

**FY 15 UNIFIED  
TRANSPORTATION PLANNING  
WORK PROGRAM**

**July 2014-June 2015**

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**Rhode Island Department of Administration  
Division of Planning  
STATEWIDE PLANNING PROGRAM  
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## **PREFACE**

### **Purpose and Authority**

This document serves as the Unified Planning Work Program (UPWP) for the State's Metropolitan Planning Organization (MPO). It summarizes the numerous programs and products that the MPO expects to conduct over the next year. It also documents the proposed expenditure of federal, state and local transportation planning funds over the next year.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) of 2005 set forth requirements for Statewide and metropolitan transportation planning processes, following upon the predecessor Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and Transportation Equity Act for the 21st Century (TEA-21). The United States Department of Transportation (U.S. DOT) issued planning regulations on November 14, 2007 implementing SAFETEA-LU requirements governing the transportation planning process. These requirements are presented in 23 CFR Part 450 and 49 CFR Part 613, Statewide and Metropolitan Planning Final Rule. Although Moving Ahead for Progress in the 21st Century (MAP-21) took effect on October 1, 2012, USDOT has not yet issued final regulations governing the transportation planning process; therefore the requirements that were put in place under SAFETEA-LU are still applicable. The Metropolitan Planning Regulations are closely tied with the Clean Air Act Amendments of 1990 (CAAA) through the U.S. Environmental Protection Agency's (EPA) Air Quality Conformity Regulations.

In addition to meeting the federal requirements outlined above, the UPWP serves as a management tool for the Statewide Planning Program; therefore it also includes some activities that are undertaken by the Program that are not funded with transportation funds.

### **Organization of this Document**

Section I, the Introduction provides an overview of the metropolitan planning area, the organizational structure of the metropolitan planning organization, including committees and staff, and a description of the State Guide Plan, the series of planning documents that outline state policy in a number of areas including transportation, land use, economic development, housing and energy.

Section II, Planning Priorities, states the mission of the organization, overviews the interconnected planning process in Rhode Island, and outlines key areas of emphasis for this work program. This will match programs (tasks) outlined in this work program with key areas of emphasis for the MPO and State, which align with the eight (8) planning factors outlined in MAP-21.

Section III, Program Area Descriptions, outlines 20 individual program areas in the work program and provides an objective for each area. Each program area is shown as a task with more specific functions outlined within that task. Specific projects are underlined within each task and noted with a project number. More detail on specific projects is provided in Section IV.

Section IV, Project Descriptions, provides more specific information on the projects listed in Section III above. An index of all projects with a project sheet is provided in the beginning of the section. An information sheet is included for each project which includes the project title, associated program area/task, project manager and staff, a description and scope of the project, project objectives, tasks by quarter, final products, beneficiaries, and project costs.

Section V outlines the resources available to the MPO to accomplish the tasks outlined in this work program. It also includes an outline of the hours dedicated to each program area by employee and the total funding amount dedicated to each program area by funding source.

There are also several appendices which include a summary of FY14 performance, the Indirect Cost Allocation Plan, the Title VI Compliance, and the required Self Certifications.

### **Unified Planning Work Program Development Process**

Although the UPWP format that has been used for the past decade has served the Program well, the MPO has been exploring ways to improve the method by which the Program's overall strategic direction is presented. This new UPWP format illustrates how all the pieces of the work program come together to implement state policy as outlined in the State Guide Plan, particularly Transportation 2035 and Land Use 2025. This revised work program format more clearly illustrates how each of the elements in the work program form a holistic transportation planning process that is unique to Rhode Island.

Rhode Island's unique MPO structure provides significant advantages. Because the MPO, transit agency, and DOT all cover the same geographic area, Rhode Island can plan its transportation system within the context of a statewide vision for land use, housing, and economic development. This work program improves upon previous versions by more clearly describing the MPO activities that will help the State to achieve its vision strategically, using a coordinated approach to planning and investment.

The development of the FY 15 UPWP began in February with the solicitation of major new projects from internal staff, as well as from RIDOT and RIPTA. The priorities were all combined and a meeting of the three agencies was convened to discuss the projects and ways to better coordinate and fund the work between the agencies. A draft of the UPWP was circulated to the State Planning Council and its advisory committees, the Technical Committee and the Transportation Advisory Committee, for review and comment. Input from those bodies was taken and incorporated into the UPWP. The updated UPWP was then presented again to the MPO and MPO advisory committees for final review and approval. Finally, the UPWP was submitted to FTA and FHWA for review and approval.

## I. INTRODUCTION

### Definition of Area

The Metropolitan Planning Organization is uniquely structured in Rhode Island in that the MPO boundaries cover the entire state, which has a land area of approximately 1,045 square miles and a population of approximately 1,052,567, according to the 2010 U.S. Census Bureau. The MPO also includes the Rhode Island portion of the Providence, RI-MA urbanized area and the Rhode Island portion of the Norwich-New London, CT-RI Urbanized Area. As of July 2013, the State is an attainment area for all National Ambient Air Quality Standards. The area is fully incorporated and is comprised of 39 individual municipalities. There is no formal county government structure.

### Organizational Structure

Governor Philip W. Noel designated the State Planning Council as the MPO in 1974. Governor Bruce Sundlun reaffirmed that designation in 1992. In 2013, Section 42-11-10, of Rhode Island General Law (RIGL) titled Statewide Planning Program, was amended to designate the State Planning Council as the State's single, statewide MPO. The Statewide Planning Program, described in detail below, serves as staff to the State Planning Council.

The membership of the State Planning Council (SPC) is also articulated in RIGL 42-11-10 and includes:

1. The Director of the Department of Administration as Chairperson;
2. The Director, Policy Office, in the Office of the Governor, as Vice-Chairperson;
3. The Governor, or his or her designee;
4. The Budget Officer;
5. The Chairperson of the Housing Resources Commission;
6. The highest-ranking administrative officer of the Division of Planning, as Secretary;
7. The President of the League of Cities and Towns or his or her designee and one official of local government, who shall be appointed by the governor from a list of not less than three (3) submitted by the Rhode Island League Cities and Towns;
8. The Executive Director of the League of Cities and Towns;
9. One representative of a nonprofit community development or housing organization appointed by the Governor;
10. Six (6) public members, appointed by the Governor, one of whom shall be an employer with fewer than fifty (50) employees, and one of whom shall be an employer with greater than fifty (50) employees;
11. Two (2) representatives of a private, nonprofit environmental advocacy organization, both to be appointed by the Governor;
12. The Director of Planning and Development for the City of Providence;
13. The Director of the Department of Transportation;
14. The Director of the Department of Environmental Management;
15. The Director of the Department of Health;
16. The Executive Director of the Economic Development Corporation;
17. The Commissioner of the Rhode Island Office of Energy Resources;

18. The Chief Executive Officer of the Rhode Island Public Transit Authority; and
19. The Executive Director of Rhode Island Housing.

The SPC also has three permanent advisory committees, which include:

1. The Technical Committee advises the Statewide Planning Program staff, provides feedback on major plans and provides other advice as requested by the State Planning Council. Membership of the Technical Committee parallels that of the State Planning Council, with representatives of state agencies, local governments, citizens from different areas of the state, and federal advisory members. The Chief of Statewide Planning serves as Secretary. The Committee is intended to ensure representation of diverse interests and views in the Statewide Planning Program's activities.
2. The Transportation Advisory Committee (TAC) advises the State Planning Council on transportation planning and encourages public involvement in the process. The TAC reviews and provides input into the transportation planning documents that are the responsibility of the State Planning Council (notably the long-range Ground Transportation Plan and Transportation Improvement Program). The membership includes local officials, state agencies, organizations representing a variety of transportation interests, citizens from different areas of the state, and the Narragansett Indian Tribe.
3. The Rhode Island Geographic Information System (RIGIS) Executive Committee provides policy guidance, oversight, and coordination of the collective efforts of organizations in Rhode Island using GIS technology. It seeks to coordinate data development, adopt technical standards, set distribution policy for GIS products, promote the use of GIS, and provide information and assistance to users. The membership includes a cross-section of individuals and organizations with GIS expertise including those in federal, state, and local government, education, consulting services, and utility operation.

The Statewide Planning Program (SPP) serves as the principal staff of the SPC. It is one of three programs within the Rhode Island Department of Administration's Division of Planning. The other programs include the Office of Housing and Community Development and the Water Resources Board. The SPP prepares and maintains the State Guide Plan which consists of a series of long range plans for the physical, economic, and social development of the state; encourages their implementation; and coordinates the actions of state, local and federal agencies and private individuals within the framework of the state's development goals and policies. The basic charge is established by Sections 42-11-10 and 12 of the General Laws. The Statewide Planning Program currently consists of 23 full time staff that specialize in transportation, land use, natural resources, comprehensive planning, GIS, data analysis and other related topics. See Figure 1 for an Organizational Chart.

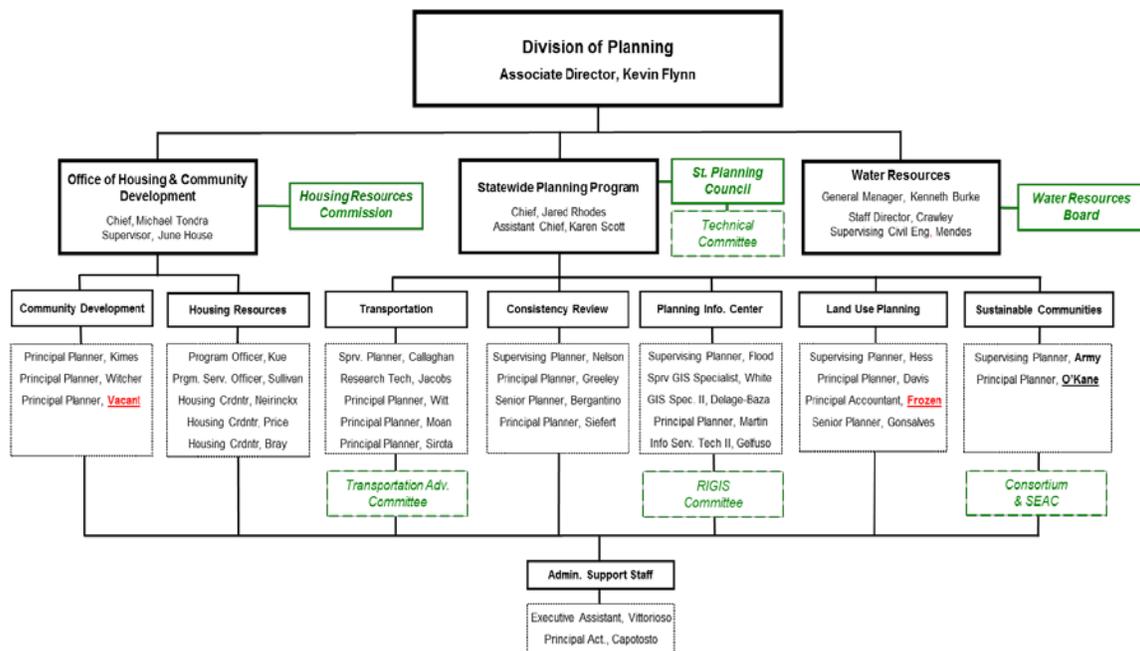
The Statewide Planning Program also closely collaborates with several other agencies in fulfilling its duties, particularly those related to transportation planning. These agencies include:

1. RIDOT – The MPO works cooperatively with RIDOT in carrying out all of its transportation and air quality activities. RIDOT serves on the State Planning Council as well as the Technical Committee and the Transportation Advisory Committee. RIDOT has the lead responsibility in many areas of transportation including safety, intermodal

planning, and system operations. The MPO is an active partner and collaborator in all of these areas. RIDOT also partners with the Massachusetts Bay Transit Authority (MBTA) for the provision of commuter rail service and identifies rail transit projects for inclusion in the TIP. RIDOT is also a key partner in the implementation of the State's Congestion Management Process. In addition, as the administrator of the metropolitan planning funds the state receives from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), RIDOT serves as the primary intermediary between the MPO and those agencies.

2. RIPTA – The MPO works cooperatively with RIPTA, the only provider of public bus transit in the State. RIPTA is responsible for the capital and service needs for the State. RIPTA identifies bus transit projects for inclusion in the TIP. RIPTA serves on the State Planning Council and the Transportation Advisory Committee.
3. RIDEM – RIDEM has overall responsibility for compliance with the Clean Air Act, including the development and adoption of an air quality plan known as the State Implementation Plan. The MPO closely collaborates with RIDEM in implementing the Transportation Conformity Air Pollution Control Regulation. This rule outlines the process and criteria for State agencies to determine air quality conformity, when necessary, for transportation plans and projects. RIDEM serves on the State Planning Council and the Transportation Advisory Committee.
4. Municipalities – The MPO area is comprised of 39 cities and towns, who are key partners in the statewide planning process. These municipalities serve on the State Planning Council, its subcommittees and other committees as needed. They also identify and prioritize projects and provide the local knowledge and perspective needed to integrate transportation with sustainable land use, economic development, and housing.

Figure 1  
Organization Chart as of March 31, 2014



## Guiding Planning Documents

The State Guide Plan is Rhode Island's centralized and integrated long-range planning document. The State Guide Plan is not a single document but a collection of plans that have been adopted over many years. It comprises many separately published elements covering a range of topics.

The State Guide Plan is established by the Rhode Island General Law 42-11-10, which states:

*"...the people of this state have a fundamental interest in the orderly development of the state; the state has a positive interest and demonstrated need for establishment of a comprehensive strategic state planning process and the preparation, maintenance, and implementation of plans for the physical, economic, and social, development of the state.... The state guide plan shall be comprised of functional elements or plans dealing with land use; physical development and environmental concerns; economic development; human services; and other factors...The state guide plan shall be a means for centralizing and integrating long-range goals, policies, and plans."*

The State Guide Plan provides a degree of continuity and permanent policy direction for the state's future development. The State Planning Council is responsible for approval of all elements of the State Guide Plan.

The State Guide Plan has four functions. It sets long-range policy (generally 20 years), provides a means to evaluate and coordinate projects or proposals of state importance, sets standards for comprehensive community plans, and serves as a general background information source on various topics.

At its most ambitious, the State Guide Plan establishes broad goals for the state's future and sets proactive policy positions. Individual State Guide Plan elements provide objectives and strategies that advance implementation for these positions. The creation, adoption, and maintenance of State Guide Plan elements provides unique opportunities for all state entities and their constituencies to be involved in setting these policy positions. This process seeks to ensure that issues have been thoroughly researched, options have been evaluated, and policies are consistent with other plans.

The State Guide Plan provides standards by which specific projects or proposals are evaluated for consistency with state goals, objectives, and policies. This review function is used in a variety of contexts. Some involve only state agencies while others involve the interaction of federal or local entities with the state. Items that are evaluated for consistency with the State Guide Plan include: direct federal projects within the state, proposals requesting federal funds, applications for U.S. Army Corps of Engineers permits, Environmental Impact Statements, Rhode Island Commerce Corporation projects, projects being reviewed by the Energy Facility Siting Board, applications for various loans, grants, or other funding coming from state financing, and property leases and conveyances proposed before the State Properties Committee.

The Comprehensive Planning and Land Use Regulation Act, enacted in 1988 and amended in 2011, requires every Rhode Island city and town to adopt a Comprehensive Community Plan. Each local comprehensive plan is required to be consistent with the State Guide Plan. The State Guide Plan serves both as a guidance document to municipalities as they formulate their individual Comprehensive plans and subsequently as one of the standards by which the State reviews the local plans. This process is outlined in more detail in Section III.

The State Guide Plan currently contains 24 elements that can be grouped into functional areas. A summary of these is as follows:

### Economic Development

- Economic Development Policies and Plan (April 2000; amended August 2001). Presents goals, policies, and strategies for the continuous enhancement of the economy. Profiles the state's economy using key indicators.
- Industrial Land Use Plan (August 2000; amended August 2001). Presents goals, policies, and strategies for the development of industrial land. Provides an analysis of all industrial-zoned land in the state.
- Resources Management in the Reuse of Surplus Navy Lands (April 12, 1979). Establishes procedures and criteria for reviewing proposals for the reuse of former Navy lands at Quonset Point, Davisville, and Melville.

### Energy

- Rhode Island Energy Plan (August 8, 2002). Sets goals and makes recommendations for meeting future energy requirements in light of the state's economic development, transportation, and environmental needs.

### Historical Preservation and Cultural Heritage

- Rhode Island State Historical Preservation Plan (June 25, 1996). Describes the planning process for historical preservation. It includes setting priorities, goals, policies, and strategies for putting the plan into action.
- Cultural Heritage and Land Management Plan for the Blackstone River Valley National Heritage Corridor (September 13, 1990). Contains policies, actions, and strategies by which government agencies, educational institutions, and private individuals and organizations can preserve and interpret the contributions to our national heritage of the Blackstone River Valley.

### Housing

- Rhode Island Five Year Strategic Housing Plan (June 2006). Quantifies housing needs, identifies implementation strategies to address these needs, and provides guidelines for higher density residential development.

- State Housing Plan (March 2000). Establishes housing goals and policies. It also analyzes major housing problems in Rhode Island and makes recommendations for action.

### Land Use

- Land Use 2025: Rhode Island's State Land Use Policies and Plan (April 13, 2006). Sets forth a statewide land use policy with a 20-year time horizon. It covers topics such as general land development, economic development, housing, energy, transportation, water resources, and recreation and open space.

### Natural Resources

- Forest Resources Management Plan (March 10, 2005). Establishes a vision, goals, and policies and provides recommendations focused on the management of tree resources to advance the effectiveness of public and private stewardship of the state's tree and forest resources.
- Rivers Policy and Classification Plan (January 8, 1998; amended May 2004). Sets forth policies on river-related issues such as land use, nonpoint source pollution, and preservation of natural habitat with the intent to protect drinking water supplies and rivers, encourage recreational use of rivers, foster the creation of greenways, and provide for the clean-up of rivers.
- Urban and Community Forestry Plan (May 13, 1999). Establishes a vision, goals, and policies and provides recommendations focused on the management of tree resources within the built environment. Provides guidance for local stewardship of tree resources to advance a healthy, sustainable economy and environment.
- Comprehensive Conservation and Management Plan for Narragansett Bay (Oct. 8, 1992). A national estuary study covering a 1,657-square mile watershed. Identifies major issues such as sewage, toxic pollutants, and management of living resources. Sets goals and strategies to restore and maintain the Bay's water quality, natural habitats, and recreational values.

### Recreation and Open Space

- Ocean State Outdoors: Rhode Island's Comprehensive Outdoor Recreation Plan (2009). Sets policies and action agendas for providing priority recreation needs while protecting the state's resource base. Assesses the status of issues and needs in recreation resources, land preservation, and resource protection.
- A Greener Path: Greenspace and Greenways for Rhode Island's Future (Nov. 10, 1994). Sets forth policies and program initiatives to create a system of state and local greenspaces and greenways, including natural corridors, trails, and bikeways. Identifies areas that have multiple values as open space (e.g., water resources, wildlife habitat, scenic landscapes).

## Transportation

- State Airport System Plan (September 15, 2011). Establishes goals, objectives, policies, and strategies for the development and management of the State's airports. It includes an overview of system needs through the year 2021.
- Transportation 2035 (December 13, 2012). Provides a long-range framework, goals, policies, and recommendations for the movement of both goods and people. It encompasses the highway system, public transit, transportation system management, bicycle travel, pedestrian, intermodal, and regional transportation needs.
- Rail Plan (March 13, 2014). Establishes a policy framework, goals, and objectives for rail service. Presents a program of rail projects and other recommendations to address current opportunities and challenges.
- Policy Statement: Proposals for New or Restructured Public Transit Facilities or Service (April 10, 1986; amended January 16, 1987). Sets policies and procedures for private-enterprise operation of public transit facilities and services.
- Waterborne Passenger Transportation Plan (April 13, 1998). The purpose of the plan is to provide for the appropriate use of the State of Rhode Island's bays, harbors, and rivers for passenger transportation, and to develop a plan for waterborne passenger transportation in Rhode Island.

## Water Resources

- Rhode Island Water 2030 (June 14, 2012). Examines issues connected to drinking water including availability, demand, management, and protection, as well as the operation and maintenance of water systems. Establishes goals, policies, and actions to maintain existing and protect future water supplies.
- Nonpoint Source Pollution Management Plan (October 12, 1995). Sets forth policies and recommendations for nonpoint source pollution, such as on-site sewage disposal systems and runoff. Addresses land use management, restoration of aquatic habitats, coordination of nonpoint source management, and a watershed management process and priority system.
- Comprehensive Conservation and Management Plan for Narragansett Bay (December 1992). Sets forth goals and implementation strategies to improve and sustain the health of Narragansett Bay.

## General

- Goals and Policies (November 13, 1974). This element presents a statement of goals and policies for the physical, economic, and social development of Rhode Island. The purpose of which is to establish a framework of fundamental objectives to guide the formulation of plans and implementation of programs.

## Solid Waste Management

- Rhode Island Comprehensive Solid Waste Management Plan (April 12, 2007; expired April 12, 2012). Describes existing practices, programs, and activities in all major solid

waste management areas. Sets goals and policies, and makes recommendations regarding source reduction, recycling, landfilling, management of special wastes, and financing costs of the system.

## II. PLANNING PRIORITIES

### Overview of Interconnected Planning Process in Rhode Island

Section I provides a very detailed overview of the planning structure in Rhode Island. It is the intent of this section to illustrate how each of the above elements works together to form a holistic transportation planning process that is unique to Rhode Island.

Rhode Island is different from just about every MPO in the country. This uniqueness is also very advantageous. The MPO, transit agency and DOT all cover the same geographic area. This allows Rhode Island to look at transportation in a larger context with land use, housing, and economic development, which are integral parts of the transportation system. Rhode Island's system allows us to analyze, and in some cases, help shape where people are working, where they are living, where their children go to school, where they recreate and where they shop – these are the things that cumulatively drive our transportation choices.

How fast we can move people to and from these places is only part of the equation – we also want to help shape how far apart these places are. The more efficient the locations, the more our highway, transit, bike and pedestrian resources can be used effectively to benefit the highest numbers of people. This is where Rhode Island is able to capitalize on its unique circumstances, not only from a planning standpoint but from a governmental structure standpoint.

As outlined previously, the State Planning Council is the MPO for the State. The primary duties of the SPC include setting state land use and development policy through the State Guide Plan, of which the long range transportation plan is an element, programing federal and state transportation investments through the TIP process, and establishing this annual unified planning work program. The primary staff of the State Planning Council is the Statewide Planning Program. The Statewide Planning Program is housed within the Department of Administration's Division of Planning. Each member's specific contribution is outlined in Section V of this UPWP.

The State Guide Plan is a compendium of 24 elements on such topics as land use, transportation, energy, housing, and economic development that centralizes and integrates the long range goals, policies, and implementation actions of the state. The State's Land Use Plan, Land Use 2025, which has been recognized nationally as a model of smart growth for other states, serves as the foundational element of the State Guide Plan.

Rhode Island has a population of just over one million people. Although it has the smallest land area, it's the 2nd most densely populated state in the nation behind New Jersey. Even with that kind of population density, Rhode Island holds a unique identity with a strong distinction between the historic urban centers and the more rural surrounding areas. Seventy-five percent of the State's population lives within a concentrated urban/suburban corridor, leaving 60% of the State's land area forested. This corridor contains virtually all of the State's public infrastructure, major transportation routes, and institutional and cultural centers. Much of this corridor was developed prior to 1970. However, between 1970 and 1995, Rhode Island developed land at a rate much higher than historic trends. It took over 300 years to develop the first 20% of the

State's land and only 25 more years to develop another 9%. Development increased nearly nine times faster than the population grew as people and businesses moved to the rural and suburban parts of the State, creating sprawl and increasing demand for new and improved infrastructure.

The essential question the State was facing as it began developing a State Land Use Plan was whether we wanted to continue to sprawl or return to a more efficient pattern of land use that had served the state well for over 300 years.

To answer that question, as a part of Land Use 2025, a Geographic Information System based land suitability and capability analysis along with scenario planning exercises were performed for the entire State. The analysis studied areas suitable for conservation and development, based on the location of key natural resources and public water, sewer, and transportation infrastructure. After determining how much land was available for development and analyzing how much of that land can accommodate development and at what level of intensity, four (4) alternative development scenarios were developed. The preferred scenario focused on promoting a sustainable future by outlining policies to restore and reinforce the tradition of concentrating growth in and around existing development centers. This would allow future Rhode Islanders to live, work and travel in ways that fully utilize public investment in roads, transit, and water and sewer resources, while creating the fewest impacts to critical resources. Out of this scenario based exercise emerged the concept of an urban services boundary, along with potential growth centers outside of it, to accommodate the bulk of the State's development needs through 2025.

Upon completion of Land Use 2025, work immediately began on the State's Long Range Transportation Plan. In order to align the vision of the transportation plan with that expressed in Land Use 2025, the transportation plan recognized that the same sustainable land use policies that strive to preserve open space and create dense urban centers are also conducive to more effective and efficient use of public transportation and non-motorized modes, which eases congestion and is less harmful to the environment.

The Transportation Plan incorporates the travel demand model by assigning different percentages of population and employment growth to traffic analysis zones inside and outside the urban services boundary. The total numbers remain the same but the distribution changes with each shift in population and employment concentration. This analysis confirmed the conclusions outlined in Land Use 2025, that compact development is more sustainable, resulting in higher transit ridership, lower vehicle miles traveled and improved air quality. Therefore the goals of Transportation 2035 are very closely aligned with those outlined in Land Use 2025.

Also as part of the Transportation Plan, a system level analysis was undertaken that defined four levels of transportation investments. These included: sink, tread water, swim, and win the race. These funding scenarios were meant to begin a discussion about what would happen to Rhode Island's transportation system under different funding levels. Although Rhode Island's transportation funding levels are far from ideal, the state has taken some key steps recently to improve the situation including redirection of the gas tax to focus on meeting transportation needs, beginning the process of replacing bond borrowing to match federal transportation funds with registration and license fees and Rhode Island Capital Plan funds, and refinancing of general obligation bonds to soften the sharp peak in debt service payments that was expected.

Another advantage that Rhode Island capitalizes on is what we do with the above information. Rhode Island has a reciprocal system of land use planning whereby the State sets broad goals and policies through the State Guide Plan and municipalities express local desires and conditions through the development of local comprehensive plans. Local comprehensive plans serve as the basis for land use regulation and establish an implementation program for achieving each community's stated goals. All local land use decisions must be consistent with the local comprehensive plan, making the comprehensive plan an important tool in the implementation of State policy. To ensure that local plans are in line with the policies presented in the State Guide Plan, local comprehensive plans are reviewed by the State for consistency. Once approved, comprehensive plans become binding on State agencies by requiring conformance of their programs and projects to the comprehensive plan. This is a great process for the practical implementation of USDOT's 3C program of Continuous, Comprehensive and Cooperative planning between state and municipal governments and a unique relationship between an MPO and its member local governments.

In addition to the on-going process outlined above, Rhode Island received a \$1.9 million Sustainable Communities Regional Planning grant in 2011 from the Federal Sustainable Communities Partnership, made up of HUD, EPA and USDOT. This effort, named RhodeMap RI, is led by a 35-member decision making body comprised of a variety of stakeholders. This project will develop updated housing and economic development elements of the State Guide Plan, linking and integrating them with the scenarios outlined in Land Use 2025 and carried forward into Transportation 2035. This project will also provide guidance for communities to perform growth center mapping to further articulate and define areas where concentrated sustainable development is appropriate, and a detailed strategic implementation plan that will outline how the state can best target its resources to achieve the best land use, transportation, economic development and housing outcomes. This strategic implementation plan will prioritize the actions of all four plans to create a single integrated regional plan for sustainable development.

There is also a large component of the grant focused on building the capacity of our local partners and assisting them in implementing state policy appropriately in a local context.

With the limited resources available from the state and federal government, no state will ever be able to build its way out of all transportation issues. Rhode Island currently struggles to maintain its current system. Rhode Island's population is projected to remain relatively flat through 2040. Therefore, it seems impossible and completely illogical to stretch that system to more areas to serve the same numbers of people.

With the tasks outlined in the following section, we hope to increase densities, concentrate development, and bring housing and employment centers closer together so that we can have a better chance of changing our mode share and getting better support for the great bus and rail transit services that exist in the State. From a Statewide perspective, we believe this is the only way to create a sustainable transportation system with the limited resources that are available.

## Key Areas of Emphasis

Rhode Island is committed to implementing a work program that supports and implements the eight planning factors for both metropolitan and statewide planning that were established under SAFETEA-LU and remain unchanged under MAP-21. The planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

As outlined in the table below, the comprehensive, continuous and cooperative metropolitan transportation planning process that will be implemented as a part of this work program is closely aligned with the MAP-21 planning factors. Detailed descriptions of the proposed FY 15 work task are found in the following section of this UPWP.

Proposed FY 15 Tasks	MAP -21 Planning Factor							
	1	2	3	4	5	6	7	8
Task 1 – Program Management							X	
Task 2 – Professional Development							X	
Task 3 – Transportation Safety		X	X	X	X	X	X	X
Task 4 – Corridor Planning	X	X		X	X	X	X	X
Task 5 – Transportation Operations and Management		X	X	X	X	X	X	X
Task 6 – Transit Planning	X	X	X	X	X	X	X	X
Task 7 – Transportation Improvement Program	X	X	X	X	X	X	X	X
Task 8 – Freight Planning	X			X	X	X	X	X
Task 9 – Regional Transportation Planning Coordination				X	X	X	X	X
Task 10 – Environmental Sustainability					X	X	X	X
Task 11 – Long Range Planning	X	X	X	X	X	X	X	X
Task 12 – Consistency Review	X			X	X	X	X	X
Task 13 – Technical Assistance	X	X		X	X	X	X	X
Task 14 – Data Management and Coordination		X	X	X	X	X	X	X
Task 15 – Data Development and Analysis	X	X		X	X	X	X	X
Task 16 – Data Delivery	X	X		X	X	X	X	X
Task 17 – Equity in Planning					X	X	X	
Task 18 – Public Outreach					X	X	X	
Task 19 – MAP 21 Implementation, Performance Management	X	X	X	X	X	X	X	X
Task 20 – Sustainable Communities	X			X	X	X		

### III. PROGRAM AREA DESCRIPTIONS

Whereas Section II of this UPWP depicts how the MAP-21 planning factors relate to the proposed FY 15 work tasks, this section details these tasks by providing an objective for each (*in italics*), listing the routine activities that are expected to be carried and by identifying specific projects that will be completed in advancing the identified objective (underlined). Projects are generally classified as those non-routine work items for which specific schedules and deliverables can be identified upfront. Projects are accompanied by a reference number that corresponds to the detailed project sheets found in Sections IV. The MPO's intent in making the distinction between routine tasks and clearly definable projects is to provide additional detail and transparency relative to project management while simplifying quarterly reporting requirements by focusing on the status of projects as opposed to routine tasks.

**Task 1 – Program Management** - *Ensure that the transportation planning process is in conformity with any and all applicable federal and state laws, regulations, and guidance, to effectively manage and administer the Statewide Planning Program*

- Financial Management – Maintain orderly and accurate accounting of all finances. This task includes all weekly payroll processing, invoice processing, monthly and quarterly cost accounting and reporting, and indirect cost management.
- UPWP – Preparation and approval of the annual Unified Planning Work Program.
- Reporting and Review – Preparation and submission of quarterly reports to FTA and FHWA. This task will also include preparation and participation in the certification review of the transportation management area when applicable.
- Internal staff coordination – Weekly staff meeting of the Division of Planning. Ordering of supplies, computer equipment, etc.
- Administrative Support to MPO – Provide administrative support to the State Planning Council, the Technical Committee, the Transportation Advisory Committee, the RIGIS Executive Committee, and all other committees and working groups of the MPO. This task includes all the preparation of all notices, agendas, meeting minutes, meeting preparation and meeting attendance. It also includes the review and preparation of any amendments or updates to the State Planning Council Rules and Standards.

Task 1.1 – CDBG Program Support (*100% HUD funded*)

- Community Development Program Support – Assist in the operation of the Community Development Block Grant (CDBG) Program including program reporting mechanisms, review and analysis of annual CDBG applications for State Guide Plan consistency, and administrative support including budgeting, mailings and copying.

**Task 2 – Professional Development** - *Maintain a workforce that is well-trained, versed in current topics and trends, active in professional organizations and prepared to lead stakeholders on key issues facing the State.*

- Internal Professional Development – Attendance at training sessions, seminars, conferences, etc. Participation in professional organizations.

**Task 3 – Transportation Safety** - *Improve the safety of all transportation modes through education, enforcement, and engineering solutions.*

- Bike and Pedestrian – Continue to coordinate with RIDOT to participate in efforts directed towards increasing the safety of vulnerable users, including the PEDS\*RI program, focusing on pedestrian safety at high pedestrian fatal and serious crash locations and the development of a Vulnerable Road User Safety Action Plan. Coordinate with the Department of Health through participation in the Pedestrian Action Team Program, which will aid municipalities in becoming more walkable and safer for pedestrians.
- Road Safety Audits – Continue to participate in Road Safety Audits as requested by RIDOT.
- Strategic Highway Safety Plan – Continue to serve on the Advisory Committee working to implement the recommendations of the Strategic Highway Safety Plan.

**Task 3.1 – Safe Routes To School Program** (*100% FHWA funded utilizing prior year funding from the former Safe Routes to School Program*).

- Safe Routes to School – Continue to coordinate the non-infrastructure portion of the State’s Safe Routes to School Program, which strives to improve the safety of elementary and middle school students walking and bicycling to school.

**Task 4 – Corridor Planning** - *Explore innovative approaches to coordinate land use and transportation planning to help communities alleviate congestion and improve the efficiency and safety of the transportation network*

- Multi-modal Planning – Identify regional routes essential to the movement of goods and people, work cooperatively with municipalities and other stakeholders to understand the needs of the corridor, evaluate the potential strategies to address them, and implement those strategies. These corridor studies are an important component of Rhode Island’s Strategically Targeted Affordable Roadway Solutions (RI\*STARS) Program that uses a systematic, data-driven approach to target locations with high congestion and crash rates with quick, high impact and low cost improvements.
  - East Bay Corridor Study (see Project Sheet 4.1)
  - Serve on an advisory committee established by RIDOT to develop a plan to coordinate state and local activities to coordinate land development activities while preserving the function, capacity, safety and appearance of Route 116 through Smithfield, Lincoln, and Cumberland.
- Access Management – Improve and promote the implementation of access management at both the state and local level as a means for more coordinated land use and transportation planning.
  - Access Management Task Force – Continue to convene the Access Management Task Force, which is comprised of representatives from RIDOT, RIPTA, the MPO, the RI Builders Association, the development community, the Rhode Island Consulting Engineers and municipal officials, to analyze and promote strategies to increase the operational efficiency and safety on the State’s non-controlled access roadways.
  - Physical Alteration Permit Report – (see Project Sheet 4.2)

**Task 5 – Transportation Operations and Management - *Improve the performance of the existing transportation system to relieve recurring and non-recurring vehicular congestion and maximize safety and mobility for people and goods through the use of travel demand reduction and operational management strategies.***

- Congestion Management Process – Analyze the multi-modal transportation system using performance measures, define congested corridors, and implement strategies for reducing recurring congestion in defined problem areas.
  - Congestion Management Task Force – Continue to convene quarterly meetings of the Congestion Management Task Force, which is made up of several RIDOT divisions, including the Transportation Management Center, Design, Intermodal Planning, and Construction and Maintenance; the MPO; RIPTA; and FHWA. A major focus of the group is to find ways to become more multi-modal with its approach to the Congestion Management Process and to establish a process that would not only include systematic analysis and planning around recurring congestion, but also identify solutions to those problems
  - Bottleneck Reduction Program – Continue to be an active participant in the Bottleneck Reduction Program, which uses the baseline congestion established with the CMP performance measure data, traffic data collection, crash data analysis, and Road Safety Audits to identify the causes of bottlenecks on freeway segments, interchanges, corridors, and signalized intersections in the State. To date, the project has identified 25 bottleneck locations and it has developed specific short, medium and long term countermeasures to resolve them. The countermeasures have been presented to the CMTF and a program of implementation, including performance measures, is currently under development. The effectiveness of the countermeasures will be evaluated after implementation to ensure that the investments made in these areas are effectively addressing the identified congestion and safety concerns.
- System Operations and Management – Use a combination of technology, planning, improved preparedness, and extensive agency coordination to implement strategies for reducing the effects of non-recurring congestion.
  - Incident Management Task Force – Continue to participate in the quarterly meetings of the Incident Management Task Force, which is made up of State agencies, local emergency response agencies, police and fire departments, service providers (such as tow companies), and others, focuses on improved incident management, response, and clearance, improved safety for incident responders and promoting new and innovative technologies.
  - Diversionary Routes – Work with RIDOT as requested on an update to the State’s Diversionary Routes Plan.
  - ITS Architecture and Deployment Plan Update – Serve on the Advisory Committee that will guide the update of the State’s ITS Architecture and Deployment Plan.
- State Employee Commuter Task Force (see Project Sheet 5.1)
- State Property Review – Coordinate with RIDOT for land sales, leases and licenses by serving as a member of the DOT Land Sales Committee. Review proposed transactions

affecting state owned/managed properties for consistency with the State Guide Plan including its five transportation based elements.

**Task 6 – Transit Planning** - *Provide a safe, robust, and convenient network of transit services with seamless intermodal connections in support of increased employment opportunities, improved environmental quality, and reduced congestion and auto dependency.*

- Transit Planning Program Support – Assist RIDOT and RIPTA with public transit planning efforts. This includes identifying, assessing, and enhancing transit access, connectivity, and mobility.
  - Transit Planning Assistance (see Project Sheet 6.1)
  - Transit Signal Priority Policy Development (see Project Sheet 6.2)
  - Fare Payment Planning (see Project Sheet 6.3)
  - Transit/Highway Design (see Project Sheet 6.4)
  - Strategic Planning Committee – Continue to cooperate with RITPA in the implementation of A Vision for the Future of Transit in Rhode Island: A Five Year Strategic Plan.
  - Core Connector - Continue to support RIPTA and the City of Providence in advancing the Downtown Core Connector.
  - Job Access/Reverse Commute Program - Continue to work with RIPTA to score and prioritize projects for funding under the Job Access/Reverse Commute Program as needed.
  - Accessible Transportation Advisory Committee – Continue to provide support to the ATAC.
  - National Transit Database Assistance – Provide support to RIDOT compiling information required to fulfill reporting requirements.
  - Advanced Transit Technologies (see Project Sheet 6.5)
- TOD Planning – Provide technical assistance to cities/towns at existing or future commuter station locations. 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.
- Aviation System Planning – Encourage more efficient mobility by preserving and improving aviation facilities within the State. Continue to work with RIAC, host communities, and other stakeholders to implement the State Airport System Plan and to develop and implement associated Airport Master Plans

**Task 7 – Transportation Improvement Program** - *Ensure that financial planning for transportation responds to current needs, reflects available resources, and meets all federal and state mandates.*

- Transportation Improvement Program – In close cooperation with RIDOT and RIPTA, develop and maintain the State Transportation Improvement Program (STIP) for Rhode Island, including the identification and selection of transportation projects that address the needs of the state and advance the goals of Transportation 2035, document modifications and amendments to the Program, and provide information related to the Program to stakeholders and the public.

