	\$14,856	293	\$14,650	141	\$7,070
BF&O:		15,473		15,679		7,564
Total:	309	\$30,329	293	\$30,329	141	\$14,634

Financial Responsibility Estimated Cost, \$:	FY 2020		FY 2021		FY 2016 Carryover	
	PL/FTA	Total	PL/FTA	Total	PL/FTA	Total
Federal	24,623	24,623	24,623	24,623	11,707	11,707
CTDOT	2,853	2,853	2,853	2,853	0	0
SCCOG	2,853	2,853	2,853	2,853	2,927	2,927
GRAND TOTAL:	30,329	30,329	30,329	30,329	14,634	14,634

Functional Responsibility - Estimated Costs, \$:

	CTDOT	SCCOG	TRANSIT DISTRIC	TOWN	CONSULT	OTHER	TOTAL
FY 2020	0	30,329	0	0	0	0	30,329
FY 2020	0	30,329	0	0	0	0	30,329
FY 2016 Carryover	0	14,634	0	0	0	0	14,634

**TABLE 1: UNIFIED PLANNING WORK PROGRAM
MAXIMUM HOURLY RATES BY POSITION**

Position	FY 2020 Maximum Hourly Rate	FY 2021 Maximum Hourly Rate	FY 2016 Carryover Hourly Rate
Executive Director	\$77.00	\$80.00	\$80.00
Assistant Director	\$48.00	\$50.00	\$50.00
Planner III/Proj. Mgr.	\$45.00	\$47.00	\$47.00
Planner III	\$35.00	\$37.00	\$37.00
Planner II	\$34.00	\$36.00	\$36.00
Planner II	\$34.00	\$36.00	\$36.00
GIS Coordinator	\$36.00	\$38.00	\$38.00
Office Manager	\$35.00	\$37.00	\$37.00

**TABLE 2: UNIFIED PLANNING WORK PROGRAM
TASK DESCRIPTION AND HOURS**

	Task Description	FY 2020	FY 2021	FY 2016 Carryover
Task 1	Management of the Planning Process	681 hours	645 hours	311 hours
Task 2	Data Collection/Analysis	557 hours	527 hours	158 hours
Task 3	Planning Activities	3,074 hours	2,906 hours	448 hours
Task 4	Other Technical Assistance	1,547 hours	1,465 hours	320 hours
Task 5	Public Participation	309 hours	293 hours	141 hours
TOTAL:		6,168 hours	5,830 hours	1,378 hours

**TABLE 3: UNIFIED PLANNING WORK PROGRAM
STAFF HOURS BY POSITION AND TASK**

FY 2020

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Exec Director	681	0	50	47	50	828
Asst Director	0	0	74	0	0	74
Planner III/Proj. Mgr.	0	57	1000	400	100	1557
Planner III	0	0	800	400	50	1250
Planner II	0	0	400	200	50	650
Planner II	0	0	100	100	25	225
GIS Coordinator	0	500	650	400	34	1584
Office Manager	0	0	0	0	0	0
Total	681	557	3074	1547	309	6168

FY 2021

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Exec Director	645	0	50	35	50	780
Asst. Director	0	0	50	0	50	100
Planner III, Proj. Mgr.	0	50	1000	400	100	1550
Planner III	0	0	800	400	0	1200
Planner II	0	0	400	200	93	693
Planner II	0	0	100	80	0	180
GIS Coordinator	0	471	506	350	0	1327
Office Manager	0	0	0	0	0	0
Total	645	521	2906	1465	293	5830

FY 2016 Carryover

Position	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Exec Director	311	0	25	10	23	369
Asst. Director	0	0	23	10	23	56
Planner III, Proj. Mgr.	0	54	200	163	50	467
Planner III	0	0	100	50	15	165
Planner II	0	0	0	19	15	34
Planner II	0	0	0	18	15	33
GIS Coordinator	0	104	100	50	0	254
Office Manager	0	0	0	0	0	0
Total	311	158	448	320	141	1378

**TABLE 4: UNIFIED PLANNING WORK PROGRAM
Southeastern Connecticut Council of Governments**

FINANCIAL RESPONSIBILITY BY TASK

FY 2020: TOTAL FUNDING [FY 2020 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	TOTAL
1	\$ 53,380	\$ 6,672	\$ 6,673	\$ 66,725
2	43,674	5,459	5,460	54,593
3	242,636	30,329	30,330	303,295
4	121,317	15,165	15,165	151,647
5	24,623	2,853	2,853	30,329
TOTAL:	\$485,630	\$60,478	\$60,481	\$606,589

FY 2021: TOTAL FUNDING [FY 2021 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	Total
1	\$ 53,380	\$ 6,672	\$ 6,673	\$ 66,725
2	43,674	5,459	5,460	54,593
3	242,636	30,329	30,330	303,295
4	121,317	15,165	15,165	151,647
5	24,623	2,853	2,853	30,329
TOTAL:	\$485,630	\$60,478	\$60,481	\$606,589

FY 2016 Carryover: TOTAL FUNDING [FY 2016 Combined PL/FTA]

Task	Federal PL/FTA	State	SCCOG	Total
1	\$ 25,755	\$ 0	\$ 6,439	\$ 32,194
2	21,072	0	5,269	26,341
3	117,071	0	29,268	146,339
4	58,536	0	14,634	73,170
5	11,707	0	2,927	14,634
TOTAL:	\$234,141	\$ 0	\$58,537	\$292,678

TABLE 5: FY 2020 – FY 2021 UNIFIED PLANNING WORK PROGRAM MILESTONES
Southeastern Connecticut Council of Governments

Task No. & Title	Products	FY 2020	FY 2021
1. Management of the Planning Planning Process	FY 2022-2023 UPWP Draft		4/20
	FY 2022-2023 UPWP Final		6/20
	Amend Metropolitan Transportation Plan – as needed	5/20	5/21
	Amend TIP	6/20	6/21
	Adopt UPWP for FY 2022-2023		6/20
	Self-certification	6/20	6/21
	SIP Conformancy Statement	6/20	6/21
	Quarterly Reports	Quarterly	Quarterly
	Annual Audit	9/20	9/21
	Consultant Management (March 2020 Amendment)	Throughout	Throughout
2. Data Collection/Analysis	Data Management	Throughout	Throughout
	Maintain 2010 Census	Throughout	Throughout
3. Planning Activities	Metropolitan Transportation Plan – review/amend	As Needed	As Needed
	TIP Draft	2/20	2/21
	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	2/19	2/20
5. Public Participation	Update Affirm. Action/Environ. Justice Programs	6/20	6/21
	Review/Update as Needed Public Participation Policy	1/20	1/21
	Annual Report	1/20	1/21
	Maintain Website and Social Media Platforms	Throughout	Throughout

Appendix A

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.

Assistant Director: 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/Project 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, WRD, and ECTC.

Planner III/II: Staff planners participating in all facets of the SCCOG's planning program, including transportation planning. Assist Planner III/Project 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.