

Transportation Planning Work Program
Unified Planning Work Program

Fiscal Year 2004
July, 2003—June, 2004

South Central Regional Council of Governments
127 Washington Avenue
4th Floor-West
North Haven, Connecticut 06473
(203) 234-7555

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Work Program

A *Fiscal Year 2004 Unified Planning Work Program* advances a detailed FY 2004 (July, 2003—June, 2004) plan of work correlate with available funds and staff. Resources made available to the Council by the U.S. Federal Highway Administration, the U.S. Federal Transportation Administration, the Connecticut Department of Transportation and municipalities help meet the region's transportation planning needs. Support allows the Council focus on relevant regional issues against a background of state and national goals.

Contents

The work program consists of five work tasks:

- 1. Monitoring and Projections:* maintains a data base correlate with state and regional planning needs.
- 2. Transportation Plan Development:* defines near-term (one-to-five year) objectives and longer-term (20-year) mobility needs.
- 3. Transportation Improvement Program:* maintains a three-year expenditure program correlate with needs and resources; adopting a new *Program* every second year. The *Program* addresses most significant forms of U.S. Federal Highway Administration and Federal Transit Administration assistance; it provides a project-by-project spending guide through the three-year period.
- 4. Involvement of Citizens, Professionals and Elected Officials:* promotes a dialogue as *Transportation Plan, Transportation Improvement Program* and transportation planning work program (*UPWP*) elements are framed and work is pursued.
- 5. Program Administration:* maintains the planning program and ensures fiscal integrity.

Each work task identifies:

objectives. Reflects the purpose or reason for the work.

fiscal year 2003 work. Establishes relationships to ongoing work.

fiscal year 2004 work tasks. Identifies work tasks to be accomplished this year.

products. Identifies results. Most work results in a report or memorandum that shares proposals, analyses or decisions with professionals, elected officials and the public.

staff requirements. Associates expected staff attention with each work task via an accompanying table. Estimates represent the direct cost of staff services; i.e. salary exclusive of overhead.

Support expenses, including secretarial, printing, mail, telephone and rental costs, are associated with the Council's 1.2052 percent "fringe, burden and overhead" rate established in a FY 02 audit shared with USDOT's OIG in November, 2002 (See "Schedule and Budget").

funding sources. Associates Federal Highway Administration and/or the Federal Transportation Administration support with each work task. Cost and support include ConnDOT and SCRCOG "matching" funds.

Task 1: Monitoring And Projections

Objectives

1. Provide a relevant database for regional transportation planning needs including a new “environmental justice” emphasis. Draw on, refine and supplement ConnDOT data developed for statewide needs.
2. Maintain regional highway and transit databases as inputs to respective networks.
3. Coordinate data acquisition with the Connecticut Department of Transportation and municipalities to ensure the general utility of data.
4. Continue a “major intersections” counting program to provide fine-grained data necessary for highway programming, corridor-oriented planning and “congestion monitoring”.
5. Continue a congestion monitoring program producing estimates of peak period travel time along arterial and freeway systems.

Fiscal Year 2003 Work Program

1. General Data Base

Year 2000 Census. Worked with PL94-171, SF1, SF2 and SF3 data immediately upon release via Bureau of the Census’ MS Access import specifications —linking data files to block, block group, tract and municipal level GIS layers (tables).

Digital Data. Continued to use the University of Connecticut’s digital map library (MAGIC) as a basic resource while selectively purchasing enhanced private sector raster images for planning projects and STP scoping packages.

GIS Software. Continued MapInfo and ArcView upgrades to accommodate a variety of planning/data analysis needs including access to data files produced by several area communities, the South Central Connecticut Regional Water Authority and MAGIC.

Minority/Low-Income Location and Characteristics. Used 2000 Census SF1 through SF3 material to establish a minority/low-income database —facilitating pursuit of environmental justice goals (Task 2 and 4). Assessed 1990 versus year 2000 spatial distribution via appropriate Census data sets.

2. Transit

Demand Modeling DataBase. Accomplished first comprehensive TransCAD transit network (routes, peak hour headways and fare) update in several years—reflecting Connecticut Transit, Shore Line East, Metro North and Amtrak service.

3. Roadways

Turning Movement Counts. Continued the region's "major intersections" turning movement count program in the fall of 2002 and spring of 2003 to meet planning and programming needs—moving from manual data entry and illustration to JAMAR digital counters and analysis software (PETRA). Field efforts acquired both AM and PM peak period turning movement data at the same intersection. Data and geometrics for 50 intersections were shared with municipalities and ConnDOT via JAMAR's "run time" version of PETRA. Similarly maintained Council's GIS intersection location count database.

Commuter Parking Lot Occupancy. Continued participation (fieldwork) in ConnDOT's quarterly statewide commuter parking lot inventory. Quarterly memos shared current data and an historical perspective.

ConnDOT Machine Counts. Continued regular use of ConnDOT's "Traffic Count Locator" software for hourly ATR and continuous count data.² Looked to a 27-year-old SCRCOG-maintained ConnDOT freeway and arterial GIS database for pre-1990 ADT data.

ConnDOT Photolog. Acquired "EZ Highway" software enhancements providing grade and dimensional data—enhancing use of ConnDOT's photolog (annual images of the state highway system).

Congestion Monitoring. Continued a peak period arterial/freeway "congestion monitoring program" via repeated speed "runs" and database maintenance—focusing on the central I-95 corridor (I-95, US1 east and Route 80) to complement ConnDOT's I-95 New Haven Corridor Improvement Program. Shared results in "CMS Report—2003" (March, 2003). Transitioned to FHWA's "GPS Travel Time and Speed Data Collection and Processing Software" in the fall, 2002 with the assistance of AECOM (Arthur E. Anderson Consulting) staff who prepared the software—software now being readied by for October, 2004 national distribution via FHWA's "GPS for Travel Time and Speed Monitoring" project.³ Automated data collection produced more data (observations) at less cost (one versus two people per car), secured accurate finer grained data (one second location readings) and reduced field work/processing errors. The FY04 work program continues a limited relationship with AECOM—providing occasional technical support and software enhancements (FY04 Budget, Table 12).

² Connecticut Department of Transportation, *2002-2003 ConnDOT Cartographic/Transportation Data CD-ROM* (ConnDOT: Newington, 2003)

³ SCRCOG will serve as a field tester.

Fiscal Year 2004 Tasks

1.1 General Data Base

GIS Software. Continue with ArcView and MapInfo” upgrades.

Year 2000 Census Products. Use new SF4 (sample data, April-September, 2003) and PUMS (Public Use Microdata Sample, spring, 2003) data releases to supplement SF1, SF2 and SF3 products.

Update Zonal Database. Update the region’s year 2000-year 2025 zonal data base once new 2000 *Census Transportation Planning Package (CTPP)* place of residence data becomes available (anticipated in the late spring, 2003)—maintaining consistency with ConnDOT’s less aggregated zonal system. Recalibrate work trip distribution as CTPP journey-to-work (flow) data is released (summer, 2003).

1.2. Transit

Demand Modeling DataBase. Continue annual “base year” network maintenance via review of Connecticut Transit, Metro North and Amtrak schedules.

Statewide Rail Ridership Survey. Use ConnDOT’s 2000 statewide rail ridership survey data set (three days, AM peak period) to refine South Central Connecticut’s database and demand modeling applications.⁴

1.3. Roadways

Turning Movement Counts. Continue major intersections counting program in the fall of 2003 and spring of 2004 securing AM and PM data for each location. Select 40-50 locations (approx.) each counting season relative to: (1) proposed municipal “Surface Transportation Program” projects to assist in project definition; (2) a review of traffic management/improvement alternatives on major north-south Orange roads (Task 2); and (3) congestion management system planning requirements (Task 2, associating travel time with aggregate delay). As in the past, share the proposed counting program with municipalities and ConnDOT’s Office of Traffic Engineering before initiating fall, 2003 counts—seeking to accommodate state and local needs.

Highway Database. Maintain the region’s “base year” demand modeling “highway planning record” (a TransCAD street file) that describes current network conditions. Integrate new ConnDOT and SCRCOG traffic counts. Relevant demand modeling directional file data include the number of moving lanes, link distance, parking policy (peak versus off-peak), arterial type and general geographic location.⁵

Commuter Parking Lot Occupancy. Monitor late-morning occupancy (maximum occupancy) at each ConnDOT commuter parking facility (freeway and rail) in the region, at New Haven’s

⁴ Described in Connecticut Department of Transportation, Bureau of Policy and Planning, Office of Inventory and Forecasting, *2000 New Haven Line/Shore Line East Rail Passenger Survey, Summary Report* (Newington: ConnDOT, 2001).

⁵ A facility/area type “look up table” dictates free flow speed. Late-1990’s work modified a former BPR curve with “Phoenix-type” coefficients; addressing high volume/capacity—high-speed issues inherent in the traditional BPR curve. CMS data provide supplementary “real world” volume-speed relationships.

Union Station and at the Milford Railroad Station. Take one seasonal (quarterly) count at each facility per past practice.

Local Capital Spending. Provide local capital improvement data for ConnDOT's federally mandated FHWA Section 536 reports.⁶

Congestion Monitoring. Accomplish selected AM and PM peak period "speed" runs along a predefined freeway/arterial network (all freeways/selected arterials) to support "congestion management system" planning (Task 2). Link arterial demand and "real world" speed/delay data.