- FY 17-20 TIP Development (see Project Sheet 7.1)
- GIS based on-line TIP Application (see Project Sheet 7.2)

**Task 8 – Freight Planning** - *Support a vigorous economy by facilitating the multi-modal movement of freight within Rhode Island and the northeast region.*

- Freight and Goods Movement Plan (see Project Sheet 8.1)

**Task 9 – Regional Transportation Planning Coordination** - *Continue to partner with state and regional agencies on such issues as coordinated regional planning, transportation finance reform, and MAP-21 implementation.*

- Metropolitan Planning Process Tri-Party Agreement - (see Project Sheet 9.1)
- Continue to meet regularly with RIDOT and RIPTA to monitor and plan for MAP-21 requirements as they are released by USDOT.
- Asset Management – Continue to serve as an advisory member to RIDOT’s Asset Management Council, a group that has been working to identify the State’s transportation assets, monitor condition, and advance improvements in a systematic manner that will minimize life cycle cost. Participate in the development of a transit asset management plan and transit safety plan as needed.
- Transportation Research – Continue to work with RIDOT on implementation of Strategic Highway Research Program II products. Continue to participate in the selection of projects for the University of Rhode Island Transportation Center/RIDOT Joint Research Program.
- Regional transportation planning initiatives - Continue to partner with regional planning agencies, adjacent Metropolitan Planning Organizations, and larger regional organizations, such as the I-95 Corridor Coalition, on mutually beneficial projects.
  - Update MOU with Southeastern Regional Planning and Economic Development District and the Central Massachusetts Regional Planning Commission.
  - Execute MOU with Southeastern Connecticut Council of Governments.
- Federal Lands – Participate and support the Federal Lands Access Program’s Rhode Island Program Decisions Committee regarding planning for transportation facilities located on or adjacent to, or that provide access to, Federal land in the State of Rhode Island.

**Task 10 – Environmental Sustainability** - *Cooperate with State Agencies, municipalities and other interested stakeholders to maintain healthy ecological systems, water quality and supply, and air quality, explore alternative energy sources, plan for climate change impacts and protect agricultural and open space resources.*

- Water Supply Planning – Continue to monitor regional and statewide hydrological and weather indicators for drought and flood management purposes.
- Air Quality – Improve air quality in the State through coordination of policies among RIPTA, RIDOT, RIDEM and the MPO and demonstration of transportation conformity of the long range transportation plan and the TIP.
  - Continue to work with RIDEM in the update of the State Implementation Plan and the transition to MOVES Air Quality Model

- Air Quality Working Group – Continue to convene the Air Quality Working Group, comprised of representatives from the RI Department of Environmental Management, the RI Association of Railroad Passengers, the RI Statewide Planning Program, FHWA, the American Lung Association of RI, the RI Department of Transportation, the Rhode Island Sierra Club, USEPA, RIPTA, the RI Department of Health, FTA, and public members as necessary.
- Open Space and Recreation Planning – Work with partners to maintain a State Recreational Trails Plan, which is part of the State Comprehensive Outdoor Recreation Plan, consistent with the FHWA’s National Recreational Trails Program.
- Energy – Continue to work collaboratively to reduce greenhouse gas emissions and meet the State’s future energy production and consumption needs by identifying key issues and setting forth policies and actions to address them.
- Climate Change – Continue to work on projects that will focus resources and attention on developing policies for adapting to predicted climate change impacts.
  - Transportation Infrastructure Sea Level Rise Vulnerability Assessment (see Project Sheet 10.1)
  - EPA Smart Growth Implementation Assistance Grant (see Project Sheet 10.2)
  - Participate in Governor’s Executive Climate Change Council.
  - Continue to participate in the development of the Shoreline Change Special Area Management Plan.
  - Assist the Office of Housing and Community Development in drafting a state disaster preparedness, response and recovery plan.
- Wetland and OWTS Legislative Task Force (100% State funded, see Project Sheet 10.3)

**Task 11 – Long Range Planning** - *Guide development patterns in the state to create a resilient network of concentrated healthy population centers with access to affordable housing, economic opportunity, a good educational system and convenient transit, connected by infrastructure corridors framed by an extensive greenspace network.*

- State Guide Plan – Maintain, implement, and update the State Guide Plan, which is an important tool of the State in that it sets long-range policy (generally 20 years), provides a means to evaluate and coordinate projects or proposals of state importance, sets standards for local comprehensive plans, and serves as a general background information source on various topics.
  - Surface Transportation Plan – Maintain the USDOT required Long Range Transportation Plan.
  - State Land Use Plan – Continue background work for future update scheduled for FY 16.
  - Solid Waste Management Plan (see Project Sheet 11.1)
  - Economic Development Plan – Continue to participate in RhodeMap RI efforts to update the Economic Development Element of the State Guide Plan.
  - Housing Plan – Continue to participate in RhodeMap RI efforts to update the Housing Element of the State Guide Plan.
  - Historic Preservation Plan (see Project Sheet 11.2)
  - Watershed Plan Plan (see Project Sheet 11.3)
  - Energy Plan (see Project Sheet 11.4)

- Regional Plan for Sustainable Development Implementation Program – Continue to participate in RhodeMap RI efforts to develop a coordinated implementation program for the Economic Development, Housing, Land Use and Transportation Elements of the State Guide Plan.

**Task 12 – Consistency Review** - *Ensure intergovernmental coordination on transportation, land use, housing, economic development, etc. and guide state, local and other agency actions to implement the State Guide Plan.*

- Local Comprehensive Plan Review – Rhode Island has a reciprocal system of land use and transportation planning whereby the State sets broad goals and policies through the State Guide Plan and municipalities express local desires and conditions through the development of comprehensive community plans. These local comprehensive plans serve as the basis for land use regulation and establish an implementation program for achieving each community’s and the State’s identified goals. Local comprehensive plans are reviewed by the State for consistency with the State Guide Plan including its five transportation based elements, and when approved, become binding on State agencies by requiring conformance of their programs and projects to the comprehensive plan. They also serve as a means for coordinating planning between state and municipal governments. Local comprehensive plans must address certain topics including land use, transportation, economic development, housing etc.. These reviews are conducted as local comprehensive plans are submitted.
- Intergovernmental Review – Coordinate the intergovernmental review process, which provides state and municipal government as well as other interested parties with an opportunity to review and comment on certain projects or programs involving federal financial assistance, environmental impact statements, Army Corps of Engineer Permits, and direct federal actions. The process is designed to assure compliance with the State Guide Plan including its five transportation based elements, conformance to local Comprehensive Community Plans, and to facilitate coordination of programs within the state. These reviews are conducted as needed.
- Rhode Island Commerce Corporation Project Review – Coordinate the review of projects proposed or funded by the Rhode Island Commerce Corporation or its subsidiaries to determine conformity with the State Guide Plan including its five transportation based elements. These reviews are conducted as needed.
  - Participate in the update of the Quonset Business Park Master Land Use and Development Plan by the Quonset Development Corporation. The Master Plan covers Land Use, Transportation, and Infrastructure for the 3,160 acre Quonset Business Park and its intermodal Davisville shipping port.
  - Upon approval of the Master Plan, enter into an agreement with the Quonset Development Corporation to implement a streamlined “pre-approval” review system for proposed projects to be located in the Business Park. Under this system, only projects that would require a variance from the Master Plan would be required to undergo an individual project review for State Guide Plan conformity.
- Comprehensive Economic Development Strategy (CEDS) Administration – Coordinate with applicants interested in various EDA grant programs, collectively referred to as “Investment Assistance”. These grants are intended to establish a foundation for

sustainable job growth and the building of durable regional economies throughout the United States. Depending on the specific grant program, assistance may be for public works projects, economic development initiatives, research, or planning activities. This coordination is conducted as needed.

- Water Supply Planning – Continue to review Water Supply System Management Plans (WSSMPs) and drinking water infrastructure applications for consistency with the State Guide Plan including its land use element which seeks to utilize the provision of such infrastructure as means for guiding where development occurs and minimizing impacts on the States’ transportation network.

Task 12.1 – Energy Facility Siting Board Consistency Reviews (100% applicant funded)

- Energy Facility Siting Board – Coordinate the review of 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 review is conducted as needed.

**Task 13 – Technical Assistance** - *Ensure that residents and businesses have convenient transportation options that are coordinated with opportunities such as access to good jobs, affordable housing, and quality schools, while also balancing environmental sustainability by providing technical assistance and training to state, local and other agencies in support of the State Guide Plan.*

- Technical Assistance to State Agencies, Municipalities, and Other Organizations – Provide timely and convenient training, information, technical assistance, and where possible, financial assistance to State agencies, local officials, and other interested parties on issues affecting transportation and land use planning, including growth center development and transfer of development rights. Respond to requests for technical assistance and planning guidance 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.
  - Rhode Island Land Use Training Collaborative (see Project Sheet 13.1)
  - Planning Challenge Grants - Support the 2009 and 2012 grant recipients as they work to close out their grants in accordance with the signed cooperative agreements. Monitor grant recipient project progress through quarterly reporting and reimburse funding to grant recipients as necessary through processing of reimbursement requests.
  - Capacity Building and Technical Assistance – Continue to work with RhodeMap RI to identify opportunities and develop tools for building the capacity of the various people involved in the planning process to implement the plans, including municipal officials and staff members, residents, representatives from local and statewide organizations and other stakeholders.
  - Comprehensive Plan Requirements Training (see Project Sheet 13.2)
  - Housing Program Support - 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 consistent with the State Guide Plan.

- Place Making and Public Art (see Project Sheet 13.3)
- Support to State Agencies and Other Organizations– Continue to serve in an advisory capacity on the following Boards and Commissions - Rhode Island Historic Preservation and Heritage Commission, Rhode Island Resource Recovery Corporation’s Board of Commissioners, Water Resources Board, Narragansett Bay Commission Combine Sewer Overflow Abatement Project Advisory Board, Rhode Island Rivers Council, the Rhode Island Bays, Rivers, and Watersheds Coordination Team, Agricultural Lands Preservation Commission, Rhode Island Agricultural Partnership, State Conservation Commission, US Natural Resource Conservation Service State Technical Committee, Rhode Island Resource Conservation and Development Council, Rhode Island New Urban Farmers Board, RI Commission of Health Advocacy and Equity, the RI Food and Nutrition Policy Advisory Council, Natural Heritage Preservation Commission, Rhode Island Trails Advisory Committee, Recreation Resources Review Committee, Renewable Energy Coordinating Board, Green Cities and Towns Program, Public Energy Partnership, and the Green Building Council.
- Provide technical assistance to municipalities in the coordinated development, dissemination, integration and utilization of GIS data.
- Legislation and Case Law - Monitor pending legislation for bills pertaining to land use and transportation 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. 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.
  - Unified Development Review Alternative (see Project Sheet 13.4)

**Task 14 – Data Management and Coordination** - *Improve the management and coordination of spatial and demographic data to support transportation and other planning activities, municipalities, and state agencies.*

- Demographic Data – Coordinate with State agencies, municipalities and others on the integration and sharing of data.
- State Data Center – Continue to serve as the State Data Center, making Census data available locally to the public through a network of state agencies, universities, libraries, and regional and local governments. Compile the following required data sets annually and other duties as required:
  - Vital Statistics Report – Quarter 2
  - Boundary and Annexation Survey – Quarter 3
  - State Data Center Report – Quarter 4
  - Group Quarters Survey – Quarter 4
- Rhode Island Geographic Information System (RIGIS) – Monitor, coordinate, and provide leadership for activities related to the use of GIS technology within Rhode Island, to support

initiatives to implement or use the technology, and to manage and provide access to a common database of geographically referenced information.

- Implementation of Enterprise GIS – Work with all state agencies actively using GIS to further implement a centralized and common database, application and mapping resource.
- Work to further refine and publicize “RI State”, the publishing portion of the Enterprise GIS, which allows the state to publish maps and applications to enable users to comment directly on projects on-line.
- Standard Map Symbology Development – (see Project Sheet 14.1)
- Update RIGIS Parcel Standard (see Project Sheet 14.2)
- Continue to foster participation in the RI Municipal GIS User Group.
- Continue to 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.
- Update the RIGIS Event Calendar and inform the RIGIS community of newsworthy announcements and upcoming events.

**Task 15 – Data Development and Analysis** - *Provide original data analysis on pertinent topics, provide custom demographic, social, economic, transportation and housing analysis, as requested. Create, maintain, and incorporate data sets important to the State.*

- Demographic Data – Develop transportation, land use, population, employment and housing data analysis and share with federal, state, regional and local agencies.
  - Develop Census Data for Transportation Planning (see Project Sheet 15.1)
  - Develop Technical Paper on Migration (see Project Sheet 15.2)
  - Publish Census data informational bulletins bi-monthly - Each Bulletin explores data from the U.S. Census or other sources on a particular theme. These Bulletins include basic findings about Rhode Island and its cities and towns, suggest the utility of particular datasets to planners, and provide further resources for exploration.
- RIGIS – Create, maintain, and incorporate new datasets into the RIGIS database.
  - State Property Geospatial Dataset Development (see Project Sheet 15.3)
  - Work with the RI Water Resource Board on obtaining updated water service areas and map water availability by watershed from RI public water suppliers on a regular basis.
  - Incorporate RhodeMap RI mapping including growth centers, opportunity mapping, etc. – Work with RhodeMap RI staff to compile a list of all delivered GIS data products for incorporation into the RIGIS database. Ensure appropriate metadata is present for each dataset prior to incorporation.
  - Unified Roadway Jurisdiction Dataset – Continue to serve on the Task Force established and led by RIDOT to create a uniform roadway jurisdiction dataset for the State.
  - Enterprise Zones – Working with the RI Commerce Corporation, finalize map updates to better align with US Census 2010 boundaries by the end of Quarter 1.
- Highway Functional Classification System – Continue to maintain the Highway Functional Classification, a system of highway designations by area type and facility type.

- Highway Functional Classification Update (see Project Sheet 15.4)
- Travel Demand Model – Maintain the Travel Demand Model in support of a wide variety of planning activities including accurate socioeconomic, land use and travel forecasting.
  - Travel Demand Model Update (see Project Sheet 15.5)
- Land Use/Land Cover Analysis (see Project Sheet 15.6)

**Task 16 – Data Delivery - *Improve the availability, accessibility, and dissemination of spatial and demographic data to State and local governments and data users within the State.***

- State Data Center – Disseminate information about Census Bureau trainings, webinars, and various topical publications prepared by its Data Users Branch. Assist state and local government 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.
  - Publish Annual ACS Estimates on Program’s website – Quarter 4
- RIGIS – Support the maintenance and enhancement of the RIGIS database and ensure the availability of the data to the public.
  - Sustaining and Enhancing Access to the RIGIS Geospatial Database (see Project Sheet 16.1).
  - Archival strategy for GIS information – Continue to work with the RI Secretary of State’s Office to develop an overall archival strategy for geospatial information in the State of Rhode Island.

**Task 17 – Equity in Planning - *Ensure that all Rhode Islanders regardless of race, ethnic origin, income, age, mobility impairment, or geographic location are equitably served by the actions, plans, programs, and projects of the Metropolitan Planning Organization.***

- Equity in Planning – Assure that Environmental Justice is considered in planning and outreach practices. Implement Title VI of the Civil Rights Act of 1964 by assuring that all residents of the State are represented fairly and not discriminated against in the planning process. Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from federal, state, local or tribal policies
  - Public Participation Plan (see Project Sheet 17.1)
  - Title VI and Limited English Proficiency Plan Implementation (see Project Sheet 17.2)
  - Social Equity Advisory Committee – Continue to coordinate with RhodeMap RI in convening and soliciting input from the Social Equity Advisory Committee.
  - Assist RIDOT and RIPTA in Title VI program monitoring through the provision of mapping and demographic data as needed.

**Task 18 – Public Outreach - *Promote public participation by providing timely and user friendly information to the public.***

- Website – Continue to maintain and enhance the MPO website and create web pages for major activities as needed. Increase the use of data visualizations on the website,

improving the ability to communicate with our users via map and enhanced graphical charts and tables.

- E-Newsletter – Continue to compile and publish a 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
- Archives (including aerial photography) - 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. Maintain the Program’s electronic and paper copy archives of publications including responsibility for the upkeep of the Program’s library.

**Task 19 – MAP 21 Implementation, Performance Management** - *Develop a collaborative performance management system by establishing performance measures, targets and metrics.*

- Agency Performance – Continue to collect and report performance data to the RI Office of Performance Management to improve transparency and accountability of state government operations.
- MAP-21 – Work with RIPTA and RIDOT to develop a performance management system as outlined by MAP-21, vetted through a public process utilizing the Transportation Advisory Committee, Technical Committee and State Planning Council. Begin to realign the Long Range Transportation Plan, Transportation Improvement Program and Unified Planning Work Program with any newly established measures, targets and metrics.
  - Transportation Advisory Committee Educational Series (see Project Sheet 19.1)
- HUD - 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 Regional Plan for Sustainable Development.

**Task 20 – Sustainable Communities Grant** (100% HUD funded) - *Continue to implement the Sustainable Communities Grant as outlined in the 36 month work plan negotiated with 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. All other staff contributions to this Initiative will bill to the appropriate task as outlined in this work program.

## **IV. PROJECT DESCRIPTIONS**

This section provides detailed descriptions for each of the projects identified above in Section III. Each project sheet or description includes the project title, associated Program area/task, identifies the project manager and supporting staff, provides a project overview, lays out the project management benchmarks by quarter (beginning with July 2014 and ending with June 2015), lists the anticipated products and estimates the amount of FHWA PL and FTA 5303 funding that will be invested excluding personnel and operating costs (see Section V for additional detail). Project sheets are organized and numbered in accordance with their associated task from Section III above and include the following.

### **Task 4 Corridor Planning**

Project 4.1 – East Bay Corridor Study

Project 4.2 – Physical Alteration Permit Report – Implementation Program

### **Task 5 Transportation Operations and Management**

Project 5.1 – State Employee Commuter Task Force – Work Program Implementation

### **Task 6 Transit Planning**

Project 6.1 – Transit Planning Assistance

Project 6.2 – Transit Signal Priority Policy Development

Project 6.3 – Fare Payment Planning

Project 6.4 - Transit/Highway Design Guidebook

Project 6.5 - Advanced Transit Technologies

### **Task 7 Transportation Improvement Program (TIP)**

Project 7.1 – FY 17-20 TIP Development

Project 7.2 – GIS web-based TIP Application

### **Task 8 Freight Planning**

Project 8.1 – Freight and Goods Movement Plan

### **Task 9 Regional Transportation Planning Coordination**

Project 9.1 – Metropolitan Planning Process Tri-Party Agreement

### **Task 10 Environmental Sustainability**

Project 10.1 – Transportation Infrastructure Sea Level Rise Vulnerability Assessment

Project 10.2 – EPA Smart Growth Implementation Assistance Grant

Project 10.3 - Wetland and OWTS Legislative Task Force

### **Task 11 Long Range Planning**

Project 10.1 – Solid Waste Management Plan

Project 10.2 – Historic Preservation Plan

Project 10.3 – Watershed Plan

Project 10.4 – Energy Plan

**Task 13 Technical Assistance**

- Project 13.1 – Rhode Island Land Use Training Collaborative
- Project 13.2 – Comprehensive Plan Requirements Training
- Project 13.3 – Place Making and Public Art
- Project 13.4 – Unified Development Review Alternative

**Task 14 Data Management and Coordination**

- Project 14.1 – Standard Map Symbology Development
- Project 14.2 - RIGIS Parcel Standard Update

**Task 15 Data Development and Analysis**

- Project 15.1 - Census Data for Transportation Planning
- Project 15.2 - Migration Technical Paper on
- Project 15.3 – State Property Geospatial Dataset Development
- Project 15.4 – Highway Functional Classification Update
- Project 15.5 – Travel Demand Model Update
- Project 15.6 – Land Use/Land Cover Analysis

**Task 16 Data Delivery**

- Project 16.1 – Sustaining and Enhancing Access to the RIGIS Geospatial Database

**Task 17 Equity in Planning**

- Project 17.1 – Public Participation Plan
- Project 17.2 – Title VI and Limited English Proficiency Plan Implementation

**Task 19 MAP 21 Implementation - Performance Management**

- Project 19.1 – Transportation Advisory Committee Educational Series

## **Project 4.1 East Bay Corridor Study**

**Program Area/Task:** Corridor Planning

**Project Manager:** Karen Scott

**Supporting Staff:** Linsey Callaghan, Kevin Flynn, Mike Moan, Jared Rhodes, Karen Scott, Ronnie Sirota and Chris Witt

### **Project Overview**

The State of Rhode Island is committed to a planning process that will identify the projected transportation demand of persons and goods in selected corridors within the state over a long-term planning horizon. The Towns of Barrington, Warren, and Bristol, combined with the City of East Providence, constitute one such transportation corridor designated as the East Bay Corridor. The East Bay Corridor holds statewide and regional significance. The overall planning process will attempt to assess capital investment and other measures necessary to preserve the existing transportation system and to make the most efficient and safe use of existing transportation facilities to improve and enhance capacity and to relieve congestion.

### **FY 15 Tasks by Quarter**

#### Quarter 1

- Meet with planners in Barrington, Warren, Bristol and East Providence to finalize project approach.
- Meet with Roger Williams University (RWU) to define their role in the project.
- Reach out to managers, Councils, etc. for buy in to East Bay Corridor Project
- Execute an MOU with RIDOT on this project

#### Quarter 2

- Execute MOU's with Barrington, Warren, Bristol and East Providence for this project
- Finalize RFP for project manager and full corridor study
- Form a project advisory team to lead project
- Release RFPs for project manager and full corridor study.

#### Quarter 3

- Identify a preferred consultant and execute a contract with the firm.
- Develop a detailed work plan in collaboration with the selected consultant and begin development of the East Bay Corridor Study.
- Continue regular meetings of the Project Advisory Committee.

#### Quarter 4

- Hold project kick-off meeting
- Begin development of the East Bay Corridor Study. \*
- Continue regular meetings of the Project Advisory Committee.
- In cooperation with RWU, begin engagement of and outreach to private and public stakeholders.

## **FY 16 Tasks by Quarter**

### **Quarter 1**

- Continue development of the East Bay Corridor Study. \*
- Continue regular meetings of the Project Advisory Committee.
- In cooperation with RWU, begin engagement of and outreach to private and public stakeholders.

### **Quarter 2**

- Continue development of the East Bay Corridor Study. \*
- Continue regular meetings of the Project Advisory Committee.
- In cooperation with RWU, begin engagement of and outreach to private and public stakeholders.

### **Quarter 3**

- Continue development of the East Bay Corridor Study. \*
- Continue regular meetings of the Project Advisory Committee.
- In cooperation with RWU, begin engagement of and outreach to private and public stakeholders.

### **Quarter 4**

- Complete a final draft of the East Bay Corridor Study that is approved by the Project Advisory Committee.
- Continue regular meetings of the Project Advisory Committee.

## **FY 17 Tasks by Quarter**

### **Quarter 1**

- Present the East Bay Corridor Study to the Transportation Advisory Committee, Technical Committee and State Planning Council for information.
- Continue regular meetings of the Project Advisory Committee to plan for implementation.

*\*A detailed work plan and timeline will be developed once Statewide Planning hires a consultant for the project.*

## **Products**

- East Bay Corridor Study

## **Project Cost** (outside of staff time)

\$500,000 (\$350,000 – FHWA, \$50,000 – FTA, \$100,000 – RIDOT)

## **Project 4.2 RIDOT PAP Report Implementation Program**

**Program Area/Task:** Corridor Planning

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Michael Moan, Kevin Nelson, and Benny Bergantino (Statewide Planning) and Amy Pettine (RIPTA).

**Project Overview:** Implement the recommendations of the Physical Alteration Permit Report completed through the Congestion Management Task Force.

### **FY 15 tasks by quarter**

#### Quarter 1

- Hold NHI Access Management Training Workshop for state and municipal officials and engineering consultants.
- Engage and solicit input from other state agencies such as RIPTA in the PAP evaluation process.
- Engage and solicit feedback from the municipal planners on the following aspects of the PAP application and review process:
  - Municipal inclusion in proposed RIDOT hosted PAP application conceptual design meetings
  - Opportunity for municipalities to provide comments to RIDOT within 30 days of their receiving a PAP application
  - Change of use PAP applications
  - Recommended municipal circulation/review process for PAP applications
  - Municipal PAP sign-off form
  - Municipal/Developer PAP informational brochure
- Develop alternatives for improved regulatory coordination and timing for municipalities to require PAP permits (and potentially other state permits) during the municipal review process related to zoning, subdivision, and land development plan applications, as well as building permits
  - Engage municipal planners, engineering consultants, RI American Planning Association, RI Builders Association, and potentially others in the drafting of the alternative regulatory approach.
- Work with RIDOT and DoIT on improvements to the PAP database to provide linked access between Design and Maintenance and with RI.gov on the online PAP permit tracking portal.

#### Quarter 2

- Continue to draft alternatives for improved regulatory coordination and timing for municipalities to require PAP permits.
- Develop the following draft municipal products:
  - Model access management ordinance
  - Guidance on municipal circulation/review process for PAP applications
  - Municipal/Developer PAP informational brochure
  - Municipal PAP sign-off review form

- Develop recommended changes to RIDOT for the PAP Manuel related to the following:
  - Access management and design best practices
  - Change of use permit definition
  - Opportunity for municipal input for change of use determination
  - PAP modification of an existing permit
  - PAP denial and appeal process
  - Conditions of PAP permit approval
- Develop a PDF for the revised PAP application forms and checklist
- Continue to work with RIDOT and DoIT on improvements to the PAP database to provide linked access between Design and Maintenance and with RI.gov on the online PAP permit tracking portal.
- Work with RIDOT on revisions to the PAP fee schedule.

#### Quarter 3

- Continue to draft alternative for improved regulatory coordination and timing for municipalities to require PAP permits.
- Continue to develop municipal products listed above
- Continue to assess RIDOT recommended changes to the PAP Manuel listed above.
- Finalize PDF PAP application forms and checklist
- Work with RIDOT to adopt the revised PAP fee schedule

#### Quarter 4

- Submit final draft alternative to DOA legal and RI General Assembly for improved regulatory coordination and timing for municipalities to require PAP permits (and potentially other state permits) during the municipal review process related to zoning, subdivision, and land development plan applications, as well as building permits.
- Distribute and provide outreach to the municipalities on the following PAP application enhancements and access management tools:
  - Model access management ordinance
  - Informational PAP brochure for municipalities
  - Recommended municipal circulation/review process for PAP applications
  - Municipal PAP sign-off review form
- Adopt with RIDOT appropriate access management elements for the RIDOT PAP Manuel and Highway and Traffic Design Manuals.
- Finalize and adopt with RIDOT the PAP fee schedule
- Adopt PDF PAP application forms and checklist

#### Products

- Alternative for improved regulatory coordination and timing for municipalities to require PAP permits
- Model access management zoning ordinance
- Informational PAP brochure for municipalities
- Recommended municipal circulation/review process for PAP applications
- Revisions to RIDOT Physical Alteration Permit Manual and potentially to the RIDOT Highway Design Manual and Traffic Design Manual
- PDF PAP application forms and checklist
- Revised PAP application fee schedule

- RIDOT enhanced database
- PAP application online tracking portal

**Project Cost** (outside of staff time): None

## **Project 5.1 State Employee Commuter Task Force**

**Program Area/Task:** Transportation Operations and Management

**Project Manager:** Karen Scott

**Supporting Staff:** Chris Witt (Statewide Planning) and Amy Pettine (RIPTA)

### **Project Overview**

The Statewide Planning Program will collaborate with the Department of Administration Director's Office, Division of Human Resources, RIPTA and the Rhode Island Office of Energy Resources to implement policies and programs to reduce single occupancy vehicle trips by State Employees. The overall goals of the effort are to reduce vehicle miles traveled, ease traffic congestion, and improve air quality and promote the use of transit. The group has drafted a work plan composed of low-cost steps the State can take to meet these goals.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Analyze the results of a state employee travel mode survey to be deployed in Quarter 4 of FY 2014, and use them to estimate the vehicle miles traveled by mode by State employees.
- Assist the Division of Human Resources as it works with the RIPTA Commuter Resource program to organize an event promoting the State's RIPTA pass pre-tax purchase program and other initiatives to employees.

#### **Quarter 2**

- Assist the Division of Human Resources in holding the RIPTA Commuter Resource event.
- Support the Division of Human Resources as it determines the feasibility of establishing a MBTA pre-tax purchase program similar to the existing program for RIPTA riders.

#### **Quarter 3**

- Work with the Department of Administration Director's Office, Division of Human Resources, and the Rhode Island Office of Energy Resources to identify and implement low cost improvements to encourage the use of alternative travel modes.
- Assist the Division of Human Resources as it drafts a "10 over 9" work week policy that allows state employees to work 70 hours over nine days instead of ten days.

#### **Quarter 4**

- Continue to work with the Department of Administration Director's Office, Division of Human Resources, and the Rhode Island Office of Energy Resources to identify and implement low cost improvements to encourage the use of alternative travel modes.
- Assist in the development of measures to determine the impact of VMT-reduction programs and policies.

### **Products**

- State Employee Travel Mode Survey
- RIPTA Commuter Resource Event
- List of policies and improvements to promote the use of alternative commuting modes

- “10 over 9” Work Week Policy
- List of measures to determine the impact of VMT-reduction programs

**Project Cost** (outside of staff time): None

## **Project 6.1 Transit Planning Assistance**

**Program Area/Task:** Transit Planning

**Project Manager:** RIDOT Intermodal Planning: Andy Koziol

**Supporting Staff:** RIDOT Intermodal Planning: Steve Devine  
Statewide Planning: Linsey Callahan, Michael Moan, Ronnie Sirota  
RIPTA Planning: Amy Pettine

### **Project Overview:**

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.

Support RIDOT in meeting the Federal Transit Administration's 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.

### **FY 15 Tasks by Quarter:**

Quarter 1

- Finalize scope of work and RFP

Quarter 2

- Q2: Advertise RFP and receive consultant proposals

Quarter 3

- Q3: Award contract and begin project

Quarter 4

- Q4: Project development/analysis/assessments/recommendations

### **Products**

- Reports on: Transit asset management; rail operations analysis report and stringlines; report on integrating buses at rail stations and connecting Quonset and URI; feasibility report on added track capacity to Kingston.

**Project Cost** (outside of staff time): \$250,000 (\$200,000 FTA, \$50,000 RIDOT)

## **Project 6.2 Transit Signal Priority Policy (TSP) Development**

**Program Area/Task:** Transit Planning

**Project Manager:** Amy Pettine, RIPTA, Greg Nordine, RIPTA

**Supporting Staff:** Bob Roccio, RIDOT

### **Project Overview:**

With RIPTA's recent investments in TSP, we need to build upon this initial effort to evaluate its impact, review policies and determine future investment. TSP includes a maintenance cost, so it is prudent to install TSP at locations where the impact will warrant the increased maintenance cost to RIPTA. TSP also allows RIPTA to operate more efficiently as it reduces dwell time at intersections and allows buses to move more quickly down congested corridors. By increasing efficiency, RIPTA is able to provide a greater level of service with the same level of operating dollars.

RIPTA will hire a consultant to analyze traffic signals throughout the state and RIPTA bus service to develop a plan for the further development and implementation of TSP beyond the initial R-Line project. The consultant will also review the RIDOT traffic program to determine possible cost-effective strategies for future TSP investment.

This consultant will weigh the costs of implementation with the effectiveness of a TSP network across the state so that RIPTA and RIDOT can optimize its return on investment.

The consultant will also review the process by which RIPTA, RIDOT and municipalities worked together on TSP to identify a program of work moving forward, including review of policies and agreements.

### **FY 15 tasks by quarter:**

Quarter 1

- Scoping

Quarter 2

- Issue RFP

Quarter 3

- Conduct Study

Quarter 4

- Develop Capital Program for Expansion based on Recommendations

### **Products**

- Traffic Signal Priority Study

**Project Cost** (outside of staff time): \$150,000 (\$7,500 FHWA, \$112,500 FTA, \$30,000 RIPTA)

## **Project 6.3 Fare Payment Planning**

**Program Area/Task:** Transit Planning

**Project Manager:** RIPTA Planning (Amy Pettine)

**Supporting Staff:** RIPTA Planning (Kevin Perry), RIDOT Intermodal Planning (Steve Devine)

### **Project Overview:**

This project is an expansion of the FY 2014 fare payment planning project. The purpose of the project is to:

- Maximize fare revenue while maintaining ridership.
- Advance the goal of cashless payment by researching options such as smart cards and proof-of-payment
- Grow ridership while meeting or exceeding the established fare standard
- Develop an implementation plan to enable the state to adopt its future fare media and fare policies

RIPTA and RIDOT will work with a consultant to review current fare media costs, develop baseline ridership, develop fare elasticities, recommend standard bulk pricing, recommend new or alternative fare products, review fare integration across services and agencies, and create policies for transfers and fare integration.

### **FY 15 tasks by quarter:**

#### Quarter 1

- Develop RFP for consulting services (begin in FY 2014)
- Collect existing resources
- Award contract
- Review costs of current fare payment programs. Include RIPTA costs (farebox and Ticket Vending Machine (TVM) maintenance, fare media purchase, money room expenses, and security)

#### Quarter 2

- Develop a baseline of ridership by fare type and mode – fixed route, Flex, ADA
- Determine elasticity by rider segment
- Review bulk contracts and price discounts (UPass, EcoPass, Providence Schools, RI Department of Human Services, state employees, Senior/Disabled pass).
- Analyze barriers and advantages to integrating fares with Massachusetts Bay Transit Authority, Greater Attleboro Taunton Regional Transit Authority, Southeastern Regional Transit Authority, Amtrak

#### Quarter 3

- Develop alternative fare scenarios, which may include an increase or decrease to base fares, adjustments to discount rates of media, new fare media, new transfer policies, and/or use of alternative fare strategies and types.
  - Examples: zone-based fare downtown (including streetcar); premium service for express/park-n-ride routes; ADA bus pass for free travel on Fixed Route.
  - Include recommendations for cashless or mobile solutions

- Include transfer policies, including ADA to fixed route.
- Recommend standard price points for bulk contracts
- Develop fare integration options
  - If not technically feasible, recommend policies that integrate fares
    - Develop method to account for costs of riders who switch between services so agencies can pay each other
- Develop an in-state transit pass, including train

#### Quarter 4

- Facilitate adoption of a fare policy plan by RIPTA (possibly RIDOT) among the options above.
- Develop an implementation plan for introducing a new fare payment plan

#### Products

- Memos and reports as needed
- Cost analysis of current fare payment systems
- Elasticity figures for each rider segment
- Recommended price points for bulk contracts
- Recommended fare media options
- Implementation plan

**Project Cost** (outside of staff time): \$170,540 (\$8,527 FHWA, \$127,905 FTA, \$34,106 RIPTA)

## **Project 6.4 Transit/Highway Design Guidebook**

**Program Area/Task:** Transit Planning

**Project Manager:** RIPTA Planning (Amy Pettine)

**Supporting Staff:** RIDOT Planning (Steve Devine), RIDOT Planning (Andy Koziol), RIDOT Engineering (Bob Smith Staff), Statewide Planning (Linsey Callahan)

**Project Overview:** To develop a user-friendly design guidebook to assist highway engineers and planners on the specific physical needs solutions for transit (i.e. bus stops improvements bus lanes, traffic signals as part complete streets analysis on roadway projects. RIPTA's expanding bus network has fostered a close working relationship with RIDOT on a case-by-case basis. The intent of this guidebook is to establish a more permanent and sustainable consideration of bus transit as part of infrastructure design.

### **FY 15 tasks by quarter:**

Quarter 1

- Scoping Document

Quarter 2

- Advertise for Consultant Services

Quarter 3

- Consultant Hired

Quarter 4

- Draft Guidebook

### **FY 16 tasks by quarter:**

Quarter 1

- Coordination & Revisions

Quarter 2

- Final Guidebook

### **Products**

- Scoping Document
- Draft Guidebook
- Final Guidebook

**Project Cost** (outside of staff time): Total - \$100,000 (\$20,000 FHWA, \$60,000 FTA, \$10,000 RIDOT and \$10,000 RIPTA)

## **Project 6.5 Advanced Transit Technology Initiative**

**Program Area/Task:** Transit Planning

**Project Manager:** Amy Pettine (RIPTA)

**Supporting Staff:** Greg Nordine (RIPTA) and Linsey Callaghan and Chris Witt (Statewide Planning)

### **Project Overview**

The Statewide Planning Program awarded a grant of \$88,000 to the Rhode Island Public Transit Authority (RIPTA) in FY2014 to support the implementation of Rapid Bus Improvements to the two highest ridership bus routes in the City of Providence along Broad and North Main Streets (R Line) and begin advancing rapid ready plans for other key bus corridors. RIPTA is providing \$22,000 in match for a total project cost of \$110,000. Grant funds support the time of a RIPTA staff member who manages the project.

### **FY 15 tasks by quarter**

- Quarter 1 FY2015
  - Review best practices and lessons learned from R Line planning and implementation to determine level of investment and service changes necessary to improve ridership and operations of high priority corridors.
  - Oversight of design and implementation of transit signal priority (TSP) expansion on selected key bus routes.
  - Continue to work with community partners to develop strategies and recommendations for corridor improvements; work with RIPTA Planning to realign bus stops, improve service and plan for investment in passenger amenities.
- Quarter 2
  - Continue coordination with RIDOT and local municipalities to identify appropriate locations for the next phase of TSP investment.
  - Review best practices to develop policies for RIDOT and local road construction projects to include TSP when beneficial to RIPTA.
  - Continue to work with RIPTA Transportation and IT to educate and train drivers on TSP use.

### **Products**

- Planning documents developed as part of the project.
- All cartographic, geographic, graphical, tabular or other compilations or representations of data assembled in support of the project.

**Project Cost** (outside of staff time): FY 15 Total - \$52,633 (\$40,487 FTA, \$12,146 RIPTA)

## **Project 7.1 FY 2017 – 2020 Transportation Improvement Program (TIP)**

**Program Area/Task:** Transportation Improvement Program

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Kevin Flynn, Benjamin Jacobs, Michael Moan, Jared Rhodes, Karen Scott, Ronnie Sirota and Chris Witt

### **Project Overview**

Develop the FY 2017 – 2020 TIP in accordance with MAP-21 funding requirements and categories and according to the Rhode Island State Planning Council Rules of Procedure.

