UNIFIED TRANSPORTATION PLANNING

WORK PROGRAM

FY 2014

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Rhode Island Department of Administration
Division of Planning
STATEWIDE PLANNING PROGRAM
One Capitol Hill
Providence, RI 02908-5870

PART ONE: INTRODUCTION

Mission of the Statewide Planning Program

The Statewide Planning Program is charged with preparing and maintaining plans for the physical, economic, and social development of the state; encouraging their implementation; and coordinating the actions of state, local, and federal agencies and private individuals within the framework of the state's development goals and policies. This basic charge is established by Sections 42-11-10 and 12 of the *General Laws*.

Further responsibilities are specified by other statutes. For example, planning consistency reviews are required for Economic Development Corporation projects, energy facility siting, solid waste facility siting, and local comprehensive plans. The agency serves on numerous boards and commissions. Federal law also assigns roles to the Program. The State Planning Council is designated as the single, statewide Metropolitan Planning Organization for transportation planning and as the Comprehensive Economic Development Strategy Committee for economic development planning.

Organization

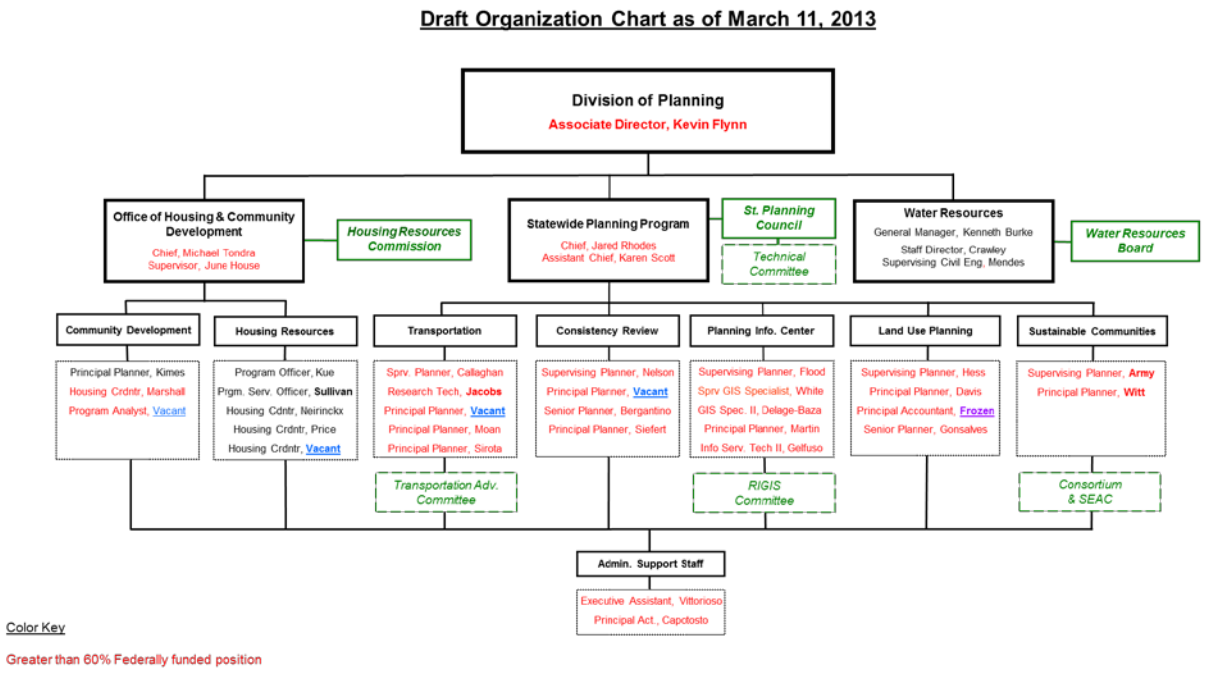
The Statewide Planning Program is one of three subprograms of the Department of Administration's Division of Planning which also includes the Office of Housing and Community Development (OHCD) and the staff of the Rhode Island Water Resources Board (WRB) (see Figure 1). The OHCD brings together the various housing and homelessness functions and selected community development activities of the State into a single agency. The primary purpose of the office is to promote decent, safe, and affordable housing opportunities; create a suitable living environment; and expand economic opportunities, principally for low-and moderate-income Rhode Islanders. The staff of the Rhode Island Water Resources Board together with the Water Resources Board Corporate have broad authority in planning, developing, and managing public water supplies. Together, these two agencies support the proper development, protection, conservation and use of the state's water resources while providing for economic development and protection for the environment.

The Statewide Planning Program is comprised of the State Planning Council, its advisory committees, and the selected staff within the Division of Planning. The State Planning Council is comprised of the Director of the Department of Administration as Chair, the Chief of the Division of Planning as Secretary, the Governor's Director of Policy, the State Budget Officer, the Director the RI Department of Transportation, the Director of the RI Department of Environmental Management, the Director of the RI Department of Health, the Director of the Rhode Island Economic Development Corporation, the Chair of the Housing Resources Commission, the President and Executive Director of the RI League of Cities and Towns, the Director of Planning and Development of the City of Providence, a local government official, a designee of the Governor, a representative of a nonprofit community development /housing organization, two environmental advocates and four public members. The Federal Highway Administration, Division Administrator also serves as an advisory member.

The State Planning Council has three associated advisory committees. These include the Transportation Advisory Committee (TAC), the Rhode Island Geographic Information Systems (RIGIS) Executive Committee and the Technical Committee. Each of these has a specialized area of knowledge and experience and advises the Council on matters relative to their specific expertise. Listing of their individual membership can be found online at http://www.planning.state.ri.us/.

The Statewide Planning Program staff is organized into six units. These include the Transportation Section, Land Use and Natural Resources Section, Consistency Review and Comprehensive Planning Section, the Planning Information Center, Sustainable Communities and the Administrative Support Staff. See Figure 1.

Figure 1. – DOA, Division of Planning Organizational Chart



The Context for Planning

Governmental structure

Transportation planning in Rhode Island is shaped by the State's relatively simple governmental structure. Two levels of government operate here -- state and local. Local governmental entities include the State's 39 cities and towns, the Narragansett Indian tribe and several special-purpose units such as water and fire districts. As a result, the Statewide Planning Program has functions that, elsewhere in the country, would be spread among state, regional, county, and metropolitan planning agencies.

The State Guide Plan

A primary responsibility of the Statewide Planning Program is to formulate and maintain the State Guide Plan (SGP). As put forward in R.I.G.L. 42-11-10, the SGP is a means for centralizing, integrating, and monitoring long-range goals, policies, plans, and implementation activities of the State. The Guide Plan provides a degree of permanent policy direction for the state's future development. Presently, the SGP consists of 25 elements addressing broad concerns, such as land use, transportation, housing, economic development, water supply, recreation and open space; as well as more specialized topics, such as forest resources. The SGP's Water Resources element, *Water 2030* and the State Long Range Transportation Plan, *Transportation 2035* have recently been updated.

Sustainable Rhode Island

Sustainable Rhode Island is a state-led effort to develop a vision and a set of comprehensive policy steps to strengthen our communities. The Division of Planning, in collaboration with state agencies, municipalities, non-profit organizations, and residents will craft an integrated plan with economic development, housing, environmental and transportation strategies to create communities in which Rhode Islanders can live, work, and thrive. Together we will seek answers to basic questions about what we want for Rhode Island.

- Where should we direct future investments in housing, infrastructure, and businesses to have the greatest positive impact on the state?
- How do we build strong, resilient communities with jobs and housing for all Rhode Islanders?
- How do we create lasting partnerships to inform state policy and drive implementation?

The Division of Planning will seek answers for these questions through a three year, $2.4 million Sustainable Communities Regional Planning grant it received from the US Department of Housing and Urban Development. Rhode Island's grant began in February 2012, and in the first year, the Division of Planning has focused on preparation and outreach; the planning process is now underway.

Already Sustainable Rhode Island has produced two reports that provide timely data and analysis on the state's economy, focusing on business climate and social equity respectively. Both reports were developed though multi-agency collaborations, and the information they contain benefits not only the work of Sustainable Rhode Island but also other state partners including, the Department of Health, the Rhode Island Economic Development Corporation, and the Department of Labor and Training.

Continuing to build strong partnerships and creating efficiencies among state agencies and municipalities will be critical to the success of Sustainable Rhode Island. A Consortium composed of representatives of state agencies, municipalities, universities and non-profit organizations, will lead the project. The group will work with community members, government officials, business owners, and non-profit leaders to integrate the strategies and recommendations that emerge through the Sustainable Communities work with the state's existing land use, transportation, and water plans.

The Division of Planning will focus on three key areas through the Sustainable Communities project.

Economic Development - Develop a new economic development vision that builds on the state's existing assets to position it for future growth and build strong communities. It will identify the industries in which the state should make investments as well as the regulatory, marketing, and financial strategies it should implement in order to achieve the vision. It will provide a framework for decisions on future investments so that they align with existing infrastructure and the state's land use, transportation, and environmental priorities.

Housing - Create a new state housing plan that ensures that housing is accessible to households at all income levels and located in proximity to jobs and other opportunities. The plan will direct housing development and investment at the state and local levels through strategies that promote compact, sustainable growth, expands energy efficient housing choices, and strengthens Rhode Island's communities.

Growth Centers - Collaborate with partners from around the state to determine how and where Rhode Island should develop growth centers. Growth Centers are areas of the state that already have a core of residential and commercial development or are well suited to planned, future development. Through Sustainable Rhode Island, the state's municipalities will receive maps and tools to aid them in identifying and locating their own growth centers.

Underlying the entire project is a commitment to social equity and meaningful public involvement. A Social Equity Advisory Committee composed of residents and representatives from community organizations will be involved in all elements of the project to help ensure that the needs of all Rhode Islanders are incorporated into the planning process and its outcomes.

Sustainable Rhode Island will produce a unified vision for the state, one that integrates the economic development, housing, and growth centers elements of the project with Rhode Island's existing policies and plans on land use, transportation, and water. Its implementation will require a similarly coordinated effort by a diverse group of state, local, and non-profit partners, and the Sustainable Rhode Island implementation strategy will detail how we can work with our partners to realize its vision. It will include indicators through which the state can measure its progress towards the goals and strategies of the project. They will help ensure that implementation occurs in a coordinated, financially sound manner.

Land use planning

Rhode Island adopted land use plans in 1975 and 1989, which dealt with issues of urban growth. 1988 and 2011 legislation required local comprehensive plans to be prepared and adopted by municipalities and approved by the State. Since then, the state's emphasis has been on reviewing and approving local plans and updates and on providing modern growth management tools for local government. Enabling acts for zoning and land development/subdivision review were passed in the early 1990s.

In 2006, the State Planning Council adopted the third State Land Use Policies and Plan in 30 years, Land Use: 2025. The major conclusion of Land Use: 2025 was that, despite earlier plans and subsequent revisions to local planning and land management enabling statutes, Rhode Island is still consuming land for development at an unsustainable rate. Data presented in the updated Plan indicate that in the 25-year period between 1975 and 2000, the portion of Rhode Island's land area in developed uses increased by more than 62,000 acres, or by 43 percent, while the state's population increased by only five percent in this 25-year period. This rate of land conversion appears extraordinary and unsustainable in a historical context: it took more than 330 years to develop the first 20 percent of the state's land, and then *within a mere 25 years*, another 9 percent of the state was converted to developed uses.

Growth has been decidedly uneven geographically --- some towns in the western and southern rural parts of Rhode Island witnessed increases of more than 40 percent, threatening their capacity to provide services, protect resources, and preserve a sense of community. Meanwhile, the majority of the state's older cities experienced population loss. According to the 2010 census, Rhode Island's population increased by the smallest ratio nationwide. While some urban centers such as East Providence, Newport, Pawtucket, and Woonsocket lost population during the first decade of the new millennium, other major metropolitan cities, such as Providence and Central Falls, increased their population base. Regardless of the changes in population, all urban areas are experiencing eroding tax bases and increasing costs for public services, which are major policy concerns.

A broad-based coalition, GrowSmart Rhode Island, has been working since the late 1990s to address suburban sprawl. Successes include an aggressive state tax credit for historic restoration/reuse projects (which has since been repealed), a streamlined building code for rehabilitation projects, a training

program for local land use officials, and passage of the state land use plan. The Statewide Planning Program is participating in this effort and will continue to work with GrowSmart and local planners on growth issues and to support implementation of the recommendations of the *Land Use 2025*. An implementation challenge is to retain favorable State tax incentives and to align State investment decisions to optimally support growth and development in areas recommended in the plan. With the arrival of the 2011 Land Use/Land Cover data, the Program will be able to analyze the changes in land use that have occurred since the adoption of Land Use 2025.

Transportation planning

Capital investments in transportation are among the state's largest -- the state's transport system is critical to economic development and residents. Transportation affects air quality, public health and the natural environment, and is affected by and contributes to land use patterns. For these reasons, it is an important focus of the Statewide Planning Program.

In addition, Rhode Island's transportation investment consists mainly of the federal-aid program (matched with state funding), and federal law requires that it be supported by planning. The State Planning Council is designated as the single, statewide Metropolitan Planning Organization for transportation planning. The basic requirements are to prepare a long-range (20-year) transportation plan, to approve a short-range Transportation Improvement Program (TIP) supporting the long-range plan, and to maintain a continuing transportation planning process with broad public involvement. The Program recently completed an update to the Long Range Transportation Plan and a full update of the Transportation Improvement Program, which included a new project solicitation, in 2012.

The current federal transportation authorization act — Moving Ahead for Progress in the 21st Century (MAP-21) took effect on October 1, 2012. MAP-21 transforms the policy and programmatic framework for transportation investments to a performance-based system. Although the basic requirement for a long range transportation plan and a TIP remain the same, the MPO will be required to establish and use a performance-based approach to transportation decision making in the development of these transportation documents. The State, coordinated with the MPO, will establish performance targets that address surface transportation performance measures and report on those targets in the long range transportation plan. The performance measures that are required will be based on seven national goal areas as outlined in the MAP-21 legislation. These national goals areas are:

- Safety
- Infrastructure condition
- Congestion reduction
- System reliability
- Freight movement and economic vitality
- Environmental sustainability
- Reduced project delivery delays

As the rulemaking process for MAP-21 continues and final regulations are promulgated, the Program will work together with FHWA, FTA, RIDOT and RIPTA to ensure that the federal funds received by the State are invested in projects and programs that clearly align with these national priorities.

Federal and state resources continue to fall short of addressing the state's long-term surface transportation needs. Priority investment needs for diversification of the transportation system must compete with the need to maintain functionality and service of current assets, and an overriding need to

meet debt service obligations. Operations funding, generally not supported by federal programs, remains a long-term concern, especially for transit. While Rhode Island has responded by employing some innovative financing techniques, resource concerns have become acute.

As a way to address the funding shortfalls, the Program has strived to partner with RIDOT to address pressing transportation needs including those related to corridor planning, rail planning and congestion management in a manner that maximizes the limited funds that are available. One particularly successful partnership is that with RIDOT's traffic engineering division. The Program together with RIDOT and FHWA funded a comprehensive transportation plan for Aquidneck Island. Upon the completion of that plan, RIDOT traffic engineering, through their Strategically Targeted Affordable Roadway Solutions (RI*STARS) program immediately began to work with the communities to implement the shorter term recommendations of that transportation study. This is a model we plan to repeat in the future with a new corridor. The Program will continue to pursue innovative partnerships to maximize the impact of the State's limited resources.

Water Supply Planning

Limited availability and continuing threats to water quality has made the planning and management of water resources a priority. Statewide Planning has no dedicated staff capacity for water supply planning, but its Land Use staff does work cooperatively with other state agencies having mandated planning and management roles for water supply and water resource protection. In 2012, the Program completed a new State Guide Plan element, Rhode Island Water 2030. Prior to the completion of Water 2030, the State's goals and policies for drinking water were spread across five separate State Guide Plan elements, making it very difficult for water suppliers, municipalities and members of the general public to review and collectively understand. Utilizing an advisory committee of stakeholders representing public and private drinking water suppliers, environmental organizations and state agencies, one cohesive State Guide Plan element, Water 2030, was created to set state policy for all drinking water used in the State of Rhode Island, ensuring that fresh and healthy drinking water is available to all state residents.

Review of water supply system management plans prepared by major suppliers, and local comprehensive plans prepared by municipalities with the goals and policies outlined in Water 2030 provide a vehicle for coordination and ensuring consistency. Water quantity and quality issues also have to be examined within water supply management plans and local comprehensive plans as Rhode Island embraces a new century of water management featuring an ethic of efficient water use and balanced land uses that are able to sustain the region's economy, culture, and environment.

Local Comprehensive Plans

Rhode Island has a reciprocal system of planning for development and conservation between the State and its municipalities. The Comprehensive Planning and Land Use Regulation Act created this system whereby all municipalities are required to adopt local comprehensive plans that reflect and are consistent with the State Guide Plan. Once the State has approved a local comprehensive plan, it is required to act in a manner consistent with that plan's goals and policies. State approval of local comprehensive plans is under the jurisdiction of the Chief of the Division of Planning. One of the central purposes of the Act is to promote coordination and consistency at all levels of planning. So in addition to state – local consistency, municipal regulations (e.g. zoning) must be also be consistent with the comprehensive plan.

The Division administers a complete program relating to local comprehensive plans. Technical assistance is offered during the drafting of the plan including informal reviews and comments on drafts prior to municipal adoption. Once the plan is adopted by the municipality, staff formally reviews it,

including soliciting comments from other State agencies, abutting municipalities, and the general public. Finally, upon State approval, the Division posts the comprehensive plan to its website. Planning assistance to municipalities is not limited to comprehensive plans. The Division provides planning assistance upon request for any issue of concern to municipal governments, other State agencies, and the general public. The Division also partners with Grow Smart RI and others to provide training seminars on land use, transportation, public policy, and others issues of planning interest.

Consistency review is another important function of the Division. As mentioned above, local comprehensive plans are reviewed for consistency with the State Guide Plan but consistency reviews encompass many other areas as well. Rhode Island participates in the Intergovernmental Review Program as established by Federal Executive Order 12372. This process provides state and municipal government as well as other interested parties with an opportunity to review and comment on certain projects or programs involving requests for federal financial assistance, environmental impact statements, Army Corps of Engineer Permits, and federal actions that would directly affect Rhode Island. In addition to the Intergovernmental Review Program, the Division also coordinates consistency reviews for projects of the Economic Development Corporation and its subsidiaries, the siting of energy facilities, the siting of solid waste management facilities, and the disposition of State-owned land.

Planning Implementation via Challenge Grants

The successful implementation of the vast majority of the State Guide Plan's recommendations is highly dependent upon the actions of other entities, in particular, operating state agencies, that deliver program and projects influencing development, and local governments, that control land use decisions shaping the state's built environment. While Rhode Island's State-local planning system has made great strides in insuring consistency between goals and policies at the state and municipal levels; there remains concerns over the actual progress made in *implementing* the policies established in the various plans.

Often, plans are not fully implemented due to a lack of resources or available expertise needed to translate a general recommendation of a systems or comprehensive plan into a focused project applying policies to a particular problem area or real-world situation.

To help address this need, in 2006, the Program began its Planning Challenge Grant Initiative. Since that time close to $3M in federal planning funds have been made available through four grant rounds to state agencies, municipalities and nonprofits to advance implementation of the new State Land Use Policies and Plan (Land Use 2025) and the Long Range Transportation Plan (Transportation 2035). Project sponsors, who provide the matching funding, included municipal governments, regional planning organizations, and non-profit groups. Projects ranging from corridor, access management, and commuter rail feasibility studies to land use-transportation training programs for local officials have been completed.

Geographic and Demographic Data

A fundamental activity of statewide planning is to maintain a socioeconomic database that can be used as a common basis for all kinds of planning by the public and private sectors. Projections are prepared for population, employment, and other key factors in the state's development. Census data and an extensive housing database are maintained. The Program also manages the State Data Center, which distributes the latest Census information to a system of state affiliates.

A geographic database is also essential for both physical and social planning. The Rhode Island Geographic Information System (RIGIS) has one of the most extensive statewide databases in the

country, with over 100 datasets covering natural resources, demographics, infrastructure, and other information. This information is augmented by the addition of historical aerial photography in digital format.

PART TWO: FY 2013 PERFORMANCE

The following documents the Program's performance in advancing the work tasks of the previous year. The discussion starts with a summary of the Program's most significant accomplishments then follows last year's proposed work tasks covering each sub-task on a point by point basis. It should be noted that performance in certain areas was affected by various staff vacancies that the Program experienced throughout the year. Performance measures for the coming year are covered under Section Three. In both instances performance measures focus on major benchmarks and touch upon routine agency activities.

