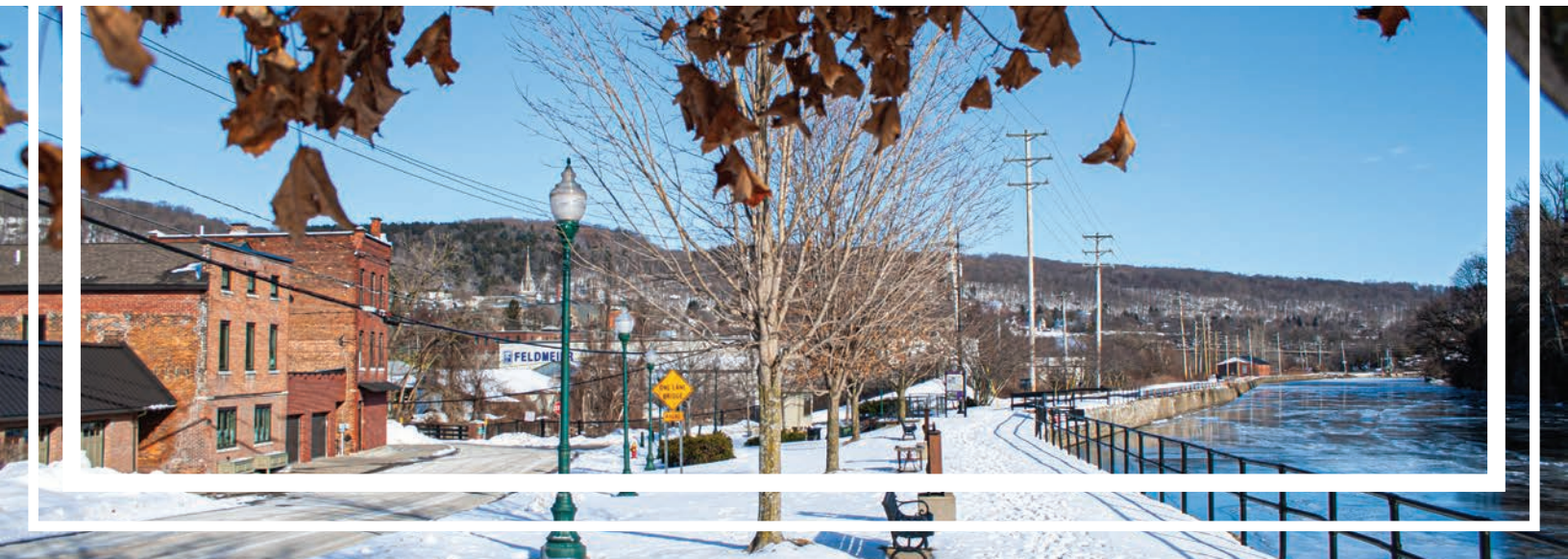




# UNIFIED PLANNING WORK PROGRAM

**2021-2022**

*Effective April 1, 2021 through March 31, 2022*



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## GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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### HOCTC Resolution 2021 – 01

#### Approval of the 2021 – 2022 Unified Planning Work Program (UPWP)

**WHEREAS**, the FAST ACT authorized the use of funds for Metropolitan Planning Organization's to carry out transportation planning requirements and responsibilities; and

**WHEREAS**, Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program (UPWP) which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Fixing Americas Surface Transportation (FAST), Title VI, Section 5303 Program; and

**WHEREAS**, the HOCTC staff developed the 2021 – 2022 UPWP through the continuous, comprehensive, and cooperative transportation planning process in coordination with state, regional, and local agencies and officials; and

**WHEREAS**, the Transportation Planning Committee and Governmental Policy & Liaison Committee have worked with HOCTC staff to develop a recommended UPWP so that the latest draft submitted herewith represents an accurate description of work to be undertaken and funds to be made available; and

**WHEREAS**, the 2021 – 2022 UPWP was legally advertised for public review in accordance with HOCTC PPP and all applicable regulations, with the review period closing on February 19, 2021; and

**NOW THEREFORE BE IT RESOLVED**, that the Governmental Policy and Liaison Committee endorses and hereby adopts the 2021 – 2022 UPWP for the Herkimer-Oneida Counties Transportation Council, as recommended by the Transportation Planning Committee; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy & Liaison Committee authorizes the Transportation Planning Committee to make necessary schedule revisions, project refinements, and give task specific direction to HOCTC staff to carry out this work program during the course of the year; and


