



# UPWP - Ongoing Tasks

## Activity 1 – Management and Administration

- a. Preparation and approval of the annual Unified Planning Work Program (UPWP) and the preparation of amendments when necessary.
- b. Reporting to FHWA and FTA including preparing quarterly progress reports and participation in the certification review of the transportation management area when applicable.
- c. Provide technical planning and administrative support to the State Planning Council/ MPO and all of its committees and working groups including but not limited to the; Technical, Transportation Advisory, RIGIS Executive, Freight Management, Advisory Committee on Education, and the Congestion Management Committees. This task includes, but is not limited to, preparation of and follow-up for; meetings, technical reports and plans, staff recommendations, posting, and maintaining membership lists, meeting calendars, and website content.
- d. Maintain orderly and accurate accounting of all finances including weekly payroll processing, invoice processing, monthly and quarterly cost accounting and reporting, and indirect cost management.
- e. Maintain the operations of the Division of Statewide Planning by conducting senior management team meetings.
- f. Order supplies and or technical equipment, as needed.
- g. Attend training sessions, webinars, seminars, conferences, and participate in professional organizations related to the mission of the RIDSP and the MPO.
- h. Monitor legislation for content that might affect the implementation of the SGP, alter land use and transportation planning systems, and/or the MPO, the responsibilities of the Division as staff of the MPO, and or on the transportation and land use planning systems of the State.
- i. Advise the MPO and coordinate with the Director's and Governor's Offices, and other stakeholders about the ramifications of proposed legislation on the transportation and land use planning systems of the State.
- j. Respond to interagency or legislative requests/mandates as they arise related to the mission of the RIDSP and MPO.
- k. Participate in quarterly meetings with FHWA, FTA, RIDOT, and RIPTA to discuss current work products and activities.
- l. Review and update the Rules and Regulations of the State Planning Council to account for changes in state and federal statute and policy as needed.

## Activity 2 – State Transportation Improvement Program (STIP)

- a. Administer the process for 1) identification and selection of transportation projects that address the needs of the State and advance the goals of the Long-Range Transportation Plan and RIDOT Transportation Asset Management Plan 2) review and process modifications and amendments to the STIP 3) monitor fiscal constraint and performance of the STIP 4) provide information to STIP stakeholders and the public 5) coordinate with municipal project sponsors, consultants, RIDOT, and RIPTA regarding implementation of existing projects and future potential projects and 6) maintain and improve the E-STIP Manager database and E-STIP Viewer.
- b. Enhance and maintain the E-STIP Manager database in terms of design, maintenance, workflow, reporting, workflows, etc.
- c. Monitor and evaluate the STIP update processes and procedures in the Memorandum of Agreement on Procedures to Amend and Modify the STIP; recommend improvements as needed.

### Activity 3 – State and Regional Transportation Operations, Management, and Planning Coordination

- a. Implement strategies for reducing the effects of non-recurring congestion such as assisting RIDOT with the identification and implementation of its Transportation System Management & Operations (TSMO) objectives.
- b. Participate in Road Safety Audits as requested by RIDOT.
- c. Serve on the RIDOT advisory committee for the Strategic Highway Safety Plan.
- d. Support and participate in quarterly meetings of the Incident Management Task Force.
- e. Cooperate with RIDOT to support the 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.
- f. 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, particularly as they relate to transitions between transportation modes, evaluate the potential strategies to address them, and implement those strategies.
- g. Meet regularly with RIDOT and RIPTA to coordinate activities and to monitor and plan for federal planning requirements as they are released by USDOT.
- h. Continue to participate in the National Cooperative Highway Research Program’s including 08-132 Accessing America’s Great Outdoors: Understanding Recreational Travel Patterns, Demand, and Future Investment Needs for Transportation Systems and 08-138 Connecting Transportation Asset Management (TAM) and Transportation System and TSMO.
- i. Meet regularly and partner with regional planning agencies, adjacent Metropolitan Planning Organizations, the Eastern Transportation Coalition, and larger regional organizations on mutually beneficial projects.
- j. Support the Tri-Party Agreement between the SPC, RIDSP, RIDOT, and RIPTA to achieve Performance-Based Planning and Programming requirements and comply with other federal requirements.
- k. Review and rank project applications for the RIDOT Municipal Road and Bridge Revolving Fund Program.
- l. Continue RITIS/INRIX Data Collection and Integration of travel data to assist several use cases and could result in usefulness for future UPWP projects.
- m. Streetlight / RITIS Data Analysis – Conduct analyses on transportation operations, performance, and safety using data tools available in the Streetlight and RITIS data platforms to supplement work on the CMP and other transportation plans and projects.