ACCOMPLISHMENT HIGHLIGHTS

1. Adopted an updated Long Range Transportation Plan, *Transportation 2035*, in December 2012. This update focused on ensuring consistency with the newly developed financial, air quality and environmental justice components of the recently adopted FY 2013-2016 Transportation Improvement Program.
2. Adopted the FY 13-16 Transportation Improvement Program (TIP) in July 2012. and completed the associated public hearing and comment procedures. The TIP programs approximately 1.2 billion dollars in state and federal funding to roughly 200 projects over the coming four year period. Received multiple comments noting that the process orchestrated and resulting draft was the most organized and transparent ever produced for the State.
3. Continued to partner with the RIDOT Transportation Management Center to implement the congestion management process. Developed a baseline average of congestion based on the Transportation Management Center's (TMC) September 2012 through March 2013 Performance Measures Reports. Used this baseline data to identify bottlenecks on the highway system and engaged RIDOT's Traffic Safety Section to match those bottlenecks with known traffic safety issues along the highway system. The RI*STARS programs will use all this information to study these areas, propose alternative mitigation measures and implement the solutions over the next year. A representative of the RIDOT Traffic Engineering and Safety Unit will serve as a tri-chair of the CMTF, with Statewide Planning and the RIDOT TMC with the intent of better coordinating the activities of the CMTF with RIDOT's Traffic Engineering's as congestion and safety mitigation activities are closely aligned.
4. Completed a Title VI Report and Limited English Proficiency Plan in cooperation with RIDOT to meet federal requirements. Began to implement some of the action items outlined in that plan including the provision of notice information in Spanish and securing translation services for certain key transportation documents and public meetings as requested.
5. Working closely with RIDOT, moved five Round 1 Safe Routes to School construction projects into completion with several more under way set for completion in this coming year. Worked to move all Round 2 construction projects into design this year, which is at a much faster rate than the previous round due to an agreement negotiated with RIDOT to oversee design and manage construction of these projects.
6. Adopted *Rhode Island Water 2030*. Prior to the completion of Water 2030, the State's goals and policies for drinking water were spread across five separate State Guide Plan elements, making it very difficult for water suppliers, municipalities and members of the general public to review and collectively understand. Utilizing an advisory committee of stakeholders representing public and

private drinking water suppliers, environmental organizations and state agencies, one cohesive State Guide Plan element, Water 2030, was created to set state policy for all drinking water used in the State of Rhode Island, ensuring that fresh and healthy drinking water is available to all state residents. Water 2030 calls for integrated planning and regionalization where appropriate to better balance future water demands against water availability. Began an extensive outreach effort to publicize Water 2030 and its goals, policies and implementation actions.

7. Produced Rhode Island's first ever renewable energy facility siting guidelines for utility-scale wind turbines, a guidance document to assist municipalities address their wind energy system needs.

8. As part of the Sustainable Communities initiative, oversaw the publication of an Equity Profile of Rhode Island and an Economic Data Analysis and Assessment of the State. These two documents will serve as the foundation for the larger planning process that will take place over coming 18 months.

9. Launched the planning phase of the Rhode Island Sustainable Communities project in June in collaboration with a consulting team led by the Horsley Witten Group. Over the next year, we will develop new economic development, housing, and growth centers plans for the state.

10. Undertook a complete overhaul of the entire set of State Planning Council Rules of Procedure with the intent of improving clarity, eliminating unnecessary rules, and maximizing efficiency while minimizing administrative burdens. A draft set of rules has been completed that is approximately one-half the length of the previous rules and has been written in a style much more comprehensible to the lay reader. The draft is currently undergoing a public review and comment period and is expected to be finalized by September.

11. Advanced toward the completion of a Comprehensive Planning guidebook including establishing an advisory committee, conducting interviews with 20 municipal planners, and engaging experts from other agencies to assist in developing topical content. The guidebook is expected to be completed in FY 14.

12. In collaboration with URI-EDC and RIDOT, began Open Access to High Resolution Elevation Data for Transportation Planning in RI to generate LIDAR derived products (contours, elevation models, hillshade models, etc.) from the newly acquired statewide New England LiDAR-based elevation data. Some of the deliverable LIDAR derived products such as elevation and hillshade models were distributed, and are being utilized to support sea level rise mapping of transportation infrastructure.

13. In an effort to provide valuable and coordinated statistical and planning information to municipalities, developed new population projections through the year 2040. The projections forecast the state's total population, as well as the populations of all municipalities, at 5 year intervals through 2040. These projections will help state and local officials understand and prepare for expected demographic change.

14. Developed Comprehensive Plan basemap and land use maps for most of the towns in RI. These maps provided a standardize map design for towns or town consultants to use to create consistency in appearance and content in a comprehensive plan and between municipalities.

15. Deployed the redesigned Division of Planning website in April 2013. As the primary vehicle for distributing the most up to date planning information to our users, the site has a fresh new look, is easier to navigate, is consistent in look and style with other RI state agencies web sites and meets the accessibility standards established by State of Rhode Island. Plans to further enhance the site with additional information and graphical content is ongoing.

16. Worked to fill vacancies within the Program including the hiring of a Principal Research Technician. Two additional Principal Planners are expected to be hired early in FY 2014.

17. The Program is currently projected to finish the year within the budget established by the FY 2013 work plan.

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.

- *Prepared and coordinated the update of Transportation 2035 which was adopted by the State Planning Council in December 2012.*

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.

- *With the assistance of the advisory committee, completed drafts of the majority of the required rail plan text. Drafted evaluation criteria for new passenger and freight projects. Criteria are currently under review by the advisory committee.*

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.

- *No activity this year 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).

- *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.

- *The final TIP documents were prepared and submitted to the Governor for review and approval. 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 2013 - 2016 TIP as necessary.

- *Reviewed and processed FFY 2009-2012 TIP Amendment #13 proposed by RIPTA.*
- *Reviewed, processed, and incorporated Amendment #1 into the FFY 2013-2016 TIP as proposed by the Town of Westerly.*

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.

- *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 TIP is implemented in the coming years.*

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.

- *It is expected that RIDOT and RIPTA will provide TIP status reporting during the next federal fiscal year regarding actual project expenditures.*

<u>Travel Demand Modeling - Task 1020 *(low)*</u>

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.

- *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.*
- *Continued with the collection and analysis of 2010 census data to be used as base year data for the next update of the travel demand model. Also refined methods for 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.

- *Facilitated a meeting with VHB and RIDOT regarding the incorporation of RIDOT's traffic monitoring data into the travel demand model. As an outcome of the meeting, RIDOT Transportation Management Center will share its data with VHB for inclusion into the travel demand model.*
- *Staff, along with RIDOT reached out to VHB, Statewide Planning's travel demand model/air quality consultants, and held meetings in August and April regarding the possibility of including commuter transit travel into the travel demand model. The meetings provided beneficial information to RISPP and RIDOT with how to best move forward with updates and enhancements to the model including the inclusion of commuter rail.*
- *Shared the travel demand model with RIPTA for inclusion in their Comprehensive Operational Analysis (COA) that examines their transit service. (More information on RIPTA's COA is provided under Task 1050).*
- *Staff organized and hosted a very well attended presentation by VHB of the travel demand model. The presentation focused on the model's current capabilities and functions, as well as provided an opportunity for participants to identify future applications and connections to their various programs and projects.*

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.

   - *Staff is in the process of reviewing transit component documentation from VHB for inclusion in the overall travel demand model.*

4. Continue staff training and development in use of the model and GIS interface.

   - *The newly hired Principal Research Technician attended a 5-day intensive training course on the travel demand model software platform Trans-CAD. This training was very beneficial to Statewide Planning's abilities to maintain and update the model.*

<u>Air Quality Conformity Analysis - Task 1025 *(high)*</u>

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

   - *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.*

   - *Coordinated an interagency consultation meeting held on October 25 to review the air quality analysis findings. Meeting participants included representatives from RIDEM, RIDOT, RI Department of Health, Environmental Protection Agency (EPA), and FHWA. As a result of the interagency consultation meeting, the Air Quality Transportation Subcommittee voted to approve the findings of the air quality analysis for Transportation 2035.*

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).

   - *Engaged in a series of meetings 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 as it moves from the EPA's non-attainment air quality classification to attainment classification next year. As a result of the meetings, it is anticipated that the SIP mobile source emission budgets will have to be updated in the next year to accommodate the modeling findings under MOVES.*

3. Continue to coordinate with RIDEM on the air quality conformity analysis modeling software transition from the MOBILE model to the MOVES model.

   - *Staff monitored VHB's progress on the transition from MOBILE 6.2 to MOVES which is almost complete as of May 2013.*

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.

   - *Staff has worked to incorporate Air Pollution Control Regulation No. 49 into the Rhode Island State Planning Council Rules and Procedures. The revised draft is expected to be presented to the State Planning in June with a public hearing and adoption scheduled for August.*

5. Pursue educational opportunities for staff as well as Transportation Advisory Committee members relative to air quality conformity concerns, analysis methodologies and review procedures.

- *The TAC was invited to attend the travel demand model demonstration, which does have a close link with air quality conformity. Staff also hosted a webinar on the transition from MOBILE to MOVES.*

6. Extend the State's contract for consultant support as provided for in the initial contract.

- *Completed the execution of the extension of the air quality contract with VHB for another 2 years. Staff executed an updated cooperative agreement between Statewide Planning and RIDOT for air quality / transportation model consultant support.*

<u>Transportation Based Climate Change Activities - Task 1030 *(medium)*</u>

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.

- *Upon receiving LiDAR data products in Spring 2013, Statewide Planning staff began mapping coastal inundation and collecting the necessary GIS coverages to assess exposure of a wide variety of transportation assets including roads, rail, bridges, bike/ped, and transit facilities. A working group of 18 professionals from a variety of agencies and levels of government was convened to provide input and review for the project.*

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.

- *Staff outlined the technical paper and began working first on sections that do not depend on the outcome of the mapping analysis, such as identifying case studies of best practices in transportation climate adaptation.*

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 vulnerably, critical service need, or any other item identified in the Technical Paper.

- *Technical paper is still under development.*

4. Work with partners to identify carbon emission and greenhouse gas reduction strategies.

- *No activity this year*.

5. Continue to Co-Chair the General Assembly's Joint Climate Change Study Commission's Key Infrastructure and Built Environment Subcommittee.

- *In conjunction with other subcommittees, staff revised and released the Climate Change Commission's first annual report, required by the authorizing legislation. Statewide Planning staff held the first of two workshops planned for the subcommittee in calendar year 2013 to educate subcommittee members and others on projects on climate change and the built environment ongoing in Rhode Island.*

<u>Congestion Management Task Force - Task 1035 (low)</u>

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.

- *Developed a baseline average of congestion based on the Transportation Management Center's (TMC) September 2012 through March 2013 Performance Measures Reports. With the help of the RI*STARS program, the CMTF identified bottlenecks on the highway system. As the CMTF works to address these issues, it was decided that the RIDOT Traffic Engineering and Safety Unit serve as a tri-chair of the CMTF, with Statewide Planning and the RIDOT TMC. The goal being to better coordinate the activities of the CMTF with RIDOT's Traffic Engineering's as congestion and safety mitigation activities are closely aligned.*

2. Chair the quarterly CMTF meetings and represent the MPO on the Incident Management Task Force.

- *Staff continued to serve in a leadership role and provided continuity with its partners at RIDOT by co-chairing the CMTF meetings of September 18, 2012 December 21, 2012, March 18, 2013, and June 20, 2013. The MPO provided representation at the IMTF meetings of September 26, 2012, December 5, 2012, March 13, 2013, and June 19, 2013 and thereby provided continuing and cooperative continuity of planning between the two committees.*

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.

- *This project will be led by RIDOT. The SPP will provide support as necessary.*

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.

- *Draft is completed and is currently under internal review.*

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.

- *The outcomes of the I-95 RSA and anticipated RSA under the RI*STARS bottleneck reduction project will identify specific areas of the state's highways where modifications, removal, or new stripping, signage, and other low cost solutions could improve traffic safety and reduce congestion. SPP continues to be an active participant in this process. This project is anticipated to continue into the next fiscal year.*

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.

- *The use of ITS and active highway signage for congestion management and traffic safety may be examined as part of the RI*STARS bottleneck reduction project.*

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.

- *The Access Management Task Force (AMTF) was formed to improve access management strategies primarily through the RIDOT Physical Alternation Permit (PAP) application process. The AMTF mission statement and action plan was drafted, and approved. The action plan was initiated and results have been presented over 3 meeting held in 2012 and 2013. An online survey and six (6) one-on-one interviews have taken place with key RIDOT department personnel. Additional reporting, interviews, recommendations, and implementation will continue into the next fiscal year.*

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.

- *Report is complete was submitted to the Director of the Department of Administration's office and staff is awaiting guidance with how to proceed with its adoption.*

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.

- *Statewide Planning continues to assist RIPTA on this process as needed.*

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.

- *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.*
- *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.*

3. Continue to serve on the City of Providence's *Transit 2020* Task Force.

- *The Transit 2020 Task Force did not meet this past fiscal year.*

4. Assist RIPTA in emergency response planning, transit hub evacuation planning, and alternate transit hub identification.

- *No activity this year, however alternative transit hub planning is part of RIPTA's COA detailed above.*

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.

- *Continued representation on the Accessible Transportation Advisory Committee (ATAC) RIPTA's disabled consumer advisory group. RIde restructuring efforts were monitored and reviewed at the January, February and March meetings. There was a limited deployment of ATMS in the spring of 2013 consisting of both audio and visual automated stop announcements. This process did commence on schedule and the ATAC was briefed on its progress at the April 2013 meeting. The committee also reviewed wheelchair lift failures.*

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.

- *Continued representation on the Accessible Transportation Advisory Committee and the COA advisory committee.*

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.

- *The RI Department of Education did not initiate activities related to this project this past year.*

8. Continue to work with RIPTA to score and prioritize projects for funding under the Job Access/Reverse Commute Program.

- *Served on the committee to review and score JARC projects. The funding this year will be targeted to better accessibility at Park and Ride lots.*

9. As outlined in the RIPTA Strategic Plan, continue to regularly meet with RIPTA and RIDOT to ensure a coordinated approach to transit planning.

- *Staff has had regular quarterly 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, potential agency organizational models for commuter rail service as it expands in Rhode, South Attleboro Station update, Providence Train Station update/bus livability grant, FTA New Freedom funding, Sakonnet River Bridge tolling, RIDOT engineering projects, ozone alert day funding, and park & ride lot issues.*

<u>Airport Planning - Task 1055 *(low)*</u>

1. Work with the Rhode Island Airport Corporation (RIAC) to finalize and publicize its Airport Land Use Compatibility Guide Book.

- *Engaged in meetings with RIAC and their consultant to review the Airport Land Use Compatibility Guide Book. Provided feedback as necessary.*

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.

- *Staff is actively participating on the Advisory Committee working to update the Quonset State Airport Master Plan, providing comments on draft materials when necessary.*
- *Met with RIAC's consultants for the relocation of Main Avenue in Warwick project. RIAC is planning to extend T.F. Green Airport's runway 5-23 to the south. One component of this multiphase project is to relocate a section of Main Avenue on a new alignment. The consultants, on behalf of RIAC, met with staff to introduce the highway project and collect any feedback. Staff provided feedback regarding the specific roadway alignment and parcel access.*

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.

- *Staff is reviewing the Town of Warren's Metacom Avenue Access Management Study Planning Challenge Grant final report along with RIDOT Traffic Engineering.*
- *The RI*STARS Bottleneck program was developed in cooperation with the CMTF and unveiled at the March CMTF meeting. The identification of solutions is anticipated for the next fiscal year.*

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 Route 295 interchanges.

- *There was no activity on this project this year.*

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.

- *Benchmarks and a compliance program were developed by staff. A Title VI and Limited English Proficiency (LEP) Report and Plan were also delivered to RIDOT per federal regulatory compliance. The LEP Plan is already in effect and is being utilized. Actions under the Title VI Plan are also being implemented.*

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;
        - *This project will begin upon the issuance of MAP-21 guidance.*
    - conducting a Limited English Proficiency Process (LEP) Four Factor Analysis and developing a language implementation plan;
        - *A LEP Four Factor Analysis and language implementation plan process was completed.*
    - formalizing data collection and analysis procedures for analyzing the benefits and burdens of transportation systems investments on Title VI and environmental justice populations;
        - *A benefits and burdens analysis of the transportation system investments on Title VI and environmental justice populations was completed as a part of the update of the long range transportation plan, Transportation 2035.*

- developing an interdisciplinary approach for the identification of Social, Economic and Environmental (SEE) effects and impacts;
    - *This task is ongoing.*
- 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;
    - *This is a cooperative effort within the Department of Administration (DOA) involving both Statewide Planning and the DOA's office of Minority Business Enterprise. The Planning Challenge Grants and the State Rail Plan are all MBE compliant.*
- 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
    - *The Title VI Plan has been updated. A Title VI liaison for the Program has been designated.*
- ensuring that the Program's Equal Employment Opportunity (EEO) Plan is up-to-date and compliant.
    - *The Equal Employment Opportunity (EEO) Plan is covered under the Department of Administration's Human Resources and EEO Office's responsibility to which Statewide Planning adheres to and reports back to USDOT.*

3. Maintain appropriate administrative documentation and data necessary for the preparation of RIDOT's Annual Title VI update report.

- *Staff maintained appropriate administrative documentation and data necessary for the preparation of RIDOT's Annual Title VI update report.*

<u>Safe Routes to School – General Program Oversight & Coordination - Task 1070 *(high)*</u>

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.

- *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. Examples of coordination this year included:*
    - *Responding to questions and discussion for SRTS non-infrastructure eligible items and activities, as well as providing assistance with the completion of the school's quarterly reports.*
    - *Providing continued assistance and coordination with RIDOT to ensure that SRTS grant recipient's school department personnel and school team worked together on the infrastructure implementation.*
    - *Contacting municipal officials on infrastructure project status for Round 1 Projects and the coordination with RIDOT staff. Construction of Round 1 infrastructure projects for the following schools are completed:*
        - *Hampden Meadows Elementary School in Barrington*

        - *Park View Middle School and five area elementary schools in Cranston*
        - *Bain Middle School and five area elementary schools in Cranston*
        - *Frank Spaziano Elementary School (Laurel Hill Ave.) in Providence*
        - *Coleman Elementary and two Middle Schools co-located in Woonsocket (two projects.*
    - *Status of construction for rest of Round One infrastructure projects:*
        - *Ella Risk and Veterans Elementary schools in Central Falls: Delayed on account of utility work.*
        - *Melrose and Lawn Avenue schools in Jamestown: needs archaeological assessment.*
        - *Kent Heights Elementary school in East Providence: Construction scheduled for summer of 2013.*
    - *Assistance was provided to RIDOT on organizing and coordinating the implementation of the SRTS Round 2 infrastructure kickoff meetings with the schools / municipalities who are using on-call consultants for the design. Eight meetings were held for the awarded schools in Barrington, East Providence, Smithfield, Woonsocket, Warren, Narragansett, Cranston, and Westerly. Newport and Jamestown will be working with their own consultants.*

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.

- *Continued to track all the necessary information for the RI SRTS program.*

<u>Safe Routes to School – Grant Management / Agreements - Task 1075 *(medium)*</u>

1. Maintain all state and federally required programmatic documentation.

- *Prepared quarterly reports for the SRTS National Center and assisted RIDOT staff on their quarterly reporting performance measures for SRTS.*

2. Work with the Cities of Cranston and Newport to complete the cooperative agreements for their most recent awards.

- *Newport's SRTS Non-infrastructure Cooperative Agreement for Thompson Middle School was completed and signed with Notice to Proceed issued.*
- *The Cranston school principal has requested to hold-off on the implementation of the non-infrastructure activities until after the infrastructure component is complete.*

3. Process recipient and vendor payment requests as necessary

- *Processed recipient and vendor payments.*

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

1. Implement the SRTS National Course workshops for Cranston and Newport. Attend national training and additional educational workshops as needed.

   - *The SRTS National Course workshops for Cranston's Western Hills Middle School and Newport's Thompson Middle School were held in May 2013.*
   - *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.*
   - *State 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.

   - *A Walking School Bus workshop was held in June. A presenter from the National Center delivered this all day workshop to interested Rhode Island SRTS award recipients.*

3. Research, plan, and prepare for a FFY 2014 project solicitation.

   - *Engaged in initial discussions and planning for the anticipated FFY 2014 solicitation. Alternative SRTS infrastructure and non-infrastructure projects and activities are also being discussed as a potential alternative to a new project solicitation.*

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

   - *Maintain regular communication by telephone and email with award recipients and the public. Coordination and communication also occurs regularly with RIDOT.*
   - *Regular communication is maintained amongst the SRTS state coordinators and SRTS National Center staff through a national coordinator list serve. In addition, the SRTS National Center conducts regular state coordinator conference calls.*
   - *Content of the SRTS webpage was revised for the Division of Planning's website redesign.*
   - *Established a Rhode Island SRTS list serve for award recipients and other interested public and private parties to facilitate information exchange among these parties.*

<u>Transit Oriented Development (TOD) Planning - Task 1085 *(medium)*</u>

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.
    - *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.*

<u>Continuing Transportation Planning Process - Task 1090 *(low)*</u>

1. Assess various projects, plans, and environmental documents for consistency with transportation elements of the State Guide Plan as needed.

- *Staff performed Comprehensive Plan Consistency Reviews for South Kingstown, Richmond, Central Falls, New Shoreham, Jamestown, Pawtucket, and North Kingstown. In addition EDC/QDC Consistency Reviews and State Property Committee reviews were also completed.*
- *Staff also reviewed Army Corp. of Engineers application for Deepwater Wind, and the Interstate Reliability Project. Staff pointed out that an Obstruction Evaluation/Airport Airspace Analysis should be filed with the Federal Aviation Administration (FAA) for the reliability project.*

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.

- *Staff reviewed SRPED's TIP.*

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.