**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee for the Herkimer-Oneida Counties Transportation Council certifies that the requirements of 23 CFR Part 450.114 (c) have been met; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2021 – 2022 UPWP to the NYS Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds on behalf of HOCTC; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2021 – 2022 UPWP to the NYS Department of Transportation to be used for an application to the Federal Transit Administration to obtain transit planning funds on behalf of HOCTC; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee also authorizes submittal of the 2021 – 2022 UPWP to the statewide and area wide clearinghouses to fulfill any federal and state review requirements for the identified work herein to be carried out and the federal, state, and local funds to be used; and

**BE IT FINALLY RESOLVED**, that the Governmental Policy and Liaison Committee hereby directs the Chairman to communicate this action to the appropriate State and Federal officials in the prescribed manner.

  
Anthony J. Picente, Jr.      2/23/21  
Chairperson                      Date

  
James J. Genovese II      2/23/21  
Secretary                      Date

## The Herkimer-Oneida Counties Transportation Council

The Herkimer-Oneida Counties Governmental Policy and Liaison Committee (GP&L) is the committee that governs the Metropolitan Planning Organization (MPO) for Herkimer and Oneida Counties and directs the regional transportation planning process as it relates to the use of federal transportation funds. By GP&L resolution the Herkimer-Oneida Counties Transportation Study renamed itself to the Herkimer-Oneida Counties Transportation Council (HOCTC), effective January 1, 2021. The MPO has final approval and authority on all major transportation decisions, policies, and programs developed through the HOCTC planning process. The GP&L is composed primarily of locally elected and appointed officials that represent the interests of the citizens of Herkimer and Oneida Counties, officials from the State of New York, transit providers, social service agencies, and other stakeholders. HOCTC serves as staff to the GP&L to carry out the transportation planning process working cooperatively with local, state, and federal agencies to conduct transportation planning activities in Herkimer and Oneida Counties.

MPOs were created, in compliance with the Federal Highway Act of 1962, to establish regional transportation goals and objectives for Urbanized Areas with a population of greater than 50,000. HOCTC was created in 1963 by corresponding resolutions from Herkimer County and Oneida County to conduct this activity for the Metropolitan Planning Area (MPA), which encompasses the Utica Urbanized Area and the urbanized clusters of Rome, Sylvan Beach, Little Falls, Oneida (portion) and Ilion-Herkimer, and the remaining totality of Herkimer and Oneida Counties. HOCTC shares responsibility with the New York State Department of Transportation (NYSDOT) to develop cooperative transportation plans and programs for the two-county area and provides a public forum for the identification of transportation needs. Currently, funding is provided for the MPO by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) via current federal transportation legislation.

HOCTC authors and updates three documents that are common to all MPOs nationwide. They are 1) the Long-Range Transportation Plan (LRTP), a 20-year vision of transportation goals, objectives, needs, and projected growth for the two-county region; 2) the Transportation Improvement Program (TIP), a three to five-year program that lists priority capital transportation projects with identified costs, schedules, and funding sources, inclusive of all State and Federally funded transportation projects within the two-county region; and 3) the Unified Planning Work Program (UPWP), an annual work plan which identifies the transportation planning activities and tasks to be carried out by staff to achieve the goals, objectives, and actions established in the LRTP and support the projects listed in the TIP.

The three documents are used to direct the activities of HOCTC staff and ensure that the MPO remains in compliance with the NYSDOT, FHWA, and FTA policy. Compliance with Federal policy is required for the HOCTC to receive funding, as one of the fourteen MPOs of New York state.

All documents are available on the HOCTC website at <http://www.HOCTS.org>.

