

**RHODE ISLAND STATEWIDE PLANNING PROGRAM
METROPOLITAN PLANNING ORGANIZATION**

FY 2013, First Quarter, Progress Report

July 1, 2012 – September 30, 2012

The following documents the progress that has been made by the Rhode Island Statewide Planning Program / Metropolitan Planning Organization in implementing our federally approved Unified Transportation Planning Work Program for the first quarter of Fiscal Year 2013. The report is broken down into three primary sections. The first highlights the Program's most significant accomplishments to date. The second follows the format of the Program's FY 2013 task list but adds bulleted narratives for each subtask describing the specific progress that has been made. And the third provides detailed financial reporting on level of effort and financial expenditures by task for the same time period.

I. ACCOMPLISHMENT HIGHLIGHTS

- Adopted the State of Rhode Island's FY 13-16 Transportation Improvement Program. This document was the result of extensive public outreach including a full call for new projects in all funding categories. The TIP was then forwarded to FHWA and FTA for approval and posted on the Statewide Planning Program website.
- Prepared a draft of Transportation 2035, the State's Long Range Transportation Plan, which was presented to the TAC and is currently available for public comment. The public hearings will be held in the second quarter.
- State Guide Plan Element 721: *RI Water 2030* was adopted by the State Planning Council on June 14, 2012. Land Use staff developed and initiated a communications strategy to publicize the adoption of the new Plan and educate stakeholders on its content. The strategy currently consists of three printed items for distribution; a general information flyer, topical issue briefs to be mailed to targeted stakeholders and an executive summary of the plan.
- Completed Technical Paper 161: Renewable Energy Siting Guidelines, Part 1: Interim Siting Factors for Terrestrial Wind Energy Systems in June of 2012. The paper was submitted to the staff of the RESP this quarter for integration into the public review final report documents (Volume Three) of the Partnership by the CRC
- Began work on the Comprehensive Planning Guidebook, a step-by-step guide outlining the processes that must occur in the creation and adoption of a comprehensive plan. A Comprehensive Planning Advisory Committee (CPAC) was formed to assist in the creation of the guidebook. The CPAC consists of 12 members, including local planners from urban, suburban, and rural communities, planning consultants, and community- and growth- oriented non-profit organizations. Two meetings of the CPAC were held. To prepare for the creation of the guidebook, stakeholder interviews were conducted with municipal planners from 20 of the state's cities and towns to discuss the comprehensive planning process and the type of information that would be most useful in a guidebook. From these interviews, a findings report

was created that detailed the major outcomes of the discussions. The findings report was then used to craft a draft outline of the guidebook. A list of 70 experts from state agencies and other organizations with a statewide perspective has been created, vetted internally, and reviewed with the CPAC. These experts will be invited to participate in the guidebook creation process by sitting on Content Working Groups during the next quarter that will develop the technical advice for the various topics to be covered in the guidebook.

- In order to better respond to requests for technical assistance and planning guidance from local governments, the general public, and other interested parties, a technical assistance tracking system was developed and implemented. The new system tracks the nature of the request, who or what organization made the request, which staff person answered the request and how long it took to complete the request. In the first quarter, the system was used to track 103 completed requests for technical assistance. The main themes of these requests included grant assistance, comprehensive planning process assistance, and data requests.
- Wrote and published three data-based informational bulletins on Commuting to Work, Geographic Mobility, and Children's Well-Being in Rhode Island. For each report, either conducted original analysis of American Community Survey data (Commuting to Work and Geographic Mobility) or analyzed recently published indicators (Children's Well-Being) in the context of common concerns of local planners, such as housing, economic development, and demographic change in Rhode Island. Each bulletin was posted on the Rhode Island Statewide Planning website and a synopsis for each was included in the monthly newsletter published by Rhode Island Statewide Planning.

II. PROGRESS BY TASK

Transportation Initiatives

- 1005 - Surface Transportation Plan (*high*)
- 1010 - State Freight and Passenger Rail Plan (*high*)
- 1015 - Transportation Improvement Program (*high*)
- 1020 - Travel Demand Modeling (*low*)
- 1025 - Air Quality Conformity Analysis (*high*)
- 1030 - Transportation Based Climate Change Activities (*medium*)
- 1035 - Congestion Management Task Force (*low*)
- 1040 - Access Management (*medium*)
- 1045 - State Employee Commuter Task Force (*high*)
- 1050 - Transit Planning (*medium*)
- 1055 - Airport Planning (*low*)
- 1060 - Corridor Planning (*low*)
- 1065 - Title VI / Environmental Justice (*high*)
- 1070 - Safe Routes to School Program - General Program Oversight & Coordination (*high*)
- 1075 - Safe Routes to School Program - Grant Management / Agreements (*medium*)
- 1080 - Safe Routes to School Program - Public Outreach / Project Solicitation/ Selection (*low*)
- 1085 - Transit Oriented Development Planning (*medium*)
- 1090 - Continuing Transportation Planning Process (*low*)

Land Use and Natural Resource Initiatives

- 2010 - Transfer of Development Rights (*medium*)
- 2020 - Village and Growth Centers (*high*)
- 2025 - State Land Use Plan (*medium*)

- 2030 - Water Supply Planning (*high*)
- 2040 - Watershed Planning (*low*)
- 2050 - Energy Planning (*high*)
- 2060 - Recreation, Conservation and Open Space Planning (*low*)
- 2070 - Solid Waste Management Planning (*high*)
- 2080 - Support for Sustainable / Livable Communities Initiative (*medium*)
- 2090 - Other Land Use Planning Activities (*low*)

Sustainable Communities Regional Planning Grant Tasks

- 3010 - Grant Management (*low*)
- 3015 - Consortium Management (*low*)
- 3020 - State Housing Plan (*high*)
- 3025 - State Economic Development Plan (*high*)
- 3030 - Regional Plan for Sustainable Development (RPSD) Implementation Program (*medium*)
- 3035 - Growth Centers (*high*)
- 3040 - Capacity Building and Technical Assistance (*medium*)
- 3045 - Social Equity Advisory Committee (*high*)
- 3050 - Public Participation, Outreach and Communications (*medium*)
- 3055 - Performance Measures (*medium*)

Consistency Review, Comprehensive Planning and Planning Assistance

- 4005 - Comprehensive Planning Program Administration (*high*)
- 4010 - Comprehensive Planning Handbook and SPC Rules and Regulations Update (*high*)
- 4015 - State Guide Plan Maintenance (*medium*)
- 4020 - Local Planning Assistance (*high*)
- 4025 - Legislative & Case Law Monitoring and Assistance (*high*)
- 4030 - Energy Facility Siting Board Review (*low*)
- 4035 - State Property Review (*low*)
- 4040 - Intergovernmental Review (*low*)
- 4045 - Project Proposal Review (*medium*)
- 4050 - Planning Challenge Grant Program (*medium*)

Planning Information and Resource Initiatives

- 5005 - RIGIS Executive Committee Support (*medium*)
- 5010 - RIGIS State Agency Support (*medium*)
- 5015 - RIGIS Municipal Support (*medium*)
- 5020 - RIGIS Data Development (*high*)
- 5025 - RIGIS Data Delivery (*high*)
- 5030 - RIGIS Data Analysis and Mapping (*high*)
- 5035 - RIGIS User Group Participation and Professional Development (*low*)
- 5040 - Census Data Center Responsibilities (*medium*)
- 5045 - Census Data Analysis (*High*)
- 5050 - Census Data Support (*low*)
- 5055 - Census Data Distribution (*medium*)
- 5060 - Website development and maintenance (*high*)
- 5065 - Statewide Planning Program monthly E Newsletter (*high*)
- 5070 - Aerial Photography Access and Archiving (*low*)
- 5075 - Publication Archives – Task 1075 (*low*)
- 5080 - Graphic Design Support – Task 1080 (*medium*)

Support to Other Agencies

6010 - Housing Program Support (*medium*)

6020 - Community Development Program Support (*medium*)

Management and Administration - Task 7010 (*high*)

Other

8010 - Paid Leave

8020 - Central Business Office

8030 - 8050 - SRTS Grant Funds

8040 – FHWA/FTA Air Quality Control

8050 – RI Air Quality Control

FY 2013 Work Task Descriptions

Transportation Initiatives

Surface Transportation Plan - Task 1005 (*high*)

1. Prepare an update to Transportation 2030, the State's Long Range Transportation Plan (LRTP). FHWA and FTA's approval of the State's Long Range Transportation Plan (LRTP) is set to expire in August of 2012. Unfortunately the State's Transportation Improvement Program (TIP) and LRTP are on similar approval schedules and the Program has not been able to designate sufficient resources to the LRTP update as we have invested heavily in completing a full solicitation for the drafting of our FFY 2013-2016 TIP. As a result, this update of the LRTP will focus on ensuring consistency with the newly developed financial, air quality and environmental justice components of the soon to be completed 2013-2016 TIP. Completion of this update in this abbreviated manner is needed if the State is to retain the flexibility to amend the TIP as necessary since FHWA/FTA does not allow TIP amendments without approved LRTPs.

The Program recognizes that having these two documents on similar approval schedules is detrimental to sound planning. As such, the Program is committed to undertaking a full re-write of the LRTP in future year's work plan after guidance has been issued from USDOT regarding the development of long range transportation plans under MAP-21. This will not only allow us to establish a more favorable schedule moving forward, but will also provide an opportunity to better integrate the task with the development of our Regional Plan for Sustainable Development (see task series 3000).

- 1 Prepared and coordinated the *Transportation 2035- Draft*. Sections that were updated include:
 - o Part I - Introduction, plan approval process, scope of the update, 2010 recertification recommendations from FHWA and FTA, demographic trends, and travel trends including the statewide travel model.
 - o Part II – Program funding amounts in the FY 2013- 2016 TIP and a full or limited update to the inventory of facilities (highway, bridges, intelligent transportation systems, traffic safety, public transit, bicycle, pedestrian, freight, intermodal, and aviation).
 - o Part III – Transportation financing including FHWA program funding, FTA program funding, state funding, and the fiscal constraint analysis.

- Part IV – Environmental justice analysis and air quality analysis. In 2008 staff conducted a benefits and burden analysis on environmental justice populations based upon 2000 U.S. Census data and select elements of the transportation system. As part of this update, the same analysis was employed using 2010 U.S. Census figures. A full description of the air quality analysis can be found under task 1025.
- Part V – The plan’s goals, policies, objectives, and strategies were left unchanged as these basic principles put forward are still relevant to the State.
- Appendix
 - Appendix A – Congestion Management Process – Limited update including operational improvements, the collection of travel data and performance measures of congestion, congestion mapping, land management activities under the Access Management Task Force, and an update of facilities including Park n’ Ride lots and commuter rail parking lots.
 - Appendix E – Public review of the plan.
- 1 Updated various facts, figures, tables, and charts with current data and information in the preparation of *Transportation 2035-Draft*. Contacted RIDOT, RIPTA, and the Rhode Island Airport Corporation regarding information obtaining the updated figures and forecasts.
- 1 Presented the draft document for review to the TAC at their September 2012 meeting. The TAC recommended that the SPC schedule a public hearing, which will be held in the next quarter.

State Freight and Passenger Rail Plan - Task 1010 (high)

1. Continue to work with the existing State Rail Plan Advisory Committee to develop a new Passenger Rail Investment and Improvement Act (PRIIA) compliant State Passenger and Freight Rail Plan. Manage consultant contract with CDM Smith for the execution of the following FY12-13 deliverables: complete an inventory of existing resources; identify passenger and freight rail issues, constraints, opportunities, and security and safety concerns; identify passenger and freight needs; develop a ranked list of short term and long term projects to meet these needs, together with a system to rank future projects, develop overall passenger and freight project capital costs; anticipated timing, phasing and funding of the projects; and develop a listing of public and private benefits that would result from the passenger and freight rail improvements.
 - 1 Developed an agenda and arranged for the Rail Advisory Committee July meeting to review the consultant’s proposed revised format for the Rail Plan, the first set of deliverables from the consultant, and to discuss the next steps in the Rail Plan. Compiled and forwarded comments from the Advisory Committee to the consultant for inclusion in the revised format outline.
 - 1 Edited paper copies of state rail lines and state rail rights-of-way which will be used as a base for consultant developed map.
 - 1 Internally development a draft Chapter 9, Rhode Island’s Rail Vision which includes a summary of the State Rail Plan stakeholder consultation and input into the plan’s development, as well as the State’s vision and goals for the rail transportation system. The vision included in the Chapter 9 draft was based on a combination of text from the

previous state rail plan and the vision for rail outlined in *Transportation 2030*. The goals included in the Chapter 9 draft include: (1) preserving the rail network; (2) supporting an efficient and well integrated rail system; (3) improving intermodal interconnectivity for both freight and passenger facilities and coordination between rail system users; (4) rail safety and security; and (5) supporting elements of the rail system that promote economic development and environmental sustainability. Each goal was followed by a series of objectives, policies, strategies, and performance measures.

- 1 Developed a timeline for the State Rail Plan drafting, review, and adoption process through the final submission of the plan to the Federal Rail Administration.
 - 1 Reviewed and commented on consultant's first chapter deliverables of the draft State Rail Plan. Provided comments and edits to the consultant including corrections and elaboration of the historical portion of the text; added new text on rail tourism in the state; cross checked consultant numerical data on passenger ridership and operations; added new text on the abandoned East Providence and East Junction secondary lines and the resultant East Junction Secondary Track; proposed reordering of commuter stations by expanded use of existing stations and stations to be developed in order to clearly list out development steps; corrected reported listings of operational track and track lengths; recommended expanded description of the Warwick Intermodal Station including parking, ADA compliance, covered platform, etc.
 - 1 Reviewed and reported on sections of other state rail plans to determine what additional areas needed to be included in the Rhode Island State Rail Plan.
 - 1 Updated and added new members and interested participants to the Advisory Committee mailing/email list.
 - 1 Developed text and content for State Rail Plan webpage that will be made available on the proposed revamped Statewide Planning webpage.
 - 1 Arranged and chaired an internal review group meeting in August to compile comments, corrections and edits on consultants work on Chapters 1, and 3 through 7. The internal review group consists of staff from RISPP, RIDOT, RIPTA, and the Governors' Office. The comments of the review group were compiled and forwarded to the consultant.
 - 1 Reviewed invoices from the Rail Plan consultant for accuracy and completeness; all was in order and the invoices were submitted for payment.
 - 1 Developed an agenda, script, and worked with consultant on a PowerPoint presentation for the second Rail Plan Advisory Committee meeting to be held in October. The purpose of this meeting was for the Advisory Committee to review and comment on the consultant's drafts for Chapters 1, and 3 through 7
2. Present individual deliverables up through the Technical Committee and State Planning Council once reviewed by the State Rail Plan Advisory Committee. Upon completion initiate the formal State Planning Council, State Guide Plan Element review and adoption procedures.
 - 1 No activity this quarter as the plan is still being drafted and reviewed by the State Rail Plan Advisory Committee.

Transportation Improvement Program - Task 1015 (high)

1. Finalize and adopt the Draft FFY 2013-2016 Transportation Improvement Program. The final TIP will conform to all federal regulations for funding categories and reflect all recommendations included in the FHWA Recertification Report (2009).
 - 1 The FFY 2013 – 2016 TIP was finalized and adopted by the State Planning Council in July 2012.
2. Prepare the final TIP documents for the Governors review and approval, submittal to FHWA and FTA, as well as final document printing and web posting.
 - 1 The final TIP documents were prepared and submitted to the Governor for review and approval.
 - 1 Drafted a letter with the Governor’s signature for the transmittal of the final FY 2013-2016 TIP to FHWA and FTA.
 - 1 Orchestrated and executed the printing and distribution of 38 bound color copies of the FY 2013-2016 TIP to various staff members at Statewide Planning, RIDOT, RIPTA, FHWA, FTA, RIDEM, and the Governor’s office.
 - 1 Completed the final web posting of the FY 2013-2016 TIP and associated documents from the solicitation, review, and adoption process.
3. Review and process proposed amendments and adjustments to the FFY 09-12 TIP and FFY 2013 - 2016 TIP as necessary.
 - 1 Reviewed and processed FFY 09-12 TIP Amendment #13 proposed by RIPTA for the agency’s federal discretionary grant award of \$1.5 million and their commitment of \$0.375 million in fare box matching revenues for 2012 ITS/Computer needs. RIPTA also requested the transfer of \$0.3 million from the Transit Program, Bus, Support Eq./Supplies/Vehicle – Preventive Maintenance, 5307 to Transit Program, Bus, Facilities – Admin/Maintenance to offset 2012 building repair costs. This change has been incorporated into the FY09-12 TIP currently posted on the Statewide Planning Program website.
4. Work with RIDOT and RIPTA on TIP status reporting for FFY 2013, including RIDOT’s efforts to provide enhanced project status reporting to the public.
 - 1 Although RIDOT and RIPTA did not prepare official status reports, the status of projects currently listed in the TIP were reviewed during the process of prioritizing and selecting projects for the FY 2013-2016 TIP. These reports are available on the Statewide Planning Program website.
5. Continue to provide an additional level of transparency to the public by amending the TIP to show actual expenditures of the prior year’s TIP obligations.
 - 1 Staff worked in FY 2012 with RIDOT to develop the enhanced TIP tables that now account for the separate federal, state, and other funding allocation per project, as well as the inclusion of the federal funding program codes. A more detailed project description and limits were also added to the tables. The Traffic Safety program projects are also now listed according to municipality and funding program. These added features to the tables provide much more transparency to the TIP. It is anticipated that actual expenditures will be added as the FY 2013-2016 is implemented in the coming years.

Travel Demand Modeling - Task 1020 (low)

1. Continue to maintain, refine, and enhance the statewide travel demand forecast model. Use transit network and other capabilities for transportation planning. Perform preparations for next major update and extension of the statewide travel demand forecast model to include Census 2010 data, forthcoming population projections and employment forecasts, and updated highway functional classification.
 - 1 Worked with VHB on the review and update of the travel demand model as part of the update to the long range transportation plan. Reviewed the travel demand model including the traffic files for 2012, 2015, 2025, and 2035 that were prepared by VHB. The results of VHB's run of the travel demand model were summarized in *Transportation 2035*.
 - 1 Continued with the collection and analysis of 2010 census data to be used as base year data for the next update of travel demand model, and researched new methods to perform population projections and employment forecasts that will be used as future model year inputs.
2. In conjunction with RIDOT, RIPTA, and other agencies, apply model to corridor and area wide intermodal analyses, transit planning, congestion management, intelligent transportation and land use planning initiatives.
 - 1 Staff, along with RIDOT reached out to VHB, Statewide Planning's travel demand model/air quality consultants, and held a meeting in August regarding the possibility of including commuter transit travel into the travel demand model. The meeting provided beneficial information to RISPP and RIDOT with how to best move forward with the inclusion of commuter rail into the travel demand model.
3. Assess the local model enhancements produced through the Aquidneck Island Transportation Corridor and Providence Core Connector Studies for integration back into the statewide travel demand forecast model.
 - 1 Staff is in the process of reviewing transit component documentation from VHB for inclusion in the overall travel demand model documentation as an appendix. Staff is currently collecting new 2010 census data to be used as base year data for the next major update of the travel demand model, and researching new methods for performing population projections and employment forecasts to be used as future model year inputs.
4. Continue staff training and development in use of the model and GIS interface.
 - 1 Staff utilized GIS to create and update maps for the long range transportation plan update, *Transportation 2035*. The following maps were updated in GIS: employment shift by place of work, 2000-2012; population change, 2000-2010; census tract mean travel time to work, 2010; transportation facilities system map, 2012; minority population percentage, 2010; Hispanic population, 2010; African American population, 2010; Asian population, 2010; American Indian population, 2010; low income population, 2010; environmental justice populations and schools within 250' of interstates and highways, 2010; minority populations within ¼ mile of RIPTA service area, 2010; and intelligent transportation systems, 2012.

Air Quality Conformity Analysis - Task 1025 (high)

1. Continue interagency coordination and consultant support required for the air quality conformity process.

- 1 Staff worked with the consultant VHB, RIDOT, and RIDEM on the air quality analysis for *Transportation 2035* to ensure the transportation projects identified to be of significance were in conformance with the federal Clean Air Act. As part of the analysis staff:
 - o Worked with VHB and RIDOT to review and finalize the list of transportation projects in *Transportation 2035* there were considered to have regional significance.
 - o Coordinated the EPA and RIDEM's review of the initial air quality analysis findings from VHB.
 - o VHB developed the results of transportation conformity air quality analysis for *Transportation 2035*. Staff then summarized VHB's findings in the text of *Transportation 2035*. The results indicate that the air quality emissions will be below the RI State Implementation Plan (SIP) emission budgets.
 - o Coordinated an interagency consultation meeting to review the air quality analysis findings. The meeting is scheduled to occur in October.
- 1 Participated in a meeting with RIDEM and the EPA office to discuss Rhode Island's air quality classification as the state moves from the EPA's "non-attainment" air quality classification to "attainment" classification next year. Staff provided key information regarding the schedule for the FY 2013-2016 TIP adoption and the anticipated long range transportation plan update.
- 1 Engaged in a second set of preliminary discussions with EPA, RIDEM, RIDOT, RIPTA, and VHB on the implications for the SIP, CMAQ funding, travel demand model, and transportation air quality conformity process for Rhode Island once it moves from the EPA's "non-attainment" air quality classification to "attainment" classification next year.
2. Ensure coordination with RIDEM, RIDOT, Environmental Protection Agency (EPA), and FHWA on RIDEM's development of an updated State Implementation Plan (SIP) that meets the federal air quality stipulations found in both 23 U.S.C. and the Clean Air Act, as a necessary component in Long Range Transportation Plan update (see Task 1005).
 - 1 Please refer to above activities as they all relate to the discussions and preparation for the SIP update.
3. Continue to coordinate with RIDEM on the air quality conformity analysis modeling software transition from the MOBILE model to the MOVES model.
 - 1 Staff continued to monitor the progress on the transition from MOBILE 6.2 to MOVES and received updates from VHB on new developments and extension of the EPA grace period to March 2013 for transitioning to MOVES for transportation conformity determinations. VHB has stated they will be prepared to run the MOVES model whenever it is most appropriate for Rhode Island to use MOVES for transportation conformity determinations.
4. Using RIDEM's recently updated Air Pollution Control Regulation No. 49, Transportation Conformity as a guide, revise and submit Rule VIII of the State Planning Council Rules of Procedure, which outlines the process and criteria for State agencies to determine air quality conformity for transportation plans and projects, to the EPA for approval.
 - 1 Staff has continued to coordinate the incorporation of the Air Pollution Control Regulation No. 49 into the Rhode Island State Planning Council Rules and Procedures. The State Planning Council Rules of Procedure are currently in the process of being re-written.