### **FY 15 tasks by quarter:**

Quarter 1

- Discuss potential TIP funding categories according to MAP-21 requirements and state needs

Quarter 2

- Determine TIP funding categories according to MAP-21 requirements and state needs
- Revise TIP Project Selection Criteria

Quarter 3

- Finalize TIP Project Selection Criteria
- Determine available funding
- Develop a timeline and approach for the FY 2017-2020 TIP

Quarter 4

- Allocate funding levels by TIP program with TAC
- Develop project solicitation documents
- Develop public announcements/TIP Development Guide

### **FY 16 tasks by quarter:**

Quarter 1

- Finalize all public solicitation documents
- Issue public notices / solicitation to officials
- Hold application workshops

Quarter 2

- Application deadline
- Hold TIP application regional public hearings
- Staff review of applications
- TAC review of programs/projects

Quarter 3

- Prepare Draft TIP
- Present draft TIP to TAC, TC, SPC
- TIP public notice period

Quarter 4

- TIP Public Hearing

- Revised Draft TIP
- Finalize TIP Project Selection Report
- Present final draft TIP to TAC, TC
- Final Adoption by SPC

**Products**

- TIP – Guidance on Applying Criteria for Evaluation of Project Proposals
- A Guide to Rhode Island’s Transportation Improvement Program – Development Process FY 2017 – 2020
- TIP Project Selection Report
- Final FY 2017 – 2020 Transportation Improvement Program

**Project Cost** (outside of staff time): None

## **Project 7.2 GIS Web- based TIP Application**

**Program Area/Task:** Transportation Improvement Program

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Chris Witt, Benjamin Jacobs

### **Project Overview**

In collaboration with the Rhode Island Department of Transportation (RIDOT), develop a GIS-based web application for the Transportation Improvement Program (TIP). The web application will be used during the submission and public review of projects for the FY 2017 – 2020 TIP. This tool will allow the user to identify project locations and limits based on the underlying GIS data and assess the value of the project and likelihood of the project being funded in the context of the needs of the entire Rhode Island transportation system. The web application will enable a more transparent, systematic, and data-driven process for prioritizing the major transportation investments in the state. The application is also envisioned to be extended to support project construction implementation both tabularly and visually in an interactive map and to track the project history over time from inception to construction closeout.

### **FY 15 tasks by quarter:**

Quarter 1

- Determine project objectives
- Evaluate project options and potential software solutions

Quarter 2

- Select consultant/software provider to assist implement project

Quarter 3

- To-be-determined and based on provider selected

Quarter 4

- To-be-determined and based on provider selected

### **Products**

- GIS based web interface for TIP
- TIP project scoring management application for setting up scoring criteria/weights and formulas
- Cost estimation tool for generating planning level costs for projects

**Project Cost** (outside of staff time): \$500,000 (\$300,000 – FHWA, \$100,000 FTA, \$100,000 – RIDOT)

## **Project 8.1 Freight and Goods Movement Plan**

**Program Area/Task:** Freight Planning

**Project Manager:** Chris Witt

**Supporting Staff:** Linsey Callaghan, Kevin Flynn, Jared Rhodes, Ronnie Sirota, Chris Witt

### **Project Overview**

The Statewide Planning Program will work with the Freight Advisory Committee and other stakeholders to develop a Statewide Freight and Goods Movement Plan, which will include a set of recommendations, linked to an implementation action plan, that enhance the movement of freight in and through Rhode Island. Plan development will include an analysis of critical freight infrastructure, freight flows in the state, and freight-related policies. Statewide Planning expects to issue a request for proposals for a consultant to assist with the development of the Statewide Freight and Goods Movement Plan. The completed plan will meet the MAP-21 recommendations for state freight plans, and it will position the state to take advantage of the increased federal funding share available for freight-related projects in states with freight plans approved by FHWA. This project was initiated in FY 14.

### **FY 15 tasks by quarter:**

#### Quarter 1

- Review and score consultant responses to the Statewide Freight and Goods Movement Plan RFP.
- Identify a preferred consultant and execute a contract with the firm.
- Develop a detailed work plan in collaboration with the selected consultant and begin development of the Freight Plan.
- Continue regular meetings of the Freight Advisory Committee.
- Continue engagement and outreach to private and public freight stakeholders.

#### Quarter 2

- Continue development of the State Freight Plan.\*
- Continue regular meetings of the Freight Advisory Committee.
- Continue engagement of and outreach to private and public freight stakeholders.

#### Quarter 3

- Continue development of the State Freight Plan. \*
- Continue regular meetings of the Freight Advisory Committee.
- Continue engagement of and outreach to private and public freight stakeholders.

#### Quarter 4

- Continue development of the State Freight Plan. \*
- Continue regular meetings of the Freight Advisory Committee.
- Continue engagement of and outreach to private and public freight stakeholders.

### **FY 16 tasks by quarter:**

#### Quarter 1

- Continue development of the State Freight Plan. \*

- Continue regular meetings of the Freight Advisory Committee.
- Continue engagement of and outreach to private and public freight stakeholders.

#### Quarter 2

- Complete a final draft of the State Freight Plan that is approved by the Freight Advisory Committee.
- Continue regular meetings of the Freight Advisory Committee.

#### Quarter 3

- Present the State Freight Plan to the State Technical Committee and State Planning Council for their approval.
- Continue regular meetings of the Freight Advisory Committee.

*\*A detailed work plan and timeline will be developed once Statewide Planning hires a consultant for the project.*

#### **Products**

- Statewide Freight and Goods Movement Plan

**Project Cost** (outside of staff time): \$600,000 (\$480,000 – FHWA, \$55,000 – RIDOT, \$65,000 – BRWCT)

## **Project 9.1 Metropolitan Planning Process Tri-Party Agreement**

**Program Area/Task:** Regional Transportation Planning Coordination

**Project Manager:** Karen Scott

**Supporting Staff:** Linsey Callaghan, Chris Witt

### **Project Overview**

The Rhode Island Metropolitan Planning Organization, RIDOT and RIPTA are responsible for maintaining a continuing, cooperative and comprehensive transportation planning process. A single agreement outlining the roles and responsibilities of each organization in carrying out the metropolitan planning process will serve as the clearest way to articulate each agency's diverse function.

### **FY 15 tasks by quarter:**

#### Quarter 1

- Convene RIPTA and RIDOT to agree to scope of the agreement.
- Draft outline of agreement.

#### Quarter 2

- Add detailed roles and responsibilities for each organization
- Meet regularly to discuss content

#### Quarter 3

- Continue to add detailed roles and responsibilities for each organization
- Continue to meet regularly to discuss content

#### Quarter 4

- Present draft agreement to Transportation Advisory Committee and State Planning Council for approval.
- Sign agreement with RIDOT and RIPTA.

### **Products**

- Consolidated Tri-Party Agreement for Metropolitan Transportation Planning

**Project Cost** (outside of staff time): None

## **Project 10.1 Transportation Infrastructure Sea Level Rise Vulnerability Assessment**

**Program Area/Task:** Environmental Sustainability

**Project Manager:** Amanda Martin

**Supporting Staff:** Linsey Callaghan, Christina Delage Baza, Vin Flood, Benjamin Jacobs, Jared Rhodes, and Chris Witt

### **Project Overview**

Per State Guide Plan Element 611 Transportation 2035, Statewide Planning is producing a Technical Paper which will utilize newly acquired statewide LIDAR and associated post processing elevation and mapping products to assess exposure of transportation assets to sea level rise (SLR) and assess their relative vulnerability and risk.

The intent of this project is to provide information to local public works departments, planners, and state agencies to begin to assess vulnerability and prioritize adaptation needs. This information can assist municipalities in incorporating climate change into local comprehensive plans and hazard mitigation plans, and help guide the prioritization of capital improvement projects in the future. It will also demonstrate a methodology that planners in the state can use independently to assess vulnerability and risk and prioritize adaptation actions.

In Phase Two, the mapping exercise will be used to conduct vulnerability and risk assessments for a subset of state-owned assets, which will begin to prioritize vulnerable assets by the impact associated with their loss. The final paper will also include a brief discussion of key areas for climate decision-making in transportation planning, and what other states and cities have done to address the vulnerability of transportation assets to sea level rise. This project was initiated in FY14.

### **FY 15 tasks by quarter:**

#### Quarter 1

- Review availability of various indicators for vulnerability (exposure, sensitivity, adaptive capacity) and risk (likelihood, impact) based on data availability and working group input
- Determine the subset of assets to assess for vulnerability and risk

#### Quarter 2

- Determine relative ranking thresholds for each component of vulnerability and risk (e.g. low/med/high or 1-5) and develop ranking scheme for risk
- Complete the vulnerability and risk assessment for selected assets
- Assess subset of assets using ranking methodology

#### Quarter 3

- Draft report with tables and map atlas
- Revise and finalize report and factsheet

#### Quarter 4

- Generate and post online the report products
- Disseminate with assistance of working group

- Finalize and incorporate GIS data layers resulting from Sea Level Rise transportation planning analysis into the RIGIS database, including 1, 3 and 5-foot inundation levels of sea level rise.

### **Products**

- Deliverables – Phase Two
  - Vulnerability and risk profiles for selected assets
  - Table summarizing relative risk of selected assets
- Final Deliverable
  - Report, posted online, that summarizes methodology, describes findings, and discusses adaptation options

**Project Cost** (outside of staff time): None

## **Project 10.2 EPA Smart Growth Implementation Assistance Grant**

**Program Area/Task:** Environmental Sustainability

**Project Manager:** Amanda Martin

**Supporting Staff:** Vin Flood and Chelsea Siefert,

### **Project Overview**

This project builds on our climate change, land use and transportation planning work to focus on impacts and opportunities for economic development around climate change. It was awarded technical assistance through EPA's Smart Growth Implementation Assistance program in 2013 and kicked off in 2014. The project will produce a methodology for planners and stakeholders to use commonly available data to understand the impacts and opportunities of climate change for the private sector. The tool will be piloted for North Kingstown including the Quonset Business Park and the Port of Davisville and will then be made available to a wider audience.

### **FY 15 tasks by quarter:**

Because the technical assistance contract is managed by EPA, the timeframe for the project largely depends on EPA and the contractor. The following is an approximation by Quarter of the tasks, based on the status of the project as of March 2014.

#### Quarter 1

- Provide comments on draft assessment tool ("tool") for assessing potential hazard and climate impacts on economic activity
- Review pilot results from North Kingstown

#### Quarter 2

- Provide input and review draft strategies that consultants develop to address vulnerabilities and opportunities
- Manage consultant site visit and stakeholder follow-up with draft strategies

#### Quarter 3

- Provide input on draft outline and report
- Review versions of tool, user's guide, and final report

### **Products**

- Tool and user guide for assessing potential hazard and climate impacts on economic activity.
- A report that describes how the tool was developed; summarizes the results of the North Kingstown pilot; explains how other communities could apply this tool; lists data gaps that, if filled, would strengthen the tool; and lists the options for economic resilience, finalized and prioritized based on the discussions in North Kingstown.

**Project Cost** (outside of staff time): None

## **Project 10.3 Wetland and Onsite Wastewater Treatment System (OWTS)** **Legislative Task Force**

**Program Area/Task:** Environmental Sustainability

**Project Manager:** Nancy Hess

**Supporting Staff:** Jeff Davis, Kevin Flynn, Paul Gonsalves and Jared Rhodes

### **Project Overview**

The Legislative Task Force was established by the RI General Assembly in 2013. The purpose of the Task Force is to solicit input from stakeholders with subject matter expertise related to Rhode Island's wetlands, water resources, onsite wastewater systems, and the business community. The Division of Planning in consultation with the Task Force is to prepare a report based on current science and wetland protection needs that assesses the adequacy of wetland protection in the state, identifies gaps in protection, and recommends statutory or regulatory changes to protect wetlands statewide. The focus of the Task Force is wetland buffers and setbacks for land disturbances and groundwater impacts from OWTS. This project was initiated in FY 14.

### **FY 15 tasks by quarter:**

#### **Quarter 1**

- Continue to conduct research and summarize state and municipal regulations concerning wetlands and onsite wastewater treatment systems. Provide an evaluation of the current scientific literature regarding protective buffers to the Task Force. Continue to update webpage for the project on monthly basis.
- Continue to facilitate Legislative Task Force monthly meetings.
- Prepare a preliminary draft report with recommendations that ensures the protection of the State's wetland resources while balancing the need for economic development. The report will be compiled in consultation with the Task Force.

#### **Quarter 2**

- Facilitate the Task Force review of preliminary report.
- Facilitate a Task Force consensus on recommendations for a final report.
- Publish a technical paper summarizing the recommendations of the Task Force including a summary of the discussions, presentations reviewed, and deliberations of the Task Force during its meetings.
- Submit Technical Paper to the General Assembly.

#### **Quarters 3 & 4**

- Work with DEM and General Assembly on recommendations and legislation for implementation of the recommendations of final report.

### **Products**

- Proceedings of the Task Force – agendas, meeting notes, presentations, technical reports, and scientific literature presented to the Task Force will be maintained as an electronic archive on the Division's website.
- Technical Paper; Final Report of Task Force

- Updated webpage
- Possible new legislation

**Project Cost** (outside of staff time): None. This project is to be 100% State funded.

## **Project 11.1 Solid Waste Management Plan**

**Program Area/Task:** Long Range Planning

**Project Manager:** Nancy Hess

**Supporting Staff:** Jeff Davis, Kevin Flynn, Paul Gonsalves, Jared Rhodes

### **Project Overview**

Continue to oversee and assist the DEM Office of Solid Waste and RI Resource Recovery Corporation (RI RRC) staff and an existing advisory committee in updating the 2007 Rhode Island Comprehensive Solid Waste Management Plan of the State Guide Plan. This project was initiated in FY 14. RI RRC currently experiences a combined average of 1,400 in and out bound truck trips per day. This planning process is examining opportunities for limiting the amount of solid waste that is disposed of at the Corporation's central landfill in Johnston. It will also set the stage for an analysis of the disposal options and corresponding impacts on varying systems, such as the State's transportation network, that the State will be faced with when the central landfill reaches capacity.

### **FY 15 tasks by quarter**

#### Quarters 1 & 2

- Continue to organize and convene monthly meetings of the staff working group and the advisory committee in order to formulate a guide plan element that includes stakeholder input.
- Use the existing Plan and stakeholder input to create an initial preliminary draft plan. Ensure consensus of the advisory committee on the preliminary draft plan.
- Ensure consensus of the advisory committee on the preliminary draft plan.
- Continue to update topical land use webpage for the project on monthly basis.

#### Quarter 3

- Conduct the formal public review and adoption through the Technical Committee and State Planning Council. Consult with DEM and RI Resource Recovery Corporation staff on comments received through the technical and public review process.

#### Quarter 4

- Publish approved plan on website.
- Ensure that the new goals and policies of the approved Plan are clearly laid out in the comprehensive community plan guidance manual.

### **Products**

- Updated State Guide Plan
- Updated webpage

**Project Cost** (outside of staff time): None

## **Project 11.2 Historic Preservation Plan**

**Program Area/Task:** Long Range Planning

**Project Manager:** Rick Greenwood, RI Historic Preservation and Heritage Commission (RIHPHC)

**Supporting Staff:** Jeff Davis, Kevin Flynn, Nancy Hess, Caitlin Greeley, and Jared Rhodes

**Project Overview** - This project is to oversee and assist the RI Historical and Heritage Preservation Commission (HPHC) with long range planning for an update of the 1996 Rhode Island State Historical Preservation Plan of the State Guide Plan. This plan will set the context for historical preservation in RI, further the identification and evaluation of historic resources and prioritize preservation strategies. Completion of the plan update will assist in the review of federally funded transportation projects under the National Historic Preservation Act of 1966.

### **FY 15 tasks by quarter**

Quarter 1

- None

Quarter 2

- None

Quarter 3

- Meet with HPHC to draft and execute a MOU to assign roles and responsibilities and define content of the Update.
- Solicit members for an advisory commission to help review, and bring stakeholder input to the update process.
- Convene organizational meeting of advisory committee.

Quarter 4

- Continue to organize and convene monthly meetings of the advisory committee in order to formulate a guide plan element that includes stakeholder input.
- Create webpage for the project and update on a monthly basis.

### **FY 16 tasks by quarter**

Quarters, 1, 2, 3

- Continue to convene monthly meetings of the advisory committee in order to formulate a guide plan element and include stakeholder input.
- Create an initial preliminary draft plan.
- Ensure consensus of the advisory committee on the preliminary draft plan.

Quarter 4

- Conduct formal public review and adoption through the Technical Committee and State Planning Council.
- Consult with HPHC staff on comments received through the public review process.
- Publish approved plan via website.
- Ensure that the new goals and policies of the approved SGP are clearly laid out in the comprehensive community plan guidance manual.

**Products**

- Approved State Guide Plan Element
- Updated web page

**Project Cost** (outside of staff time): None

## **Project 11.3 Watershed Plan**

**Program Area/Task:** Long Range Planning

**Project Manager:** Sue Kiernan, RI Department of Environmental Management (DEM)

**Supporting Staff:** Ernie Panciera (DEM) and Nancy Hess, Paul Gonsalves and Jared Rhodes (Statewide Planning).

### **Project Overview**

Continue to oversee and assist the DEM Office of Water Resources and the Coastal Resources Management Council staff, and an existing advisory committee in creating a new Rhode Island Water Quality Management Plan as an Element of the State Guide Plan. Much of the plan's focus will be on strategies for addressing stormwater runoff from our built environment with a particular emphasis on our roadway network and the challenges and opportunities presented in maintaining and improving the associated drainage systems. This plan will also satisfy requirements of the Environmental Protection Agency for watershed planning. It was initiated in FY 14 and will involve consolidating the following Elements of the State Guide Plan:

- Nonpoint Source Pollution Management Plan (1995) – Element 731
- Rivers Policy and Classification Plan (2004) – Element 162
- Comprehensive Conservation and Management Plan for Narragansett Bay (1992) – Element 715

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Continue to organize and conduct meetings of the staff working group.
- Ensure consensus of the advisory committee on the preliminary draft plan.
- Conduct formal public review and adoption through the Technical Committee and State Planning Council.
- Consult with DEM and CRMC staff on comments received through the public review process.
- Continue to update web page for the project on monthly basis.

#### **Quarter 2**

- Publish approved plan on the Division of Planning website.
- Ensure that the new goals and policies of the approved Plan are clearly laid out in the comprehensive community plan guidance manual.

### **Products**

- Technical Paper on RI Road Salt Practices
- Value of Water Quality Issue Brief
- Approved State Guide Plan
- Updated webpage

**Project Cost** (outside of staff time): None

## **Project 11.4 Energy Plan**

**Program Area/Task:** Long Range Planning

**Project Manager:** Nancy Hess

**Supporting Staff:** Kevin Flynn, Paul Gonsalves and Jared Rhodes

### **Project Overview**

Continue to oversee and assist the DOA Office of Energy (OER) and an existing advisory committee in long range planning for updating the 2002 Rhode Island Energy Plan of the State Guide Plan. Transportation plays a major role in the plan update since roughly 40% of the State's energy related carbon emissions are driven by the transportation sector, 38% of the dollars that Rhode Islanders spend on energy is associated with transportation and 31% of the BTUs utilized are consumed within the transportation sector. The update will analyze three transportation based future usage scenarios based on principles of energy security, cost effectiveness and sustainability; set associated targets for moving forward and recommend appropriate strategies for achieving those targets.

This project was initiated in FY 14.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Ensure consensus of the advisory committee on the preliminary draft plan.
- Conduct the formal public review and adoption through the Technical Committee and State Planning Council.
- Consult with OER staff on comments received through the technical and public review process.
- Continue to update webpage for the project on a monthly basis.

#### **Quarter 2**

- Publish approved plan on the Division of Planning website.
- Ensure that the new goals and policies of the approved Plan are clearly laid out in the comprehensive community plan guidance manual.

### **Products**

- Approved State Guide Plan
- Updated webpage

**Project Cost** (outside of staff time): None

## **Project 13.1 Rhode Island Land Use Training Collaborative**

**Program Area/Task:** Technical Assistance

**Project Manager:** Sheila Brush, Program Director

**Supporting Staff:** Jodi Castallo, Training Coordinator; John Flaherty, Director of Research and Communications

**Project Overview:** The project is designed to ensure that the municipal and state governmental boards and commissions responsible for land use and transportation planning, have the knowledge and skills they need to effectively carry out their responsibilities. The program has 3 components:

1. Development of training and other capacity-building resources on specific strategies related to land use and the establishment of a state and regional transportation system that provides convenient and affordable transportation options, directing growth to well-designed, walkable urban and town centers that facilitate the use of multiple modes of transportation, sustainable economic development and strengthening our agricultural sector and local food system
2. Delivery of training programs;
3. Management and support for the Land Use Training Collaborative, a cooperative effort by 24 state agencies and non-profit entities to determine municipal needs for training, provide affordable training and to evaluate training effectiveness in increasing municipal land use planning capacity.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Develop programs and/or resources for Planning Board Chairs
- Convene meeting of Land Use Training Collaborative Partners
- Operationalize training evaluation plan
- Update training pages on Grow Smart website to include resources
- Launch expanded communications to municipalities
- Develop Training Program on transportation-related topic

#### **Quarter 2**

- Deliver 3 training programs on community planning/application review procedures/special training for Planning Board Chairs
- Deliver Training Program on transportation-related topic twice
- Develop Training Program on municipal planning for sustainable economic development
- On-going implementation of training evaluation plan

#### **Quarter 3**

- Deliver 3 training programs on community planning/application review procedures/special training for Planning Board Chairs
- Deliver Training Program on municipal planning for sustainable economic development twice
- Develop Training Program on topic related to mixed-use centers

- On-going implementation of training evaluation plan

#### Quarter 4

- Deliver 2 training programs on community planning/application review procedures/special training for Planning Board Chairs
- Deliver Training Program on topic related to mixed-use centers twice.
- On-going implementation of training evaluation plan
- Prepare report on first-year evaluation results

#### **Products**

- Outlines and materials for 4 programs:
  - special training for Planning Board Chairs
  - transportation-related training program
  - sustainable economic development training program
  - mixed-use centers training program
- Report on first-year evaluation results

**Project Cost:** \$75,000 (\$51,000 – FHWA, \$9,000 – FTA, \$15,000 – Grow Smart RI)

## **Project 13.2 Comprehensive Plan Requirements Training**

**Program Area/Task:** Technical Assistance

**Project Manager:** Chelsea Siefert

**Supporting Staff:** Kevin Nelson, Caitlin Greeley, Amanda Martin, and Jeff Davis

### **Project Overview**

In FY13 and FY14, Statewide Planning worked on and completed a new handbook that includes guidance and standards for the State approval of local comprehensive plans. The handbook will now serve as the measure by which State approval of comprehensive plans will be granted. To assist municipalities in integrating the new guidance and standards into their comprehensive plans, staff of the Statewide Planning Program will develop, pilot and deliver a minimum of four (4) trainings to local planners and Planning Boards and Commissions, focusing primarily on the new information presented in the handbook. Potential topics for the training include transportation, growth centers, natural hazards, energy, agriculture, water, land use, and the implementation program.

### **FY 15 tasks by quarter**

#### Quarter 1

- Meet with local planners to determine which topic areas present the biggest challenges for planners and Planning Boards and Commissions.
- Identify priority topic areas to be covered in trainings.
- Determine the best framework for covering the identified topic areas, including approximately how many trainings will be necessary.
- Begin development of draft training materials for priority topic areas.

#### Quarter 2

- Finish development of draft training materials for priority topic areas.
- Pilot trainings for priority topic areas.
- Revise trainings for priority topic areas as necessary.
- Deliver trainings on priority topic areas.

#### Quarter 3

- Deliver trainings on priority topic areas.

### **Products**

- Final training materials for each topic area

**Project Cost** (outside of staff time): None

## **Project 13.3 Place Making and Public Art**

**Program Area/Task:** Technical Assistance

**Project Title:** Place Making and Public Art

**Project Manager:** Melissa Long, RIDOT, Director's Office

**Supporting Staff:** Tom Queenan, RIDOT, Intermodal Planning;  
Susan Votta, RIDOT Landscape Architecture Unit; Randall Rosenbaum and Elizabeth Keithline, RISCA and Ronnie Sirota, Statewide Planning

### **Project Overview:**

Place making and public art are receiving increasing emphasis as elements within transportation projects at a time of tighter public funding streams. The purpose of this task is to take steps to guide these investments strategically from the concept level through implementation. This task will first explore a systemic approach to consider these elements within a consistent policy framework, determining how and at what point these elements are considered within the development of the Transportation Improvement Program (TIP). The recommended deliverable at this first stage will be Place Making and Public Art Policy Guide Book integrating the consideration of these elements into the initial phases of transportation project development. If warranted, a second phase of this task to be completed in the next fiscal year is to move forward from the program level by developing a toolkit for the transportation practitioner, composed of place making methods (to include softscape, hardscape, public art design and best practices) to be developed by consultant services for use at the implementation level.

### **Tasks divided by Quarter (can go into next FY if necessary)**

Quarter 1

- Scoping

Quarter 2

- Developing Policy

Quarter 3

- Publishing Guidebook

Quarter 4

- Assessing Need for Tool Kit

### **Products**

- Place Making and Public Art Policy Guidebook

**Project Cost** (outside of staff time): None

## **Project 13.4 Unified Development Review Alternative**

**Program Area/Task:** Technical Assistance

**Project Manager:** Caitlin Greeley

**Supporting Staff:** Kevin Flynn, Kevin Nelson, Jared Rhodes and Chelsea Siefert

### **Project Overview**

The intention of this project is to investigate and draft an alternative local development review procedure that streamlines the review process for efficiency and economic development purposes while ensuring proper coordination and review of regional land use and transportation concerns. Rhode Island General Laws §45-22 Local Planning Board or Commission, §45-23 Land Development and Subdivision Review Enabling Act, and §45-24 Rhode Island Zoning Enabling Act will be reviewed to identify instances where amendments would be needed for implementation.

### **FY 15 tasks by quarter**

#### Quarter 1

- Begin stakeholder engagement
  - Convene local planners to review and comment on the proposed amendments
  - Contact and organize meetings with other stakeholder groups including, but not limited to:
    - RI Builders Association
    - Planning Boards
    - Zoning Enforcement Officers
    - Zoning Boards
- Revise legislation based on stakeholder input

#### Quarter 2

- Continue and complete stakeholder engagement
- Complete an internal review of legislation with:
  - Statewide Planning Staff
  - State Departments
  - Governor's Office

#### Quarter 3

- Identify and partner with sponsor to propose bill to the General Assembly
- Track legislation
- Draft position paper
- Write and send letters to committees

#### Quarter 4

- Track legislation
- Finalize legislation

### **FY 16 tasks by quarter**

#### Quarter 1

- Disseminate information regarding the amendments to planners, planning boards, zoning enforcement officers, zoning boards, and other stakeholder groups and interested parties
- Develop training and educational materials
- Deliver training

**Products**

- Position paper
- Letters to committees
- Revised legislation
- Educational Materials

**Project Cost** (outside of staff time): None

## **Project 14.1 Standard Map Symbology Development**

**Program Area/Task:** Data Management and Coordination

**Project Manager:** Christina Delage Baza

**Supporting Staff:** Vin Flood and Shane White

**Project Overview:** Provide general cartographic best practice guidelines for the creation of high quality map products such as municipal comprehensive plan maps. Because many people in Rhode Island are asked to make maps without any formal training to help them do so, these guidelines will summarize the industry expected components of a map product. This project was initiated in FY 14.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- With information on high priority map layers from municipal comprehensive plan focus groups, research best practices by RI and other state subject matter experts.

#### **Quarter 2**

- Develop draft standard map symbology and present it for review by the RIGIS community.

#### **Quarter 3**

- Finalize symbology and document the results in a new Standard Map Symbology section in the Comprehensive Plan Guidance Document. Make a copy of this document section available on the RIGIS website.

### **Products**

- ArcGIS layer files
- ArcGIS Server map services
- Standard Map Symbology section in the Comprehensive Plan Guidance Document
- Standard Map Symbology Document for the RIGIS website

**Project Cost** (outside of staff time): None

## **Project 14.2 Update RIGIS Parcel Standard**

**Program Area/Task:** Data Management and Coordination

**Project Manager:** Shane White

**Supporting Staff:** Christina Delage Baza and Vin Flood

**Project Overview:** To support RIDOT right-of-way and property management, Statewide Planning Program state guide plan element success evaluation, and emergency management planning, response, recovery and mitigation needs, work with the RIGIS community to investigate parcel standard best practices in New England state GIS organizations. The vision of a statewide land parcel database built upon individual municipal GIS parcel mapping requires an updated standard as the current document was created in 2003. Over the last 11 years, every other New England state has updated their state parcel standard to include a greater amount of detail required to build a single statewide multi-purpose information resource.

### **FY 15 tasks by quarter**

Quarter 1

- In coordination with the timeline of projects requiring a revised parcel standard, research best practices by RI and other state subject matter experts.

Quarter 2

- Develop draft parcel standard and present it for review by the RIGIS community.

Quarter 3

- Make necessary revisions, finalize document and publish it on the RIGIS website.

### **Products**

- Rhode Island State Parcel Mapping Standard

**Project Cost** (outside of staff time): None

## **Project 15.1 Census Data for Transportation Planning**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Vincent Flood

**Supporting Staff:** Linsey Callaghan, Ben Jacobs and Amanda Martin

### **Project Overview**

Complete a Technical Paper that analyzes the statistics package “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.

### **FY 15 tasks by quarter**

#### Quarter 2

- Download data
- Develop key questions to answer with data
- Analyze data

#### Quarter 3

- Outline and draft paper
- Create graphics and tables to accompany paper
- Internal review
- Revision

#### Quarter 4

- Final draft of paper
- Post online, present as appropriate

### **Products**

- Technical Paper and Excel Tables (to be posted online)

**Project Cost** (outside of staff time): None

## **Project 15.2 Migration Technical Paper**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Vincent Flood

**Supporting Staff:** Kevin Flynn, Amanda Martin and Jared Rhodes

### **Project Overview**

This project intends to develop an 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.

### **FY 15 tasks by quarter**

#### Quarter 1

- Research data sources for migration analysis
- Download or otherwise procure data
- Determine key question that project can answer given data availability

#### Quarter 2

- Analyze data
- Outline and draft technical paper

#### Quarter 3

- Develop tables and graphs to accompany technical paper
- Internal review
- Revisions
- Final draft and presentations as appropriate

### **Products**

- Technical Paper and Excel tables, if applicable (available online)

**Project Cost** (outside of staff time): None

## **Project 15.3 State Property Geospatial Dataset Development**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Shane White

**Supporting Staff:** Christina Delage Baza (Statewide Planning Program), Paul Jordan (RIDEM), Steve Sawyer (RIDOH), Michelle Burnett (RIEMA) and others.

**Project Overview:** To meet RIDOT's need to manage state-owned assets, work with all state agency source data providers and build upon the work performed for RIDOA-Facilities Management to create a single sustainable State properties geospatial database. On top of RIDOT, this dataset will support the needs of many departments including RIDEM, RIDOA, RIDOH, RIEMA and RIE911. In particular this project will focus on the additional needs of the Statewide e-Permitting Software System, the State of Rhode Island Transparency Portal, and state agency emergency management functions.

### **FY 15 tasks by quarter**

#### Quarter 1

- Obtain snapshots of stakeholder datasets. Build Extract, Translate, Load (ETL) routines to load each dataset into a standardized database.

#### Quarter 2

- Perform research necessary to accurately locate all state owned, leased and maintained structures and land.

#### Quarter 3

- Create online web maps for stakeholders to review mapping results.

#### Quarter 4

- Finalize the datasets and develop web maps and tools for stakeholders to create cross-tabular queries.

### **Products**

- Rhode Island State Properties Dataset
- ETL routines for each provided dataset
- Web maps to view results
- Cross-tabular queries

**Project Cost** (outside of staff time): None.

## **Project 15.4 Highway Functional Classification Update**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Benjamin Jacobs, Chris Witt

### **Project Overview**

Staff will reexamine the Functional Classification Highway System and National Highway System (NHS) roadways in light of 2010 Census data, the state's urban/rural boundary adjustment completed in 2013, and FHWA's recently released 2013 "Highway Functional Classification Concepts, Criteria, and Procedures." This project was initiated in FY 14.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Finalize functional classification and NHS recommended changes based on municipal input
- Present recommended changes to Transportation Advisory Committee (TAC), Technical Committee, State Planning Council
- Conduct public hearing

#### **Quarter 2**

- Incorporate accepted changes
- Finalize Technical Paper 155, Highway Functional Classification System for the State of Rhode Island
- Informational presentations to TAC, Technical Committee and State Planning Council
- Final approval by TAC
- Submit Highway Functional Classification Changes to regional FHWA office
- Submit National Highway System (NHS) changes to FHWA Headquarters
- Publish updated roadway functional classification tables and maps to Statewide Planning's website

### **Products**

- Final list of recommended changes to Functionally Classified Highway System and NHS
- Updated Technical Paper 155 - Highway Functional Classification System for the State of Rhode Island
- Updated GIS roadways layer incorporating functional classification and NHS changes
- New roadway functional classification tables and maps to Statewide Planning's website at the state and municipal level

**Project Cost** (outside of staff time): None

## **Project 15.5 Travel Demand Model Update**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Benjamin Jacobs, Chris Witt

### **Project Overview**

In conjunction with consultants Vanasse Hangen Brustlin, Inc. (VHB), staff is working to make necessary updates to the current travel demand model, the Rhode Island Statewide Model (RISM). Necessitated by the 2010 Census data, the opportunity is being used to improve the model and expand its capacity. In addition to increased detail and accuracy, the enhanced RISM will include a connection to real-time INRIX data via sub-consultant TrafInfo. In addition, a rail mode will be incorporated into the RISM. This project was initiated in FY 14.

### **FY 15 tasks by quarter**

#### Quarter 1

- Finalize bus route system
- Incorporate INRIX data into model
- Finalize land use forecasting data – projected population, households, and employment by U.S. Census tract
- Incorporate land use forecasting data into model
- Draft updates to Technical Paper 157 - Statewide Travel Model Update

#### Quarter 2

- Continue to update Technical Paper 157 - Statewide Travel Model Update
- Calibrate RISM to real world data
- Run model for forecasted time periods
- Incorporate rail into RISM

#### Quarter 3

- Receive completed RISM from VHB
- Finalize Technical Paper 157 - Statewide Travel Model Update
- Present model and updated technical paper to TAC, Technical Committee, State Planning Council

#### Quarter 4

- Update Statewide Planning website with updated model information and documentation

### **Products**

- Updated RISM and associated TransCAD and ESRI GIS data
- Technical Paper 157 - Statewide Travel Model Update

**Project Cost:** \$286,791 (\$172,074 -FHWA, \$57,358 FTA, \$57,358 RIDOT)

## **Project 15.6 Land Use/Land Cover Analysis**

**Program Area/Task:** Data Development and Analysis

**Project Manager:** Nancy Hess

**Supporting Staff:** Vincent Flood, Christina Delage Baza

### **Project Overview**

Understanding land use change is a very important aspect of managing growth and understanding its impacts on the transportation systems in the State. Tracking urbanization and its impacts on existing development, infrastructure, open space, forests, and agricultural lands is a priority issue for the State. This project will use the new 2011 and other historical land use/land cover data to create a time series analysis of land use trends for the time period of 1988 to 2011 through GIS analysis. Another objective is to identify shifts in land use trends occurring since the adoption of *Land Use 2025* and *Transportation 2030* to illustrate impacts of smart growth goals and policies from those plans. The GIS findings will be assessed and used to write a technical paper that will serve as a resource for the future update of *Land Use 2025*. The final paper will be distributed via the Division's website and electronic media.

### **FY 15 tasks by quarter:**

Quarter 1

- None

Quarter 2

- None

Quarter 3

- Develop thesis for the paper, draft outline of approach, outline GIS methodology and develop GIS model and determine other RIGIS data layers to be used.

Quarter 4

- Assemble data and implement GIS model & analysis

### **FY 16 tasks by quarter:**

Quarters 1 & 2

- Continue GIS analysis, initiate analysis of preliminary results and begin writing of paper

Quarters 3 & 4

- Assemble preliminary draft of paper, and draft metadata for GIS layer files produced. Complete final draft of paper & publication. Finalize metadata for GIS layer files and distribute through RIGIS.

### **Products**

- Technical Paper
- RIGIS layer files
- Updated webpage

**Project Cost** (outside of staff time): None

## **Project 16.1 RIGIS Geospatial Database Access**

**Program Area/Task:** Data Delivery

**Project Manager:** Shane White

**Supporting Staff:** Christina Delage Baza

### **Project Overview**

Subcontract to the University of Rhode Island Environmental Data Center (URI EDC) to continue maintaining and updating the Rhode Island Geographic Information System (RIGIS) consortium's data distribution clearinghouse (<http://www.edc.uri.edu/rigis>). Primary function of this project is to incorporate new data contributions by RIGIS partners, and maintain the underlying software and hardware that support the clearinghouse. The geospatial data distributed by RIGIS with URI EDC support are imperative for numerous ongoing transportation planning initiatives. A highlight of this year's project will be the beginning of the development of a next-generation RIGIS data clearinghouse website.

### **Ongoing tasks that are completed on a regular basis:**

- Continue maintaining the RIGIS database.
  - Review, accept, process, and publish at least twenty new or updated datasets, prioritizing those that are useful for transportation planning purposes. At a minimum, the following datasets are expected to be contributed to RIGIS by partners during State Fiscal Year 2015:
    - New statewide orthophotography planned for collection in Spring 2014.
    - Updates of RI E911 roads, addressed structures, driveways, and fire hydrants that are released on a rolling basis.
    - Updated RIDOT roads, bridges, bike trails.
    - Updated RIPTA transit routes and bus stops.
  - Continue reviewing metadata distributed with RIGIS data for quality and completeness, focusing on updating the primary point of contact for each dataset and researching missing content as time permits.
- Continue maintaining the current RIGIS data distribution website.
  - Provide 24/7 access to the RIGIS online data distribution website.
  - Conduct nightly backups of the website and underlying databases, and archive them at both onsite and offsite locations.
  - Maintain server, network, and physical security for the file server, database server, and web server that support the online services provided on behalf of RIGIS by the URI EDC.
- Continue maintaining and expanding upon the URI EDC hosted map services that use RIGIS data.
  - Update existing map services as more current data are released for distribution RIGIS. These services continue to serve as a crucial component for RIDOT and other state agency GIS applications.