Products

1. General Data Base

Updated Zonal Database. Drawn from new CTPP data (October, 2003).

2. Transit

Demand Modeling DataBase. Updated base year route descriptions including AM peak, PM peak and off-peak headways (a TransCAD route file) (March, 2004).

3. Highways

Turning Movement Counts. Share spring, 2003 and fall, 2003 data via JAMAR's "run time" version of PETRA and update Council's GIS intersection location count database (November, 2003).

Commuter Parking Lot Occupancy. Share quarterly commuter parking lot occupancy data via memos (September and December, 2003; March and June, 2004).

Local Capital Spending. Share annual FHWA Section 536 data with ConnDOT (April, 2004).

Congestion Monitoring. Share spring, 2003 and fall, 2004 peak period speed experience in context of a CMS report (Task 2) (January, 2004).

Staff Requirements

See Tables 1 and 2.

⁶ Having discontinued Council sampling-based HPMS involvement.

FY 2004 Unified Planning Work Program

Table 1

Task 1 Staff Requirements

Hours in man-hours (No Overhead)

Cost in dollars

Task	Planners		Plan Assists		Temporary		Total		Control	
	hours	cost	hours	cost	hours	cost	hours	cost	Table 2	cost
1.1 General Data Base	215	6,000	0	0	0	0	36	6,000	6,000	
year 2000 census products	36	1,000	0	0	0	0	36	1,000	1,000	
new zonal database	180	5,000	0	0	0	0	0	5,000	5,000	
1.2 Transit	72	2,000	0	0	0	0	72	2,000	2,000	
demand modeling database	54	1,500	0	0	0	0	54	1,500	1,500	
rail ridership survey	18	500	0	0	0	0	18	500	500	
1.3 Roadways	180	7,000	738	16,860	4,383	36,162	5,372	60,022	60,022	
turning movement counts	0	0	131	3,000	2,675	22,069	2,806	25,069	25,069	
highway planning database	72	2,000	219	5,000	0	0	291	7,000	7,000	
commuter parking lot occupancy	72	2,000	44	1,000	0	0	116	3,000	3,000	
local capital spending	36	1,000	0	0	0	0	36	1,000	1,000	
congestion monitoring	72	2,000	344	7,860	1,708	14,093	2,124	23,953	23,953	
Total Task 1	467	15,000	738	16,860	4,383	36,162	5,480	68,022	68,022	
Task 1 From Table 11		15,000		16,860		27,093		68,022		

Table 2

Task 1 Support

No Overhead

Cost in dollars

Task	FTA						Total
	FY00 FHWA			Sec 5303			
	FHWA	Release	Sec 5303	Sec 5307	Carryover		
1.1 General Data Base	6,000	0	0	0	0	6,000	
year 2000 census products	1,000	0	0	0	0	1,000	
update zonal database	5,000	0	0	0	0	5,000	
1.2 Transit	0	0	2,000	0	0	2,000	
demand modeling database	0	0	1,500	0	0	1,500	
rail ridership survey	0	0	500	0	0	500	
1.3 Roadways	50,953	9,069	0	0	0	60,022	
turning movement counts	16,000	9,069	0	0	0	25,069	
highway planning database	7,000	0	0	0	0	7,000	
commuter parking lot occupancy	3,000	0	0	0	0	3,000	
local capital spending	1,000	0	0	0	0	1,000	
congestion monitoring	23,953	0	0	0	0	23,953	
Total Task 1	56,953	9,069	2,000	0	0	68,022	
Task 1 From Table 11	56,953	9,069	2,000	0	0	68,022	

Task 2: Transportation Plan Development

Objectives

1. Refine the region's *Transportation Plan* per TEA21 (*Transportation Equity Act for the 21st Century*) provisions against a background of *Clean Air Act-SIP (State Implementation Plan for Air Quality)* goals.⁷ Seek clarity, cohesiveness and consensus relative to basic direction and priorities.
2. Mesh transportation planning proposals with the region's physical plan (*Vision for the Future*), Connecticut's *Plan of Conservation and Development*, municipal development objectives and the region's economic development program.⁸
3. Extend ConnDOT *Congestion Management System* analysis to address "on the ground" conditions, assess options and foster programming.
4. Refine and extend *Intelligent Transportation System Strategic Deployment Plan* investment goals; integrate development with mainstream planning and programming efforts.

Fiscal Year 2003 Work

2.1 Plan Review and Development: Transit Emphasis

Transportation Plan review and development efforts included:

Regional Transit Development Strategies. Began a 15-month long overview of near-term opportunities and mid-term transit improvement strategies—considering current short-term proposals, density, service, infrastructure and finance. Selected Wilbur Smith Associates (New Haven) in association with KKO and Associates (Andover, Mass.) to provide consulting services.

Southwest Corridor Action Council. Continued participation in the Department's legislatively mandated New Haven-to-Greenwich "Action Council" process seeking to reduce peak period I-95 vehicular movement through new transit and demand management initiatives. Similarly participated in Coastal Corridor Coalition activities.

Regional "Welfare-To-Work" Initiative. Continued participation on the Regional Growth Connection's "Welfare-To-Work" policy/technical committees.⁹

⁷ Per requirements of 23 *CFR* 450, 23 *CFR* 500 and 40 *CFR* 51. South Central Regional Council of Governments, *Mobility: A Transportation Plan for the Year 2020* (North Haven: SCRCOG, 2001).

⁸ Including: (1) goals of the Regional Growth Partnership; a non-profit private sector-public sector organization established by the Council in 1995. See Regional Growth Partnership, "Regional Growth Partnership of South Central Connecticut Annual Work Program: Fiscal Year 2003-2004" (April, 2003) and RGP's *Comprehensive Economic Development Strategy* (2003); (2) SCRCOG's Section 8-35 (*CSA*) "Plan of Development"—*Vision for Future* (November, 2000); and (3) the Connecticut Office of Policy and Management's *Conservation and Development Policies Plan for Connecticut: 1998-2003* (Hartford: OPM, 1998).

⁹ Per the Council's *Job Access and Reverse Commuter Transportation Plan* (North Haven: SCRCOG, 1998). A December, 1999 agreement with the RGC, established that draft amendments to the *Plan* will, as necessary, be

Central I-95 Traffic Management Plan. Maintained working relationship with ConnDOT intended to facilitate introduction of “traffic management plan” transit elements including construction of new Madison, Guilford and Branford Shore Line East rail stations per the *New Haven Harbor EIS*. With ConnDOT concurrence, engaged Urbitran Associates (New Haven) to provide continuing per diem services supporting Council capabilities.

Long Island Sound Ferry Coalition and Long Island Waterborne Transportation Plan. Continued participation in the New York Metropolitan Transportation Planning Council-hosted “Coalition” as the tri-state group reviews market opportunities and moves toward a *Plan* in early-2005.

Congestion Mitigation System (CMS) “2020 Plan”. Continued participation as the South Western RPA completed its CMS-oriented *2020 Plan* seeking to define useful congestion relief strategies.¹⁰

2.2 Plan Review and Development: Highway Emphasis

Plan review and revision efforts included:

Central I-95 Traffic Management Plan. Per 2.1 above, worked closely with ConnDOT to facilitate introduction of “traffic management plan” highway elements including a response to anticipated emergency service vehicle needs. Urbitran Associates provides per diem support per a FY00 consultant acquisition process.

Congestion Management System Program. Sustained a continuing arterial-freeway peak period monitoring program—collecting spring/fall field data via part-time staff and moving to a GPS-based data acquisition mode. Focused work in the central I-95 corridor per ConnDOT’s “I-95 New Haven Corridor Improvement Program”—accumulating data on US1, Route 80 and I-95.

Environmental Justice. Established near-term direction per Transportation Committee/Technical Committee guidance—establishing a EJ Subcommittee, seeking a near-term dialogue with the City of New Haven’s Community Management Team composed of neighborhood associations, the Connecticut Coalition for Environmental Justices’ New Haven EJ Coalition and the West Haven Black Coalition. Related both transit supply and 2003-2005 *Transportation Improvement Program* activity to areas with disproportionate minority/low-income populations—building on readily available data (Minority/Low-Income Location and Characteristics, Task 1).

Planning Capabilities. Continued process of replacing DOS-driven MINUTP (no longer enhanced or supported by the Urban Analysis Group) with the Caliper Corporation’s TransCAD demand modeling software. Received new scripted MINUTP-type model flow and three days of on-site staff training from Caliper.

framed by the Regional Growth Connection (a Regional Growth Partnership affiliate working in tandem with the Regional Workforce Development Board) for Council review.

¹⁰ See Wilbur Smith Associates, *Congestion Mitigation System Plan: Vision 2020*, prepared for the South Western Regional Planning Agency (Norwalk: SWRPA, 2003). Guided by the South West Regional Planning Agency (Norwalk) in cooperation with SCRCOG, the Greater Bridgeport Regional Planning Agency, the Valley Regional Planning Agency (Derby), the Housatonic Valley Council of Elected Officials, ConnDOT, the Connecticut Office of Policy and Management and corridor transit providers.