5. Pursue educational opportunities for staff as well as Transportation Advisory Committee members relative to air quality conformity concerns, analysis methodologies and review procedures.
 - 1 Staff did not participate in any formal training related to air quality conformity however we continued to have discussions with VHB, RIDEM, and the EPA regarding air quality conformity, the transition to MOVES (Motor Vehicle Emissions Simulator), and transportation conformity for air quality procedures.
6. Extend the State's contract for consultant support as provided for in the initial contract.
 - 1 Completed the execution of the extension of the air quality contract with VHB for another 2 years. As part of the contract extension, staff requested, reviewed, and edited VHB's revised scope of work to reflect the remaining and ongoing work, a revised schedule, and a revised budget with estimated expenditures. Staff also requested a status update from VHB on the itemized tasks listed in the original scope of work that expired in June 2012. Staff completed the execution of the contract extension within the Department of Administration and with VHB.

Transportation Based Climate Change Activities - Task 1030 (medium)

1. Utilize the LiDAR data and the lessons learned through the North Kingstown Pilot Program to refine the initial sea level rise inundation mapping contained in Transportation 2030.
 - 1 No activity this quarter.
2. Develop a Technical Paper on sea level rise's potential impact on the state's transportation infrastructure including the identification of specific bridges, road, rail segments, airports and other intermodal facilities that may be impacted by municipality.
 - 1 No activity this quarter.
3. Work with stakeholders to identify and prioritize mitigation needs and measures as they apply to potentially impacted infrastructure identified from both the degree of vulnerability, critical service need, or any other item identified in the Technical Paper.
 - 1 No activity this quarter.
4. Work with partners to identify carbon emission and greenhouse gas reduction strategies.
 - 1 No activity this quarter.
5. Continue to Co-Chair the General Assembly's Joint Climate Change Study Commission's Infrastructure and Built Environment Subcommittee.
 - 1 No activity this quarter.

Congestion Management Task Force - Task 1035 (low)

1. Use the Congestion Management Task Force (CMTF) to connect the congestion management process to long term planning goals. Track and report quarterly on performance measures recently developed by the Transportation Management Center (these include travel delay, levels of service, and vehicle miles traveled). Track and review the results of local and state corridor studies that are developed within the year. Examine final products for implementation steps that can be led or assisted by the CMTF.
 - 1 Reviewed RIDOT's Transportation Management Center's (TMC) September 2012 performance measures report for travel times on various segments of Rhode Island's Interstate. The September 2012 reports indicate that the travel time in August 2012 was

consistent with those reported in July 2012 for the roadway segments considered (less than a 5 percent increase or decrease).

- 1 The northern portion of I-95 between Massachusetts and Providence continues to have a higher travel time index as compared to the other segments considered.
 - 1 The incident rate increased by 39 percent on the northern portion of I-95 between Massachusetts and Providence in August 2012 as compared with July 2012. This was due in part to the increase in the number of incidents from 41 in July 2012 to 58 in August 2012. On the remaining segments considered, a 5 to 15 percent change was reported in August 2012 as compared to July 2012.
 - 1 The average incident clearance time increased by 41 percent on Route 37 in August 2012 as compared with July 2012 but decreased by 22 percent on Route 146 and by 73 percent on I-295 between Massachusetts and Route 7. It should be noted that only a small number of incidents were reported by the TMC in both July and August 2012 on Route 37 and I-295 between Massachusetts and Route 7. On the remaining segments considered, a 5 to 20 percent change was reported in August 2012 as compared to July 2012.
2. Chair the quarterly CMTF meetings and represent the MPO on the Incident Management Task Force.
 - 1 Chaired the September 18, 2012 Congestion Management Task Force meeting. Topics covered at that meeting included an overview of TMC performance measures on congestion, an update on the RI*STARS project contracts on Aquidneck Island and discussions on expanding the travel demand model to include rail in the transit component.
 - 1 Provided representation at the September 26, 2012 Incident Management Task Force meeting held at RIDOT which mostly focused on emergency preparedness for the upcoming winter.
 3. Work with RIDOT to reexamine the 2003 RIDOT Diversionary Route Plan for interstates and other major highways. Assess the location of diversion points, routes, and use according to vehicle type; signage; road surface conditions; traffic signal systems; traffic flow and capacity; ITS infrastructure and recent major events that tested the diversionary route plan, specifically the floods of 2010. Develop a technical memo to detail the assessment's findings and work with RIDOT to update the Plan accordingly.
 - 1 Completed scoping of background data needed and awaiting GIS files from RIDOT and Statewide Planning Information Center. Arc Map 10 was installed on computer to assist with the analysis. RIDOT is also preparing additional coverage that will be useful for this analysis.
 4. Assess the inclusion of intelligent transportation systems (ITS) in intermodal projects and produce written recommendations for inclusion in the State's ITS deployment strategy.
 - 1 Draft completed in the third quarter of last fiscal year and is currently under review by management. When the review is complete it will be provided to the CMTF for their review and comments.
 5. Examine the state's highway signage readability and placement as it relates to congestion management and traffic safety. Utilize the outcomes of road safety audits (RSA) and other field surveys to identify specific areas of the state's highways where modifications, removal, or new signage could improve traffic safety and reduce congestion. Develop recommendations for the CMTF and RIDOT.

- 1 Participated in RSA of I-95 in 2nd Quarter of last FY and awaiting RIDOT's consultant report.
6. Assess the inclusion of next stage ITS technology in dynamic or active highway signage for congestion management and traffic safety purposes. Develop recommendations for the CMTF and RIDOT for the strategic placement (highway lanes, proximity to interchanges, congestion spots, etc.) and content (variable speed limits, travel times, crash warnings, etc.) for the future deployment of dynamic variable message signs based upon existing and planned ITS tools to display real-time travel information on area highways.
 - 1 No activity this quarter.

Access Management - Task 1040 (Medium)

1. Work with the RIDOT, Rhode Island Builders Association (RIBA) the Office of Regulatory Reform and the Rhode Island Chapter of the American Planning Association to assess whether the Physical Alteration Permit (PAP) process appropriately balances the needs of the RIDOT and property owners while also respecting the local role in permitting overall development proposals. Assemble and chair an advisory committee to guide the effort. Work to identify any apparent disconnects that may exist between the local and state approval processes. Clarify opportunities for local official feedback prior to RIDOT approval. Present a final written report to the CMTF that includes any proposed recommendations for improving the process. Conduct a training session for local planning and public works officials designed to educate them on the PAP process.
 - 1 Organized a PAP Advisory Committee of stakeholders and those involved in the PAP review process. Developed an action statement for the group.
 - 1 Organized and chaired the July meeting of the PAP Advisory Committee to guide the access management effort through a review of the RIDOT PAP process.
 - 1 Designed an online survey to help identify the apparent disconnects between the local and RIDOT PAP application/approval processes. The survey was targeted to local governments officials, builders/developers, and engineering consultants. The survey went live in September. The request to complete the online survey was emailed to the Rhode Island American Planning Association membership, Rhode Island Builders Association membership, and the Statewide Planning newsletter listserv recipients. Helpful feedback is anticipated from the survey.
 - 1 The initiation of the PAP Advisory Committee in July 2012 and its examination of the RIDOT PAP process bring the RI Congestion Management Process (CMP) to a milestone with the full suite of components described in *Transportation 2030* active, as well as fulfilling the recommendation of the 2010 MPO Federal recertification for the CMP.

State Employee Commuter Task Force - Task 1045 (high)

1. Present the final State Employee Commuter Task Force, State Employee Transportation Guide Plan to the Director of the Department of Administration, Senate President and Speaker of the House.
 - 1 Report is under internal review and will be submitted to the Director of the Department of Administration.

Transit Planning - Task 1050 (medium)

1. Continue to support RIPTA in the completion of the Downtown Core Connector Environmental Assessment and Alternatives Analysis through technical assistance and funding, where possible.

- 1 No activity this quarter.
2. Cooperate with RIPTA in the implementation of *A Vision for the Future of Transit in Rhode Island, A Five Year Strategic Plan*. This Strategy addresses service improvements, means to maximize funding investments, and transit connections. Incorporate relevant recommendations into the state's long-range transportation plan and short term programs, such as the TIP.
 - 1 Staff worked with RIPTA to incorporate programs and funding resources identified in their strategic plan into the update of the Transportation Financing chapter of *Transportation 2035*. Specific items incorporated include a description of RIPTA's use of state funds, fiscal constraint analysis, and estimated funding for the next phase of the Providence Core Connector.
 - 1 Actively participated as an advisory committee member in RIPTA's in-depth review of the agency's transit service as part of a Comprehensive Operational Analysis (COA). The COA is an initiative included in RIPTA's *A Vision for the Future of Transit in Rhode Island, A Five Year Strategic Plan*. The COA involves an in-depth look at RIPTA service and identification of the agency's strengths and weaknesses, as well as potential opportunities to create a better transit network.
 - 1 Staff participated in the COA project team's stakeholder interview regarding RIPTA's operations. The discussion was focused on the COA's bus route evaluation, the coordination of RIPTA bus service and routes with MBTA commuter rail service, potential regional hubs, and low performing routes scheduled for service elimination.
 - 1 Staff participated in the kickoff July COA advisory committee meeting. Staff shared with the committee information regarding the travel demand model and the possible insight it could provide with forecasting ridership and routes, as well as inquiring about bus service to destinations (hospitals) that are located on low performing routes.
 - 1 Staff participated in the September COA advisory committee meeting. The meeting discussion included a recap of the project purpose, RIPTA service guidelines, COA route Evaluations, Hub Planning, Passenger/Non-Rider Surveys.
3. Continue to serve on the City of Providence's *Transit 2020* Task Force.
 - 1 No activity this quarter.
4. Assist RIPTA in emergency response planning, transit hub evacuation planning, and alternate transit hub identification.
 - 1 No activity this quarter.
5. Continue to provide assistance, as resources allow, to interagency planning teams engaged in designing transportation strategies to assist in removing transportation barriers to transitioning clients to meaningful employment.
 - 1 Participated in the July and August Accessible Transportation Advisory Committee meetings. Provided the Committee with information on the long range transportation plan update, *Transportation 2035*. Also worked to update the Committee's by-laws and assisted in preparing the group's a bi-annual presentation to the RIPTA Board of Directors.
6. Participate in transit studies and planning activities designed to increase ridership and assure adequate public transportation for the workforce. Provide input and assistance to other transit studies as necessary.

- 1 Participated in RIPTA's July and September Comprehensive Operational Analysis (COA) Steering Committee meetings. See Task 1050, #2 for additional details.
7. As resources allow, continue to participate in RI Department of Education's Statewide Plan for Special Needs Student Transportation and Out of District Student Transportation.
 - 1 No activity this quarter.
8. Continue to work with RIPTA to score and prioritize projects for funding under the Job Access/Reverse Commute Program.
 - 1 Staff served on the 2010 grant evaluation panel and is prepared to serve on future grant rounds upon request.
9. As outlined in the RIPTA Strategic Plan, continue to regularly meet with RIPTA and RIDOT to ensure a coordinated approach to transit planning.
 - 1 Staff has had regular bimonthly meetings with RIPTA and RIDOT regarding a coordinated approach to transportation planning. Meetings topics include the coordinated effort towards transit planning in the update of the long range transportation plan, *Transportation 2035*, Title VI reporting, travel demand modeling, transit oriented development, the State Rail Plan, potential commuter resource strategies during construction of the Providence Viaduct, and potential agency organizational models for commuter rail service as it expands in Rhode Island.

Airport Planning - Task 1055 (low)

1. Work with the Rhode Island Airport Corporation (RIAC) to finalize and publicize its Airport Land Use Compatibility Guide Book.
 - 1 Reviewed the revised draft of the Airport Land Use Compatibility Guide Book for both content and to ensure that staff's previous comments were sufficiently addressed in the revised draft.
 - 1 Engaged in a meeting with RIAC regarding Statewide Planning's comments on the draft Airport Land Use Compatibility Guide Book. Staff provided notable feedback to RIAC regarding the Guide Book's text summarizing the land development process in Rhode Island, as well as how to best solicit, engage, and involve local communities in airport planning activities.
2. Work with RIAC, host communities, and other stakeholders to implement the State Airport System Plan and to develop and implement associated Airport Master Plans such as the effort currently underway for Quonset.
 - 1 Staff participated in the initial Airport Advisory Committee meeting in September regarding the Quonset State Airport Master Plan Update. The purpose of the meeting was to welcome the committee, provide an introduction to the project, outline the master plan process and elements, and outline the schedule. The first set of materials to review will be the draft of Chapter 1 which is anticipated prior to the end of the year.

Corridor Planning - Task 1060 (low)

1. In cooperation with RIDOT, RIPTA, regional planning organizations (as applicable), and/or municipalities, support and monitor the development and implementation of detailed corridor plans. Corridor planning will engage key stakeholders, encompass all modes, and provide for integration of land use and transportation concerns within the process.

- 1 Engaged in a meeting with RIDOT and FHWA to discuss the next steps of the RI*STARS program, as well as to identify new corridors applicable to RI*STARS and the Congestion Management Process. Possible actions discussed include utilizing traffic safety funds to solicit projects from the municipalities/regional planning organizations for new transportation corridor studies that would feed into RI*STARS projects. It is envisioned the solicitation would be similar to the Statewide Planning Challenge Grant Program, however the focus would be on transportation corridor studies with emphasis placed on accident and crash data in the identification of high hazard arterials and intersections. We are currently working with RIDOT to develop a schedule for initiating this process.
2. In cooperation with RIDOT and the Towns of Smithfield and Lincoln, initiate a Corridor Study on Route 7 and Route 116 focusing on the areas between and surrounding the I-295 interchanges.

1 No activity this quarter.

Title VI / Environmental Justice - Task 1065 (high)

1. Perform a Title VI compliance assessment and develop a benchmark matrix to identify the Program's current status in relation to federal regulations for Title VI / nondiscrimination populations.
 - 1 Performed a Title VI compliance assessment and developed a benchmark matrix to identify the Program's current status and to identify areas/strategies for future environmental justice advancement. Several topic areas were identified that the Division must address in the future. These include better demographic reporting and preparation of an LEP Plan.
2. Develop a work plan to implement and achieve Title VI compliance. This will include acknowledging the accomplishments and promptly correcting program area deficiencies where they have been identified. Potential work plan items include:
 - updating the 2007 Public Participation Plan;
 - conducting a Limited English Proficiency Process (LEP) Four Factor Analysis and developing a language implementation plan;
 - formalizing data collection and analysis procedures for analyzing the benefits and burdens of transportation systems investments on Title VI and environmental justice populations;
 - developing an interdisciplinary approach for the identification of Social, Economic and Environmental (SEE) effects and impacts;
 - quantifying the SPP's contracting opportunities to DBEs, as a means to determine the overall DBE participation levels and Title VI compliance with hired consultants, including consultants hired through federal transportation grant funds disbursed and managed by the Program;
 - Updating the SPP's Title VI Plan and Nondiscrimination Assurance. Incorporating relevant Title VI assurance language into all documents where applicable, ensuring that the SPP's Title VI/Nondiscrimination Policy is up-to-date and designating a Title VI liaison for the Program; and
 - Ensuring that the Program's Equal Employment Opportunity (EEO) Plan is up-to-date and compliant.
- 1 Met with RIDOT to discuss the work plan for the development of a LEP Plan.

- 1 Developed a draft LEP Plan that included a Four Factor Analysis, demographic data from the American Community Survey identifying LEP individuals in Rhode Island, language assistance measures, translation of materials plan, oral services measures, staff training, notice of available language measures, and monitoring and complaint procedures. A draft LEP Plan was completed at the end of this quarter and sent to RIDOT for review.
- 1 Data collection and analysis procedures for analyzing the benefits and burdens of transportation systems investments on Title VI and environmental justice populations was undertaken during the update of the Long-Range Plan, *Transportation 2035*. In 2008 Statewide Planning conducted a benefits and burden case study of the environmental justice population based on 2000 U.S. Census data and select elements of the 2008 transportation system for *Transportation 2030*. The target population's environmental justice proximity to an interstate and bus routes was used as a variable in the 2008 case study, along with access and air quality assumptions to calculate the measure of burden. As part of the 2012 update, the same analysis was employed using 2010 U.S. Census figures. This analysis found that a higher proportion of minorities and populations below the poverty level continue to live within the case study area and there continues to be a disproportionate burden with regards to the transportation systems studied.
- 1 Also part of the *Transportation 2035* update, a benefits analysis was conducted utilizing 2010 U.S. Census figures to determine if target environmental justice populations have equitable transit access. The transit dependent demographic group (zero-car households) was considered in this analysis. The same equation used in the burdens analysis was used for this analysis for combined minority and low income populations. It was found that Rhode Island's environmental justice populations, along with transit dependent populations have and continue to have greater access to transit than the state population as a whole.
- 1 An outline for a Title VI Report was developed by RIDOT for Statewide Planning and presented at a meeting on May 1, 2012. The report is part of Statewide Planning's new obligations as a sub-recipient of planning funds from the Consolidated Planning Grant with RIDOT and FHWA.
- 1 A Title VI Draft Report was prepared and completed at the end of this quarter. The Draft Report includes general obligations such as Title VI certifications and assurances, Title VI notification, Title VI complaint procedures and forms, public outreach activities, and the new LEP Plan. Once the Title VI report is reviewed and accepted by RIDOT, staff will complete incorporating relevant Title VI assurance language into all documents where applicable, ensure that the SPP's Title VI/Nondiscrimination Policy is up-to-date, and designate a Title VI liaison for the Program.
3. Maintain appropriate administrative documentation and data necessary for the preparation of RIDOT's Annual Title VI update report.
 - 1 No activity this quarter. Reporting is anticipated in future quarters.

Safe Routes to School – General Program Oversight & Coordination - Task 1070 (high)

1. Serve as the State Coordinator and single point of contact for the RI Safe Routes to School (SRTS) Program. Maintain a successful SRTS Program in accordance with federal requirements and per the cooperative agreement and work flow documents executed with RIDOT.

- 1 The State Coordinator has had frequent contact with RIDOT staff, SRTS award recipients, SRTS National Center, other SRTS coordinators (mainly through a coordinator listserve), as well as members of the public. Communication with award recipients regarding their SRTS non-infrastructure and infrastructure projects included school and municipal officials from both Round 1 and Round 2 awards in the following municipalities: Barrington, Central Falls, Cranston, East Providence, Jamestown, Narragansett, Newport, Providence, Smithfield, Warren, Westerly, and Woonsocket. Examples of coordination this quarter included:
 - Responding to questions and discussion for SRTS non-infrastructure eligible items and activities, as well as providing assistance with the completion of quarterly reports including the quarterly report’s narrative, fiscal receipts, as well as other various items that needed to be included in the report. Coordinator encouraged school and municipal personnel to fully implement and speed-up when necessary the non-infrastructure activities.
 - Assisting Woonsocket schools to implement a successful non-infrastructure SRTS program in all of the City’s public elementary and middle schools in conjunction with a non-profit agency and a part-time SRTS coordinator. Most of the Woonsocket non-infrastructure funds have now been expended, resulting in the conclusion of the involvement of the non-profit agency and Woonsocket SRTS coordinator. The Woonsocket city planner is now working with the State SRTS Coordinator to determine what activities could best utilize the few remaining funds.
 - Providing continued assistance and coordination to RIDOT to ensure that SRTS grant recipient’s school department personnel and the rest of the “school team” work together on the infrastructure implementation. Particular assistance was provided to RIDOT this quarter in their dealings with Central Falls.
 - Began working with RIDOT to determine the eligibility of basic infrastructure elements for new projects.
 - Contacting municipal officials (i.e., Barrington, Cranston, East Providence, Woonsocket, Providence and others) on infrastructure project status and the coordination with RIDOT staff.
 - Responding to law enforcement officers in two municipalities on where information can be obtained on crossing guard training.
 - Communicating the concerns of the FHWA SRTS Program Manager to RIDOT regarding the need for faster authorization / obligation of infrastructure when possible.
 - Consulting with FHWA and SRTS National Center on various issues such as SRTS eligible activities, requirements, etc.
- 1 Providing material to RIDOT in preparation for upcoming on-call consultants’ work on infrastructure project design. State Coordinator will participate on infrastructure project coordination as they proceed with design and construction
2. Require quarterly reports of award recipients and produce a program wide quarterly report that tracks and monitors the implementation of all active infrastructure and non-infrastructure projects. Clearly identify achievements, shortcomings, and next steps for each. Include a fiscal component that individually tracks SRTS funds budgeted to, and expended by RIDOT, SPP and specific award recipients. Include current balances and variance by line item. As the SRTS coordinator, work to resolve and / or facilitate the resolution of identified shortcomings and successful completion of next steps from quarter to quarter.