- *Staff has continued to actively serve on the steering committee charged with updating Rhode Island's Strategic Highway Safety Plan (SHSP). Staff offered to assist 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. Staff continues to actively serve on the steering committee as it now moves into implementation.*

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

- *Processed a request from RIDOT regarding the reclassification of highway functional classification for Greene Lane in Middletown.*
- *At the request of the FHWA, staff in cooperation with RIDOT, did a preliminary review of the State's roadway's highway functional classification in response to the expansion of the National Highway System under MAP-21. As a result of this analysis, 23 roadways or roadway segments are proposed for classification or reclassification.*

- *As part of the first step in the comprehensive update to Rhode Island's highway functional classification system, staff smoothed the urban boundary for transportation purposed. Utilizing the 2010 U.S. Census urban area boundary as a starting point, staff developed a smoothed boundary in cooperation with RIDOT. The adjusted boundary was presented to RIDOT executive staff, and then to the TAC and Technical Committee for approval in June.*

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

   - Attended various webinars, workshops and training session to learn more about the requirements of MAP-21.

   - Beginning in early 2013, engaged in bi-weekly meetings with FHWA and RIDOT regarding performance management and other activities related to MAP-21.

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).

   - *Staff continued to participate in the I-95 Corridor Coalition Freight Academy's capstone project. Work this year included the preparation and delivery 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.*

   - *Worked with RIDOT, FHWA, Quonset Development Corporation, and URITC on the Freight Working Group to address the need for a coordinated freight planning effort in Rhode Island. The meetings and efforts of the group resulted in the development of a freight white paper explaining the purpose and need for coordinated freight planning and action in Rhode Island. The white paper was presented on November 30 at the Governor's Rail Committee which includes agency directors of RIDOT, Division of Planning, RIEDC, and the Governor's Office.*

   - *Staff was awarded a $65,000 grant from the Rhode Island Bays, Rivers, and Watershed Council to be used towards the completion of the State of Rhode Island Freight Plan. Work on the Rhode Island Freight Plan will begin in FY14.*

   - *Staff hosted and participated in the Talking Freight webinars throughout the year.*

7. Continue to maintain and upgrade computer equipment and software to support transportation planning activities and public outreach program.

   - *Expanded the use of GIS by installing ArcMap 10 on two staff member's computers.*

   - *Purchased a new computer and related software for the new Principal Research Technician.*

8. Continue to cooperate with RIDOT and RIPTA on transportation finance reform.

   - *Attended the Legislative Commission of Sustainable Transportation Funding hearing held in December 2012. At the meeting, the Office of Management and Budget provided a presentation regarding the release of their report, Rhode Island Transportation: Review of Functions and Organization. RIPTA also provided an update on their Comprehensive Operational Analysis (COA) update (described under Task 1050). Staff provided added commentary at the hearing regarding the travel demand model that is used by RIPTA in the COA.*

   - *Reviewed the Office of Management and Budget's December 2012 report, Rhode Island Transportation: Review of Functions and Organization that was presented to the House Senate*

and Finance Committee as described above. The report reviews the organizational structure of transportation functions in Rhode Island (of which Statewide Planning is an integral part) and in other states and determines areas for enhanced coordination and efficiency. Staff participated in an earlier meeting with the Office of Management and Budget as part of the development of the report. Some of the material included in the report will be forwarded to the consultants working on the State Rail Plan for incorporation into the Plan's chapter related to organizational structure for transit in Rhode Island.

9. Attend conferences, seminars and meetings to stay current with new data, trends, implementation techniques and federal requirements regarding transportation planning.

   - *Attended the Southern New England American Planning Association two day conference in September in Hartford, CT. Notable conference sessions included "Getting to Yes- New Techniques in Transportation Planning," "Building Capacity for TOD," and "Putting Cars in their Place: Walking, Biking, and Parking".*
   - *Staff participated in RIDOT's two-day Transportation Performance Management Training. The purpose of the training was to build foundational capacity at RIDOT, along with their partners Statewide Planning and RIPTA, to enhance the implementation of performance management on Rhode Island transportation system.*
   - *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 participated in the FHWA one and a half day Every Day Counts (EDC) regional summit meeting held in Warwick on December 10 and 11, 2012. EDC is intended to identify and deploy innovation aimed at shortening project delivery, enhancing roadway safety, and protecting the environment. Staff learned how planning and environment linkages included in the EDC toolkit can shorten project delivery time.*
   - *Attended the SHRP II research project overview in Washington, DC. There were several products that were introduced that are particularly relevant to Rhode Island including those related to freight.*
   - *Attended the NHI's Transportation Finance workshop to better understand the funding changes in MAP-21*

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.

    - *No activity this year.*

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.

    - *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. In the next fiscal year a comprehensive update of both the highway functional classification and NHS roadways in planned.

- *Staff along with RIDOT presented a draft Rhode Island State Freight Map to the Freight Working Group. The map included location information on major distribution centers, truck routes with and without restrictions, ITS roadway infrastructure for truck and congestion monitoring, and major freight connectors, such as ports and highway interchanges. It is anticipated that this map will be further developed in the next fiscal year with advancement of the State Freight Plan.*
- *Worked with RIDOT to review their traffic monitoring program and the MAP-21 requirement to identify the data requirements of Rhode Island's Highway Performance Monitoring System (HPMS). Staff assisted RIDOT in revising their traffic monitoring work plan for FHWA by identifying data requirements related to traffic counts. This information will assist RIDOT with any potential upgrade to the traffic monitoring database and will ensure that Statewide Planning has continued access to this important data set.*

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.

- *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 next fiscal year as the goals and objectives of the Freight Working Group are further developed.*

Land Use and Natural Resource Initiatives

<u>Transfer of Development Rights Initiatives - Task 2010 *(medium)*</u>

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.

- *Reviewed the final report for the Washington County Regional Planning Council challenge grant project which specifically addressed regional TDR.*

- *Supported the Department of Environmental Management work on establishing village centers under Task 2020. This involved helping to plan and attend a 2-day TDR Summit in March 2013. Experts on TDR from Washington, DC and California worked with stakeholders from across the state to discuss opportunities and barriers for setting up TDR systems in RI.*

2. Continue to provide technical support to communities in planning for TDR (TDR) programs including suggested language for incorporating TDR principals into municipal comprehensive plan drafts, 5 year updates and implementation programs.

- *Provided technical assistance to the Town of Exeter regarding implementation of a challenge grant to analyze several potential village area sites, develop zoning and design guidelines to implement the desired rural village development, and establish a TDR rights program for the Town. See Task 4050 for final status of challenge grant.*
- *Provided review of the proposed zoning and community comprehensive plan amendments for implementing a municipal TDR and advice was provided to the Exeter Town Planner. The Town adopted the zoning amendments in October 2012. Reviewed and commented on a related draft proposed amendments to the Town's Land Development and Subdivision Regulations for TDR purposes in May 2013. These regulations have not yet been adopted.*

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; 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.

- *Provided technical assistance to the DEM regarding its challenge grant. 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 reviewed consultant responses to the RFP and recommended a preferred candidate. Land Use staff worked to ensure that the scope of work for the grant and the contract for the consultant work on centers / villages would add new work and policy rather than replicating past projects. Staff continues to serve on the grant Advisory Committee guiding the development of final deliverables.*

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).

- *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, RI Water 2030 and other State Guide Pans regarding proposed grant activities.*
- *Attended all Sustainable Communities Consortium monthly meetings and reviewed and provided comments on all aspects of the grant the RFP for consultant services, focusing on the scope of work for Growth Centers, and Economic Development, Housing, Data & Performance Measures, Social Equity, Public Participation & Communication, Technical Assistance & Capacity Building, and Implementation.*
- *Organized the Growth Centers committee of the Sustainable Communities Consortium, which met twice to discuss the details of the Growth Centers scope of work (for which Land Use staff served as primary authors). Organized four additional committee meetings, focusing on a RWU research project (described in task #3 below) as well as and worked with RI Housing to focus on*

"case studies" of urban growth centers in Providence, Woonsocket, and North Kingstown. See also Sustainable Communities Regional Planning Grant Tasks, 3020 -3055, for fuller details.

- *Helped organize and participated in a kick-off workshop for Sustainable Communities partners with a selected consultant on May 23 along with a series of regional public forums in June at which Growth Centers will be a major topic.*

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.

- *Provided planning assistance to the Chief of the Sustainable Watersheds Office of Department of Environmental Management regarding history, organizational structure and implementation efforts of the Governor's Growth Planning Council of 2000-2002. Analyzed and discussed previous implementation results, Land Use 2025 content regarding growth centers, and advised on potential setup of new rural growth planning council.*

- *Continued to assist with a graduate student research project from Roger Williams University Architecture Program on growth centers in Rhode Island. Provided direction to graduate student and professor regarding drafting final report on a RI Growth Centers Potentiality Study. Reviewed a draft final report and shared it with the Sustainable Communities Growth Centers committee members. (Also described in #2 above.)*

- *Coordinated an undergraduate student design studio project also from Roger Williams University Architecture Program on developing growth centers in Richmond. Staff attended a mid-point and final critique of student work.*

- *Researched existing comprehensive plans and other information, coordinated with DEM's village challenge grant and compiled a spreadsheet for tracking existing or planned village and growth centers. This baseline will inform various challenge grants, the Sustainable Communities work on growth centers, and a future update of Land Use 2025.*

- *Provided technical assistance to the East Greenwich Housing Consortium regarding implementation of Land Use 2025 and potential establishment of a municipal orientated growth center in Charlestown for affordable housing purposes.*

- *Responded to requests for information from Foster and Richmond. Provided technical assistance regarding the municipal development of new village/growth centers and consistency with Land Use 2025 in preparation of draft comprehensive plans.*

- *Reviewed draft community comprehensive plans from Foster and East Greenwich, and the City of Pawtucket for growth center related goals and policies. The Pawtucket draft comprehensive plan amendment was a Downtown Growth Center text and map. Foster and East Greenwich drafts were for proposed village/growth centers and all were reviewed for consistency with Land Use 2025 and the State Guide Plan. All were found consistent.*

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*.

- *A total of 20 reviews requesting federal funding were completed this fiscal year and none were found to be inconsistent with Land Use 2025.*

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.

- *Continued background work and research for a future update of the State's Land Use Plan, Land Use 2025. Other land use and conservation plans from other states and jurisdictions have been overviewed and staff continues following trending land use issues through professional journals, list servers, and on line networks.*

- *Participated in an educational webinar sponsored by the US EPA regarding the use of land use data to prepare for climate change and will apply this knowledge in implementation of Land Use 2025.*

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.

- *Provided technical assistance to the DEM Office of Planning and Development for the development of the 2011 land use/ land cover and impervious surface GIS data layers. Helped write a RFP that was issued and awarded to Photo Science to create the new data layers. A 5 square miles pilot area was agreed upon with DEM and reviewed by Land Use Staff for impervious surface and 2011 land use land cover data quality. The first of 4 sections of the reminder of the State have been reviewed for the impervious layer data quality. Continue to hold monthly conference calls with DEM, Photo Science, and USGS to complete the project.*

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.

- *No activity as this is dependent upon the task in Number 2 above being completed.*

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.

- *No meetings of the State Planning Council's Implementation Committee were held.*

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.

- *Reviewed one formal submission of a community comprehensive plan (Richmond), one amendment (Pawtucket), two partial drafts for two other municipalities, and three full drafts of*

community comprehensive plans (East Greenwich, Jamestown, South Kingstown). Land Use staff provided comments related to consistency with the land use and natural resources State Guide Plan Elements overseen by the Land Use staff.

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.

- *Assisted with the conception, development, organization, and execution of 7 training workshops providing AICP certification on the following topics Wickford Junction Train Station, Arc GIS Online, Community Guidance to Maintain Working Farms and Forests, RI Community Resources Maps (Joint workshop with URI Cooperative Extension), Form Based Code (Joint workshop with Grow Smart), Community Profiles site, and Confluence of Planning & Public Health.*
- *Provided assistance to the US Environmental Protection Agency - Atlantic Ecology Division regarding planning for and scheduling a Land Use, Conservation and Development Workshop for staff of the EPA Division. Land Use staff presented Land Use 2025, and explained the SGP planning process. This informed current and future EPA research staff about the long term land use goals of the State, in order to identify what aspects of their work could influence sprawl that affects Narragansett Bay.*

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

- *No activity.*

<u>Water Supply Planning - Task 2030 *(high)*</u>

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 on the production and distribution of an Executive Summary similar to that utilized with the adoption of *Land Use 2025*.

- *Developed and distributed an informational flyer to the State Planning Council, the Technical Committee, municipal planners and the Rhode Island American Planning Association. The distribution of the flyer continues as it is also distributed at various meetings where water stakeholders may be in attendance or reference to water supply policies may occur.*

- *Developed and distributed two topical issue briefs outlining the adoption of RI Water 2030. One Issue Brief targeted municipal planners and was mailed to all municipal planners. The second topical issue brief targeted large public water suppliers on a new issue addressed by RI Water 2030; regionalization.*

- *Developed an executive summary targeting release to the general public on the water supply issues addressed by RI Water 2030. Several stakeholders and the general public were solicited for basic reactions and the draft summary was reviewed and edited by 2 professional environmental educators. The final draft is undergoing editorial review prior to publishing.*

- *Made presentations to various stakeholder groups regarding the adoption of the plan to inform and encourage implementation. Groups include the RI Water Works Association, the Wood*

Pawcatuck Watershed Association (a state designed watershed council), and the Atlantic States Rural Water Works Association.

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.

- *Attended an informational meeting held by the DEM Office of Water Resources for the Pascoag Utility District on the topic of finding new source water and related issues. Provided guidance regarding RI Water 2030 to attendees with specific emphasis on the new regionalization polices and strategies of the Plan.*

- *This task is considered within community comprehensive plan submissions and other consistency reviews as well.*

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.

- *Continue to attend the monthly meeting of the Technical Committee and the full WRB to ensure that the Board conducts 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.

- *No activity.*

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.

- *Continue to review the National Drought Center weekly reports on statewide hydrological conditions in order to implement responsibilities outlined in RI Water 2030. Conditions did not warrant convening the Drought Steering Committee.*

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.

- *Participated in several educational webinars which focused on such topics as GIS tools to assist state drinking water and clean water programs, the importance of water to the US economy, and the use of solar energy by drinking water suppliers and wastewater utilities.*

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.

- *Responded to requests on various wastewater, state revolving loan fund drinking water and wastewater projects from various agencies and municipalities as needed.*

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 and the RI Rivers Council. Provide technical support and planning guidance to each as appropriate.

- *Attend the quarterly meetings of the BRWCT and provide technical advice in relation to coordination of current BRWCT work program activities and ongoing projects of the SPP work program.*

- *Attend the monthly meetings of the Rivers Council and provide 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. Participated in assessment /review of allocating designated Watershed Council Grants and Council awards.*

- *Reviewed the draft (August 2012) by the Narragansett Bay Estuary Program (NBEP) staff of a proposed update to the Comprehensive Conservation and Management Plan. Staff provided suggestions for prioritizing strategies that are consistent with Land Use 2025 and other related SGP.*

- *Attended NBEP Watershed Counts Environmental Indicators meetings. Assisted in organizing a fresh water flow indicator workshop and ensured that the goals and policies of Land Use 2025 and RI Water 2030 were addressed and that the environmental indicators and performance measures used can be used for ongoing land use planning implementation, the Sustainable Communities grant, and a future update of Land Use 2025.*

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.

- *Completed Technical Paper 161: Renewable Energy Siting Guidelines, Part 1: Interim Siting Factors for Terrestrial Wind Energy Systems and posted it on the SPP website.*
- *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).*

- *Reviewed the final work products of the RESP regarding the use of terrestrial wind, hydro and solar power.*
- *Initiated a project in cooperation with the OER to map the existing utility scale wind turbines using the RESP's internet based wind siting tool. Continue to provide technical assistance to the OER staff for ongoing use of the final reports and inclusion in the forthcoming update of the RI Energy Plan. (See task #2 below.)*

2. Reinitiate efforts to update State Guide Plan Element 781, *Rhode Island 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.

- *Organized meetings with the Office of Energy Resources (OER) and the University of Rhode Island Outreach Center (URIOC) to initiate an update to the RI Energy Plan. Staff identified issues for an update to address and a scope of topics for the update.*
- *Executed an MOU with OER for the Update and serve on the Steering Committee guiding the plan update.*

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.

- *Attended 2 monthly meetings of the RI Renewable Energy Coordination Board at the request of the Director of DOA and OER in order to help implement newly enacted state energy laws and to help guide future development of renewable energies in the state.*

- *Attended a joint meeting of the RI Renewable Energy Coordination Board and the RI Energy Efficiency and Resource Management Council. At this meeting, the two groups were briefed on the MOU with OER and the RI Energy Plan update.*

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.

- *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.*

- *Attended the Ocean States Clean Cities Board / stakeholder meeting, an Energy Efficiency Summit sponsored by National Grid, a day long workshop titled "Injecting Useful and Credible Information into Wind Power", and A USDA Farm Energy Program workshop. The information gathered from these events will inform the update of RI Energy Plan.*

- *Land Use staff attended 2 meetings of the RI Green Buildings Advisory Committee in order to help implement the RI Green Buildings Act. Land Use staff also provided technical assistance to*

RIDEM staff regarding the role of municipal subdivision and land development regulations in drafting a new green building code for the State.

- *Land Use staff reviewed the "Public Notice of Availability for Supporting Studies for the Wind Turbine Proposal at the US Naval Station in Newport". Land Use staff read over 800 pages of technical siting and wind turbine related information concerning a dozen proposed turbines on Aquidneck Island. Onsite and offsite impacts assessed were reviewed in context of the recommended guidelines of Technical Paper 161. Findings were that the USN would be most impacted onsite and planning advice was provided to the USN Environmental Division.*

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.

- *This was accomplished in part by participation on various State commissions, councils, and committees that are involved either directly or indirectly (through the provision of funds) in outdoor recreation or the conservation of land. Please see 3 below for further details.*

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.

- *Participated in the monthly meetings of the Agricultural Lands Preservation Commission. Participated in the evaluation and scoring of numerous farms during this fiscal year 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.*

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 SCORP and Land Use 2025.

- *The major initiative for this task in FY 2013 was the scoring of fifty-four applications and selection of grant awardees for large-scale recreational trail projects. Staff reviewed and scored projects based on factors including the project's relationship to need and demand, the number and types of trail uses accommodated, improved user comfort or safety, environmental benefits, the enhancement of equity, service, and accessibility, consistency with state and local plans, and the project's cost-to-benefit ratio. In addition to the large grant round, staff participated in the evaluation and scoring of multiple trail grant small-project applications during the quarterly meetings of the RI Trails Advisory Committee.*

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.

- *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.

- *Organized a meeting with RIRRC and DEM-OWM to address the scope of topics, and the needs of all three agencies for the update. Drafted an MOU for the Update which was signed by all three parties.*
- *Finalized a draft public participation strategy and shared it with RIRRC and DEM-OWM. Supports the Working Group on a monthly basis. Members were identified for an Advisory Committee. Staff has also worked with RRC to finalize a draft plan outline, and compile information on the solid waste system for an "FAQ" for the Advisory Committee and the public.*
- *Researched best practices from solid waste management plans of other states and jurisdictions. Staff worked with RIRRC to present a trends analysis to the Technical Committee and Planning Council in March. Staff also helped RIRRC organize and run a tour of the landfill facilities in conjunction with the first Advisory Committee meeting.*

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.

- *No activity as the Solid Waste Planning Process is scheduled to be completed in 2014.*

<u>Support for Sustainable / Livable Communities Initiative - Task 2080 *(medium)*</u>

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.

- *Assisted with the development of the social equity component of the Sustainable Communities grant. Recruited members for the Social Equity Advisory Committee (SEAC), and assisted with a baseline report on equity in Rhode Island, released in February.*
- *Continued to oversee monthly coordination meetings with the RI Economic Development Corporation (RIEDC) regarding updating the Economic Development State Guide Plan.*

Executed an Agreement with EDC to expedite a request for proposals for an Economic Development Data Analysis & Assessment to support the Sustainable Communities planning process. The final report was released in February along with the equity profile.

- *Compiled contacts of other data professionals throughout the State in an effort to improve coordination and cooperation among them. Organized six 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.*
- *Attended a gathering of all Sustainable Communities grantees in New England in Amherst, MA in January, in order to network with other communities and learn from each other.*

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 land use elements of the State Guide Plan.

   - *Conducted State Guide Plan consistency reviews of projects for the Office of Housing and Community Development for annual federal CDBG funding and projects seeking HOME Program funding for RI Housing.*

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.

   - *Continued to represent the Department of Administration at bimonthly meetings of the State Conservation Commission, RI Rural Development Council, and the RI Resource Conservation and Development Council. Provided groups with technical planning advice related to land use planning activities and consistency with Land Use 2025, and other elements of the State Guide Plan related to 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.