Coastal Barge Feeder Service. Continued interaction with the Transportation Strategy Board's Feeder Barge Subcommittee—refining a *Container Feeder Barge Operating Plan* (2002) advanced to TSB in association with DMJM+Harris, New Haven-based Westchester Motor Lines and Logistic, USA (a Port of New Haven operator) that suggested how a private sector consortium might initiate service with state assistance. Resulted in a March, 2003 TSB Subcommittee recommendation that both Bridgeport and New Haven start-up services be supported

Transportation Strategy Board/Transportation Investment Area Process. Participated in both I-91 and Coastal Corridor TIAs as required initial corridor plans were advanced to TSB in November, 2002 and follow-up activities continued. SCRCOG's Executive Director co-chairs the I-91 TIA—reporting at each TSB meeting.

Amity Road-Litchfield Turnpike Traffic Operations (Complete in FY04). Framed short-term and mid-term proposals seeking to improve operations adjacent to the Wilbur Cross Parkway and complement the programmed widening of Whalley Avenue between Emerson Street and Amity Road (New Haven). Addressed a mix of ramp delay, turning movement, lane loss and access management problems that slow peak period operations near the important interchange. Identified opportunities with the both the City of New Haven and the Town of Woodbridge.

Transportation Enhancement. Responded to ConnDOT's June, 2002 FY04-FY09 programming request via a process of municipal outreach, project definition, application preparation and priority-setting reflected in SCRCOG's *Transportation Enhancement: 2004-2009 South Central Connecticut Opportunities* (March, 2003) and four Council-prepared municipal project applications.

USDOT Urbanized Areas. With ConnDOT and municipalities established a post-2000 Census USDOT urbanized area boundary—ensuring that chief elected officials appreciated associated implications.

I-95 East Direction. Participated in early phases of ConnDOT's \$1.5 million, two-year Branford-to-Rhode *I-95 Feasibility Study* intended to establish near-term investment direction and long-term capacity goals for the 55 mile long I-95 corridor east of Branford's exit 54.

Fiscal Year 2004 Tasks

2.1 Plan Review and Development: Transit Emphasis

Regional Welfare-to-Work Initiative. Continue work with the Regional Workforce Development Board, Regional Growth Partnership, the Greater New Haven Transit District and ConnDOT (Bureau of Public Transportation) to identify non-central employment opportunities for both central city and suburban residents and frame cost-effective public-private sector transportation responses.

Regional Transit Development Strategies. Complete a broad 15-month long overview of near-term improvement opportunities—seeking to identify productive new initiatives useful to area travelers and transit operators. Build on current commitments to establish future direction. Consider density, service, infrastructure, anticipated rider response and finance.

Near-Term Opportunities. With ConnDOT, consider opportunities to pursue proposals identified in the *Statewide Bus System Study*.¹¹

Density. Establish whether and where higher residential-commercial density can create a more favorable transit supporting environment. Consider *Regional Plan of Development* development proposals, proposals emanating from a new (FY03-FY04) SCRCOG *Housing Plan*, municipal plans of development and possible new transit hubs.

Service. Establish how and to what extent new/revised services can impact mode split; e.g. faster bus or rail service in selected radial corridors, improved Downtown New Haven bus circulation and/or circumferential service. Frame selected service packages in several alternate strategies or scenarios.

Infrastructure. Associate equipment-infrastructure requirements with each of several major transit development initiatives.

Finance. Establish new capital and operating (budget and subsidy) requirements against a background of current resources.

Outreach and Feedback. Create ample opportunity for public interaction as major elements are scoped and pursued. Ensure that transit dependent persons are well-represented and that relative benefits of each major package or scenario are clear.

Early Direction. Reflect progress, including emerging ideas, in South Central Connecticut's new January, 2004 (FY04) regional transportation plan (*Maintaining Mobility*)—a triennial review.

Integrate staff and consultant capabilities—consultants extending staff demand modeling and transit cost estimating capabilities while collaboratively offering new transit options.

Environmental Justice. Expand FY03 EJ activity to frame a clear SCRCOG policy—building on readily available data; network-based impact assessment techniques; and enhanced outreach/participation (Task 4, a clear, straightforward perception of need shared with decision makers). Frame a strategy that addresses a three-tiered USDOT-ConnDOT emphasis on outreach/participation/involvement; distribution of benefits; and adverse impacts. Look toward ConnDOT, FHWA and FTA as active participants—lending support and guidance to the Council initiative. Build on recent direction offered by the Capitol Region Council of Governments (Hartford).¹²

Branford-to-Rhode Island I-95 Feasibility Study. See “Highway Emphasis” (below).

New Haven-Hartford-Springfield Commuter Rail Implementation Plan. Support ConnDOT's 18 month, \$1.0 million action-oriented inland rail study that offers summer, 2003 investment direction against a background of service goals, demand and related infrastructure needs. Per ConnDOT guidance, promote regional outreach, support consultants and ensure that the Council's Transportation Committee and chief elected officials have adequate input-review opportunities.

Intelligent Transportation System: Status and Opportunities. See “Highway Emphasis” (below).

¹¹ Urbitran Associates, et al, *Connecticut DOT Statewide Bus System Study*, prepared for the Connecticut Department of Transportation (Newington: ConnDOT, 2000).

¹² Including CRCOG's *Environmental Justice and CRCOG's Transportation Planning Program* (December, 2002) and *Atlas of Low-Income and Minority Populations in the Capitol Region* (January, 2003)—both framed per a USDOT “Environmental Justice Challenge Grant” extended to three MPO's (including San Antonio and Washington, D.C.) seeking to find better outreach mechanisms and reassess/improve environmental justice policy.

Transportation Plan Review. See “Highway Emphasis” (below).

2.2 Plan Review and Development: Highway Emphasis

Route 15 Interchange Study. Suggest how a new Route 15 (Wilbur Cross Parkway) interchange serving Southern Connecticut State University might impact Whalley Avenue (New Haven), Route 10 (Dixwell Avenue) and key campus approach facilities—establishing relative benefits (including Whalley Avenue-Fitch Street and Dixwell Avenue-Arch Street diversion) and constraints. Shape and assess options with City of New Haven and Town of Hamden staff. Deferred from FY03 due to demand modeling (MINUTP to TransCAD) transition.

Triennial Transportation Plan Review. Comprehensively review the region’s long-range multi-modal transportation plan (*Maintaining Mobility*, January, 2001) per a three-year USDOT review requirement in air quality “non-attainment areas”.¹³ Ensure compliance with basic law (23 USC 134, seven planning factors), USDOT regulations (23 CFR 450.322) and new national safety/security concerns—the latter reflecting elements of SCRCOG’s April, 2003-April 2004 \$100,000 FEMA financed emergency planning study undertaken by consultant. Review through the September-December, 2003 period via public outreach, the Transportation Committee/Technical Committee and a Transportation Committee/Technical Committee subcommittee—moving a recommended *Plan* to the attention of chief elected officials in January, 2004.

Congestion Management System (CMS). Extend and refine ConnDOT’s statewide CMS plan at a regional level; suggesting a mix of near-term and mid-range strategies intended to limit arterial/freeway congestion.¹⁴ Look toward recent South Central Connecticut experience to help guide near-term proposals.¹⁵

Orange Traffic Management: Route 34 to US1. Review traffic management/improvement alternatives on major north-south Orange roads between Route 34 and US1 including Route 152 (Orange Center Road), Lambert Road and Route 114 (Racebrook Road). Consider current peak period demand (week day and Saturday) (Task 1), potential traffic redistribution (assignment), current geometry, programmed US1 and Indian River Road improvements, accident experience, previous recommendations, adjacent activities and national traffic calming experience. Work with the Town of Orange and its Safety Committee to frame a near-term improvement plan.

Rejuvenate a Freeway Incident Management Team. With ConnDOT, local “first responders”, police departments, Connecticut DEP and the region’s new New Haven Area Special Hazards Team reinvigorate a now dormant regional incident management team—reviewing

¹³ 23 CFR 450.322.

¹⁴ See Connecticut Department of Transportation, *Congestion Management System: 2002 Congestion Screening and Monitoring Report* (Newington: ConnDOT, 2002) shared per FHWA’s-FTA’s “Management and Monitoring Systems Rule”; 23 CFR 500 that assigns basic CMS development-maintenance responsibility to states while suggesting that in transportation management areas (urbanized areas of 200,000) “...the CMS shall be part of the metropolitan planning process in accordance with 23 CFR 450...”; suggesting mpo/state DOT collaboration.

¹⁵ Including 2000-2001 signal operations review (optimization) work undertaken by Wilbur Smith Associates (under contract to ConnDOT) per New Haven-Meriden Surface Transportation Program support. See Wilbur Smith Associates, *South Central Connecticut Signal Timing Project*, prepared for the Connecticut Department of Transportation (ConnDOT: Newington, 2000) including “Whalley Avenue, New Haven”, “North Main Street Extension, Wallingford”, “Route 1, Orange/West Haven”, “Route 10, New Haven”, “Route 1, East Haven” and “Route 17/80, New Haven” reports.

accomplishments in other regions and assessing relative merits in this region—particularly against the background of a 2002-2011 central I-95 construction program. Draw on successful South Western RPA (Fairfield County) and Capitol Region Council of Governments' (Hartford) experience to establish a functioning South Central Connecticut incident management team that can minimize freeway accident clearance times per current Transportation Strategy Board goals.