- 1 Continued the on-going work on the various tracking, status, and fiscal reports listed below. It is anticipated that these tracking items and reports will be consolidated into a program wide report. Non-infrastructure activity reimbursement information is tracked by Coordinator. Tracking information gathered during this quarter includes:
 - o Progress of non-infrastructure agreements completed and signed by municipality/ school and Statewide Planning Program with Notice to Proceed to-date. Worked with Newport to finalize draft of cooperative agreement and is now ready for Newport officials to sign.
 - o Monitor progress of RIDOT authorization letters received in FY 2012 from 10 out of 12 municipalities for RIDOT to manage the design and construction of the SRTS infrastructure portion and to utilize RIDOT's on-call consultants. Two municipalities, Newport and Jamestown, will have separate agreements with RIDOT as they have opted to continue to utilize their own consultants who have already started work on the projects.
 - o Record and track expenses paid for non-infrastructure activities.
 - o Initiated work with RIDOT on obtaining additional fiscal information. Desired items include the fiscal amount of staff time charged by both agencies to the SRTS grant, infrastructure invoices incurred and paid thus far, as well as an estimate for additional/extra anticipated infrastructure expenses.
- 1 Coordination with RIDOT on Round 2 infrastructure projects. Due to the delay in the selection and contract negotiations for RIDOT's on-call consultants for SRTS infrastructure project design it is anticipated that the projects will begin in the second quarter of FY 2013.
- 1 Assisted RIDOT with the preparation and reporting of RIDOT quarterly performance measures for SRTS. In summary, infrastructure projects at 16 schools out of the 36 schools awarded (some had one project serving two schools or was continuation of Round 1 project), have been completed or substantially completed as of September 30, 2012. Many schools have 2 or 3 year non-infrastructure programs that are continuing.

Safe Routes to School – Grant Management / Agreements - Task 1075 (medium)

1. Maintain all state and federally required programmatic documentation.
 - 1 Prepared quarterly reports for the SRTS National Center.
 - 1 Worked with RIDOT staff on their quarterly reporting performance measures for SRTS.
 - 1 Worked with others as appropriate on SRTS project status, such as status of projects requested by SRTS advocates.
2. Work with the Cities of Cranston and Newport to complete the cooperative agreements for their most recent awards.
 - 1 Staff prepared a draft of Newport's non-infrastructure Cooperative Agreement and sent it to the city and school in a prior quarter. Worked with Newport to finalize and sign their Agreement.
 - 1 The principal at the Cranston school awarded a grant in Round 2 has requested that the non-infrastructure activities start after the infrastructure project is completed. It is expected that the Cranston's non-infrastructure agreement for Round 2 will be completed and signed in the next quarter.
3. Process recipient and vendor payment requests as necessary.

- 1 Reminders for quarterly reports were sent to award recipients and processed. Woonsocket's Round 1 report was delayed on account of staff changes in Woonsocket and the need for additional information from non-profit agency involved in Woonsocket's grant.
- 1 Quarterly reports from the beginning of implementation to the quarter ending June 30, 2012 were received from Barrington, East Providence, Smithfield, Warren, and Woonsocket.

Safe Routes to School – Public Outreach / Workshop Coordination / Solicitation - Task 1080 (low)

1. Implement the SRTS National Course workshops for Cranston and Newport. Attend national training and additional educational workshops as needed.
 - 1 Staff anticipated the implementation of the SRTS National Course workshop for Newport this fall. However, on account of Newport's staff changes and other factors in Newport, the course workshop was not scheduled at this time. Course workshop preparation involves several weeks lead time and it is desirable to hold it when there is less chance of weather related school cancellation. It is anticipated that the workshop can be scheduled in the spring of 2013.
 - 1 For maximum benefit, the workshop at the Cranston Western Hills Middle School should be held shortly before or in the beginning of the implementation of the non-infrastructure activities. The school principal has requested to hold-off on the non-infrastructure activities until after the infrastructure component is complete.
 - 1 Worked with State Planning Program accountant and RI Department of Administration Office of Purchasing to extend the sole source agreement for the SRTS National Course to June 30, 2013. This is to accommodate the requested delay for the Newport and Cranston course workshops. (Agreement can only be extended one year at a time.)
 - 1 State Coordinator attended the State Coordinators SRTS Annual Meeting directly followed by the Pro Walk / Pro Bike National Conference held in California in September. As always, very useful information was gained at the conference sessions and networking relationship building. The SRTS Annual Meeting included program information from national coordinators, as well as much discussion regarding the implementation of MAP-21 and the possible implications on the SRTS program which will be formally addressed in the forthcoming the federal guidelines. The Pro Walk / Pro Bike National Conference included numerous program ideas that will be helpful for Rhode Island's SRTS program. In addition to attending the numerous presentations at the meeting and conference, the State Coordinator attended the following beneficial workshops: "Complete Streets in New Jersey: Winning!," "Placemaking Fireside Chat" (including Dan Burden, the "guru" of walkable communities); "Independent Walking, Biking, and Roaming by Kids," "Safe Routes Networks: Building Livable Communities for Kids and Everyone" including information on walking school buses, "Thinking Big About SRTS: School Travel Plans in Large Districts."
 - 1 State SRTS Coordinator has engaged in various SRTS webinars including updates on SRTS funding under MAP-21.
2. Assess interest in conducting additional statewide educational workshops. A potential topic includes the use of "walking school buses." If interest exists, work would include procuring an experienced facilitator to lead the workshop(s); arranging a venue; inviting and registering participants; executing the event; evaluating its usefulness and ensuring vendor payment. SRTS round one and round two recipients will be given registration priority.
 - 1 It is anticipated that this will be planned in the next quarter.

3. Research, plan, and prepare for a FFY 2014 project solicitation.
 - 1 It is anticipated that this will be started in the second or third quarter.
4. Maintain regular communications between award recipients, RIDOT staff, the SRTS Steering Committee and other interested public and private parties. Establish a list serve to facilitate information exchange amongst these parties.
 - 1 Regular communication by telephone and email occurs frequently as indicated above, sometimes several per day. Coordination and communication also occurs regularly with RIDOT. Frequent group emails are sent to award recipients (“SRTS schools”) to apprise them of appropriate topics and activities such as webinars, International Walk to School Day, etc. This also includes responding to request for information and working with various SRTS advocates.
 - 1 Regular communication is maintained amongst the SRTS State Coordinators and SRTS National Center staff through a national coordinator listserve. Feedback on ideas, problems, etc. is gained from the national coordinator listserve. In addition, the SRTS National conducts regular state coordinator conference calls such as the one held on July 24, 2012 regarding an overview of the new Transportation Legislation, MAP-21, as well as the plans for the SRTS Annual Meeting that occurred in September.
 - 1 Group emails sent by the State Coordinator to SRTS award recipients included information on International Work to School Day and National Bike to School Day, information on relevant grants they may wish to apply for from the SRTS National Center, and relevant webinars.
 - 1 The State Coordinator has had numerous conversations or email exchanges with other interested public and private parties regarding information on SRTS. Examples from this quarter include conversations with a non-profit agency walking with children from a Providence elementary school, as well as conversations with North Kingstown residents.
 - 1 The State Coordinator revised the content of the SRTS webpage for the proposed Division of Planning’s website redesign. The revisions were sent to Division of Planning staff where it will go through the necessary stages before it is officially changed.

Transit Oriented Development (TOD) Planning - Task 1085 (medium)

1. Establish a TOD Advisory Committee consisting of representative of RIDOT, RIPTA, RIDEM, RIEDC, and rail station host communities or those communities formally studying the creation of new rail stations. Create and begin executing a detailed work plan for:
 - Assessing the feasibility of, barriers to and benefits of higher density TOD development at the associated sites.
 - Developing informational materials and outreach efforts to other state agencies, local communities and stakeholders regarding the benefits and advantages of TOD;
 - Investigating the potential of establishing statewide TOD incentive and technical assistance programs for local communities and private developers;
 - Develop and recommend as necessary, statewide policy, programs or legislation that would further TOD development within the State.

- 1 Staff attended a FHWA and FTA Value Capture Workshop and Technical Assistance focused on the Warwick Station Development District (WSDD). Value capture tools and strategies were presented and discussed regarding the WSDD. Recommendations were presented that facilitated discussion amongst the group. Information and strategies presented in this workshop will be incorporated into future aspects of the TOD study.

Continuing Transportation Planning Process - Task 1090 (low)

1. Assess various projects, plans, and environmental documents for consistency with transportation elements of the State Guide Plan as needed.
 - 1 South Kingstown update: It was noted that several items listed as future events had already taken place and that the text should reflect their occurrence. Several inconsistencies within the text related to the industrial land use sections were noted. A map displaying the location of emergency response facilities and critical highways used by emergency vehicles was suggested for inclusion. It was also noted that discussion and several maps typically contained within a Comprehensive Plan were not included. Specific transportation items excluded and referenced included functional classification, crash data, bicycle maps, and traffic volumes.
 - 1 South Kingstown Implementation schedule: It was noted that the use of shielded lighting was required for private property but not public property, a suggestion was made that the use of shielded lighting be required for both public and private property. It was recommended that the town maintain, as well as establish well defined pavement crosswalk markings for pedestrian safety.
 - 1 Richmond Draft Comprehensive Plan review: Suggested the inclusion of a map displaying annual vehicle crashes to identify hazardous roadways and/or intersections, as well as to provide a baseline measure to determine the success of future traffic safety improvements. Proposed that the town investigate the use of a Road Surface Management System (RSMS) to track the condition of roadways, sidewalks, and other features rather than just maintaining a list of town roads. It was also noted that a fully developed RSMS can be used to develop a capital improvement program based on the measurable condition of the roadways.
 - 1 Central Falls Circulation Element: Corrections were made to the listed data on functionally classified highways within Central Falls. Corrections were also made to the listing of rail operations and railroad tracks. It was noted that including both graphic and tabular data on vehicle crashes locations over time could identify hazardous roadways and/or intersections and where to best prioritize future traffic safety improvements.
 - 1 New Shoreham Comprehensive Plan Energy Plan Component- Draft: Statewide Planning had the opportunity to review and comment on a draft of this component of the Comprehensive Plan in May 2012. At that time a suggestion was made related to looking into the use of Pedi cabs or solar powered carts as island jitneys. The suggestion was not incorporated into the final version of the Component.
 - 1 Met with Comprehensive Planning staff to discuss material that should or should not be required in a comprehensive plan. Currently items such as traffic volumes and crash data are not required by the legislation, however they are important in developing corridor plans and to identify and prioritize locations for traffic safety investments to improve and maintain a safe roadway system. The subject of listing functionally classified highways in

a comprehensive plan arose on account of the desire for a plan to be easily readable and understood by both the local officials and the public. Including functionally classified highways is beneficial to local and state officials as it identifies and clearly lists the higher volume roadways and the roadways that are eligible for funding under the TIP. However the average citizen does not really care about the functional classification of a highway or TIP funding eligibility. One recommendation was that the map and list of functionally classified highways be included in an appendix where the information would be available but would not have to be read as part of the comprehensive plan.

2. Coordinate regional transportation planning initiatives through the implementation of the Memorandums of Understanding executed with the Southeastern Regional Planning and Economic Development District and the Central Massachusetts Regional Planning Commission.

- 1 No activity this quarter.

3. Continue to participate in and provide support to the URI Transportation Center, T2 Advisory Board, Highway Safety Planning Committee, Incident Management Task Force, Accessible Transportation Advisory Committee, State Rehabilitation Council's Transportation Consortium, and RI Emergency Operations Center.

- 1 Staff has continued to actively serve on the steering committee charged with updating Rhode Island's Strategic Highway Safety Plan. The RIDOT is leading the effort to update the Plan, however as an active member of the steering committee, staff has provided valuable suggestions on developing revised safety goals, objectives, and action items included in the plan. Staff has also offered to provide RISPP's assistance in implementing some of the Plan's action items including areas where the TIP and long range transportation plan can better address safety measures, as well as congestion management and access management tools that also provide improvements in roadway/highway safety. The steering committee concluded its work in June with the finalization of the Strategic Highway Safety Plan. The Plan was signed by the Governor in late September 2012. Staff anticipates continuing to actively serve on the steering committee as it now works to implement and track the actions outlined in the Plan.

- 1 Staff participated in the Incident Management Task Force's September meeting.

4. Maintain and update the highway functional classification system, and review any requested amendments with the Technical Committee.

- 1 Processed a request from RIDOT regarding the reclassification of highway functional classification for Greene Lane in Middletown. Greene Lane was classified as a local non-classified roadway. However after an investigation into the traffic volumes and development in the area, a recommendation was made to change the functional classification of Greene Lane to Collector. The recommendation was presented and approved by the Technical Committee at their September meeting. FHWA has been notified of the change and the Middletown map and functional classification list has been updated to reflect the reclassification of Greene Lane.

5. Track, assess and provide input in discussions regarding the reauthorization of federal surface transportation legislation.

- 1 Tracked and identified FTA FY 2012 5303 Metropolitan and 5304 Statewide Planning funds available for RIDOT and Statewide Planning. Developed a request for the FY 2013 Consolidated Planning Grant and sent it to FTA.

- 1 Continuously tracked updates regarding the July 2012 authorization of Moving Ahead for Progress in the 21st Century (MAP-21) the federal surface transportation legislation. Maintained an open dialogue regarding these discussions with RIDOT, RIPTA, FTA, and FHWA, particularly as it applies to the program funding categories outlined in the FY 2013-2016 TIP and current limited update to the long range transportation plan that is being developed in accordance with the previous legislation, SAFETEA-LU. Staff also consulted with FHWA and FTA to develop anticipated federal funding for projects listed in the FY 2013-2016 TIP.
6. Advance regional and state freight planning studies and activities. Continue to host FHWA freight planning, as well as other freight and transportation webinars (see also task 1075).
 - 1 There were three talking Freight webinars in this quarter however, there were no attendees.
 - 1 Staff continued to participate in the I-95 Corridor Coalition Freight Academy's capstone project. In the previous fiscal year, staff participated in the unique, week long, immersion program on goods movement, investments, and interactions program in New Brunswick, NJ. Post program work this quarter has included the preparation of the capstone report and PowerPoint presentation on environmental sustainability for freight. The capstone project findings were reviewed by mentor panels comprised of senior executives of the I-95 Corridor Coalition member organizations and past Freight Academy graduates.
7. Continue to maintain and upgrade computer equipment and software to support transportation planning activities and public outreach program.
 - 1 Expanded the use of GIS by installing ArcMap 10 on another staff member's computer.
8. Continue to cooperate with RIDOT and RIPTA on transportation finance reform.
 - 1 No major changes have occurred thus far on transportation finance reform however staff continues to support RIDOT and RIPTA on this important issue.
9. Attend conferences, seminars and meetings to stay current with new data, trends, implementation techniques and federal requirements regarding transportation planning.
 - 1 Attended the Southern New England American Planning Association two day conference in September in Hartford, CT. Notable conference sessions included "Rethinking Urban Highways and Reconnecting Neighborhoods in Hartford," "Getting to Yes- New Techniques in Transportation Planning," "Building Capacity for TOD," "Putting Cars in their Place: Walking, Biking, and Parking," "Refueling History: Transforming a Gas Station into a Green Space and Educational Site," and "Civic Engagement in a Changing World." These presentations provided valuable opportunities to learn about a variety of transportation related focus areas and how they can be applied in Rhode Island.
 - 1 Staff participated in RIDOT's two-day Transportation Performance Management Training in September. The purpose of the training was to build foundational capacity at RIDOT and with Statewide Planning and RIPTA, to enhance the implementation of performance management on Rhode Island transportation system. Staff was informed on RIDOT's efforts to move towards a performance based management system for transportation infrastructure, resources, and staffing. Information was also provided regarding FHWA's performance management measures under MAP-21.
 - 1 Staff participated in RIDOT/URITC's one-day Regional Peer Exchange for Transportation Performance Management. The purpose of the training was to advance comprehensive Transportation Performance Management (TPM) by state DOTs in the region through

sharing established, peer recognized good practices. Staff's participation as the MPO, proved to be informative regarding RIDOT and other state DOT's current practices and identified needs to support performance management within the transportation system. The training also discussed opportunities to coordinate RIDOT's contractual and implementation activities as captured in performance management metrics with the long range transportation plan and TIP.

10. Work with RIDOT to establish a safety and security page of the Statewide Planning Program website dedicated to promoting the safe transportation of people and goods in the State of Rhode Island.

- 1 No activity this quarter.

12. Work with RIDOT and FHWA to update the listing and map of intermodal passenger and freight facilities on the National Highway System (NHS) intermodal connectors, as identified in need of update by FHWA's MPO Freight Program Assessment survey. The updated listing and map will be submitted to FHWA for suggested changes in the NHS intermodal connectors listing for Rhode Island.

- 1 As part of the activities required under MAP-21 related to the inclusion of principal arterials in the NHS, FHWA, RIDOT, and Statewide Planning held a series of meetings and telephone calls to decide on the reclassification and status of several arterials and other classified highways on the state highway system. Much of the discussion centered on the layout and the number of principal arterials, as well as the functional classification of one-way arterial pairs in Pawtucket. Additional discussion was held on the investigation of other roadways functional classification including the reclassification of several short links in the system that had a lower functional classification than the connecting links on each end, the reclassification of several roadways in Providence due to the new roadway configurations from the I-Way project, and the reclassification of roadways that were within the 2010 U.S. Census Urbanized Areas Boundary.

The final recommendations that resulted from the meetings include:

- Pawtucket's arterial roadways in question would not be reclassified however a conformation of both the number of principal arterials and layout of the existing arterial pattern, including one-way pairs, would be completed.
- All of the short, misclassified roadways which appeared to have been overlooked in previous reviews of the highway functional classification system, were determined to be eligible for upgrade to principal arterial, and would be upgraded as such.
- The I-Way project relocated several entrance and exit ramps to I-195 and I-95 in the Fox Point and Dyer Street areas of Providence. As a result, the southern end South Main Street and South Water Street were reclassified from local roadway to collector to reflect their new function as interstate access links. The classification for Dyer Street was not changed since the current increased traffic pattern is temporary and will revert to the decreased traffic pattern currently on the maps once construction associated with the I-Way is complete.
- The question was raised regarding the functional classification of roadways, urban or rural, that were in or provided access to roadways within the 2010 U.S. Census Urbanized Areas Boundary. It was determined that the roadway's functional classification should reflect the level of service of the roadway and not in relation

to the Urbanized Areas Boundary. As a result, roadways crossing into or within the Urbanized Areas Boundary were classified based functional use and not according to the urban or rural land use designation.

13. Work with RIDOT, FHWA and University of Rhode Island Transportation Center to bring one advanced National Highway Institute (NHI) freight course to Rhode Island. This course should be open to all states and planning agencies in the region.
 - 1 Worked with RIDOT, FHWA, Quonset Development Corporation, and URITC on the Freight Working Group to advance freight planning goals and objectives in Rhode Island. The Working Group discussed possible strategies to advance freight including bringing a NHI freight course or FHWA peer-to-peer exchange on freight to Rhode Island. Further action is anticipated in the coming months as the goals and objectives of the Freight Working Group is further developed and advanced by agency directors.

Land Use and Natural Resource Initiatives

Transfer of Development Rights Initiatives - Task 2010 (*medium*)

1. Facilitate the development of Transfer of Development Rights (TDR) programs within and amongst Rhode Island municipalities, as it is a critical tool in achieving the urban rural distinction and village/growth center concepts of *Land Use 2025*. Monitor the completion of the Washington County Regional Planning Council challenge grant which is assessing the feasibility of inter-municipal TDR programs. Work with stakeholders to apply the results of this challenge grant in the development of an inter-municipal state or regional TDR framework possibly including a TDR bank, inter-municipal Memorandums of Agreement, and the creation of an approval and review process with a project rating system. Develop a technical guidance paper for suggested critical design features and implementation strategies for adoption of statewide, regional or municipal TDR programs.
 - 1 A 2009 Planning Challenge Grant was made to the Washington County Regional Planning Council. Land Use Staff obtained and reviewed a draft final report for the project in order to coordinate with tasks for Village and Growth Center Initiatives, Task 2020 and Sustainable Communities Regional Planning Grant Task 3035, Growth Centers. See Task 4050, Planning Challenge Grant Program for current status of challenge grant.
2. Continue to provide technical support to communities in planning for TDR programs including suggested language for incorporating TDR principals into municipal comprehensive plan drafts, 5 year updates and implementation programs.
 - 1 Land Use Staff provided technical assistance to the Town of Exeter regarding implementation of a 2009 Planning Challenge Grant to analyze several potential village area sites, develop zoning and design guidelines to implement the desired rural village development, and establish a transfer of development rights (TDR) program for the Town. Land Use staff review of the legal notification for the mandated public hearings regarding the proposed zoning and community comprehensive plan amendments was undertaken and advice concerning notice content was provided to the Town Planner. The Town adopted the amendments on 10.17.12.

Village and Growth Center Initiatives - Task 2020 (*high*)

1. Provide technical planning support to the RI DEM as they implement their 2011 Planning Challenge Grant award for the production of a growth center development manual and training

program for municipal officials. Ensure that rural as well as urban variations are included, proposed model methodologies for proper siting, design and development, proposed procedures for review and approval; and potential incentives for encouraging implementation are developed within the smart growth context of *Land Use 2025*. Work with RI DEM to assure that the deliverables coordinate with the statewide mapping resources intended to be produced through the Program's Sustainable Communities Initiative.

- 1 Land Use staff provided technical assistance to the DEM regarding a 2011 Planning Challenge Grant. This grant was to assess village development in Rhode Island and other similar areas to identify successful strategies that can be replicated in other local areas. Additionally, a guidance manual and training program is to be developed for local officials to encourage villages in their communities. The Land Use staff assisted DEM staff in writing a scope of work for the grant and a RFP to hire a consultant for the project. Land Use staff also served on a review committee to rank consultant responses to the RFP for DEM and select a preferred candidate able to meet the requirements of the project.
 - 1 Land Use staff worked with the Sustainable Communities grant staff and the Consistency Review, Comprehensive Planning and Planning Assistance staff on the scope of work for the grant and the RFP to coordinate consultant work on centers / villages to ensure each is adding new work and policy rather than replicating past projects.
 - 1 Land Use staff continued to coordinate a graduate student research project from Roger William University Architecture Program on growth centers in Rhode Island. Provided direction to graduate student and comments to lead Professor regarding a final report on RI Growth Centers.
2. Work with the Sustainable Communities Initiative subcommittees and grant staff as necessary to map urban and rural areas within the State that are most suitable for growth center development and infrastructure investment (see task 3035).
- 1 Land Use Staff assisted the Sustainable Communities Consortium and grant staff with drafting of grant documents, review of HUD grant procedural and content requirements, identification of performance indicators, and provided technical advice on the consistency with and implementation of *Land Use 2025* of proposed grant activities. Land Use staff also attended three Sustainable Communities Consortium monthly meetings and reviewed and provided comments on all aspects of the grant RFP for consultant services, with a particular focus on the scope of work for Growth Centers, but also on separate RFPs for Economic Development, Housing, Data & Performance Measures, Social Equity, Public Participation & Communication, Technical Assistance & Capacity Building, and Implementation portions of the grant. This was particularly important given the integrated nature of this project and the interrelatedness of each topic. Further, Land Use staff was the primary authors of the Growth Centers scope of work and organized the Growth Centers committee of the Sustainable Communities Consortium. The Committee met twice to discuss the details of the scope of work. See also Sustainable Communities Regional Planning Grant Tasks, 3020 -3055, for further details.
 - 1 Additionally, the Land Use staff worked with the Sustainable Communities grant staff on various RFP's to coordinate consultant work for Challenge Grants on centers / villages to ensure each is adding new work and policy rather than replicating past projects.