- Maintain related ArcGIS Online map service records published by the URI EDC that use RIGIS data.
- Continue maintaining a statewide road base map that is based upon RI E-911 road data released on a rolling basis.
- Maintain server, network, and physical security for the ArcGIS Server array that supports the online services provided by the URI EDC.
- Continue serving as a technical advisor to the following state government agencies as time and resources permit.
  - RIDOT, specifically by providing hands-on metadata development assistance to help facilitate more frequent contributions to RIGIS.
  - RIPTA, as the agency continues to build its in-house GIS capabilities.
  - RI E-911, including maintaining the address data redlining application that was developed by the URI EDC during the previous fiscal year. This application greatly increases RI E-911's ability to gather constructive feedback regarding the accuracy of their data from municipal partners.
  - RIEMA, as the agency continues to work towards establishing a robust GIS that can be quickly staffed by state partners to support emergency response efforts. When specifically requested by the Statewide Planning Program, provide additional hands-on support to RIEMA to assist with any active disaster preparation and/or response efforts as time and resources permit.
- Continue serving as a member of the RIGIS Executive Committee, serving in an advisory role to the RIGIS Executive Committee Working Groups, and be an active participant of the RIGIS Data Distribution Working Group.
- Continue outreach support for RIGIS by responding to an estimated fifty technical support questions regarding RIGIS data.
- Continue spending one day per month working at the Statewide Planning Program, RIDOT, RIPTA, RI E-911, or other state agencies according to a schedule mutually determined with the RIGIS Coordinator. The primary intent of this time will be face-to-face meetings with the RIGIS Coordinator and state agency GIS professionals to help complete the objectives of this proposal.

## **FY 15 tasks by quarter**

### Quarter 1

- Conduct website design charrette with the RIGIS Executive Committee Data Distribution Working Group. The purpose of this workshop is to frame out the look and feel of the next-generation RIGIS website.
- Develop and publish new map services that depict the most recent available bus route and bus stop datasets contributed to RIGIS by RIPTA.
- Begin process of updating RIGIS metadata records to reflect a new open data distribution policy anticipated to be adopted by the RIGIS Executive Committee in June 2014.

### Quarter 2

- Begin development work on the next-generation RIGIS website. Create a new Drupal-based website for closed testing purposes. Research and test publicly available modules that may be incorporated into website.
- Complete updating RIGIS metadata records to reflect a new open data distribution policy anticipated to be adopted by the RIGIS Executive Committee in June 2014.

- Update the publicly available Esri file geodatabase that contains all vector datasets distributed by RIGIS. Release an updated version of this geodatabase in December 2014.
- Process and publish statewide orthophotographs that were collected in Spring 2014, and are anticipated to be delivered by the end of calendar year 2014.

#### Quarter 3

- Continue development work on the next-generation RIGIS website. Continue testing modules. Begin building a custom theme for RIGIS website, incorporating information gathered during the design charrette conducted during Q1. Release alpha testing website to a limited number of partners for feedback.
- Update the publicly available Esri file geodatabase that contains all vector datasets distributed by RIGIS. Release an updated version of this geodatabase in December 2014.

#### Quarter 4

- Continue development work on the next-generation RIGIS website. Further adjustments to the custom Drupal theme developed for this website. Begin populating content of the alpha testing website with assistance from trusted volunteers from the RIGIS community.
- Update the publicly available Esri file geodatabase that contains all vector datasets distributed by RIGIS. Release an updated version of this geodatabase in June 2014.

#### Products

- At least twenty new or updated datasets published on behalf of RIGIS partners.
- Two semi-annual updates of the publicly available Esri file geodatabase that contains all vector datasets distributed by RIGIS.
- At least fifteen updated map services.
- At least one hundred fifty updated metadata records.
- Alpha testing version of the next-generation RIGIS data distribution website shared with a number of trusted partners for feedback.
- The state government agencies and the general public alike continue to enjoy reliable access to the RIGIS data distribution website.

**Project Cost** (outside of staff time): \$62,500 (FHWA - \$37,500, FTA - \$12,500, URI - \$12,500)

## **Project 17.1 Public Participation Guide**

**Program Area/Task:** Equity in Planning

**Project Manager:** Michael C. Moan

**Supporting Staff:** Linsey Callaghan, Chris Witt, Vincent Flood, Amanda Martin, Shane White, and Christina Delage-Baza

**Project Overview:** Develop and adopt a new MPO Public Participation Guide to replace the 2007 Public Participation Guide.

### **FY 15 tasks by quarter**

#### Quarter 1

- Develop a timeline and approach to update the Public Participation Guide.
- Introduce the project and timeline to the Transportation Advisory Committee (TAC).
- Identify any MAP-21 and USDOT public participation guidance/requirements.
- Convene an Advisory Committee, possibly the Social Equity Advisory Committee (SEAC) for the purpose of reviewing the existing public participation procedures.

#### Quarter 2

- Utilize the findings and recommendations of the SEAC under Rhode Map RI regarding social equity gaps found in *Transportation 2035* and propose amendments to address those gaps in the Public Participation Guide.
- Solicit ideas from Advisory Committee for new/modified techniques, technology, or initiatives and recommendations on how we can better serve and communicate with the public.
- Research other MPOs best public engagement practices to encourage public participation and techniques to include in Guide.
- Review the State Planning Council's Rules and Standards (updated in 2014) and identify public participation elements for inclusion and compatibility within the revised Guide.
- Review all MOUs for amending the TIP for compatibility.

#### Quarter 3

- Incorporate Advisory Committee's recommended policies and procedures, to ensure that social equity is better incorporated into the State's regional planning process, in the updated Guide.
- Convene the Advisory Committee and present proposed itemized changes to the Guide.
- Draft updated Guide.

#### Quarter 4

- Continue to draft Public Participation Plan

### **FY 16 tasks by quarter**

#### Quarter 1

- Distribute draft Guide to Advisory Committee
- Convene Advisory Committee for review and comment of draft Guide.
- Incorporate Committee's feedback into draft Guide.

## Quarter 2

- Distribute and present draft Public Participation Guide to TAC, Technical Committee, and State Planning Council.
- Hold public hearing and public comment period on Public Participation Guide.
- Develop Public Hearing and Comment Period Report summarizing all public comments and responses.
- Incorporate appropriate comments and finalize Public Participation Guide.
- Develop updated Public Participation Brochure (English, Spanish, and potentially Portuguese) and distribute to full mailing list.
- Update website content to reflect updated Guide.

## Products

- Public Hearing and Comment Period Report
- Updated Public Participation Guide
- Updated Public Participated Brochure (English, Spanish, and potentially Portuguese) and public participation website content

**Project Cost** (outside of staff time): None

## **Project 17.2 Title VI and Limited English Proficiency Plan Implementation**

**Program Area/Task:** Equity in Planning

**Project Manager:** Michael C. Moan

**Supporting Staff:** Linsey Callaghan, Benjamin Jacobs, Vincent Flood, Amanda Martin, Shane White, Christina Delage-Baza

**Project Overview:** Prepare and submit the Title VI Report of the Rhode Island Metropolitan Planning Organization 2014, the Limited English Proficiency Plan (LEP) 2014, and the Environmental Justice Report for 2014 to RIDOT in compliance with FHWA Civil Rights regulations for sub-recipients of USDOT funding. Implement recommended measures to enhance engagement of Title VI and Environmental Justice populations.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Summarize the follow efforts and activities Statewide Planning engaged in over the last 2 years (since October 2012):
  - Major public outreach efforts conducted
  - Minority and disabled citizen outreach activities
  - Consultant contracts and Minority Business Enterprise (MBE) awards including MBE participation level, MBE outreach, consultant compliance with Title VI
  - Efforts of Social Equity Advisory Committee (SEAC)
  - Update items under Title VI General Reporting Requirements
- Conduct four factor analysis according to USDOT methodology and guidance and update the Limited English Proficiency (LEP) Plan and include an update to the LEP populations by municipality map.
- Post all notices and available Statewide Planning Title VI and LEP services in Portuguese.

#### **Quarter 2**

- Review Rhode Map RI Social Equity Advisory Committee (SEAC) products and methods for applicability to Title VI, EJ and LEP elements of the report.
- Draft the following reports and transmit to RIDOT's Office of Civil Rights:
  - Updated Title VI Report (October 2014)
  - Updated Limited English Proficiency Plan (October 2014)
  - Environmental Justice Report for MPO

#### **Quarter 3**

- Incorporate any changes in the report required by RIDOT
- Publish the report to the Statewide Planning Webpage

#### **Quarter 4**

- Track and report MBE participation for FY 2014 Statewide Planning contracts.
- Update E.J. and Tile VI contact lists-Title VI Coordinator.
- Update a list of paid and unpaid oral language services, as well as associated costs and update on an annual basis.
- Update public participation brochure in Spanish, Portuguese and English

**Products**

- Updated Title VI Report
- Updated Limited English Proficiency Plan
- Environmental Justice Report for MPO

**Project Cost** (outside of staff time): None

## **Project 19.1 Transportation Advisory Committee Educational Series**

**Program Area/Task:** MAP 21 Implementation, Performance Management

**Project Manager:** Linsey Callaghan

**Supporting Staff:** Chris Witt

### **Project Overview**

Continue to work with RIDOT and RIPTA on the development of a collaborative performance management system as outlined in MAP-21 by establishing performance measures, targets and metrics. Continue to engage and educate the Transportation Advisory Committee (TAC) on the various components that comprise Rhode Island's transportation system and in determining the specific measures, targets, and metrics for Rhode Island to meet its transportation goals. This project was initiated in FY 14.

### **FY 15 tasks by quarter**

#### **Quarter 1**

- Continue TAC education series presentations regarding Rhode Island's transportation system.
- Discuss potential measures, targets, and metrics scenarios with RIDOT and RIPTA.

#### **Quarter 2**

- Identify focus areas for program funding
- Develop a hierarchy of objectives, outputs, and activities
- Engage the TAC in developing goals and objectives

#### **Quarter 3**

- Select performance measures
- Identify trends and targets
- Identify strategies and analyze alternatives
- Develop investment priorities for the Long Range Transportation Plan

#### **Quarter 4**

- Develop investment priorities and allocate funding levels according to investment priorities for the FY 2017 - 2020 TIP.

### **Products**

- Performance Targets in accordance with MAP-21

**Project Cost** (outside of staff time): None



## V. RESOURCES

### Available Federal Funding

The following are estimates of federal funds assumed to be available in FY 2015 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 below

1. Federal Highway Administration (FHWA) Metropolitan Planning (PL) fund projected balance as of July 1, 2014 including the anticipated FFY 14 grant amount. \$4,646,924
2. Federal Transit Administration (FTA) Metropolitan Planning (5303) fund projected balance as of July 1, 2014 including the anticipated FFY 14 grant amount. \$1,433,729
3. US Dept. of Housing and Urban Development (HUD) Sustainable Communities fund projected balance as of July 1, 2014. \$692,960

### Staff Support

The following is a listing of staff within the Rhode Island Department of Administration that is responsible for supporting the MPO and implementing this work Program.

#### Division of Planning Associate Director's Office

Associate Director  
Executive Assistant

Kevin Flynn  
Dawn Vittorioso

#### Division of Planning Statewide Planning Program

Chief  
Assistant Chief

Jared L. Rhodes, II  
Karen Scott

#### *Transportation Planning*

Supervising Planner  
Principal Planner  
Principal Planner  
Principal Research Technician  
Principal Planner

Linsey Callaghan  
Chris Witt  
Michael Moan  
Benjamin Jacobs  
Ronnie Sirota

#### *Land Use and Natural Resources*

Supervising Planner  
Principal Planner  
Senior Planner

Nancy Hess  
Jeff Davis  
Paul Gonsalves

#### *Sustainable Communities*

Supervising Planner  
Principal Planner

Melanie Army  
Siobhan O'Kane

*Comprehensive Planning and Consistency Reviews Section*

Supervising Planner  
Principal Planner  
Principal Planner  
Senior Planner

Kevin Nelson  
Caitlin Greeley  
Chelsea Siefert  
Benny Bergantino

*Planning Information Center*

Supervising Planner  
GIS Coordinator  
Principal Planner  
GIS Specialist II  
Information Services Technician II

Vincent Flood  
Shane White  
Amanda Martin  
Christina Delage Baza  
Kim A. Gelfuso

*Support Staff*

Principal Accountant

Paul Capotosto

Central Business Office

Principal Technical Support Analyst

Thomas DeFazio

**Task and Project Funding Sources**

The following Table 5.1 presents the percentage of each available funding source to be applied to the FY 15 personnel and operating tasks as well as the contractual and pass thru projects.

**Hourly Time Distribution Budget by Task**

The following Table 5.2 presents the number of hours for each Department of Administration staff member that has been budgeted to each associated task for FY15.

**Projected Costs**

The following Table 5.3 presents the projected FY 15 costs for both the personnel and operating and the contractual and pass thru components of the budget.

TABLE 5.1 FY 2015 TASK AND PROJECT FUNDING SOURCES BY PERCENTAGE

TASK	PERSONNEL AND OPERATING	Total	FUNDING SOURCES										
			SPP	FHWA	FTA	HUD	RIDOT	RIPTA	BRWCT	OHCD	URI	EFSB	OTHER
1	PROGRAM MANAGEMENT	100%	23%	60%	17%								
1.1	CDBG PROGRAM SUPPORT	100%									100%		
2	PROFESSIONAL DEVELOPMENT	100%	23%	60%	17%								
3	TRANSPORTATION SAFETY	100%	20%	65%	15%								
3.1	TRANSPORTATION SAFETY - SRTS	100%		100%									
4	CORRIDOR PLANNING	100%	20%	65%	15%								
5	TRANSPORTATION OPERATIONS AND MANAGEMENT	100%	20%	65%	15%								
6	TRANSIT PLANNING	100%	20%	65%	15%								
7	TRANSPORTATION IMPROVEMENT PROGRAM	100%	20%	65%	15%								
8	FREIGHT PLANNING	100%	20%	65%	15%								
9	REGIONAL TRANSPORTATION PLANNING COORDINATION	100%	20%	65%	15%								
10	ENVIRONMENTAL SUSTAINABILITY	100%	60%	30%	10%								
10.3	WETLAND AND WASTEWATER SETBACKS	100%	100%										
11	LONG RANGE PLANNING	100%	60%	30%	10%								
12	CONSISTENCY REVIEW	100%	45%	40%	15%								
12.1	CONSISTENCY REVIEW - EFSB	100%										100%	
13	TECHNICAL ASSISTANCE	100%	23%	60%	17%								
14	DATA MANAGEMENT AND COORDINATION	100%	20%	65%	15%								
15	DATA DEVELOPMENT AND ANALYSIS	100%	20%	65%	15%								
16	DATA DELIVERY	100%	20%	65%	15%								
17	EQUITY IN PLANNING	100%	23%	60%	17%								
18	PUBLIC OUTREACH	100%	40%	50%	10%								
19	MAP 21 IMPLEMENTATION, PERFORMANCE MANAGEMENT	100%	20%	65%	15%								
20	SUSTAINABLE COMMUNITIES GRANT	100%				100%							
ICAP	ICAP ( Paid Leave - See Appendix D)	100%	32%	52%	16%								
TASK	CONTRACTUAL AND PASS THRU GRANTS	Total	SPP	FHWA	FTA	HUD	RIDOT	RIPTA	BRWCT	OHCD	URI	EFSB	OTHER
4.1	EAST BAY CORRIDOR STUDY/RI STARS (new)	100%		70%	10%		20%						
6.1	TRANSIT PLANNING ASSISTANCE ( new)	100%			80%		20%						
6.2	TRANSIT SIGNAL PRIORITY POLICY DEVELOPMENT (new)	100%		5%	75%			20%					
6.3	TRANSIT FARE PAYMENT PLANNING (continuing)	100%		5%	75%			20%					
6.4	TRANSIT / HIGHWAY DESIGN GUIDEBOOK (new)	100%		20%	60%		10%	10%					
6.5	ADVANCED TRANSIT TECHNOLOGIES PROJECT SUPPORT (continuing)	100%			80%			20%					
7.2	GIS WEB BASED TIP APPLICATION (new)	100%		60%	20%		10%	10%					
8.1	FREIGHT AND GOODS MOVEMENT PLAN (new)	100%		80%			9%		11%				
13	2009 PLANNING CHALLENGE GRANT (continuing)	100%		80%									20%
13	2012 PLANNING CHALLENGE GRANT (continuing)	100%		80%									20%
13.1	RI LAND USE TRAINING COLLABORATIVE Support (new)	100%		68%	12%								20%
15.5	VHB TRAVEL DEMAND AND AIR QUALITY MODELING (continuing)	100%		60%	20%		20%						
16.1	SUSTAINING & ENHANCING ACCESS TO RIGIS GEOSPATIAL DATA (new)	100%		60%	20%						20%		
19	PERFORMANCE MANAGEMENT TRAINING (continuing)	100%	20%	65%	15%								
	HUD SUSTAINABLE COMMUNITIES CONTRACT (continuing)	100%				100%							

Notes: 1) SPP - Statewide Planning Program, 3) FHWA - Federal Highway Administrations, 4) FTA - Federal Transit Administration, 5) HUD - Dept. of Housing and Urban Development, 6) RIDOT - RI Department of Transportation, 7) RIPTA - RI Public Transit Authority, 8) RIBRWCT - RI Bays, Rivers and Watersheds Coordination Team 9) OHCD - RI Office of Housing and Community Development, 10) URI EDC - University of Rhode Island Environmental Data Center, 11) EFSB - RI Energy Facility Siting Board 12) OTHER - Other participant match.

Table 5.2 FY 2015 STAFF HOURLY TIME DISTRIBUTION BUDGET BY TASK

Staff Member	1	1.1	2	3	3.1	4	5	6	7	8	9	10	10.3	11	12	12.1	13	14	15	16	17	18	19	20	ICAP	
Army, M.																								1820		
Bergantino, B.	21		28			50									1375	35	10							21		280
Callaghan, C.	90		28		28	300		70	342	175	80	35					21		150		21		200		280	
Capotosto, P.	1039	480	21																							280
Davis, J.	21		28									155	14	890	200		225							7		280
Defazio, T.	273																									
Delage Bazza, C.	56		28									70					35	431	785	100				35		280
Flood, V.	90		28									260					35	360	426	241				100		280
Flynn, K.	350	80	28			35		21	21	21		83	100	563	105	35	35		21		21			21		280
Gelfuso, K.	21		21																				1421	77		280
Gonsalves, P.	21	14	28									195	70	830	175		200							7		280
Greeley, C.	21		28											150	875		459							7		280
Hess, N.	90	4	28									141	100	624	125	21	225		147					35		280
Jacobs, B.	21		28						450			250							756					35		280
Martin, A	21		28									400		56			55	120	405	130	205			120		280
Moan, M.	21		28	35		505	35	70	75						105	14					645			7		280
Nelson, K.	90		28			25						50		100	871	35	306							35		280
O'Kane, S																									1820	
Rhodes, J.	350	35	28			49			35	35	21	70	21	461	205	35	118		28		28			21		280
Scott, K.	350		28	35		400	35	70	97		200						70		35		20			200		280
Siefert, C.	21		28									25		20	700		730							16		280
Sirota, R.	56		28	115	706	115	115	115	115	105							70									280
Vittorioso, D.	1211	308	21																							280
White, S.	56		70									35					70	579	560	170						280
Witt, C.	35		28	30	45	320	100	55	85	462	80								160					140		280
<b>Total</b>	<b>4,325</b>	<b>921</b>	<b>637</b>	<b>215</b>	<b>779</b>	<b>1,799</b>	<b>285</b>	<b>401</b>	<b>1,220</b>	<b>798</b>	<b>381</b>	<b>1,769</b>	<b>305</b>	<b>3,694</b>	<b>4,736</b>	<b>175</b>	<b>2,664</b>	<b>1,490</b>	<b>3,473</b>	<b>641</b>	<b>940</b>	<b>1,421</b>	<b>1,084</b>	<b>3,640</b>	<b>6,160</b>	

Program Management	Program Management - CDBG	Professional Development	Transportation Safety	Transportation Safety - SRTS	Corridor Planning	Transportation Ops/Man	Transit Planning	TIP	Freight Planning	Transportation Planning Coord	Environmental Sustainability	Wetland and OWTS Legislative	Long Range Planning	Consistency Review	Consistency Review - EFSB	Technical Assistance	Data Management and Coordin	Data Development and Analysis	Data Delivery	Equity in Planning	Public Outreach	Performance Management	Sustainable Communities Grant	Paid Leave
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TABLE 5.3 FY 2015 PROJECTED COSTS BY TASKS AND FUNDING SOURCES

TASK	PERSONEL AND OPERATING	TOTAL	SPP	FHWA	FTA	HUD	RIDOT	RIPTA	BRWCT	OHCD	URI	EFSB	OTHER
1	PROGRAM MANAGEMENT	\$272,069	62,576	\$163,241	\$46,252								
1.1	CDBG PROGRAM SUPPORT	\$53,782								\$53,782			
2	PROFESSIONAL DEVELOPMENT	\$39,405	9,063	\$23,643	\$6,699								
3	TRANSPORTATION SAFETY	\$14,176	2,835	\$9,215	\$2,126								
3.1	TRANSPORTATION SAFETY - SRTS	\$49,424		\$49,424									
4	CORRIDOR PLANNING	\$122,134	24,427	\$79,387	\$18,320								
5	TRANSPORTATION OPERATIONS AND MANAGEMENT	\$17,845	3,569	\$11,599	\$2,677								
6	TRANSIT PLANNING	\$27,285	5,457	\$17,735	\$4,093								
7	TRANSPORTATION IMPROVEMENT PROGRAM	\$75,671	15,134	\$49,186	\$11,351								
8	FREIGHT PLANNING	\$46,833	9,367	\$30,441	\$7,025								
9	REGIONAL TRANSPORTATION PLANNING COORDINATION	\$26,432	5,286	\$17,181	\$3,965								
10	ENVIRONMENTAL SUSTAINABILITY	\$107,951	64,771	\$32,385	\$10,795								
10.3	WETLAND AND WASTEWATER SETBACKS	\$22,337	22,337										
11	LONG RANGE PLANNING	\$242,228	145,337	\$72,668	\$24,223								
12	CONSISTENCY REVIEW	\$285,493	128,472	\$114,197	\$42,824								
12.1	CONSISTENCY REVIEW - EFSB	\$12,567										\$12,567	
13	TECHNICAL ASSISTANCE	\$164,473	37,829	\$98,684	\$27,960								
14	DATA MANAGEMENT AND COORDINATION	\$91,185	18,237	\$59,270	\$13,678								
15	DATA DEVELOPMENT AND ANALYSIS	\$206,992	41,398	\$134,545	\$31,049								
16	DATA DELIVERY	\$39,603	7,921	\$25,742	\$5,940								
17	EQUITY IN PLANNING	\$64,201	14,766	\$38,521	\$10,914								
18	PUBLIC OUTREACH	\$68,317	27,327	\$34,158	\$6,832								
19	MAP 21 IMPLEMENTATION, PERFORMANCE MANAGEMENT	\$66,569	13,314	\$43,270	\$9,985								
20	SUSTAINABLE COMMUNITIES GRANT	\$243,847				\$195,078							\$48,769
ICAP	ICAP ( Paid Leave - See Appendix D)	\$380,928	138,315	\$194,273	\$48,340								
	<i>Sub Total</i>	\$2,741,747	\$797,738	\$1,298,765	\$335,048	\$195,078	\$0	\$0	\$0	\$53,782	\$0	\$12,567	\$48,769
TASK	CONTRACTUAL AND PASS THRU GRANTS	TOTAL	SPP	FHWA	FTA	HUD	RIDOT	RIPTA	RI BRWCT	OHCD	URI	EFSB	OTHER
4.1	EAST BAY CORRIDOR STUDY/RI STARS (new)	\$500,000		\$350,000	\$50,000		\$100,000						
6.1	TRANSIT PLANNING ASSISTANCE (new)	\$250,000			\$200,000		\$50,000						
6.2	TRANSIT SIGNAL PRIORITY POLICY DEVELOPMENT (new)	\$150,000		\$7,500	\$112,500			\$30,000					
6.3	TRANSIT FARE PAYMENT PLANNING (continuing) (Amendment #1)	\$170,540		\$8,527	\$127,905			\$34,108					
6.4	TRANSIT / HIGHWAY DESIGN GUIDEBOOK (new)	\$100,000		\$20,000	\$60,000		\$10,000	\$10,000					
6.5	ADVANCED TRANSIT TECHNOLOGIES PROJECT SUPPORT (continuing)	\$52,633			\$40,487			\$12,146					
7.2	GIS WEB BASED TIP APPLICATION (new)	\$500,000		\$300,000	\$100,000		\$100,000						
8.1	FREIGHT AND GOODS MOVEMENT PLAN (new)	\$600,000		\$480,000			\$55,000		\$65,000				
13	2009 PLANNING CHALLENGE GRANT (continuing)	\$140,500		\$112,380									\$28,120
13	2012 PLANNING CHALLENGE GRANT (continuing)	\$620,400		\$496,300									\$124,100
13.1	RI LAND USE TRAINING COLLABORATIVE Support (new)	\$75,000		\$51,000	\$9,000								\$15,000
15.5	VHB TRAVEL DEMAND AND AIR QUALITY MODELING (continuing)	\$286,791		\$172,074	\$57,358		\$57,358						
16.1	SUSTAINING & ENHANCING ACCESS TO RIGIS GEOSPATIAL DATA (new)	\$62,500		\$37,500	\$12,500						\$12,500		
19	MAP 21 IMPLEMENTATION PERFORMANCE MANAGEMENT (continuing)	\$42,000	\$8,400	\$27,300	\$6,300								
20	HUD SUSTAINABLE COMMUNITIES CONTRACT (continuing)	\$525,000				\$420,000							\$105,000
	<i>Sub Total</i>	\$4,075,364	\$8,400	\$2,062,581	\$776,050	\$420,000	\$372,358	\$86,254	\$65,000	\$0	\$12,500	\$0	\$272,220
<b>TOTAL</b>		<b>\$ 6,817,111</b>	<b>\$806,138</b>	<b>\$3,361,346</b>	<b>\$1,111,098</b>	<b>\$615,078</b>	<b>\$372,358</b>	<b>\$86,254</b>	<b>\$65,000</b>	<b>\$53,782</b>	<b>\$12,500</b>	<b>\$12,567</b>	<b>\$320,989</b>

Notes: 1) Tasks listed as "continuing" report the balance remaining on existing contracts as of 4/9/14, 2) SPP - Statewide Planning Program, 3) FHWA - Federal Highway Administrations, 4) FTA - Federal Transit Administration, 5) HUD - Department of Housing and Urban Development, 6) RIDOT - RI Department of Transportation, 7) RIPTA - RI Public Transit Authority, 8) RIBRWCT - RI Bays, Rivers and Watersheds Coordination Team 9) OHCD - RI Office of Housing and Community Development, 10) URI EDC - University of Rhode Island Environmental Data Center, 11) EFSB - RI Energy Facility Siting Board and 12) OTHER - Other participant match contributions.

## APPENDIX A

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

TASK	DESCRIPTION	AUTHORIZATION			
		<u>YEAR I (2014)</u>	<u>YEAR II (2015)</u>	<u>TOTAL</u>	<u>FED SHARE</u>
0101	Administration	\$285,000	\$325,000	\$610,000	\$488,000
0201	Road Inventory	\$300,000	\$350,000	\$650,000	\$520,000
0301	GIS/Mapping	\$900,000	\$950,000	\$1,850,000	\$1,480,000
0401	Traffic Congestion	\$1,200,000	\$1,200,000	\$2,400,000	\$1,920,000
0501	Highway Statistics	\$35,000	\$35,000	\$70,000	\$56,000
0601	Trans. Plan., Studies, Coord. and Asst.	\$800,000	\$850,000	\$1,650,000	\$1,320,000
0602	Environmental Programs	\$600,000	\$400,000	\$1,000,000	\$800,000
0702	Fiscal and Project Programming	\$285,000	\$350,000	\$635,000	\$508,000
0705	Workforce Development	\$950,000	\$800,000	\$1,750,000	\$1,400,000
0706	Performance Management	\$100,000	\$250,000	\$350,000	\$280,000
0801	Public Transit Planning	\$100,000	\$100,000	\$200,000	\$160,000
0804	Bicycle and Pedestrian Activities	\$100,000	\$250,000	\$350,000	\$280,000
0901	Management and Monitoring Systems	\$1,300,000	\$1,250,000	\$2,550,000	\$2,040,000
<b>TOTAL</b>		<b>\$6,955,000</b>	<b>\$7,110,000</b>	<b>\$14,065,000</b>	<b>\$11,252,000</b>



**APPENDIX B**

**Rhode Island Public Transit Authority  
Unified Planning Work Program, FY 2015**

RIPTA's planning program for FY 2015 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.

	<b>Federal Share</b>	<b>Total</b>
<p>Long Range Transportation Planning</p> <p>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, review and prioritize Park and Ride facilities, and develop an improved transit asset management program. 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.</p>	\$480,000	\$600,000
<p>Short Range Transportation Planning</p> <p>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.</p>	\$664,000	\$830,000
<b>RIPTA Unified Planning Work Program</b>	<b>\$ 1,144,000</b>	<b>\$ 1,430,000</b>



## APPENDIX C

### Rhode Island Statewide Planning Program / Metropolitan Planning Organization FY 2014 Final Progress Report

The following documents the progress that has been made by the Rhode Island Statewide Planning Program / Metropolitan Planning Organization in implementing our federally approved Unified Transportation Planning Work Program for Fiscal Year 2014. The report is broken down into three primary sections. The first highlights the Program's most significant accomplishments to date. The second follows the format of the Program's FY 2014 task list but adds bulleted narratives for each subtask describing the specific progress that has been made. The third provides associated financial reporting as of April 2014.

#### I. Accomplishment Highlights

- Completed the USDOT transportation planning certification review of the metropolitan planning process for the Providence-Pawtucket transportation management area.
- Worked with the State Planning Council, Technical Committee, Transportation Advisory Committee, Office of Regulatory Reform, and Division of Legal Services to approve a full rewrite of the Council's Rules of Procedure. The revised rules: 1) add new content to cover the Comprehensive Plan Review Process; 2) reflect an accumulation of changes to State law and/or Federal regulations; 3) reflected changes to agency organization and standards; and 4) eliminated unnecessary or outdated components.
- Worked with the Division of Legal Services and the Secretary of State's Office to complete an assessment and full update of the Program's Record Retention Policy. The Policy is currently awaiting approval from the Attorney General's Office.
- Produced and received State Planning Council approval of the new Rhode Island State Passenger and Freight Rail Plan. Submitted this new State Guide Plan Element to the Federal Railroad Administration for approval under the National Passenger Rail Improvement Act.
- Finalized a contract amendment to execute a series of major updates to the State's Travel Demand Model. These updates include an update of 2010 census and employment data, an updated roadway and bus network, updated land use forecasts and trip making characteristics, and the addition of commuter rail as a mode choice within the model.
- Completed a full assessment of the State's roadways under the National Highway Functional Classification System. Proposed a complete reclassification of the system and drafted the Highway Functional Classification technical report documenting methodology and process to-date. It is expected that the report will be finalized in early FY 2015 once the municipal outreach portion of the project is complete.
- Substantially completed the Program's assessment of the RI DOT administered Physical Alteration Permit process including the production of the draft report entitled, *RIDOT Physical Alteration Permit Process and Access Management: Consolidated Findings and Recommendations*.
- Collaborated with RIDOT to draft two scopes of work related to the East Bay Corridor Study. One scope addresses the hiring of a transportation planning/engineering consultant to undertake the technical aspects of the study. The other the hiring of a project manager to oversee all aspects of the project. Statewide Planning expects to release the requests for proposals (RFPs) and corresponding scopes of work in FY 2015.

- Drafted and finalized a Request for Proposals (RPF) and scope of work to be used in the hiring of a consultant to assist with the creation of the Rhode Island State Freight and Goods Movement Plan, strategies for engaging the private sector in the freight planning process, and a data gathering framework.
- Executed contracts with Family Services of Rhode Island and the East Bay Community Action Program to lead an effort in partnership with the Cities of Providence and Newport, their Police Departments, and four elementary schools to operate several daily walking school bus routes to and from school. It is expected that these programs will address truancy issues identified within the walk zone of these schools. In addition, Road Safety Audits were completed in cooperation with RIDOT to identify key infrastructure improvements to improve the safety of the walkers should additional infrastructure funding become available.
- Published a white paper on the use of Transfer of Development Rights (TDR) as potential adaption technique for climate change, *Coastal Transfer Development Rights in Rhode Island, 2013*.
- Provided planning assistance to the Town of Westerly on aquifer protection and on drafting a groundwater overlay ordinance. As a result the Town adopted certain prohibited use provisions for protection of the community wellheads of the Westerly Water Department.
- Completed and posted the 2011 land use/ land cover and impervious surface and new Rhode Island Ecological Communities digital data layers to the RIGIS Data Catalog. Advised the GIS and planning communities of the availability of new data via posting on the Division's website, electronic news, monthly newsletter, planner's list serve, and the RI APA monthly newsletter.
- Collaborated with the Department of Environmental Management and Coastal Resources Management Council on the update of State Guide Plan Element 735, Rhode Island Water Quality Management Plan. Assembled an advisory committee and conducted monthly meetings for stakeholder input. Provided technical planning and oversight for the preparation of the preliminary draft of the update to be submitted to the Technical Committee in early summer of 2014.
- Completed a technical paper on the use of road salt in RI; Technical Paper #163, *Road Salt /Sand Application in Rhode Island* to be used in the water quality management plan update.
- Completed an issue brief on the economic value of water quality in RI, as part of the research and findings for the new water quality management Plan.
- Developed a timeline, subject topics, Scope of Work and initiated work on a mandated Legislative Task Force. Staff assembled a Task Force of 15 volunteers to work closely with the DOP, the Department of Environmental Management, and the Coastal Resources Management Council. Staff continues to facilitate the coordination and organize monthly meetings of both the working groups and the Task Force. Final products are anticipated in the fall of 2014.
- Continued to collaborate with the Rhode Island Resource Recovery Corporation and the Department of Environmental Management on the update of State Guide Plan Element 171, Rhode Island Comprehensive Solid Waste Management Plan. Led four regional solid waste public forums in November and brought the process through the identification of preferred recommendations. Completion of the new State Guide Plan Element is anticipated for late summer 2014.
- Tremendous progress has been made in producing the new handbook for local comprehensive planning. The process has been uniquely collaborative and inclusive, with staff obtaining input

from over 45 topic experts representing 32 different agencies. During FY 14, 21 chapters were drafted. For the new and/or more complex or controversial topic areas, including transportation, natural hazards, energy, water, agriculture and land use, staff assembled working groups to assist in determining the most appropriate standards and data sources. Review of the completed document by the Technical Committee of the State Planning Council is anticipated for July 2014, with adoption by the State Planning Council to follow.

- Continued the development of new Housing and Economic Development State Guide Plan Elements. Deliverables reviewed to date included the plan outlines, visions, goals, principles, and strategies, as well as portions of Parts I and III of the plan narratives. Both plans are expected to be finalized and adopted in the 1<sup>st</sup> and 2<sup>nd</sup> quarters of FY 15 respectively.
- Worked with the Kirwan Institute at Ohio State University to produce a series of statewide Opportunity Maps.
- Conducted four rounds of growth centers workshops throughout the state. Produced a series of statewide green infrastructure, social, cultural and economic resource maps. Facilitated discussion on key policy questions surrounding growth centers. Developed a series of growth center typologies. Final growth center deliverables will serve as a “tool box” designed to support municipalities in their efforts to implement the State Guide Plan.
- Established RhodeMap RI’s Social Equity Advisory Committee (SEAC), undertook social equity training initiatives, produced guiding principles for use in the plan development process and reviewed all the grant deliverables to date, with an emphasis on ensuring that the vision, goals, policies, and strategies are equitable and address the concerns raised by the committee.
- Executed a round of six open houses around the state in early May. This provided an opportunity to share with and get feedback from the public on the draft plan goals, policies, and strategies and to roll out the Growth Centers visualization tool that Place Matters has developed through free technical assistance. The survey tool developed for these open houses was also posted on line.
- Completed a one year Esri Enterprise Advantage Program (EEAP). Developed a shared enterprise database configuration and workflow amongst numerous State agencies. Set up the new ArcGIS Online portal (RIState) for the Enterprise GIS team. Worked with the Enterprise GIS team to develop a mobile Building Inspections application for RIEMA and the State Building Commissioner, and held on-site and online training for approximately 50 State of Rhode Island staff.
- With USGS liaison assistance, coordinated obtaining additional funds to increase the project area of the US Department of Homeland Security (DHS) planned 2014 acquisition of orthophotography to cover the entire State of Rhode Island.
- Expanded the membership of the State Data Center to include representatives of the Providence Plan, and the Aquidneck Island Planning Commission. The inclusion of these two new member organizations will help further disseminate census data and educate those seeking and utilizing census data for use in transportation planning, economic development planning and/or policy research.
- Completed approximately 8 Census data bulletins over the course of the year. Each bulletin explored data from the U.S. Census or other sources on a particular theme and utilized data visualizations. The Bulletins include basic findings about Rhode Island and its cities and towns, suggest the utility of particular datasets to planners, and provide further resources for exploration.

- Per the aerial preservation strategy suggested by the Secretary of State Archives Division, ensured the proper storage and preservation of 3,000 aerial photographs dating back to 1938.

## II. Progress by Task

### A. 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).*
  - Staff has continued to implement and apply the policies, strategies, and projects identified in Transportation 2035.
  - Staff has responded to at least three out-of-state inquiries regarding how Statewide Planning incorporates environmental review and land use integration as both policy and functional review in our 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.*
  - As part of the development of the State Rail Plan, a comprehensive inventory and creation of a GIS layer of the State's active, inactive, abandoned right-of-way, and future potential rail corridors was completed. This effort provided clarity to current and historic rail infrastructure and enabled the creation of the State Rail Plan maps.
  - Developed the following maps for inclusion in the State Rail Plan:
    - Regional Freight Rail Connections
    - Canadian Freight Rail Connections
    - Providence & Worcester Railroad Network
    - Rhode Island Rail System
    - Quonset & Seaview Railroad Service
    - Northeast Corridor Vertical Rail Clearances
    - Freight Rail Improvement Project (FRIP)
    - Massachusetts Weight Restricted Bridges
    - Amtrak Station Map
    - MBTA Commuter Rail Service to Rhode Island – Providence Stoughton Line
    - Potential Northeast Corridor Commuter Rail Stations
    - Proposed Providence Streetcar Alignment
    - Potential Commuter Rail Station Sites, Pawtucket
    - Potential Woonsocket Rail Service
    - Newport Secondary Rail Corridor & Potential Station Locations
    - Amtrak Station Map
    - Panama Canal Map

- Staff developed and drafted the following State Rail Plan components that were presented to the State Rail Plan Advisory Committee for their review and comment throughout the course of the fiscal year:
    - Draft vision, goals, objectives, policies, implementation actions, and performance measures.
    - A draft needs assessment to identify potential passenger and freight rail projects, categorized by subject area (safety and security, infrastructure condition, system reliability, congestion reduction, economic vitality, and environmental sustainability).
    - Draft list of passenger and freight projects that will comprise Rhode Island’s future rail investment program.
    - Draft project evaluation criteria, to evaluate, score, and prioritize the individual passenger and freight rail projects.
    - Draft short range (0-5 years) and long range (6-20 years) rail investment program according to project ranking as run through the criteria.
    - Draft text to comprise Chapter 2 – Development of the State Rail Plan
    - Draft text to comprise Chapter 9 – Goals, Objectives, Policies, and Implementation Actions.
    - Draft text to comprise Chapter 10 – Rhode Island’s Rail Investment Program
    - Final draft text of Rhode Island State Rail Plan with request to recommend adoption to the TAC, TC, and SPC.
    - Staff worked to finalize the Draft Rhode Island State Rail Plan based on comments and feedback from the State Rail Plan Advisory Committee’s October meetings and upon further internal staff review.
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.*
- Staff prepared and finalized the Rhode Island State Rail Plan, including the public hearing notification that appeared in the Providence Journal, was posted on Statewide Planning’s website (web notification was provided in both English and Spanish), and mailed to the Programs’ public hearing distribution list.
  - Staff organized and held two public hearings on January 23, 2014 to accept public comments on the Rhode Island State Rail Plan. Comments received at the public hearings, as well as, written comments received within the public comment period, were summarized and addressed by staff in a Public Hearing and Comment Period Report.
  - The Rhode Island State Rail Plan, along with the Public Hearing and Comment Period Report was presented to the TAC, Technical Committee, and State Planning Council for final review and adoption. The Plan was adopted by the State Planning Council in March 2013.
  - The Plan has been submitted to the Federal Railroad Administration (FRA) for their review under PRIIA.