### Activity 4 – Transit Planning

- a. Provide technical advice, assistance, and support to RIPTA on planning efforts associated with the implementation of State Guide Plan 611, [Moving Rhode Island Forward 2040](#) and [Transit Forward RI 2040](#). This may include:
  - Assist with planning and development of rapid bus and high-capacity transit corridors.
  - Collaborate with RIPTA, municipalities, and other stakeholders to identify and designate community and regional mobility hubs.
  - Assist RIPTA, RIDOT, and local communities to ensure that [Transit Forward RI 2040](#) priorities are incorporated into municipal comprehensive plans, Statewide Transportation Improvement Program (STIP) submissions, STIP-funded capital projects, and other state and local planning efforts.
  - Work with RIPTA, state agencies, municipalities, and other stakeholders to align proposed housing, employment, and other development investments with existing and planned public transit service.
- b. Provide technical advice, assistance, and to RIPTA and RIDOT with general public transit planning efforts as well as data collection, monitoring, and reporting. This may include:
  - Assist with data collection and analysis for the National Transit Database (NTD), including review of draft data submissions for accuracy and consistency.

- Assist with RIPTA surveys, analysis of survey results, and researching comparable transit passenger surveys in the region.
  - Provision of data for; demographics, the State Guide Plan other statewide-related land-use and transportation data.
- c. Provide technical planning advice on laws, policies, and regulations to identify ways to better position the State for growth that is supportive of enhanced transit services, including development of strategies to advance Transit-Oriented Development (TOD). This may include:
- Assessment of policies in other states that pertain to housing, commercial development, and institutional uses, along with programs, policies, and laws supporting TOD and assistance on TOD to local communities.
  - Evaluate state employee commuting policies and recommend changes to encourage more transit use.

#### **Activity 5 – Freight Planning Implementation**

- a. Organize and lead quarterly meetings of the Freight Advisory Committee and with outreach to public and private freight stakeholders.
- b. Continue to work on the truck model component of the statewide travel demand model and incorporation of new truck volume and truck parking data from the 2022 Freight and Goods Movement Plan - Revised
- c. Update and develop new freight data and GIS information for state freight facilities and activity, as available and especially associated with the 2022 Freight and Goods Movement Plan – Revised. The GIS layer for the state Freight Network must be updated to reflect expansion of Rural and Urban Freight Corridors with the 2022 Plan update.
- d. Continue participation on the joint City of Providence/University of Rhode Island Infrastructure Resilience Planning Framework Steering Committee for the 2024 update of the Provport Master Plan.
- e. Collect data to monitor the state portions of the National Highway Freight Network including the Primary Highway Freight System (PHFS), Interstate not on the PHFS, Critical Urban freight Corridors, and Critical Rural Freight Corridors and update, as needed.
- f. Update the RI Freight Finder online mapping application with the newly expanded Urban and Rural Freight Corridors expanded by the 2022 Freight Plan update as well as new Port of Providence GIS Harbor Data from the Infrastructure Resilience Planning Framework Steering Committee for the 2024 update of the Provport Master Plan.
- g. Display new Freight Corridor maps on Division of Statewide Planning freight webpage.
- h. Respond to any freight-related questions and/or concerns from FHWA National and RI Division offices.
- i. Participate as requested to provide freight related input for local planning studies.
- j. Continue to participate in the quarterly Providence Port Community Engagement Meetings.
- k. Promote local learning opportunities and initiatives related to freight.
- l. Support and participate in workshops, meetings, and other freight planning activities of the Eastern Transportation Coalition (TETC) especially the Freight Data and Planning Subcommittee and Truck Parking Working Group.