3. Assist communities in planning for compact growth through the local establishment and approval of village/growth centers. Continue to provide technical support to communities in planning for growth by encouraging the designation of growth centers in municipal comprehensive plans.
 - 1 Technical assistance on growth centers for the Land Use staff is an ongoing activity which varies by quarter. Currently, this task is considered within community comprehensive plan submissions review and or by verbal request. Staff generally makes recommendations to municipalities to explore the use of smart growth tool such as TDR as a strategy for implementing *Land Use 2025*.
4. Provide State Guide Plan consistency reviews for various federally and state funded applications related to land use activities in order to ensure that public investments are focused within growth centers or the urban services boundary as called for in *Land Use 2025*.
 - 1 Technical assistance is provided to the Consistency Review and Planning Assistance Unit as an ongoing activity which varies by quarter. Each submission from the Consistency Review and Planning Assistance Unit is received by Land Use Unit and returned to that Unit with preliminary recommendations and technical planning advice regarding the land use activities requested in order to target public and infrastructure funding within growth centers as a strategy for promoting implementation of *Land Use 2025*. Two reviews requesting federal funding were completed this quarter and none were found to be inconsistent with *Land Use 2025*. See also tasks detailed under Consistency Review and Planning Assistance for final results.

State Land Use Plan - Task 2025 (medium)

1. Initiate background work for a future update of the State's Land Use Plan, *Land Use 2025* (State Guide Plan Element 121) through coordination with the Sustainable Communities Grant tasks concerning growth centers, the development of the Strategic Housing and Economic Development Plans, and the Regional Plan Implementation Program.
 - 1 Land Use staff attended the Southern New England American Planning Association regional 2 day conference in Hartford, CT in September for reference information to use in the update process. Land Use Staff conducted networking with other land use planners and information exchange regarding ideas to reduce impervious surfaces, cultivate green infrastructure, encourage energy efficiency, and foster sustainable land use in future update.
 - 1 Land Use staff initiated technical assistance to the Sustainable Communities grant staff to identify which of the *Land Use 2025* recommendations have been implemented, which recommendations are in progress, and which of the remaining recommendations should be integrated into the Sustainable Communities implementation strategy.
2. Work with the Program's Planning and Information Unit to assist with a full update of the RIGIS 2003-04 land use/ land cover and impervious surface data layers based upon new 2011 orthophotography and LiDAR project deliverables. Ensure that data and products produced compliment the procedures used for the creation of the 2003-04 data layer. Include a technical document outlining the procedures used and the metadata for the new data layer.
 - 1 Land Use staff provided technical assistance and procedural historical information on the previous development of the 2003-04 land use/ land cover and impervious surface data layers to the Planning Information and Resources Unit and the DEM Office of Planning and Development for the development of an RFP to solicit consultants to create the new

2011 land use/ land cover and impervious surface data layers. See task 5020, RIGIS Data Development for current status.

3. Use the new 2011 land use/ land cover data to create a time series of land use trends since 1995 and 2004. Measure shifts in land use trends that have occurred since the adoption of Land Use 2025 and the economic downturn of 2008. Work to illustrate where the implementation of *Land Use 2025* may have resulted in changes in local policy and land use. Incorporate new land use trends, results of growth centers (Task 2020) and updated population projections results into revised Land Use 2025 development scenarios. Update the future land use map where appropriate.
 - 1 No activity. The 2011 land use/ land cover and impervious surface RIGIS data layers have not yet been completed. The target completion date is December 2013.
4. Continue to work with the State Planning Council's Implementation Committee and with other state agencies, partners and stakeholders to promote implementation of Land Use 2025.
 - 1 No activity with the Committee. No meetings of the State Planning Council's Implementation Committee were held during this quarter.
 - 1 Promoting the implementation of *Land Use 2025* is an ongoing activity which varies by quarter and is contained within every Land Use and Natural Resource task of the work program.
5. Continue to provide ongoing technical assistance to communities in planning for compact growth including but not limited to identifying where *Land Use 2025* goals can be incorporated in municipal comprehensive plan updates, ordinances, implementation programs and other publicly funded plans and projects.
 - 1 Land Use staff reviewed one formal submission of a community comprehensive plan (Richmond), no amendments, and two partial drafts for two other municipalities, and a full draft of a community comprehensive plan (South Kingstown). The purpose of the review was for the Land Use staff to provide comment to the Consistency Review and Planning Assistance Unit. Comments related to consistency with the land use and natural resources State Guide Plan Elements overseen by the Land Use staff, to facilitating the development of Transfer of Development Rights (TDR) programs, to encouraging the designation of growth centers, to relating proposed land use activities to the future land use map of *Land Use 2025*, and to targeting public and infrastructure funding within the Urban Services Boundary and/or growth centers. The two partial drafts were reviewed for conformance to open space (Central falls), and energy (Block Island) SGP goals and policies. See tasks detailed under Consistency Review and Planning Assistance for final results.
6. Continue to coordinate with other planning stakeholders such as Grow Smart Rhode Island and the RI Chapter of the American Planning Association to develop and deliver educational programs relative to Land Use 2025, smart growth and sustainable communities.
 - 1 Land Use staff continued to provide technical assistance to the Rhode Island Chapter of the American Planning Association about networking with related professional fields, providing ongoing technical education for planners and advice on contemporary planning issues and topics. The staff assisted with the conception of, the development of, organization, execution of, and attended two social networking sessions and one technical training workshops as follows; Urban Land Institute social (July), Burnside Park social (August) and Wickford Junction Train Station (July).

7. Continue to process updates and corrections to the current Urban Services Boundary based upon municipal feedback.

- 1 No activity this quarter.

Water Supply Planning - Task 2030 (high)

1. State Guide Plan Element 721: *RI Water 2030* is anticipated to be adopted by the SPC/MPO prior to the start of this fiscal year. As such efforts for this fiscal year will focus on the development and execution of a communications strategy designed to publicize the adoption and educate stakeholders on its content. The strategy is expected to be centered around the production and distribution of an Executive Summary similar to that utilized with the adoption of Land Use 2025.
 - 1 State Guide Plan Element 721: *RI Water 2030* was adopted by the State Planning Council on June 14, 2012. Land Use staff developed and initiated a communications strategy to publicize the adoption of the new Plan and educate stakeholders on its content. The strategy currently consists of three printed items for distribution; a general information flyer, topical issue briefs to be mailed to targeted stakeholders and an executive summary of the plan.
 - 1 A general informational two page colored flyer was developed by Land Use staff, mailed and distributed to the State Planning Council, the Technical Committee, municipal planners and Rhode Island American Planning Association in August. The distribution of the flyer is ongoing and it is also distributed at various meetings where water stakeholders may be in attendance or reference to water supply policies may occur.
 - 1 A topical issue brief outlining the adoption of the new State Guide Plan Element 721: *RI Water 2030* was developed by the Land Use staff. The Issue Brief targeted municipal planners and was mailed to all municipal planners in August. It explained about the content of the new plan, especially the consolidation of 5 previous state guide plan elements into one, the adoption of 7 new goals, the need to address *RI Water 2030* in community comprehensive plans, and what information to gather for preparing a suggested water supply content section of a community comprehensive plan.
 - 1 Land Use staff initiated the development of a second topical issue brief targeting large public water suppliers on a new issue addressed by *RI Water 2030*; regionalization. Land Use staff coordinated development of the first draft of this second issue brief with the Water Resources Board staff for technical input and it is undergoing editorial review at the end of this quarter.
2. Continue to provide ongoing technical planning advice and support to assist communities in planning for water supply and the development / protection of drinking water resources by encouraging the incorporation of relevant goals and policies in municipal comprehensive plans and projects.
 - 1 Land Use staff attended an informational meeting held by the DEM Office of Water Resources in September for the Pascoag Utility District on the topic of finding new source water and related issues. Technical planning advice regarding *RI Water 2030* was provided to the various other state agencies and the water district in attendance along with particular emphasis on the new regionalization policies and strategies of the Plan.
3. Serve as a member of the Water Resources Board (WRB). Support completion of the WRB's strategic planning initiative and implementation program. Ensure consistency with the State Guide Plan. Work to implement the water supply policies of the State Guide Plan and the 2009 Water

Use Efficiency Act by collaborating with the RIDEM in the development of water allocation and stream flow depletion programs.

- 1 Attended the August monthly meeting of the Technical Committee and the full WRB meeting to provide technical planning advice on evaluation of the emergency connection program, the use of Big River Area, the status of submissions for the WSSMP program, and interaction with the DOP on community comprehensive plans. Also was present to ensure that the Board will conduct activities consistent with *RI Water 2030* and *Land Use 2025*.
- 1 Attended the September monthly meeting of the Technical Committee and the full WRB meeting to provide technical planning advice on development of water availability estimates, development of municipal guidance on water availability estimates, the submission of waste supply systems mandates demand management strategies and annual reports. Also was present to ensure that the Board will conduct activities consistent with *RI Water 2030* and *Land Use 2025*.
4. Review updated Water Supply System Management Plans (WSSMPs) for consistency with the State Guide Plan as legislatively mandated. Continue to provide technical planning advice to the WRB and DEM staff, water suppliers, and municipalities on the revision of WSSMP Rules and Regulations and in the ongoing integration of WSSMP content into community comprehensive as mandated by the 2009 Water Use Efficiency Act.
 - 1 Land Use staff did not receive any WSSMP for review this quarter.
5. Participate in the Drought Steering Committee as necessary based upon weather conditions to insure implementation of *RI Water 2030*, State Guide Plan 721 specifically the Rhode Island Drought Mitigation Section.
 - 1 The Drought Steering Committee did not meet this quarter. Land Use staff continued to conduct review of National Drought Center weekly reports on statewide hydrological conditions in order to implement responsibilities of the State Guide Plan 724, Rhode Island Drought Management Plan. Staff continued to monitor any changes to hydrological indicators that might indicate a developing long-term drought and provided verbal feedback to WRB staff regarding conditions. Conditions did not warrant the convening of the Drought Steering Committee per the indicator thresholds of the drought response framework defined within the Drought Management Plan.
6. Attend conferences, seminars and meetings to stay current with new data, national policy, trends and engineering technologies regarding natural resources protection and water supply planning. Participate in state and regional chapters of the American Water Works Association as a means of expanding professional networks, continuing educational opportunities and providing outreach opportunities for promoting the adoption of *RI Water 2030*, State Guide Plan 721.
 - 1 Land Use staff participated in an educational webinar sponsored by the Association of State Drinking Water Administrators regarding the use of GIS tools to assist state drinking water and clean water programs in September. Staff learned what state agencies can do to promote land use decisions that protect drinking water resources and will apply this knowledge in implementation of *RI Water 2030*.
7. Provide consistency comments on the water supply and land use related elements of the State Guide Plan to the WRB, DEM, Department of Health, and US Department of Agriculture on various Clean Water Infrastructure Plans, applications to the Drinking Water and Clean Water State Revolving Funds, and rural community infrastructure applications.

- 1 Responded to requests on various wastewater, state revolving loan fund drinking water and or wastewater projects from various agencies and municipalities as they occurred. Reviewed a request from the East Smithfield Water District for Clean Water Infrastructure funds and was found to be consistent with *Land Use 2025*. DOH was advised accordingly.

Watershed Planning - Task 2040 (low)

1. Continue to serve as a member of the Narragansett Bay Estuary Program Management and Policy Committees, RI Bay, Rivers, Watersheds Coordination Team (BRWCT) and the RI Rivers Council. Provide technical support and planning guidance to each as appropriate.
 - 1 Provided mandatory attendance at a quarterly meeting of BRWCT and gave technical planning advice in relation to coordination of BRWCT work program activities and ongoing projects of the DOP work program. Provided advice on applications submitted for the discretionary project funds related to a storm water utility district feasibility research project and a proposal for a “Beach Special Area Management Plan” by the RI Coastal Resources Management Council.
 - 1 Provided mandatory attendance at 1 monthly meeting of the Rivers Council and provided technical planning advice regarding implementation responsibilities of the Council for watershed council designations as outlined in State Guide Plan 162, Rivers Policy and Classification plan.
 - 1 Land Use staff reviewed the new draft (August 2012) by the Narragansett Bay Estuary Program (NBEP) staff of a proposed update to the Comprehensive Conservation and Management Plan (CCMP) for the Narragansett Bay Estuary Program. Staff provided general comments as well as suggestions for prioritizing strategies in a manner consistent with approved activities of the Statewide Planning Annual Work program and *Land Use 2025* and other land use and natural resources related SGP.
 - 1 Land Use staff attended the NBEP Watershed Counts Environmental Indicators meeting in September. This is an effort of the Narragansett Bay Estuary Program to coordinate watershed indicators related to land use planning among various partners and share data on regional indicators. Overviews of existing indicator programs were shared and in-depth discussions of living resources indicators, climate change monitoring, and related outreach strategies were reviewed. Land Use staff also coordinated with the NBEP Watershed Counts staff to ensure that the environmental indicators and performance measures already created for Watershed Counts can be used for the Sustainable Communities grant.

Energy Planning - Task 2050 (high)

1. Finalize drafting of the legislatively mandated Renewable Energy Siting Guidelines through integration of the Program’s ongoing efforts with those of the Renewable Energy Siting Partnership (RESP). Specific activities for the fiscal year will include: coordination of wind siting criteria; release of interim wind siting guidelines; integration of the SPP Wind Advisory Committee into the larger RESP public input process; development of solar, geothermal and hydro criteria; production of the final RESP report; completion of the RESP public input process; presentation of the final report to the SPC/MPO for review and endorsement as a Statewide Planning Program Technical Paper; and presentation to the newly formed RI Renewable Energy Coordinating Board for similar purposes. The RESP Technical Paper will then serve as a primary

resource for the completion of the State's new Energy Plan as is customary regarding the linkage between State Planning Council Technical Papers and State Guide Plan Elements.

- 1 Land Use staff completed Technical Paper 161: Renewable Energy Siting Guidelines, Part 1: Interim Siting Factors for Terrestrial Wind Energy Systems in June of 2012. The paper was submitted to the staff of the RESP this quarter for integration into the public review final report documents (Volume Three) of the Partnership by the CRC.
- 1 Land Use staff continued the collaborative partnership with the URI Coastal Resources Center (CRC), URI Energy Center, RI Office of Energy Resources for the Renewable Energy Siting Partnership (RESP). Public comment was solicited during the month of August by the RESP staff on the published reports.
- 1 Land Use staff reviewed a 3 volume set of final work products of the RESP in order to identify areas within the State appropriate for alternative energy development, and guidelines for the use of terrestrial wind, hydro and solar power and again provided technical planning assistance similar to previous stakeholder meetings. Ensured that all work will have complementary documents, consistency with the State Guide Plan, and discussed roles of each group. Land Use staff attended 3 various meetings of the RESP working groups and continues to provide technical assistance to the RESP staff to access, categorize and summarize revisions necessary to the document in order to address the public comments received. Land Use staff continues to work to ensure that all stakeholder views are reflected in this work.
- 1 Land Use staff initiated a project to map the existing utility scale wind turbines using the RESP's internet based wind siting tool.
- 1 Land Use staff responded to several inquiries from citizens, developers, municipalities, and State and Federal agencies on the status of the Interim Siting Guidelines.
2. Reinitiate efforts to update State Guide Plan Element 781, Rhode Island State Energy Plan. Lead the Energy Plan Advisory Committee, State Office of Energy Resources, RESP Partners and others stakeholders in finalizing the current draft. Upon final endorsement by the Energy Plan Advisory Committee, complete review of the draft by the Technical Committee. Upon acceptance and endorsement of the draft plan by the State Planning Council, conduct public hearing for stakeholder input. Revise draft to reflect input from public hearing and obtain State Planning Council final approval. Publish approved plan via website and electronic media. Initiate approved strategies and activities upon approval of plan.
 - 1 Land Use staff scheduled and attended two organizational meetings with the Office of Energy Resources (OER) and the University of Rhode Island Outreach Center (URI OC) staff to discuss the work necessary to cooperatively initiate an update to State Guide Plan Element 781, *Rhode Island Energy Plan 2002*. Staff worked with the OER and URI OC staff to identify issues for an update to address and a scope of topics for the update. Discussion was held on the Element's content requirements, procedures to be followed, the State Guide Plan requirements and the advisory stakeholder group to be created for the process.
 - 1 Land Use staff drafted an MOU for the Update and it is under editorial review by the OER and DOP staff.

3. Provide energy related technical planning advice and support to the State Office of Energy Resources, the Renewable Energy Coordinating Board, URI, RI's Cities and Towns and other interested stake holders and state agencies.
 - 1 Land Use staff continues to provide planning advice and support to communities when requested. See also task detailed on State Guide Plan Update above under task 2.
4. Attend conferences, seminars and meetings to stay current with new data, national policy, trends and engineering technologies regarding energy policy and renewable resources technology. Participate in state and regional chapters of the Green Building Council as a means of expanding professional networks and continuing educational opportunities.
 - 1 Land Use staff attended the Southern New England American Planning Association regional 2 day conference in Hartford, CT in September to stay current with new data, trends, innovations, and implementation techniques regarding planning for energy and energy resources.
 - 1 Land Use staff attended the Ocean States Clean Cities Board / stakeholder meeting in September. The meeting focused on current and future initiatives aimed at increasing the number of alternative fuel vehicles in the State. Staff networked with other stakeholders and will use the information gathered for a topical section within the Update of SGP 781.
 - 1 Land Use staff attended an Energy Efficiency Summit sponsored by National Grid in September. The forum was geared towards soliciting feedback from key energy users as well as outreach to stakeholders aimed at informing and updating the public on new and future energy programs. Staff networked with municipal officials, residential developers, and business leaders to discuss way to boost energy efficiency and possible topical sections of within the Update of SGP 781.
 - 1 Land Use staff attended two meetings of the RI Renewable Energy Coordinating Board at the request of the Director of DOA and OER. Discussion was held with the Board regarding adding the Division of Planning to the Board through an update to the legislation forming the Board in the next legislative session and the pending Update of SGP 781.

Recreation, Conservation and Open Space Planning - Task 2060 (low)

1. Support the R.I. Department of Environmental Management (DEM) in implementing the State Comprehensive Outdoor Recreation Plan (SCORP) Element 152 of the State Guide Plan, Advise DEM, the Coastal Resources Management Council, and others on strategic land acquisitions. Assist DEM in expanding local and regional green space networks to complement the State's land acquisition and protection programs.
 - 1 No activity this quarter.
2. Participate as a member of the Agricultural Lands Preservation Commission in evaluation and selection of projects for purchase of development rights to agriculturally valuable land in the state and maintaining an inventory of agriculturally valuable land.
 - 1 The Agricultural Lands Preservation Commission met twice this quarter. Staff participated in the evaluation and scoring of six farms to determine whether the applicants met the requirements of the purchase of development rights program. As part of the evaluation process, staff provided technical advice to the Commission as a whole in terms of planning consistency, including the protection of water supplies and quality; the preservation of open space, cultural, and scenic features; and the potential for securing the development rights of land located in flood zones. In addition, part of each monthly meeting is dedicated to

information sharing and coordination with an employee of the USDA representing the Federal Farm and Ranch Land Protection Program, a frequent partner in the acquisition of development rights.

3. Work with DEM, the Natural Heritage Preservation Commission, RI Trails Advisory Committee, and the Recreation Resources Review Committee in implementing grant rounds for local recreation, greenways, and open space projects which are consistent with the SCORP and *Land Use 2025*.
 - 1 Only the RI Trails Advisory Committee met during this quarter. Staff participated in the evaluation and scoring of multiple trail grant applications. As part of the evaluation process, staff provided technical advice to the Committee as a whole in terms of planning consistency. In addition, staff provided technical assistance in updating the Rules and Regulations governing the operating procedures of the Committee.
 - 1 The Department of Environmental Management, in cooperation with the RI Department of Transportation and the Federal Highway Administration announced the availability of \$1.5 million in federal transportation funds for large-scale recreational trail projects in Rhode Island. Applications for the grants will be accepted by DEM through November 30 and staff is expected to participate in the application scoring and selection process.

Solid Waste Management Initiatives - Task 2070 (high)

1. Continue to serve as the Director of the Department of Administration's alternate to the Rhode Island Resources Recovery Corporation's (RIRRC) Board of Commissioners. Through this service work to extend the life of the central landfill to the greatest extent feasible by implementing the recommendations of State Guide Plan Element 171: Rhode Island Comprehensive Solid Waste Management Plan.
 - 1 Staff of the Program continued to represent the Department of Administration as an alternate to the Rhode Island Resource Recovery Corporation's Board of Commissioners.
2. Assist the RIRRC in initiating an update to State Guide Plan Element 171, *Rhode Island Comprehensive Solid Waste Management Plan*. Work with the Corporation and RI DEM Office of Waste Management staff to create and approve a Memorandum of Understanding (MOU) for updating the Element. The MOU will set forth the Element's content requirements, procedures to be followed, how expenses are to be covered by the appropriate responsible parties, the State Guide Plan requirements and the various technical and advisory stakeholder groups to be created for the process. After approval of the Memorandum, attend organizational and other meetings with the Corporation to ensure that State Guide Plan issues are addressed as necessary. Assist the Corporation with consultant selection by review of RFP responses if requested. Attend as necessary technical group and stakeholder committee meetings to ensure State Guide Plan issues are addressed in the process. Provide technical planning support to the Corporation to revise and expand as necessary the existing Element for review and final endorsement by the Corporation and DEM.
 - 1 Land Use staff scheduled and attended two organizational meetings with the RIRRC staff to review the work necessary to initiate an update to State Guide Plan Element 171, *Rhode Island Comprehensive Solid Waste Management Plan*. Staff worked with the RIRRC RI to identify issues for an update to address, a scope of topics for the update, and contacted the DEM Office of Waste Management regarding their participation in the update process. Discussion was held on the Element's content requirements, procedures to be followed, the State Guide Plan requirements and the advisory stakeholder group to be created for the process.