## 2020 – 2021 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTC 2020-2021 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
<b>Program Support &amp; Administration (ALI 44.21.00)</b>	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, office administration, and processes. This includes FTA and FHWA activities, UPWP program management, grant line administration, data and file management, and daily office operations. In addition, staff prepares for and hosts all, including all follow-up TPC and GP&L meetings. (Submitted resolutions approved by the GP&L to NYSDOT, FHWA, and FTA.) Due to the COVID-19 Pandemic, all Oneida County meetings were held virtual beginning April 2020 and will continue until further notice.
UPWP & Semi-Annual Progress Reports (21.20)	Continuous work on programming tasks outlined in the UPWP. This includes management, regulatory compliance, and timely reporting. Progress reports are submitted twice per year, with the UPWP being prepared annually.
Public Participation Program (21.30)	The HOCTS 2020 PPP, approved by the GP&L on December 2020, includes policy changes to meet the demands of virtual meetings during the COVID-19 Pandemic and any emergency where in-person meetings are not possible. An Emergency Provisions for Public Involvement section was also added to give more detail of alternate participation procedures. The staff looks for opportunities to engage LEP, elderly, disabled, rural, and a diversified population within the Metropolitan Planning Area.
Environmental Justice / Title VI (21.40)	Staff continued to maintain current Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. HOCTS continued to assist Oneida County in maintaining compliance with Environmental Justice/Title VI by working with the Title VI Coordinator for Oneida County.
<b>General Development &amp; Comprehensive Planning (ALI 44.22.00)</b>	
Coordination with Partner Agencies (22.10)	HOCTS acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized transportation into their local planning documents, policies, and practices. In addition, HOCTS shares grant and training opportunities for transportation planning efforts at the local level. HOCTS routinely attends meetings at the request of other agencies with questions regarding the transportation network, funding availability for projects, or those wishing to explore and build new partnerships. All meetings with partner agencies have been virtual during the COVID-19 Pandemic.

Coordination with County & Municipal Land-use (22.20)	Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTS had been assisting the Oneida County Planning Department with the development of transportation datasets to use in their land-use planning work. This includes providing review comments when planning or zoning board cases are referred to the county through the New York State GML-239 process.
Local Transportation Planning Assistance Program (22.30)	Based on solicitation for local projects, a part of the TIP 2020 – 20204 development, projects appropriate for the LTPAP were identified. Currently, two projects are under review by the Transportation Planning Committee for potential funding in the 2020 – 2021 program. A third awardee had withdrawn their application. The COVID-19 Pandemic had impacted this task by pushing back the associated timeline due to local funding and budgetary concerns.
Census Support / Statistical Analysis (22.40)	Staff continued to review and analyze urban area boundaries, CTPP releases, American Communities Survey data, and Economic Census data as it became available for use with the LRTP and other studies/reports. The staff had assisted Oneida County with its response to the COVID-19 pandemic. Utilizing Census data, statistical analysis, and GIS mapping, the staff had worked to develop the Oneida County Dashboard. Additionally, data analysis had been used to help identify where food and PPE distribution should occur along with pop-up testing events.
<b>Long-Range Transportation Planning (ALI 44.23.00)</b>	
<b>Long-Range Transportation Planning – System Level - (ALI 44.23.01)</b>	
LRTP Update (23.01.10)	The LRTP 2020 – 2040 “Going Places” was adopted on December 17, 2019, by the action of the GP&L Committee. An update to the document was made in September 2020 that included a specific expanded project listing appendix. This listing ensured consistency between the LRTP, Transportation Improvement Program, and the Unified Planning Work Program, providing greater detail for individual projects.
Land-use & TAZ Build-out (23.01.20)	The UAB and Adjusted Urbanized Area were identified, developed, and mapped to illustrate using data sources such as real property data and the Street Address Mapping (SAM) points. Analyst staff was tasked with correlating real-time spatial build-out with a mapped dataset to develop a higher confidence level with datasets.
System-Wide Analysis for Performance-Based Planning (23.01.30)	The SWA for TBTC study serves to evaluate and redesign the rural transit system and provide an implementable framework for linking the urban and rural transit systems in Oneida County to provide a true public transit resource and close the gaps in the transportation network. The consultant has been diligently working to gather and analyze the base data for the rural system and the urban transit system. HOCTS staff along with its consultant,