Transportation Improvement Program - Task 1015 (high)

1. *Review and process proposed amendments and adjustments to the FFY 2013 - 2016 TIP as necessary.*
- Staff reviewed and processed Amendment #2 to the FY 2013-2016 TIP, which was classified as an Administrative Adjustment. The amendment involved the transfer of FY 2014 CMAQ

funds from the line item holding them in reserve for South County Commuter Rail projects to the FY 2014 South County Commuter Rail, Providence to Wickford Junction line item.

- Staff reviewed and processed Amendment #3 to the FY 2013-2016 TIP, which was classified as an Administrative Adjustment. The amendment involved the transfer of unobligated transit funding from the FY 2009-2012 TIP into the current FY 2013-2016 TIP.
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.*
    - Staff worked with RIDOT on the transition to have Rhode Island's TIP available online as an interactive map based database that will provide enhanced transparency and reporting to the public. Staff worked with the staff of the Transportation Economic Land Use System (TELUS) software to start the development and transition of a fully web-based integrated information management and decision support system for transportation project selection and management into the implementation phase.
    - Staff also did some preliminary research into other online interactive TIP database solutions including products available from the North Carolina Department of Transportation that were completed in cooperation with ESRI. Staff will continue to advance the development of an online TIP database in the next fiscal year.
  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.*
    - No activity this year. However it is anticipated that the online TIP database will show actual expenditures of 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.*
    - See activity described above under Task 1015, #2.
  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.*
    - Completed an outline of the topic areas that should be included in a revised tri-party agreement. This project is on hold until official rules are released from USDOT on MAP-21 implementation requirements.

#### 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.*
  - As part of the major update to the travel demand model, staff engaged in several meetings, and other discussions with the hired consultants VHB regarding the specific updates and enhancements to the model. Key items of discussion included necessary data items to keep the model up-to-date, a number of updates that could benefit the model, the costs associated with the updates, and division of responsibility for production of the data to feed into the model. This effort culminated in a contract amendment which articulated the specific model upgrades.

- As part of data items necessary to keep the model up-to-date, staff worked to assemble and provide much of the necessary data. Staff's data set deliverables to VHB included the updated RIDOT GIS roadway layer including functional classification, speed limit, traffic counts, number of lanes, access control, etc., RIPTA bus routes and ridership counts, 2010 US Census TAZ level data for population, households, employment, and vehicles, and adjusted TAZ boundaries to match the 2010 Census geography. Staff also developed a methodology and executed the disaggregation of the population (completed under Task 5045), household, and employment projections to the Census tract level as part of the land use projections for the model. Staff also initiated the municipal outreach component to assure the reasonableness of the projections.
  - Organized and hosted a meeting with Southeastern Regional Planning and Economic Development District (SRPEDD), the southeastern Massachusetts MPO, along with VHB to discuss travel demand modeling best practices, interagency data sharing and data status, and coordinated modeling efforts in overlapping areas of concern.
  - Engaged in discussion with the Connecticut DOT regarding interagency data sharing and status, and coordinated travel demand model efforts in overlapping areas of concern.
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.*
    - No activity this year.
  3. *Continue staff training and development in use of the model and GIS interface.*
    - Staff attended training regarding the latest U.S. Census Transportation Planning Program (CTPP) data products. CTPP is a set of special data from the U.S. Census for transportation planners delivered into census tracts and Transportation Analysis Zones (TAZs) geographies. This data is critical for input into the travel demand model.

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

1. *Continue interagency coordination and consultant support required for the air quality conformity process.*
  - Staff engaged with RIDEM, FHWA, and RIDOT regarding revised procedures for transportation air quality conformity as a result of Rhode Island's July 2013 new status as attainment under the 2008 ozone standard. Under the Clean Air Act, which is regulated by the EPA, areas of attainment are not required to determine transportation air quality conformity.
  - Staff also continued to engage in discussions with RIDEM, RIDOT, FHWA, and RIPTA regarding the air quality conformity process. Discussions this fiscal year were focused on the transition to MOVES (see update below) and potential congestion mitigation air quality requirements under MAP-21.
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.*
  - As part of the discussion regarding the transition to MOVES (described below) staff met with RIDEM, RIDOT, and VHB to discuss if it was necessary and appropriate to update the emission budgets in the SIP. As stated above, under the Clean Air Act, areas of attainment are

not required to determine transportation air quality conformity and therefore do not need to determine appropriate emission budgets. It was decided that the emission budgets in the SIP would be updated if the state slips back into air quality non-attainment.

3. *Continue to coordinate with RIDEM on the air quality conformity analysis modeling software transition from the MOBILE model to the MOVES model.*
  - Participated in a meeting with RIDEM, RIDOT, FHWA, and VHB in July 2013 regarding the completion of the transition from MOBILE to MOVES. At the meeting VHB presented on the initial air quality results of the MOVES run for potential use in future SIP revisions, if required, to demonstrate conformity in the future.
4. *Pursue educational opportunities for staff as well as Transportation Advisory Committee members relative to air quality conformity concerns, analysis methodologies and review procedures.*
  - No activity this year.

#### 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.*
- The first step of the comprehensive update to the highway functional classification system, the update of the urban / rural transportation planning boundary, was approved by the Technical Committee on August 2, 2013. The updated boundary was subsequently submitted and approved by FHWA.
- Staff developed a detailed approach and process to the comprehensive highway functional classification and NHS update, along with anticipated timeline. This approach and timeline was discussed with RIDOT in several meetings in August and September and then presented to RIDOT upper management on September 9, 2013 to obtain overall support on the scope, objectives, approach, and timeline. All were in agreement with the proposal and appropriate responsibilities between RIDOT and SPP to move forward with this project were established.

- Staff engaged in efforts to ensure that the GIS ArcMap software and RIDOT/RISPP shared GIS databases were properly functioning to ensure the necessary exchange of information and updates as the project moved forward.
  - Staff mapped and presented to the working group the State's traffic generators in GIS as the first step in determining appropriate functional classification of the roadways.
  - Utilizing the traffic generators and FHWA's 2013 guide, *Highway Functional Classification Concepts, Criteria and Procedures*, staff performed a comprehensive review of the principal arterials/NHS roadways. After internal staff work and a series of meetings with RIDOT, a finalized list of recommended principal arterial roadways/NHS was developed and consensus reached. Next staff developed a listing of recommended reclassified roadways for the minor arterials, collectors, and local component of the functional classification system.
  - A finalized list and associated GIS layers of all of the recommended reclassified roadways was developed and presented to the RIDOT Director.
  - As part of the municipal outreach component of the project, maps of the existing classification and proposed functional classification were developed for each of the 39 municipalities. A table listing roadways subject to functional classification change was also developed for each municipality.
  - Staff drafted the Highway Functional Classification technical report documenting methodology and process to-date. It is expected that the report will be finalized in early FY 2015 once the municipal outreach portion of the project is complete.
2. *Review, coordinate, and process requests for functional classification changes from state and local governments.*
    - There were no requests for functional classification changes this fiscal year.
  3. *Maintain and update the highway functional classification system, and review any requested amendments with the TAC.*
    - In collaboration with RIDOT, inconsistencies of the GIS roadway layer related to functional classification were identified and adjusted to include the various functional classification changes that have been approved over the years but were not reflected in the GIS roadway layer. These updates were needed for accuracy of the system and to provide a correct baseline for the comprehensive update to the functional classification.
    - As stated above, staff worked with RIDOT on a comprehensive update to the State's highway functional classification system. Outside of this work there have not been any requested classification amendments before 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.*
  - As part of the efforts to connect the Congestion Management Process (CMP) to the long range planning goals of *Transportation 2035*, Statewide Planning, along with RIDOT, reviewed

RIDOT's Transportation Management Center's (TMC) monthly performance measure reports for travel times on various segments of Rhode Island's highways. Segments of highways that are monitored include all interstate highways, most other freeways and expressways, and a handful of key principal arterials. These travel time performance measures are one of several being tracked over the last two years by the TMC on a monthly basis and are provided to the CMTF on a quarterly basis. The March 2014 report indicated that there has been an improvement in congestion and travel times as compared with January and February of 2014. Since July 2013 there was also an improvement in travel time reliability on I-95 (from 1.18 to 1.11) and Rt. 10 (1.42 to 1.33) but increased congestion on I-295 (from 1.46 to 1.53) 1.46 295 from January to March 2014.

- The RI\*STARS Bottleneck Reduction Program is a partner with the CMTF in identifying locations of congestion, causes of congestion, and related safety issues, that should be addressed by various countermeasures. The RI\*STARS Program completed work on traffic data collection, crash data analysis, and road safety audits (RSA) in the effort to identify the causes of bottlenecks on highway segments (including interchanges and signalized intersections) identified for high congestion and crash rates at the following locations: I-95 South and Rt. 146 South merge; I-95 South at Exit 14-15/Rt. 37; I-95 South at I-295 South merge; I-95 North at Thurbers Ave on-ramp; I-95 North and I-295 West merge; I-95 North and Rt.6/10 on-ramp; I-195 West at Exit 6-Broadway; I-195 East at Exit 5 – Broadway; I-295 North between Exit 3 (Rt. 37) and Exit 4 (Rt. 14); Rt. 1 North between Rt. 138 and Rt. 4; I-295 South between Exit 6 (Rt. 6) and Exit 5; Rt. 4 between Rt. 102 Rt. 1 in North Kingstown; Signalized intersections at Rt. 116 (West Greenville Rd Rd0 at Rt. 6 (Hartford Pike), Rt.2 9 (Quaker Lane) at Rt. 3 (Cowesett Rd), Rt.116 (Knotty Oak Rd.) at Rt.117 (Washington St), Rt.44 (Putnam Pike) at Smithfield Commons. Countermeasures have also been identified for short, mid, and long term implementation for the selected highway segments listed above and maybe incorporated into the FY 2013-2016 TIP or future TIPs.
- Integrated Corridor Management (ICM) for Rhode Island's congestion management process (CMP) was introduced and discussed by the CMTF at its December quarterly meeting. ICM involves the coordination of transportation management techniques among networks in a corridor that can collectively address congestion and overall system performance. The CMTF agreed to support efforts to implement the ICM process within the CMP and help initiate the formation of a multiagency ICM working group that could provide value and advance ICM implementation strategies. An outline of the principal agencies and potential scope of work will be discussed by the CMTF in FY 2015.
- Staff attended a series of webinars presented by the AASHTO Subcommittee on Systems Operations and Management for ICM applications in other transportation management areas (TMA)s.
- In an effort to better understand the effectiveness of TMC's data collection sources that comprise the traffic reporting performance measures, the TMC's consultant TrafInfo provided a summary on their accuracy testing exercise for the travel time arterial data. TrafInfo compared the values of travel time data for three segments of roadways from the INRIX/VPP data and BlueToad Bluetooth data. According to TrafInfo the BlueToad data is more accurate in reporting travel speed however the sample size is much smaller since it is dependent on BlueToad infrastructure in the roadways and commuters with Bluetooth devices. The INRIX data is less accurate at reporting travel speeds in shorter roadway segments however it contains a larger volume of data points and users for longer segment reporting. The findings of the data source's strengths and weaknesses led the CMTF to determine that some arterial segments,

particularly those with signalized intersections and therefore more fluctuating delay, may require increased use of the BlueToad data to provide a higher degree of accuracy. The INRIX data is still a good source of data for use on the interstates and freeways/expressways to obtain longer segment travel times. CMTF discussion continued on the topic of the progress being made on the development of working performance measures and how they will change to become compatible with MAP-21 CMP performance based management measures. Upon the advice of local FHWA staff the CMTF decided to go with AASHTO recommended measures.

- Staff attended a two-day Transportation Systems Management & Operations (TSM&O) self-assessment workshop to raise awareness of the opportunities for improving the effectiveness of state and local TSM&O activities. The Workshop was sponsored by the RIDOT with support from FHWA and AASHTO. It is part of a formal process for which Rhode Island was selected based on its notable progress to date and commitment to further improvement of its TSM&O activities. TSM&O capitalizes on the full service potential and cost-effectiveness of strategies such as traffic incident management, work zone management, traveler information services and demand management, road weather information, freeway management and managed lanes, active traffic management, integrated corridor management, traffic signal operation, emergency response, and freight management. The workshop provided the basis for the RIDOT TSM&O Capability Maturity Implementation Plan which staff was heavily involved in engaged in the development this fiscal year, especially as TSO&O relates to the TIP and LRTP. Once completed in FY 2015, the Plan is expected to be presented to RIDOT's senior leadership, the CMTF, and Incident Management Task Force (IMTF).

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

- Staff organized a special meeting of the CMTF in September by hosting the I-95 Corridor Coalition and their presentation on the vehicle probe project (VPP) including its capabilities, functions, and future direction. Rhode Island is an official user of the VPP data since February 2011 and uses the real-time and archived travel data to identify and monitor congestion of Rhode Island's major roadways. The meeting's discussion focused on the VPP contract mechanism, data use agreement, status of the project, probe based performance monitoring, and available online applications. The meeting also provided some insights to staff and RIDOT on applications pertinence to MAP-21 performance reporting, potential project prioritization identification, infrastructure investment before and after analysis, travel time analysis, real-time incident and situation awareness tools, reliability, user delay costs, and emissions/fuel consumption analysis.
- Staff also organized a more technical session, following the CMTF meeting, with the I-95 Corridor Coalition to discuss data sharing, Rhode Island's integration needs for the data, expanded coverage, and local applications of the data. At this meeting revised procedures for the inclusion of Rhode Island's incident data was discussed and the benefits of including this information was realized by RIDOT and staff. Other items that were clarified as a result of the meeting included volume data codes, updated GIS coverage layer, and proper mile point identification coding for incident reporting.
- Staff chaired and organized the December meeting of the CMTF. Agenda items included an update from RIDOT and VHB on the RI\*STARS Bottleneck Program (details provided above), Access Management Task Force update (detail provided below), INRIX data accuracy (details provided above), and introduction of the Integrated Corridor Management initiative (details provided above).

- Staff attended the December and March IMTF meetings that covered the following items: status of Traffic Incident Management (TIM) training; status of RI Move-Over Law; status of service patrol; debris notification and clean up; and incident videos.
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.*
- Staff engaged in discussions with RIDOT and FHWA regarding the update to the 2003 Diversionary Route Plan. It was determined that this task would be led by RIDOT as they are the more appropriate user and implementer of diversionary routes.

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.*
- Staff continued with the development of recommendations to improve the RIDOT PAP application process. During this year input from the Access Management Task Force was not needed however it anticipated that the group will meet in July 2015.
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.*
  - As part of the investigation of the current RIDOT PAP application process a series of interviews were conducted with various RIDOT staff involved in the review. These interviews proved to be extremely valuable in the identification of areas that the process can be improved and where there are disconnects in the review process. The findings obtained during the

interviews, along with feedback received during prior meetings of the Access Management Task Force were summarized in a report entitled, *RIDOT Physical Alteration Permit Process and Access Management: Consolidated Findings and Recommendations*.

- The *RIDOT Physical Alteration Permit Process and Access Management: Consolidated Findings and Recommendations* was presented to RIDOT along with recommendations of potential implementation items, including revisions to the PAP manual, an online application process, information brochure, revised application forms and checklist, and revised application fees. Staff worked to incorporate RIDOT's comments and feedback into the report which will be presented to the Access Management and Congestion Management Task Force in June. As part of the PAP review project, staff along with staff from RIDOT's Maintenance, Design and MIS divisions met with RI.GOV to view a demonstration of a possible PAP online permitting application and review process. RI.GOV has been working with Statewide Planning staff to adapt the existing paper process to a possible online process. RIDOT receives on average less than 250 permit applications per year. RI.GOV proposed an application permitting process that would distribute data and plans to a variety of departments within RIDOT and to RI Historical Preservation & Heritage Commission. However upon further discussion with RIDOT, RI.GOV's proposal might prove to add additional complexity, printing expenses, and time and therefore would not prove to be cost effective. RIDOT will meet with Statewide Planning to choose a direction and alternative action for this part of the PAP project, however the meeting with RI.gov was beneficial in that it provided additional insight in the PAP review process and potential database and online solutions for improvement.
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.*
- A copy of RIDOT's Highway Design Manual and Traffic Design Manual were obtained. However they were not in an editable MS Word format. Staff processed them into MS Word and started drafting the recommended revisions to incorporate access management practices into the review criteria.
4. *Develop access management model ordinances for municipalities to incorporate into their land development regulations.*
- Researched and obtained access management model ordinance examples from other states and two Rhode Island municipalities for the development of a draft model ordinance for Rhode Island municipalities to adopt. This was done in anticipation of developing model ordinances in the next fiscal year.
5. *Review RIGL 45-23 Subdivision of Land regulations for possible addition of access management best practices.*
- Staff conducted research into how other state's municipal or county governments incorporate access management best practices into the local subdivision and zoning regulations. Work was also initiated on draft text to include access management best practices into RIDOT Highway and Traffic Design manuals. This work will continue into the next fiscal year with anticipated collaboration from other state and municipal planners.

6. *Organize training opportunities for local planning and public works officials, municipal board and commission members, and private developers to educate and promote good access management principals.*
  - Staff initiated efforts to hold FHWA-NHI-133078, “Access Management, Location and Design” training workshop in Rhode Island. This workshop would provide educational training on the technical issues that underlie effective access management practices on streets and highways and provide the technical rationale for proper signal spacing, driveway spacing and design, the application and design of auxiliary lanes, illustrate the impacts of projects to improve traffic safety and operations.

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.*
  - Staff collaborated with RIDOT and FHWA to select the East Bay region of Rhode Island (Barrington, Bristol, East Providence, Warren) as the location for the next corridor study to implement RISTARS funding. The East Bay corridor study will replicate much of the previous process used for the Aquidneck Island Transportation Study that was completed in 2011. This region was selected for its geographic cohesion, congested transportation corridors, high accident and crash incidents, and as a mitigation measure resulting from potential increased congestion due to the recently enacted Sakonnet River Bridge tolls.
  - Staff organized and led a meeting, along with RIDOT with the municipal planners that comprise the East Bay communities targeted for the corridor study to discuss their interest and willingness to participate in such a study. In summary the municipal planners were very supportive and were willing to support the East Bay transportation corridor study.
  - At the suggestion of the municipal planners, staff and RIDOT met with the Roger Williams University's Community Partnerships Center to discuss the University serving as a partner in the public outreach and stakeholder engagement elements of the corridor study. The University subsequently submitted a proposal describing a set of community engagement and marketing tasks it would perform throughout the study.
  - Staff and RIDOT collaborated to draft two scopes of work related to the East Bay Corridor Study. One scope is to hire a transportation planning/engineering consultant to undertake the technical aspects of the study. The other scope is to hire a project manager to oversee the transportation consultant, Roger Williams University, and the other study activities. Statewide Planning expects to release the requests for proposals (RFPs) and corresponding scopes of work in FY 2015.
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.*
  - No activity this year.
3. *Continue to participate and provide support to the Highway Safety Planning Committee on the implementation of the Strategic Highway Safety Plan (SHSP).*

- Staff attended the October 25<sup>th</sup> and April 11<sup>th</sup> meetings of the SHSP Steering Committee in which subcommittees for the emphasis areas were discussed and formed as the plan moves into the implementation phase.
  - Staff participated and attended the SHSP Vulnerable Road Users subcommittee meeting, an emphasis area identified in the SHSP.
4. *Participate in Road Safety Assessments on Rhode Island roadways as scheduled by RIDOT.*
- Staff participated in the August 2013 North Kingstown Route 1/Route 4 RSA organized by RIDOT and their consultant VHB. Staff provided valuable input from daily commuting along this segment of roadway which experiences frequent congestion and travel time delay.
  - Staff participated in the RSA at the Pell Elementary School in Newport as part of the Safe Routes to School Program. See Task # 1080 for additional details.
  - Staff participated in the planning and execution of a two-day, multi-modal transportation safety and efficiency assessment around the Wickford Junction Train Station area of North Kingstown in May 2014.

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.*
  - Executed a memorandum of understanding with RIPTA and continued to work with the authority on the implementation of this project.
2. *Support 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.*
  - Drafted and executed a MOU and associated scope of work with RIPTA for work related to their advanced transit technology initiative.
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.*
  - Drafted and executed a MOU and associated scope of work with RIDOT for consultant services related to transit operational analysis, monitoring, and coordination, complying with new provisions required by FTA under MAP-21, and program monitoring/service equity analysis.

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.*
  - No activity this year. Awaits federal rule making on transit asset management plans.
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.*
  - Staff helped organize and participated in a two-day National Transit Institute TOD training in December 2013 and was offered to federal, state, municipal, and consulting engineering and planning professionals. The training focused on the merits of TOD, its successful application, approaches and principal, implementation strategies and principals, and other related TOD implementation topics. The course helped staff and other transit professionals effectively participate in the process of planning, funding, and implementing TOD projects.
6. *Continue to support RIPTA in the advancing of the Downtown Core Connector.*
  - Through the development of the State Rail Plan, staff engaged in several conversations with the City of Providence, RIPTA, RIDOT, and the State Rail Plan Advisory Committee regarding the proposed Providence Street Car project (previously referred as the Downtown Core Connector). The discussions were focused on the status of the project, next appropriate phase of development, and potential funding resources. While there has been no final identification of funds to advance the Providence Street Car, the project was reviewed according to the Rhode Island State Rail Plan project evaluation criteria and is identified as a high priority project in the State Rail Plan's short range (0-5 years) investment program for final engineering design.
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.*
  - Staff continued to actively participate and attended RIPTA's Strategic Planning Committee meetings which were held in October 2013 and April 2014. Items discussed at the meetings include implementation of RIPTA's Strategic Plan, the Comprehensive Operations Analysis (COA) and bus stop alignment update, service updates, Kennedy Plaza reconfiguration, Providence Station Transit Center, and the TIGER Streetcar application.
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.*
  - Assisted RIPTA in the creation of new GIS data layers and associated maps to reflect the revised bus routes and stops coming out of their Comprehensive Operations Analysis (COA). Staff ensured that RIPTA's new route alignments were accurately incorporated into a GIS layer. Staff also advised RIPTA on how to best use the GIS data in their brochures and promotional materials.

- Staff organized and led a one-day FTA site visit to Rhode Island for the Region 1 staff to become more familiar with the state's existing and potential projects and programs. The site visit consisted of visits (and associated discussions) at the following locations: Providence Train Station, RIPTA headquarters, RIPTA's new R-Line along Broad Street in Providence, potential Pawtucket Commuter Rail station site, RIPTA's hub at Kennedy Plaza, and Warwick InterLink Station.
  - Staff assisted RIPTA and RIDOT to identify and analyze potential new bus transit hubs in downtown Providence. Staff provided RIPTA's project consultant with detailed population and employment projections for the study area for their use in determining potential ridership at the hubs.
9. *Continue to work with RIPTA to score and prioritize projects for funding under the Job Access/Reverse Commute Program.*
- No activity this year.
10. *As outlined in the RIPTA Strategic Plan, continue to regularly meet with RIPTA and RIDOT to ensure a coordinated approach to transit planning.*
- See activity reported above under Transit Task 1050, #7.

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.*
- Staff continued to be actively involved in the development of the Quonset Airport Master Plan. Work has been focused on the review of aviation forecasts and facility requirements and alternatives. Staff ensured that the proposed chapters conformed to the Airport System Plan and participated in numerous meetings in which the contents of the Plan referenced above were discussed.
  - Staff participated in the presentation of the complete final draft Quonset Airport Master Plan which focused on an alternative analysis, airport layout plan, sea wall replacement and repair options and costs, and implementation of the plan. Input was also provided on the planning and logistics for the public informational meeting which is anticipated to occur in June 2014.
  - Staff coordinated with RIAC regarding the implementation phase of the Airport Land Use Compatibility Guidebook in which RIAC is leading with the assistance of a consultant. Staff provided recommendations regarding possible approaches to host municipalities' subdivision and zoning regulations, parcel data, and GIS mapping layers.

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.*
- Staff organized and led three meetings of the Freight Advisory Committee. Key outcomes of these meetings were the drafting and finalization of the request for proposals (RPF) and scope of work to be used in the hiring of a consultant to assist with the creation of the Rhode Island State Freight and Goods Movement Plan, strategies for engaging the private sector in the freight planning process, and a data gathering framework.

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.*
  - Staff, with the assistance of the Freight Advisory Committee, developed a scope of work and RFP to be used to hire a consultant to assist with the creation of the Rhode Island State Freight and Goods Movement Plan. Staff obtained freight plans and RFPs from other states as examples and consulted with the RI Division of Purchases to ensure that the document was as strong as possible. Staff anticipates issuing to the RFP in early FY 2015.
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.*
  - Staff prepared an outline and matrix of anticipated data needs and sources for the State Freight and Good Movement plan in collaboration with the Freight Advisory Committee. Feedback was obtained from the Committee throughout the year on additional data items, sources, and freight stakeholders that should be included as part of the State Freight Plan data gathering effort.
  - Staff worked with the RI Emergency Management Agency (RIEMA), RIDEM, and the RI Commerce Corporation on a separate effort by the agencies to collect data on the flows of hazardous materials through the state. Staff will also ensure that the data gathered as part of this effort can be folded into the larger state freight planning effort once available.
  - Staff assisted RIDOT in the development of a preliminary State Freight Map. This is one of the first efforts to map and identify major freight corridors, freight warehouse facilities, shippers, transportation hubs, locations for added Weigh in Motion (WIM) devices to count truck movements, and key freight infrastructure in Rhode Island. The map will be further developed as part of 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.*
  - No activity this year.
5. *Advance state and regional freight planning studies and activities, including those of the I-95 Corridor Coalition.*
  - Two staff members attended the 4-day FHWA and AASHTO organized Freight Partnership meeting in Washington DC. Relevant meeting topics included successful local and state partnerships that enable comprehensive freight planning, the future of federal freight funding, the condition and capacity of the freight transportation system, national freight strategic plan, truck parking, urban freight, critical rural freight corridors, MAP-21 freight provisions and data needs, freight performance measures, multimodal partnerships, development of state freight plans, and state freight advisory committees and private sector engagement. The information gained at the meeting was very valuable for the development of the state freight plan including content and structure, how and when to best engage the private sector, freight performance measures, and many other aspects of freight.

- Staff applied for, organized, and participated in a FHWA sponsored freight peer exchange with the Delaware Valley Regional Planning Commission, the MPO for the Philadelphia metropolitan area, in April 2014. Staff from RIDOT, RI Commerce Corporation, and the Quonset Development Corporation also joined Statewide Planning staff on the exchange. The exchange provided the Rhode Island team with a valuable opportunity to learn from other MPOs and DOTs, as well as, private sector freight stakeholders on the components and staff efforts that make for a valuable and successful freight program and plan.
  - A staff member attended the week-long Freight Academy program organized by the I-95 Corridor Coalition in April-May 2014. Participation in the program strengthened the staff's freight knowledge and capacity through classroom activities, site visits to freight and warehouse facilities, and through peer discussions.
6. *Continue to host FHWA freight planning, as well as other freight and transportation webinars.*
- Staff participated in FHWA's Talking Freight webinars or those sponsored by the I-95 Corridor Coalition including uses of the Freight Analysis Framework (FAF) data and FHWA's overview of the impact of the draft Highway Primary Freight Network.

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.*
- Relevant Title VI assurance language was incorporated into all RISPP transportation documents and public meeting postings to ensure the RISPP's Title VI nondiscrimination policy is being executed.
  - Updated RISPP's Public Involvement webpage with added Title VI/Environmental Justice resources.
  - Appropriate documentation and data necessary for the preparation of RIDOT's Annual Title VI Report were assembled and maintained.
  - Received and reviewed FTA's revised Title VI regulations, which set a new schedule for the submission of Title VI programs to FTA. Specifically, FTA established a new 3-year cycle,

beginning April 1, 2013 for Title VI reporting. RIDOT's next Title VI program is now due June 1, 2015, with the existing program expiring on July 31, 2015. RISPP is a sub-recipient of USDOT funding, including the FTA allocation, and therefore reports to RIDOT on Title VI activities for incorporation into their program.

- As a sub-recipient of USDOT funds, staff completed the Annual Title VI Report for 2013 and submitted it to RIDOT's Civil Rights Office for incorporation into their Annual Title VI Report which is submitted to USDOT.
  - As a part of preliminary findings from the FHWA/FTA Recertification (see Task #1065) staff engaged in the following Title VI/Environmental Justice items:
    - Updated the Title VI Notice to Beneficiaries posted on the Statewide Planning website.
    - Updated the Title VI/Environmental Justice contact database.
    - Met with the RI Department of Administration's Program Services Officer for ADA Coordination, as well as RI State Commission for the Deaf and Hard of Hearing staff regarding the logistics and lead time involved in providing an American sign language interpreter and/or communications access realtime translation (CART) services for public meetings should it be requested.
    - Initiated revisions to the Title VI complain form and procedures.
    - Researched and drafted revised text to cover additional statutory protections for classes of people which is anticipated to be added to the Statewide Planning's Title VI and Environmental Justice webpage once complete.
    - Completed minor changes to the Statewide Planning's Title VI and Environmental Justice webpage to provide added clarity of contents to viewers.
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.*
- No activity this year.
3. *Review the 2007 SPP Public Participation Plan and Guide for consistency with MAP-21 and identify any areas of deficiency.*
- It was determined that the Public Participation Plan and Guide would be updated once official rules for MAP-21 are issued.
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.*
- Staff attended the Sustainable Communities initiative social equity training on housing. Staff also tracked the progress of the 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.*
- As part of the Rhode Map RI effort, the Social Equity Advisory Committee was established in the Fall 2012. Outreach was conducted throughout Rhode Island to promote the Committee to communities with high minority populations, low-income, disabled, immigrants, elderly, youth, and others typically under-represented in the traditional planning process. The Committee is

comprised of citizens and organizations that represent these specific groups and is demographically and geographically diverse. Since May 2013 the Committee has been meeting monthly and has worked to engage others in their communities in the Rhode Map RI effort. Committee members also serve on the grant consortium and the topic areas (housing, growth centers, economic development, etc.) and provide an integral social equity perspective.

- Lessons learned and successful strategies as part of the efforts of the Social Equity Advisory Committee started to be developed in January 2014 and continued through June 2014 and will be incorporated in the Public Participation Plan during the next fiscal year.

#### 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.*

- Met all federal requirements of the SRTS program.
- Responded to questions and discussion for SRTS non-infrastructure eligible items and activities, as well as provided assistance with the completion of quarterly reports including the narrative, fiscal receipts, and other issues arising. Coordinator encouraged school and municipal personnel to fully implement and speed-up when necessary the non-infrastructure activities. Encouraged Round 1 programs to complete their implementation activities by the end of this fiscal year.
- Wrote letters to the two Providence Round 1 schools to encourage and determine if they will be implementing their SRTS non-infrastructure award. If a response or implementation is not received, cancellation of the non-infrastructure award will be recommended.

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 SRTS activity throughout the year by quarter.
- Round 1, non-infrastructure awards are complete and have spent all of their funds in the following: Central Falls (Ella Risk and Veterans Elementary Schools), East Providence (Kent Heights Elementary School), and Barrington (Hampden Meadows Elementary School). Status of the other Round 1 awards is follows: Cranston (Bain Middle School, Park View Middle School, and associated elementary schools) grant awards have been revised and are now considered Round 3, with implementation and funding proceeding into the next fiscal year. Woonsocket's Round 1 program at its elementary and middle schools is almost complete and approaches full implementation. Jamestown's Round 1 program is also almost complete.
- Round 2, non-infrastructure awards continue with implementation. Some programs have delayed full implementation due to construction delays in the infrastructure portion of the award. However once the infrastructure element is complete full implementation of the non-infrastructure portion is expected.
- Round 3, non-infrastructure award schools in Providence and Newport are implementing their programs including their Walking School Bus Programs.

- Coordinator attended meetings with RIDOT and the SRTS teams at the various schools or municipalities regarding the various infrastructure component project's status and implementation schedule.
- All of the Round 1 infrastructure projects are complete except for Jamestown and Central Falls which RIDOT anticipates will both be completed in 2014.
- Most of the SRTS Round 2 infrastructure projects are working with the various on-call consultants to complete the engineering plans. Throughout the design process the municipalities/schools are also engaging in meetings with RIDOT, the SRTS State Coordinator, and the individual municipal / school SRTS Teams regarding the advancement of the projects. The two exceptions are Newport which have a consultant who is constructing the Broadway streetscape improvement project and anticipate advertising for construction in August 2014. The other project is Jamestown who is using the consultant from Round 1

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*
  - Programmatic and fiscal documentation was maintained. Reimbursements were processed for the various programs this year. Assistance was provided to the various schools when needed.
  - Drafted the cooperative agreement for Cranston's Western Hills Middle School Round 2 program. At the request of the school principal, it was agreed that the implementation of the non-infrastructure activities would start when the infrastructure portion of the SRTS grant are complete.

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

1. *Attend national training and additional educational workshops as needed.*
  - Participated in a peer exchange with AAA of New England, Massachusetts Department of Transportation, and the Auto Club of Australia to discuss student and pedestrian safety. Also participated in various webinars when relevant.
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.*
  - No activity this year.
3. *Research, plan, and prepare for a FFY 2014 non-infrastructure project solicitation.*
  - In lieu of a non-infrastructure project solicitation and with the approval of the SRTS subcommittee, staff worked with two (2) non-profits in Providence and Newport to establish non-infrastructure SRTS program.
  - In Providence a contract was executed with Family Service of Rhode Island to lead an effort in partnership with the City, the Police Department, and three elementary schools to operate several daily walking school bus routes to and from school. It is expected that this program will address a major truancy issue identified within the walk zone of these schools. A contract was executed this year. In addition, a Road Safety Audit was completed in cooperation with RIDOT to identify key infrastructure improvements to improve the safety of the walkers should additional infrastructure funding become available.

- In Newport, a contract was executed with the East Bay Community Action Program to lead an effort in partnership with the City, the Police Department, and the Pell Elementary School, to operate a daily walking school bus route to and from school. It is expected that this program will address truancy identified within the walk zone of the school. In addition, a Road Safety Audit was completed in cooperation with RIDOT to identify key infrastructure improvements to improve the safety of the walkers should additional infrastructure funding become available.
  - Worked with the Cranston Police on the documentation and reporting for their revised SRTS grant from Round 1.
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.*
- Assisted Round 1, 2, and 3 award recipients as necessary, as well as, continued coordination and discussions with RIDOT staff.

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.*
- Utilizing orthographic maps, staff identified the current condition of sidewalks and the pedestrian connectivity as it relates to roadway reconstruction/resurfacing projects listed in the FY 2013-2016 TIP for potential coordination of projects and funds.
  - Maintained and accurate cost accounting of all SRTS funding and expenditures to date.

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.*
- Partnered with NOAA in obtaining newly developed sea level rise inundation zones developed by NOAA for use in their online sea level rise viewer, as well as the v-datum surface representing mean higher high water line for the state. NOAA benefitted from the partnership by utilizing Rhode Island’s high resolution DEM model that was needed to generate the inundation zones. Staff used this data to form the basis of the Sea Level rise Vulnerability Assessment analysis.
  - Additionally, a value add was performed by staff in further analyzing the “hydrologically unconnected” low lying areas that were generated by NOAA through their inundation zone modeling. Staff was able to identify several low lying areas that are indeed hydrologically

connected using a variety of resources and tools such as pictometry, Google and Bing Maps, as well as many RIGIS data layers such as streams, wetlands, dams, etc. to determine connectedness. The low lying areas that could definitively be identified as being connected via culverts or even pipes were then merged with the associated sea level rise layer allowing for uniform symbology representation.

- Staff incorporated the NOAA generated sea level rise inundation zones into the draft maps created for the coastal communities of the state. Staff also developed a map index, or map book based on several different map scales. Staff also acquired most of the transportation data layers that would be used for this exposure and vulnerability phase of this Technical Paper. Staff also coordinated with the RIDOT GIS and Bridge sections to acquire the best available bridge clearance data for bridges located in the various inundation zones.
- Staff performed research on what other states and MPO's are doing to address sea level rise inundation and specifically, what adaptation practices are being used or planned for in terms of transportation infrastructure, and long range planning.
- Staff hosted a series of interagency sea level rise/transportation working group meetings regarding the draft maps. Staff also met separately with RIDOT staff to discuss the maps and incorporated their feedback. GIS staff developed multiple versions of sea level rise / transportation asset map books, finalizing cartographic issues with the display of the data such as how to depict low-lying inland areas where the impact of sea level rise is uncertain. Staff also attended meetings of a larger interagency group that brings together various Rhode Island projects on sea level rise to coordinate scenarios, data, and presentation. Through these meetings, this larger group agreed upon a single approach to Rhode Island sea level rise map colors, and SPP's project will pilot the approach. Project staff also moved the data-driven side of the project forward by preparing the relevant geo-spatial data into layers for dissemination, once finalized.
- Phase One mapping was completed in 2014. The project produced a map atlas, available as PDFs and as an interactive webmap, of sea level rise inundation areas and transportation assets that will potentially be inundated.

The project also produced an indexed inventory of potentially inundated roads by town for the various sea level rise scenarios. Every coastal community is projected to have some transportation impact as a result of sea level rise. Areas of particular concern include Barrington, North Kingstown, Westerly, and Newport.

Overall, three and five feet of sea level rise will have a much greater impact than 1 foot, which shows approximately 2.5 center-line miles of roads inundated, but approximately 84 center-line miles of roads being inundated under a 5 foot sea level rise scenario. An important finding to note is that just over 92% of inundated roads are considered "Local, Non-Classified" roads per the current Highway Functional Classification System, which means traditionally, they are ineligible for State Transportation Improvement Program (TIP) funds.