- 1 Land Use staff drafted an MOU for the Update and it is under editorial review by the RIRRC and DOP staff.
3. Upon final endorsement by the Corporation and DEM, complete review of new draft State Guide Plan 171 for solid waste management by the Technical Committee. Forward recommended draft of Technical Committee to State Planning Council. Upon acceptance and endorsement of draft plan by State Planning Council, conduct a public hearing. Revise draft to reflect input from the public hearing and obtain State Planning Council final approval. Publish approved plan via website and electronic media.
 - 1 As of this quarter the updated Solid Waste Plan is yet to be adopted.

Support for Sustainable / Livable Communities Initiative - Task 2080 (medium)

1. This task number is to account for staff time dedicated to the Program's Sustainable / Livable Communities Initiative that will not be paid for using HUD grant funding. See the 7000 task series for a full description of the related work.
 - 1 Land Use staff assisted with the development of the social equity component of the Sustainable Communities grant. Staff ensured that that social equity consideration will be imbued in the land use policies and strategies of the grant. Land Use staff have recruited potential members for the Social Equity Advisory Committee (SEAC), and assisted with a baseline report on equity in Rhode Island. Land Use staff will ensure that land use impacts also focus on equity.
 - 1 Land Use staff initiated work on compiling a workbook of basic training about the planning process and land use decision making in the State for the SEAC members. Land Use staff is ensuring that existing work of Grow Smart RI on municipal training developed through past Challenge Grants will be incorporated in the workbook.
 - 1 Land Use staff also assisted in the creation of the scope of work for Data & Performance Measures. Completion of this grant task will expand our land use/land cover data, and create new performance measures related to *Land Use 2025*.
 - 1 Land Use staff has compiled contacts of other data professionals throughout the State in an effort to improve coordination and cooperation among them. Staff organized two gatherings of these data professionals to discuss better ways to network, as well as scheduled meetings directly with various agencies and organizations working on data and performance measures.
 - 1 Land Use staff has also worked with a Division of Planning Intern to start a survey of state and quasi-state agencies regarding their data resources. While useful for the Sustainable Communities grant, it is anticipated that this network of data professionals will have many other uses.
 - 1 Land Use staff assisted with the development of the economic development component of the Sustainable Communities grant. Land Use staff has overseen monthly coordination meetings with the RI Economic Development Corporation (RIEDC) regarding updating the Economic Development State Guide Plan and is initiating efforts to expedite the request for proposals to the update through the RIEDC.
 - 1 Land Use staff organized a session at the Southern New England APA Hartford Conference that brought Sustainable Communities grantees from the area and other interested parties together to network and discuss issues of common concern. Lessons

learned related to establishing working relationships with HUS, governance, social equity, performance measures, and long-term program sustainability.

- 1 Land Use staff oversees the work of a Sustainable Communities intern to write content for the Sustainable Communities page of our website, conduct the data survey described above, and compile a master contact list for the Sustainable Communities Consortium.

Other Land Use Planning Activities - Task 2090 (low)

1. Assess various municipal, state and federal projects and other plans, CEDS, CDBG, Building Home RI and other grant applications, proposed legislation, school facility proposals and other documents for consistency with *Land Use 2025* and pertinent natural resource related elements of the State Guide Plan.
 - 1 The task is considered within submissions received for review. Planning technical advice is made to Consistency Review and Planning Assistance Unit for implementation of the urban rural distinction and village/growth center concepts of *Land Use 2025*. This quarter, staff reviewed two applications for: US Department of Interior / RI DEM -1 and US EDA – 1. Each submission from the Consistency Review and Planning Assistance Unit is received by Land Use Unit and returned with preliminary recommendations and technical planning advice regarding the land use activities requested in order to target public and infrastructure funding within growth centers as a strategy for promoting implementation of *Land Use 2025* and for consistency with pertinent elements of the State Guide Plan. None of the proposed activities were found to be inconsistent with the State Guide Plan. See tasks detailed under Consistency Review and Planning Assistance for final results.
2. Participate on other regional and state boards and committees to fulfill legislative mandates and to provide a statewide planning perspective. Provide technical planning advice and coordination to other agencies' land use planning related activities. Examples include providing technical support to or serving on the Aquidneck Island and Washington County Regional Planning Councils, the RI Historical Preservation and Heritage Commission, the RI Agricultural Partnership, the DEM Onsite Wastewater Policy Forum, the DEM Section 319 Nonpoint Source Grant Committee, the State Conservation Commission, the RI Rural Development Council, and the RI Resource Conservation and Development Council.
 - 1 Provided mandatory attendance to fulfill legislative mandates and to provide a statewide planning perspective at three monthly meetings of State Conservation Commission. Provided technical planning advice to the Commission's land use planning related activities and consistency with *Land Use 2025*, and elements of the State Guide Plan related to land use and natural resources.
 - 1 Provided mandatory attendance to fulfill legislative mandates and to provide a statewide planning perspective at two bi-monthly meetings of RI Resource Conservation and Development Council (RIRC&D). Provided technical planning advice to the Council's land use planning and urban forest related activities and consistency with *Land Use 2025*, and elements of the State Guide Plan related to land use and natural resources.
 - 1 Provided mandatory attendance to fulfill legislative mandates and to provide a statewide planning perspective at one (1) quarterly meeting of RI Rural Development Council (RIRDC). Provided technical planning advice to the Council's agricultural [*Get Fresh Buy Local, The Local Catch, Ocean State Fresh, Rhody Mulch, RI Raised Livestock Association, and Ocean State Bees*] and other land use planning related activities and input on consistency

with *Land Use 2025* and elements of the State Guide Plan related to land use and natural resources.

3. Continue to provide technical planning support related to innovative and emerging comprehensive planning techniques, storm water management, green infrastructure, sustainable development, and low impact development policies to water suppliers, land trusts, other state and federal agencies, universities, and municipalities in order to implement the State Guide Plan.
 - 1 Continued daily scanning of local, regional, state and national news online and transmitted headlines of interest to DOP staff for their information and use with their work program tasks.
 - 1 Land Use staff continued to provide planning assistance and municipal zoning expertise as requested by the Department of Environmental Management (DEM) for use on a DEM Farm & Forest Small Business Zoning Project. Land Use staff provided review of the final draft project reports and the proposed zoning guidelines. Technical planning advice and prior municipal planning / zoning experiences were provided to the DEM staff and the project consultant. Land Use staff also provided DEM staff exemplary photographs of farm stands and farming /forest activities for use in the report. The purpose of this project is to draft zoning guidelines for farm and forest based businesses for use by rural municipalities. Land Use staff also provided technical planning advice to DEM on developing an informational presentation for use in educating stakeholders on the project results. And Land Use staff attended the first educational workshop conducted for municipal and conservation officials and advised participants on the consistency of the project with *Land Use 2025* and the municipal usefulness of project final products.
 - 1 Land Use staff provided technical assistance to the Department of Health and reviewed session proposals for the annual Environmental Design Research Association conference to be held in Providence in May/June 2013. Land Use staff ensured that proposals selected would reinforce the ties among land use, environmental design and public health. Also ensured that other related land use planning issues and *Land Use 2025* goals and policies are integrated into the conference discussions. Staff also worked with three municipalities to submit a session proposal that aims to better link academic research on environmental design with on-the-ground planning practitioners.
 - 1 Land Use staff created a public list-serve for municipal planners statewide in order to enable increased and more efficient communication with one another, to network and share ideas, and to share experiences and resources.
4. Attend conferences, seminars and meetings to stay current with new data, trends, innovations, and implementation techniques regarding land use and other types of planning. Participate in national, state and regional chapters of the American Planning Association, RI Flood Mitigation Association, and other planning organizations as a means of expanding professional networks and accessing continuing educational opportunities.
 - 1 Land Use staff attended the Southern New England American Planning Association regional 2 day conference in Hartford, CT in September to stay current with new data, trends, innovations, and implementation techniques regarding land use, natural resources,

and other types of planning. Used the Conference as a means of as a means of expanding professional networks and a continuing educational opportunity.

- 1 Land Use staff attended the 2-day training on Project Design and Evaluation in September sponsored by Grow Smart RI and the National Oceanic and Atmospheric Administration Coastal Services Center. Staff learned basic knowledge, skills, and tools to design and implement projects that will have measurable impacts on a targeted audience. Staff will apply the course work to increase the effectiveness of ongoing projects by applying instructional design theory.

Sustainable Communities Regional Planning Grant Tasks

Additional detail on this task series can be found in the Initiative's full 36 Month Work Plan. This 36 month work plan is a requirement of the U.S. Department of Housing and Urban Development (HUD). All tasks in this series are funded with 100% Grant funding awarded to the Program by HUD. Only the Supervising and Principal planners hired specifically for this Initiative will bill to this task series. All other staff contributions to this Initiative will bill to task number 2080 or other appropriate tasks.

Grant Management - Task 3010 (low)

1. Finalize the grant budget with HUD and all agreements with contractors hired to work on year one grant components. Track, document and pay expenses on a quarterly basis and make drawdowns accordingly.
 - 1 The grant budget was finalized in the 4th quarter of FFY 12. The program is tracking all expenses and submitted its 3rd drawdown to HUD on September 26, 2012.
2. Serve as the day-to-day contact with HUD. Communicate HUD directives and technical assistance resources to staff and partners, and serve as a conduit for any specific technical assistance requested of HUD through the Sustainable Communities Learning Network or other sources. Draft twice-yearly progress reports to HUD (after June 30 and December 31) and update HUD's Logic Model as required.
 - 1 The program has worked with two technical assistance providers on social equity issues, Policy Link and Kerwan Institute. The program submitted its first bi-yearly progress report to HUD on July 30, 2012. The program submitted its initial logic model to HUD on August 29, 2012.

Consortium Management - Task 3015 (low)

1. Handle all logistics for regular meetings of the Consortium, its Social Equity Advisory Committee (SEAC) and any subcommittees that may be formed. These logistics may include but are not limited to reservation of meeting rooms, formulation and posting of agendas, preparation of handouts, presentation materials, meeting minutes, etc. Every attempt will be made to share these duties with staff of partner agencies.
 - 1 Program staff continues to handle all logistics for the Consortium and subcommittee meetings. This includes the Housing, Economic Development, Data and Performance Measures, and Growth Centers subcommittees as well as the social equity working group.
2. Track work and progress of the Consortium, its subcommittees and other partners. Communicate formal recommendations amongst subcommittees and the Consortium.

- 1 The program is tracking the work of the consortium through their match tracking sheets. Individual consortium member input on RFP development has been shared with all consortium members.
3. Ensure Consortium access to HUD's list serve and that a representative sampling of Consortium members have access to the Sustainable Communities Learning Network website. Explore options for web-based communications and coordination systems to serve as a central depository for consortium work and as a means for engaging partners in the various components of the planning process.
 - 1 The consortium has been provided with access to HUD's list serve and the Sustainable Communities Learning Network website. It is anticipated that a web-based communications tool for engaging partners will be developed in the 3rd quarter of FFY 13.

State Housing Plan - Task 3020 (high)

1. Initiate development of a new State Guide Plan Housing Element. Work to ensure that portions of State Guide Plan Elements 412, *State Housing Plan* and 423: *Rhode Island Five Year Strategic Housing Plan: 2006-2010, Five Thousand in Five Years* are consolidated into a single element that also meets the needs for the State's Regional Plan for Sustainable Development (RPSD).
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.
2. Coordinate with the Rhode Island Office of Housing and Community Development (OHCD) and the Housing subcommittee to draft a Request for Proposals (RFP) for consultant services. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.
 - 1 The program has collaborated with OHCD, Rhode Island Housing, Grow Smart RI and other members of the Housing subcommittee to draft an RFP requesting consultant services for the development of the housing plan. It expects to release the RFP during the 2nd quarter of FFY 13.
3. Manage consultant activities and the planning process accordingly. Drafting of the Plan is expected to occur over the course of this FFY and into the next. Finalization and adoption of the Plan is expected to occur in early FFY14.
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

State Economic Development Plan - Task 3025 (high)

1. Initiate development of a new State Guide Plan Element 211: *Rhode Island Economic Development Policies and Plan*. Work to ensure that State Guide Plan Element 212, *Industrial Land Use Plan* is consolidated into a single element that also meets the needs for the State's Regional Plan for Sustainable Development (RPSD).
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.
2. Coordinate with the Rhode Island Economic Development Corporation (EDC) and the Economic Development subcommittee to draft a RFP for consultant services. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.
 - 1 The program has collaborated with RIEDC and other members of the Economic Development subcommittee to draft an RFP requesting consultant services for the

development of the economic development plan. It expects to release the RFP during the 2nd quarter of FFY 13.

3. Manage consultant activities and the planning process accordingly. Drafting of the Plan is expected to occur over the course of this FFY and into the next. Finalization and adoption of the Plan is expected to occur in early FFY14.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Regional Plan for Sustainable Development (RPSD) Implementation Program - Task 3030 (*medium*)

1. Initiate development of an integrated RPSD implementation program. This program is to outline specific steps to be taken in implementing the substantially linked Land Use, Transportation, Economic Development and Housing Elements of the State Guide Plan which will comprise the State's RPSD.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

2. Coordinate amongst the consortium and other partners to draft an RFP for consultant services. The RFP shall emphasize use of HUD's Livability Principles as evaluation criteria. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.

- 1 The program has collaborated with the consortium and other partners to draft an RFP requesting consultant services for the development of the implementation program. It expects to release the RFP during the 2nd quarter of FFY 13.

3. Manage consultant activities and the planning process accordingly. Although the consultant team will likely be chosen in 2013, the drafting of the integrated implementation program will need to await the completion of the new Housing and Economic Development State Guide Plan Elements. While leading up to this, staff will complete implementation reports for the existing Land Use and Transportation Elements.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Growth Centers - Task 3035 (*high*)

1. Identify and delineate specific geographic areas within the State that are most suitable for growth center and or village development including areas appropriate for infrastructure investment and infill development.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

2. Coordinate with the Rhode Island Department of Environmental Management (DEM), Grow Smart Rhode Island and a growth centers subcommittee to draft a RFP for consultant services. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.

- 1 The Program has collaborated with DEM, Grow Smart Rhode Island, Rhode Island Economic Development Corporation, Rhode Island Housing, and other members of the Growth Centers subcommittee to draft an RFP requesting consultant services for the Growth Centers strategy. It expects to release the RFP during the 2nd quarter of FFY 13.

3. Manage consultant activities and the planning process accordingly. Growth center mapping is expected to occur over the course of this FFY and into the next. Finalization of the mapping is

expected to occur in early FFY14. Release of the information is to be coordinated with DEM's work plan for its Growth Centers Statewide Planning Challenge Grant.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Capacity Building and Technical Assistance - Task 3040 (medium)

1. Build capacity within state and local government and among participants in the planning process by increasing skills and technical expertise in sustainable development.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

2. Coordinate with the technical assistance subcommittee to draft an RFP for consultant services. Utilize the results of the survey work being undertaken by the Planning Information Center to assist in identifying specific technical assistance needs that should be provided for through the RFP. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.

- 1 The Program has drafted an RFP for capacity building and technical assistance services that requests consultant services for a three-phased scope of work. The first phase will address needs identified in the survey conducted by the Planning Information Center; the second and third phases will pertain to the needs identified during the development of the regional plan for sustainable development. It expects to release the RFP during the 2nd quarter of FFY 13.

3. Manage consultant activities and the planning process accordingly. Recognizing that technical assistance needs may become clearer as the larger initiative moves forward, the Consortium may decide to defer this activity to the following year.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Social Equity Advisory Committee - Task 3045 (high)

1. Establish, train, support and manage the Consortium's Social Equity Advisory Council (SEAC). Work with partners to identify and appoint SEAC members. Establish pay rates and mechanisms, track participation, and coordinate SEAC review and comment on project deliverables.

- 1 The Program has organized a social equity working group to assist in the development of the SEAC. The group has determined the responsibilities of SEAC members and established a process for nominating and selecting those who will serve of the committee. It expects to have formally established the SEAC by the end of the 2nd quarter of FFY 13.

2. Coordinate with RI Legal Services, RI Local Initiatives Support Corporation (LISC), EDC and other partners to draft a RFP for consultant services for the training of SEAC members. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.

- 1 The Program has drafted an RFP for SEAC training in coordination with the social equity working group, which includes RI Legal Services, LISC, EDC, RI Housing, and the Rhode Island Department of Health. It expects to release the RFP during the 2nd quarter of FFY 13.

3. Manage consultant activities and the planning process accordingly. The SEAC will serve through the full grant period.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Public Participation, Outreach and Communications - Task 3050 (medium)

1. Develop and implement a robust Public Participation, Outreach and Communication Strategy that engages a diverse cross section of the region's residents. Confirm that social equity, community engagement and communication strategies are meeting HUD's expectations.
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.
2. Coordinate with the Consortium to draft a RFP for consultant services that includes: the creation of an extensive stakeholder and media outlet contact database; identifies specific outreach, public participation and communications strategies that will be used throughout the development and adoption of each of the Initiative's major deliverables; relies on traditional print media options; includes a state of the art interactive web-based public input, outreach and communication platform to facilitate the sharing of information across all project components; capitalizes on radio and television advertising where appropriate; and provides for Spanish translation services of all announcements and at all meetings where such services may be requested. Review the request with the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.
 - 1 The Program has drafted a RFP in coordination with the Consortium that requests consultant services for the development and execution of a public participation and communications strategy. It expects to release the RFP during the 2nd quarter of FFY 13.
3. Manage consultant activities and the planning process accordingly. The public outreach, participation and communications strategy will run throughout the entire planning process.
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Performance Measures - Task 3055 (medium)

1. Develop, track and report on a series of detailed and meaningful Performance Measures that will allow the State to gauge the short and long-term success of the state's RPSD.
 - 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.
2. Baseline performance measures will be as required by HUD. As these rely on national data sources, tracking and reporting will be undertaken by the Program's Planning Information Center (see task 5045).
 - 1 The Planning Information Center has performed the initial data collection and analysis needed for the required baseline performance measures, and the Program has reported them to HUD. The Division has also coordinated with the Data and Performance Measures subcommittee and the consortium to select the measures and outcomes it will use on HUD's mandatory e-Logic model that will be a part of its reporting throughout the grant period. The program's initial logic model was submitted to HUD on August 29, 2012.
3. The Program will also coordinate with the Planning Information Center, the Providence Plan and a subcommittee of the consortium to draft a RFP for additional consultant services. This RFP will focus on: generating a new land cover dataset based upon the State's 2011 aerial photography including the production of an impervious surface data layer; identifying, compiling, mapping and assessing additional local data sources that can be used to depict the location of new construction, affordable housing production and significant public infrastructure and economic development investments on an annual basis; and on producing and populating a web based "dashboard" that can serve as the primary distribution tool for all performance measures. Review the request with

the full Consortium, advertise, rank proposals, and select a consultant team. Finalize the scope of work and execute a contractual agreement with the preferred vendor.

- 1 The Program has collaborated with the Planning Information Center, Providence Plan, EDC, and other members of the performance measures subcommittee to draft an RFP requesting consultant services for developing performance measures. In addition to the activities described above, the RFP also requests a consultant to develop performance measures for three existing State Guide Plan elements: Transportation 2030, Land Use 2025, and Water 2030. It expects to release the RFP in the 2nd quarter of FFY 13.
4. Manage consultant activities and the planning process accordingly. Development of performance measures may extend into FY 2014 and tracking will occur throughout the Initiative and beyond.

- 1 It is anticipated that this task will begin in the 3rd quarter of FFY 13.

Consistency Review, Comprehensive Planning, and Planning Assistance

Comprehensive Planning Program Administration - Task 4005 (high)

1. Administer the State Comprehensive Planning Program as mandated by R.I.G.L. 45-22.2 (The Act). Expeditiously review comprehensive plan submittals, amendments, and updates against the directives established by, and within the procedural requirements of the Act.
 - 1 Two previously accepted municipally approved comprehensive plans, two previously accepted comprehensive plan amendments, and one newly submitted comprehensive plan amendment were under review this quarter. Staff provided suggested remedies and continued to work with municipal planners to address previously identified issues that need to be resolved prior to awarding State approval. This included a presentation to the North Kingstown Planning Commission concerning possible revisions to a comprehensive plan amendment under review. The one new submission had undergone review as a draft and did not present any approvability issues. However, as part of the Division's efforts to provide ongoing technical assistance, comments were provided for the Town's consideration on the following two items:
 - o Ensure coordination with the Coastal Resources Management Council to ascertain jurisdiction and compliance with RI coastal program on any coastal development.
 - o Consider adding a requirement that a feasibility study be presented as a condition of approval for a wind energy conversion system within a Public Utility Zone.
 2. Provide technical assistance and advice to municipalities during the drafting and development of comprehensive plans and by reviewing and commenting on draft comprehensive plan submittals in order to 1) incorporate State transportation, land use, housing, economic development, and other functional goals and policies into local plans, 2) identify potential obstacles to achieving State approval, and 3) provide suggestions for making plans clear, concise, and accurate. Facilitate the resolution of identified concerns through direct interaction with applicable State, local, and public stakeholders.
 - 1 Five municipalities submitted draft materials during this quarter. All five were related to full updates of their comprehensive plans. The Comprehensive Planning and Land Use Act was amended in the 2012 legislative session. The amendments include that additional required material be included in comprehensive plans and the provision for ten-year State

approval of plans. Between now and June 2016, municipalities may submit updates under the old provisions of the Act or the new provisions. Three of five the updates were submitted under the previous provisions of the Act while the other two were submitted under the new provisions. While comments were tailored to the specifics of each individual submission, certain problems tended to be common to multiple plans. These included:

- using standardized definitions of goals, policies, and implementation actions;
- developing realistic implementation plans that identify responsible parties and include timelines;
- maintaining a single version of the comprehensive plan including all amendments, appendices, and supplements;
- assuring that the municipality has a workable affordable housing plan;
- clarification of the analyses on existing land use and forecasted future needs; and
- addressing issues of solid waste management in order to be consistent with the State's Solid Waste Management Plan.