#### **Activity 6 – Transportation Planning and Bicycle and Pedestrian Mobility**

- a. Monitor federal and state transportation legislation and guidance on state transportation plans.
- b. Conduct research and other background work that may be used for future transportation projects or for amendments to the Long-Range Transportation Plan. Propose and process amendments as needed.
- c. Continue to work with RIDOT, RIPTA, the TAC, and SPC on the identification of performance trends and implement and integrate Performance Based Planning and Programming (PBPP) to achieve desired outcomes for the multimodal transportation system. Update RIDSP PBPP web content with updated performance targets and progress.
- d. Continue to monitor, evaluate, and report on the performance targets to ensure that the goals translate

- and are linked to project selection and programming decisions in the LRTP and STIP.
- e. Coordinate with stakeholders on the implementation of the Bicycle Mobility Plan and coordinate with RIDOT in efforts to increase bicycle and pedestrian safety and the RIDOT development of a Vulnerable Road User Safety Action Plan.
  - f. Continue to work with DEM in updating the State Implementation Plan and the execution of the Motor Vehicle Emission Simulator (MOVES) to estimate emissions for mobile sources for air pollutants, greenhouse gases, and air toxins, as necessary for compliance with U.S. Environmental Protection Agency's Air Quality Conformity Regulations. Demonstrate transportation conformity of the long-range transportation plan and the STIP with the State Implementation Plan if necessary.
  - g. Convene the Air Quality Working Group, as necessary, to ensure transportation conformity for air quality. The Working Group is comprised of representatives from RIDSP, RIDEM, RIDOT, RIPTA, RIDOH, FHWA, FTA, U.S. EPA, the RI Association of Railroad Passengers, the American Lung Association of RI, the Rhode Island Sierra Club, and public members.
  - h. Assist the Office of Energy Resources with the implementation of [Electrifying Transportation: A Strategic Policy Guide for Improving Public Access to Electric Vehicle Charging Infrastructure in Rhode Island](#).

#### **Activity 7 – Long-Range Land Use & Transportation Planning**

- a. 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 elements (plans) that have been adopted over many years. It comprises many separately published elements covering a range of topics. The State Guide Plan provides a degree of continuity and permanent policy direction for the state's future development. The State Guide Plan currently contains 18 elements. From time to time it is necessary to update or amend the 16 Elements of the State Guide Plan as needed. This is typically topic or project-driven (current projects are individually listed below). It may include research, engaging stakeholders, and other background work that may be used for future SGP projects or for amendments to existing SGP.
- b. Continue to implement the SGP strategies and actions of the 18 Elements. This may involve working with municipalities, other state agencies and authorities, nongovernmental organizations, the General Assembly, and other planning stakeholders.
- c. Update the list of State Guide Plans on-line as needed and continue to maintain the history of the SGP by updating as needed an inventory of current, amended, and rescinded Elements of the SGP.
- d. Continue to deliver a public information on *Land Use 2025* for municipal officials and civic groups. Provide presentations on land use issues and concerns, and the recommendations of *Land Use 2025* to encourage integration of its goals, objectives, and strategies within municipal comprehensive plans.
- e. Assist executive branch agencies by conducting research and policy analysis on issues that cut across established agency areas of responsibility.
- f. Carry out planning studies to analyze emerging land use and transportation issues, as may requested by the Governor's Office and or the Director of Administration.
- g. Publish occasional papers on topics of emerging land use and transportation trends or planning issues.
- h. Update key data layers such as composite municipal future land Use and compile current municipal zoning and land development regulations related to land use and transportation planning.
- i. Coordinate with the Department of Health through participation in programs such as the Health Opportunity Zones and other planning-based initiatives.

#### **Activity 8 – Intergovernmental Coordination**

- a. Participate on the RIDOT Land Sales Committee. Review proposed transactions affecting state-owned properties, including highway rights- of-way, for consistency with the SGP, including the LRTP.
- b. Review transactions affecting state-owned properties, including highway rights- of-way, for consistency with the SGP and provide findings to the State Properties Committee.
- c. Review projects proposed or funded by the Rhode Island Commerce Corporation or its subsidiaries to determine conformity with the SGP, including the LRTP.
- d. Provide outreach and technical assistance to municipal governments in the development of

comprehensive plans and other topical questions as requested. Review draft and final municipal comprehensive community plans for consistency with the SGP. Reviews are conducted as necessary when drafts, plans or amendments are submitted by municipalities.