In terms of rail, less than 20 feet of rail could be potentially inundated at 1 foot of sea level rise, and that is mostly AMTRAK track located under the Providence Place Mall, and with further analysis might be sufficiently elevated. Less than 200 feet of rail could be inundated under a 3 foot scenario, and 3,700 feet of track or less than  $\frac{3}{4}$  miles of track could be inundated under a 5 foot sea level rise scenario, of which approximately 90% of that track operating predominantly as the Newport Dinner Train, and as a freight rail line.

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

- No activity this year.

#### 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.*
  - Staff helped to prepare and participated in visioning effort led and facilitated by the URI-TC facility at the Alton Jones Campus to identify and develop a mission, vision, shared values, and agency level strategies for RISPP that are consistent with MAP-21. Subsequent activities have included further discussions and one-on-one interviews with each member of the RISPP staff to identify the previously listed objectives. Staff then incorporated the limited deliverables received from URI-TC into its FY15 UPWP.
- 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.*
  - Staff developed a framework in the form of a large Excel table to assist Rhode Island with the identification, timing, interrelation, cross-references, and best plan for MAP-21 performance requirements. The framework was populated with all available information from USDOT. As MAP-21 federal rule making is rolled out by FHWA and FTA, the framework will be further populated and updated to assist RISPP, RIDOT, and RIPTA plan and move forward on the various elements.
  - Staff conducted regular meetings with RIDOT’s Performance Management unit to identify the collective approach regarding MAP-21 requirements, and to define the strategy and approach for establishing performance measures, targets, and metrics. Through these meetings an approach to educate the TAC and each other was developed to work towards target setting and a more performance based approach to transportation planning. The TAC educational series was broken up into a series of the following monthly topics starting in February 2014: safety, bridge, road/pavement (NHS and non-NHS), transportation alternatives, transit bus, and transit rail. Each of the presentations focused on answering the following questions: what does your program consist of and what are its goals; why is your program important; what kinds of resources do you need to implement your program and meet your goals; why does the success of your program matter to the transportation system. After RIDOT and RIPTA provide the overview presentations anticipated to be completed at the start of FY 2015, staff will engage the TAC in a discussion of the overall level of importance that they feel each program has to the state and the transportation system. This will serve as a foundation for setting targets and choosing funding scenarios when that time comes.
- 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.*
  - As part of the effort to identify performance measures and how that will change the way

projects are selected into the TIP, staff worked with RIDOT's Performance Management unit, and has had several discussions related to possible elements and phasing, and timing of the realigned LRTP to a performance based program that will in-turn be reflected in the TIP. Additional details provided in 1085 #2 above.

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.*
  - No activity this year.

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.*
  - A draft outline of a tri-party agreement has been created. It was decided that this effort would be put on hold pending official rules from USDOT regarding MAP-21 implementation.
2. *Continue to cooperate with RIDOT and RIPTA on transportation finance reform.*
  - Staff continued to be involved in discussions with RIDOT and RIPTA related to transportation finance reform particularly as they relate to the new MAP-21 performance requirements for pavement and bridge condition and how they will be financed in Rhode Island in order to meet federal standards.
3. *Prepare for the USDOT transportation planning certification review of the metropolitan planning process for the Providence-Pawtucket transportation management area.*
  - Staff prepared written responses for the FHWA/FTA Recertification Advanced Materials or Desk Audit in anticipation of the March 2014 MPO recertification meetings for the Statewide Planning Program. As part of the Desk Audit staff provided information on progress made on corrective actions cited in the previous Federal Recertification completed in 2010, a description of the planning area and boundaries covered by the MPO, organization and structure of the MPO, summary of agreements and contracts for the RI State Planning Council/Statewide Planning Program, regional cooperation activities, travel demand forecasting, environmental review process and mitigation measures, TIP process, background and process regarding the United Planning Work Program (UPWP), public involvement process and activities, Title VI and related nondiscriminatory procedures, disadvantage business enterprise (DBE) requirements, bicycle and pedestrian activities, congestion management process, intelligent transportation systems (ITS) integration into the transportation planning process, freight planning process, safety and security considerations in the transportation planning process, and DOT/MPO annual self-certification information.
  - Staff prepared a public hearing notice for the Certification of the Metropolitan Planning Organization by the Federal Highway Administration and Federal Transit Administration. Notice of the opportunity to comment was published in English and Spanish on the Division of Planning's website, RI Secretary of State's website, and distributed to the transportation mailing list maintained by the Statewide Planning Program containing approximately 1,400 interested individuals and organizations.
  - Staff organized, presented, and engaged in discussions during the day and a half FHWA/FTA MPO Recertification meetings held in March 2014. Staff organized and coordinated with appropriate staff from Statewide Planning, RIDEM, RIDOT, and RIPTA to be present during applicable points of discussion. Staff provided an overview presentation on the State Planning

council, Statewide Planning Program, RI State Guide Plan, and other important programs and activities for the MPO. Staff was also heavily engaged in the discussions with FHWA and FTA throughout the recertification process.

4. *Continue to work closely with RIDOT and RIPTA to monitor and plan for MAP-21 requirements as they are released by USDOT.*
  - Staff continued to work closely with RIDOT and RIPTA to monitor and plan for MAP-21 requirement 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.*
  - Staff served on RIDOT's Transportation Asset Management Council and was involved in the Council's discussions regarding the drafting of a RFP that was released for RIDOT's Asset Management Plan.
  - Staff participated in a two-day NHI Asset Management course which introduced a strategic approach to managing physical transportation infrastructure. The course helped staff become more familiar with how investment decisions are linked to targeted performance levels that will be based on current and expected asset conditions. Trade-offs between investments in different types of assets and different investment priorities were discussed in relation to available resources, available and reliable data, and a clear set of performance metrics. This training will assist staff as the state moves to a performance based system transportation system in which asset management will be a key component.
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.*
  - Staff organized and hosted a meeting with Southeastern Regional Planning and Economic Development District (SRPEDD), the southeastern Massachusetts MPO, along with VHB to discuss travel demand modeling best practices, interagency data sharing and data status, and coordinate modeling efforts in overlapping areas of concern.

#### 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.*
  - Staff performed consistency reviews, provided consultation, and recommendations on the following: 4 State Properties Commission actions; 6 RIDOT property sales; 2 Intergovernmental Review projects; 2 Commerce RI proposals; and 5 municipal comprehensive plans reviews.
  - Staff provided review, comments, and input into drafting the new Comprehensive Plan Handbook.
  - Staff participated in meetings of the RI Energy Task Force and its Transportation Implementation Committee. Staff reviewed and provided comments on the draft plans especially as they relate and integrate with the long range transportation plan and the FY 2013-2016 TIP.
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.*

- Staff attended the September, December, and March Incident Management Task Force meetings as part of the responsibilities of the Congestion Management Task Force.
  - Staff participated in the meetings of the Accessible Transportation Advisory Committee (ATAC). As part of the meeting discussions, work was focused on the drafting of the ADA Comparable Paratransit Service No Show Policy which received a favorable recommendation from the RIPTA Board of Directors. In addition, the ATAC expressed concern with RIPTA's decreasing ADA compliance rate. For example, riders with visual impairments rely heavily on the bus location announcements to know when their stop is approaching. Currently 70+ percent of RIPTA's bus fleet is installed with the ADA system hardware. However, RIPTA's automated voice announcement (AVA) system is not fully operational. The ATAC did review RIPTA's bid contract advertisement to monitor bus operator compliance including automated voice route and stop announcements, wheelchair lift operations, wheelchair securement, bus kneeling, lift ramp requests, and driver courtesy among other items. The ATAC also reviewed RIPTA's plans to redesign Kennedy Plaza, including relocating bus berths to Exchange Terrace and encouraging the use of Burnside Park as a walkway.
  - Federal Financial Report (FFR) and Project Progress Reports were developed and entered into the Transportation Electronic Award Management (TEAM) online grant system for the remaining FTA 5303 Metropolitan Planning Grant funds. The grant was then successfully closed out by staff.
  - Staff participated in meetings of the Aquidneck Island Transportation Study (AITS) Implementation Action Committee which reviewed and discussed the following: update on the AITS implementation plan and progress, way-finding signage for bicyclists, and the Aquidneck Island Bikeway design study review kickoff summary.
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.*
- Staff participated in a series of teleconference meetings with FHWA's Public Lands Division and RIDOT regarding the project selection, facilitation of funds, project agreement, local delivery, and future status reporting related to the Federal Land's selection of the Town of Charlestown's application. The project is for the improvement of access to the Ninigret National Wildlife Refuge located in Charlestown.
4. *Continue to maintain and upgrade computer equipment and software to support transportation planning activities and public outreach program.*
- Staff updated ArcView GIS software to the 10.3 version in order to be compatible with RIDOT.
  - Staff updated to the latest version of TranCAD 6.0 software for the travel demand model.
5. *Attend conferences, seminars and meetings to stay current with new data, trends, implementation techniques and federal requirements regarding transportation planning.*
- Staff attended the Freight Partnership meeting referenced under Task #1060.
  - Staff attended the 2013 Association of Metropolitan Planning Organizations (AMPO) annual conference. The conference provided valuable and informative sessions for staff on the following topics: metropolitan freight; performance based planning and programming; safety; climate change; data for modeling and performance based planning; linking livability, economic development, and sustainability to the metropolitan planning process; corridor

planning; public involvement; consulting practices; regional strategies to link land use and transportation; and solutions to expand transportation funding.

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.*
  - Opportunities, approach, and scheduled roll-out of efforts to educate the TAC, TC, SPC, and the public on the new requirements of MAP-21 are at the forefront of the ongoing discussions staff has been having with RIDOT's Performance Management unit referenced under Task # 1085. Staff anticipates a formal educational process to begin January of 2014.
  - Staff continued to be heavily engaged in discussions with RIDOT's Performance Management unit referenced under Task # 1085 regarding opportunities, approach, and scheduled roll-out of efforts to educate the TAC, TC, SPC, and the public on the new requirements of MAP-21. Staff organized and provided guidance on the formal educational process for the TAC beginning in February 2014. The educational presentation series to the TAC is anticipated to be completed during Summer 2014.

## **B. 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.*
  - Continued to participate in the Advisory Committee for DEM's 2012 challenge grant, reviewing and providing comments on final deliverables including chapters of the village guidance manual on; barriers to village development, incentives, regulatory guidance, special case studies of TDR in use, and RI TDR examples. Worked with DEM to create a training session on the final products to be delivered in fall of 2014.
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.*
  - This task is ongoing as a part of comprehensive plan reviews or by direct request from communities. Staff makes recommendations to municipalities regarding use of TDR in community comprehensive plans to help implement *Land Use 2025 and Transportation 2030*.
  - Completed research on the use of TDR as a possible adaptation technique for climate change and directing development away from velocity zones and other environmentally sensitive coastal areas. The research findings were presented to the Technical Committee and summarized in a white paper, *Coastal Transfer Development Rights in Rhode Island, 2013* available at: <http://www.planning.ri.gov/statewideplanning/land/tdr.php>.

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.*
  - No activity. The final deliverables from #1 above were not yet available for incorporation into the handbook.

Village and Growth Center Initiatives - Task 2020 (high)

1. *Continue to provide technical planning support to the RI DEM as they implement the 2011 Planning Challenge Grant for the production of a growth center /village 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.*
  - Continued to participate in the Advisory Committee for DEM's 2012 challenge grant. See task 2010 described above.
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.*
  - Worked with DEM and grant consultants to incorporate the draft of the village guidance work into the growth centers work of RhodeMap RI. Input on the process of planning, designs and contexts for growth centers were contributed. Draft typologies of growth centers were developed.
  - Organized and conducted meetings of the growth centers subcommittee. Working with the Committee, Land Use and RhodeMap staff hosted 3 rounds of community workshops in 6 sub-regions. Staff oversaw the consultant's preparation of agendas for each workshop and conducted outreach for each region by finding host organizations, and reserved meeting venues. Staff worked with the consultants to draft advertising flyers, press releases, and other notices, and distributed these materials. Green asset maps were provided along with economic assets, social assets, and development suitability. Exercises were conducted to engage participants in identifying existing and potential growth centers in their regions.
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.*
  - Reviewed all community comprehensive plans for language related to growth centers. Developed and maintained a spreadsheet listing all proposed or presumed centers, and coordinated it with the DEM's challenge grant and RhodeMap work. (See #1 above). Staff uses the inventory for in comprehensive community plan reviews and for ongoing implementation of *Land Use 2025 and Transportation 2030*.
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.*

- Technical assistance was provided to the Consistency Review Unit as an ongoing activity. Each submission from that Unit is received by Land Use staff and returned with preliminary recommendations and technical planning advice regarding the land use activities requested in order to target public infrastructure funding within growth centers and promote implementation of *Land Use 2025 and Transportation 2030*. There were 4 applications reviewed this year.
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.*
- No activity. The final deliverables from #1 above were not yet available for incorporation into the handbook.

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.*
  - Continued background research for a future update of the State's Land Use Plan, *Land Use 2025*. This task is also linked to the mapping and growth centers efforts related to Sustainable Communities and tasks 2010 and 2020 above.
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.*
  - Continued to promote the implementation of *Land Use 2025* as an ongoing activity and part of every Land Use and Natural Resource task. For example; staff provided technical assistance to the Quonset Development Corporation on drafting grant applications and incorporating *LU 2025* implementation actions as reasons for grant funding for a ship berth project and CEDS certification. Staff also provided technical assistance to the Washington County Community Development Corporation and the Town of West Greenwich regarding identifying potential sites and locating affordable housing projects within the Urban Services Boundary and consistency with the Future Land Use map of *Land Use 2025*.
  - Reviewed draft and formal submissions of comprehensive community plans in order to ensure implementation of *the State Guide Plan*. Staff developed comments related to consistency with the land use and natural resources State Guide Plan Elements, to encouraging the designation of growth centers, to relating proposed land use activities to the future land use map of *Land Use 2025*, and to targeting public and infrastructure projects within the Urban Services Boundary and/or growth centers. Nine submissions were reviewed. Comments were provided to the Consistency Review unit for either incorporation into feedback to the municipality and or enhancing stronger State Guide Plan consistency or for use in consideration of granting certification. See final results in task number 4005.
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.*
  - Assisted the RI APA Program Committee in scheduling professional training workshops on current and emerging land use planning topics and ongoing AICP certification credits.

- The Rhode Island, Connecticut and Massachusetts APA chapters hold an annual regional planning conference in the fall each year. The conference location rotates between the three chapters each year. It was held in Worcester, MA in 2013. Staff helped to organize topical sessions for the conference related to land use, transportation, growth centers, and RhodeMapRI.
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.*
    - Staff met with Town of North Kingstown staff regarding a series of comprehensive plan land use amendments on the boundary between the Town and Exeter and the Urban Service Boundary. A request to potentially alter the Urban Service Boundary within the Town was discussed but was eventually withdrawn by the Town.

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.*
  - Promoted the implementation of Water 2030 as an ongoing activity that is contained within every Land Use and Natural Resource task. Staff ensured that the mapping and growth centers efforts of Sustainable Communities considered implementation of *Water 2030* in those project tasks. Assessed the implementation status of strategies within *Water 2030* by cataloguing which strategies have been achieved, which are in process, which are ongoing, and which have yet to begin in order to support the tasks described further under Sustainable Communities.
  - Provided 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. Encouraged the incorporation of relevant goals and policies in three comprehensive community plans.
  - Provided planning assistance and background information to Westerly on aquifer protection and on drafting a groundwater overlay ordinance. As a result the Town adopted certain prohibited use provisions for protection of the community wellheads of the Westerly Water Department.
2. *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.*
  - Provided technical advice and planning guidance to the Consistency Review and Water Resources Board staff on required water supply provisions for plans including relating the content of plans to legal mandates and *Water 2030*.
3. *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.*
  - Attended the WRB monthly meetings for the Associate Director and provided technical planning advice to ensure that the WRB activities are 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, 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.*

- Eight reviews of WSSMPs were completed. Comments supplied to the WRB staff focused on implementing water supply activities as strategies for promoting implementation of *Land Use 2025 and RI Water 2030*.
5. *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.*
    - Reviewed the National Drought Center weekly reports on statewide hydrological conditions. Assessed cumulative changes to normal verses hydrological indicators. Monitored developing drought conditions. All conditions remained normal therefore it was not necessary to advise the WRB to convene a Drought Steering Committee this year.
  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 implementation of RI Water 2030.*
    - No activity.
  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, 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.*
    - Provided technical assistance and planning advice to Tiverton and the Water Resources Office of DEM on an update to the Tiverton Wastewater Treatment Facilities Plan in order to assure consistency with the Future Land Use map of *Land Use 2025 and Water 2030*.
    - Continued to provide technical assistance and planning advice to the Consistency Review staff on development /water supply related applications for the Quonset Business Park. Comments were offered to raise awareness of the limited supply available to the business park and the SGP policy of 721, *Water 2030* for ensuring efficient water use in an area of stressed supply.

#### Land Use/Land Cover Update - Task 2035 (high)

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.*

- Provided technical assistance and procedural review on the development of the 2011 land use/ land cover, 2011 impervious surface, and new Rhode Island Ecological Communities digital data layers to the DEM Office of Planning and Development, United States Geological Survey, and project consultants. The State was tiled into 5 delivery areas and 10 sub areas for processing and review purposes. Each area was screened by Land Use and DEM staff for irregularities and resulting areas were flagged with quality control comments / requested changes for the consultants to address. Upon completion of each area and addressing the comments, the tiles were seamed together to produce the final layers.
  - Staff reviewed and approved the final Metadata for each layer.
  - Participated in monthly conference calls with DEM, USGS, and consultant in order to oversee the project.
  - All layers are completed and posted to the RIGIS Data Catalog.
  - Staff advised the GIS and planning communities of the availability of new land use data via posting on the Division's website, electronic news, month's newsletter, planner's list serve, and the RI APA monthly newsletter.
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.*
- No activity.

#### 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.*
- Executed an MOU with the DEM Office of Water Resources, and the CRMC for the update.

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.*
  - Assembled a working group from the DEM Office of Water Resources, the CRMC, and the BRWCT to work with and assist in the development of the Update. Staff helped DEM and CRMC identify and explain the top 5 issues and gave guidance on writing of the Plan to include such issues. Staff coordinated regular monthly meetings of the Working Group including drafting of meeting agendas and discussion topics for the group, and coordinated work assignments for the group members.
  - Assembled an advisory committee of 19 stakeholders to help with the development of the issues and topical content of the Update. Representation was gathered from governmental, nongovernmental, nonprofit, public, businesses, professionals, and environmental groups. Staff coordinated and facilitated monthly meetings of the Advisory Committee to review draft goals, policies and issue sections of the Plan. Agenda topics focused on the major pollutant sources in RI including stormwater, wastewater facilities, OWTS treatment, priorities for protection and restoration, agriculture, wildlife, aquatic restoration, salt marsh restoration, aquatic invasive species, and value of streamflow to habitat. An informational page on the Program's website was created for the update, and is kept current with information on the project as major tasks are accomplished such as; Advisory Committee meetings, public meetings, etc.
  - Completed a Technical Paper #163, *Road Salt /Sand Application in Rhode Island*. Advisory committee and working group comments were incorporated into the paper. Staff researched what RI and municipal transportation and public works departments currently have as policies and practices. Additionally, a survey of municipal public work directors was included to solicit information and current best practices for the paper. Recommendations from the paper included reduction in sand use, increased sand recovery, phase in of equipment upgrades, etc. The paper will be used in the preliminary draft plan submitted to the technical committee. It can be found at [http://www.planning.ri.gov/documents/LU/TP\\_163.pdf](http://www.planning.ri.gov/documents/LU/TP_163.pdf)
  - Completed an issue brief on the economic value of water quality in RI, as part of the research and findings for the new water quality management Plan. The Brief discusses how important maintaining good water quality is to the recreation, tourism, freshwater fishing, saltwater fishing and seafood, boating, and aquaculture industries in RI along with the importance to State properties.
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.*
  - No activity as the water quality plan has not been completed..
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.*

- No activity.
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.*
    - Ongoing.
  6. *Continue to serve as a member of the RI Rivers Council and provide technical support and planning guidance as appropriate.*
    - Provided assistance to the Rivers Council at regular monthly meetings. Provided planning advice and guidance to assist the Council with the development of the updated water quality management plan, implementation of SGP, 162, *RI Rivers Plan*, and submission of a funding request to the BRWCT.
  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.*
    - Provided mandated attendance at a quarterly meeting of BRWCT and gave technical planning advice in relation to coordination of BRWCT work program activities and ongoing projects of the DOP work program.
  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.*
    - Reviewed draft and formal submissions of comprehensive plans in order to ensure implementation of Land Use 2025, *Water 2030* and the *Non-point Source Management Plan*. Three items were reviewed. Comments related to ensuring that proposed land use activities of the municipal future land use maps considered protective strategies and actions for all water resources.

#### 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.*
  - Developed a timeline, subject topics, Scope of Work and initiated work on a mandated Legislative Task Force. The Task Force was established by the General Assembly in 2013. The Task Force is reviewing technical topics presented to it and will foster recommendations related to wetlands, water resources, and onsite wastewater systems in a final report to be submitted to the Legislature in December of 2014.
  - Updated the timeline via the Division’s website.
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.*

- Assembled a Task Force of 15 volunteers to work closely with the DOP, the Department of Environmental Management, and the Coastal Resources Management Council to gather the best available data and research findings for the final report. The members represent state agencies, the business community, environmental organizations, municipalities, wetland scientists, and OWTS designers and installers. The names and a brief description of the backgrounds and experiences of each Task Force member have been compiled and published for general information and published in a membership profile available at:

[http://www.planning.ri.gov/documents/LU/legtask/Task\\_Force%20Profile\\_21814.pdf](http://www.planning.ri.gov/documents/LU/legtask/Task_Force%20Profile_21814.pdf)

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.*

- Assembled a working group from DEM Water Resources Office and the CRMC Program to assist in performing a literature review on wetlands, onsite wastewater treatment systems. Research has been initiated on other state standards, and scientific findings. Staff coordinated regular monthly meetings of the Working Group including drafting of meeting agendas and discussion topics for the group, and follows up with work assignments for the group members. Research is continuing on the current prevailing practices of other states and new science findings on values and functions of buffers. Staff is also soliciting professional and academic speakers on relevant topics for future Task Force meetings.
- Compiled an inventory of all municipal ordinances and regulations covering wetlands and OWTS with assistance from a political science intern from Roger Williams University. A spreadsheet of all communities with such regulations describing the type of ordinance, and the various provision of the ordinance was created. The spreadsheet has been presented to the Task force for use and municipal feedback on the characterization of the inventory was solicited. The matrix will be included in the final report.

4. *Facilitate discussion in the stakeholder group to evaluate the research and propose recommendations to better coordinate regulations on the state and local level.*

- Facilitated the coordination and organization of monthly meetings of both the working groups and the Task Force. Staff continued to streamline topics and solicit technical experts for presentations to the Task Force. Staff advised each month on the timeline and the next steps needed for drafting a final report. Agenda topics included were an overview of the regulatory platform for wetlands and OWTS including RI State Law, DEM and CRMC agency regulations, an overview of municipal regulations on wetlands and OWTS, the functions and values of wetlands, an overview of OWTS, groundwater science, impacts & nutrients in riparian zones, a summary and discussion of other New England state regulatory requirements for wetland buffers, and a discussion of municipal wetlands review from 2 viewpoints. All meetings and materials presented to the Task Force are posted at <http://www.planning.ri.gov/statewideplanning/land/ltf.php>.

5. *Publish a technical paper summarizing the process and recommendations of stakeholders.*

- No activity as Task Force deliberations have not been completed.

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.*

- Continued to advise the OER and coordinated meetings of the Steering Committee for the Plan update. Advice typically consisted of facilitating the meetings of the advisory committee, the technical topics, and responding to stakeholder feedback in drafting the Plan. Staff also provided technical planning advice to the OER staff and comments on the substantive sections of the draft plan.
  - Assisted the OER with organizing and conducting 3 meetings for 3 implementation stakeholder groups (Thermal, Transportation and Electricity). These groups were used to confirm the draft vision and goals and to create policies for the Plan based on each sector.
  - Assisted the OER in providing an informational presentation on the progress of the update, the results of the scenario modeling done by the consultants, and the Advisory Council feedback to date to the Technical Committee and State Planning Council.
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.*
- No activity as the Energy Plan update has not been completed as of yet.
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.*
- No activity as the Energy Plan update has not been completed as of yet.
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.*
- Provided planning advice and guidance to the OER, the DOA Director's Office, and the URI Energy Center regarding the completion of technical research on the impacts of siting wind turbines, specifically the acoustical effects and potential real estate repercussions. The real estate research was presented in a public workshop held in December for interested stakeholders. Staff attended the workshop in order to assist with questions on the research.
  - Provided technical assistance to OER and assisted with the organization and conduct of the RI Public Energy Partnership Municipal Working Group.
  - Provided ongoing planning advice and guidance to the OER, the DOA Director's Office, and the URI Energy Center regarding the completion of technical research on the acoustic effects of siting wind turbines, specifically on the significance and application of the acoustical impacts research to municipalities. The research will be presented in a public workshop to be scheduled later in 2014.
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.*
- Assisted OER in working with the National Association of Regional Councils on developing and conducting an educational solar power workshop in RI and assisted with the Zero-Emission Vehicles, Fuel Cells and Hydrogen Policy Forum, Industry Briefing, and Technology

Showcase held in Providence, RI.

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.*
  - Reviewed draft and formal submissions of comprehensive plans in order to ensure implementation of *RI Energy 2002*. Three items were reviewed. Staff provided comments to the Consistency Review Unit related to ensuring that proposed land use activities of the future land use maps will be supported and municipalities have considered incorporating energy and renewable resource planning principals.

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 (SWMP). 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.*
  - Provided technical planning support to the RRC and DEM to revise the existing Plan. Staff worked with RRC and DEM to finalize an outline for the Plan, an overarching vision statement and objectives. Staff worked with RRC on organizing and facilitating bi-monthly Advisory Committee meetings and provided technical planning advice as they presented draft sections of the Plan. Created an informational page on the website for the SWMP, and kept it current with information on the project as major tasks were accomplished such as; Advisory Committee meetings, public meetings, available draft sections of the Plan, etc.
  - Organized monthly meetings of the Working Group, made up of staff from SPP, DEM and RRC. Staff also led the Group in devising a strategy for community engagement. Four public forums were held in November, followed by several topical discussions on specific issues such as food waste, waste-to-energy, the future of the Central Landfill, etc. Staff finalized dates and times for the upcoming public forums, reserved meeting venues, and developed an advertising flyer.
  - Organized two tours of the Central Landfill for SPP and DEM staff, and for members of the RI APA Chapter. The tour for RI APA was followed by a discussion where municipal planner's input on the solid waste issues most important to them, and what assistance they need in addressing solid waste in their community comprehensive plans was solicited.
  - An online and paper survey on solid waste issues was distributed. The survey assessed public knowledge on issues related to recycling, composting, and the future of the central land fill. Staff summarized the issues and concerns expressed in the survey and presented the findings to the Advisory Committee.
  - Continued working with RRC, DEM, and the Advisory Committee to talk about the Solid Waste Management Plan with other stakeholders in other venues throughout the state. RRC, DEM, and staff presented at; a FilmNewport screening of a documentary on trash, and meetings of the RI Green Building Council, the League of Cities and Towns, and RI Society of Environmental Professionals.
  - Assisted RRC staff in organizing and preparing informational materials for discussion with the RRC board, the Technical Committee, State Planning Council, and the RI League of Cities and

Towns.

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.*
  - No Activity as the solid waste management plan has not yet been completed.
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.*
  - Met with RRC to discuss what requirements for the community plan guidance manual regarding solid waste are needed. Staff reviewed a draft of a solid waste segment for the manual. Because the Plan has not yet been completed Staff will advise if the final SWMP differs from the draft, and advise if the manual will need to be revised.
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.*
  - Reviewed draft and formal submissions of comprehensive plans in order to ensure implementation of the *RI Solid Waste Management Plan*. Comments to the Consistency Review Unit generally relate to ensuring that the plans have addressed the most recent recycling and diversion rates in the municipality and provided strategies to increase those rates. See final results in task number 4005.
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.*
  - Represented the Department of Administration as an alternate to the Rhode Island Resource Recovery Corporation's Board of Commissioners.

#### 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.*
  - This task is considered within submissions received for review. Planning technical advice is made to Consistency Review Unit for implementation of *Land Use 2025*. There were 45 various items reviewed this year. See Task 4440 for final results. .
2. *Participate on other regional and state boards and committees to fulfill legislative mandates and to provide a statewide planning perspective. Provide technical planning advice and coordination to other agencies' land use planning related activities. Examples include 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.*

- Attended the KeepSpace Advisory Committee meetings of RI Housing. Staff worked to ensure the work of the RhodeMap RI growth centers committee was presented to the Committee.
  - Served on the Advisory Committee for the Woonsocket Choice Neighborhoods grant from HUD, and attended 3 project meetings. Staff served as a link between this HUD grant and RhodeMap RI to make sure strategies are aligned.
  - Fulfilled legislative mandates to attend and to provide a statewide planning perspective at monthly meetings of State Conservation Commission. Provided input on implementation of the urban services boundary and village/growth center concepts of *Land Use 2025* for the Commission's land use planning related activities. Provided information on the Energy State Guide Plan update and renewable energy siting guidelines.
  - Fulfilled legislative mandates to attend and to provide a statewide planning perspective at bi-monthly meetings of RI Resource Conservation and Development Council (RIRC&D). Provided input on implementation of the urban services boundary and village/growth center concepts of Land Use 2025 and other elements of the State Guide Plan related to land use and natural resources. Helped to plan the 2013 NE RC & D chapter meeting. Staff also provided planning advice on a RC&D GeoLab geotourism business incubator project.
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.*
- Continued daily scanning of local, regional, state and national news and transmitted pertinent headlines of interest internally to Land Use Unit staff for their information and use with their work program tasks.
  - Created and continue to manage the public list-serve for municipal planners. Discussions on the list-serve have been growing slowly. Topics shared and discussed have included information on conferences, other professional activities, technical assistance, grant opportunities, RFPs, and job openings. Staff is working with the new RIAPA leadership in finding ways to encourage members to use the site for interactive conversations and information sharing.
  - Completed 604 of 611 total requests for technical assistance and other related land use planning activities.
  - Provided technical planning advice and background information to the Environmental Protection Agency Narragansett Lab on the history of environmental governance and land use regulations in the State. A legislative history was compiled and sent to EPA for their use in prioritizing EPA work and research programs to address how sprawl is affecting Narragansett Bay.
  - Responded to a national survey conducted by the American Planning Association Regional /Intergovernmental Planning Division regarding the status of regional planning within the State and the role of the Division of Planning.
  - Advised Central Falls Housing staff on initiating a composting pilot project similar to the program in Providence, including the possibility of the pilot program being featured as a case study in the Solid Waste Management 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.*
  - Organized in partnership with the RI APA Chapter, RI Housing, and the Growth Centers Sub-Committee, a field trip and discussion at Sandywoods Farm in Tiverton. The group discussed with the developer and Town planner how the project came to be, how they overcame barriers, and how they harmonized the various uses on the site.
  - Worked with the RI APA and hosted a discussion of the redesign of Kennedy Plaza in downtown Providence.
  - Attended a workshop in September on planning for sustainable food systems, hosted by the Rhode Island Foundation.
  - Attended the annual Southern New England APA conference in Worcester, MA in October. Staff learned of new data, trends, innovations, and implementation techniques, and worked on building relationships with other planners in the region.
  - Attended the 1<sup>st</sup> Annual RI Composting Conference and the annual conference of the RI League of Cities and Towns.
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.*
  - Assisted Grow Smart RI in coordinating and conducting training for 2 workshops for municipal officials. Planning advice was offered on “*Conducting Effective Land Use Reviews*” to 4 communities; Central Falls, Cumberland, Tiverton, and Little Compton.
  - Assisted Grow Smart RI in strategic planning for the Land Use Training Collaborative program, Guidance was provided on content for future workshops on design guidelines and standards, development plan review, and a survey was conducted of communities for needs for new or continued land use related training.

### **C. 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. *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.*
  - The program has tracked all expenses and submitted drawdowns on a quarterly basis. The budget amendment submitted to HUD on August 29, 2013 was approved in late October 2013. This amendment did not change the amount of the grant, but reorganizes the internal project budget to match how the consulting contract is organized.
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.*
  - Ongoing.
  - Grant staff and the HW team worked with the Kirwan Institute at Ohio State University on Opportunity Mapping for the RhodeMap project. The team has received a series of final maps from Kirwan, and is working with them to get a final report, metadata, etc.
3. *Manage consultant team activities and the planning process accordingly to ensure the on time delivery of high quality grant products.*
  - The program has managed the consultant team activities and the planning process to ensure the delivery of high quality grant products. The program continues to work with the consultant team to ensure the integration of all tasks into the full plan development process.
  - A series of minor revisions to the Consultants team scope of work relative to economic development tasks was also processed and approved.

### 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.*
  - Program staff handled all logistics for the Consortium and subcommittee meetings in conjunction with the consultant team. This includes the Housing, Economic Development and Growth Centers committees, the Social Equity Advisory Committee, Data and Performance Measures Committee, Technical Assistance and Capacity Building Committee and the Opportunity Mapping Working Group
2. *Track work and progress of the Consortium, its subcommittees and other partners. Communicate formal recommendations amongst subcommittees and the Consortium.*
  - Ongoing.
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.*

- The Consortium has been provided with access to HUD's list serve and the Sustainable Communities Learning Network Website.

#### 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).*
  - Creation of the new housing plan is well underway. Data gathering is nearly complete, and working outlines have been established. The plan is being written with four parts: Part I- Where are we, where are we going? (Background, data analysis, existing conditions, etc.); Part II-What have we heard? (summary of major themes from public engagement); Part III-Policy Drivers (analysis of major issues and their implications on what the state should do); Part IV- Where do we want to be in 20 years? (discussion of Goals, Policies, Strategies, and implementation).
  - Deliverables reviewed for the housing Plan included the plan outline, vision, goals, principles, and strategies, as well as portions of Parts I and III of the plan narrative.
  - The Program staffed meetings with the topical committees to approve the outlines for each plan and review initial goals, policies, and strategies and plan narratives.
  - Grant staff and the consultant team had one-on-one conversations with each of the six entitlement communities in Rhode Island about signing on to a Regional Analysis of Impediments to Fair Housing (Regional AI). The Program received verbal agreements from all six communities and will be working to sign memorandums of understanding with each. Staff have also worked with each community to get their latest AI's and backup materials to our consultant team, and will continue working with them to get updates on any corrective actions they have taken since their AIs were last submitted.
2. *Manage housing plan development over the course of this FFY. Finalization and adoption of the Plan is expected to occur in mid FFY14.*
  - Ongoing.

#### 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).*
  - Creation of the new economic development plan is well underway. Data gathering is nearly complete, and working outlines have been established. The plan is being written with four parts: Part I-Where are we, where are we going? (Background, data analysis, existing conditions, etc.); Part II-What have we heard? (summary of major themes from public engagement); Part III-Policy Drivers (analysis of major issues and their implications on what the state should do); Part IV-Where do we want to be in 20 years? (discussion of Goals, Policies, Strategies, and implementation).
  - Deliverables reviewed for the Economic Development Plan included the plan outline, vision, goals, principles, and strategies, as well as portions of Parts I and III of the plan narrative.

- The Program staffed meetings with the topical committees to approve the outlines for each plan and review initial goals, policies, and strategies and plan narratives. The program also participated in the Economic Intersections workshops held by the Rhode Island Foundation and the RI Commerce Corporation, a consortium member, to inform the plan development.
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.*
- Ongoing.

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.*
- It is now anticipated that this task will begin in the 1st quarter of FFY15.
2. *Although the consultant team began work in Spring 2013, the drafting of the integrated implementation program needs 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.*
- The writing of implementation reports for the existing Land Use, Transportation and Water elements began in the 2<sup>nd</sup> quarter of FFY14. Program staff anticipates the implementation reports will be complete early in the 1st quarter of FFY15.

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.*
- Green infrastructure, social, cultural, and economic resource maps have been developed for the for the state.
  - Four rounds of growth centers workshops were held throughout the state. The purpose of the final round of workshops was to bring together the maps and analyses developed over the first three rounds of meetings to provide a comprehensive look at logical strategies for conservation and development across the state.
  - The deliverables serve as a “tool box” designed to support each community in its planning efforts, as well as supporting implementation of the current state guide plan, LandUse 2025. The workshops allowed us to present the mapping tools and provide an opportunity for review and comment. Then we presented the typology of growth centers, using the results of November's Growth Centers Game to illustrate how centers of various types already form the backbone of social, cultural and economic activity across rural, suburban and urban Rhode Island.
  - Finally, we facilitated discussion on key policy questions surrounding growth centers: How should they be designated? What are appropriate standards for density, design, mix of uses, housing and sustainability? How should statewide resources be targeted in support of growth center revitalization and 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.*

- The program continues to manage the growth center mapping over the course of FFY14. Finalization of mapping is now anticipated to occur in the 4<sup>th</sup> quarter of FFY14.

#### 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.*

- This task is underway with the development of capacity building workshops and trainings for the Social Equity Advisory Committee and the Consortium. Both groups participated in training sessions on the relationship among land use, equity, and race and on the use of “meeting in a box”, a tool for expanding community engagement through the RhodeMap RI project.
- At the end of March, grant staff and the HW team convened the first meetings of the Technical Assistance & Capacity Building Committee. This committee will assist in helping the Project to use our TACB budget as efficiently as possible in developing tools and helping stakeholders be more involved in future planning process and implement the plan strategies.

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.*

- See task 3045 below.

#### 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.*

- The SEAC was formally established and met on a monthly basis.
- SEAC members receiving stipends received their first payments in December 2013 and will receive their next payments during the 4<sup>th</sup> quarter of FFY14.
- Social Equity Advisory Committee meetings have focused on establishing guiding principles and reviewing all the grant deliverables to date, with an emphasis on ensuring the vision, goals, policies, and strategies are equitable and address concerns the committee has raised in the past.
- Grant staff and the HW team also worked with MAPC in Boston, a HUD Technical Assistance provider, to develop a curriculum for I-LEAD specific to Rhode Island. The training was held in January and was open to all SEAC and consortium members. The curriculum included the history of inequity in Rhode Island and current equity statistics, a discussion of what equity means, some real-world examples of projects and processes in Rhode Island that could be more inclusive, and a brief tutorial on how the planning process works in Rhode Island and how to be more engaged in it

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

- It is anticipated that this task will begin in the 2<sup>nd</sup> quarter of FFY14.

- The SEAC developed guiding principles for the Consortium, Committees and State Planning Council to consider when reviewing the plans under development.