Intelligent Transportation System: Status and Opportunities. With ConnDOT, FTA and FHWA reassess status of SCRCOG's ITS *Strategic Deployment Plan* and define new regionally relevant opportunities.¹⁶ Begin with a one-half day "think session" bringing the public and private sectors together to define current initiatives and sketch potential applications. Establish: (1) direction for further regionally relevant public and private sector initiatives that complement broad statewide programming; and (2) the lead agency responsible for ensuring compliance with USDOT's February, 2005 regional ITS architecture requirement.¹⁷

I-95 East Direction. Continue participation in ConnDOT's \$1.5 million, two-year Branford-to-Rhode I-95 *Feasibility Study* intended to establish near-term investment direction and long-term capacity goals for the 55 mile long I-95 corridor east of Branford's exit 54. Per ConnDOT guidance, promote regional outreach, support consultants and ensure that the Council's Transportation Committee and chief elected officials have adequate input-review opportunities before the *Study* is completed in June, 2004.

Transportation Strategy Board/Transportation Investment Area Process. Continue to participate in both I-91 and Coastal Corridor TIAs and in TSB meetings per the Executive Director's role as I-91 TIA Co-chair (reporting to the TSB monthly).

Coastal Barge Feeder Service. Following a clear state commitment, help implement a new feeder barge service in association with the TSB, the City of New Haven, the Port Authority of New York and New Jersey, ConnDOT and a private sector consortium per the Board's intent to proceed with both New Haven and Bridgeport services. Transition a local public sector role originally defined in a *Container Feeder Barge Operating Plan (2002)* from SCRCOG to the City of New Haven's newly established Port Authority.

Update TransCAD Demand Model Chain. Update a 10-year-old MINUTP-based model chain—complementing a new, finer grain Census Transportation Planning Program-based (CTTP) zone system. Via staff, introduce the new zone system (adjust corresponding centroids), move to a finer grained highway network, review highway/transit networks and move from "stick" networks to GIS-based networks. Complement staff work by Caliper Corporation (TransCAD vendor) efforts that: (1) bring home-based work trip production/attraction into the chain (moving from off line computation) while emulating ConnDOT's current trip generation process (*Person Forecasting Model: Trip Generation*, Staff Paper 00-1, February, 2000); (2) advise during Council network review/development; (3) calibrate the Council's mode split (logit) model with new CTPP data and a new Council-produced transit network; and (4) capture a revised model chain in a new TransCAD script (equivalent of a batch file)—permitting efficient Council modeling applications.

¹⁶ TransCore, *Intelligent Transportation System, Strategic Deployment Plan, New Haven-Meriden Metropolitan Area*, prepared for the Connecticut Department of Transportation and SCRCOG (North Haven: SCRCOG, 2001), despite a 1999 report date.

¹⁷ TransCore, *Intelligent Transportation System, Strategic Deployment Plan, New Haven-Meriden Metropolitan Area*, prepared for the Connecticut Department of Transportation and SCRCOG (North Haven: SCRCOG, 2001), despite a 1999 report date.

Planning Capabilities. Continue to upgrade basic planning tools including CORSIM, Transyt-7F, TransCAD and HCS.

Central I-95 Demand Management Program. With ConnDOT and Urbitran Associates' consulting assistance, monitor and adjust a transit/traffic management program intended to alleviate congestion during an extended (10-to-12 year) central I-95 construction period.

Functional Classification. With ConnDOT and municipalities, review the region's functional (highway) classification correlate with new U.S. DOT urbanized area boundaries.

Transportation Strategy Board/TIAs. Maintain participation in/responsiveness to TSB and Coastal Corridor/I-91 Corridor TIA planning initiatives.

Pedestrian/Bicycle Safety. Per a statewide initiative, identify high accident locations, determine contributing circumstances (including review of individual DMV reports at high accident locations) and, with ConnDOT and municipalities, define countermeasures. Look to national experience including FHWA's *Pedestrian Safety Roadmap & Resource Catalog* and Washington State DOT's *Pedestrian Facilities Guidebook*, ConnDOT's accident data base (including FY03 work with the Capitol Region Council of Governments), geocoding (associating ConnDOT mile-point with lat-long via Policy & Planning's Inventory and Forecasting or Highway's Photolog unit) and FHWA's "Crash Group/General Countermeasure Matrix").

Amity Road-Litchfield Turnpike Traffic Operations (Complete Work Begun in FY03). Frame short-term and mid-term proposals seeking to improve operations adjacent to the Wilbur Cross Parkway and complement the programmed widening of Whalley Avenue between Emerson Street and Amity Road (New Haven). Address a mix of ramp delay, turning movement, lane loss and access management problems that slow peak period operations near the important interchange. Refine opportunities with the both the City of New Haven and the Town of Woodbridge.

Products

Transit Emphasis

Environmental Justice. Council outreach, benefit assessment and impact evaluation framework per state and national goals (March, 2004).

Regional Transit Development Strategies. Interim working memos as density, service, infrastructure and finance phases proceed through the fiscal year (October, December and March) and a June, 2004 final report. (Project schedule now being shaped.)

Highway Emphasis

Congestion Management System (CMS). Annual “congestion status” report, data base update and suggested direction (January, 2004).

Route 15 Interchange Study. Suggesting how a new Route 15 (Wilbur Cross Parkway) interchange serving Southern Connecticut State University might impact Whalley Avenue (New Haven), Route 10 (Dixwell Avenue) and key campus approach facilities (November, 2003).

Intelligent Transportation System: Status and Opportunities. Assess/reassess direction per the Council-ConnDOT ITS *Strategic Plan* (February, 2004).

Central I-95 Demand Management Program. Urbitran memoranda as appropriate.

Amity Road-Litchfield Turnpike Traffic Operations. Improvement proposals at a major regional choke point (September, 2004).

Triennial Transportation Plan Review. Comprehensively review the region’s 25 year multi-modal transportation plan (*Maintaining Mobility*) per a three year USDOT review requirement in air quality “non-attainment areas” (January, 2004).

Orange Traffic Management: Route 34 to US1. Traffic management/improvement alternatives on major north-south Orange roads between Route 34 and US1 including Route 152 (Orange Center Road), Lambert Road and Route 114 (Racebrook Road) (November, 2004).

Rejuvenate a Freeway Incident Management Team (October, 2004).

Pedestrian Safety. Regional overview and high accident location responses (May, 2004).

Staff Requirements

See Tables 3 and 4.

FY 2004 Unified Planning Work Program

Table 3

Task 2 Staff Requirements

Hours in man-hours (No Overhead)

Cost in dollars

Task	Director hours	Director cost	Planners hours	Planners cost	Plan		Temp hours	Temp cost	Total hours	Total cost	table 4	
					Assists hours	Assists cost					hours	cost
2.10 Transit Emphasis	228	10,000	2,182	60,778	0	0	0	0	2,280	70,778	70,778	
regional transit development strategies	91	4,000	1,213	33,778	0	0	0	0	1,304	37,778	37,778	
regional welfare-to-work initiative	0	0	72	2,000	0	0	0	0	72	2,000	2,000	
environmental justice	46	2,000	180	5,000	0	0	0	0	226	7,000	7,000	
transportation plan review	68	3,000	610	17,000	0	0	0	0	678	20,000	20,000	
its status and opportunities	23	1,000	108	3,000	0	0	0	0	23	4,000	4,000	
2.20 Highway Emphasis	365	16,000	3,934	109,561	680	15,544	0	0	4,979	141,105	141,105	
rt 15 interchange study	11	500	377	10,500	87	2,000	0	0	476	13,000	13,000	
transportation plan review	103	4,500	843	23,472	111	2,544	0	0	1,057	30,516	30,516	
congestion management system	11	500	233	6,500	131	3,000	0	0	376	10,000	10,000	
army road-litchfield tpke	11	500	197	5,500	0	0	0	0	209	6,000	6,000	
orange traffic management	11	500	485	13,500	0	0	0	0	496	14,000	14,000	
rejuvenate freeway incident management team	46	2,000	72	2,000	44	1,000	0	0	161	5,000	5,000	
transportation strategy board/tias	91	4,000	0	0	0	0	0	0	91	4,000	4,000	
functional classification review	0	0	36	1,000	87	2,000	0	0	123	3,000	3,000	
environmental justice	34	1,500	197	5,500	87	2,000	0	0	319	9,000	9,000	
model chain review	0	0	883	24,589	87	2,000	0	0	970	26,589	26,589	
planning capabilities	0	0	144	4,000	44	1,000	0	0	188	5,000	5,000	
its status and opportunities	46	2,000	36	1,000	0	0	0	0	82	3,000	3,000	
pedestrian safety	0	0	431	12,000	0	0	0	0	431	12,000	12,000	
Total Task 2	594	26,000	6,116	170,339	680	15,544	0	0	7,259	211,883	211,883	
Total Task 2 From Table 11		26,000		170,339	0	15,544			0	211,883		