- e. Review, as needed because of mandate by R.I. General Laws; Expedited Housing Permit requests, Water Supply System Management Plans, Clean Water Infrastructure Replacement Plans, State Revolving Fund (SRF) applications for drinking water and clean water infrastructure for consistency with the SGP.
- f. Review for consistency with the SGP annual Community Development Block Grant applications.
- g. Work with DEM, RI Trails Advisory, and the Recreation Resources Review Committees in implementing grant rounds for local recreation and open space projects.
- h. Work with the Rhode Island Rivers Council in designating watershed councils and implementing grant rounds for watershed projects.

#### **Activity 9 – Planning Information and Education**

- a. Monitor, coordinate, and provide leadership for activities related to maintenance of the [Rhode Island Geographic Information System \(RIGIS\)](#) and the use of geospatial technology within the State. Continue to partner with state agencies and support initiatives to implement or use the technology and integration and sharing of data.
  - Participate in RIGIS Executive Committee meetings and assist with publication of RIGIS newsletter.
  - Continue to partner with the University of Rhode Island’s Environmental Data Center (URI EDC) for RIGIS delivery and track achievements /progress through quarterly reports.
- b. Respond to requests for assistance and provide technical assistance to municipalities on the use of GIS/RIGIS.
- c. Develop and keep updated transportation, land use/land cover, impervious surface, population, population projections, employment, housing and other MPO planning related data. Provide analysis, visualizations of the data, and share with State, federal, regional, and local agencies.
- d. Work with the RIGIS Data Committee to facilitate communication between State agencies and to identify information gaps that exist, assess the reasons for these gaps, suggest steps that could be taken to resolve them, governance best practices, and advice on data purchases.
- e. Provide technical assistance and planning expertise to the RI Agricultural Lands Preservation Commission, Grow Smart RI, RI Natural Heritage Preservation Commission, RI Recreation Resources Review Committee, Rhode Island Historic Preservation and Heritage Commission, Rhode Island Resource Conservation and Development Council, Rhode Island Rivers Council, Rhode Island Trails Advisory Committee, RI State Conservation Commission, RI Food Policy Council, RI Water Resources Board, and other Boards and Commissions as needed and requested.
- f. Keep key layers of transportation and land use planning used for numerous state projects updated. Maintain and enhance the Rhode Island Statewide Model (RISM).

#### **Activity 10 – Public Information and Outreach**

- a. Conduct public events, including forums, workshops, listening sessions, and meetings on transportation and land use planning related issues that outreach to all segments of the community.
- b. Maintain and enhance the MPO website and create web pages for major activities as needed. Increase the use of data visualizations on the RIDSP website, improving the ability to communicate with users via map and enhanced graphical charts and tables.
- c. Work within RIDSP and with other state agencies to determine strategies and outreach opportunities for public comment and education on transportation and land use related planning efforts (e.g., SmartComment, social media, and other forms of information delivery, virtual or in person).
- d. Publish and send an e-newsletter ten times per year 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.
- e. Manage the State’s planning archives, including a multi-year inventory of aerial photography, and provide controlled loan access to public and private organizations and individuals for duplication. Maintain the

RIDSP electronic and paper copy archives of publications, including the upkeep and inventory of the RIDSP library.

- f. Maintain and work to expand the MPO existing database of over 1,400 contacts that are notified for updates or amendments to transportation plans including the STIP, LRTP, etc. Update the contact database with the most up-to-date roster of state and local elected officials, city and town council representatives, community and special interest groups, stakeholders, and pertinent State and municipal agency contacts. Find new platform to host database for easier distribution.