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.*
  - A robust public participation strategy has been developed including but not limited to: press outreach, Mindmixer, Facebook, Twitter, and public forums as well as the RhodeMapRI.org website.
  - Program staff have now maintaining a presence for the project on Mindmixer, Facebook and Twitter. Program staff continues to outreach to the press and provide updates to the project website through blog posts and other updates on the project.
  - Grant staff and the HW team executed a round of six open houses around the state in early May. This provided an opportunity to share with and get feedback from the public on the draft plan goals, policies, and strategies and to roll out the Growth Centers visualization tool that Place Matters has developed through free technical assistance. The survey tool developed for these open houses was also posted on line.
2. *Manage the public outreach, participation and communications strategy throughout the entire planning process.*
  - The program continues to manage the public participation strategy and its evolution throughout the project.

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.*
  - At the end of March, grant staff and the HW team convened the first meetings of the Performance Measures Committee. This Committee will be helping set measures for each of the plans, and also help determine where those measures will "live" and the best way to report on them publicly.
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).*
  - The baseline performance measures were reported to HUD as required. Due to changes in the biannual report format, these baseline measures no longer have to be updated to HUD every six months.
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.*
  - Ongoing.

## **D. 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 were reviewed during this fiscal year. In addition, although three comprehensive plan amendments were initially submitted, two were withdrawn at the request of the town and the third was combined with the review of the municipal comprehensive plan which had been previously submitted. Staff identified a number of issues that needed to be addressed prior to issuing a State certification of approval. Issues included:
    - a. Ensuring the comprehensive plan is consistent with the community's water supply system management plan, as stipulated in Rhode Island General Law (RIGL) § 46-15.3-5.1, Public Drinking Water Supply System Protection;
    - b. Ensuring the community's affordable housing strategies are adequate to meet future needs;
    - c. Resolving conflicts between existing zoning and Special Area Management Plans as adopted by the Coastal Resources Management Council;
    - d. Ensuring mapping meets general cartographic standards, is free from errors or omissions, and is adequate, uniform, and valid; and
    - e. Including a schedule (timeframe) for each action found in the Implementation Program.

Staff provided suggested remedies for all identified issues and all of the municipalities completed revisions in response to staff comments and received State approval.

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 eight municipalities with a total of 11 individual submissions of draft materials during this fiscal year. Nine of the 11 submittals related to full updates of the comprehensive plans while the other two related to comprehensive plan amendments. In addition to written comments, staff met with representatives from several municipalities for direct discussion and questioning concerning comprehensive plan updates. Although the assistance was customized to the needs of each community, certain problems tended to be common to multiple plans. These included:
    - a. Using standardized definitions of goals, policies, and implementation actions;
    - b. Providing inventories and needs assessments that capture the community's current conditions, existing needs, and future demands;
    - c. Addressing issues of solid waste management in order to be consistent with the State's Solid Waste Management Plan;

- d. Ensuring the housing component of the plan adequately addresses the full range of housing needs;
  - e. Ensuring mapping meets general cartographic standards, is free from errors or omissions, and is adequate, uniform and valid; and
  - f. Ensuring that the Implementation Program includes detail timeframes and responsible parties.
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. *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.*
- Relevant State agencies were solicited for comments for all comprehensive plan and comprehensive plan amendment reviews. In addition, relevant agencies were asked to review and comment on final drafts of comprehensive plans and amendments. All agencies providing comments were copied on final correspondence to the municipality.

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.*
- Staff consulted with topical experts in both the public and private sectors for guidance and best practices on all subjects covered by the manual. Topics covered energy, natural hazards, agriculture, transportation, housing, recreation, natural resources, economic development, historic and cultural resources, and various services and facilities provided by local government. In addition, a chapter on land use was initiated. Draft chapters were produced for each topic.
  - All draft chapters listed above were completed and reviewed internally. Completed draft chapters are scheduled to be reviewed by the Comprehensive Planning Advisory Committee. The entire draft document was checked for inconsistencies, missing data references and other missing information, and all corrections were made as necessary. Some appendices, including a quick guide/checklist of the comprehensive plan requirements, a flow chart of the State review process were drafted and a glossary, were completed.
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.*
- This task cannot be completed until the Comprehensive Planning Guidance Manual is adopted by the State Planning Council, which is anticipated for the first quarter of FY15.

### 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.*
  - Four State Guide Plan Elements identified by staff as probable candidates for immediate repeal. Staff contacted representatives of State and Federal agencies for their input on the possible repeal and determined that there were no objections.
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.*
  - A report with numerous recommendations is in the process of being drafted. The report will be presented to the State Planning Council following internal review.
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.*
  - Little progress was made on this task during this fiscal year. Although staff from the Division and from RIHPHC maintained contact, scheduling work sessions proved difficult given the workload of both agencies. However, Division staff did complete a literature review of other State's historic preservation plans and initiated contact with other agencies such as the State Council on the Arts and the Narragansett Tribe for their possible collaboration on the Plan.
4. *Update the State Guide Plan Overview as necessary and maintain on the Division of Planning's website*
  - The State Guide Plan Overview was updated to include the Rhode Island State Rail Plan and the Rhode Island Airport System Plan. These elements will soon be available on the MPO'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.*
  - The technical assistance tracking 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 600 requests for technical assistance this fiscal year. The main themes included requests for planning information, grant assistance, and data requests. In addition, staff received requests for

interpretation of State statutes, information about best planning practices, attendance and participation in meetings on various topics, and assistance with municipal public engagement efforts.

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.*
  - Opportunities for financial assistance were quite limited this year. One opportunity for Federal financial assistance was identified and sent to municipal planners via email. In addition, approximately \$79,000 in unclaimed financial assistance available for the development of comprehensive plans was discovered. The five municipalities and Narragansett Tribe that were eligible for these unclaimed funds were notified.

#### 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 160 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.*
  - A summary of the 2013 legislation affecting state, regional and local planning was drafted and disseminated to local planners in September 2013. Also, a presentation of the important legislative accomplishments was given to the State Planning Council.
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.*
  - One court decision was identified that potentially affects land use and planning – Love’s Travel Stop v. Town of Hopkinton. Staff examined the implications of the case and is in the process of drafting a guidance memo to municipal planners and the planning community.

#### 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.*
  - There were no applications for review during this fiscal year.

### 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.*
  - Sixteen proposals affecting state-owned/managed properties were reviewed during this fiscal year. All proposed transactions (conveyances) were found to be consistent with the State Guide Plan and none of the proposals would significantly affect the preservation of open space values. Although staff had no objections to any of the proposed transactions, in several instances staff recommended that the conveyances be considered for affordable housing prior to its being approved for other uses. In addition, staff identified opportunities where portions of a parcel of land could serve to absorb pollutants from stormwater runoff and to provide visual aesthetics to a site.
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 nine times during this fiscal year. The Division was represented at all meetings and provided review and comment on 40 individual 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. While many staff recommendations related to limiting impervious surface or new permanent structures and/or retaining a buffer area to control for runoff and absorb pollutants, three proposals had additional concerns. One was to deny a request so as to preserve the integrity of the potential future use of a rail corridor, a second was to deny a request in order to preserve an existing roadway so as to ensure that emergency access could be maintained, and the third was a request that the proposed project be redesigned, whereby the access points would be moved to reduce potential conflicts from attempted turning movements', both ingress and egress, and to allow for the further deceleration of vehicles exiting the adjoining expressway.

### 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 40 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. For example, one project required coordination with the Rhode Island Department of Environmental Management's Onsite Wastewater Treatment System Program. In another instance, staff determined that the project site was listed on the National Register of Historic Places and required careful review and coordination with the RI Historic Preservation and Heritage Commission.
  - Nine applications requested review for HUD Preferred Sustainability Status bonus points. All nine 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 the 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 2014 and again in June 2014. The list remains posted to the Division's website.

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.*
  - A total of four projects were reviewed this fiscal year. Three of the projects were located at the Quonset Business Park in North Kingstown and one was located on former Navy land (Melville) in Portsmouth. Although all of the projects were found to be consistent with the State Guide Plan, one project involved the construction of a processing facility that would be considered a Major Water User. In this instance, the project was found to be consistent with all applicable elements of the State Guide Plan *provided* that water conservation and recycling is incorporated into the building and grounds design, processing facility, and processing methods to the maximum extent feasible. In addition, it was recommended that opportunities for use of non-potable water should be explored.

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.*
  - Two 2009 Planning Challenge Grant recipients, East Greenwich and Warwick, closed out their grants during this fiscal year. Support of the three remaining 2009 Planning Challenge Grant recipients continue, including review of quarterly reports and reimbursement requests.
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.*
  - Support of the 2012 Planning Challenge Grant recipients continued this fiscal year. All of the grant recipients required extensions to their cooperative agreements, which were executed. Over \$289,000 worth of local match services have been complete and over \$685,000 in grant funds have been expended. During this time period, three grants were closed and paid in full.
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).*
  - An extension to the Cooperative Agreement with Grow Smart RI was executed, revising the organization's scope of work, extending the grant duration, and allocating additional funding.
4. *Monitor grant recipient project progress through quarterly reporting and reimburse funding to grant recipients as necessary through processing of reimbursement requests.*
  - Staff continues to monitor project progress by reviewing quarterly reports and communicating with grantees. Reimbursement requests continue to be reviewed and submitted for payment in a timely manner, typically within 3 business days of receipt.

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.*
  - Staff continues to monitor EDA for announcements or changes affecting CEDS. None were found this fiscal year.
2. *Conduct an annual CEDS project solicitation and provide technical support and assistance in the preparation of CEDS applications.*
  - After consultation with representatives of EDA, the Division concluded that conducting an “annual CEDS project solicitation” would not be the best use of agency resources and would not be of particular value to EDA which has switched to a quarterly application cycle. However, the Division continued to provide technical support and assistance to potential EDA applicants. In this vein, staff provided assistance to two potential applicants during this fiscal year. Assistance included reviewing a draft proposal and identifying areas that would not be eligible for EDA funding, providing information on EDA funding priorities, and offering comments concerning the organization and presentation of material in order to enhance the application’s competitiveness.
3. *Score and rank CEDS project applications received during the annual solicitation or during EDA's quarterly funding cycles.*
  - After consultation with representatives of EDA, the Division concluded that “scoring and ranking” of applications would not be the best use of agency resources and would not be of particular value to EDA. In lieu of scoring and ranking of applications, the Division concentrated on providing technical assistance to potential applicants.

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.*
  - This task is accomplished primarily 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 (see Task 3 below).
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.*
  - Participated in the monthly meetings of the Agricultural Lands Preservation Commission. Staff 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 the SCORP.*
  - The major initiative for this task in FY 2014 was the scoring of seventy-five applications and selection of grant awardees for municipal recreational land acquisition and development projects. Staff reviewed and scored projects based on factors including the project's relationship to need and demand, the number and types of recreational 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 major 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.

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.
  - Staff prepared a draft set of rules for the Council's consideration. The draft revisions 1) added a new rule to cover the Comprehensive Plan Review Process; 2) reflected an accumulation of changes to State law and/or Federal regulations; 3) reflected changes to agency organization and standards; and 4) eliminated unnecessary or outdated rules. The Division engaged the Department's Legal Office and the Office of Regulatory Review to ensure the revised rules meet all current State standards and that proper procedures are followed in the adoption process. The Division provided notice in both English and Spanish of two scheduled public hearings. Comments were solicited both through the Division's website and at the hearings. Public comments were received by the Division and as a result, staff proposed several changes for State Planning Council action. Final approval of the rules and their filing with the Office of the Secretary of State was completed by the third quarter.

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.*
  - The current State enabling legislation for Planning Boards and Zoning Boards was reviewed and recommendations were developed as to how development review boards could fit into the existing land use planning structure. A full draft of revised language was compiled. Based on the recommendations received from local planners (discussed under task 2, below) staff reviewed the enabling legislation again and identified language that would need to be revised to accommodate the new concept.
2. *Engage a group of interested stakeholders, including municipal planners, to discuss the options for development review board enabling legislation.*
  - Staff held a meeting with over 25 municipal planners to discuss the proposal. A large amount of feedback was gathered as a result of the meeting. Based on feedback received, another meeting will need to be held with local planners, most likely in FY 15.
3. *Draft enabling legislation for development review boards, including requirements for membership, specific powers and duties, and administrative procedures.*
  - A full draft of the enabling legislation was completed, including requirements for membership, specific powers and duties, and administrative procedures. Given the feedback received at the meeting described under #2, staff initiated a revised draft of enabling legislation

4. *Review draft enabling legislation with interested stakeholders including state-level policy and legal staff and revise as necessary.*
  - Given the feedback received during the meeting described under #2, above, review of the draft enabling legislation with state-level policy and legal staff was not held. Given the projected time line for the above tasks, it is likely that this task will not occur until FY 15.
5. *Coordinate bill introduction with the Governor's Office and General Assembly.*
  - Given the feedback received during the meeting described under #2, above, coordination with the Governor's Office is now not planned to occur until FY 15. Bill introduction will also be postponed until the next fiscal year.

## **E. Planning Information and Resource Initiatives**

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

### RIGIS Executive Committee Support - Task 5005 (medium)

1. *Support the Executive Committee in leading the RIGIS effort as mandated by RIGL 42-11-10. Undertake routine administrative tasks associated with the Executive Committee's quarterly meetings. (GIS1)*
  - Installed a new Chair. Admitted two new members by unanimous member vote, and approval by the State Planning Council. Created a new municipal boundary task force with RI surveyor (RISPLS) representation with the goal of creating an inventory of municipal boundary monumentation to improve the accuracy of municipal boundaries in GIS.

### 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. (GIS2)*
  - Completed a one year Esri Enterprise Advantage Program (EEAP ) engagement with Esri where they held a planning session to help the state Enterprise GIS team determine how to best allocate EEAP funding. Developed a shared database configuration and workflow. Set up the new ArcGIS Online portal (RIState) for the Enterprise GIS team. Worked with the Enterprise GIS team to develop a mobile Building Inspections application for RIEMA and the State Building Commissioner, and held on-site and online training for approximately 50 State of Rhode Island staff.
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. (GIS4)*
  - With USGS liaison assistance, coordinated obtaining RI funds to increase the project area of the US Department of Homeland Security (DHS) 133 Cities orthophotography project for the

Providence metro area to cover the whole state of Rhode Island in Spring 2014. Worked with RIEMA and URI to develop the program for a one-day forum on Emergency Management use of GIS in Rhode Island the goal of which is to identify geospatial priorities for RIEMA, and to put a contract in place between RIEMA and URI for state university support in emergencies.

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. (GIS4)*
  - Developed a working relationship with the Chief Digital Officer (CDO) in RIODE where geospatial activities and resources from all state agencies are now being considered in discussions and planning for current and future Information Technology (IT) initiatives. Examples include GIS requirements for the new state e-Permitting application, the Code for America engagement focusing on improving education opportunities through the use of technology, and the map-related components of the state's website (ri.gov).

#### 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. (GIS5)*
  - Completed map templates for the vast majority of RI municipalities. Developed layer files for the most complex comprehensive plan map (land use / land cover). Delivered these templates and layer file to either municipal GIS staff or municipal GIS consulting firm staff in a format compatible with their current software version.
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. (GIS5, GIS7)*
  - Worked with the following towns to improve their use of GIS technology to support municipal government needs: Jamestown, Providence, Warwick, Little Compton, Cumberland, Johnston, Exeter, Newport and North Providence. As part of Planning Challenge Grant proposals from Exeter and Johnston, reviewed GIS deliverables to ensure conformance to RIGIS distribution requirements.

#### 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)*
  - Continued to work in a liaison role with our agency's landuse planner, RIDEM, USGS and PhotoScience to perform the RIDEM-managed Landuse/Landcover Map Update project. Statewide impervious surface and landuse/landcover areas were updated using 2011 LiDAR

and orthophotography. This information will be used in upcoming years to identify developed areas in RI.

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)*
  - With the assistance of an unpaid summer intern from Tufts University, developed a form letter to be delivered to GIS contacts in each RI municipality. Without further intern assistance, and funding to effectively coordinate a statewide data gathering effort, no further progress was made this fiscal year. Reviewed a draft proposal from RIEMA to request unallocated grant funds be used towards the development of a statewide parcel dataset linked to municipal assessor databases. If awarded, this work would be performed in FY'15.
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)*
  - Added the results of the Broadband Rhode Island (BBRI) statewide broadband adoption rate mapping program to the RIGIS database. Added contour lines, a hillshade raster surface, impervious surfaces, and landuse/landcover to the RIGIS database derived from the Spring 2011 statewide LiDAR dataset. Added Hurricane Sandy Storm Surge Elevation points, Statewide Worst Case Hurricane Surge Inundation Areas, Statewide Flood Hazard Areas (FEMA) and Hurricane Evacuation Areas (USACE) to the RIGIS database.
4. *Update the existing statewide RIGIS Parcel Standard to follow adopted and emerging Federal standards and regional best practices. (G3S1, G3S2)*
  - Work performed on this task is on-hold pending a project need for a revised RIGIS Parcel Standard. See task 5020.2.
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.*
  - With the assistance of an unpaid intern from URI, completed and delivered a State Property dataset to RIDOA, Facilities Division that includes all State buildings that their division maintains. Facilities Management has not yet purchased a license of VueWorks (Workorder Management System software), the supporting agency of which is RIDOT. The new state e-Permitting application to be built in FY'15 may require a complete State Property dataset thus providing another business driver for the completion of this dataset and a workflow to keep it up-to-date.

#### 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)*

- Completed the process to realign URI-EDC RIGIS contracts with the State's fiscal year. Since previous contracts were aligned to calendar years, we were forced to break fiscal year funding into 6-month pieces.
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)*
    - With RIGIS Data Distribution Working Group assistance and URI-EDC oversight, a plan was developed for the RIGIS website redesign. Due to competing priorities, this work will be performed in FY'15. It was decided to use the new bRidge.jobs website run by the RI Student Loan Association (RISLA) as the method of choice to announce and find GIS-related internships.
  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)*
    - Met with The Providence Plan (ProvPlan) and Broadband RI (BBRI) on how to customize ProvPlan's Community Profiles online application to incorporate broadband infrastructure data developed as part of the FCC's national Broadband Mapping Initiative. Held many discussions with representatives from the Town of Little Compton on how to budget for developing GIS capacity within town government.
  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.*
    - Continued efforts are on-hold pending completion of other priorities and funding appropriations by the RI State Archives in the Secretary of State's office.

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. (GIS4)*
  - Created proof-of-concept online maps for land development density. Future analysis will be performed next fiscal year to assist with landuse planning.
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.*
  - No activity this fiscal year due to competing priorities for the RIWRB.

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. (GIS5, G5S3)*
  - Continued to announce local and regional GIS related events, seminars and meetings by several social media methods. Sent roughly 100 emails to the RIGIS-L listserv, made 10 blog entries, tweeted from geospatial conferences for those who couldn't attend, and made roughly 100 new LinkedIn connections.
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. (GIS4, G5S2, G5S4)*
  - Attended two RISPLS meetings and gave an update on the development and RIGIS distribution of elevation and orthophotography. Kept in touch with RIFMA and RIGEA liaisons and submitted correspondence on items in common between RIGIS and their organizations.
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.*
  - Met with the Connecticut and Massachusetts GIS coordinators quarterly. Discussion topics included statewide addressing, statewide land parcel development, emergency management, utility company relations, enterprise GIS development status, and state GIS organizational structures. Was invited by Connecticut, and gave a presentation on RIGIS at their annual state GIS Day event.
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. (GIS4)*
  - RIGIS staff on the NEARC, NEURISA and NSGIC Board of Directors. Attended NEARC, NSGIC and URISA annual conferences to represent RI and gave presentations at each. Leveraged new contacts and their experience to determine how to approach many GIS initiatives in RI including Sea Level Rise analysis, statewide parcel mapping and site address point maintenance.
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. (GIS3)*
  - Provided a liaison role between the USGS, RIDEM and URI-EDC to facilitate discussions on whether RI should join the USGS National Hydrography Dataset (NHD) stewardship program. After much discussion, it was decided that RIDEM would become a steward with data conversion assistance from URI-EDC staff. Gave a presentation at the NSGIC Annual Conference's Coastal Caucus on the use of NOAA's Digital Coast informational resource by environmental stakeholders in Rhode Island including CRMC, Save the Bay, the URI Coastal Institute, The Nature Conservancy and the USDA-NRCS

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.*
  - Ongoing operations took place as lead agency of the RI State Data Center, including communicating regularly with the Data Users Branch on any new data products and initiatives the Bureau was trying to undertake, as well as general SDC related questions and concerns. One data initiative and new product was the release of Census Explorer, an interactive mapping tool. The tool gives users easier access to neighborhood level statistics. The mapping tool uses updated statistics from the 2008-2012 American Community Survey (ACS).
  - Another data initiative came by way of a mobile app, called dwellr. The app allows easy access to key demographic, socio-economic and housing statistics for cities and towns using American Community Survey estimates.
  - Staff attended the 1<sup>st</sup> virtual Annual Training Conference for 3 afternoons in April, as the regular in person conference normally held every October at The Census Bureau Headquarters was cancelled due to the federal work stoppage. Presentations ranged from how to map constituents for redistricting to how to access ACS PUMS data to new employment data and data available on the census FTP site.
  - Staff also attended the 2014 Spring meeting of the Federal-State Cooperative for Population Estimates (FSCPE) in Boston, 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.
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.*
  - Staff distributed the annual survey of occupied bed counts to hospitals, nursing homes, colleges and prisons 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 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.*
  - Requested births and deaths statistics by state and county, by race, from the Department of Health and uploaded the data in spreadsheet form to the Population Estimates Division of the Census Bureau for use in creating the annual intercensal population estimates. Subsequently, staff reviewed embargoed draft population estimates for any surprising, or erroneous figures, of which none were found.
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.*
  - The U.S.Census Bureau suspended the Boundary and Annexation Survey (BAS) in fiscal year (FY) 2014 due to resource allocation decisions.

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 the 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 the final report to the Customer Liaison and Marketing Services Office of the U.S. Census.
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.*
  - An initial focus was placed on recruiting regional planning entities, and large Chambers of Commerce to be included in the State Data Center Network. As such, invitation letters to apply for SDC affiliate membership were sent out to the Aquidneck Island Planning Commission, the Washington County Planning Regional Planning Council, the Newport County Chamber of Commerce, and The Providence Plan (ProvPlan).
  - The recruitment effort resulted in the addition of two new members, The Providence Plan, and the Aquidneck Island Planning Commission. The inclusion of these two new member organizations will help further disseminate census data and educate those seeking and utilizing census data for use in transportation planning, economic development planning and/or policy research. The “value added” data products that the Providence Plan produces using decennial and American Community Survey estimates will benefit all data users in the state, including the planning efforts within the Division of Planning.

Census Data Analysis - Task 5045 (high)

1. *Continue to monitor and report on the Sustainable Communities Initiative baseline performance measures as required by HUD.*
  - Since this work program was written, HUD has decided that Sustainable Communities grantees no longer need to report on what they called their "Flagship Indicators" and associated performance measures. Consequently, staff has not done any further work on this task.
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.*
  - After Meeting with RI Housing partners to discuss CHAS data needs, staff developed a draft layout for the tabulations by municipality and circulated it for review by internal and RI Housing staff. Staff also downloaded hundreds of CHAS data estimates for Rhode Island municipalities and then identified which estimates would be required by the agreed upon tabulation layout.
  - Staff then reviewed other HUD-based online CHAS data tools, but it was still determined that there needed to be a standalone, separate source of CHAS data in Rhode Island that municipalities could more easily utilize that is tailored towards their Comprehensive Planning needs, and which also educates them on the proper use of the CHAS data given the large margins of errors (MOE) associated with the downloaded data mentioned above.

- An Excel template was subsequently developed that automatically populated a sheet for each municipality that pulled from the downloaded data mentioned above. Staff then reviewed and flagged those estimates with large MOE's, and performed quality assurance on the municipal data sheets.
  - Finally a dedicated webpage was created on the Division of Planning website for cities and towns to utilize as a resource in fulfilling their comprehensive planning requirements.
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.*
- Staff attended a one-day training workshop in Boston hosted by AASHTO that demonstrated the software that will provide the basis for this technical paper.
  - This project will move forward for completion in the FY2015 Work Program.
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).*
- Staff completed approximately 8 Census data bulletins over the course of the year. Each bulletin explores data from the U.S. Census or other sources on a particular theme and utilizes data visualizations. The Bulletins include basic findings about Rhode Island and its cities and towns, suggest the utility of particular datasets to planners, and provide further resources for exploration.
  - Some of the topics covered in the fiscal year included where to find and how to best use ACS estimates (Where to Find the Numbers You Need: Census and ACS), a look at state and local population estimates, language spoken at home, the growing Hispanic population in RI (Latinos in Rhode Island), and the planning implications of this growing population.
  - In December 2013, the U.S. Census Bureau released the 2010-2012 3-year American Community Survey dataset. With this dataset, we finally had two like 3-year datasets to compare for Rhode Island: 2007-2009 and 2010-2012. Using these comparable datasets, a bulletin was produced R.I. Trends: Non-Traditional Households, Owners Becoming Renters, looking at the increase in non-traditional households in Rhode Island, and the planning implications associated with decreasing average family size, and increases in households with one or more people 65 years of age and older, as well as other household characteristics changes.
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.*
- This Technical Paper will be carried forward for completion in the FY2015 Work Program.

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.*
  - The data center provided Census data and technical assistance on how to use American Factfinder to approximately 50 external individuals/organizations. The data item most asked for were our newly developed 2010-2040 population projections. Other requests concerned group quarters population numbers and minority percentages in the state and municipalities. The data center provided assistance to the RIEDC in examining whether census data could be used for their new RI site locator service.
  - The majority of census data requests were received from DOA Municipal Finance specifically requesting multiple median Household and Family Income information, and per capita income numbers from the newly released 2012 5 year ACS data, as well as population estimates numbers. As such, staff produced and delivered custom spreadsheets to meet their specific data needs at the municipal level.
  - Custom spreadsheets were also produced for the State Equal Opportunity Office Assistance specifically looking at employment and labor force ACS estimates at the statewide level. The Department of Human Services was seeking geographic boundary files for census tracts in the state. Several requests were received for demographic data from the Department of Labor and Training. Additionally, social characteristic ACS data was provided to multiple URI students, and urban and rural population figures were provided to RIDOT for assistance with the new Highway Functional Classification.
  - In all, the most often-requested data items were American Community Survey data for the state or a particular city/town or Census tract, population estimates, or population projections. Non state agency requests came most often from municipal planners or other staff, but other requests came from state representatives, and college students. These data are requested for programmatic needs, for research purposes, and for grant applications, etc.
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.*
  - During the course of the year, several informational emails were forwarded to the State Data Center network and other relevant parties on such things as various webinar offerings ranging from how to use American Factfinder and how to use the Census Data Engine (Alteryx), DataFerret, etc. and availability of such tools as Census Explorer, and My Congressional District, which provides the latest demographic and economic statistics for every district and updates on scheduled release dates for the 2012 ACS sample data.
  - Numerous email alerts were sent to the State Data Center network informing of the release dates and availability of the 2012 ACS 1, 3 and 5 year estimates. As mentioned, the 2012 ACS 3 year estimates provided the first comparable 3-year datasets to compare for Rhode Island: 2007-2009 and 2010-2012. w

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.*

- Some of the Census publications that were filed in the State data Center library were the new 2012 ACS publications on Income and Home Value and Homeownership Rates, and Current Population Report: Custodial Mothers and Fathers and Their Child Support:2011, and the new Census Governments Division publication Individual State Descriptions. No hard copy materials such as CD-ROMS, or DVDs were provided by the Bureau this year for mass distribution to the network, in an effort to cut costs at the Bureau.
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.*
    - The Planning Information Center, Geographic and Demographic Information web page was updated over the course of the year to include the new 2012 ACS data products. Most updates were made for statewide tables using 1-year ACS data and one was made for cities/towns using 5-year ACS estimates, looking at various social, economic and demographic characteristics in those places. The data is made available for download as Excel spreadsheets, so that cities and towns can incorporate the data into their Comprehensive Plans.
  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.*
    - In response to the greatest census data needs, Median Income at the city and town level, and general economic characteristics was added as downloadable data files on the Census and ACS Data page of the Geographic and Demographic Information section of the Division of Planning website. In addition, the Census data bulletin offerings produced this year were also produced to reflect the various requested topic areas. Census for Transportation Planning Package (CTPP) tables were downloaded and also made available on the Census and ACS Data page as well to reflect requested transportation planning data needs.
  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.*
    - To increase the use of data visualizations, staff incorporated several high quality charts and tables in the body of our Census data bulletin publications. The visualizations present data from the various topics used in the bulletins.
    - A sub-page solely dedicated to data visualizations on the State Data Center/Census Data page was developed and will be further enhanced and populated in the FY2015 Work Program. Staff has also downloaded free software programs such Tableau Public 8.1 to help create higher quality data visualizations for use on the website.
  5. *Work with the Providence Plan as necessary to support maintenance and updates of the Community Profiles website.*
    - As mentioned above, the Providence Plan was invited to and became a member of the RI State Data Center. This new SDC affiliation provide ProvPlan with any and all Census Bureau data updates, products and training opportunities and will help them to continue to further develop and enhance their Community Profiles web page.

- A Broadband Infrastructure tab was added during the course of the year to the various other Profile categories available for each city and town. Staff will continue to assist ProvPlan in it's efforts to enhance the profiles with new annual ACS estimates moving forward.

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.*
  - The new website continued to be updated on a weekly basis to reflect current events within and outside of the Division of Planning, and to be as current as possible with its overall content.
  - During the course of the year, a major addition to the Division of Planning website was to create and host an additional web page for the Rhode Island Executive Climate Change Council, created by an Executive Order signed by Governor Chafee. The page includes sub-pages with a listing of current members, meeting schedule and presentations from past meetings, as well as a Climate Change Resources page.
  - Another revision to the Division of Planning website involved creating a separate page for the Sustainable Communities Consortium project RhodeMap RI, which includes a brief description page with a link to the RhodeMap RI standalone website, hosted by the consultant in charge of the project.
  - Another major revision involved creating a separate web page for the Sea Level Rise Transportation Infrastructure project. The page dedicated to the project was deployed in the 4<sup>th</sup> quarter and made available for public viewing of the maps and other project products.
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.*
  - Progress was made in creating a sub-page on the Comprehensive Planning page that provides the status of all municipal comprehensive planning approvals and pending reviews that are taking place.
  - In addition, a sub-page was developed under the Local Planning Assistance page so municipalities, and the public can explore links pertaining to new laws that affect regional and local planning in Rhode Island. The page also provides updates of the current and previous year legislative sessions as they pertain to planning, development, and other planning related topics.
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.*
  - Staff coordinated with supervisor's on a regularly scheduled basis to review each unit's content and contact information. Any needed or requested changes were incorporated and reflected in each unit's or office's webpages.
  - As a result of this regular coordination, a new Legislative Task Force on Wetland and OWST Setbacks sub-page was developed within the Land Use section of the website. Also, during the

course of the year, the homepage of the Division of Planning was regularly updated to always reflect the most current planning activities of the entire Division.

4. *Migrate all current Water Resources Board website content to Division of Planning website.*

- This task will move forward for inclusion in the FY2015 Work Program as no activity took place on this item.

5. *Create and maintain a Statewide Planning Publications Archive on the Geographic and Demographic Information page.*

- Completed publications archive on the Division of Planning website that offers all DOP Technical Papers and Reports available in electronic form. The archive will be updated as needed moving forward.

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.*

- For the months of July and August, over 10, 000 pages were viewed by visitors to the new website. Some of the most viewed pages on the site were Sustainable Communities, Office of Housing and Community Development and the Planning Information's Unit's Population Projections 2010-2040 pages. The most downloaded items included the Landlord Tenant Handbook and the reports from the RhodeMap RI project, and the Population Projections final report.
- Due to unforeseen heavy workloads experienced by DOIT, any subsequent web hit reports requested over the course of the year have not been received to date.

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.*

- Staff designed and distributed approximately 11 monthly E-newsletters over the course of the year. Some of the topics covered included RhodeMap RI Great Places Workshops, RI Historical Preservation Certified Local Government Grant Application process, as well as information on GrowSmart municipal training opportunities, any available URI Workshops and RIGIS sponsored GIS and NEDA fall webinars.
- Included in most of the monthly newsletters were any new developments or pertinent updates from the U.S. Census Bureau, as well as excerpts of the Census data bulletins produced by the Planning Information Center, and the State Data center.
- The newsletters are distributed via listserv to approximately 425 interested parties within state, federal, local government and academia. The archived newsletters are also included on the homepage of the Division of Planning website.

Aerial Photography Access and Archiving – Task 5070 (low)

1. *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.*

- Approximately 21 photos were sent out for out of house reproduction over the course of the year. Some of the state agencies that requested access to aerial photography collections were the Governor's Office, DOA Facilities Management, Quonset Development Corporation. Aerial photography assistance was also provided to the general public, including attorneys at law.
- Per the aerial preservation strategy suggested by the Secretary of State Archives Division, archival folders, stiffeners and archival plastic bags were ordered and the proper preservation of approximately 3,000 9x9 aerial photographs dating back to 1938 was completed over the course of the year. In addition, similar work was done on the preservation of the state's 12x12 aerial photography collection, as well as historic maps contained in the Division of Planning graphics room collection.
- During the course of the year, staff acquired a 2006 collection of color aerial photograph negatives from the URI Environmental Data Center. These were subsequently stored in appropriate archival plastic bags per the state preservation strategy.

#### 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.*
  - The Division of Planning's Annual Report was archived electronically and printed for paper copy distribution. Additionally, all Planning Information Center Census data bulletins and Division of Planning publications produced during the year were also archived electronically, and made available on the Division website, including the new State Rail Plan.
  - Additionally, paper copies of the publications were printed and stored in the appropriate section of the Division of Planning Library. The Library receives monthly upkeep and filing of publications and periodicals.
2. *Devise an announcement and distribution system for making publications received by the Division of Planning available to all staff members.*
  - Staff initiated a system of alerting staff of any new periodicals or publications that are received by the Planning Information Center. Any new publications are held on display in the graphics room for a month before being filed in the library. Staff may sign out the publication for 1 week during the time they are on display. Example of publications that were received were the American Planning Association magazine, ArcUser and ARC magazines, and Census Briefs.

#### 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 for many departments and agencies within the state over the course of the year, including internal Division of Planning staff. Assistance ranged from printing of large maps for various meetings such as display maps for meetings on the State Rail Plan, and proposed Highway Functional Classification System to signs for the Rhode Island State Council for the Arts.
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.*

- To facilitate this activity, staff developed an image folder on the DOP shared drive and informed staff to “drop” any relevant photos or graphics pertaining to their unit’s content in the folder so that these graphics could be used on the new website, or for use in newly developed DOP publications, such as the State Rail Plan. Unit’s that contributed images were Housing and Community Development, Land Use and Transportation. This folder will continue to be utilized moving forward into the FY2015 Work Program.

## **F. 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.*
  - 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 2013 CDBG award Committee. Through this activity staff reviewed over 286 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 196 projects from 30 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.

## **G. Other**

### 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. *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.*
  - Hired a qualified candidate to the open Principal Planner position in the Consistency Review, Comprehensive Planning and Planning Assistance section of the Program.
  - Hired a qualified candidate to the open Sustainable Communities/Rhode Map RI Principal Planner position.
  - The Program is currently fully staffed.

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.*
  - The State Planning Council, Technical Committee and Transportation Advisory Committee held eight meetings during the reporting period. Staff completed all tasks associated with preparing for and following up on these meetings.
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.*
  - Reporting for the full fiscal year is now complete.
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.*
  - A records retention schedule for the Statewide Planning Program has been approved by the Secretary of State's Office. Staff are now operating in compliance with the schedule and RIGL 38-3.
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 has been completed in accordance with the Open Meetings and Access to Public Records laws.