Table 4

Task 2 Support

No Overhead

Cost in dollars

Task	FTA					Total
	New FHWA	FY00 Release	FHWA Sec 5303	Sec 5307	Sec 5303 Carryover	
2.1 Transit Emphasis	0	0	59,567	0	11,211	70,778
regional transit development strategies	0	0	26,567	0	11,211	37,778
regional welfare-to-work initiative	0	0	2,000	0	0	2,000
environmental justice	0	0	7,000	0	0	7,000
transportation plan review	0	0	20,000	0	0	20,000
its status and opportunities	0	0	4,000	0	0	4,000
2.2 Highway Emphasis	114,516	26,589	0	0	0	141,105
rt 15 interchange study	13,000	0	0	0	0	13,000
transportation plan review	30,516	0	0	0	0	30,516
congestion management system	10,000	0	0	0	0	10,000
army road-litchfield tpke	6,000	0	0	0	0	6,000
orange traffic management	14,000	0	0	0	0	14,000
rejuvenate freeway incident management team	5,000	0	0	0	0	5,000
transportation strategy board/tias	4,000	0	0	0	0	4,000
functional classification review	3,000	0	0	0	0	3,000
environmental justice	9,000	0	0	0	0	9,000
model chain review	0	26,589	0	0	0	26,589
planning capabilities	5,000	0	0	0	0	5,000
its status and opportunities	3,000	0	0	0	0	3,000
pedestrian safety	12,000	0	0	0	0	12,000
Total Task 2	114,516	26,589	59,567	0	11,211	211,883
Total Task 2 From Table 11	114,516	26,589	59,567	0	11,211	211,883

Task 3: Transportation Improvement Program

Objectives

1. Maintain a three-year *Transportation Improvement Program* reflecting Council-ConnDOT priorities, long-range Council *Transportation Plan* objectives, short-range transportation system management opportunities, Intelligent Transportation System (ITS) deployment initiatives and *TEA-21* transportation planning requirements. Accompany *TIP* actions with an air quality conformity statement as appropriate establishing relationships to the *State Implementation Plan for Air Quality*.
2. Ensure that *Transportation Improvement Program* actions are exposed to broad public review before action by the Council of Governments—the region’s chief elected officials.
3. Participate in advanced planning of major projects with state, municipal and/or federal staffs when useful.

Fiscal Year 2003 Program

3.1 Surface Transportation Program (Allocated Support)

Programming. Maintained a six-year (FY 2003-FY 2008) design, right-of-way acquisition and construction program that balanced priorities and resources. In concert with the Connecticut Department of Transportation’s Local Roads Section (Bureau of Engineering and Highway Operations) and municipalities, effected a semi-annual in-depth review of progress and impediments to intended FY03 obligations—permitting mid-year change necessary to accomplish work and/or introduce new projects at the earliest possible time.

Project Development. Advanced new “scoping packages” (project proposals per a ConnDOT-prescribed format) for Project Concept Unit (Bureau of Engineering and Highway Operations) refinement—municipal proposals intended to extend the six-year STP program as current projects are obligated. Continued to participate in ConnDOT-municipal field scoping and “time out” meetings.²²

²² Advancing new work including Hamden (Whitney Avenue) signal replacement, North Haven Sackett Point Road reconstruction (to complement bridge replacement) and New Haven Ferry Street Bridge rehabilitation proposals and moving FY02 proposals toward programming—the latter including East Haven’s Main Street signal replacement project, West Haven’s Farwell Street reconstruction project, New Haven’s Whalley Avenue-Orchard Street intersection improvement project and New Haven’s Quinnipiac Avenue reconstruction project.

3.2 *Transportation Improvement Program*

Maintained a FY03-05 TIP. In concert with ConnDOT, effected three financially constrained *TIP* amendments to the April, 2002 *TIP* via Transportation Committee/SCRCOG review—ensuring public outreach per the Council’s adopted “Public Participation Guidelines”. Similarly maintained SCRCOG’s *TIP* database—permitting comprehensive review at any point in time.

Urbanized Area Alignment. Effected a “memorandum of understanding” with regional planning organizations comprising the new (post-2000 Census) Bridgeport-Norwalk and New Haven-Meriden urbanized areas—establishing a decision making process relative to the programming of FHWA Surface Transportation Program and FTA Section 5307 support.

3.3 *Advanced Planning*

Local Accident Reduction Program. Sought municipal interest in the Department’s annual , local accident reduction program (December, 2002)—no FY03 interest ensued.

FTA Section 5310. Established annual non-profit capital support priorities (March, 2003) per an outreach process, advice of public paratransit operators, consultation with the Area Agency on Aging and Council action.

Fiscal Year 2004 Tasks

3.1 *Surface Transportation Program (Allocated Support)*

Maintain a STP Program. Maintain a six-year program that balances priorities, available funds and the progress of individual projects. Sustain a continuous interchange with municipalities advancing Surface Transportation Program projects on municipal roads per ConnDOT STP guidelines. Continue process of joint municipal-Council project definition in advance of ConnDOT “concept team” attention; SCRCOG participation through the scoping-to-project programming process; and Council monitoring of programmed work.

3.2 *Transportation Improvement Program*

Maintain the FY2003-FY 2005 Program. Effect change and review consistent with the region’s *Transportation Plan* and state-defined financial constraints per a well-established Transportation Technical Committee, Transportation Committee (elected officials) and Council review process. Observe public “Participation Guidelines” (April, 2003) including direct early notice to approximately 150 people who receive monthly Transportation Committee agendas.

TIP Administrative Action Amendments. Via the Transportation Committee, consider whether a state-federal administrative amendment process designed to expedite minor *TIP* adjustments can be instituted here per experience in 13 of 15 Connecticut regions—one allowing the Executive Director to approve minor change.

Adopt a FY2005-FY2007 TIP. Adopt a new three year *TIP* per USDOT guidelines.²³ Frame and review successive versions of a draft FY05-FY07 *TIP* through the March-April, 2004 period; effect public outreach per adopted public participation guidelines; and adopt in April, 2004 after Technical Committee-Transportation Committee review. Publish a new (adopted) *Program* in June, 2004 while USDOT *STIP* approval is in progress. (Schedule subject to change by ConnDOT.)

3.3 *FTA Section 5310 (Formerly Section 16(B) (2)) Assistance*

*Outreach to Non-Profit Organizations.*²⁴ Share notice of an annual Section 5310 (non-profit capital assistance) opportunity and help potential non-profit applicants advance proposals consistent with FTA and ConnDOT guidelines (January, 2004).

Annual Priorities. Establish regional priorities and, via mayors and first selectmen, share priorities with ConnDOT to facilitate the annual statewide program development process (March, 2004).

3.4 *Advanced Planning*

Local Transit Districts. Continue monthly attendance at Greater New Haven Transit District meetings and, periodically, at meetings of the Meriden Transit District and the Milford Transit District. Meetings provide “feedback” for the areawide planning and programming process.

Local Accident Reduction Program. Prepare municipal “local accident reduction program” applications per annual state/regional outreach—emphasizing a new state/federal pedestrian safety focus. Develop proposals with municipal staff, frame material for municipal review and advance proposals for Council review per longstanding practice (April, 2004).

Access Management. Per SCRCOG outreach and municipal request, address selected access management issues intended to improve safety and increase capacity—considering driveway spacing, corner clearance, turn radii, driveway width, internal site design and/or signal spacing standards.

Products

1. *Maintain a FY2003-2005 TIP.* Maintain the current (April, 2002) three-year *Transportation Improvement Program* per Council’s public participation process and effect amendments as appropriate through the year.²⁵
2. *Adopt a FY2005-FY2007 TIP.* Adopt a new three year *TIP* per USDOT guidelines (April, 2004).
3. *Local Accident Reduction Program.* Prepare “applications” for ConnDOT review in association with interested municipalities (April, 2004).

²³ 23 CFR 324.

²⁴ FTA support for public sector organizations occurs via Section 5307 per annual Greater New Haven Transit District outreach and *TIP* action—Section 5310 participation is unnecessary.

²⁵ Adopting a new “air quality conformity statement” if occasioned by statewide plan development-programming processes.

4. *Section 5310 Capital Priorities.* Share with ConnDOT after Council review (January, 2004).

Staff Requirements

See Tables 5 and 6.

FY 2004 Unified Planning Work Program

Table 5

Task 3 Staff Requirements

Hours in man-hours (No Overhead)

Cost in dollars

Task	Director	Director	Planners	Planners	Plan Assists	Plan Assists	Temp	Temp	Total	(table 6)	
	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	cost
3.1 maintain a stp program	91	4,000	298	8,300	31	700	0	0	420	13,000	13,000
3.2 transp improvement program	91	4,000	287	8,000	44	1,000	0	0	422	13,000	13,000
3.3 fta section 5310	5	200	11	300	0	0	0	0	15	500	500
3.4 advanced planning	38	1,650	140	3,900	13	300	0	0	191	5,850	5,850
Total Task 3	225	9,850	736	20,500	87	2,000	0	0	1,048	32,350	32,350
Total Task 3 From Table 11		9,850		20,500		2,000				32,350	0

Table 6

Task 3 Support

No Overhead

Cost in dollars

Task	FTA						Total
	FY00 FHWA		Sec 5303				
	FHWA	Release	Sec 5303	Sec 5307	Carryover		
3.10 maintain a stp program	13,000	0	0	0	0	13,000	
3.20 transp improvement program	11,000	0	2,000	0	0	13,000	
3.30 fta section 5310	0	0	500	0	0	500	
3.40 advanced planning	5,850	0	0	0	0	5,850	
Total Task 3	29,850	0	2,500	0	0	32,350	
Total Task 3 From Table 11	29,850	0	2,500	0	0	32,350	

Task 4: Involvement Of Citizens, Professionals And Elected Officials

Objectives

1. Facilitate a timely flow of information to interested individuals and organizations.
2. Provide a focus for public and professional input prior to review of the region's *Transportation Plan, Transportation Improvement Program* and other key products by chief elected officials.
3. Actively elicit ideas from and reactions of people and organizations with strong interests in specific projects, technical studies, areawide plans and/or decision-making processes. Ensure that outreach, review and project definition respond to USDOT/ConnDOT "environmental justice" initiatives including proactive outreach.
4. Share technical material with professionals, elected officials and the public at appropriate times as major *Plan* and *Program* efforts progress. Frame materials to meet needs and grasps of respective interest groups.