#### Activity 11 – Title VI Compliance and Environmental Justice

- a. Title VI
  - Review contracts, MOUs, public meeting notices, public hearing notices, plans, and procedures for compliance with Title VI of the Civil Rights Act of 1964, including the completion of all required Title VI forms.
  - Ensure compliance with Title VI reporting requirements for complaints, investigations, and lawsuits.
  - Prepare an annual (federal fiscal year) *Title VI Report and Implementation Plan* (due to RIDOT in November of every year).
  - Assist RIDOT and RIPTA in Title VI program monitoring through data collection and analysis of levels of transit services as well as the provision of mapping and demographic data as needed.
  - Support RIDOT and RIPTA in conducting required Title VI service and fare equity analyses for major service changes. This may include coordinating directly with Connecticut Transit Public Service regarding any major Massachusetts Bay Transit Authority commuter rail service or fare changes that impact Rhode Island's service and documenting work on service equity analysis and coordination with CTPS.
  - Assess the adequacy of the collection, accuracy, and analysis of demographic data for the Transportation Equity Benefit Analysis and Environmental Justice purposes; revise as needed to improve and maintain consistency in data collection and analysis when considering all groups under Title VI and other civil rights laws.
  - Work to expand evaluation efforts related to the *Public Participation Plan* within the annual [Title VI Report and Implementation Plan](#).
- b. Solicit and summarize demographic information on public participants at public meetings and hearings.
- c. Maintain and implement the MPO [Public Participation Plan](#).
- d. Maintain and implement the RIDSP [Limited English Proficiency Plan](#).
- e. Monitor and report Disadvantage Business Enterprise (DBE) information for all U.S. DOT funded contracts and cooperative agreements entered into by Statewide Planning and its sub-recipients (DBE reporting to RIDOT due on November 1 and May 1 of every year).
- f. Monitor and respond to requests for translation of key Statewide Planning documents, public workshops and hearings, and public hearing notices and materials. Provide for interpreter services as requested.
- g. Increase the number of ongoing relationships with community groups in Environmental Justice areas, groups representing people protected by nondiscrimination regulations and other traditionally underserved populations.
- h. Monitor Federal Environmental Justice guidance (i.e., updated Executive Order 12898, the Justice40 Initiative, and the Climate and Economic Justice Screening Tool).
- i. Social Equity Data Platform maintenance: Continue to refine and maintain the social equity data platform on an ongoing basis with updated data, new data sources, and visualization tools.

#### Activity 12 – Climate Change Resiliency, Adaptation, and Mitigation

- a. Work on projects that focus resources and attention on developing policies and strategies for adapting to predicted climate change impacts and increasing resiliency.
- b. Participate on the Governor's Executive Climate Change Coordinating Council (EC4).

- c. Assist in the implementation of [Resilient Rhody: An Actionable Vision for Addressing the Impacts of Climate Change in Rhode Island](#).
- d. Assist RIDOT with on-going updates to and the implementation of the [Carbon Reduction Strategy](#) (CRS)
- e. Assist RIDOT with implementation of the Resiliency Improvement Plan (RIP)
- f. Partner with the Rhode Island Infrastructure Bank (RIIB) on municipal climate change, resiliency, and vulnerability planning initiatives.
- g. Provide technical assistance upon request on climate change impacts to transportation and land use planning and resiliency from other state agencies, and other local, regional, and state agencies or offices.
- h. Work with other organizations within and outside of Rhode Island to leverage data, knowledge, and funding and develop plans that meet state resiliency, adaptation, and mitigation needs.

#### **Activity 13 – Support to Other State Agencies and Municipalities**

- a. Provide training, information, technical assistance, and where possible, financial assistance to state agencies, and other parties on issues affecting transportation, climate change, resiliency, and land use planning.
- b. Respond to requests for technical assistance and planning guidance from local governments, the general public, and other interested parties.

#### **Activity 14 – Special Projects and Activities Not Federally Funded**

- a. Respond to internal, executive, or legislative requests as they arise.
- b. Provide technical planning advise to the Rhode Island Housing agency for planning efforts concerning the Municipal Technical Assistance Program which addresses the need for safe and affordable housing for all Rhode Islanders.

#### **Activity 15 – Energy Facility Siting Board Review**

- a. Review of applications for energy facilities as required by the Energy Facility Siting Act (Rhode Island General Law [42-98](#)) as needed.

#### **Activity 16 – State Data Center**

- a. Continue to partner with the U.S. Census Bureau to provide data users with understandable, accurate, and timely information. Create visualizations for the RIDSP website and a network of other partners in State agencies, universities, libraries, and regional and local governments.
- b. Compile datasets required annually (e.g., Vital Statistics Report; Boundary and Annexation Survey; State Data Center Report; Group Quarters Survey).
- c. Develop and participate in training for Census-related data use, modeling, technology updates, etc.
- d. Develop data briefs and information on Census data analysis.