   - *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.*

   - *Continued to provide planning assistance and municipal zoning expertise to the Department of Environmental Management (DEM) for use on a DEM Farm & Forest Small Business Zoning Project. Reviewed the final project reports and the proposed zoning guidelines. Provided DEM with photographs for use in the report. Provided technical planning advice to DEM on developing an informational presentation for use in educating stakeholders on the project results and attended the first educational workshop conducted for municipal and conservation officials.*

- *Provided technical assistance to the Department of Health and developed an informational session about incorporating health into community comprehensive plans for the annual RI Environmental Design Research Association conference. Staff coordinated the work of planners from South Kingstown, North Kingstown and Pawtucket to prepare for this 2-day event.*

- *Created a public list-serve for RI 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. Topics have included information on conferences and other professional activities, technical assistance, grant opportunities, job openings and social events for planners. Staff continues to develop strategies to spur more interaction and active discussions on the list-serve.*

- *Land Use staff continues to respond to requests for technical assistance and other related land use planning activities during the year. The main themes of the requests include renewable energy, wind turbines, the RESP, solid waste, land use planning, water supply, sustainable communities information, project assistance, and data requests. See also technical planning activities described above in task numbers 2025 and 2050.*

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.

- *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 will apply the course work to increase the effectiveness of ongoing projects by applying instructional design theory in land use planning work.*
- *Attended a workshop on encouraging rural affordable housing using inclusionary zoning featuring a housing specialist from California. It was hosted by the Roger Williams University School of Architecture, Art and Historic Preservation. The workshop provided new information and implementation techniques regarding land use, housing and, natural resources which need to be considered for land use planning implementation.*
- *Attended training in May for better utilizing the RI Data Hub. Information learned will be used for Land Use 2025 ongoing implementation and other SGP related work.*
- *Attended a 1 workshop held by the Office of Housing and Community development regarding planning for disasters and recovery housing.*

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.

   - *Grant staff finalized the grant budget with HUD and has signed a contract with the Horsley Witten Group to serve as the lead consultant for Sustainable Communities. Grant staff has submitted documented and paid expenses and submitted five drawdowns to HUD in FY 2013.*

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.

   - *Grant staff continues to serve as the primary contact with HUD. Grant staff received positive feedback from HUD staff on the twice-yearly progress reports and logic model updates submitted to HUD during this fiscal year.*

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.

   - *Grant staff continues to handle logistics for Consortium, Social Equity Advisory Committee (SEAC) meetings and subcommittee meetings. Grant staff now shares these responsibilities with the Sustainable Communities Consultant Team.*

2. Track work and progress of the Consortium, its subcommittees and other partners. Communicate formal recommendations amongst subcommittees and the Consortium.

   - *Grant staff has documented the work and progress of the consortium, its subcommittees and other partners through meeting minutes. Staff has presented formal recommendations to the Consortium from technical assistance providers such as Policy Link.*

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.

   - *Grant staff has ensured that all Consortium members have access to the HUD Sustainable Communities Learning Network.*

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).

- *Grant staff developed a RFP for the new Housing Plan and released the RFP as part of the full RFP for Sustainable Rhode Island. A consultant team has been selected and work has begun on the housing plan.*

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.

- *Grant staff coordinated closely with OHCD and the Housing subcommittee on the development of the housing element of the RFP for Sustainable Rhode Island. OHCD served on the Sustainable RI RFP review committee. Statewide Planning has selected a consultant team headed by Horsley Witten Group and has executed a contract for the Sustainable RI work.*

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.

- *Grant staff will continue to manage consultant activities through FFY 2014.*

<u>State Economic Development Plan - Task 3025 *(high)*</u>

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).

- *Grant staff developed and released a RFP for an expedited Economic Development Data Analysis and Assessment and executed a contract with Fourth Economy Consultants to complete the data analysis and assessment. The Economy RI report was released in February 2013.*

- *Grant staff further developed a RFP for the new Economic Development Element and released the RFP as part of the full RFP for Sustainable Rhode Island. A consultant team has been selected and initial work has begun on the economic development plan.*

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.

- *Grant staff coordinated closely with EDC and the Economic Development subcommittee on the development of both the expedited Economic Development scope of work and the full Economic Development element of the RFP for Sustainable Rhode Island. EDC served on the on the Sustainable RI RFP review committee. Statewide Planning has selected a consultant team headed by Horsley Witten Group and has executed a contract for the Sustainable RI work.*

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.

- *Grant staff will continue to manage consultant activities through FFY 2014.*

<u>Regional Plan for Sustainable Development (RPSD) Implementation Program - Task 3030 *(medium)*</u>

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.

- *Grant staff developed an RFP for the RPSD Implementation Program and released the RFP as part of the full RFP for Sustainable Rhode Island. A consultant team has been selected and upon completion of the Housing Plan, Economic Development Plan and Growth Centers Strategy the consultant team will develop the integrated implementation program.*

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.

- *Staff coordinated with the consortium and other partners to draft the RFP for Sustainable Rhode Island. The RFP emphasized HUD's Livability Principles as evaluation criteria. An RFP review committee was formed of consortium members. They reviewed and ranked proposals and selected a preferred vendor. Staff worked with the Division of Purchasing to finalize the scope of work and execute a contract with the preferred vendor, Horsley Witten Group.*

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.

- *Grant staff will manage consultant activities and the planning process through FFY 2014. Staff will work with the consultant team to create the integrated implementation program upon completion of the new housing and economic development plans along with the growth centers strategy.*

<u>Growth Centers - Task 3035 *(high)*</u>

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.

- *This work will be undertaken in FFY 2014.*

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.

- *Grant staff coordinated closely with DEM, Grow Smart RI and the Growth Centers subcommittee on the development of the growth centers element of the RFP for Sustainable Rhode Island. DEM served on the on the Sustainable RI RFP review committee. Statewide Planning has selected a consultant team headed by Horsley Witten Group and has executed a contract for the Sustainable RI work.*

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.

- *Grant staff will manage consultant activities and the planning process through FFY 2014.*

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.

   - *Grant staff coordinated with the planning information section and comprehensive planning section on incorporating the results of their technical assistance needs survey into the RFP for Sustainable Communities.*

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.

   - *Grant staff incorporated the survey results from the Planning Information Center into the Technical Assistance and Capacity Building element of the RFP for Sustainable Communities, ensuring that these needs would be addressed through the Sustainable Communities Process.*

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.

   - *Initial technical assistance and capacity building needs were identified in the RFP for Sustainable Communities. These materials will be developed during FFY 2014, with additional materials to be developed in FFY 2015.*

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.

   - *Grant staff worked with partners to create a nomination process for the SEAC. Approximately 25 SEAC members have been identified, 13 who will receive stipends. Grant staff established stipend rates and payment mechanisms in late FFY 2013.*

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.

   - *Grant staff worked with consortium partners to develop the Social Equity element of the Sustainable Communities RFP.*

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

   - *Grant staff will manage consultant activities and the SEAC process through FFY 2015.*

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.

- *Grant staff worked with the Consortium and subcommittees to develop initial outreach strategies.*

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.

- *Grant staff worked with the Consortium and other partners to develop the public participation and communications element of the RFP for Sustainable Communities. The RFP was vetted by the consortium, proposals were reviewed by the RFP review committee and the selected consultant team has a robust public engagement process planned including online outreach and communication techniques as well as radio, press, and more traditional outreach.*

3. Manage consultant activities and the planning process accordingly. The public outreach, participation and communications strategy will run throughout the entire planning process.

- *Grant staff will manage consultant activities regarding public participation and communications throughout FFY2014 and FFY 2015.*

<u>Performance Measures - Task 3055 *(medium)*</u>

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.

- *A detailed series of performance measures will be developed by the Sustainable Communities consultant team through FFY 2014 and into FFY 2015.*

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).

- *Grant staff in conjunction with the Planning Information Center reported on the baseline performance measures as required by HUD in the two progress reports submitted in FFY 2013.*

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.

- *Grant staff coordinated with the Planning Information Center, the Providence Plan and the consortium on the development of the data and performance measures element of the RFP for Sustainable Communities. This includes the land cover data set which is being undertaken*

through a memorandum of agreement between RIDEM and USGS. This data when complete will be incorporated into the Growth Centers work of Sustainable Communities. The consultant team for Sustainable Communities will create performance measures and indicators to track the state's progress in implementing the RPSD over time.

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.

- *Grant staff will manage consultant activities and the development of performance measures and indicators through FFY 2014 and into FFY 2015.*

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.

- Three municipally approved comprehensive plans and three comprehensive plan amendments were reviewed during this fiscal year. Staff identified a number of issues that needed to be addressed prior to issuing a State certification of approval. Staff provided suggested remedies for all identified issues.
- Two of the three plans completed revisions in response to staff comments and received approval. Staff has been working with the municipality on the remaining plan.
- Two of the three comprehensive plan amendments were approved. The third comprehensive plan amendment was denied State approval. State review identified a number of issues with the amendment including conflicts with several elements of the State Guide Plan.
- *Staff facilitated meetings with representative of the Town, the State Airport Corporation, and the Economic Development Corporation to discuss the issues and try to formulate language that would be acceptable to both the Town's and State's interests. Although the meetings went well and the outline for a compromise was established, the redrafting of the amendment was delayed by factors not related to the amendment itself. The Division granted several extensions to the Town to redraft the amendment but became concerned that the status of the amendment --- neither State approved nor denied --- had extended to 14 months. After consulting with the Town, it was mutually agreed that the State would issue a denial to the amendment in order to close the review but the Town would draft and submit a new, corrective amendment in the near future.*

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.

- *Technical assistance was provided to nine municipalities with a total of ten individual submissions of draft materials during this fiscal year. Eight of the ten submittals related to full updates of the comprehensive plans while the other two related to comprehensive plan*

amendments. 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. Five of the eight updates were submitted under the previous provisions of the Act while the other three were submitted under the new provisions. 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 met with representatives from several municipalities for direct discussion and questioning concerning comprehensive plan updates.*
- *In addition to the above, the amended Comprehensive Planning Act has added new requirements for inclusion in comprehensive plans. Staff is currently preparing guidance on these requirements (see Task 4010) but in the meantime is providing guidance on a case-by-case basis.*

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.

- *This task is timed to provide notice one-year in advance of the expiration date of a comprehensive plan's State approval; four notices were issued this fiscal year.*

4. Facilitate public access to municipal comprehensive plans by continuing to improve the availability of local documents on the Division of Planning website.

- *The Division of Planning completed an extensive redesign of its website, with a primary objective of facilitating public access to various documents. Although most municipal comprehensive plans had previously been available on the website, they are now easier to find on the menu, their State approval status is immediately available, and links have been provided to municipal websites.*

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.

- *Although no work was done on State Guide Plan Element 110: Goals and Policies, the Division used subtask 3 under Task 4010 (i.e. Recruit experts from other State agencies to assist in developing accurate and well-informed technical advice related to specific topical areas) as a means of working with those agencies in the development of goals and policies that they would like reflected in local comprehensive plans. The Division also continued to copy commenting agencies on findings, recommendations, and final decisions sent to municipalities.*

<u>Comprehensive Planning Handbook and SPC Rules and Regulations Update - Task 4010 *(high)*</u>

1. Engage members of the LU2025 Advisory Committee to assist in the creation of the guidebook.

- *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. The CPAC met over 12 times during the course of the year and assisted in developing introductory content and content on the comprehensive planning process, planning themes, and public participation.*

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.

- *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.

- *Topical experts were identified and engaged in the development of the guidance. For some topics, working groups were created to assist in content development; for other topics, key stakeholder interviews were conducted to gather pertinent information. Content development on five topics (agriculture, natural hazards, energy, housing, and circulation) has been completed. Content for the remaining topics is in progress.*

4. Create rules and regulations governing the comprehensive planning process for adoption by the State Planning Council.

- *In addition to the creation of rules and regulations governing the comprehensive planning process, the Division undertook a complete overhaul of the entire set of State Planning Council Rules of Procedure with the intent of improving clarity, eliminating unnecessary rules, and maximizing efficiency while minimizing administrative burdens. A draft set of rules has been completed that is approximately one-half the length of the previous rules and has been written in a style much more comprehensible to the lay reader. The draft is currently undergoing a public review and comment period and is expected to be finalized by September.*

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.

- *This task was contingent on the completion of the new guidance manual which was not completed during this fiscal year.*

<u>State Guide Plan Maintenance - Task 4015 *(medium)*</u>

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.

- *The update of State Guide Plan Element 110: Goals and Policies was placed on hold pending further consideration. The issue at hand was whether this element should closely mirror the topics found in other State Guide Plan elements, whether this element should "fill in the gaps", covering only goals and policies not otherwise part of the State Guide Plan, or whether the element should be repealed altogether. Staff chose to incorporate the future of this element into the annual report to the State Planning Council on the status of State Guide Plan elements (see subtask 2 below).*
- *Staff initiated the research of Rhode Island General Laws for legislatively mandated goals and policies as part of the new Comprehensive Plan Guidance Manual (Task 4010).*

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.

- *An initial report identifying three State Guide Plan elements for immediate repeal was completed. Two discussions with other State agencies regarding the consolidation of several plans relating to water quality were initiated. A more detailed study and report is encompassing the entire corpus of the State Guide Plan is anticipated for FY 2014.*

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.

- *The State Guide Plan Overview was updated to include Rhode Island Water 2030 and reflect the deleted elements that were consolidated into Rhode Island Water 2030. The Overview is available on our website.*

<u>Local Planning Assistance - Task 4020 *(high)*</u>

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.

- *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. Statewide Planning Program staff has responded to over 800 requests for technical assistance. The main themes included requests for planning information, 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.

- *Assisted with the conception, development, organization, and execution of 7 training workshops providing AICP certification on the following topics Wickford Junction Train Station, Arc GIS Online, Community Guidance to Maintain Working Farms and Forests, RI Community Resources Maps (Joint workshop with URI Cooperative Extension), Form Based Code (Joint workshop with Grow Smart), Community Profiles site, and Confluence of Planning & Public Health.*

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.

- *This task was expected to be coordinated with the Division's new website (Task 5060). The development of the new Division of Planning website, although successful, took longer than anticipated and was not launched until April. As a result, only one information bulletin was distributed in FY 2013. Staff composed and distributed a brochure for municipalities on meeting the new timing requirements of the Comprehensive Planning and Land Use Act. The brochure included notification that all plans approved under the previous requirements of the Act will expire on June 1, 2016, guidance on the timeline for adopting a revised plan before the expiration date, and information on the ways in which SPP can provide technical assistance in the drafting process.*

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.

- *A special announcement template was developed and announcements of available funding were sent to municipal planners as opportunities arose.*

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.

- *Staff tracked over 100 bills pertaining to planning, development, housing, transportation, and other relevant topics. Staff coordinated with the RI Department of Environmental Management, the RI Office of Energy Resources, and other State agencies as necessary to develop positions. Letters to legislative committees and/or position papers were developed for over 30 bills.*

2. Provide an annual summary to municipalities of newly adopted or amended laws that could be relevant to local planning interests.

- *The annual summary of the 2012 legislative session was distributed to all 39 cities and towns in August of 2012.*

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.

- *Due to a staffing vacancy, this subtask was not undertaken this fiscal year.*

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.

- *The Division / State Planning Council received one Energy Facilities Siting Board (EFSB) review request. The "Interstate Reliability Project: North Smithfield and Burrillville" was part of a series of interrelated projects to improve the reliability of the existing electric transmission system throughout Southern New England. The purpose of this project was to improve the reliability of east-west electrical transmission through Massachusetts, Rhode Island, and Connecticut by 1) increasing the loading capability of this transmission corridor by adding a new 345 kV line; 2) improving an existing 115kV line; and 3) rebuilding an existing switching station to higher standards.*

  In its 21 page report and advisory opinion, staff concluded that the project was consistent with the State Guide Plan and generally had a positive socioeconomic impact. Staff also included a recommendation that the applicant consider assessing public access opportunities for limited recreational activities along suitable sections of the right-of-way where it could offer a connection between trails or between recreation/conservation areas that the project crossed.

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.

- *Seven proposals affecting state-owned/managed properties were reviewed this quarter. One of the six proposals involved a 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.

- *The DOT Land Sales Committee convened eleven times this fiscal year. The Division was represented at nine of the eleven meetings as well as reviewing and submitting comments on draft proposals. Comments primarily assessed the potential for the proposed actions to conflict with transportation, land use, and other goals and policies of the State Guide Plan.*

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.

- *Staff processed 45 reviews this fiscal year. All applications reviewed were found to be consistent with State and local plans. In addition to reviewing for planning consistency, staff used these reviews as opportunities to alert applicants of the potential to coordinate projects with other State agencies and to alert them of potential permitting applications that may be required.*

- *Four applicants requested HUD Preferred Sustainability Status bonus points. All four applicant proposals were found to be consistent with HUD's Sustainable Communities Planning Initiative as well as the State Guide Plan and each was awarded two bonus points.*

2. Semi-annually review, update, and post on the Division's website a list of Federal grants programs waived from State review

- *The list of CFDA Programs Waived from the Rhode Island Intergovernmental Review Process was updated and approved in January 2013 and again in June 2013. The list remains posted to the Division's website.*

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.

- *Four CEDS Certification Applications were reviewed this fiscal year. In addition to reviewing for consistency with the State Guide Plan, staff also reviewed the proposals for potential deficiencies in the application to the funding source, EDA. Staff offered detailed feedback to each applicant regarding proper completion of the EDA application.*
- *Two applications were received from the RI Economic Development Corporation. Both applications were 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.

- *Staff continues to offer technical assistance to the 2009 grant recipients. During this fiscal year, five grant recipients completed their work and staff reviewed all final products to ensure consistency with the cooperative agreements. There are currently five projects out of 18 awards from the 2009 grant round are 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.

- *Staff has actively offered technical assistance to the 15 grant recipients as they work on their funded projects. Staff members were assigned to provide technical assistance to 12 of the 15 grant projects and have been attending meetings and providing insight as needed. Over $400,000 in grant funds has been expended and over $200,000 worth of local match has been provided, either through in-kind services or as cash.*

3. Monitor grant recipient project progress through quarterly reporting and reimburse funding to grant recipients as necessary through processing of reimbursement requests.

- *Staff reviewed all quarterly reports and reimbursement requests for the 2009 and 2011 grant recipients, verifying all figures and paperwork and ensuring consistency with the cooperative agreements and federal and state regulations 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.

- *No new resources were identified for other grant programs during this fiscal year.*

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. G1S1 = 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. (G1S1)

- *Installed a new Chair. Admitted two new members by unanimous member vote, and approval by the State Planning Council. Created a new RIGIS Structure and Policy Task Force to determine if any changes to the RIGIS Executive Committee need to be made and if by-laws should be developed.*

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)

- *Coordinated the purchase of all necessary hardware, software and services to implement the Enterprise GIS. Scheduled implementation work to be completed next fiscal year.*

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)

- *Provided limited remote assistance to RIEMA for Hurricane Sandy. Provided assistance to the RIWRB for a new project to upgrade their legacy water utility company data entry, reporting and mapping capabilities. Gathered and compiled five different sources of State of RI owned property listings to begin to map all RIDOA-maintained properties. Met with the RI Office of Digital Excellence (RIODE) to identify common needs that can leverage and further the utilization of the RIGIS database.*

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)

- *Developed Comprehensive Plan basemap and land use maps for most of the towns in RI. These maps provided a standardize map design for towns or town consultants to use to create a consistent look-and-feel.*

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)

- *Worked with the RI Municipal GIS User Group Co-Chairs to distribute a second municipal GIS status survey. Received results from two-thirds of the towns in the state.*
- *Performed all tasks necessary to hold a joint RIGIS and RI Municipal GIS User Group Parcel Symposium where twelve speakers gave short presentations on varied uses of municipal GIS parcel data. Facilitated follow-up discussions determined the direction on how to best acquire and make municipal parcel data available to the public.*

<u>RIGIS Data Development - Task 5020 *(high)*</u>

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.

- *USGS selected PhotoScience as the vendor to perform the RIDEM-managed Landuse/Landcover Map Update project. Draft updated impervious surface datasets were created and reviewed by State of RI staff. The impervious surface and landuse/landcover portions of the project are slated to be complete by the end of calendar year 2013.*

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)

- *Researched and discovered solutions put in place by NH and UT to allow the survey community to input boundary monument location information online. Determined an approach to standardize municipal assessor land use codes, provide that new information to Municipal Finance and provide a statewide query mechanism for the public.*

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)

- *Determined that a better approach would be to simply acquire future land use map datasets from towns and make that information available through the RIGIS website. For those towns that do not wish to upload their future land use map dataset to RIGIS, provide the public with a link to*

either the town's web page to download the data or the person to contact to make the request. See task 5020.1 for the status of the statewide landuse/landcover update project.