By reviewing these draft documents early in the Comprehensive Plan development process, it is anticipated that the formal approval process will be significantly shortened and streamlined.

Staff also met with representatives from several municipalities for direct discussion and questioning concerning comprehensive plan updates.

3. Notify municipalities in advance of the expiration of their plan's State approval and offer them the opportunity to engage the Program during the local drafting and approval process. Provide technical assistance accordingly, and fulfill municipal needs to the greatest extent practicable.
 - 1 This task is timed to provide notice one-year in advance of the expiration date of a comprehensive plan's State approval; two notices were issued this quarter.
4. Facilitate public access to municipal comprehensive plans by continuing to improve the availability of local documents on the Division of Planning website.
 - 1 No work was required under this task as no additional municipal comprehensive plans received state approval during the first quarter.
5. Encourage State agency participation in the comprehensive planning process. At a minimum, the Division will use the update of State Guide Plan Element 110: Goals and Policies (see Task 4015) as an opportunity to meet with State agencies to 1) discuss how the Comprehensive Planning Act relates to their work and the benefits that can be realized through their participation, 2) assist them in the development of goals and policies that they would like reflected in local comprehensive plans, and 3) assess the level and types of technical assistance agencies would like in order to make their participation easier and more useful including the possibility of offering a workshop. Additionally, the Division will continue to provide feedback to agencies on their comments applicability and usefulness, to copy commenting agencies on findings, recommendations, and final decisions sent to municipalities, and to answer agency questions as requested.
 - 1 No work was done on State Guide Plan Element 110: *Goals and Policies* and no meetings with State agencies were scheduled this quarter.

Comprehensive Planning Handbook and SPC Rules and Regulations Update - Task 4010 (high)

1. Engage members of the LU2025 Advisory Committee to assist in the creation of the guidebook.
 - 1 This task has been slightly modified. Instead of the using the LU 2025 Advisory Committee, a Comprehensive Planning Advisory Committee (CPAC) was formed to assist in the creation of the guidebook. The CPAC consists of 12 members, including local planners from urban, suburban, and rural communities, planning consultants, and community- and growth- oriented non-profit organizations. Two meetings of the CPAC were held. The first was to review the group’s objectives, the “findings report” (detailed under #2), the draft outline, and discuss draft guidebook text. The second meeting was to analyze the step-by-step processes that occur in the creation and adoption of a comprehensive plan.
2. Conduct stakeholder interviews and/or focus groups with municipal planners who have recently completed or are about to undertake a comprehensive plan update to determine the type of information that would be most useful in a guidebook and their priority topics for comprehensive planning technical assistance.
 - 1 This task has been completed. Staff interviewed municipal planners from 20 of the state’s cities and towns to discuss the comprehensive planning process and the type of information that would be most useful in a guidebook. From these interviews, a findings report was created that detailed the major outcomes of the discussions. The findings report was then used to craft a draft outline of the guidebook.
3. Recruit experts from other State agencies to assist in developing accurate and well-informed technical advice related to specific topical areas.
 - 1 A list of 70 experts from state agencies and other organizations with a statewide perspective has been created, vetted internally, and reviewed with the CPAC. These experts will be invited to participate in the guidebook creation process by sitting on Content Working Groups that will develop the technical advice for the various topics to be covered in the guidebook.
4. Create rules and regulations governing the comprehensive planning process for adoption by the State Planning Council.
 - 1 A draft set of rules and regulations governing the comprehensive planning process was completed and sent to the Department’s Legal Office for review and comment.
5. Upon completion of the new guidance manual, recommend that the State Planning Council repeal Handbook 16: Handbook on the Local Comprehensive Plan and approve the new guidance manual. Post the new guidance manual on the Division of Planning website and provide notice to all municipalities and other interested parties.
 - 1 This task is contingent on the completion of the new guidance manual which is not anticipated to be completed prior to the fourth quarter.

State Guide Plan Maintenance - Task 4015 (medium)

1. Update State Guide Plan Element 110: Goals and Policies and disseminate via electronic and print media. Research Rhode Island General Laws for legislatively mandated goals and policies. Solicit State agencies for suggested goals and policies. Draft and submit to State Planning Council for review and approval.
 - 1 Work was not initiated on this task during this quarter.

2. Prepare an annual report to the State Planning Council on the status of State Guide Plan elements. The report should note: 1) recommendations for the repeal of outdated or no longer relevant State Guide Plan elements, 2) recommendations for scheduling updates of State Guide Plan elements, and 3) recommendations for the consolidation of related State Guide Plan elements.
 - 1 Work was not initiated on this task during this quarter.
3. Update the State Guide Plan Overview as necessary and maintain on the Division of Planning's website. Upon the adoption of the new Goals and Policies element, a recommendation should be made to the State Planning Council as to whether the Overview could be discontinued.
 - 1 The State Guide Plan Overview was updated to include the recently adopted *Rhode Island Water 2030* and reflect the deleted elements that were consolidated into *Rhode Island Water 2030*.

Local Planning Assistance - Task 4020 (high)

1. Respond to requests for technical assistance and planning guidance (not covered by the Comprehensive Planning Program task) from local governments, the general public, and other interested parties. Track requests received, the level of effort invested in fulfilling the request, any products or deliverables produced, the final disposition of the request and the time to complete.
 - 1 A technical assistance tracking system was developed and implemented. The new system tracks the nature of the request, who or what organization made the request, which staff person answered the request and how long it took to complete the request. In the first quarter, the system was used to track 103 completed requests for technical assistance. The main themes of these requests included grant assistance, comprehensive planning process assistance, and data requests.
2. Provide quality educational programming to planners, local boards and commissions, government agencies, the public, and other interested parties on land use, transportation, housing, environmental, and other planning-related issues. Continue to work with RI Chapter of the American Planning Association, GrowSmart Rhode Island and others to design and deliver diverse professional educational opportunities.
 - 1 No activity this quarter.
3. Develop planning information bulletins and other forms of general guidance for publication on the Division of Planning website. At least four bulletins will be produced covering topics such as planning for natural hazards and climate change, energy consumption and conservation, planning for agriculture, and incorporating public health into planning practices. Planning Guidance Bulletins will be emailed directly to planners and posted on the Division's website. Gather and disseminate existing toolkits, planning guidance documents, and relevant material from other State agencies that may be helpful in local planning efforts.
 - 1 As part of the comprehensive planning handbook update, staff met with municipal planners from 20 cities and towns. Discussion during these meetings included an assessment of which topics would most benefit the planning community. The most requested topics included energy and natural hazard planning and methods for increasing public participation.
4. Notify municipalities of opportunities for financial assistance for qualified planning-related research projects that support implementation of the State Guide Plan or comprehensive plan development.

- 1 Although there were no new financial assistance opportunities this quarter, staff has begun to update outreach materials, including the creation of an announcement template, to be sent out with key information for municipal planners and others, including grant availability announcements.

Legislative & Case Law Monitoring and Assistance - Task 4025 (High)

1. Monitor pending legislation for bills pertaining to planning, development, and other topics as applicable. Notify staff and other interested parties of such bills. Reach out to other State agencies as necessary, to coordinate positions when pending legislation crosses jurisdictional interests. Draft position papers on pending legislation and testify on relevant bills as requested. Draft legislative impact statements as requested and otherwise work to ensure the passage of sound planning related legislation.
 - 1 The legislative session does not begin until January therefore no work was done on this task during this quarter.
2. Provide an annual summary to municipalities of newly adopted or amended laws that could be relevant to local planning interests.
 - 1 The annual summary of the 2012 legislative session was distributed to all 39 cities and towns.
3. Monitor court decisions that affect land use or other planning issues. Notify staff, municipal planners, and other interested parties of major court decisions and their ramifications to the practice.
 - 1 No work was done on this task during this quarter.

Energy Facility Siting Board Review - Task 4030 (low)

1. Review applications for energy facilities, including power plants, substations, power lines, storage and transport facilities, and other structures subject to Board review, for consistency with the State Guide Plan and impacts on the socioeconomic fabric of the state. This is done on a case-by-case, as-needed basis.
 - 1 There were no applications for review during this quarter.

State Property Review - Task 4035 (low)

1. Review proposed transactions affecting state-owned/managed properties for consistency with the State Guide Plan, preservation of open space values, and coordination with other applicable plans and programs.
 - 1 Six proposals affecting state-owned/managed properties were reviewed this quarter. One of the six proposals involved a subject parcel that was adjacent to the channel that connects Potter's Pond and Point Judith Pond. Staff advised the State Properties Committee that although the parcel was relatively small, its strategic location, and existing vegetation could serve to absorb pollutants from runoff that could otherwise enter the Pond(s). Staff recommended that any conveyance be structured so as to ensure that this buffer function be retained and that no increase in runoff would enter the Pond(s).
2. Coordinate with the Department of Transportation's process for land sales, acquisitions, leases, and licenses by serving as a member of DOT's Land Sales Committee.
 - 1 The DOT Land Sales Committee convened three times this quarter. The Division was represented at each meeting and recommended approvals on eight of nine proposals. One

proposal involved a request to release a railroad easement encumbering the use of five parcels owned by an applicant with the intent merging the parcels and developing the land. The Division recommended denial because the Transportation Improvement Program 2013-2016 identified these parcels for the construction of the East Bay Bike Path Extension Project. The Committee unanimously denied the proposal.

Intergovernmental Review Process - Task 4040 (*low*)

1. Review federal grant and loan applications, proposals for direct federal development and other actions, environmental impact statements, Army Corps of Engineers Permit requests, and other federally assisted actions subject to Executive Order 12372 to assure consistency with state and local plans.
 - 1 The Division processed 10 reviews in this quarter. All applications reviewed during this quarter were found to be consistent with state and local plans; however, one project was found to have the potential for affecting historical or archeological resources. In addition, a second project was found to be located in an environmentally sensitive area. In these instances, staff provided the findings to the applicants and provided contact information at the Rhode Island Historical Preservation and Heritage Commission and the Coastal Resources Management Council, respectively.
2. Semi-annually review, update, and post on the Division's website a list of Federal grants programs waived from State review.
 - 1 No action was taken on this task this quarter. Work on this task is expected to begin in the next quarter of this fiscal year with the update of the Division's website occurring in January.

Project Proposal Review - Task 4045 (*medium*)

1. Review CEDS Certification Applications and projects of the RI Economic Development Corporation and its subsidiaries, including the Quonset Development Corporation and the RI Airport Corporation, for consistency with the State Guide Plan.
 - 1 Two CEDS Certification Applications were reviewed this quarter. Staff offered preliminary feedback to one applicant who chose to withdraw the application and resubmit under a different Federal assistance program that was better suited to the project proposal. The other application was submitted by the RI Department of Environmental Management for the Port of Galilee Infrastructure Improvement Project. Acting in its role as the CEDS Committee for the State of Rhode Island, the State Planning Council determined that the proposal met the threshold requirements for funding eligibility under the Investments for Public Works and Economic Development Facilities Grant Program and awarded the project a CEDS Certification.
 - 1 One application was received from the RI Economic Development Corporation. The purpose of the proposed project was to secure financing for the acquisition of the approximately 40 acres of land constituting the I-195 Redevelopment District. This application was found to be consistent with the State Guide Plan.

Planning Challenge Grant Program - Task 4050 (*medium*)

1. Support the 2009 grant recipients as they work to close out their grants in accordance with the signed cooperative agreements. At the conclusion of the Cooperative Agreements, review final products to identify ways the Statewide Planning Program can assist entities in further implementing their projects.

- 1 Staff continues to offer technical assistance to the 2009 grant recipients. During this quarter, two grant recipients completed their work and staff reviewed all final products to ensure consistency with the cooperative agreements. There are currently 8 projects out of 18 awards from the 2009 grant round still ongoing.
2. Support the 2011 grant recipients as they work to implement their grants in accordance with the signed cooperative agreements, including sitting on project advisory committees and the provision of technical assistance as necessary.
 - 1 Staff has actively offered technical assistance to the 2011 grant recipients as they begin to ramp up their work efforts. Staff members have been assigned to provide technical assistance to 12 of the 15 grant projects and have been attending meetings and providing insight as needed. Over \$74,000 worth of local match services have already been completed.
3. Monitor grant recipient project progress through quarterly reporting and reimburse funding to grant recipients as necessary through processing of reimbursement requests.
 - 1 Staff continues to review all quarterly reports and to process all reimbursement requests from 2009 grant recipients, and to verify all figures and paperwork submitted, in a timely and efficient manner.
 - 1 Staff continues to review all quarterly reports from 2011 grant recipients, and to verify all figures and paperwork submitted, in a timely and efficient manner.
4. As resources allow, entertain new proposals for small grants to assist local or regional planning projects and qualified *planning-related* research projects that support implementation of the State Guide Plan's transportation and land use elements.
 - 1 No new resources have been identified for other grant programs at this time.

Planning Information and Resource Initiatives

Corresponding goals and strategies for the Rhode Island Geographic Information System (RIGIS) are as found in RIGIS Executive Committee's FY2012-FY2016 Strategic Management Plan. These are noted as follows ex. GIS1 = Goal 1, Strategy 1).

RIGIS Executive Committee Support - Task 5005 (medium)

1. Support the Executive Committee in leading the RIGIS effort as mandated by RIGL 42-11-10. Undertake routine administrative tasks associated with the Executive Committee's quarterly meetings. Revamp the historic RIGIS Annual Reports to instead report progress on action items laid out in the current RIGIS 5-year plan. Determine how to best go about archiving RIGIS related documents and datasets. (GIS1)
 - 1 Reserved meeting space, created and posted meeting agenda on the RI Secretary of State's website, updated attendee tent cards, and recorded one quarterly RIGIS EC meeting. At this meeting, a motion was presented and approved by vote to set a 2-year concurrent term limit to the Chair and Vice Chair officer positions. At the end of the term, each officer could decide to serve a second term or step down and hold an election for their replacement. Two new members were approved onto the RIGIS EC, and a presentation on RI GIS archival and records management was given by the RI State Archives & Records Administration. It was also decided in this meeting to set up task forces to accomplish the three highest priorities of RIGIS (State of RI Enterprise GIS, uses for new statewide LiDAR dataset, statewide municipal land parcels).

RIGIS State Agency Support - Task 5010 (medium)

1. Continue to develop an Enterprise GIS Architecture System for the State of Rhode Island following the implementation program recently produced in coordination with Esri. Implement Esri's recommendations related to GIS data production environment, software license pooling, SAN storage, cloud services and servers. The RIGIS Coordinator will initiate this by working with the RI Department of Information Technology (DoIT) Project Review Committee (PRC) to gain approval for a funded proposal to purchase, install and configure additional hardware and software through the newly available Master Purchase Agreement (MPA 230) for GIS services, and the updated MPA 183 with Esri. (G1S2)
 - 1 Because data storage needs was raised as an issue by RI DoIT during a PRC meeting, the RI Enterprise GIS project team met with RI DoIT data storage staff. Posted an editable version of the State of RI Enterprise GIS System Architecture Plan so that information could be updated to support DoIT creating a project data storage cost estimate. Held a meeting with staff from DoIT, Purchasing, DOT, DEM, EMA, DOH and Esri to discuss the possibility of setting up an Enterprise License Agreement (ELA) with Esri. An ELA would better allow the State to fully leverage new capabilities in Esri software, especially related to bringing GIS capabilities to agencies not currently using it.
2. Continue to provide leadership to State agencies in the coordinated development, standardization, dissemination, integration and utilization of GIS data. Examples include tasks associated with the Emergency Management Agency's Support Function V and Emergency Operations Center; the E-911 system's Pictometry, aerial photography, and site address and road centerline data maintenance; the Water Resources Board's municipal water distribution infrastructure data; the Building Division's real property dataset; the USGS National Hydrography Dataset stewardship program, as well as other new opportunities. (G1S4)
 - 1 Met with the RI E9-1-1 Enhanced Telephone System to discuss adopting federal addressing standards to better support the geocoding needs of State government agencies. It was determined that the needs of other state agencies are different from those of RI E9-1-1, and therefore adoption of federal addressing standards would not involve RI E9-1-1 directly. Ideas on how to pursue this project include applying for FGDC CAP grant funding, and possibly hiring an outside consultant to facilitate the creation of an automated procedure to migrate regular E9-1-1 site address point database extracts to the new standard.
 - 1 Met with Pictometry, and the City of Warwick and Town of Middletown Fire Departments to determine the feasibility of applying for Federal Fire grants to support the creation of updated statewide Pictometry imagery for RI. As of this quarter, it was decided that the time commitment required for these municipalities to spearhead the effort would be too great given other competing priorities. These and other grants will be investigated in future grant rounds.
 - 1 Facilitated communications between the USGS, RIDEM and URI regarding RI joining the USGS National Hydrography Dataset (NHD) stewardship program. It was determined that RIDEM would be the steward while actual work to update the NHD for RI would fall upon URI. Contract negotiations will soon follow.
 - 1 Continued to participate in the FCC NTIA Statewide Broadband Initiative (SBI). Met with Broadband RI (BBRI) program coordinator to discuss the future of broadband mapping once the 5-year project is completed. There is the possibility of folding future broadband

mapping needs into the FirstNet program being led by RI DoIT and RIEMA in collaboration with the RI first response and emergency management communities.

- 1 Attended the Vigilant Guard exercise in RI as a VIP tour observer. Learned that there are three different mapping applications used in the three emergency operations centers (state, state guard, military joint forces) in RI. Created a new State “mutual aid” discussion topic in our regional Emergency Management monthly user group meetings (NEGUG) facilitated by US Department of Homeland Security (DHS).
- 1 Attended a wrap-up session of Operation Irene II: Northeast Pilot Capstone Event which highlighted demonstrations of each New England state’s incorporation of an application called Virtual USA by the US DHS into their state’s emergency management operations. The RI National Guard showed how they folded Virtual USA into their RIVER situational operation viewing tool.

RIGIS Municipal Support - Task 5015 (medium)

1. Complete the effort to develop a standardized set of GIS map layers, a standard map design, and a series of required Comprehensive Plan maps that solely utilize publicly available RIGIS database map layers. Create additional documentation on how to use these new templates for the requirements document. (G1S5)
 - 1 Developed a clear understanding of the GIS needs of internal staff related to providing a map template for municipalities to use to help them create compliant Comprehensive Plan maps. Relayed this information to internal and external GIS staff involved in the creation of these map templates. Work is underway to create the templates, which we expect to complete in the next quarter. A related effort for next quarter to update the Comprehensive Plan Handbook will involve GIS staff who will help to provide guidance documentation on the creation of required Comprehensive Plan maps.
2. Provide technical assistance to municipalities in the coordinated development, dissemination, integration and utilization of GIS data. Continue to foster participation in the newly created RI Municipal GIS User Group. (G1S5)
 - 1 Attended a meeting of the RI Municipal GIS User Group, and presented the State’s need for the development of a statewide parcel database. Learned that municipalities are almost unanimously open to donating their current digital parcel data to the State, however don’t see the advantage of adopting statewide digital parcel standards. We have begun brainstorming on the most appropriate approach to determine the mutual benefits of standards adoption. The current plan involves presenting use cases (current and planned) by municipalities and outside organizations (primarily state agencies, insurance companies, surveyors, engineers, utility companies and graduate students). Planning for a RI Parcel Symposium in Q3.
 - 1 Attended a project kickoff meeting at the Town of Johnston to ensure that their project work plan complies with the Planning Challenge Grant Program requirements.
 - 1 Was invited to attend a first ever citywide GIS discussion at the City of Warwick. A new point person for GIS has been assigned by the Mayor in the City’s IT department to oversee GIS operations. This meeting included a presentation by Fuss & O’Neill on how the City is using GIS in their Sewer Operations Division, and by Esri on the current capabilities of GIS software and what it can be used for. This is good news for RIGIS as Warwick is the largest municipality without an organized GIS operation.

RIGIS Data Development - Task 5020 (high)

1. Procure a contractor to produce a new statewide seamless digital land cover/land use data set and associated impervious surfaces dataset based on RIDEM managed 2011 digital orthophotography and RIDOA-managed Spring 2011 LiDAR datasets as primary source documents. The deliverable datasets, which will serve to update the 2003-2004 Land Use Land Cover RIGIS layer and associated Impervious Surfaces data layer will be suitable for immediate use and entry into the RIGIS database, and used in developing a Regional Plan for Sustainable Development (RPSD). Statewide Planning will work with Purchasing to develop an RFP and select a vendor to perform the work associated with the final deliverables mentioned above and also production of a summary document outlining the methods and procedures used in developing the datasets.
 - 1 RIDEM created a draft technical scope of work for the creation of a statewide updated land cover/land use dataset by combining the requirements of the RIDEM to support Habitat Mapping and RIDOA to support statewide planning. Basically, this boils down to RIDEM providing financial support for coding the natural environment, and RIDOA providing financial support for coding the built-up environment. Because RIDEM is utilizing the USGS GPSC contracting mechanism, the USGS has reviewed the scope of work and has provided questions for resolution. RIDEM is coordinating answers for these questions. RIDOA has a draft Joint Funding Agreement between RIDEM and RIDOA that is ready for signatures pending the completion of a final scope of work next quarter.
 - 1 In the next quarter, following the completion of a signed contract between USGS and RIDEM, an RFP will be released by USGS for their pre-approved vendors to submit a proposal. The USGS will select a vendor and the project will proceed. It is currently expected that the project will complete no later than the end of CY2013.
2. Continue efforts to determine how to best create a seamless statewide municipal database to include parcel, land use and zoning data layers at a minimum. This includes the creation of a repository for municipal boundary survey monument locations to be used to improve the accuracy of the RIGIS municipal boundary dataset, an effort to standardize and require land use codes from municipal assessors, and an investigation into the feasibility of a set-aside for GIS dataset creation/update in the next Division of Planning Challenge Grant round to support land parcel, future land use, and zoning mapping. (G2S3)
 - 1 Attended a General Membership Meeting of the RI Society of Professional Land Surveyors (RISPLS GMM) where the topic of discussion was municipal boundaries. Learned that it may be unfeasible to approach a statewide municipal boundary mapping project, since in order to do it right, we would have to locate all boundary monumentation using surveyed information. Monuments would not only include state, municipal and transportation corridor monuments, but also all new monuments placed by surveyors while mapping land parcels on municipal boundaries. The task of locating, cataloging and digitizing all of this information found in municipal Clerk offices would involve an enormous coordination effort if not undertaken as a single statewide project by an outside contractor. It was decided to table this effort until an appropriate funding source and lead State agency was identified.
3. Initiate production of a composite municipal future land use map. This effort will involve deciding upon a standard land use classification scheme and applying it to each municipality to create a statewide GIS map layer (see task 1025.2). On a related note, determine how to best approach a new statewide land cover mapping project to support an update to the underlying Land Use 2025 datasets. This analysis was last performed against 2003/2004 aerial imagery. (G2S3)
 - 1 No activity this quarter. No planned activity due to lack of staff availability. See tasks 5020.1 for more information on the status of updated statewide land cover mapping.