Year 2003 Work Program

Seven basic mechanisms permitted the Council of Governments to interact with a broad array of individuals and organizations during FY 03.

1. *Annual Report*

A terse brochure simply describing the flavor and emphasis of Council activities and the planning-programming process. The notion of a cooperative state-regional-municipal planning process is imparted. Next publication in January, 2004.

2. *Media Coverage*

Meeting notices regularly shared with newspapers of general circulation, specialized newspapers and radio and television news departments regularly announced intended Council actions—similarly indicating the availability of reports and background material. All Council agenda were shared with the dominant *New Haven Register*, the *Connecticut Post*, the *Meriden Record-Journal* and one half dozen local (non-daily) newspapers in the region. The *New Haven Register* and the *Connecticut Post* frequently cover Council meetings. Faxed Transportation Committee agendas directed to 35 area media organizations highlight that *TIP* actions are being effected in concert with the Connecticut Department of Transportation per the state's *STIP* process.

3. *Transportation Committee and Technical Transportation Committee*

The region's Transportation Committee (chief elected officials) and Technical Transportation Committee (municipal staff), meeting together monthly, continued to interact with ConnDOT personnel, federal staff, private transit operators and other interested parties. The committees advance programming recommendations and physical planning proposals to the Council as a whole. One hundred and fifty (150) persons, including advocacy organizations, are apprised of

committee meetings and provided an opportunity to share concerns and/or perspective in an informal environment. Council's "Public Participation Guidelines" encourage broad, ongoing participation via the committees; seeking views and guidance before draft *Plan* and *Program* materials are shaped.²⁶

4. *Public Meetings*

A variety of meetings facilitated FY 03 planning activities—meetings including:

1. Key ConnDOT central I-95 design public hearings.
2. I-91 TIA, Coastal Corridor TIA and TSB meetings.
3. Rideworks' monthly meetings. SCRCOG's Executive Director serves on Rideworks' Board of Directors.
4. Periodic Connecticut Association for Community Transportation meetings where paratransit planning and operations experience are shared.
5. Monthly Greater New Haven Transit District meetings and periodic attendance at meetings of the Milford and Meriden transit districts to facilitate planning and programming activities.
6. Monthly Regional Growth Partnership (RGP) status reports at Council meetings—allowing the Partnership's President to interact directly with elected officials and sustain a close working relationship. RGP, the region's non-profit economic development organization, was established jointly by SCRCOG and the private sector
7. Regional Growth Connection Technical and Policy Committee meetings. The RGC, a Regional Growth Partnership affiliate, shapes the region's "welfare to work" transportation commitment together with state, municipal and regional partners.
8. Regional Alliance work sessions. The four-year-old Alliance brings a broad array of regionally oriented organizations to share experience, initiatives and ideas.
9. Periodic public work sessions preceding major Council actions or related to major Council planning products.²⁷
10. Bimonthly meetings of local chambers of commerce (hosted by SCRCOG).
11. Bimonthly meetings of municipal economic development staff (jointly hosted by SCRCOG and the Regional Growth Partnership).
12. Connecticut Coastline Port Authority meetings—promoting the economic development of the port areas of Bridgeport, New Haven and New London. SCRCOG's Executive Director serves as an Authority Director.

²⁶ Council of Governments, "Public Participation Guidelines, Transportation Planning Guidelines" (North Haven: SCRCOG, April, 2003)—reviewed annually per USDOT requirements.

²⁷ Including *TIP* adoption per "Public Participation Guidelines".

5. *Council of Governments Meetings*

Monthly Council meetings (chief elected officials) provided opportunities to briefly review the status of major planning and programming efforts, gain further guidance from chief elected officials and take formal Council *TIP* actions. Fiscal year 2003 meetings similarly permitted chief elected officials to interact directly with ConnDOT as central I-95 traffic management plans were shaped and pursued.

6. *SCRCOG Web Site*

The site (www.scrkog.org) provides ready access to Council meeting agendas, reports and memos.

7. *Public Participation Guidelines*

Written guidelines, reviewed annually by chief elected officials, describe Council outreach mechanisms.²⁸

Fiscal Year 2004 Tasks

FY 2004 efforts build upon fiscal year 2003 activity to refine, extend and implement new proactive outreach mechanisms directed to the minority and economically disadvantaged community. Outreach and interaction will gradually shape a communications/participation program correlate with state-national emphasis and the needs of the South Central Connecticut's minority and/or low-income community. Efforts focus on enhanced involvement and communication—working with municipalities, transit operators and ConnDOT to gain direct, clear, straightforward understandings about perceived transportation needs. New initiatives that support environmental justice goals seek to involve:

- Empower New Haven—the City's three-year-old non-profit Empowerment Zone organization. Empower New Haven "Neighborhood Management Teams" provide an effective community-based outreach mechanism.
- the West Haven Black Coalition.
- the City of New Haven's "Community Management Team" composed of neighborhood associations.
- the Connecticut Coalition for Environmental Justices' New Haven EJ Coalition

Parallel efforts continue to define other locally based low-income/minority-oriented outreach mechanisms that can help with continuing interaction.

Staff Requirements

²⁸ Per 23 CFR 450.316.

See Tables 7 and 8.

FY 2004 Unified Planning Work Program

Table 7

Task 4 Staff Requirements

Hours in man-hours (No Overhead)
Cost in dollars

Task	Director	Director	Planners	Planners	Plan Assists	Plan Assists	Temporary	Temporary	Total	
	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost
4.1 annual report	25	1,100	0	0	0	0	0	0	25	1,100
4.2 media coverage	37	1,600	0	0	0	0	0	0	37	1,600
4.3 transportation committee	65	2,840	14	400	0	0	0	0	79	3,240
4.4 public meetings	99	4,346	47	1,300	0	0	0	0	146	5,646
4.5 council meetings	64	2,800	57	1,600	0	0	0	0	121	4,400
4.6 reports and memorandums	25	1,100	39	1,100	0	0	0	0	65	2,200
4.7 scrog web site	0	0	47	1,300	0	0	0	0	47	1,300
4.8 public participation guidelines	18	800	11	300	0	0	0	0	29	1,100
Total Task 4	333	14,586	215	6,000	0	0	0	0	548	20,586

Table 8

Task 4 Support

Hours in man-hours (No Overhead)
Cost in dollars

Task	FTA					Total
	FY00 FHWA	Release	Sec 5303	Sec 5307	Sec 5303 Carryover	
4.10 annual report	1,000	0	100	0	0	1,100
4.20 media coverage	1,500	0	100	0	0	1,600
4.30 transportation committee	2,800	0	440	0	0	3,240
4.40 public meetings	4,000	0	200	0	1,446	5,646
4.50 council meetings	3,500	0	900	0	0	4,400
4.60 reports and memorandums	2,000	0	200	0	0	2,200
4.70 scrog web site	1,200	0	100	0	0	1,300
4.80 public participation guidelines	1,000	0	100	0	0	1,100
Total Task 4	17,000	0	2,140	0	1,446	20,586
Total Task 4 From Table 11	17,000	0	2,140	0	1,446	20,586

Task 5: Program Administration

Objectives

1. Schedule planning activities. Permit progress and priorities to guide the flow of individual work tasks.
2. Ensure that expenditures are well documented and cost-effective.

Fiscal Year 2003 Work Program

1. *Fiscal Year 2004-2007 Prospectus*. Shared a five-year work program addressing key regional issues and opportunities.
2. *Annual FY2005 Unified Planning Work Program (Transportation Work Program)*. Adopted a detailed work program after outreach and consultation.
3. *Annual Audit*. Effected an A-130 and related State of Connecticut audit in December, 2002 per Council-ConnDOT agreement.

Fiscal Year 2004 Tasks

5.1 Mid-Year FY2004 Work Program Review

Review and adjust the work program relative to emerging issues, opportunities and progress through the first six months.

5.2 Develop FY 2005 Work Program (UPWP)

A Multi-Modal Program. Reflect both highway- and transit-oriented work tasks.

Observe Process. Frame through early formulation (Transportation Committee, news releases and direct mail) and final action of mayors and first selectmen. Observe "Public Participation Guidelines" throughout.

5.3 Certification

Self-Certification. Effect annual 23 CFR Part 450 certification by mayors and first selectmen that the planning process is consistent with applicable federal regulations.²⁹ Submit to ConnDOT and FTA in June, 2005.

5.4 Progress Reports

²⁹ 23 CFR 450.334.

Financial Control. Maintain financial records and develop reports in accordance with prescribed USDOT and ConnDOT practice.

Quarterly Reports. Develop quarterly narrative and financial status reports for funding agencies.