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)

- *Added new orthophotography of Narragansett Bay to support eelgrass mapping. Added a new fishing and boating access dataset from RIDEM. Updated several broadband mapping, RIDOT and RIPTA related datasets.*

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)

- *Determined how to best build an updated RIGIS Parcel Standard following regional and national best-practice research. Completion of the Parcel Standard anticipated in calendar year 2013.*

<u>RIGIS Data Delivery - Task 5025 *(high)*</u>

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)

- *Continue to cooperate with the URI- EDC and make date available to the public through RIGIS. Upgrades to the website for better accessibility to the general public are scheduled for 2014.*

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)

- *All research has been completed for this effort to better provide access to appropriate members of the RIGIS community to update RIGIS website and database information.*

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)

- *Established a new working partnership with the RI Geography Education Alliance (RIGEA) to promote the use and teaching of geospatial technology in RI K-12 educational programs. Developed a new relationship with the RI Office of Digital Excellence (RIODE) to adopt the use of geospatial data, analysis and reporting into the business processes of many State agencies, thus establishing a need for up-to-date supporting RIGIS data and eventual supporting funding.*

<u>RIGIS Data Analysis and Mapping - Task 5030 *(high)*</u>

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)

- *Worked together with the URI-EDC, RIDOT, CRMC and NOAA to share resources and proven approaches while building geospatial datasets to support Climate Change analysis.*

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)

- *Following a 1-year stint as Secretary, the RIGIS Coordinator was elected by his peers to a 2-year term on the NSGIC Board of Directors. He also served his 6th year on the NEURISA Board of Directors, and early next fiscal year will complete his 2-year term on the NEARC Board of Directors.*

2. Attend geospatial conferences, seminars and meetings to better understand how RIGIS can help its members incorporate new developments in technology. (G5S4)

- *Attended more than a dozen conferences representing RI GIS users, and actively participated either by moderating or giving presentations at most of them. Successfully worked to bring the largest international geospatial conference to Providence (URISA's GIS-Pro 2013 Conference).*

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.

- *Staff attended the 2012 Fall meeting of the Federal-State Cooperative for Population Estimates (FSCPE), of which Rhode Island Statewide Planning is an active member. The Census Bureau and FSCPE members use statistical models combining census data and administrative records furnished by member states to produce population estimates and projections. The meeting provided FSCPE member states the opportunity to examine prospective challenges of utilizing 3 and 5-year averaging data from the American Community Survey (ACS) in developing methodologies for future population estimates and projections. Estimates produced by the FSCPE are used to distribute $400 billion annually in federal funding, as denominators for vital rates and per capita time series, as survey controls, and in monitoring recent demographic changes.*

- *Staff met with the Governments Division of the Census Bureau in July as part of an outreach activity. It was an opportunity to provide valuable input and assistance to the Division and also learn more about the data they collect from state municipal governments, and the data products the Governments Division provides.*

- *Renewed MOAs with the Customer Liaison and Marketing Services Office (CLMSO) of the U.S. Census Bureau and the Federal State Cooperative for Population Estimates (FSCPE) of the U.S. Census Bureau through 2014.*

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.

- *Received Group Quarters population data request from the Federal-State Cooperative for Population Estimates (FSCPE) for 2013. Questionnaire was sent to hospitals and colleges in the state asking for occupancy and bed count data to satisfy requirements of the report. This data is subsequently used by the Population Estimates Program at the Census as an input to their annual resident intercensal population estimates. Homeless shelter data was also received from Rhode Island Housing and incorporated into the report.*

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.

- *Compiled birth and death data from the RI Department of Health by county and submitted the data in spreadsheet form to the Population Estimates Division of the Census Bureau for use in creating their 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.

- *Completed annual requirements for submission of the Boundary and Annexation Survey (BAS) to the Geography division of the U.S. Census Bureau. Performed follow-up with approximately 12 municipalities for clarification of any boundary changes that might have occurred in 2012.*

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.

- *Completed annual State Data Center (SDC) report identifying combined activities of twenty-one member agencies of the State Data Center relating to data dissemination, data analysis, technical assistance, product development and enhancement, and education. Submitted final report to the Customer Liaison and Marketing Services Office of the U.S. Census.*

<u>Census Data Analysis - Task 5045 *(high)*</u>

1. Monitor and report on the Sustainable Communities Initiative baseline performance measures as required by HUD.

- *Staff conducted data retrieval and analysis to calculate the HUD-required performance measures for Rhode Island, entered the findings into the appropriate federal reporting form, and provided it to the Sustainable Communities staff. This was done twice per grant reporting requirements, once in July 2013 and once in January 2013.*

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.

- *Staff completed the 2010-2040 population projections using a mixed-method approach and a review process to the estimates. The central finding of the projections is that the state will continue to experience stagnation in population growth through the rest of the decade, at which point population growth will pick up again. In the 2030s, Rhode Island can expect deaths to start outnumbering births, leading to population decline. The state population projections were developed through a cohort-component model, built in Excel, which provided projections by age cohort and sex in five-year intervals throughout the projection period. City and town projections were generated through an extrapolation method and adjusted to fit the statewide total. Staff developed a report that summarized the methodologies and overviewed the implications of the findings. The draft report, statewide projections, and municipal projections were reviewed by the State Planning Council, its Technical Committee, and local planners from across the state. Comments were received and appropriate edits were made to the projections. The final report was released in April 2013 and is available on the Statewide Planning website at http://www.planning.ri.gov/geodeminfo/data/popprojections.php*

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.

- *FHWA has not yet released the updated Census Transportation Planning Products (CTPP) on which this report will be based. Thus, no work was completed on this project. According to the CTPP webpage, the next release of CTPP data will occur in August 2013, and it will use 2006-2010 ACS data.*

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.,).

- *Staff developed and published monthly informational bulletins presenting topical Census data and its implications for planning in Rhode Island. Topics included: Economic Stability Diversity, Disparities and Social Equity, Grandparents in the Household, School Enrollment and Educational Attainment, Employment Data for RI Planners, Release of ACS Data - Changes in Households and Labor Force, Planning and Children, Geographic Mobility and Commuting.*

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.

- *Requests for Census information during the course of the year came from The Governor's Office, Workers Compensation, RIDOT, as well as multiple cities and towns and members of the general public. Over 70 various data requests were received during the course of the year, and included retrieving Census or American Community Survey datasets and creating Excel charts for some*

agencies/governments, and/or providing guidance on how to obtain and analyze data in other cases. Some Examples of specific requests include:

- *U.S. Census Block Group and Census Tract level 2010 housing and population data needed for updating the Rhode Island Statewide Travel Demand Model (RISM).*
- *General Census and American Community Survey data guidance and consultation was provided to the Providence Plan in helping them develop their "Community Profiles" Challenge grant project.*
- *American Community Survey (ACS) commute flow data for Aquidneck Island from the Town of Portsmouth.*
- *Race, Income, Educational Level data request from Workforce Partnership of Greater RI at RIDLT*

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.

- *Staff developed and deployed an online survey that generates feedback on user experience with the online Census data offerings and asks for additional priorities and data needs. This information will guide ongoing website updates and other topical data work completed by the Planning Information Center.*

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.

- *The Population and Housing Unit Counts, Home-Based Workers in the United States:2010, Americans With Disabilities:2010 U.S. Census Bureau publications were printed, bound and made available in the Graphics library of census data products. Additionally, the 2010 Census Summary File 1 DVD, Census of Population and Housing was received from the Census Bureau and distributed to the State Data Center Coordinating and affiliate Agencies. Numerous Census data informational releases from the Data Users Branch of the Census Bureau were emailed to the State Data Center network, as well as to other data user groups such as planners, and other interested parties.*

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.

- *Met with Providence Plan several times throughout the year to review draft products and provide feedback about layout, accessibility, data presentation, and census datasets to include in Community Profiles, the Challenge Grant funded mapping and data website. Upon rollout of Community Profiles in Spring, 2013, staff assisted Providence Plan in reaching planners and other relevant audience via the new website, our monthly newsletter, and presentations, to make them aware of the Profiles as a resource and to orient them toward its main features. The Community Profiles can be viewed at http://profiles.provplan.org/profiles/state/rhode-island/transportation/*

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.

- *Created numerous data products, mostly Excel tables formatted to maximize clarity of the data, based on newly released Census data products. Tables that were updated this year include 2011 population estimates for state, city, and towns, 2012 population estimates for the state, 2007-2011 ACS products including Housing Characteristics, Social Characteristics, and Economic Characteristics, and Race Reporting for the Asian Population, American Indian and Alaska Native Population, and Native Hawaiian and Other Pacific Islander Population.*
- *The webpage was completely redeveloped in concert with the deployment of the re-designed Division of Planning website. Visitors to the website now have clear access to Census/ACS data and resources, past and current Census Data Bulletins, population projections, and links to other planning related data sources.*

<u>Website development and maintenance - Task 5060 (high)</u>

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.

- *Staff received the new development website from RI.gov, and began populating with Division of Planning content. In April 2013, staff deployed the redesigned Division website. As the primary vehicle for distributing the most up to date planning information to our users, the site has a fresh new look, is easier to navigate, is consistent in look and style with other RI state agencies web sites and meets the accessibility standards established by State of Rhode Island. Since it's deployment, the site was further enhanced with images, graphical content, an archived publications page, related links, and other enhancements such as an interactive Google map for directions to our office, and Google Calendar showing all statewide planning meetings, workshops and events, as well as those of other agencies and planning related organizations.*

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.

- *As part of the process for redesigning the website, regular coordination was conducted with Program Supervisors on not only content on the new site, but how and when they would provide content and news updates, and a system was set-up to collect those updates as well as any new graphical content.*

<u>Statewide Planning Program monthly E Newsletter – Task 5065 *(high)*</u>

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.

- *The Statewide Planning e-News was distributed monthly. The newsletter compiles information from Statewide Planning and from various other organizations including other state agencies. The newsletter distribution list has grown to approximately 475 individual email addresses.*

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.

   - *Aerial photography assistance was provided to the general public and private organizations, attorneys, and government officials. Aerials photos were viewed to track changes in residential, commercial, and municipal boundaries as well as for determining the location of ponds, rivers, buildings and highways, etc. Approximately 130 aerials were viewed during the course of the year. If requested, certification of copies of the aerial photos was provided to the public and attorneys as needed.*
   - *Provided controlled loan access to the public for aerial images for out of house duplication. Approximately 95 photos were copied through this process.*

2. Complete preservation strategies and efforts to properly archive and safeguard deteriorating original historic aerial photographs and other reference materials dating back to 1938.

   - *Per guidance issued by the Secretary of State's Archive Office for the ongoing preservation efforts of the state's aerial photography collection, specifically the preservation of the 9x9 contact prints, the prints most used by customers, a determination was made that that these prints should be stored in individual, archival quality envelopes. Staff ordered the appropriate envelopes and materials to safeguard the prints from further deterioration moving forward.*

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.

   - *Reviewed and culled material in the Division of Planning library and implemented a regularly schedule to classify books, publications, and other library materials based on subject matter.*
   - *A system was implemented to notify staff of any new publications or periodicals received.*
   - *Implemented an electronic publications archive on the newly deployed Division of Planning website.*

Graphic Design Support – Task 5080 *(medium)*

1. Assist staff in the design, layout, formatting, printing and distribution of publications and other graphical products.

   - *Graphics assistance was provided to many statewide organizations. This assistance included lamination, mounting, digital graphics, scanning, printing of small and large formats, and binding of documents and materials.*

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.

   - *Staff has created image folders on the Division's shared computer drive for each individual unit within the Division for uploading and populating appropriate content images for use in publications, presentations and also for use on the newly deployed Division of Planning website.*

- *For archival purposes, older images have been burned to cd, and stored in binders in the Division's Graphics room.*

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.

- *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.

- *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.

- *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.

- *Statewide Planning Program staff is expected to be at full capacity by the end of FY13 for the first time in several years.*

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.

- *All Councils, Committees, and Sub-Committees were appropriately staffed. All administrative requirements associated with these bodies were also met.*

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.

- *Financial reporting for all four quarters was completed and submitted to FHWA and FTA. Narrative quarterly reports were completed for Quarters 1, 2 and 4.*

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.

- *A records retention schedule for the Statewide Planning Program has been approved by the Secretary of State's Office.*

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.

- *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.*

Other

The tasks listed here are used for accounting purposes only.

8010 - Paid Leave
8020 - Central Business Office
8030 - 8050 - SRTS Grant Funds
8040 – FHWA/FTA Air Quality Control
8050 – RI Air Quality Control

PART THREE: FY 2014 WORK TASKS / PERFORMANCE MEASURES

The following summarizes the proposed work task titles, their priority levels (*high, medium and low*) and tracking numbers for the coming year. Each task is detailed in the subsequent narrative descriptions. The detailed bulleted narrative descriptions also serve as the proposed measures for gauging the Program's performance at the end of the coming year.

The proposed work tasks assume a fully staffed Statewide Planning Program. The Programs' ability to advance these tasks would be impaired should any current positions go vacant. Tasks listed under the "other" category are utilized for accounting purposes only and are not detailed in the narrative descriptions.

FY 2014 Task List

Transportation Initiatives

1005 - Surface Transportation Plan *(low)*
1010 - State Rail Plan *(high)*
1015 - Transportation Improvement Program *(high)*
1020 - Travel Demand Modeling *(high)*
1025 - Air Quality Conformity Analysis *(low)*
1030 - Highway Functional Classification *(high)*
1035 - Congestion Management Task Force *(medium)*
1040 - Access Management *(medium)*
1045 - Transportation Safety *(medium)*
1050 - Transit Planning *(medium)*
1055 - Airport Planning *(low)*
1060 - Freight Planning *(medium)*
1065 - Title VI / Environmental Justice *(medium)*
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)*
1081 - Safe Routes to School Program – Other Staff Support *(low)*
1082 - Transportation Infrastructure Sea Level Rise Vulnerability Assessment *(high)*
1085 - Performance Management *(high)*
1090 - Transportation Planning Coordination *(high)*
1095 - 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 *(low)*
2035 - Land Use/Land Cover Update *(high)*
2040 - Water Quality Planning *(medium)*
2045 - OWTS and Wetland Regulation Analysis *(high)*
2050 - Energy Planning *(high)*

2060 - Adaptation and Mitigation 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 *(high)*
3055 - Performance Measures *(medium)*

Consistency Review, Comprehensive Planning and Planning Assistance

4005 - Comprehensive Planning Program Administration *(high)*
4010 - Comprehensive Planning Handbook *(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 - EDC Project Proposal Review *(medium)*
4050 - Planning Challenge Grant Program *(medium)*
4055 - Comprehensive Economic Development Strategy (CEDS) Administration *(medium)*
4060 - Recreation, Conservation and Open Space Planning *(low)*
4065 - State Planning Council Rules of Procedure *(medium)*
4070 - Development Review Board Legislation *(high)*

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 – Other RIGIS Data Analysis and Mapping *(high)*
5035 - RIGIS Geospatial Organization Coordination and Participation *(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 *(medium)*
5070 - Aerial Photography Access and Archiving *(low)*
5075 - Publication Archives – *(low)*

5080 - Graphic Design Support – *(medium)*

Support to Other Agencies

6010 - Housing Program Support *(medium)*
6020 - Community Development Program Support *(medium)*

Other

7010 - Management and Administration *(high)*
8010 - Paid Leave
8020 - Central Business Office

FY 2014 Work Task Descriptions

Transportation Initiatives

Surface Transportation Plan - Task 1005 *(low)*

1. Continue to implement the policies, strategies, and projects included in Transportation 2035, the State's Long Range Transportation Plan (LRTP).

State 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 FY13-14 deliverables: develop a ranked list of short term and long term rail projects, develop overall passenger and freight project capital costs, and anticipated timing, phasing and funding of the projects.
2. Present individual deliverables to the Transportation Advisory Committee, 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.

Transportation Improvement Program - Task 1015 *(high)*

1. Review and process proposed amendments and adjustments to the FFY 2013 - 2016 TIP as necessary.
2. Work with RIDOT and RIPTA on TIP status reporting for FFY 2014, including RIDOT's efforts to provide enhanced project status reporting to the public.
3. 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.
4. Plan for the anticipated revisions to the FY 2013-2016 TIP in response to the requirements of MAP-21 and the federal funding program changes.
5. Review and identify suggested changes to the Memorandum of Understanding between SPP, RIDOT, and RIPTA regarding the TIP adoption and amendment procedures in response to federal funding program structural changes under MAP-21.

Travel Demand Modeling - Task 1020 *(high)*

1. Continue to maintain, refine, and enhance the statewide travel demand forecast model. Perform a major update and extension of the statewide travel demand forecast model to include Census 2010

data, recently completed population projections and employment forecasts, and updated highway functional classification. Investigate the possibility of providing rail transit, bicycle and pedestrian modes of travel into the model.

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.
3. Continue staff training and development in use of the model and GIS interface.

Air Quality Conformity Analysis - Task 1025 *(low)*

1. Continue interagency coordination and consultant support required for the air quality conformity process.
2. Using the MOVES air quality model, coordinate with RIDEM, RIDOT, Environmental Protection Agency (EPA), and FHWA on an update of the emissions budgets in the RIDEM State Implementation Plan (SIP) that meets the federal air quality stipulations found in both 23 U.S.C. and the Clean Air Act
3. Continue to coordinate with RIDEM on the air quality conformity analysis modeling software transition from the MOBILE model to the MOVES model.
4. Pursue educational opportunities for staff as well as Transportation Advisory Committee members relative to air quality conformity concerns, analysis methodologies and review procedures.

Highway Functional Classification – Task 1030 *(high)*

1. Improve the efficiency of the state's transportation system by providing a comprehensive update to roadway classification under the Highway Functional Classification System and the National Highway System (NHS). Specific tasks include:
   - Utilize FHWA functional classification criteria including traffic data, travel characteristics, and land use data to assess and identify roadways that should be reclassified under the state's Highway Functional Classification System.
   - Assess and identify roadways that should be added or deleted from the NHS according to USDOT criteria for NHS roadways with particular attention to principal arterials, which were added to the NHS under MAP-21.
   - Update GIS layers, and prepare maps and tables for municipalities to review and comment on proposed functional classification/NHS changes.
   - Hold coordination meetings with neighboring states and conduct outreach with effected municipalities regarding proposed functional classification/NHS changes.
   - Generate a technical report, Highway Functional Classification System for the State of Rhode Island, which will replace the 2005 report of the same title, to summarize the methodology and process for the update to the Highway Functional Classification System and NHS.
   - Present the proposed roadway functional classification/NHS changes and Highway Functional Classification System for the State of Rhode Island technical report to the Transportation Advisory Committee for state approval.
   - Submit proposed Highway Functional Classification and NHS changes to FHWA for final approval.

2. Review, coordinate, and process requests for functional classification changes from state and local governments.
3. Maintain and update the highway functional classification system, and review any requested amendments with the TAC.

Congestion Management Task Force - Task 1035 *(medium)*

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.
2. Chair the quarterly CMTF meetings and represent the MPO on the Incident Management Task Force.
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. Work with RIDOT to update the Plan accordingly.

Access Management - Task 1040 *(medium)*

1. Access management is the proactive management of vehicular access points to parcels adjacent to highways, major arterial, and other roadways. Good access management promotes safe and efficient use of the transportation network. Continue to staff and engage the Access Management Task Force to review and assist with the development of recommendations for RIDOT and local governments to improve access management on both the state and local level through the RIDOT Physical Alteration Permit (PAP) process.
2. Identify specific areas of improvement /modification to the RIDOT PAP application process at all levels of review for a smoother and better approach for both the applicant and government officials. Specific tasks include:
   - Investigate the current process for RIHPC/RIDOT PAP review and a possible programmatic agreement between the two agencies that reduce PAP review time and streamline the process.
   - Develop recommendations for state agency review process so every agency is to receive and provide comments by certain deadlines.
   - Develop a standardized form to be used as part of the PAP application for the applicants to bring to the municipalities as part of RIDOT's review.
   - Identify a framework for an electronic tracking portal for RIDOT PAP permits by working with the Office of Regulatory Reform.
   - Research a standard/formal PAP tracking and review process for municipalities in the form of local administrative procedures.
   - Revise the PAP fee structure working with RIDOT Highway and Bridge Maintenance Division personnel.

- Review timing of required permits, including PAP, within RIGL 45-23 Subdivision of Land regulations for improved coordination and review.
- Develop a one-page handout or pamphlet guide on the PAP application process for municipalities to distribute and use as an educational tool to the public as part of the land development process.
- Propose changes to the RIDOT PAP guidance as appropriate.

3. Review and draft suggested access management best practices for incorporation into the following engineering design guidance documents for the RIDOT PAP:
   - The RIDOT Highway Design Manual
   - The RIDOT Traffic Design Manual
   - Draft an access management Design Policy Memo (DPM) for RIDOT to utilize when reviewing PAP applications.
4. Develop access management model ordinances for municipalities to incorporate into their land development regulations.
5. Review RIGL 45-23 Subdivision of Land regulations for possible addition of access management best practices.
6. Organize training opportunities and for local planning and public works officials, municipal board and commission members, and private developers to educate and promote good access management principals.

Transportation Safety – Task 1045 *(medium)*

1. Work with RIDOT to implement the next round of Rhode Island's Strategically Targeted Affordable Roadway Solutions (RI*STARS). Statewide Planning, with input from RIDOT, will oversee a targeted call for proposals for corridor studies and manage the corridor study project for the selected region. The recommendations from this study will be implemented using RI*STARS funding in the TIP.
2. Work with RIDOT to further implement the RI*PED program. This program will be similar to the RI*STARS approach but will focus on non-motorized transportation.
3. Continue to participate and provide support to the Highway Safety Planning Committee on the implementation of the Strategic Highway Safety Plan.
4. Participate in Road Safety Assessments on Rhode Island roadways as scheduled by RIDOT.