4. Incorporate new datasets into the RIGIS database as they become available. Potential additions for this year include eight individual datasets representing wire line and wireless service availability in Rhode Island; updated point datasets for libraries, schools, fire stations, police stations, city & town halls; and possibly community health centers as well. (G2S2)
 - 1 New orthophotography of Narragansett Bay and RI coastal waters to support eelgrass mapping was collected in July 2012 and added to the RIGIS database.
 - 1 A new fishing and boating access dataset from RIDEM was added to the RIGIS database. This new dataset represents the location of publicly accessible boating and fishing access points across RI that are either owned or maintained by the RIDEM. This includes an attribute field that denotes whether or not the location represents shore fishing access, small craft launch area, or a boat ramp.
 - 1 Wireline broadband availability data compiled by Broadband Rhode Island (BBRI) in partnership with facilities-based broadband providers that service Rhode Island will be added to the RIGIS database next quarter.
5. Update existing and create new RIGIS data layer standards to follow Federal standards. Create a list of adopted and draft Federal GIS data layer standards. Conduct a study assessing the conformance of currently available municipal data with updated RIGIS standards. (G3S1)
 - 1 Efforts to adopt new FGDC addressing data standards are discussed earlier in this document (see task 5010.2). The RIGIS Executive Committee's Standards Working Group is currently working on updating dated (circa 2003) RIGIS parcel standards using regional state's efforts and needs from RIGIS members as source input. At the current time, an outline of the new standards is complete and a target date of the end of next quarter has been set for a new draft standards document. This updating work is mainly a volunteer effort by the RIGIS community facilitated by RIDOA.

RIGIS Data Delivery - Task 5025 (high)

1. Continue to support the maintenance and enhancement of the RIGIS database in cooperation with the University of Rhode Island Environmental Data Center (EDC) and ensure the availability of data within the public sector and to the citizenry of Rhode Island as mandated by RIGLs 42-11-10 and 16-32-30. Renew annual funding agreement with EDC for the same. (G2S1)
 - 1 The Historical Cemeteries and Municipal Sewered Areas RIGIS datasets were updated this quarter. Planned updates for all RI E9-1-1 datasets (driveways, road centerlines, site address points and fire hydrants as visible in orthophotography) are planned for next quarter. See task 5020.4 for a list of new datasets made available.
2. Continue to improve the capabilities of the RIGIS website by: implementing a modern data delivery system for tiled data; creating new subsections of the website for each RIGIS Executive Committee working group; and implementing a municipal parcel data collection and distribution mechanism. (G4S2)
 - 1 The RIGIS Executive Committee Data Distribution Working Group put together a draft list of enhancements for review by other RIGIS EC working group chairs. This vision document describes new features that the working group would like to eventually see implemented for the RIGIS data distribution website. This list will be finalized next quarter. Note that the RIGIS work program for URI includes an item to update the RIGIS website.

3. Continue the overall effort in cooperation with the URI EDC to publicize the availability of GIS assistance and guidance to State agencies, US and State legislators, municipal government, non-profit agencies and educational institutions through liaison efforts and outreach programs to stimulate the use and implementation of GIS. (G5S5)
 - 1 Continued to announce local and regional GIS related events, seminars and meetings by several social media methods. These include the RIGIS website, RIGIS-L listserv, RIGIS Google event calendar, RIGISnews blog, @RIGIS twitter account, and the RIGIS Coordinator's (Shane White) LinkedIn page.

RIGIS Data Analysis and Mapping - Task 5030 (high)

1. Use derived products from the newly acquired statewide New England LiDAR-based elevation data set to support transportation, environmental and emergency management planning efforts related to sea level rise, hurricanes, coastal storms, flooding and storm damage (see task 1030). Continue to assist staff with GIS analysis such as that involved with the impact of sea level rise on transportation infrastructure using LiDAR data products. Incorporate analysis data products in the RIGIS database where appropriate. (G2S3)
 - 1 A project proposed by the URI-EDC to RIDOT to generate other map products (contours, elevation models, hillshade models, etc.) is pending funding approval by the US DOT. It is expected to receive US DOT approval next quarter.

RIGIS User Group Participation and Professional Development - Task 5035 (low)

1. Renew memberships, participate on boards and committees, and attend regular conferences of the National States Geographic Information Council (NSGIC), New England chapters of the Urban and Regional Information Systems Association (NEURISA) and Geospatial Information & Technology Association (GITA-NE), and the NorthEast ARC (NEARC) Esri GIS software user group as a means of expanding professional networks and opportunities to collaborate. (G1S4)
 - 1 Actively participated as Secretary at the NSGIC 2012 Annual Conference. After accepting a nomination to the Board of Directors by the Incoming NSGIC President, Shane White gave his stump speech at the conference and was later elected to the Board of Directors at the conference. This presents an enormous opportunity for RI and RIGIS. Board Membership will give the State of Rhode Island direct access into the weekly operations of the only national organization devoted to the geospatial needs of State governments. NSGIC provides a collective voice for state GIS coordinators on all Federal government geospatial initiatives. Major Federal participants in NSGIC include the US Census, the USGS, the USDOT, and the FCC.
 - 1 Attended an annual in-person meeting of the NEURISA Board of Directors. Completed final planning of NEURISA Day 2012 event being held next quarter. RI responsibilities included finalizing arrangements from a speaker from Trimble to talk about their Unmanned Aerial System (UAS) called GateWing, and the annual conference's Exhibitor Speed Networking event where each exhibitor gets to meet face-to-face with each attendee to present their offerings. Since a RI representative was leaving the Board, a new RI nominee was presented for consideration.
2. Attend geospatial conferences, seminars and meetings to better understand how RIGIS can help its members incorporate new developments in technology. (G5S4)
 - 1 Met separately with the GIS Coordinators in CT and MA. Discussed many shared responsibilities and initiatives. Decided to work together on statewide addressing and parcel mapping approaches in our states. Discussed how CT can play a greater role in

NSGIC and how RI can take advantage of many State geospatial advancements made in MA.

- 1 Attended a RISPLS general membership meeting on Building Construction in Coastal A Zones. Learned that the shoreline is a moving entity and requires constant site surveying to ensure compliance with State building codes. Gave an update on the current status of RIGIS LiDAR elevation mapping.

Census Data Center Responsibilities - Task 5040 (medium)

1. Continue operations as lead agency of the State Data Center (SDC), the principal point of contact with the U. S. Census Bureau and organizational manager of the network of Coordinating and Affiliate agencies.
 - 1 Ongoing operations took place as lead agency of the RI State Data Center, performing the various duties noted below. Contact was made with affiliate agencies to ensure proper contact information for distribution of census data products and information, and to assist in the production of the Census Bureau required annual report.
2. Conduct annual survey of Group Quarters populations by facility, and submit completed report to the Federal/State Cooperative for Population Estimates, U.S. Census Bureau.
 - 1 Staff distributed survey of occupied bed counts for 2010 and 2011 and received information back from the colleges, hospitals, and prisons in the state, as well as collected information from nursing facilities and homeless shelters bed counts for inclusion in the annual survey submitted to the Population Estimates Program.
3. Compile vital statistics data from records on file with the Department of Health and submit a detailed report of births and deaths by race and ethnicity, by county, to the Population Estimates Division of the U.S. Census Bureau.
 - 1 Collected birth and death data from the RI Department of Health by county and uploaded the data in spreadsheet form to the Population Estimates Division of the Census Bureau for use in creating the Population Estimates annual intercensal population estimates.
4. Assist the Geography Division of the U.S. Census Bureau in the annual proceedings for completion of the Boundary and Annexation Survey (BAS). The BAS is used to update information about the legal boundaries of all governmental units within the state. The Census Bureau uses the BAS information to tabulate data for decennial censuses and intercensal surveys.
 - 1 No Activity this quarter
5. Complete annual report documenting census related activities conducted by member agencies of the Rhode Island State Data Center. Submit completed report to the Customer Liaison Office of the U.S. Census Bureau.
 - 1 This report is done in the 4th quarter.

Census Data Analysis - Task 5045 (high)

1. Monitor and report on the Sustainable Communities Initiative baseline performance measures as required by HUD.
 - 1 Performed the initial data collection and analysis needed for the required baseline performance measures, and flagship sustainability indicators and reported them to HUD. Two indicators were granted a waiver by HUD as more instruction was necessary. HUD is

developing clearer guidelines to develop those indicators and when those are developed, the proper analysis will be performed.

2. Complete 2010 – 2040 population projections which are central to forecasting land use, housing, transportation, water and sewer infrastructure, education and social service needs. The first step in the process will be to develop a methodological approach that produces more accurate results for individual municipalities than those that have been used in the past. Specific methodologies to be examined include the trend extrapolation, housing unit, ratio and cohort models. These models will be retroactively tested and compared to actual 2010 population counts for select number of municipalities. These initial results will be evaluated for their overall reasonableness, the appropriateness of the required assumptions, the availability and quality of required data, and the suitability of results to state and the local needs. Once a methodology has been chosen, staff will then complete the projection for each municipality and synthesize those into a statewide estimate.
 - 1 Made analysis-driven decisions about population projection methodology through the following steps: Generated a short written report that discusses methodologies for trend extrapolation-based population projections. Graphed the results of 10 extrapolation methods for 39 cities and towns, five counties, and the state. Created PowerPoint slides from the report and graphs and presented the findings to supervising staff, who discussed methodology considerations for the final projections. In this conversation and in follow-up analysis, decided on a “top-down” approach, using the cohort-component method for the statewide population projections, a trend-extrapolation based on share of growth by city and town for city/town projections, and qualitative information where appropriate about likely areas of growth and decline in the state.
 - 1 Developed death and birth components and started developing migration components to be included in the statewide cohort component model: (1) developed assumptions for and projections of 5-year survival rates by age and sex for 2010-2040 in five year increments, using Census counts and population estimates, RI Department of Health death data, and U.S Social Security Administration projections of changes in life expectancy; (2) developed standard fertility rates by race for use in projections 2010-2040, using Department of Health data on births and Census counts and estimates, and adopted national birth sex ratios by race for the RI population projections; (3) developed assumptions for and projections of statewide net migration rates using linear regression to analyze past net migration calculated through the “residual method” (1980-2010) and basic economic assumptions; (4) started developing assumptions for and projections of net migration for 2010-2040 in five-year increments by age and sex by analyzing past net migration trends calculated through the cohort component method. These components will be incorporated in the projection model.
3. Complete “Census Data for Transportation Planning”. This publication will present the most current American Community Survey Data (ACS) estimates identifying travel characteristics of workers in Rhode Island. Specific tables will include, “Employed – by Place of Work”, “Employed – by Place of Residence”, “Commuting to Work by Mode of Transportation”, “Mean Travel Time to Work”, and Vehicle Availability”. It will include analysis of the changes in transportation over time, a summary of what policies should be considered in influencing modal shifts, and include an overview of other successful programs nationwide that have shown changes in transportation mode.
 - 1 No Activity this quarter
4. Continue to publish and distribute regular informational bulletins presenting census data analysis on specific topics (i.e.; School Enrollment, Educational Attainment, Child Poverty Rate, Language

Spoken at Home, Grandparent Caregivers, and also Economic Census topics such as Demographic Profile of the Rhode Island Workforce in Different Industries, Wages in the State, and Overview of Industries in the State by Total Employment etc.,).

1 Wrote and published three data-based informational bulletins on Commuting to Work, Geographic Mobility, and Children's Well-Being in Rhode Island. For each report, either conducted original analysis of American Community Survey data (Commuting to Work and Geographic Mobility) or analyzed recently published indicators (Children's Well-Being) in the context of common concerns of local planners, such as housing, economic development, and demographic change in Rhode Island. Each bulletin was posted on the Rhode Island Statewide Planning website and a synopsis for each was included in the monthly newsletter published by Rhode Island Statewide Planning.

Census Data Support - Task 5050 (*low*)

1. Assist state and local governmental entities, community agencies, business enterprises, educational institutions, and the general public in accessing, understanding and analyzing pertinent Census products. Provide demographic, social, economic, and housing reports, as requested. Maintain a written log of all requests for assistance including documentation of type of assistance requested, reason for request, entity making request and time needed to fulfill the request.
 - 1 Conducted research by request on Census findings and other data issues for state agencies and local government. This included retrieving Census datasets and creating Excel charts for some agencies/governments, and providing guidance on how to obtain and analyze data in other cases. Staff also provided internal guidance to Statewide Planning staff on Census and other data issues that arose while reviewing comprehensive plans. All requests made and services provided were documented in Statewide Planning's new performance management system.
2. Conduct a survey of the state's planning community to gauge planners greatest Census data service needs including demographic analysis and thematic mapping, trainings on census data products and data retrieval tools, topical data reporting, common data requests for grant writing. The results of this survey will help guide the development of Planning Information Center monthly Census informational briefs and Technical Paper topics for FY 13 and beyond.
 - 1 Wrote draft questions for this survey, taking into account the anticipated website redevelopment and feedback gathered during previous outreach on technical assistance and capacity building needs in the state's planning community.

Census Data Distribution - Task 5055 (*medium*)

1. Act as the statewide agent for the distribution of census materials to SDC agencies and other interested parties. Maintain a publicly accessible library of census materials, including CD-ROMs, DVDs, published reports, maps, etc.
 - 1 The Population and Housing Unit Counts U.S. Census Bureau publication was printed, bound and made available in the Graphics library of census data products. No other materials were sent for distribution this quarter.
2. Support the Program's challenge grant award to the Providence Plan by working with them to design and implement a website and supporting GIS database for the newly available 2010 US Census data products. Compile a list of GIS data layers that would help planners and analysts perform their required duties, and coordinate their creation.

- 1 Discussed progress on the Community Profiles project in a presentation and discussion with Providence Plan. Recommended a short list of additional datasets that Providence Plan could consider for its Community Profiles, based on outreach from the Sustainable Communities Capacity Building/Technical Assistance work.
3. Continue to revise and update data products currently available on Statewide Planning's census webpage including tables comparing 2000 and 2010 population and 2000 and 2010 economic, housing, social, and employment data, 2011 American Community Survey (ACS) products, and data tables on jobs and wages. Additionally, tables tracking historical population change since 1800 at the state, county and local level will be updated. Revise webpage layout with launch of new Statewide Planning website to make data more easily accessible.
 - 1 New and existing census webpage content and draft layout was developed this quarter to be deployed when development template is provided to the division.

Website development and maintenance - Task 5060 (high)

1. Deploy and maintain a redesigned Division of Planning website that comports to the standards and design of the State of Rhode Island. Populate new website content based on the principal that the site should be the Program's primary vehicle for distributing up to date "planning information" and provide easily accessible and up-to-date information for our customers. Explore opportunities for providing on-line completion and submission of agency forms. Improve the availability of local documents on the Division of Planning website including comprehensive plans, zoning ordinances and development regulations.
 - 1 Generated full first draft of website content for the new website based on content supplied by Supervising Planners from all units within the Division.
2. Initiate communications with Program Supervisors on a quarterly basis to identify and execute web site maintenance and update needs that otherwise have not been previously identified.
 - 1 On-going communications with supervisors and planners regarding changes and needs of each section. Development template under development by the RI.Gov vendor during this quarter.

Statewide Planning Program monthly E Newsletter – Task 5065 (high)

1. Continue the production and distribution of the Division of Planning monthly E-newsletter to interested stakeholders as a means of publicizing federal, state, and local opportunities for funding, networking and educational opportunities in transportation, land use, climate change and other relevant topics.
 - 1 Distributed the Statewide Planning E-newsletter in July, August and September. This newsletter highlighted the on-going activities and projects of the Statewide Planning Program as well as news, educational opportunities and grant availability from other state and federal sources.

Aerial Photography Access and Archiving – Task 5070 (low)

1. Manage the State's multi-year inventory of aerial photography, and provide controlled loan access to public and private organizations and individuals to such images for out of house duplication.
 - 1 Attorneys, government officials and the general public viewed 35 aerials during this quarter with requests for 25 copies to be sent out and printed by state approved vendor. Certification of five copies/duplicates were requested and certified by Statewide Planning for use in court. Additionally, staff received 5 requests by phone for general information

and procedures regarding viewing and duplicating aerial photographs. All requests made and services provided were documented in Statewide Planning's new performance management system.

2. Complete preservation strategies and efforts to properly archive and safeguard deteriorating original historic aerial photographs and other reference materials dating back to 1938.
 - 1 Ongoing preservation of aerial photos and other materials. Awaiting receipt of proper materials such as archival envelopes from the Secretary of State's Archival Division.

Publication Archives – Task 5075 (low)

1. Maintain the Program's electronic and paper copy archives of publications including responsibility for the upkeep of the Program's library.
 - 1 This task is ongoing quarterly. Staff received and archived electronically Water 2030, Transportation Improvement Program 2013-2016, Transportation Improvement Program 2009-1012 Amendment Number 13.

Graphic Design Support – Task 5080 (medium)

1. Assist staff in the design, layout, formatting, printing and distribution of publications and other graphical products.
 - 1 Printed mass copies of brochures for the Land Use section of SPP, including the general information brochure for Rhode Island Water 2030, and Issue Brief brochure for cities and towns on Water 2030.
2. Compile and manage Program wide hard copy and electronic image catalogs representing scenes and sites of the State of Rhode Island for use in presentations, reports and other publications. Ensure that the catalogs are easily accessible for staff use.
 - 1 This task is ongoing quarterly.

Support to Other Agencies

Housing Program Support - Task 6010) (medium)

1. Work with GrowSmart RI, Rhode Island Housing, the Housing Resources Commission and other partners in providing technical assistance to communities in support of implementation of local affordable housing plans through inclusionary zoning techniques and related land management practices, design, and financing.
 - 1 Worked with local governments to ensure that planning for meeting local affordable housing goals is included in comprehensive plans.

Community Development Program Support - Task 6020 (medium)

1. Assist in the operation of the Community Development Block Grant (CDBG) Program including program reporting mechanisms, review and analysis of annual CDBG applications, and administrative support including budgeting, mailings and copying.
 - 1 Statewide Planning Program staff served on the 2012 CDBG award Committee. Through this activity staff reviewed over 275 municipal funding requests to ensure that proposed projects were consistent with the State's long range land use, transportation, housing, economic and environmental development plans. In the end 159 projects from 29 municipalities were awarded \$4.3 million in Department of Housing and Urban Development CDBG funds. No funds were awarded to projects that were not consistent with the plans

noted above and therefore the activity was found to be a sound investment of resources that matched the philosophies of the Federal Governments Sustainable Communities Initiative.

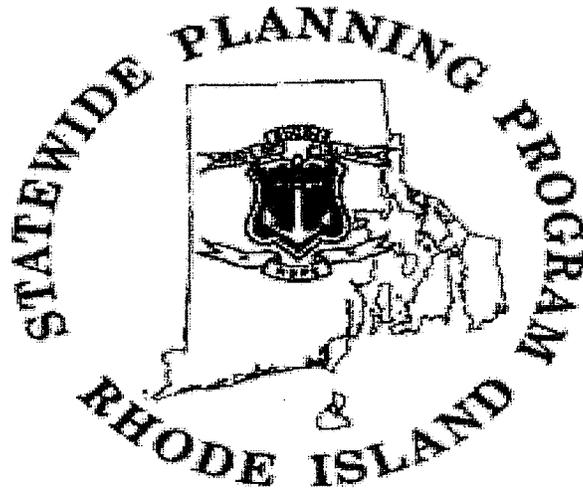
Management and Administration - Task 7010 (High)

1. Direct agency activities. Carry out administrative functions, including financial administration, personnel management, time tracking reporting, scheduling and public relations. Maintain and execute Memorandums of Understanding with external agencies for all cooperative development or updating of State Guide Plan elements.
 - 1 Administrative activities of the agency have been carried out as required.
2. Continue hiring activities to achieve the staffing levels authorized under approved budgets. Post vacant positions, select candidates, and interview, assess and hire in coordination with the Department of Administration's Office of Human Resources and Personnel.
 - 1 Received approval to post Principal Transportation Research Technician position and posted that position. Posting period will close in the second quarter.
3. Staff the State Planning Council/MPO, Technical Committee, Transportation Advisory Committee and all pertinent subcommittees. Arrange meetings; prepare agendas, minutes, and meeting materials; and perform other administrative functions.
 - 1 The State Planning Council met twice during this quarter. At those meetings, they adopted the FY13-16 Transportation Improvement Program, approved the CEDS annual reports and certified a project as eligible for CEDS funding. The Technical Committee met twice during this quarter. At those meetings, they approved a Highway Functional Classification System Amendment and recommended approval to the State Planning Council of the FY13-16 TIP and a CEDS project for certification. The Transportation Advisory Committee met twice during this quarter. At those meetings, they received an overview of the new federal transportation legislation, MAP-21 and considered and recommended the scope of the update of the Long Range Transportation Plan.
4. Complete quarterly reporting requirements of the Federal Highway and Transit Administrations. Separate reports to be submitted in October of 2012 covering the period from July 2012 through September 2012; January of 2013 for the period of October through December; and May of 2013 for the period March through April. Quarterly reporting for the period of April 2013 through June 2013 shall be accomplished through submittal of the 2014 Unified Transportation Work Program.
 - 1 Reporting for the first quarter is now complete.
5. In cooperation with the Rhode Island Secretary of State's Office, complete a public records retention schedule which meets the requirements of RIGL 38-3, Public Records Administration. Committee postings.
 - 1 The records retention schedule for the Division of Planning has been submitted to the Secretary of State's Office for review and approval. All schedules have been approved with the exception of RIGIS and the Office of Housing and Community Development which are still under review.
6. Manage Committee postings within the Department of Administration building at One Capitol Hill and on the Secretary of State website in accordance with the Open Meetings and Access to Public Records laws.