Annual Affirmative Action Plan. Review and revise (as appropriate) Council's ConnDOT-required "Affirmative Action Plan" (March, 2004).

Annual A-130 and State Audit. Comprehensive audit of Council FY 2003 revenue, expenditures and internal management practices (December 1, 2003 as established by ConnDOT effective FY00).

5.5 *Final Project Report*

Report. A full narrative report identifying all significant program products and deficiencies (June, 2004).

Staff Requirements

See Tables 9 and 10.

FY 2004 Unified Planning Work Program

Table 9

Task 5 Staff Requirements

Hours in man-hours (No Overhead)

Cost in dollars

Task	Director hours	Director cost	Planners hours	Planners cost	Plan Assists hours	Plan Assists cost	Temp hours	Temp cost	Total hours	cost	(table 10) cost
5.1 review fy2004 program	9	400	7	200	0	0	0	0	16	600	600
5.2 develop fy2005 work program	27	1,200	39	1,100	0	0	0	0	67	2,300	2,400
5.3 certification	0	0	0	0	0	0	0	0	0	0	200
5.4 progress reports	23	1,000	29	800	0	0	0	0	52	1,800	1,600
5.5 final report	9	400	14	400	0	0	0	0	23	800	700
Total Task 5	68	3,000	90	2,500	0	0	0	0	158	5,500	5,500
Total Task 5 From Table 11		3,000		2,500		0		0		5,500	

Table 10

Task 5 Support

Hours in man-hours (No Overhead)

Cost in dollars

Task	FTA						Total
	FY00 FHWA		Sec 5303			Carryover	
	FHWA	Release	Sec 5303	Sec 5307	Carryover		
5.10 review fy2004 program	500	0	100	0	0	0	600
5.20 develop fy2005 work program	2,000	0	400	0	0	0	2,400
5.30 certification	200	0	0	0	0	0	200
5.40 progress reports	1,300	0	300	0	0	0	1,600
5.50 final report	500	0	200	0	0	0	700
Total Task 5	4,500	0	1,000	0	0	0	5,500
Total Task 5 From Table 11	4,500	0	1,000	0	0	0	5,500

Schedule And Budget

Figure 1 suggests an anticipated Fiscal Year 2004 work schedule; only principal work tasks are depicted. Anticipated completion dates are associated with Task 1 through 5 products.

Budget

Table 11, "Staff Requirements", associates work tasks with staff time and resultant costs; only direct costs (staff salary) are reflected. Table 12 "Fiscal Year 2004 Budget" suggests the full range of continuing transportation planning expenditures funded by a mix of new and continuing ("carry-over") support.

New (FY 2004) Support³⁰

U.S. Federal Highway Administration via the Connecticut Department of Transportation--\$458,434.

U.S. Federal Transportation Administration via Section 5303 Technical Studies Program--\$119,453.

Connecticut Department of Transportation for continuing planning activities--\$72,237.³¹
Municipalities through the Council of Governments-- \$72,237.

Continuing (Carry-Over) Funds

U.S. Federal Transportation Administration per Section 5303 Technical Studies Program--\$87,425 (federal funds now under contract per Council's FY 2003 ConnDOT planning agreement).

U.S. Federal Highway Administration via the Connecticut Department of Transportation (unexpended federal fiscal year 2000 support released after audit)--\$94,905.

Municipalities through the Council of Governments--\$22,792 complementing FTA funds now under contract and newly released FHWA FY00 support).

Connecticut Department of Transportation for continuing planning activities--\$22,792 (complementing FTA funds now under contract and newly released FHWA FY00 support).

Direct (non-salary) costs are reflected in Table 13 while Tables 14 and 15 associate staff, overhead (1.2052 percent) and direct costs with work tasks and federal funding programs. Maximum hourly (billable) rates include: Executive Director-\$43.80; Planner-\$38.02, Planning Assistant-\$22.86; and Field-\$8.25.

³⁰ Shared in Connecticut Department of Transportation "Fiscal Year 2003 Agreements", March 18, 2003 Memo from Charles S. Barone, Transportation Assistant Planning Director, Bureau of Policy and Planning, to Regional Planning Organization Directors. Supplemented by a March 24, 2003 fax relative to newly released FY00 FHWA support and a May 27 fax (from Mark Phillips) relative to a limited FHWA FY04 PL recission.

³¹ A 10 percent state and 10 percent Council "match" for FHWA and FTA support.

Figure 1

**Fiscal Year 2004
Principal Work Tasks**

	J	A	S	O	N	D	J	F	M	A	M	J
1. Monitoring and Projections												
1.1 update zonal data base		█	█	█								
1.2 annual transit network maintenance								█	█			
1.3 share new intersection counts				█	█							
1.3 commuter parking surveys			█			█			█			█
1.3 produce annual FHWA 536 data										█		
1.3 acquire annual CMS monitoring data			█	█	█					█	█	█
2. Transportation Plan Development												
2.1 regional transit development strategies	█	█	█	█	█	█	█	█	█	█	█	█
2.1 environmental justice								█	█			
2.2 orange traffic management					█							
2.2 model chain review						█						
2.2 rejuvenate freeway incident management team	█	█	█	█								
2.2 annual congestion management review						█	█					
2.2 its status and opportunities						█	█	█				
2.2 route 15 interchange study		█	█	█								
2.2 pedestrian safety								█	█	█	█	█
3. Transportation Improvement Program												
3.2 adopt FY2005-FY2007 TIP								█	█	█		
4. Public Involvement												
4.1 annual report							█					
5. Program Administration												
5.1 mid-year FY 04 work program review							█					
5.2 develop FY 2005 work program									█	█		

Table 11 A
Staff Requirements
Dollars (Direct Salary Costs)

	Planning				Total
	Director	Planners	Assistants	Temporary	
Table 12 Control	32,850	140,016	22,860	27,093	222,819
FHWA (PL)	32,850	140,016	22,860	27,093	222,819
1 Monitoring and Projections	0	13,000	16,860	27,093	56,953
2 Transportation Plan Develop	8,000	102,516	4,000	0	114,516
3 Transportation Improve Prog	9,850	18,000	2,000	0	29,850
4 Involvement	12,000	5,000	0	0	17,000
5 Program Administration	3,000	1,500	0	0	4,500
Table 12 Control	13,140	42,523	11,544	0	67,207
FTA 5303 (New)	13,140	42,523	11,544	0	67,207
1 Monitoring and Projections	0	2,000	0	0	2,000
2 Transportation Plan Develop	12,000	36,023	11,544	0	59,567
3 Transportation Improve Prog	0	2,500	0	0	2,500
4 Involvement	1,140	1,000	0	0	2,140
5 Program Administration	0	1,000	0	0	1,000
Table 12 Control	7,446	5,211	0	0	12,657
FTA 5303 Carry-Over	7,446	5,211	0	0	12,657
1 Monitoring and Projections	0	0	0	0	0
2 Transportation Plan Develop	6,000	5,211	0	0	11,211
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	1,446	0	0	0	1,446
5 Program Administration	0	0	0	0	0
Table 12 Control	0	26,589	0	9,069	35,658
FY00 FHWA Release	0	26,589	0	9,069	35,658
1 Monitoring and Projections	0	0	0	9,069	9,069
2 Transportation Plan Develop	0	26,589	0	0	26,589
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	0	0	0	0	0
5 Program Administration	0	0	0	0	0
Table 12 Control	0	0	0	0	338,341
Total	53,436	214,339	34,404	36,162	338,341
1 Monitoring and Projections	0	15,000	16,860	36,162	68,022
2 Transportation Plan Develop	26,000	170,339	15,544	0	211,883
3 Transportation Improve Prog	9,850	20,500	2,000	0	32,350
4 Involvement	14,586	6,000	0	0	20,586
5 Program Administration	3,000	2,500	0	0	5,500

Table 11 B
Staff Requirements

Person Hours

	Director	Planning			Total
		Planners	Assistants	Temporary	
FHWA (New)	750	5,028	1,000	3,284	10,062
1 Monitoring and Projections	0	467	738	3,284	4,488
2 Transportation Plan Develop	183	3,681	175	0	4,039
3 Transportation Improve Prog	225	646	87	0	959
4 Involvement	274	180	0	0	454
5 Program Administration	68	54	0	0	122
FTA 5303 (New)	300	1,527	505	0	2,332
1 Monitoring and Projections	0	72	0	0	72
2 Transportation Plan Develop	274	1,293	505	0	2,072
3 Transportation Improve Prog	0	90	0	0	90
4 Involvement	26	36	0	0	62
5 Program Administration	0	36	0	0	36
FTA 5303 Carry-Over	170	187	0	0	357
1 Monitoring and Projections	0	0	0	0	0
2 Transportation Plan Develop	137	187	0	0	324
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	33	0	0	0	33
5 Program Administration	0	0	0	0	0
FTA 5307 New	0	0	0	0	0
1 Monitoring and Projections	0	0	0	0	0
2 Transportation Plan Develop	0	0	0	0	0
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	0	0	0	0	0
5 Program Administration	0	0	0	0	0
Other	0	955	0	1,099	2,054
1 Monitoring and Projections	0	0	0	1,099	1,099
2 Transportation Plan Develop	0	955	0	0	955
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	0	0	0	0	0
5 Program Administration	0	0	0	0	0
Total	1,220	7,696	1,505	4,383	14,804
1 Monitoring and Projections	0	539	738	4,383	5,659
2 Transportation Plan Develop	594	6,116	680	0	7,390
3 Transportation Improve Prog	225	736	87	0	1,048
4 Involvement	333	215	0	0	548
5 Program Administration	68	90	0	0	158