Transit Planning - Task 1050 *(medium)*

1. Support RIPTA's advanced transit technology initiative. Execute a Memorandum of Understanding with RIPTA for their expenditure of no more than $88,000 in FTA 5303 transit funding. The project scope of work is anticipated to include: final planning and system review of Rhode Island's first rapid bus line, the R-Line; developing new rapid ready bus lines including oversight of design and implementation of signal priority technology on routes identified in RIPTA's Comprehensive Operational Analysis; reviewing best practices, identifying successes and challenges from Phase I; and coordinating between the State, local, and transit-agency led efforts to identify appropriate locations for the next phase of TSP investment.
2. Support to RIPTA with fare payment planning. Execute a Memorandum of Understanding with RIPTA for their expenditure of no more than $40,000 in FTA 5303 transit funding. Work will

include reviewing upgrade options for bus fare payment systems and review of cashless payment technology, mobile purchases, and options for integrating fare systems.

3. Support RIDOT in transit operational analysis, monitoring and coordination. Work will include periodic reviews of MBTA commuter rail service and schedules in RI, including development of detailed stringlines to be used for service change recommendations. This project includes assessing ridership at the three (3) RI commuter rail stations and analyzing growth potential. Work will include close coordination with RIPTA bus services and developing recommendations on improving integration to commuter rail stations using RIPTA's COA as basis for analysis. Work will also include development of marketing strategies to enhance ongoing efforts to promote usage of both commuter rail and bus transit.
4. Support RIDOT in meeting federal transit requirements for developing a transit asset management plan for commuter rail, in conjunction with MBTA and RIPTA, as required by MAP 21. Work also includes the development of recommended approaches to a state transit safety and oversight plan for fixed guideways, including commuter rail and potential streetcar.
5. Support RIDOT in transit oriented development planning. Using Land Use 2025 as the basis, project includes advancing locally-supported TOD's at fixed rail facilities. Assistance to cities/towns at existing or future commuter station locations will be provided, particularly in North Kingstown, South Kingstown, and Pawtucket. Work will include review of local plans and zoning, mapping, market segregation analysis, and real estate parcel review. Recommendations on appropriate TOD strategies will be developed, including a list of funding sources to advance a TOD, both federal and state.
6. Continue to support RIPTA in the advancing of the Downtown Core Connector.
7. 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.
8. 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.
9. Continue to work with RIPTA to score and prioritize projects for funding under the Job Access/Reverse Commute Program.
10. As outlined in the RIPTA Strategic Plan, continue to regularly meet with RIPTA and RIDOT to ensure a coordinated approach to transit planning.

Airport Planning - Task 1055 *(low)*

1. 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.

Freight Planning – Task 1060 *(medium)*

1. Create and provide lead staff support for a Freight Advisory Committee, consisting of both public and private stakeholders, including MARAD, to coordinate freight planning and goods movement in Rhode Island.
2. Coordinate with the Freight Advisory Committee for the development of a state freight and goods movement plan that meets the objectives of MAP-21 and the national goal to advance freight

movements. Major work tasks this FY includes: develop a scope of work and RFP for the hiring of a consultant to assist with the development of a state freight and goods movement plan; and establish performance measures for freight and goods movement.

3. Work with stakeholders to develop a centralized freight data set and gather additional freight related data including freight transportation infrastructure inventory, goods produced or distributed in Rhode Island, goods movement (origins and destinations), key freight chokepoints, and other items to develop an assessment of deficiencies and improvement opportunities that will be incorporated into the state freight and goods movement plan.
4. Work with RIDOT, FHWA and University of Rhode Island Transportation Center to bring a National Highway Institute (NHI) freight course to Rhode Island. This course should be open to all states and planning agencies in the region.
5. Advance state and regional freight planning studies and activities, including those of the I-95 Corridor Coalition.
6. Continue to host FHWA freight planning, as well as other freight and transportation webinars.

Title VI / Environmental Justice - Task 1065 *(medium)*

1. Continue to support and implement SPP's 2012 Title VI Report and 2012 Limited English Proficiency Plan (LEP), along with all associated nondiscrimination assurances. Specific items that will be addressed in FY 2014 include:
   - Incorporate relevant Title VI assurance language into all documents, where applicable, and ensure that SPP's Title VI/Nondiscrimination policy is being executed.
   - Maintain appropriate administrative documentation and data necessary for the preparation of RIDOT's Annual Title VI Report.
   - Quantify 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.
   - Add accommodation of Portuguese translation services to non-discrimination policy, Title VI notice and complaint process.
   - Update "Your Quick Guide to Transportation Planning" public brochure in English, Spanish, and Portuguese.
   - Establish a tracking system to collect primary language data for individuals that participate in programs and activities associated with SPP.
   - Update, maintain, and expand the database of community organizations and contact for public involvement and outreach activities.
   - Maintain and update SPP's Public Involvement webpage regarding EJ / Title VI resources.
2. Support RIDOT in program monitoring and service equity analysis. Utilizing FTA's Title VI Circular, work includes technical assistance in collecting data, and conducting assessments of the level of commuter rail service in targeted minority and low-income communities in RI. Data will be collected on service indicators such as service coverage, population demographics, and LEP population by community using the Four-Factor Analysis. Technical assistance and recommendations to enhance RIDOT public participation plan and outreach activities will be provided.

3. Review the 2007 SPP Public Participation Plan and Guide for consistency with MAP-21 and identify any areas of deficiency.
4. Review and establish a timeframe to adopt, as appropriate, methods of public outreach to the Environmental Justice/ Title VI populations that are successfully utilized by the Sustainable Communities initiative and its Social Equity Advisory Committee.
5. Identify and develop performance based methods for public outreach and participation that will be incorporated into a future update to the Public Participation Plan.

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.
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.

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

1. Maintain all state and federally required programmatic documentation. Process recipient and vendor payment requests as necessary

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

1. Attend national training and additional educational workshops as needed.
2. Assess interest in conducting additional statewide educational workshops. 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.
3. Research, plan, and prepare for a FFY 2014 non-infrastructure project solicitation.
4. Maintain regular communications between award recipients, RIDOT staff, the SRTS Steering Committee and other interested public and private parties. Continue to support the SRTS RI list serve to facilitate information exchange amongst these parties.

Safe Routes to School – Other Staff Support - Task 1081 *(low)*

1. Task 1081 is to be utilized by staff other than the Safe Routes To School Coordinator who contribute to the Safe Routes to School program. Task 1081 is not 100% federally funded whereas tasks 1070, 1075 and 1080 are.

Transportation Infrastructure Sea Level Rise Vulnerability Assessment – Task 1082 *(high)*

1. Complete the second phase of the 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. (The first phase, completed during FY2013, uses new LiDAR data and the lessons learned through the North

Kingstown Pilot Program to map sea level rise inundation of transportation assets.) In Phase Two, the mapping exercise will be used to conduct vulnerability and risk assessments for a subset of assets, which will analyze the degree to which assets would be affected by SLR as well as the potential impact of SLR on these assets. These assessments will result in a risk profile for each asset that will provide quantitative and qualitative information about the potential impact of SLR, and a relative ranking of assets by risk level by scenario. The Technical Paper will also include a brief discussion and fact sheet on climate change and a review of what other states and cities have done to address the vulnerability of transportation assets to SLR.

2. Begin the third phase of this project by working with stakeholders to identify and prioritize mitigation needs and adaptation measures as they apply to potentially impacted infrastructure identified from both the degree of vulnerably, critical service need, or any other item identified in the Technical Paper.

Performance Management– Task 1085 *(high)*

1. In partnership with the URI – Transportation Center, develop a mission, vision, shared values, agency level strategy with selected strategic initiatives and key performance indicators that are consistent with the Federal Highway Administration (FHWA) Strategic Plan, specifically the seven (7) national goal areas in MAP-21 and the duties as assigned to the Rhode Island Statewide Planning Program (RISPP). Analyze current organization to determine if it consistent with the mission and strategic initiatives.
2. Work with RIDOT and RIPTA to begin to develop a collaborative performance management system as outlined in MAP-21 by establishing performance measures, targets and metrics. These measures, targets, and metrics should be vetted in a public process utilizing the Transportation Advisory Committee, Technical Committee, and State Planning Council.
3. Begin to plan for the realignment of the Long Range Transportation Plan, Transportation Improvement Program and the Unified Planning Work Program (if necessary) with the established measures, targets and metrics.
4. Implement measures that reduce project and agency costs, improve quality, and speed delivery by eliminating non-value added activity in a process by identifying and eliminating waste.

Transportation Planning Coordination - Task 1090 (high)

1. Together with RIDOT and RIPTA, complete a joint cooperative agreement outlining the roles, responsibilities and funding obligations of each of the agencies with regard to transportation planning.
2. Continue to cooperate with RIDOT and RIPTA on transportation finance reform.
3. Prepare for the USDOT transportation planning certification review of the metropolitan planning process for the Providence-Pawtucket transportation management area.
4. Continue to work closely with RIDOT and RIPTA to monitor and plan for MAP-21 requirements as they are released by USDOT.
5. Assist RIDOT and RIPTA in the development of their Asset Management Plans by serving on Transportation Asset Management Committees and other tasks as needed.
6. 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.

Continuing Transportation Planning Process - Task 1095 *(low)*

1. Assess various projects, plans, and environmental documents for consistency with transportation elements of the State Guide Plan as needed.
2. Continue to participate in and provide support to the URI Transportation Center, T2 Advisory Board, Incident Management Task Force, Accessible Transportation Advisory Committee, State Rehabilitation Council's Transportation Consortium, and RI Emergency Operations Center.
3. Participate and support the Federal Lands Access Program's Rhode Island Program Decisions Committee (PCD) regarding planning for transportation facilities located on or adjacent to, or that provide access to, Federal land in the State of Rhode Island.
4. Continue to maintain and upgrade computer equipment and software to support transportation planning activities and public outreach program.
5. Attend conferences, seminars and meetings to stay current with new data, trends, implementation techniques and federal requirements regarding transportation planning.
6. Continue to look for opportunities to educate the Transportation Advisory Committee, Technical Committee, State Planning Council, and the public, on the new requirements and regulations of MAP-21.

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 RI DEM Office of Sustainable Watersheds 2011 growth center/ village challenge grant which includes providing education measures for municipalities and stakeholders on compact growth and TDR. This challenge grant builds on the previous work of the Washington County Regional Planning Council regarding developing TDR programs. Work with stakeholders and municipalities to encourage implementation of TDR programs which are consistent with the smart growth goals and policies of *Land Use 2025*. Work with DEM to implement the deliverables of this challenge grant and assure that the deliverables are consistent with *Land Use 2025* and coordinate with the sustainable communities work tasks.
2. Continue to provide technical support to communities in planning for TDR programs including suggested language for incorporating TDR principals into comprehensive community plans, updates and implementation programs.
3. Work with the Comprehensive Planning and Consistency Review staff to make sure that the TDR guidance when completed is clearly laid out in the comprehensive community plan guidance manual.

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

1. Continue to provide technical planning support to the RI DEM as they implement their 2011 Planning Challenge Grant for the production of a growth center /villages development manual and training program for municipal officials. Ensure that rural and urban centers variations are included in the manual. Work with DEM to design guidance for the siting, design and parameters of centers and villages. Guidance may include items such as developing and adopting procedures for review and approval; and creating potential incentives for encouraging implementation. Work with DEM

to ensure that the deliverables are consistent with *Land Use 2025* and other State Guide Plans and to assure that the deliverables coordinate with the statewide mapping resources intended to be produced through the sustainable communities' initiative.

2. Work with the sustainable communities' growth center subcommittee and grant staff as necessary to map urban and rural areas within the State that are potentially suitable for growth center development and infrastructure investment and consistent with *Land Use 2025*.
3. Maintain an inventory of current and proposed growth centers for each RI community for use in assisting communities and others 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 with providing suggested language for incorporating smart growth principals and by encouraging the designation of growth centers in comprehensive community plans.
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*.
5. Work with the Comprehensive Planning and Consistency Review staff to make sure that the Village Center Guidance when completed by the DEM challenge grant is clearly laid out in the comprehensive community plan guidance manual.

State Land Use Plan - Task 2025 *(medium)*

1. Continue background work for a future update of the State's Land Use Plan, *Land Use 2025* (State Guide Plan Element 121) through coordination with other stakeholders and the activities of the Sustainable Communities Grant.
2. Continue to provide ongoing technical assistance to communities in planning for land use, open space protection and compact growth including but not limited to providing informational workshops on *Land Use 2025* and other SGP Elements when requested and identifying where *Land Use 2025* and other State Guide Plan goals can be incorporated in comprehensive community plan updates, implementation programs and other publicly funded plans and projects.
3. Continue to coordinate with other planning stakeholders such as Grow Smart Rhode Island, the Narragansett Bay Estuary Research Reserve Educational Program, and the RI Chapter of the American Planning Association to develop and deliver educational programs relative to *Land Use 2025*, open space protection, and smart growth.
4. Continue to process updates and corrections to the current Urban Services Boundary based upon municipal feedback and update the future land use map where appropriate.

Water Supply Planning - Task 2030 *(low)*

1. Continue to implement State Guide Plan Element 721: *RI Water 2030*. Continue to execute the communications strategy designed to educate stakeholders on its content.
2. Continue to provide ongoing technical planning advice and support to the DOH, DEM, WRB, and others to assist communities in planning for water supply and the development / protection of drinking water resources by providing informational workshops on *RI Water 2030* and other SGP Elements when requested and encouraging the incorporation of relevant goals and policies in comprehensive community plans and water supply projects.
3. Work with the Comprehensive Planning and Consistency Review staff to make sure that the *RI Water 2030* water supply planning guidance and goals and policies of the Guide Plan Element are clearly laid out in the community comprehensive plan guidance manual.

4. The Associate Director will continue to serve as a member of the Water Resources Board (WRB) as mandated by RI General Law. Continue to provide assistance to the WRB staff for implementation of the WRB's strategic plan adopted in 2012. Ensure that the implementation activities are consistent with *RI Water 2030* and *Land Use 2025*. Continue 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 a stream flow depletion program.
5. 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, Comprehensive Planning and Consistency Review staff and municipalities on the integration of WSSMP contents and comprehensive community plans as mandated by the 2009 Water Use Efficiency Act and *RI Water 2030*.
6. Continue to monitor statewide hydrological and weather indicators and participate in the Drought Steering Committee as necessary based upon drought indices to insure implementation of *RI Water 2030*.
7. 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 implementation of *RI Water 2030*.
8. Provide consistency comments on the water supply and land use related elements of the State Guide Plan to the WRB, DEM, Department of Health, US EPA, 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.

<u>Land Use/Land Cover Update - Task 2035 (high)</u>

1. The State has maintained a land use database for almost 20 years that has been updated on a regular basis. In the last update of the dataset an impervious layer was added that has proved useful for many aspects of the water and land management in the State. Continue to work with the Program's Planning and Information Unit and RI DEM to complete an update of the RIGIS 2003-04 land use/ land cover based on 2011 orthophotography. The update will be produced by a selected vendor and consist of a statewide, seamless vector polygon GIS dataset. As part of the update, work with RIDEM to create a new Rhode Island Ecological Communities layer and update the 2003-04 impervious surface data layer. Ensure that the deliverables that are produced compliment the procedures used for the creation of the 2003-04 data layer, and will meet RIGIS distribution standards. Create and publish a technical document outlining the procedures used and the metadata for the new data layers. The updated data layers will be incorporated into RIGIS for use by federal, state and municipal governments and others. The data will be made available to the general public under established RIGIS licensing procedures.
2. Understanding urban and rural land use change is a very important aspect of managing growth and development in the State. Tracking urbanization and its impacts on open space, forests, and agricultural lands is an important issue for the Program. Use the new 2011 land use/ land cover data to create a time series analysis of urban and rural land use trends for the time period of 1988 to 2011 with GIS technology and RIGIS data. Assess land use changes and identify shifts in land use trends that have occurred since the adoption of *Land Use 2025* and the economic downturn of 2008. Illustrate where the implementation of the smart growth goals and policies of *Land Use 2025* may have resulted in changes in local policy and land use to inform a future update of *Land Use*

2025. Use GIS findings to write and publish a technical paper describing the analysis and results. The Technical Paper will serve as a resource for the update of *Land Use 2025*.

Water Quality Planning - Task 2040 *(medium)*

1. Water is essential for life and plays a vital role in the proper functioning of our ecosystems. Water pollution has a serious impact on all living creatures, and can negatively affect the use of water for drinking, household needs, recreation, fishing, transportation and commerce. The RI Non-Point Source Management Plan (State Guide Plan 731) was adopted in 1995 and addresses the protection and restoration of all waters of the state – surface and ground waters -- that are threatened or impaired by pollution. It is divided into two principal parts: statewide management strategies and watershed management strategies. The Plan's primary purposes are: to maintain the state's eligibility for federal funding under Section 319 of the Clean Water Act and to provide a vehicle for coordinating and integrating water pollution control activities, An updated element is needed fulfill federal EPA mandates for DEM and address modern water quality issues. Initiate an MOU with the DEM Office of Water Resources, the CRMC and the RI BRWCT to develop an approach for addressing water quality, watershed and water resource pollution planning issues related to the environment to be included within a new state guide plan element focused on water quality. This Element will then serve as the comprehensive overarching water quality policy document for the Section 319 Program, and all municipal, regional and state water quality planning.
2. After executing the MOU for the water quality element, work with DEM staff to formulate a water quality guide plan element using an advisory committee assembled by DEM for stakeholder input. Use the Rivers Policy and Classification Plan (SGP 162), the 2012 Narragansett Bay Comprehensive Conservation and Management Plan, and the RI Nonpoint Source Management Plan (SGP 731) as foundation documents to create an initial preliminary draft plan. Include where relevant those goals, policies, and recommended actions of the RI Bay Rivers, Watersheds System Level Plan and other relevant watershed plans.
3. Upon final endorsement of the preliminary draft plan by the advisory committee and DEM, complete public review and adoption process through the Technical Committee and State Planning Council. Upon plan adoption, rescind State Guide Plan elements 162, 715, and 731. Publish approved plan via website and electronic media. Initiate approved strategies and activities upon approval of plan.
4. Assist the Coastal Institute of the University of Rhode Island with ongoing implementation of the Excellence in Bay Management Project within the Woonasquatucket Watershed. Document the lessons learned, best practices on stormwater management techniques used, impacts of techniques, as well as costs and savings from the pilot project for use in other watersheds.
5. Continue to serve as a member of the Narragansett Bay Estuary Program Management and Policy Committees, and to provide technical planning advice to the Estuary Watershed Counts Indicator Program.
6. Continue to serve as a member of the RI Rivers Council and provide technical support and planning guidance as appropriate.
7. Serve as a member of the Rhode Island Bays, Rivers, and Watersheds Coordination Team (BRWCT). Provide input to the BRWCT on land use planning issues and the Systems Level Plan update. Work to ensure that the update is consistent with *Land Use 2025* and other State Guide Plans.

8. Continue to provide technical support to communities in addressing watershed issues including suggested language for incorporating watershed planning principals into comprehensive community plans, updates and implementation programs.

OWTS and Wetland Regulation Analysis – Task 2045 *(high)*

1. The protection of wetlands and other constraints to development are addressed by a variety of federal, state and municipal regulations. At the municipal level some communities enforce protective regulations to greater degrees than state agencies sometimes creating conflicts within permitting procedures. Facilitate a stakeholder process that evaluates the differences between municipal and state onsite wastewater treatment system and wetland regulations and put forth recommendation on environmentally responsible means for balancing the interests of each.
2. Assemble a stakeholder group comprised of federal, state, and local governments, as well as interest groups and non-profit organizations with an interest in wetland and onsite wastewater disposal system regulation.
3. Conduct research on current State and municipal rules and regulations concerning wetlands, onsite wastewater treatment systems as directed by the Rhode Island General Laws.
4. Facilitate discussion in the stakeholder group to evaluate the research and propose recommendations to better coordinate regulations on the state and local level.
5. Publish a technical paper summarizing the process and recommendations of stakeholders.

Energy Planning - Task 2050 *(high)*

1. Continue efforts to update State Guide Plan Element 781, Rhode Island State Energy Plan including the publication of wind turbine siting guidelines under a MOU executed with the Office of Energy Resources (OER) in 2012. Attend meetings of the Steering Committee conducted by the OER to ensure that State Guide Plan issues are addressed as necessary. As part of the steering and advisory committees, work with OER and hired consultants to devise a plan that is consistent with other State goals and meets energy the needs of the state.
2. Upon final endorsement by the Energy Plan Advisory Committee and the OER, complete public review and adoption process through the Technical Committee and State Planning Council. Publish approved plan via website and electronic media. Initiate approved strategies and activities upon approval of plan.
3. Work with the Comprehensive Planning and Consistency Review staff to make sure that the new Rhode Island State Energy Plan goals and policies are clearly laid out in the new community comprehensive plan guidance manual.
4. Provide energy related technical planning advice and support to the State Office of Energy Resources, the Renewable Energy Coordinating Board, URI, RI's Green Cities and Towns Program and other interested stake holders and state agencies.
5. 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 and its advisory councils as a means of expanding professional networks and continuing educational opportunities.
6. Continue to provide technical support to communities in addressing energy issues including suggested language for incorporating energy and renewable resource planning principals into comprehensive community plans, updates and implementation programs.