- 1 Committee posting within the Department of Administration building and on the Secretary of State website have been completed in accordance with the Open Meetings and Access to Public Records laws.

III. FINANCIAL REPORTING

The Statewide Planning Program's detailed financial reports for the first quarter can be found below.



**Statewide
Planning
Program**

**Monthly Cost
Accounting**

As of September 2013

Statewide Planning

Hours Expended by Task Number

As of September 2012 25% of Fiscal Year 2013

No. of Hours Assigned in the Work Program	Hours Expended	Percent Expended	Task Number	Task Title	Funding Sources								
					SPP	FTA	80% EDA	100% FHWA	80% RI AIR	OHCD	SRTS	EFSB	
4,935.0	1,141.9	23.1%	7010	MANAGEMENT AND ADMINISTRATION	Distributed to All								
7,805.0	3,109.0	39.8%	8010	PAID LEAVE	Funding Sources								
665.0	278.3	41.8%	1005	SURFACE TRANSPORTATION PLAN	30%	11%			59%				
980.0	326.3	33.3%	1010	STATE RAIL PLAN	30%	11%			59%				
245.0	105.5	43.0%	1015	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	30%	11%			59%				
665.0	9.6	1.4%	1020	TRAVEL DEMAND MODELING	30%	11%			59%				
525.0	26.3	5.0%	1025	AIR QUALITY CONFORMITY ANALYSIS	30%	11%			59%				
490.0	61.8	12.6%	1030	TRANSPORTATION BASED CLIMATE CHANGE ACTIVITIES	30%	11%			59%				
315.0	73.0	23.2%	1035	CONGESTION MANAGEMENT TASK FORCE	30%	11%			59%				
455.0	127.8	28.1%	1040	ACCESS MANAGEMENT	30%	11%			59%				
210.0	0.5	0.2%	1045	STATE EMPLOYEE COMMUTER TASK FORCE	30%	11%			59%				
175.0	33.8	19.3%	1050	TRANSIT PLANNING	30%	11%			59%				
70.0	47.5	67.9%	1055	AIRPORT PLANNING	30%	11%			59%				
175.0	-	0.0%	1060	CORRIDOR PLANNING	30%	11%			59%				
980.0	96.4	9.8%	1065	TITLE VI / ENVIRONMENTAL JUSTICE	30%	11%			59%				
595.0	134.5	22.6%	1070	SRTS - GENERAL OVERSIGHT								100%	
525.0	80.9	15.4%	1075	SRTS - GRANT MANAGEMENT								100%	
210.0	67.2	32.0%	1080	SRTS - PUBLIC OUTREACH								100%	
490.0	4.5	0.9%	1085	TRANSIT ORIENTED DEVELOPMENT PLANNING	30%	11%			59%				
280.0	165.8	59.2%	1090	CONTINUING TRANSPORTATION PLANNING PROCESS	30%	11%			59%				
875.0	9.0	1.0%	2010	TRANSFER OF DEVELOPMENT RIGHTS	30%	11%			59%				
560.0	101.5	18.1%	2020	VILLAGE AND GROWTH CENTERS	30%	11%			59%				
175.0	66.8	38.1%	2025	STATE LAND USE PLAN	30%	11%			59%				
245.0	156.2	63.8%	2030	WATER SUPPLY PLANNING	30%	11%			59%				
175.0	56.6	32.3%	2040	WATERSHED PLANNING	30%	11%			59%				
1,155.0	263.7	22.8%	2050	ENERGY PLANNING	30%	11%			59%				
70.0	14.2	20.3%	2060	RECREATION, CONSERVATION & OPEN SPACE PLANNING	30%	11%			59%				
840.0	23.1	2.7%	2070	SOLID WASTE MANAGEMENT PLANNING	30%	11%			59%				
2,170.0	538.2	24.8%	2080	SUSTAINABLE COMMUNITIES INITIATIVES	30%	11%			59%				
245.0	293.3	119.7%	2090	OTHER LAND USE PLANNING ACTIVITIES	30%	11%			59%				
350.0	122.5	35.0%	3010	GRANT MANAGEMENT					100%				
350.0	164.5	47.0%	3015	CONSORTIUM MANAGEMENT					100%				
350.0	165.2	47.2%	3020	STATE HOUSING PLAN					100%				
350.0	81.5	23.3%	3025	STATE ECONOMIC DEVELOPMENT PLAN					100%				
280.0	22.5	8.0%	3030	RPSD IMPLEMENTATION PROGRAM					100%				
210.0	22.0	10.5%	3035	GROWTH CENTERS					100%				
140.0	39.5	28.2%	3040	CAPACITY BUILDING AND TECHNICAL ASSISTANCE					100%				
490.0	103.0	21.0%	3045	SOCIAL EQUITY ADVISORY					100%				
350.0	107.5	30.7%	3050	PUBLIC PARTICIPATION, OUTREACH, COMMUNICATIONS					100%				
140.0	128.0	91.4%	3055	PERFORMANCE MEASURES					100%				
2,800.0	774.6	27.7%	4005	COMP PLANNING PROGRAM ADMINISTRATION	25%	10%			65%				
1,120.0	103.3	9.2%	4010	COMP PLAN HANDBOOK, RULES, REGS	30%	11%			59%				
315.0	3.5	1.1%	4015	STATE GUIDE PLAN MAINTENANCE	30%	11%			59%				
1,295.0	347.3	26.8%	4020	LOCAL PLANNING ASSISTANCE	30%	11%			59%				
595.0	123.1	20.7%	4025	LEGISLATIVE/CASE LAW ASSISTANCE	30%	11%			59%				
245.0	2.9	1.2%	4030	ENERGY FACILITY SITTING BOARD									100%
70.0	22.0	31.4%	4035	STATE PROPERTY REVIEW	30%	11%			59%				
560.0	90.9	16.2%	4040	INTERGOVERNMENTAL REVIEW	30%	11%			59%				
280.0	90.1	32.2%	4045	PROJECT PROPOSAL	30%	11%			59%				
175.0	63.5	36.3%	4050	PLANNING CHALLENGE GRANT PROGRAM	20%				80%				
350.0	42.8	12.2%	5005	RIGIS EXECUTIVE COMMITTEE SUPPORT	20%	15%			65%				
840.0	87.3	10.4%	5010	RIGIS STATE AGENCY SUPPORT	30%	11%			59%				
315.0	32.6	10.3%	5015	RIGIS MUNICIPAL SUPPORT	30%	11%			59%				
525.0	39.3	7.5%	5020	RIGIS DATA DEVELOPMENT	30%	11%			59%				
140.0	16.6	11.9%	5025	RIGIS DATA DELIVERY	30%	11%			59%				
630.0	15.7	2.5%	5030	RIGIS DATA ANALYSIS	30%	11%			59%				
210.0	149.3	71.1%	5035	RIGIS USER GROUP	30%	11%			59%				
350.0	110.5	31.6%	5040	CENSUS DATA CENTER	30%	11%			59%				
1,155.0	287.1	24.9%	5045	CENSUS DATA ANALYSIS	30%	11%			59%				
210.0	11.5	5.5%	5050	CENSUS DATA SUPPORT	30%	11%			59%				
420.0	22.0	5.2%	5055	CENSUS DATA DISTRIBUTION	30%	11%			59%				
1,680.0	150.2	8.9%	5060	WEBSITE DEVELOPMENT AND MAINTENANCE	40%	10%			50%				
385.0	46.8	12.2%	5065	SPP E NEWSLETTER	40%	10%			50%				
105.0	108.7	103.5%	5070	AERIAL PHOTOGRAPHY ACCESS AND ARCHIVING	40%	10%			50%				
175.0	25.0	14.3%	5075	PUBLICATION ARCHIVES	40%	10%			50%				
245.0	166.0	67.8%	5080	GRAPHIC DESIGN SUPPORT	40%	10%			50%				
420.0	96.0	22.8%	6010	HOUSING PROGRAM SUPPORT	30%	10%			60%				
1,155.0	473.0	41.0%	6020	CDBG SUPPORT	20%					80%			
			8020	CENTRAL BUSINESS OFFICE					100%				
245.0	-	0.0%	8030	SRTS GRANTS FUNDS	20%	16%			64%				

47,320.0 11,870.4 25.1% Total

Statewide Planning
 Dept. of Administration
 Expenditures by Funding Source
 September FY 2013

Account Number	Account Name	FY 2013 Budget	YTD Budget	YTD Expense	Variance
1165101	Systems Planning	749,098	187,274.50	128,829	58,446
1165101	EFSB	31,594	7,898.50	305	7,594
1165103	OHCD	71,829	17,957.25	3,744	14,213
1166102	FTA	297,373	74,343.25	65,877	8,466
1166122	Sus. Communities	246,607	61,651.75	43,662	17,990
1170101	FHWA	1,658,439	414,609.75	326,543	88,067
1170101	FHWA- SRTS	123,096	30,774.00	24,744	6,030
1180101	RI AIR Quality	10,000	2,500.00	-	2,500
	Sub Total	3,188,036	797,009	593,704	203,305
Contractual and Pass Thru Grants					
1166102	FTA	237,000	59,250.00	-	59,250
1166122	Sus. Communities	1,000,000	250,000.00	-	250,000
1170101	FHWA	1,628,000	407,000.00	180,591	226,409
1170101	FHWA- SRTS	2,191,000	547,750.00	-	547,750
	Sub Total	5,056,000	1,264,000	180,591	1,083,409
	Grand Total	8,244,036	2,061,009	774,295	1,286,714

Statewide Planning
 Department of Administration
 Monthly Cost Accounting
 September 2012

Task Number	Task Title	% of Budget		
		FY 2013 Budget	Total Expended	(September 25%)
1005	SURFACE TRANSPORTATION PLAN	47,491	18,150	38.22%
1010	STATE RAIL PLAN	74,386	21,281	28.61%
1015	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	17,660	6,878	38.95%
1020	TRAVEL DEMAND MODELING	40,575	623	1.54%
1025	AIR QUALITY CONFORMITY ANALYSIS	32,436	1,712	5.28%
1030	TRANSPORTATION BASED CLIMATE CHANGE ACTIVITIES	34,859	4,028	11.55%
1035	CONGESTION MANAGEMENT TASK FORCE	23,647	4,762	20.14%
1040	ACCESS MANAGEMENT	33,628	8,336	24.79%
1045	STATE EMPLOYEE COMMUTER TASK FORCE	15,107	33	0.22%
1050	TRANSIT PLANNING	12,326	2,205	17.89%
1055	AIRPORT PLANNING	4,760	3,098	65.09%
1060	CORRIDOR PLANNING	12,326	0	0.00%
1065	TITLE VI / ENVIRONMENTAL JUSTICE	69,019	6,288	9.11%
1070	SRTS - GENERAL OVERSIGHT	41,386	8,773	21.20%
1075	SRTS - GRANT MANAGEMENT	36,518	5,277	14.45%
1080	SRTS - PUBLIC OUTREACH	14,609	4,383	30.00%
1085	TRANSIT ORIENTED DEVELOPMENT PLANNING	36,791	294	0.80%
1090	CONTINUING TRANSPORTATION PLANNING PROCESS	14,856	10,812	72.78%
2010	TRANSFER OF DEVELOPMENT RIGHTS	99,676	587	0.59%
2020	VILLAGE AND GROWTH CENTERS	35,742	6,617	18.51%
2025	STATE LAND USE PLAN	13,195	4,354	33.00%
2030	WATER SUPPLY PLANNING	21,960	10,189	46.40%
2040	WATERSHED PLANNING	13,331	3,692	27.69%
2050	ENERGY PLANNING	80,440	17,201	21.38%
2060	RECREATION, CONSERVATION & OPEN SPACE PLANNING	5,278	926	17.55%
2070	SOLID WASTE MANAGEMENT PLANNING	71,872	1,504	2.09%
2080	SUSTAINABLE COMMUNITIES INITIATIVES	156,166	35,106	22.48%
2090	OTHER LAND USE PLANNING ACTIVITIES	20,945	19,132	91.34%
3010	GRANT MANAGEMENT	20,497	7,991	38.98%
3015	CONSORTIUM MANAGEMENT	20,497	10,730	52.35%
3020	STATE HOUSING PLAN	20,497	10,776	52.57%
3025	STATE ECONOMIC DEVELOPMENT PLAN	20,497	5,316	25.94%
3030	RPSD IMPLEMENTATION PROGRAM	16,398	1,468	8.95%
3035	GROWTH CENTERS	12,793	1,435	11.22%
3040	CAPACITY BUILDING AND TECHNICAL ASSISTANCE	8,941	2,577	28.82%
3045	SOCIAL EQUITY ADVISORY	28,201	6,719	23.82%
3050	PUBLIC PARTICIPATION, OUTREACH, COMMUNICATIONS	20,497	7,012	34.21%
3055	PERFORMANCE MEASURES	8,694	8,349	96.04%
4005	COMP PLANNING PROGRAM ADMINISTRATION	143,084	50,526	35.31%
4010	COMP PLAN HANDBOOK, RULES, REGS	47,554	6,738	14.17%
4015	STATE GUIDE PLAN MAINTENANCE	21,752	228	1.05%
4020	LOCAL PLANNING ASSISTANCE	88,601	22,654	25.57%
4025	LEGISLATIVE/CASE LAW ASSISTANCE	40,191	8,030	19.98%
4030	ENERGY FACILITY SITTING BOARD	26,790	188	0.70%
4035	STATE PROPERTY REVIEW	5,746	1,435	24.97%
4040	INTERGOVERNMENTAL REVIEW	31,860	5,929	18.61%
4045	PROJECT PROPOSAL	18,714	5,877	31.41%
4050	PLANNING CHALLENGE GRANT PROGRAM	7,877	4,142	52.58%
5005	RIGIS EXECUTIVE COMMITTEE SUPPORT	30,142	2,792	9.26%
5010	RIGIS STATE AGENCY SUPPORT	66,100	5,695	8.61%
5015	RIGIS MUNICIPAL SUPPORT	23,157	2,126	9.18%
5020	RIGIS DATA DEVELOPMENT	41,078	2,564	6.24%
5025	RIGIS DATA DELIVERY	13,188	1,083	8.21%
5030	RIGIS DATA ANALYSIS	42,805	1,024	2.39%
5035	RIGIS USER GROUP	21,825	9,739	44.62%
5040	CENSUS DATA CENTER	7,281	7,208	98.99%
5045	CENSUS DATA ANALYSIS	50,857	18,724	36.82%
5050	CENSUS DATA SUPPORT	10,773	750	6.96%
5055	CENSUS DATA DISTRIBUTION	18,673	1,435	7.69%
5060	WEBSITE DEVELOPMENT AND MAINTENANCE	70,779	9,797	13.84%
5065	SPP E NEWSLETTER	24,852	3,053	12.28%
5070	AERIAL PHOTOGRAPHY ACCESS AND ARCHIVING	9,111	7,090	77.82%
5075	PUBLICATION ARCHIVES	10,833	1,631	15.05%
5080	GRAPHIC DESIGN SUPPORT	13,227	10,828	81.86%
6010	HOUSING PROGRAM SUPPORT	35,372	6,259	17.69%
6020	CDBG SUPPORT	63,271	30,853	48.76%
7010	MANAGEMENT AND ADMINISTRATION	410,159	74,485	18.16%
8010	PAID LEAVE	438,970	202,797	46.20%
8020	CENTRAL BUSINESS OFFICE	21,141	-	0.00%
8030	SRTS GRANTS FUNDS	9,476	-	0.00%
8040	FHWA AIR	54,300	-	0.00%
8050	RI AIR	10,000	-	0.00%
Total		3,188,036	774,295	24.29%

**Statewide Planning
Expense Distribution - Breakout
Fiscal Year 2011
As of September 30, 2012**

Account #	Total	1165101	1166102	1166122	1170101	1180101	FHWA			FHWA
		SPP	FTA	Sus. Comm.	FHWA	RI AIR	SRTS	EFSB	OHCD	CBO
611000 Regular Wages	389,278.91	187,924.82	56,605.16	43,661.91	295,729.11		24,744.19	304.57	3,743.54	
616200 Family Medical Insurance Coverage	735.26	225.51	67.93	52.39	354.87		29.69	0.37	4.49	2,642.00
619000 Family Medical Waiver Bonus	-	-	-	-	-		-	-	-	-
620100 Payroll Accruals	76,515.12	16,534.98	7,992.65	6,165.06	41,756.95		3,493.88	43.01	528.59	
620700 Employees Retirement- State Contribution	490.17	150.34	45.28	34.93	236.58		19.80	0.24	2.99	
621110 Social Security (FICA)	25,404.24	5,014.39	2,717.05	2,095.77	14,195.00		1,187.72	14.62	179.69	
624110 Medical Insurance	48,489.87	11,405.84	4,941.63	3,811.68	25,817.15		2,160.17	26.59	326.81	
624120 Dental Care	3,553.74	1,089.96	328.31	253.24	1,715.23		143.52	1.77	21.71	
624130 Vision Care	551.44	169.13	50.94	39.30	266.16		22.27	0.27	3.37	
624210 Retirees Medical Insurance	-	-	-	-	-		-	-	-	
625200 Worker's Compensation Payment	-	-	-	-	-		-	-	-	
626100 Assessed Fringe	15,501.65	4,754.50	1,432.11	1,104.65	7,481.95		626.03	7.71	94.71	
626300 Retiree Health Insurance	23,160.56	7,103.56	2,139.68	1,650.42	11,178.56		935.33	11.51	141.51	
Total Personnel	583,680.95	124,630.66	65,877.16	43,661.91	318,076.92	-	24,744.19	304.57	3,743.54	2,642.00
632160 Info Support	-	-	-	-	-		-	-	-	-
633001 Training / Education	-	-	-	-	-		-	-	-	-
633200 Seminars/Conferences	-	-	-	-	-		-	-	-	-
634001 Design/Surveying	-	-	-	-	-		-	-	-	-
634200 Architectural Services	-	-	-	-	-		-	-	-	-
634300 Surveyor Services	-	-	-	-	-		-	-	-	-
634500 Other design,Engineering	-	-	-	-	-		-	-	-	-
641001	-	-	-	-	-		-	-	-	-
641300 Maintenance Repairs: Software	-	-	-	-	-		-	-	-	-
641400 Maintenance Repairs: Office Equipment	-	-	-	-	-		-	-	-	-
641600 Maintenance Repairs: Other Equipment	-	-	-	-	-		-	-	-	-
643030 Food	-	-	-	-	-		-	-	-	-
643110 Office Supplies: (Less than 5,000)	1,338.32				1,338.32					
643120 Computer Supplies	1,295.36	259.07			1,036.29					
643150 Program Supplies (Less than 5,000)	-	-	-	-	-		-	-	-	-
643200 Dues/Fees	-	-	-	-	-		-	-	-	-
643300 Subscriptions	-	-	-	-	-		-	-	-	-
643401 Postal,Delivery Services	-	-	-	-	-		-	-	-	-
643410 Postage and Postal Services	-	-	-	-	-		-	-	-	-
643420 Express Delivery	-	-	-	-	-		-	-	-	-
643430 Freight	-	-	-	-	-		-	-	-	-
643440 Central mailing	-	-	-	-	-		-	-	-	-
643520 Advertising	-	-	-	-	-		-	-	-	-
643611 Print Advertising	-	-	-	-	-		-	-	-	-
643620 Printing- Outside Vendors	5.32	5.32								
643700 Miscellaneous Expenses	-	-	-	-	-		-	-	-	-
643710 Staff Training	150.00	45.00			105.00					
643799 Statewide Cost Savings	-	-	-	-	-		-	-	-	-
643801 Insurance	-	-	-	-	-		-	-	-	-
643810 Insurance: Property,Liability	168.74	168.74								
643830 Insurance: Cost Reimbursement	-	-	-	-	-		-	-	-	-
645200 Rental/Lease-Equipment	2,044.38				2,044.38					
646200 Mileage Allowance- Personal Cars	35.52				35.52					
646301 Out of State Travel	-	-	-	-	-		-	-	-	-
646310 Out of State Transportation	263.50	206.10			57.40					
646320 Out of State Lodging	-	-	-	-	-		-	-	-	-
646330 Out of State Registration	1,849.44	642.00			1,207.44					
646340 Out of State Other	-	-	-	-	-		-	-	-	-
646400 Other Travel Costs	-	-	-	-	-		-	-	-	-
648110 Central Telephone	-	-	-	-	-		-	-	-	-
648200 Telephone Charges	200.58	200.58								
648112 ISF Overhead	2,431.78	2,431.78								
649120 Fees- Single Audit	-	-	-	-	-		-	-	-	-
654120 Other Grants	180,590.58				180,590.58					
660095 Expense Under Capitalization	-	-	-	-	-		-	-	-	-
661605 Furniture/Equipment	-	-	-	-	-		-	-	-	-
661701 Computer Equipment	240.05	240.05								
662150 Capital Lease	-	-	-	-	-		-	-	-	-
699200 Authorized Red Balances	-	-	-	-	-		-	-	-	-
Total Non Personnel	190,613.57	4,198.64	-	-	186,414.93	-	-	-	-	-
Grand Total	774,294.52	128,829.30	65,877.16	43,661.91	504,491.85	-	24,744.19	304.57	3,743.54	2,642.00