Table 12
Fiscal Year 2004 Budget
 Dollars

	SOURCE					
	total	new fhwa	new fta sec 5303	new fta 5307	carryover 5303	FY00 FHWA
<i>Staff</i>						
Council Staff	302,179	195,726	67,207	0	12,657	26,589
Temporary Staff (Field)	36,162	27,093	0	0	0	9,069
	338,341	222,819	67,207	0	12,657	35,658
<i>Direct Costs</i>						
Reproduction (outside services)	2,488	1,335	286	0	867	0
Travel	17,787	16,756	528	0	503	0
Hardware (1)	15,000	0	0	0	0	15,000
Transportation Software(2)	8,733	8,733	0	0	0	0
General Operations (3)	1,658	1,360	298	0	0	0
Consultants (Transportation) (4)	158,500	53,500	0	0	80,000	25,000
Total Direct	204,166	81,684	1,112	0	81,370	40,000
Council Indirect (1.2052)	407,769	268,541	80,998	0	15,254	42,975
Total Expenses	950,276	573,044	149,317	0	109,281	118,633
Total Funds Available	950,275	573,044	149,317	0	109,281	118,633

(1) two personal computers (replacements) and a color plotter.

(2) principally Transcad, EZHighway and USDOT upgrades through McTrans (T-7F, CORSIM, HCS)

(3) including books, reports, technical training and advertising.

(4) via FHWA, per diem relationship including: (1) network/Corsim applications ; (2) central I-95 I-95 traffic/transit operations assistance; and (3) model chain review/update assistance. All FTA carryover associated with transit strategies study.

FY 2004 Unified Planning Work Program

Table 13

Direct Costs: Other than Staff

Dollars

						table 12	
	task1	task2	task3	task4	task5	total	control
Reproduction	0	0	0	2,353	135	2,488	2,488
fhwa	0	0	0	1,200	135	1,335	1,335
fta 5303 (new)	0	0	0	286	0	286	286
fta 5303 carry-over	0	0	0	867	0	867	867
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	0	0	0	0
Travel	8,300	6,828	2,059	500	100	17,787	17,787
fhwa	8,300	5,900	1,956	500	100	16,756	16,756
fta 5303 (new)	0	528	0	0	0	528	528
fta 5303 carry-over	0	400	103	0	0	503	503
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	0	0	0	0
Hardware Purchase	0	15,000	0	0	0	15,000	15,000
fhwa	0	0	0	0	0	0	0
fta 5303 (new)	0	0	0	0	0	0	0
fta 5303 carry-over	0	0	0	0	0	0	0
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	15,000	0	0	0
Purchase Transportation Software and Publications	0	0	0	8,733	0	0	0
fhwa	0	0	0	8,733	0	0	0
fta 5303 (new)	0	0	0	0	0	0	0
fta 5303 carry-over	0	0	0	0	0	0	0
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	0	0	0	0
Meeting Expenses (Council and Courses)	0	0	0	1,258	200	200	0
fhwa	0	0	0	960	200	200	0
fta 5303 (new)	0	0	0	298	0	0	0
fta 5303 carry-over	0	0	0	0	0	0	0
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	0	0	0	0
Consultant (Transportation Planning)	0	0	0	158,500	0	0	0
fhwa	0	0	0	53,500	0	0	0
fta 5303 (new)	0	0	0	0	0	0	0
fta 5303 carry-over	0	0	0	80,000	0	0	0
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	25,000	0	0	0
Total	0	0	8,300	192,672	2,394	700	100
fhwa	0	0	8,300	70,293	2,291	700	100
fta 5303 (new)	0	0	0	1,112	0	0	0
fta 5303 carry-over	0	0	0	81,267	103	0	0
fta 5307 (new)	0	0	0	0	0	0	0
FY00 FHWA Release	0	0	0	40,000	0	0	0

Table 14
Cost Summary
Dollars

	COG Staff	Temp Staff	Other Direct	Indirect	Total
table 12 control	195,726	27,093	81,684	268,541	573,044
FHWA	195,726	27,093	81,684	268,541	573,044
1 Monitoring and Projections	29,860	27,093	8,300	68,640	133,893
2 Transportation Plan Develop	114,516	0	70,293	138,015	322,824
3 Transportation Improve Prog	29,850	0	2,291	35,975	68,116
4 Involvement	17,000	0	700	20,488	38,188
5 Program Administration	4,500	0	100	5,423	10,023
table 12 control	67,207	0	1,112	80,998	149,317
FTA 5303 (New)	67,207	0	1,112	80,998	149,317
1 Monitoring and Projections	2,000	0	0	2,410	4,410
2 Transportation Plan Develop	59,567	0	1,112	71,790	132,469
3 Transportation Improve Prog	2,500	0	0	3,013	5,513
4 Involvement	2,140	0	0	2,579	4,719
5 Program Administration	1,000	0	0	1,205	2,205
table 12 control	12,657	0	81,370	15,254	109,281
FTA 5303 (Carry-Over)	12,657	0	81,370	15,254	109,281
1 Monitoring and Projections	0	0	0	0	0
2 Transportation Plan Develop	11,211	0	81,267	13,511	105,989
3 Transportation Improve Prog	0	0	103	0	103
4 Involvement	1,446	0	0	1,743	3,189
5 Program Administration	0	0	0	0	0
table 12 control	26,589	9,069	40,000	42,975	118,633
FY00 FHWA Release	26,589	9,069	40,000	42,975	118,633
1 Monitoring and Projections	0	9,069	0	10,930	19,999
2 Transportation Plan Develop	26,589	0	40,000	32,045	98,634
3 Transportation Improve Prog	0	0	0	0	0
4 Involvement	0	0	0	0	0
5 Program Administration	0	0	0	0	0
table 12 control	302,179	36,162	204,166	407,769	950,276
Total	302,179	36,162	204,166	407,769	950,276
1 Monitoring and Projections	31,860	36,162	8,300	81,980	158,302
2 Transportation Plan Develop	211,883	0	192,672	255,361	659,916
3 Transportation Improve Prog	32,350	0	2,394	38,988	73,732
4 Involvement	20,586	0	700	24,810	46,096
5 Program Administration	5,500	0	100	6,629	12,229

Table 15
Funding Summary
Staff, Direct and Indirect
Dollars

	Federal	State	Local	Total
FHWA	458,436	57,304	57,304	573,044
1 Monitoring and Projections	107,114	13,389	13,389	133,893
2 Transportation Plan Develop	258,259	32,282	32,282	322,824
3 Transportation Improve Prog	54,493	6,812	6,812	68,116
4 Involvement	30,551	3,819	3,819	38,188
5 Program Administration	8,019	1,002	1,002	10,023
FTA 5303 (New)	119,454	14,932	14,932	149,317
1 Monitoring and Projections	3,528	441	441	4,410
2 Transportation Plan Develop	105,975	13,247	13,247	132,469
3 Transportation Improve Prog	4,410	551	551	5,513
4 Involvement	3,775	472	472	4,719
5 Program Administration	1,764	221	221	2,205
FTA 5303 (Carry-Over)	87,425	10,928	10,928	109,281
1 Monitoring and Projections	0	0	0	0
2 Transportation Plan Develop	84,792	10,599	10,599	105,989
3 Transportation Improve Prog	82	10	10	103
4 Involvement	2,551	319	319	3,189
5 Program Administration	0	0	0	0
table 12 control	0	118,633	0	118,633
FY00 FHWA Release	0	19,999	0	19,999
1 Monitoring and Projections	0	98,634	0	98,634
2 Transportation Plan Develop	0	0	0	0
3 Transportation Improve Prog	0	0	0	0
4 Involvement	0	0	0	0
5 Program Administration	0	0	0	0
Total	665,314	201,797	83,164	950,276
1 Monitoring and Projections	110,643	33,829	13,830	158,302
2 Transportation Plan Develop	449,026	154,762	56,128	659,916
3 Transportation Improve Prog	58,986	7,373	7,373	73,732
4 Involvement	36,877	4,610	4,610	46,096
5 Program Administration	9,783	1,223	1,223	12,229

Consultants

Consultants supplement Council staff to help accomplish the work program (Table 12):

- directing significant attention to central I-95 transit/traffic maintenance issues per a continuing per diem relationship with Urbitran Associates (New Haven) (Task 2) (\$50,000) (New FHWA Support).
- assisting with GPS travel time software applications (Task 1) (\$3,500) (AECOM) (New FHWA Support).
- assisting with a regional transit development overview (\$80,000) (Task 2) (Wilbur Smith Associates) (carryover FTA support)—the second of two annual commitments. Limited FY05 funds may be devoted to the study pending the outcome of contract negotiations.
- reviewing/revising SCRCOG's basic TransCAD demand modeling chain (Task 2) (\$25,000) (Caliper Corporation) (FY00 FHWA Support).

Existing relationships with Urbitran Associates, Wilbur Smith Associates, Caliper Corporation (TransCAD) and AECOM will be extended through the fiscal year.