Climate Change and Natural Hazards Planning - Task 2060 (low)

1. The Rhode Island Coastal Resources Management Council, in coordination with the University of Rhode Island, is preparing a plan to help find solutions to coastal erosion problems, which are threatening communities in many areas along the State's coast. The Shoreline Change Special Area Management Plan or "Beach SAMP" proposes to bring state, federal, municipal, academic and private sector interests together to create a state management plan with solid, practical guidance for communities adapting to short-term and long-term shoreline change. URI researchers have been studying the project areas to understand how the coast has changed, what it may look like in the future, what infrastructure is at risk. The results of this research will help identify what policymaking needs to address now and plan for in the future. Improving the coastal resiliency of cities and towns throughout Rhode Island to the threats of erosion and flooding caused by storms events or sea level rise is important to land use planning. Attend stakeholder meetings and provide technical planning assistance to the Coastal Resources Management Council on the development of the Beach SAMP and work to ensure that it will be consistent with *Land Use 2025* and other State Guide Plans.
2. The Post Katrina Emergency Management Reform Act required the Federal Emergency Management Agency to create a National Disaster Housing Strategy. Under this strategy Rhode Island is required to address how the State provides housing to those affected by disasters. Assist the Office of Housing and & Community Development in drafting a state disaster housing preparedness, response, and recovery plan. This Plan will outline the actions necessary to temporarily or permanently relocate residents prior to and after a natural disaster. Assist the OHCD with building local, tribal, State, and Federal disaster housing baseline capabilities and understanding SGP goals and policies. Attend meetings of the State Disaster Housing Task Force to ensure that the Plan and implementation protocols will be consistent with *Land Use 2025* and other State Guide Plans.
3. After development and adoption of the state disaster housing preparedness, response, and recovery plan work with the Comprehensive Planning and Consistency Review staff to promote the use of disaster risk and recovery information in land use planning and make sure that guidance on the Plan is clearly laid out in the comprehensive community plan guidance manual.
4. Continue to Co-Chair the General Assembly's Joint Climate Change Study Commission's Key Infrastructure and Built Environment Subcommittee.
5. Pending the May 2012 decision by the U.S. EPA Smart Growth Implementation Assistance program, manage the proposed data-driven assessment of the potential impact of climate change on workers, revenues, and economic development assets and development of initial resilience strategies. If EPA funding is not received, complete the first stage of this project (Task 1A and 1B in the funding application), including (1) develop a data-driven framework to assess the potential impact of hazards and climate change on a municipality's economic activity and (2) pilot the framework using North Kingstown-specific data.

Solid Waste Management Initiatives - Task 2070 *(high)*

1. Assist the RRC and DEM in completing an update to State Guide Plan Element 171, Rhode Island Comprehensive Solid Waste Management Plan. Work with RRC and DEM Office of Waste Management staff to conduct stakeholder committee meetings and work to ensure that State Guide Plan issues are addressed as necessary. Provide technical planning support to the RRC and DEM to revise and expand as necessary the existing Element for review and final endorsement by the RRC and DEM.

2. Upon final endorsement by the RRC and DEM, complete public review and adoption process through the Technical Committee and State Planning Council. Publish approved plan via website and electronic media. Initiate approved strategies and activities upon approval of plan.
3. Work with the Comprehensive Planning and Consistency Review staff to make sure that the new State Guide Plan Element 171, Rhode Island Comprehensive Solid Waste Management Plan guidance, goals and policies are clearly laid out in the comprehensive community plan guidance manual.
4. Continue to provide technical support to communities in addressing solid waste management issues including suggested language for incorporating solid waste planning principals into comprehensive community plans, updates and implementation programs.
5. Continue to serve as the Director of the Department of Administration's alternate to the Rhode Island Resources Recovery Corporation's (RRC) 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.

Support for Sustainable Communities Initiative - Task 2080 *(medium)*

1. This task number is to account for staff time dedicated to the Program's Sustainable Communities Initiative that will not be paid for using HUD grant funding. Continue to provide technical assistance to the Sustainable Communities grant staff and Consortium in order to ensure that the goals and policies of the State Guide Plan are addressed within the development of the Housing and Economic Development Plans, and the Regional Plan Implementation Program. See the 3000 task series for a full description of the related work.

Other Land Use Planning Activities - Task 2090 *(low)*

1. Assess various municipal, state and federal projects and other plans, CEDS, CDBG, Building Homes RI and other grant applications, proposed legislation, school facility proposals and other documents for consistency with *Land Use 2025* and pertinent natural resource elements of the State Guide Plan.
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 the Aquidneck Island and Washington County Regional Planning Councils, Rhode Island Housing's Keepspace Committee the RI Historical Preservation and Heritage Commission, the RI Agricultural Partnership, the State Conservation Commission, the RI Rural Development Council, The US Natural Resource Conservation Service State Technical Committee, the Roger Williams University Community Assistance Program, and the RI Resource Conservation and Development Council.
3. Continue to provide technical planning support and provide informational workshops as requested related to innovative and emerging comprehensive community and land use planning techniques, zoning techniques, storm water management, healthy communities, agriculture and 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.
4. Attend conferences, seminars and meetings to stay current with new data, trends, innovations, and implementation techniques regarding land use and other types of natural resource 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.

5. Continue to provide technical planning advice and support to Grow Smart Rhode Island for the ongoing Rhode Island Land Use Collaborative Training Partnership. The Collaborative is a joint effort to deliver training on various land use subjects. Key audiences for the training are municipal staff, councils, boards, and commission, citizens, citizens groups, for-profit and non-profit developers, planning and design professionals, land use attorneys and conservationists. The goal is to increase overall capacity in Rhode Island to deal with increasingly complex land use issues and shape growth to meet community visions. Attend, participate in, and assist in the preparation of, design, and delivery of informational land use workshops on the legally required procedures, best practices and other requirements that should be followed in land use reviews. Provide advice to Grow Smart on developing new and diverse professional educational opportunities that provide guidance for municipal officials related to land use and other natural resource planning topics.

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.

<u>Grant Management - Task 3010 *(low)*</u>

1. Manage the grant budget with HUD and contracts with the consultant team hired to work on year two and three grant components. Track, document and pay expenses on a quarterly basis (at a minimum) and make drawdowns accordingly.
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 bi-annual progress reports to HUD (July and January) and update HUD's Logic Model as required.
3. Manage consultant team activities and the planning process accordingly to ensure the on time delivery of high quality grant products.

<u>Consortium Management - Task 3015 *(low)*</u>

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.
2. Track work and progress of the Consortium, its subcommittees and other partners. Communicate formal recommendations amongst subcommittees and the Consortium.
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.

<u>State Housing Plan - Task 3020 *(high)*</u>

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).
2. Manage housing plan development over the course of this FFY. Finalization and adoption of the Plan is expected to occur in mid FFY14.

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).
2. Manage economic development plan development over the course of this FFY. Finalization and adoption of the Plan is expected to occur in mid FFY14.

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.
2. Although the consultant team began work in Spring 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, as well as the growth centers strategy. While leading up to this, staff will complete implementation reports for the existing Land Use, Transportation and Water Elements.

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.
2. Manage growth center mapping over the course of this FFY. Finalization of the mapping is expected to occur in mid FFY14. Ensure coordination between consultant team and RIDEM's Village Center Statewide Planning Challenge Grant.

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.
2. Initiate technical assistance and capacity building (TACB) for initial priorities identified in the Sustainable RI RFP. Provide TACB for SEAC. Identify priorities for additional TACB through the planning process.

Social Equity Advisory Committee - Task 3045 *(high)*

1. Manage, train, support and continue to expand the Consortium's Social Equity Advisory Council (SEAC). Continue to work with partners to identify and appoint SEAC members. Work with

consultant team to establish pay rates and mechanisms, track participation, and coordinate SEAC review and comment on project deliverables.

2. Coordinate with consultant team and SEAC to provide SEAC guidance documents to the Consortium and the State Planning Council.

Public Participation, Outreach and Communications - Task 3050 *(high)*

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.
2. Manage the public outreach, participation and communications strategy throughout the entire planning process.

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.
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).
3. Manage development of performance measures throughout FFY 2014 and beyond. Tracking of performance measures will occur throughout the length of the RPG and beyond.

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.
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.
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.
4. Encourage State agency participation in the comprehensive planning process. 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.

Comprehensive Planning Handbook - Task 4010 *(high)*

1. Complete the Comprehensive Planning Guidance Manual with the assistance of the Comprehensive Planning Advisory Committee and technical experts from other State agencies. 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.

2. Post the new guidance manual on the Division of Planning website and provide notice to all municipalities and other interested parties. Offer a workshop to municipalities to introduce them to the manual and provide for questions and answers.

State Guide Plan Maintenance - Task 4015 *(medium)*

1. Undertake a review of all State Guide Plan elements to assess opportunities to eliminate, consolidate and simplify this collection of documents. This will involve a significant amount of outreach to other State agencies and original authors of various SGP elements to ensure that relevant content remains as a part of the SGP as a whole, while dated and irrelevant content is deleted.
2. As a result of the State Guide Plan review, prepare a 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.
3. Work with Rhode Island Historic Preservation and Heritage Commission (RIHPHC) staff to formulate a new Rhode Island Historical Preservation Plan to replace the current (1996) version. Unlike previous editions of this State Guide Plan element, the 2013 version will not simply be the agency work plan presented by RIHPHC to the National Park Service to qualify for Federal funds. Instead, this edition of the Rhode Island Historical Preservation Plan will utilize the information found in the RIHPHC work plan but will have a set of goals and policies specifically formulated with an eye toward providing direction and guidance to municipalities in preparing local comprehensive plans as well as guiding the actions of State agencies beyond RIHPHC.
4. Update the State Guide Plan Overview as necessary and maintain on the Division of Planning's website

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.
2. 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.

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.
2. Provide an annual summary to municipalities of newly adopted or amended laws that could be relevant to local planning interests.

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.

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.

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.
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.

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.
2. Semi-annually review, update, and post on the Division's website a list of Federal grants programs waived from State review.

EDC Project Proposal Review - Task 4045 *(medium)*

1. Review 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.

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.
2. Support the 2012 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.
3. Extend the 2012 Planning Challenge Grant Program's Cooperative Agreement with GrowSmart Rhode Island for the RI Land Use Training Collaborative from December 31, 2013 to June 30, 2014. Provide for the delivery of 10-12 additional training workshops and support the planned 2014 Power of Place Educational Summit by increasing the contract value by $37,500 ($24,375-FHWA, $5,625 – FTA and $7,500 GSRI match).
4. Monitor grant recipient project progress through quarterly reporting and reimburse funding to grant recipients as necessary through processing of reimbursement requests.

Comprehensive Economic Development Strategy (CEDS) Administration (Task 4055) *(medium)*

1. Monitor the U.S. Economic Development Administration (EDA) for announcements or changes affecting CEDS and recommend changes to the RI CEDS processes as warranted. Ensure that the criteria for evaluating CEDS projects closely correspond with EDA's criteria for funding.
2. Conduct an annual CEDS project solicitation and provide technical support and assistance in the preparation of CEDS applications.
3. Score and rank CEDS project applications received during the annual solicitation or during EDA's quarterly funding cycles.

Recreation, Conservation and Open Space Planning - Task 4060 *(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 greenspace networks to complement the State's land acquisition and protection programs.
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.
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.

State Planning Council Rules of Procedure – Task 4065 *(medium)*

1. Complete the rewrite of the State Planning Council Rules of Procedures. Upon completion, facilitate the public review and adoption process through the State Planning Council.

Development Review Board Legislation – Task 4070 *(high)*

1. Review current state enabling legislation for Planning Boards and Zoning Boards. Compile recommendations as to how development review boards could fit into the existing local land use planning structure. Identify current language that would need to be revised.
2. Engage a group of interested stakeholders, including municipal planners, to discuss the options for development review board enabling legislation.
3. Draft enabling legislation for development review boards, including requirements for membership, specific powers and duties, and administrative procedures.
4. Review draft enabling legislation with interested stakeholders including state-level policy and legal staff and revise as necessary.
5. Coordinate bill introduction with the Governor's Office and General Assembly.

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. G1S1 = 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. (G1S1)

RIGIS State Agency Support - Task 5010 *(medium)*

1. Implement the State of Rhode Island Enterprise GIS according to Esri's recommendations related to GIS data production environment, software license pooling, SAN storage, cloud services and servers. The RIGIS Coordinator will work with the RI Emergency Management Agency and the RI Department of Information Technology (DoIT) to purchase, install and configure new hardware and software. (G1S2)
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 RI Emergency Management Agency's Support Function V and Emergency Operations Center; the RI E-911 system's oblique aerial photography, and site address and road centerline data maintenance; the USGS National Hydrography Dataset stewardship program, as well as other new opportunities. (G1S4)
3. Continue discussions with the RI Office of Digital Excellence to explore ways to better leverage the extensive RIGIS dataset to help plan and analyze various State initiatives. (G1S4)

RIGIS Municipal Support - Task 5015 *(medium)*

1. Pending receipt of information from the Comprehensive Planning Advisory Committee (see Task 4010), develop standardized map symbology for high-priority required map layers that utilize RIGIS datasets (a.k.a layer files). Develop documentation on how to use these templates for the Comprehensive Planning Guidance Manual. (G1S5)
2. Provide technical assistance to municipalities in the coordinated development, dissemination, integration and utilization of GIS data. Continue to foster participation in the RI Municipal GIS User Group. Identify grant opportunities to support the sustainable development and maintenance of municipal GIS databases. (G1S5, G1S7)

RIGIS Data Development - Task 5020 *(high)*

1. Participate in efforts led by RIDEM to create a new statewide seamless digital land cover/land use data set and associated impervious surface dataset based on RIDEM-managed Spring 2011 digital orthophotography and RIDOA-managed Spring 2011 LiDAR datasets as primary source documents. Assist with Task 2035.1 by providing quality control review of draft dataset deliverables to ensure that they meet the identified needs of primary State of Rhode Island users and RIGIS database submission standards. 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 will be used in developing a Regional Plan for Sustainable Development (RPSD). This project is underway with anticipated completion in December 2013. (G2S3)
2. Continue efforts to determine how to best create a seamless statewide municipal database to include parcel, land use, zoning, and future land use data layers at a minimum. This includes gathering parcel and municipal assessor CAMA database extracts, the creation of a repository for municipal boundary survey monument locations to be used to improve the accuracy of the RIGIS municipal boundary dataset, and an effort to standardize and require land use codes from municipal assessors. (G2S3)

3. Incorporate new datasets into the RIGIS database as they become available. Currently anticipated additions include; derived LiDAR data products being built by the URI-EDC under contract with the URI Transportation Center and RIDOT, any missing high-priority datasets to-be-identified by the RIGIS Data Management Working Group, and many continuously updated high-priority datasets from various source providers. (G2S2)
4. Update the existing statewide RIGIS Parcel Standard to follow adopted and emerging Federal standards and regional best practices. (G3S1, G3S2)
5. Assist with the creation of a sustainable RIDOA, Facility Management, Building Division state property dataset to support a new Workorder Management System. Help define the business process necessary to keep this new dataset updated by 4-5 different state agencies. This task will serve as a pilot project towards the ultimate goal of maintaining mapped information for all tracked state properties to support transportation planning and emergency management needs.
6. Work with USGS to acquire high-resolution statewide digital orthophotography . The aerial images will be collected in spring 2014 (leaf off), using digital sensors to collect 4-band color data (for both natural color and color infrared uses). The resulting orthoimages will have 0.30 meter (roughly 1-foot) pixel resolution for the entire state and 0.15 meter (roughly 6-inch) pixel resolution for portions of the Providence Metro area. Anticipating delivery by December 31, 2014, the imagery will be used to support transportation, land use, environmental and emergency management planning efforts.

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 (URI-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 the URI-EDC for the same. (G2S1)
2. Implement the RIGIS Data Distribution Working Group findings and redesign the RIGIS website to modernize its overall appearance and usability, create new subsections of the website for each RIGIS Executive Committee working group, and implement a municipal parcel data collection and distribution mechanism including municipal contact information where data is not available or access is locally controlled. Research and decide upon the best mechanism to allow the RIGIS community to post new employment and internship opportunities and for job/internship seekers to post information about themselves and their educational institution's internship-for-credit programs. (G4S1, G4S2)
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)
4. Work with RIGIS source data providers and the RI Public Records Administration to plan and implement a sustainable strategy for continuously archiving historic geospatial information.

Other RIGIS Data Analysis and Mapping - Task 5030 *(high)*

1. Work with the URI-EDC to create density maps of population, employment, land development and public transportation availability using historic and recently-acquired source information from the federal government and state agencies. (G1S4)

2. Work with the RI Water Resources Board's to analyze municipal water distribution infrastructure data; update water service areas and map water availability by watersheds.

RIGIS Geospatial Organization Coordination and Participation - Task 5035 *(low)*

1. Update the RIGIS Event Calendar with local, regional and national geospatial events, webinars and meetings. Continue to inform the RIGIS community of newsworthy announcements and upcoming events via the RIGIS-L listserv, the @RIGIS Twitter account, the RIGISnews blog, and LinkedIn. (G1S5, G5S3)
2. Continue involvement with RI organizations that have a geospatial-component to keep their members informed of constant changes with RIGIS. These organizations include RIAAO, RIFMA, RIGEA, RI-GMIS, RILOCAT, RISPLS, and any others to-be-identified. (G1S4, G5S2, G5S4)
3. Continue to schedule and hold regular quarterly meetings with the Connecticut and Massachusetts State GIS Coordinators to share experiences, best practices and networking contacts for projects and initiatives that are common to southern New England.
4. Renew memberships and when feasible, 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)
5. When feasible, continue to represent RI's interests in national efforts to integrate adopted and emerging geospatially-related standards and best practices. Examples include: Parcels For The Nation; the National Broadband Map; the National Hydrography Dataset; the Digital Coast Partnership; and the Virtual USA program. (G1S3)

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.
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.
3. Compile annual 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.
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.
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.
6. Review and revise overall State Data Center network membership of Coordinating and Affiliate Agencies with the goal of including more diverse data users in the state and improving data distribution, communication and coordination efforts involving census data products, and various training opportunities regarding data products and data subject areas.

Census Data Analysis - Task 5045 *(high)*

1. Continue to monitor and report on the Sustainable Communities Initiative baseline performance measures as required by HUD.
2. Develop CHAS (Comprehensive Housing Affordability Strategy) data tabulations to HUD specifications for use by local governments in planning how to spend HUD funds. This data may be used by HUD to distribute grant funds and to analyze housing needs in the comprehensive plan.
3. Complete "Census Data for Transportation Planning". This Technical Paper 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.
4. Continue to publish and distribute regular informational bulletins presenting census data analysis on specific topics (e.g.; Population Projections, Language Spoken at Home, Geographies/Maps of Social Equity).
5. Develop a Technical Paper update to the 2007 Technical Paper 159 - *Destination Rhode Island: Domestic and International Migration in the Ocean State.* This Technical Paper will use Census data, IRS data, and other data as appropriate to analyze international and domestic in- and out-migration and demographic characteristics of migrants where possible.

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 custom demographic, social, economic, and housing tabulations, 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.
2. Disseminate information about Census Bureau trainings, webinars, and various topical publications prepared by its Data Users Branch (DUB) such as: *How to Navigate American Factfinder, Customize Searching through Dataferret* and *Government Statistic*.

Census Data Distribution - Task 5055 *(medium)*

1. Act as the statewide agent for the distribution of census materials. Continue to maintain a publicly accessible library of hard copy census materials, including CD-ROMs, DVDs, published reports, maps, etc.
2. Populate the Planning Information Center's section of the Program's website with Annual American Community Survey Estimates allowing for year-to-year comparisons of population, economic, housing, social, and employment data, including unemployment, civilian labor force and labor force participation rates.
3. Update census data offerings on the Program's website using results from the 2013 survey on planners' greatest Census data needs, such as local economic data on employment and establishments and associated data needed to conduct market analyses, migration data , and age cohort data and components of demographic change, as well as income data at the census tract level

4. Increase use of data visualizations on the new website improving our ability to communicate to our customers via maps and enhanced graphical charts and tables with improved software now available to staff.
5. Work with the Providence Plan as necessary to support maintenance and updates of the Community Profiles website.

Website Development and Maintenance - Task 5060 (high)

1. Maintain and enhance the redesigned Division of Planning website with new and improved graphics, visualizations, and images. Continue to 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.
2. Expand the functionality of the website to allow on-line completion and submission of the various forms used within the Division. Improve the availability of local government documents on the Division of Planning website including comprehensive plans, zoning ordinances and development regulations.
3. Proactively coordinate with staff supervisors in the implementation of the update schedule of website content to ensure that the Division's website remains current. Perform website maintenance and update content as requested.
4. Migrate all current Water Resources Board website content to Division of Planning website.
5. Create and maintain a Statewide Planning Publications Archive on the Geographic and Demographic Information page.
6. Track website activity through reports created by the Rhode Island Department of Information Technology (DOIT) and distribute reports to staff in an effort to guide possible content changes with the goal of enhancing the website to meet our customers' needs.

Statewide Planning Program monthly E Newsletter – Task 5065 *(medium)*

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 planning topics.

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.
2. Continue to pursue preservation strategies and efforts to properly archive and safeguard deteriorating original historic aerial photographs and other reference materials dating back to 1938.

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.
2. Devise an announcement and distribution system for making publications received by the Division of Planning available to all staff members.

Graphic Design Support – Task 5080 *(medium)*

1. Assist staff in the design, layout, formatting, printing and distribution of publications and other graphical products.
2. Continue to 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.

Support to Other Agencies

Housing Program Support - Task 6010 *(medium)*

1. Work with 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 opportunities.

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.