### **III. Financial Reporting as of April 2014**





**Statewide  
Planning  
Program**

**Monthly Cost  
Accounting**

**As of April FY 2014**

Statewide Planning

Hours Expended by Task Number

As of April 2014 83% of Fiscal Year 2014

No. of Hours Assigned in the Work Program	Hours Expended	Percent Expended	Task Number	Task Title	FUNDING SOURCES									
					SPP	FTA	HUD	FHWA	RI/IR	SRTS	EFSB	OHCD		
4,309.0	3,878.1	90.0%	7010	MANAGEMENT AND ADMINISTRATION										
6,440.0	4,690.1	72.8%	8010	PAID LEAVE										
160.0	54.3	33.9%	1005	SURFACE TRANSPORTATION PLAN	25%	14%		61%						
510.0	476.9	93.5%	1010	STATE RAIL PLAN	25%	14%		61%						
305.0	62.9	20.6%	1015	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	25%	14%		61%						
635.0	131.3	20.7%	1020	TRAVEL DEMAND MODELING	25%	14%		61%						
145.0	13.8	9.5%	1025	AIR QUALITY CONFORMITY ANALYSIS	25%	14%		61%						
800.0	198.4	24.8%	1030	HIGHWAY FUNCTIONAL CLASSIFICATION	25%	14%		61%						
360.0	233.7	64.9%	1035	CONGESTION MANAGEMENT TASK FORCE	25%	14%		61%						
380.0	244.6	64.4%	1040	ACCESS MANAGEMENT	25%	14%		61%						
687.0	186.1	27.1%	1045	TRANSPORTATION SAFETY	25%	14%		61%						
190.0	75.0	39.5%	1050	TRANSIT PLANNING	25%	14%		61%						
114.0	34.0	29.8%	1055	AIRPORT PLANNING	25%	14%		61%						
848.0	534.3	63.0%	1060	FREIGHT PLANNING	25%	14%		61%						
340.0	171.8	50.5%	1065	TITLE VI / ENVIRONMENTAL JUSTICE	25%	14%		61%						
680.0	277.6	40.8%	1070	SRTS - GENERAL OVERSIGHT							100%			
260.0	191.2	73.5%	1075	SRTS - GRANT MANAGEMENT							100%			
360.0	12.0	3.3%	1080	SRTS - PUBLIC OUTREACH							100%			
84.0	10.0	11.9%	1081	SRTS - OTHER STAFF SUPPORT							100%			
1,099.0	1,218.4	110.9%	1082	TRANSPORTATION INFRASTRUCTURE SEA LEVEL RISE	25%	14%		61%						
691.0	102.3	14.8%	1085	PERFORMANCE MANAGEMENT	25%	14%		61%						
448.0	311.6	69.6%	1090	TRANSPORTATION PLANNING COORDINATION	25%	14%		61%						
325.0	385.8	118.7%	1095	CONTINUING TRANSPORTATION PLANNING PROCESS	25%	14%		61%						
189.0	29.0	15.3%	2010	TRANSFER OF DEVELOPMENT RIGHTS	25%	14%		61%						
406.0	377.5	93.0%	2020	VILLAGE AND GROWTH CENTERS	25%	14%		61%						
105.0	213.8	203.6%	2025	STATE LAND USE PLAN	25%	14%		61%						
140.0	77.0	55.0%	2030	WATER SUPPLY PLANNING	25%	14%		61%						
303.0	98.4	32.5%	2035	LAND USE/ LAND COVER UPDATE	25%	14%		61%						
147.0	493.1	335.4%	2040	WATERSHED PLANNING	25%	14%		61%						
423.0	175.7	41.5%	2045	OWTS AND WETLAND REGULATION ANALYSIS	25%	14%		61%						
126.0	330.8	262.5%	2050	ENERGY PLANNING	25%	14%		61%						
206.0	96.6	46.9%	2060	ADAPTATION MITIGATION PLANNING	25%	14%		61%						
460.0	247.0	53.7%	2070	SOLID WASTE MANAGEMENT PLANNING	25%	14%		61%						
1,713.0	1,449.9	84.6%	2080	SUSTAINABLE COMMUNITIES INITIATIVES	25%	14%		61%						
221.0	205.4	92.9%	2090	OTHER LAND USE PLANNING ACTIVITIES	25%	14%		61%						
270.0	218.3	80.9%	3010	GRANT MANAGEMENT				100%						
280.0	177.5	63.4%	3015	CONSORTIUM MANAGEMENT				100%						
445.0	284.0	63.8%	3020	STATE HOUSING PLAN				100%						
420.0	417.0	99.3%	3025	STATE ECONOMIC DEVELOPMENT PLAN				100%						
160.0	8.0	5.0%	3030	RPSD IMPLEMENTATION PROGRAM				100%						
280.0	275.8	98.5%	3035	GROWTH CENTERS				100%						
210.0	22.0	10.5%	3040	CAPACITY BUILDING AND TECHNICAL ASSISTANCE				100%						
420.0	202.5	48.2%	3045	SOCIAL EQUITY ADVISORY				100%						
350.0	317.5	90.7%	3050	PUBLIC PARTICIPATION, OUTREACH, COMMUNICATIONS				100%						
210.0	64.0	30.5%	3055	PERFORMANCE MEASURES				100%						
3,087.0	1,734.1	56.2%	4005	COMP PLANNING PROGRAM ADMINISTRATION	25%	14%		61%						
905.0	875.4	96.7%	4010	COMP PLAN HANDBOOK, RULES, REGS	25%	14%		61%						
319.0	91.0	28.5%	4015	STATE GUIDE PLAN MAINTENANCE	25%	14%		61%						
604.0	875.4	144.9%	4020	LOCAL PLANNING ASSISTANCE	25%	14%		61%						
354.0	220.6	62.3%	4025	LEGISLATIVE/CASE LAW ASSISTANCE	25%	14%		61%						
176.0	6.0	3.4%	4030	ENERGY FACILITY SITTING BOARD								100%		
64.0	118.3	184.8%	4035	STATE PROPERTY REVIEW	25%	14%		61%						
440.0	192.3	43.7%	4040	INTERGOVERNMENTAL REVIEW	25%	14%		61%						
142.0	76.5	53.9%	4045	PROJECT PROPOSAL	25%	14%		61%						
293.0	65.8	22.5%	4050	PLANNING CHALLENGE GRANT PROGRAM	25%	14%		61%						
258.0	19.6	7.6%	4055	CEDS ADMINISTRATION	25%	14%		61%						
60.0	78.2	130.3%	4060	RECREATION, CONSERVATION AND OPEN SPACE PLANNING	25%	14%		61%						
63.0	106.5	169.0%	4065	STATE PLANNING COUNCIL RULES OF PROCEDURE	25%	14%		61%						
376.0	29.7	7.9%	4070	DEVELOPMENT REVIEW BOARD LEGISLATION	25%	14%		61%						
365.0	148.6	40.7%	5005	RIGIS EXECUTIVE COMMITTEE SUPORT	25%	14%		61%						
672.0	503.9	75.0%	5010	RIGIS STATE AGENCY SUPPORT	25%	14%		61%						
392.0	186.0	47.4%	5015	RIGIS MUNICIPAL SUPPORT	25%	14%		61%						
435.0	234.0	53.8%	5020	RIGIS DATA DEVELOPMENT	25%	14%		61%						
212.0	63.1	29.8%	5025	RIGIS DATA DELIVERY	25%	14%		61%						
475.0	224.7	47.3%	5030	RIGIS DATA ANALYSIS	25%	14%		61%						
227.0	34.4	15.2%	5035	RIGIS GEOSPATIAL ORGANIZATION COORDINATION	25%	14%		61%						
285.0	157.8	55.4%	5040	CENSUS DATA CENTER	25%	14%		61%						
721.0	281.2	39.0%	5045	CENSUS DATA ANALYSIS	25%	14%		61%						
160.0	46.8	29.3%	5050	CENSUS DATA SUPPORT	25%	14%		61%						
55.0	18.5	33.6%	5055	CENSUS DATA DISTRIBUTION	25%	14%		61%						
1,177.0	483.2	41.1%	5060	WEBSITE DEVELOPMENT AND MAINTENANCE	25%	14%		61%						
245.0	99.5	40.6%	5065	SPP E NEWSLETTER	25%	14%		61%						
162.0	289.2	178.5%	5070	AERIAL PHOTOGRAPHY ACCESS AND ARCHIVING	25%	14%		61%						
190.0	26.0	13.7%	5075	PUBLICATION ARCHIVES	25%	14%		61%						
260	128.4	49.4%	5080	GRAPHIC DESIGN SUPPORT	25%	14%		61%						
280	209.9	74.9%	6010	HOUSING PROGRAM SUPPORT	20%									80%
752	457.7	60.9%	6020	CDBG SUPPORT										100%
0			8020	CENTRAL BUSINESS OFFICE	25%	14%		61%						

41,860.0 27,356.9

Statewide Planning  
 Dept. of Administration  
 Expenditures by Funding Source  
 April FY 2014

Account Number	Account Name	FY 2013 Budget	YTD Budget	YTD Expense	Variance
1165101	Systems Planning	628,454	523,711.67	461,877	61,835
1165101	EFSB	11,666	9,721.67	840	8,881
1165103	OHCD	27,210	22,675.00	20,846	1,829
1166102	FTA	360,710	300,591.67	258,409	42,183
1166122	Sus. Communities	202,036	168,363.33	146,331	22,032
1170101	FHWA	1,587,351	1,322,792.50	1,181,876	140,917
	<b>Sub Total</b>	<b>2,817,427</b>	<b>2,347,856</b>	<b>2,070,180</b>	<b>277,676</b>
Contractual and Pass Thru Grants					
	OTHER	576,179	480,149.17		480,149
	URI	12,500	10,416.67	4,745	5,672
	RI BRWCT	47,947	39,955.83	11,650	28,306
	RIPTA	20,000	16,666.67	3,569	13,098
	RIDOT	197,933	164,944.17		164,944
1165101	Systems Planning	8,400	7,000.00		7,000
1166102	FTA	570,755	475,629.17	67,073	408,556
1166122	Sus. Communities	800,000	666,666.67	716,149	(49,483)
1170101	FHWA	1,424,085	1,186,737.50	333,609	853,129
	<b>Sub Total</b>	<b>3,657,799</b>	<b>3,048,166</b>	<b>1,116,831</b>	<b>1,911,371</b>
	<b>Grand Total</b>	<b>6,475,226</b>	<b>5,396,022</b>	<b>3,187,011</b>	<b>2,189,047</b>

Statewide Planning  
 Department of Administration  
 Monthly Cost Accounting  
 April 2014

Task Number	Task Title	FY 2014 Budget	Total Expended	% of Budget ( April 83%)
1005	SURFACE TRANSPORTATION PLAN	10,610	6,325.82	59.62%
1010	STATE RAIL PLAN	33,830	55,551.85	164.21%
1015	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	20,248	7,327.69	36.19%
1020	TRAVEL DEMAND MODELING	42,135	15,296.13	36.30%
1025	AIR QUALITY CONFORMITY ANALYSIS	9,610	1,607.67	16.73%
1030	HIGHWAY FUNCTIONAL CLASSIFICATION	53,079	23,113.11	43.54%
1035	CONGESTION MANAGEMENT TASK FORCE	23,887	27,219.65	113.95%
1040	ACCESS MANAGEMENT	25,220	28,495.30	112.99%
1045	TRANSPORTATION SAFETY	45,579	21,680.19	47.57%
1050	TRANSIT PLANNING	12,609	8,737.31	69.29%
1055	AIRPORT PLANNING	7,555	3,960.92	52.43%
1060	FREIGHT PLANNING	56,272	62,244.63	110.61%
1065	TITLE VI / ENVIRONMENTAL JUSTICE	22,553	20,014.28	88.74%
1070	SRTS - GENERAL OVERSIGHT	45,107	32,333.89	71.68%
1075	SRTS - GRANT MANAGEMENT	17,248	22,274.33	129.14%
1080	SRTS - PUBLIC OUTREACH	23,887	1,397.97	5.85%
1081	SRTS - OTHER STAFF SUPPORT	5,584	1,164.98	20.86%
1082	TRANSPORTATION INFRASTRUCTURE SEA LEVEL RISE	72,909	141,940.59	194.68%
1085	PERFORMANCE MANAGEMENT	45,857	11,917.70	25.99%
1090	TRANSPORTATION PLANNING COORDINATION	29,720	36,300.63	122.14%
1095	CONTINUING TRANSPORTATION PLANNING PROCESS	21,553	44,944.75	208.53%
2010	TRANSFER OF DEVELOPMENT RIGHTS	12,555	3,378.43	26.91%
2020	VILLAGE AND GROWTH CENTERS	26,942	43,977.82	163.23%
2025	STATE LAND USE PLAN	6,972	24,907.17	357.25%
2030	WATER SUPPLY PLANNING	9,277	8,970.31	96.69%
2035	LAND USE/ LAND COVER UPDATE	20,109	11,463.36	57.01%
2040	WATERSHED PLANNING	9,749	57,444.93	589.24%
2045	OWTS AND WETLAND REGULATION ANALYSIS	28,080	20,468.62	72.89%
2050	ENERGY PLANNING	8,360	38,537.38	460.97%
2060	ADAPTATION MITIGATION PLANNING	13,665	11,253.66	82.35%
2070	SOLID WASTE MANAGEMENT PLANNING	30,524	28,769.07	94.25%
2080	SUSTAINABLE COMMUNITIES INITIATIVES	113,656	168,903.94	148.61%
2090	OTHER LAND USE PLANNING ACTIVITIES	14,665	23,922.77	163.13%
3010	GRANT MANAGEMENT	17,915	25,431.41	141.96%
3015	CONSORTIUM MANAGEMENT	18,582	20,678.31	111.28%
3020	STATE HOUSING PLAN	29,525	33,085.30	112.06%
3025	STATE ECONOMIC DEVELOPMENT PLAN	27,858	48,579.47	174.38%
3030	RPSD IMPLEMENTATION PROGRAM	10,610	931.98	8.78%
3035	GROWTH CENTERS	18,582	32,130.02	172.91%
3040	CAPACITY BUILDING AND TECHNICAL ASSISTANCE	13,943	2,562.95	18.38%
3045	SOCIAL EQUITY ADVISORY	27,858	23,590.75	84.68%
3050	PUBLIC PARTICIPATION, OUTREACH, COMMUNICATIONS	23,220	36,987.97	159.29%
3055	PERFORMANCE MEASURES	13,943	7,455.84	53.47%
4005	COMP PLANNING PROGRAM ADMINISTRATION	204,841	202,018.37	98.62%
4010	COMP PLAN HANDBOOK, RULES, REGS	60,049	101,981.94	169.83%
4015	STATE GUIDE PLAN MAINTENANCE	21,164	10,601.28	50.09%
4020	LOCAL PLANNING ASSISTANCE	40,080	101,981.94	254.45%
4025	LEGISLATIVE/CASE LAW ASSISTANCE	23,498	25,699.36	109.37%
4030	ENERGY FACILITY SITTING BOARD	11,666	698.99	5.99%
4035	STATE PROPERTY REVIEW	4,249	13,781.66	324.35%
4040	INTERGOVERNMENTAL REVIEW	29,192	22,402.48	76.74%
4045	PROJECT PROPOSAL	9,416	8,912.06	94.65%
4050	PLANNING CHALLENGE GRANT PROGRAM	19,443	7,665.54	39.43%
4055	CEDS ADMINISTRATION	17,109	2,283.35	13.35%
4060	RECREATION, CONSERVATION AND OPEN SPACE PLANNING	3,972	9,110.11	229.36%
4065	STATE PLANNING COUNCIL RULES OF PROCEDURE	4,194	12,406.99	295.83%
4070	DEVELOPMENT REVIEW BOARD LEGISLATION	24,943	3,459.98	13.87%
5005	RIGIS EXECUTIVE COMMITTEE SUPORT	24,220	17,311.53	71.48%
5010	RIGIS STATE AGENCY SUPPORT	44,579	58,703.11	131.68%
5015	RIGIS MUNICIPAL SUPPORT	25,997	21,668.54	83.35%
5020	RIGIS DATA DEVELOPMENT	28,859	27,260.42	94.46%
5025	RIGIS DATA DELIVERY	14,055	7,350.99	52.30%
5030	RIGIS DATA ANALYSIS	31,524	26,176.99	83.04%
5035	RIGIS GEOSPATIAL ORGANIZATION COORDINATION	15,055	4,007.52	26.62%
5040	CENSUS DATA CENTER	18,915	18,383.31	97.19%
5045	CENSUS DATA ANALYSIS	47,829	32,759.11	68.49%
5050	CENSUS DATA SUPPORT	10,610	5,452.08	51.39%
5055	CENSUS DATA DISTRIBUTION	3,639	2,155.20	59.23%
5060	WEBSITE DEVELOPMENT AND MAINTENANCE	78,104	56,291.61	72.07%
5065	SPP E NEWSLETTER	16,249	11,591.50	71.34%
5070	AERIAL PHOTOGRAPHY ACCESS AND ARCHIVING	10,749	33,691.09	313.43%
5075	PUBLICATION ARCHIVES	12,609	3,028.94	24.02%
5080	GRAPHIC DESIGN SUPPORT	17,248	14,958.28	86.72%
6010	HOUSING PROGRAM SUPPORT	18,581	24,447.01	131.57%
6020	CDBG SUPPORT	27,210	53,320.92	195.96%
7010	MANAGEMENT & ADMINISTRATION	285,916	451,783.25	
8010	PAID LEAVE	427,320	546,385.07	127.86%
8020	CENTRAL BUSINESS OFFICE	62,701	-	0.00%

**Statewide Planning  
Expense Distribution - Breakout  
Fiscal Year 2013  
As of April 30, 2014**

Account #	Total	1165101 SPP	1166102 FTA	1166122 Sus. Comm.	1170101 FHWA	EFSB	OHCD	CBO
611000 Regular Wages	1,299,092.01	461,284.88	254,772.06	144,560.88	1,144,353.26	840.48	20,845.52	8,750.00
616200 Family Medical Insurance Coverage	2,426.40	279,773.17	166,034.95	94,210.32	736,184.54	547.74	13,591.28	
619000 Family Medical Waiver Bonus	-	553.54	305.73	173.47	1,373.22	1.01	19.42	
620100 Payroll Accruals	286,163.98	-	-	-	-	-	-	
620700 Employees Retirement- State Contribution	1,621.33	65,133.43	35,973.81	20,412.00	161,582.68	118.68	2,943.39	
621110 Social Security ( FICA)	97,279.54	369.03	203.82	115.65	915.48	0.67	16.68	
624110 Medical Insurance	176,927.16	22,141.67	12,229.06	6,938.92	54,928.96	40.34	1,000.58	
624120 Dental Care	11,754.61	40,270.17	22,241.60	12,620.16	99,902.04	73.37	1,819.81	
624130 Vision Care	1,823.99	2,675.45	1,477.68	838.45	6,637.25	4.87	120.90	
624210 Retirees Medical Insurance	-	415.16	229.29	130.10	1,029.92	0.76	18.76	
625200 Worker's Compensation Payment	-	-	-	-	-	-	-	
626100 Assessed Fringe	51,274.42	-	-	-	-	-	-	
626300 Retiree Health Insurance	76,607.64	11,670.51	6,445.73	3,657.39	28,952.14	21.26	527.39	
<b>Total Personnel</b>	<b>2,004,971.08</b>	<b>440,438.70</b>	<b>254,772.06</b>	<b>144,560.88</b>	<b>1,134,762.78</b>	<b>840.48</b>	<b>20,846.18</b>	<b>8,750.00</b>
632160 Info Support	-	-	-	-	-	-	-	
633001 Training / Education	-	-	-	-	-	-	-	
633200 Seminars/Conferences	-	-	-	-	-	-	-	
634001 Design/Surveying	-	-	-	-	-	-	-	
631200 Management Consultants	670,627.50	-	6,433.41	638,460.44	25,733.65	-	-	
634300 Surveyor Services	-	-	-	-	-	-	-	
634500 Other design,Engineering	-	-	-	-	-	-	-	
641001	-	-	-	-	-	-	-	
641300 Maintenance Repairs: Software	-	-	-	-	-	-	-	
641400 Maintenance Repairs: Office Equipment	4,224.08	920.80	627.57	300.00	2,375.71	-	-	
641600 Maintenance Repairs: Other Equipment	-	-	-	-	-	-	-	
643030 Food	1,365.41	596.01	769.40	-	-	-	-	
643110 Office Supplies: (Less than 5,000)	7,197.22	106.36	-	-	7,090.86	-	-	
643120 Computer Supplies	5,755.57	1,083.50	-	-	4,672.07	-	-	
643150 Program Supplies ( Less than 5,000)	-	-	-	-	-	-	-	
643200 Dues/Fees	3,585.00	889.00	-	500.00	2,196.00	-	-	
643300 Subscriptions	650.00	379.60	-	-	270.40	-	-	
643401 Postal,Delivery Services	42.01	-	-	-	42.01	-	-	
643410 Postage and Postal Services	5,506.33	5,506.33	-	-	-	-	-	
643420 Express Delivery	-	-	-	-	-	-	-	
643430 Freight	-	-	-	-	-	-	-	
643440 Central mailing	-	-	-	-	-	-	-	
643520 Advertising	-	-	-	-	-	-	-	
643611 Print Advertising	3,133.50	2,077.50	-	-	1,056.00	-	-	
643620 Printing- Outside Vendors	1,958.85	1,958.85	-	-	-	-	-	
643700 Miscellaneous Expenses	-	-	-	-	-	-	-	
643710 Staff Training	3,042.64	163.43	59.66	-	2,819.55	-	-	
643799 Statewide Cost Savings	-	-	-	-	-	-	-	
643801 Insurance	-	-	-	-	-	-	-	
643810 Insurance: Property,Liability	171.20	171.20	-	-	-	-	-	
643830 Insurance: Cost Reimbursement	-	-	-	-	-	-	-	
645200 Rental/Lease-Equipment	-	-	-	-	-	-	-	
646200 Mileage Allowance- Personal Cars	90.97	-	-	-	90.97	-	-	
646301 Out of State Travel	-	-	-	-	-	-	-	
646310 Out of State Transportation	5,566.33	940.23	-	429.60	4,196.50	-	-	
646320 Out of State Lodging	-	-	-	-	-	-	-	
646330 Out of State Registration	618.50	618.50	-	-	-	-	-	
646340 Out of State Other	1,719.39	-	-	246.15	1,473.24	-	-	
646400 Other Travel Costs	393.87	-	-	-	393.87	-	-	
648110 Central Telephone	-	-	-	-	-	-	-	
648200 Telephone Charges	972.64	972.64	-	-	-	-	-	
648112 ISF Overhead	10,923.52	2,959.98	1,471.00	-	6,492.54	-	-	
649120 Fees- Single Audit	373.16	-	78.55	294.61	-	-	-	
654120 Other Grants	446,203.40	-	60,639.46	77,688.76	307,875.18	-	-	
660095 Expense Under Capitalization	-	-	-	-	-	-	-	
661605 Furniture/Equipment	-	-	-	-	-	-	-	
661701 Computer Equipment	2,182.11	545.53	-	-	1,636.58	-	-	
662150 Capital Lease	5,737.00	1,549.00	631.00	-	3,557.00	-	-	
699200 Authorized Red Balances	-	-	-	-	-	-	-	
<b>Total Non Personnel</b>	<b>1,182,040.20</b>	<b>21,438.46</b>	<b>70,710.05</b>	<b>717,919.56</b>	<b>371,972.13</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>3,187,011.28</b>	<b>461,877.16</b>	<b>325,482.11</b>	<b>862,480.44</b>	<b>1,506,734.91</b>	<b>840.48</b>	<b>20,846.18</b>	<b>8,750.00</b>



## APPENDIX D

### Rhode Island State Planning Council/Metropolitan Planning Organization

#### Indirect Cost Allocation Plan

Effective July 1, 2014

#### **Introduction**

##### Definition of MPO Planning Area

The Metropolitan Planning Organization is uniquely structured in Rhode Island in that the MPO boundaries cover the entire state, which has a land area of approximately 1,045 square miles and a population of approximately 1,052,567, according to the 2010 U.S. Census. The MPO includes the Rhode Island portion of the Providence, RI-MA Urbanized Area and the Rhode Island portion of the Norwich-New London, CT-RI Urbanized Area. The area is fully incorporated and is comprised of 39 individual municipalities. There is no formal county government structure.

##### Organizational Structure of the MPO

Governor Philip W. Noel designated the State Planning Council as the MPO in 1974. Governor Bruce Sundlun reaffirmed that designation in 1992. In 2013, Section 42-11-10 of Rhode Island General Laws (RIGL) titled Statewide Planning Program was amended to designate the State Planning Council as the State's single, statewide MPO. The Statewide Planning Program serves as staff to the State Planning Council.

The Statewide Planning Program (SPP) serves as the principle staff of the State Planning Council. It is one of three programs housed within the Rhode Island Department of Administration's Division of Planning. The other programs include the Office of Housing and Community Development and the Water Resources Board. The SPP prepares and maintains plans for the physical, economic, and social development of the state; encourages their implementation; and coordinates the actions of state, local and federal agencies and private individuals within the framework of the state's development goals and policies. The basic charge is established by Sections 42-11-10 and 12 of the General Laws. The Statewide Planning Program currently consists of 23 full time staff that specialize in transportation, land use, comprehensive planning, GIS, data analysis and other related topics. An organizational chart of the Division of Planning is available at <http://www.planning.ri.gov/about/>.

The Department of Transportation is the designated recipient of all FHWA funds for the State of Rhode Island. The Rhode Island Public Transit Authority is the designated recipient for all FTA funds for the State of Rhode Island, with the exception of 5303 funds, Statewide Transportation Planning funds, and 5307 & 5309 funds for rail, which are apportioned to the Department of Transportation and 5304 funds, which are apportioned to the Metropolitan Planning Program. FTA 5303 and 5304 funds are transferred to FHWA and then to the Department of Transportation through a consolidated planning grant. The Statewide Planning Program is the designated subrecipient to the Department of Transportation for all Metropolitan Planning Funds from the United States Department of Transportation.

##### Purpose of this Document

This Indirect Cost Allocation Plan is being prepared to satisfy the requirements of Title 2, Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements

for Federal Awards of the Code of Federal Regulations. Although certain central services, such as motor pools, computer centers, purchasing, accounting, etc., are eligible indirect costs, the only indirect cost the Statewide Planning Program assigns as a part of this Indirect Cost Allocation Plan is Paid Leave. Paid Leave includes all personal, vacation and sick leave discharged by an employee. As the pass through entity of USDOT Metropolitan Planning Funds, RIDOT is the monitoring agency for the Statewide Planning Program's Indirect Cost Allocation Plan.

## Methodology

Each year, in close cooperation with the Rhode Island Department of Transportation and the Rhode Island Public Transit Agency, the staff of the MPO (the Statewide Planning Program) prepares a Unified Planning Work Program (UPWP). The UPWP provides an overview of the MPO Program, a report of accomplishments in the previous fiscal year, a series of priority work products presented by task, and a summary of the financial resources that will be utilized to implement the UPWP. This UPWP is approved by the State Planning Council and submitted to FHWA and FTA for review and approval.

The methodology used in the Financial Resources Section of the UPWP is outlined below. Please also refer to the tables found in attachment 2 FY 15 Budget, for more information.

- Budget amounts are calculated by utilizing three worksheet tables, one that calculates hours per person, one that calculates dollars per person, and one that summarizes and allocates the dollars by task and by funding source.
- The first table, labeled Person Hours, calculates every budgeted hour for each individual staff member in the Statewide Planning Program (SPP), broken out by task number. Every individual on this table, with the exception of Central Business Office staff Member Defazio, has a total of 1,820 hours which is the sum of 35 hours worked per week multiplied by 52 weeks in the year.
- The second table, named Person Dollars, calculates every budgeted dollar for each individual staff person in SPP, broken out by task number. The task dollars are calculated by multiplying each individual's hours from the Person Hours table for a particular task by said individual's budgeted salary & fringe rate (Column AD on the Person Dollars tab).
  - For example, Kevin Flynn has 21 person hours (Column L, Row 5) budgeted to Task Number 6 – Transit Planning. The 21 hours is then multiplied by the Salary & Fringe Rate from the Person Dollars table (Column AD, row 5) resulting in a charge for Kevin Flynn to work on Task 6 for 21 hours in the amount of \$1,985.97.

This calculation process is performed for each individual for every task number. The dollar total by task number is calculated on the bottom of the Person Dollars table. Those totals are then carried over to the Summary table.

- The third and final table is the Summary. The total dollars for each task from the Person Dollars table is carried over and reflected on the Summary table in Column W. Column U is the percentage of the total personnel dollars by task of the whole personnel dollar total. This percentage is used to calculate the operating expenses from Column X by multiplying the percentage per task from Column U by the total amount of operating expenses to get the operating expenses per task.
  - Operating expenses are made up of expenses for staff training, office supplies, computers, computer supplies, mileage, travel expenses for seminars, copy machine maintenance, dues and fees, postage and printing.

Column Y is the total budgeted expense per task, which adds the personnel expense per task (Column W) and the operating expense per task (Column X). Columns A and B provide the task numbers and descriptions. Column D – N include the funding source splits for each task.

- For example, Task 3 – Transportation Safety has a total task budget of \$14,176 from Column Y. The approved funding split for this task number is 20% State dollars, 15% FTA dollars and 65% FHWA dollars, which you can see from the individual formulas in cells D13, E13, and G13. Column C totals the three funding source amounts used in the above example, which matches the total budget amount per task from Column Y.

This process is used for all task numbers from Row 10 thru row 33 for each task number with the exception of Task ICAP – Paid Leave.

- Paid Leave percentage by funding source is computed by taking each funding source total minus paid leave and dividing it by the total of all funding sources minus paid leave. This calculation is done manually and resulting percentages by funding source are then inputted into the spreadsheet and used to calculate the Paid Leave dollars by funding source by multiplying each funding source percentage by the Paid Leave budget total (Column C, Row 34).
- Within 30 days of the close of the State Fiscal Year, the actual paid leave hours discharged by each individual Statewide Planning Program employee will be calculated for the previous fiscal year, July 1 - June 30, based on their individual salary and fringe rate.
- The Paid Leave actual totals will be compared to the Paid Leave totals budgeted in the approved Work Program. Any end of year adjustment will be made to reconcile the Paid Leave with the next request for reimbursement submitted to RIDOT.
- Statewide Planning Program does not budget Paid Leave based on an employee's accrued paid leave balances, but assumes that each employee will take 8 weeks of paid leave per year. Historically, this assumption of 8 weeks per employee has been consistent with the actual paid leave dollars spent.

**Attachment 1 - Required Certification**

CERTIFICATE OF COST ALLOCATION PLAN

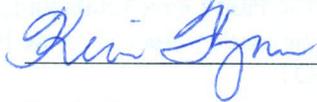
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and believe:

- (1) All costs included in this proposal dated 6/12/14 establish cost allocations or billings for July 1, 2014 – June 30, 2015 are allowable in accordance with the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: RI Division of Planning (RIDOP) and State Planning Council/Metropolitan

Planning Organization (SPC/MPO)

Signature: 

Name of Official: Kevin Flynn

Title: Associate Director, RI DOP and Secretary, SPC/MPO

Date of Execution: 6-16-14





WORK PROGRAM FY 15

TOTAL COST BY TASK NUMBER AND FUNDING SOURCE

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q	Column R	Column S	Column T	Column U	Column V	Column W	Column X	Column Y
TASK NUMBER AND TITLE	TOTAL	SPP COST	FIA	RHODE ISLAND	FHVA	RIDOT	RPTA	ERFB	OHCD	RIENVCT	UNI	OTHER	Percentage	Task Budget	Task Budget Personnel	Task Budget Operating	Total Task Budget	Percentage	Task Budget	Task Budget Personnel	Task Budget Operating	Total Task Budget		
Task 1 PROGRAM MANAGEMENT	272,089	62,576	46,232	163,241	25,643	1,316	46,424	17,988	46,188	30,441	22,888	17,461	10.02%	262,636.00	1,088.11	9,432.17	272,084.17	10.00%	262,636.00	1,088.11	9,432.17	272,084.17		
Task 1.1 PROGRAM MANAGEMENT - COBG	53,732	9,653	6,898	25,643	1,316	46,424	17,988	46,188	30,441	22,888	17,461	10.02%	262,636.00	1,088.11	9,432.17	272,084.17	10.00%	262,636.00	1,088.11	9,432.17	272,084.17			
Task 2 TRANSPORTATION SAFETY	14,178	2,835	2,128	6,424	1,316	46,424	17,988	46,188	30,441	22,888	17,461	10.02%	262,636.00	1,088.11	9,432.17	272,084.17	10.00%	262,636.00	1,088.11	9,432.17	272,084.17			
Task 3.1 TRANSPORTATION SAFETY - STITS	46,424	2,835	2,128	6,424	1,316	46,424	17,988	46,188	30,441	22,888	17,461	10.02%	262,636.00	1,088.11	9,432.17	272,084.17	10.00%	262,636.00	1,088.11	9,432.17	272,084.17			
Task 4 TRANSPORTATION OPERATIONS AND MANAGEMENT	122,134	24,427	18,320	11,988	17,988	46,188	30,441	22,888	17,461	10,795	7,468	12,957	5.31%	17,288.00	918.81	7,744.3	24,227.44	13.84%	17,288.00	918.81	7,744.3	24,227.44		
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM	17,046	3,889	2,677	1,351	7,252	3,965	6,286	10,795	10,795	10,795	10,795	10,795	4.08%	26,516.00	2,183.00	2,183.00	26,516.00	10.13%	26,516.00	2,183.00	2,183.00	26,516.00		
Task 6 TRANSPORTATION PLANNING COORDINATION	76,671	15,134	11,351	7,252	3,965	6,286	10,795	10,795	10,795	10,795	10,795	10,795	4.08%	26,516.00	2,183.00	2,183.00	26,516.00	10.13%	26,516.00	2,183.00	2,183.00	26,516.00		
Task 7 ENVIRONMENTAL SUSTAINABILITY	107,293	54,771	24,228	14,437	11,197	7,468	12,957	12,957	12,957	12,957	12,957	12,957	4.75%	275,995.00	8,397.57	8,397.57	284,392.57	10.36%	275,995.00	8,397.57	8,397.57	284,392.57		
Task 8 TRANSPORTATION PLANNING COORDINATION	28,432	6,286	3,965	6,286	10,795	10,795	10,795	10,795	10,795	10,795	10,795	10,795	4.08%	26,516.00	2,183.00	2,183.00	26,516.00	10.13%	26,516.00	2,183.00	2,183.00	26,516.00		
Task 9 TRANSPORTATION PLANNING COORDINATION	28,432	6,286	3,965	6,286	10,795	10,795	10,795	10,795	10,795	10,795	10,795	10,795	4.08%	26,516.00	2,183.00	2,183.00	26,516.00	10.13%	26,516.00	2,183.00	2,183.00	26,516.00		
Task 10 TRANSPORTATION PLANNING COORDINATION	28,432	6,286	3,965	6,286	10,795	10,795	10,795	10,795	10,795	10,795	10,795	10,795	4.08%	26,516.00	2,183.00	2,183.00	26,516.00	10.13%	26,516.00	2,183.00	2,183.00	26,516.00		
Task 11 LONG RANGE PLANNING	282,228	146,337	128,472	42,824	11,197	7,468	12,957	12,957	12,957	12,957	12,957	12,957	4.75%	275,995.00	8,397.57	8,397.57	284,392.57	10.36%	275,995.00	8,397.57	8,397.57	284,392.57		
Task 12 CONSISTENCY REVIEW - EFSB	12,567	18,472	37,229	67,852	6,520	12,567	12,567	12,567	12,567	12,567	12,567	12,567	4.62%	12,567.00	1,256.70	1,256.70	12,567.00	10.00%	12,567.00	1,256.70	1,256.70	12,567.00		
Task 13 TECHNICAL ASSISTANCE COORDINATION	184,712	37,229	27,852	18,472	6,520	12,567	12,567	12,567	12,567	12,567	12,567	12,567	4.62%	12,567.00	1,256.70	1,256.70	12,567.00	10.00%	12,567.00	1,256.70	1,256.70	12,567.00		
Task 14 DATA DEVELOPMENT AND ANALYSIS	208,992	41,388	31,948	14,785	6,520	12,567	12,567	12,567	12,567	12,567	12,567	12,567	4.62%	12,567.00	1,256.70	1,256.70	12,567.00	10.00%	12,567.00	1,256.70	1,256.70	12,567.00		
Task 15 DATA DELIVERY	64,201	14,785	10,914	6,520	12,567	12,567	12,567	12,567	12,567	12,567	12,567	12,567	4.62%	12,567.00	1,256.70	1,256.70	12,567.00	10.00%	12,567.00	1,256.70	1,256.70	12,567.00		
Task 16 EQUITY IN PLANNING	66,869	13,314	9,868	4,330	195,078	18,273	12,567	12,567	12,567	12,567	12,567	12,567	4.62%	12,567.00	1,256.70	1,256.70	12,567.00	10.00%	12,567.00	1,256.70	1,256.70	12,567.00		
Task 17 PROGRAM MANAGEMENT	243,947	138,315	79,738	335,048	195,078	1298,765	0	12,567	53,782	0	0	48,789	18.14%	387,721.00	8,783.07	8,783.07	396,504.07	10.23%	387,721.00	8,783.07	8,783.07	396,504.07		
Task 18 SUSTAINABLE COMMUNITIES GRANT	380,928	79,738	335,048	195,078	1298,765	0	12,567	53,782	0	0	48,789	18.14%	387,721.00	8,783.07	8,783.07	396,504.07	10.23%	387,721.00	8,783.07	8,783.07	396,504.07			
Task 19 ICAP* (Paid Leave - See Appendix D)	2,741,747	79,738	335,048	195,078	1298,765	0	12,567	53,782	0	0	48,789	18.14%	387,721.00	8,783.07	8,783.07	396,504.07	10.23%	387,721.00	8,783.07	8,783.07	396,504.07			
ICAP* (Paid Leave - See Appendix D)	2,741,747	79,738	335,048	195,078	1298,765	0	12,567	53,782	0	0	48,789	18.14%	387,721.00	8,783.07	8,783.07	396,504.07	10.23%	387,721.00	8,783.07	8,783.07	396,504.07			
SUB TOTAL	4,054,824	84,400	780,845	420,000	2,061,554	382,358	92,146	0	65,000	12,500	272,220	124,120	3.06%	12,500.00	1,250.00	1,250.00	12,500.00	10.00%	12,500.00	1,250.00	1,250.00	12,500.00		
TOTAL	6,796,571	806,138	1,095,693	615,078	3,380,319	382,358	92,146	12,567	53,782	65,000	12,500	320,989	7.89%	4,054,824.00	84,400.00	780,845.00	4,219,069.00	61.93%	6,796,571.00	806,138.00	1,095,693.00	8,698,302.00		

Notes:  
1. Certain items report the balance remaining on existing contracts as of 4/8/14

- APPLICABLE
- SPP - Statewide Planning Program
- FIA - Federal Infrastructure Investments
- RHODE ISLAND - Rhode Island Department of Transportation
- FHVA - Federal Transit Administration
- RIDOT - Rhode Island Department of Transportation
- RPTA - Rhode Island Public Transit Authority
- ERFB - Environmental Resources Fund
- OHCD - Office of Highway Construction Development
- RIENVCT - Rhode Island Bank, Rivers and Watershed Coordination Team
- UNI - University of Rhode Island
- OTHER - RI Eastern Faculty Salary Board
- OTHER - Precinct match contributions



## APPENDIX E

### Rhode Island State Planning Council/Metropolitan Planning Organization

#### Self Certification

*Effective July 1, 2014*

I hereby certify that:

1. The planning process in Rhode Island is conducted in a continuing, cooperative, and comprehensive manner in accordance with all of the factors required of state and metropolitan plans and programs in 23 USC 134, 49 USC 5303, and 23 CFR Part 450 / 49 CFR Part 613. The process and products including all plans and programs support:
  - a. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) – Public Law 109-59.
  - b. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-1), Older Americans Act 42 USC 6101, 49 CFR 21, 23 USC 324 and 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age.
  - c. The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), Sec. 504 of the Rehabilitation Act of 1973 (29 USC 794), and 49 CFR Parts 27, 37, and 38, relating to discrimination against individuals with disabilities.
  - d. Section 1101(b) of SAFETEA-LU, 23 CFR 230 and 49 CFR 26 relating to equal employment opportunities and involvement of disadvantaged business enterprises.
  - e. The Clean Air Act (42 USC 7504 and 7506), as amended, and 40 CFR 93 relating to nonattainment areas and compliance of transportation projects with the State Implementation Plan.
2. Project Selection – All projects are drawn from and/or are fully consistent with applicable elements of the State Guide Plan. The TIP presents a four-year program of funding for transportation projects from federal fiscal year 20013 to 2016. All projects in the four-year TIP are eligible for funding authorization. Projects listed for future years are shown for information.
3. Fiscal Constraint – Project costs in the TIP are limited to amounts less than federal funding authorization levels anticipated through 2016; that is they reflect funds reasonably expected to be available to implement selected projects.
4. Conformity – All state and metropolitan planning programs, plans, and projects conform to the purposes of the Clean Air Act Amendments of 1990 and support relevant provisions of the State Implementation Plan (SIP) for Air Quality.

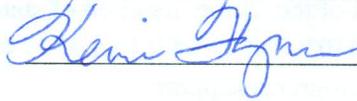
5. Public Participation – Adequate public notice and reasonable opportunity for public review and comment has been provided to citizens, public agencies, jurisdictions, employee representatives of transportation and other affected agencies, freight transportation and other private providers of transportation, representatives of the disabled, representatives of users of pedestrian walkways and bicycle facilities, and other interested parties, including those traditionally underserved by the existing transportation system. The State has followed published and adopted procedures for public involvement throughout the statewide transportation planning and programming process.

I declare that the foregoing is true and correct.

Governmental Unit: RI Division of Planning (RIDOP) and State Planning Council/Metropolitan

Planning Organization (SPC/MPO)

Signature:



Name of Official:

Kevin Flynn

Title:

Associate Director, RI DOP and Secretary, SPC/MPO

Date of Execution:

6-16-14