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.
2. Maintain 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.
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.
4. Complete quarterly reporting requirements of the Federal Highway and Transit Administrations. Separate reports to be submitted in October of 2013 covering the period from July 2013 through September 2013; January of 2014 for the period of October through December 2013; and May of 2014 for the period March through April 2014. Quarterly reporting for the period of April 2014 through June 2014 shall be accomplished through submittal of the 2015 Unified Transportation Work Program.
5. In cooperation with the Rhode Island Secretary of State's Office, implement the public records retention schedule which was created to meet the requirements of RIGL 38-3, Public Records Administration.
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.

Paid Leave – Task 8010

1. Task 8010 accounts for instances where staff are anticipated to be on paid leave.

Central Business Office – Task 8020

1. Task 8020 accounts for the time utilized by the Department of Administration, Central Business Office in managing the Program's financial transactions.

PART FOUR: RESOURCES

Sources of Funding

The following are estimates of federal funds assumed to be available in FY 2014 to support the work program. In most cases, a state match share is required. Expenditures of these funds by task and project and their associated matches are detailed in the table 4-1.

1. Federal Highway Administration (FHWA) Metropolitan Planning (PL) fund projected balance as of July 1, 2013 including the anticipated FFY 14 grant amount.	$5,412,026
2. Federal Transit Administration (FTA) Metropolitan Planning (5303) fund projected balance as of July 1, 2013 including the anticipated FFY 14 grant amount.	$1,176,218
3. US Dept. of Housing and Urban Development (HUD) Sustainable Communities fund projected balance as of July 1, 2013.	$1,796,551

Staff

Division of Planning Staff responsible for completing the work program are as follows:

Associate Director's Office	
Associate Director	Kevin Flynn
Executive Assistant	Dawn Vittorioso
Statewide Planning Program	
Chief	Jared L. Rhodes, II
Assistant Chief	Karen Scott
Transportation Planning	
Supervising Planner	Linsey Callaghan
Principal Planner	Vacant
Principal Planner	Michael Moan
Principal Research Technician	Ben Jacobs
Principal Planner	Ronnie Sirota
Land Use and Natural Resources	
Supervising Planner	Nancy Hess
Principal Planner	Jeff Davis
Senior Planner	Paul Gonsalves
Sustainable Communities	
Supervising Planner	Melanie Army
Principal Planner	Christopher Witt
Comprehensive Planning and Consistency Reviews Section	
Supervising Planner	Kevin Nelson
Principal Planner	Vacant

Principal Planner	Chelsea Siefert
Senior Planner	Benny Bergantino
Planning Information Center	
Supervising Planner	Vincent Flood
GIS Coordinator	Shane White
Principal Planner	Amanda Martin
GIS Technician	Christina Delage-Baza
Information Services Technician II	Kim A. Gelfuso
Support Staff	
Principal Accountant	Paul Capotosto

Funding By Task

The following table shows projected expenditures by task and funding source.

TABLE 4-1, 2014 ESTIMATED COSTS BY TASKS AND FUNDING SOURCES

TASK	PERSONEL AND OPERATING	TOTAL	SPP	FHWA	FTA	HUD	RIDOT	RIPTA	BRWCT	OHCD	URI	EFSB	OTHER
7010	MANAGEMENT AND ADMINISTRATION	$285,917	$71,479	$174,409	$40,028								
8010	PAID LEAVE	$427,320	$106,830	$260,665	$59,825								
1005	SURFACE TRANSPORTATION PLAN	$10,610	$2,653	$6,472	$1,485								
1010	STATE RAIL PLAN	$33,830	$8,458	$20,636	$4,736								
1015	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	$20,248	$5,062	$12,351	$2,835								
1020	TRAVEL DEMAND MODELING	$42,135	$10,534	$25,702	$5,899								
1025	AIR QUALITY CONFORMITY ANALYSIS	$9,610	$2,403	$5,862	$1,345								
1030	HIGHWAY FUNCTIONAL CLASSIFICATION	$53,078	$13,270	$32,378	$7,431								
1035	CONGESTION MANAGEMENT TASK FORCE	$23,887	$5,972	$14,571	$3,344								
1040	ACCESS MANAGEMENT	$25,220	$6,305	$15,384	$3,531								
1045	TRANSPORTATION SAFETY	$45,579	$11,395	$27,803	$6,381								
1050	TRANSIT PLANNING	$12,610	$3,152	$7,692	$1,765								
1055	AIRPORT PLANNING	$7,555	$1,889	$4,608	$1,058								
1060	FREIGHT PLANNING	$56,272	$14,068	$34,326	$7,878								
1065	TITLE VI / ENVIRONMENTAL JUSTICE	$22,553	$5,638	$13,758	$3,157								
1070	SRTS - GENERAL OVERSIGHT	$45,107	$11,277	$27,515	$6,315								
1075	SRTS - GRANT MANAGEMENT	$17,248	$4,312	$10,521	$2,415								
1080	SRTS - PUBLIC OUTREACH	$23,887	$5,972	$14,571	$3,344								
1081	SRTS - OTHER STAFF SUPPORT	$5,583	$1,396	$3,406	$782								
1082	TRANSPORTATION INFRASTRUCTURE SEA LEVEL RISE	$72,910	$18,227	$44,475	$10,207								
1085	PERFORMANCE MANAGEMENT	$45,857	$11,464	$27,973	$6,420								
1090	TRANSPORTATION PLANNING COORDINATION	$29,719	$7,430	$18,129	$4,161								
1095	CONTINUING TRANSPORTATION PLANNING PROCESS	$21,554	$5,388	$13,148	$3,017								
2010	TRANSFER OF DEVELOPMENT RIGHTS	$12,554	$3,139	$7,658	$1,758								
2020	VILLAGE AND GROWTH CENTERS	$26,942	$6,735	$16,435	$3,772								
2025	STATE LAND USE PLAN	$6,972	$1,743	$4,253	$976								
2030	WATER SUPPLY PLANNING	$9,277	$2,319	$5,659	$1,299								
2035	LAND USE/ LAND COVER UPDATE	$20,109	$5,027	$12,267	$2,815								
2040	WATERSHED PLANNING	$9,749	$2,437	$5,947	$1,365								
2045	OWTS AND WETLAND REGULATION ANALYSIS	$28,081	$7,020	$17,129	$3,931								
2050	ENERGY PLANNING	$8,360	$2,090	$5,100	$1,170								
2060	ADAPTATION MITIGATION PLANNING	$13,665	$3,416	$8,336	$1,913								
2070	SOLID WASTE MANAGEMENT PLANNING	$30,525	$7,631	$18,620	$4,273								
2080	SUSTAINABLE COMMUNITIES INITIATIVES	$113,656	$28,414	$69,330	$15,912								
2090	OTHER LAND USE PLANNING ACTIVITIES	$14,665	$3,666	$8,946	$2,053								
3010	GRANT MANAGEMENT	$17,915				$17,915							
3015	CONSORTIUM MANAGEMENT	$18,582				$18,582							
3020	STATE HOUSING PLAN	$29,525				$29,525							
3025	STATE ECONOMIC DEVELOPMENT PLAN	$27,858				$27,858							
3030	RPSD IMPLEMENTATION PROGRAM	$10,610				$10,610							
3035	GROWTH CENTERS	$18,582				$18,582							
3040	CAPACITY BUILDING AND TECHNICAL ASSISTANCE	$13,943				$13,943							
3045	SOCIAL EQUITY ADVISORY	$27,858				$27,858							
3050	PUBLIC PARTICIPATION, OUTREACH, COMMUNICATIONS	$23,220				$23,220							
3055	PERFORMANCE MEASURES	$13,943				$13,943							
4005	COMP PLANNING PROGRAM ADMINISTRATION	$204,842	$51,210	$124,953	$28,678								
4010	COMP PLAN HANDBOOK, RULES, REGS	$60,050	$15,012	$36,630	$8,407								
4015	STATE GUIDE PLAN MAINTENANCE	$21,165	$5,291	$12,910	$2,963								
4020	LOCAL PLANNING ASSISTANCE	$40,080	$10,020	$24,449	$5,611								
4025	LEGISLATIVE/CASE LAW ASSISTANCE	$23,498	$5,874	$14,334	$3,290								
4030	ENERGY FACILITY SITTING BOARD	$11,666										$11,666	
4035	STATE PROPERTY REVIEW	$4,250	$1,062	$2,592	$595								
4040	INTERGOVERNMENTAL REVIEW	$29,192	$7,298	$17,807	$4,087								
4045	PROJECT PROPOSAL	$9,416	$2,354	$5,744	$1,318								
4050	PLANNING CHALLENGE GRANT PROGRAM	$19,443	$4,861	$11,860	$2,722								
4055	CEDS ADMINISTRATION	$17,109	$4,277	$10,437	$2,395								
4060	RECREATION,CONSERVATION AND OPEN SPACE PLANNING	$3,972	$993	$2,423	$556								
4065	STATE PLANNING COUNCIL RULES OF PROCEDURE	$4,194	$1,049	$2,558	$587								
4070	DEVELOPMENT REVIEW BOARD LEGISLATION	$24,942	$6,236	$15,215	$3,492								
5005	RIGIS EXECUTIVE COMMITTEE SUPORT	$24,220	$6,055	$14,774	$3,391								
5010	RIGIS STATE AGENCY SUPPORT	$44,579	$11,145	$27,193	$6,241								
5015	RIGIS MUNICIPAL SUPPORT	$25,998	$6,499	$15,858	$3,640								
5020	RIGIS DATA DEVELOPMENT	$28,858	$7,215	$17,604	$4,040								
5025	RIGIS DATA DELIVERY	$14,054	$3,514	$8,573	$1,968								
5030	RIGIS DATA ANALYSIS	$31,525	$7,881	$19,230	$4,413								
5035	RIGIS GEOSPATIAL ORGANIZATION COORDINATION	$15,054	$3,764	$9,183	$2,108								
5040	CENSUS DATA CENTER	$18,915	$4,729	$11,538	$2,648								
5045	CENSUS DATA ANALYSIS	$47,829	$11,957	$29,176	$6,696								
5050	CENSUS DATA SUPPORT	$10,610	$2,653	$6,472	$1,485								
5055	CENSUS DATA DISTRIBUTION	$3,639	$910	$2,220	$509								
5060	WEBSITE DEVELOPMENT AND MAINTENANCE	$78,104	$19,526	$47,643	$10,935								
5065	SPP E NEWSLETTER	$16,248	$4,062	$9,912	$2,275								
5070	AERIAL PHOTOGRAPHY ACCESS AND ARCHIVING	$10,749	$2,687	$6,557	$1,505								
5075	PUBLICATION ARCHIVES	$12,610	$3,152	$7,692	$1,765								
5080	GRAPHIC DESIGN SUPPORT	$17,248	$4,312	$10,521	$2,415								
6010	HOUSING PROGRAM SUPPORT	$18,582	$4,645	$11,335	$2,601								
6020	CDBG SUPPORT	$27,210								$27,210			
8020	CENTRAL BUSINESS OFFICE	$62,701		$38,248	$8,778								$15,675
	SUB TOTAL	*$2,817,429*	*$628,454*	*$1,571,675*	*$360,712*	*$202,036*	*$0*	*$0*	*$0*	*$27,210*	*$0*	*$11,666*	*$15,675*
TASK	**CONTRACTUAL AND PASS THRU GRANTS**	**TOTAL**	**SPP**	**FHWA**	**FTA**	**HUD**	**RIDOT**	**RIPTA**	**RI BRWCT**	**OHCD**	**URI**	**EFSB**	**OTHER**
1010	State Rail Plan Contract *(anticipated remaining disbursements)*	$98,000		$19,600	$58,800		$19,600						
1020	VHB Travel Demand Contract *(anticipated FY 14 disbursements)*	$400,000		$320,000			$80,000						
1025	VHB Air Quality Contract *(anticipated FY 14 disbursements)*	$50,000		$40,000			$10,000						
1045	RI Stars Corridor Study Contract *(anticipated FY 14 disbursements)***	$200,000		$160,000			$40,000						
1050	RIPTA Advanced Transit Technologies Project Support	$110,000			$88,000			$22,000					
1050	RIPTA Fare Integration Project Support	$50,000			$40,000			$10,000					
1050	DOT Transit Planning Project Support	$250,000			$200,000		$50,000						
1060	Freight Plan Contract *(anticipated FY 14 disbursements)**	$200,000		$160,000					$40,000				
1085	Performance Management Training	$42,000	$8,400	$27,300	$6,300								
3010	Sustainable Communities Contract *(anticipated FY 14 disbursementS)*	$1,000,000				$800,000							$200,000
4050	2009 Planning Challenge Grant *(anticipated remaining disbursements)*	$213,750		$171,000									$42,750
4050	2012 Planning Challenge Grant *(anticipated remaining disbursements)*	$878,750		$703,000									$175,750
4050	2014 RI Land Use Training Collaborative Support	$37,500		$24,375	$5,625								$7,500
5020	2011 Land Cover Project *(anticipated remaining disbursements)*	$262,799		$78,840					$26,280				$157,679
5020	USGS Orthophotography	$54,000		$43,200			$10,800						
5025	URI Environmental Data Center RIGIS Support	$62,500		$40,625	$9,375						$12,500		
	SUB TOTAL	$3,909,299	$8,400	$1,787,940	$408,100	$800,000	$210,400	$32,000	$66,280	$0	$12,500	$0	$583,679
TOTAL		**$ 6,726,728**	**$636,854**	**$3,359,615**	**$768,812**	**$1,002,036**	**$210,400**	**$32,000**	**$66,280**	**$27,210**	**$12,500**	**$11,666**	**$599,355**

Notes: ***** The total planned expenditure on the Freight Plan contract is $600,000
****** The total planned expenditure on the RI STARS corridor study is $500,000
SPP - Statewide Planning Program
FHWA - Federal Highway Administrations
FTA - Federal Transit Administration
HUD - Department of Housing and Urban Development
RIDOT - Rhode Island Department of Transportation
RIPTA - Rhode Island Public Transit Authority
RIBRWCT - Rhode Island Bays, Rivers and Watersheds Coordination Team
OHCD - Rhode Island Office of Housing and Community Development
URI EDC - University of Rhode Island Environmental Data Center
EFSB - RI Energy Facility Siting Board
OTHER - Other participant match contributions

Appendix I

RIDOT PLANNING TASKS
FOR THE UNIFIED TRANSPORTATION PLANNING WORK PROGAM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
SPR-PL 3(34) WORK PROGRAM

TASK	DESCRIPTION	AUTHORIZATION			
		YEAR I (2014)	YEAR II (2015)	TOTAL	FED SHARE
0101	Administration	$285,000		$285,000	$228,000
0201	Road Inventory	$300,000		$300,000	$240,000
0301	GIS/Mapping	$900,000		$900,000	$720,000
0401	Traffic Congestion	$1,200,000		$1,200,000	$960,000
0501	Highway Statistics	$35,000		$35,000	$28,000
0601	Trans. Plan., Studies, Coor. and Asst.	$800,000		$800,000	$640,000
0602	Environmental Programs	$600,000		$600,000	$480,000
0702	Fiscal and Project Programing	$285,000		$285,000	$228,000
0705	Workforce Development	$950,000		$950,000	$760,000
0801	Public Transit Planning	$100,000		$100,000	$80,000
0804	Bicycle and Pedestrian Activities	$100,000		$100,000	$80,000
0901	Management and Monitoring Systems	$1,300,000		$1,300,000	$1,040,000
TOTAL		**$6,855,000**	**$0**	**$6,855,000**	**$5,484,000**

Appendix II

RIPTA PLANNING TASKS
FOR THE UNIFIED TRANSPORTATION PLANNING WORK PROGAM

Rhode Island Public Transit Authority
Unified Planning Work Program, FY 2014

RIPTA's planning program for FY 2014 will address short and long range planning concerns, including the ongoing maintenance of transit operating statistics, review of existing transit operations, development of long-term plans for transit capital investments, design of transit operations to address available funding levels, review of new markets, coordination with outside agencies that have interest in Rhode Island's transportation system, collaboration on coordinated transit plans for public transit human service transportation, and improvements to the effectiveness and efficiency of RIPTA's operations. RIPTA will incorporate planning needs identified by the Strategic Planning subcommittee of the RIPTA Board. RIPTA will use staff to accomplish these tasks; staff work will be supplemented by outside consultants as needed.

	Federal Share	Total
Long Range Transportation Planning	$413,000	$517,000

RIPTA will provide on-going review and support of long-term transit strategies and investments in transit. Planned efforts include the implementation of Rapid Bus corridors; development of additional Rapid Bus corridors; service models for Kennedy Plaza and the Pawtucket transit hub; coordination on Transit Signal Prioritization; and support for the Core Connector in Providence. RIPTA will develop a Bus Stop Improvement Plan and a vanpool program. RIPTA will complete the statewide transit operational analysis and review and prioritize Park and Ride facilities. RIPTA will evaluate its current fare products and collection mechanisms to identify potential revenue opportunities as well as improve ease of use for riders. RIPTA will participate in Rhode Island's Transportation planning processes with a major focus on the Transportation Advisory Committee and the State Planning Council.

Short Range Transportation Planning	$500,000	$625,000

RIPTA will maintain ongoing support statistics, review and plan route adjustments, coordinate transit operations with transit planning, study RIPTA management activities, track and evaluate new transit markets and opportunities, and coordinate transit operations planning with our bus and paratransit users and partners. RIPTA's Planning Department will continue its expanded activities to collect, validate, and analyze data, while maintaining the on-going collection and analysis of transit data and business and demographic information. RIPTA will work with human services agencies to identify efficient and effective options for meeting the transportation needs of their clients. RIPTA planning staff will also perform studies of critical transit support functions, such as management and efficiency of the RIde paratransit service and maintenance systems.

RIPTA Unified Planning Work Program	**$ 913,000**	**$ 1,142,000**

Appendix III

UNITED STATES DEPARTMENT OF TRANSPORTATION APPROVALS

U.S. Department
of Transportation

Federal Transit Administration
Region I
55 Broadway Suite 920
Cambridge, MA 02142-1093
(617) 494-2055
(617) 494-2865 (fax)

Federal Highway Administration
Rhode Island Division
380 Westminster Street, Suite 547
Providence, RI 02903
(401) 528-4541
(401) 528-4542 (fax)

Mr. Jared L. Rhodes II, Chief
Statewide Planning Program
Rhode Island Division of Planning
One Capitol Hill
Providence, Rhode Island 02903

SEP 10 2013

Re: **Approval - Rhode Island FY 2014 Unified Planning Work Program**

Dear Mr. Rhodes:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have reviewed the Unified Planning Work Program (UPWP) of Rhode Island as adopted by the State Planning Council on June 13, 2013. Based upon our review, FHWA and FTA approve the UPWP.

As a reminder, all activities included in the UPWP for FHWA/FTA funding must meet federal transportation planning eligibility requirements and must be clearly demonstrated in the text of the UPWP. Additionally, each work task must have a transportation nexus (e.g. see FTA Circular 8100.1C), follow federal cost principles (see 2CFR225), and include the required content and sufficient descriptions documenting this eligibility.

This approval represents an agreement that FHWA and FTA will continue to participate in costs as proposed for FY2014, with the understanding that Statewide Planning will work towards an FY2015 UPWP that clearly demonstrates full compliance with eligibility requirements. Our staff will continue to be available to assist you in your UPWP transition. Should you have any questions regarding this subject, please feel free to contact Mr. Corey Bobba at (401) 528-4577 or Mr. Nicolas Garcia at (617) 494-3940.

Sincerely,

Carlos C. Machado
Division Administrator
Federal Highway Administration

Mary Beth Mello
Regional Administrator
Federal Transit Administration

cc: Mr. Michael Lewis, Director – RIDOT
Mr. Raymond Studley, CEO – RIPTA

U.S. Department of Transportation

Federal Transit Administration
Region I
55 Broadway Suite 920
Cambridge, MA 02142-1093
(617) 494-2055
(617) 494-2865 (fax)

Federal Highway Administration
Rhode Island Division
380 Westminster Street, Suite 547
Providence, RI 02903
(401) 528-4541
(401) 528-4542 (fax)

Mr. Jared L. Rhodes II, Chief
Statewide Planning Program
Rhode Island Division of Planning
One Capitol Hill
Providence, Rhode Island 02903

Re: **Approval - Rhode Island FY 2014 Unified Planning Work Program Amendment**

Dear Mr. Rhodes:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have reviewed the Unified Planning Work Program (UPWP) of Rhode Island as amended by the State Planning Council on November 25th, 2013. The amendment in question concerns the addition of a $54,000 project to acquire USGS high-resolution statewide digital orthophotography. Based upon our review, FHWA and FTA approve the amended UPWP.

We find that the amendment meets transportation planning eligibility requirements. The usefulness of digital orthophotography in transportation planning activities demonstrates a clear transportation nexus. Should you have any questions, please feel free to contact Mr. Corey Bobba at (401) 528-4577 or Mr. Nicolas Garcia at (617) 494-3940.

Sincerely,

Daniel J. Berman

for Carlos C. Machado
Division Administrator
Federal Highway Administration

Mary Beth Mello

Mary Beth Mello
Regional Administrator
Federal Transit Administration

cc: Mr. Michael Lewis, Director – RIDOT
Mr. Raymond Studley, CEO – RIPTA