	<p>Transpo Group USA, Inc. have focused on outreaching to the Human Services Agencies (HSAs) that have previously, currently, or shown an interest in using public transportation to support their programs and clients. A large part of this was holding virtual meetings with the leadership of each agency to ascertain if their programs and clientele could be joined with existing public transit or if the new routing and/or options would need to be explored. These conversations were followed up with a survey to collect data regarding funding sources and overall needs. Overall the SWA for TBTC study has been progressed by HOCTS staff and its consultant. At the same time, the COVID impacts that slowed the analysis also resulted in holding up the branding and marketing progress. The consultant has remained flexible and things are progressing more normally into Q3 2020.</p>
<p>Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)</p>	<p>The scheduling for planning meetings with NYSDOT Region 2, NYSTA, FHWA, and HOCTS, to develop a concept scope and project boundaries, is currently in progress. Discussion is also in progress to complete this project as a PEL study using FHWA guidance and utilizing SPR funds through the NYSDOT Main Office. This task has been impacted by the COVID-19 Pandemic by and the projected schedule has been updated to reflect that, in coordination with NYSDOT Region 2.</p>
<p><b>Long-Range Transportation Planning – Project Level - (ALI 44.23.02)</b></p>	
<p>Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)</p>	<p>HOCTS has supported bicycle, pedestrian, and non-motorized transportation systems in a variety of ways. Recently one of HOCTS staff, through a partnership with the Oneida County Department of Health was invited to participate in the New York State Walking College as a program fellow. The Walking College is a remote-learning program that imparts fellows with the knowledge and skills they need to become leaders in creating stronger, more equitable, sustainable, and livable communities. HOCTS provided technical advisement to the City of Utica to implement a temporary pop-up complete streets project to prove the viability of the concepts within the urban framework. Such a project occurred on a major thoroughfare, Genesee Street, in September 2020.</p> <p>HOCTS has supported our host agency in its efforts towards accomplishing goals set out in the Vision 2020 program. Vision 2020 enacted an examination of stakeholder needs for transportation and employment opportunities in urban and rural areas. Vision 2020 focuses on the strategies and action plans that would address unmet needs by enhancing current transportation infrastructure and identifying potential new linkages for workforce development. HOCTS provides technical advisement to three sub-committees (Alternatives to Automobiles, Accessibility, and Connectivity).</p> <p>HOCTS has worked to maintain a quality trails database for both Oneida and Herkimer County. This includes working with local trail clubs, municipalities, and other entities to GPS-locate and spatially map the trails into GIS. Attributes of the trails are collected regarding the topography, amenities, accessibility, and facilities available. The staff has mapped one trail extension. It was also realized, in part due to the COVID-19 pandemic as people took to</p>

	<p>nature to find relief from stay-home orders, that many trailheads and parking areas did not have E911 addresses assigned to them. As this is a job performed under Task 24.30 to help ensure the safety of the road network, tasks were combined and HOCTS has implemented a plan to address all trailheads and parking areas to ensure public safety and emergency response efficiency. This is planned to be complete by Q1 2021.</p>
<p>Transit Enhancement and Mobility Management Activities (23.02.50)</p>	<p>This task has focused on working to develop an overall direction for mobility in Herkimer and Oneida Counties with a holistic approach. Since meetings were restricted to virtual due to the COVID-19 Pandemic, HOCTS staff continued communication with the contracted consultant team, Transpo Group, to progress the SWA for TBTC study which will serve to evaluate and redesign the OCRT system and provide an implementable framework closing the gaps in the urban and rural transit systems in Oneida County.</p> <p>The Transportation Coordination Committee (TCC), in conjunction with HOCTS staff, provides a platform to human service agencies and transit operators to address the transportation gaps and needs in Oneida and Herkimer Counties. Due to the COVID-19 Pandemic, all communication with TCC members was done virtually.</p> <p>Staff continues to work with Oneida County to administer the Oneida County Rural Transit (OCRT) Section 5311 2020 – 2021 grant-related tasks. These include virtual meetings and communications with the transit operator and NYSDOT staff for the preparation of vouchers for operating assistance payments, completing the NYSDOT procurement process for any replacement buses, and submission of required NYSDOT reports.</p> <p>Staff continues coordination between the MPO and Oneida County for urban transit service by CENTRO of Oneida, Inc. (CENTRO) and rural transit service by Birnie Bus Transit, Inc. This includes efforts to foster connectivity between urban and rural transit providers. HOCTS also attends Central New York Regional Transit Authority (CNYRTA) Board meetings in Syracuse, now virtually due to the pandemic.</p> <p>HOCTS staff provides administrative support to both Oneida and Herkimer Counties for their rural transit systems. As such, HOCTS staff worked with Oneida County to secure CARES Act rural transit funding for COVID-19 response in the form of operating funds and mobility management funding. This assistance supports the continued operation of rural and urban transit in the HOCTS MPA.</p>

<b>Short Range Transportation Planning (ALI 44.24.00)</b>	
Short Range Transportation Development (24.10)	This task provides continued support of Herkimer and Oneida County member municipalities for requests including but not limited to providing land use data, census information, transportation data, review of transportation elements of plans, programs, projects, and immediate needs requests as they relate to planning issues.
Geographic Information Systems (24.20)	<p>The GIS activities in HOCTS continue to build and maintain current transportation-related spatial data. Staff continued to monitor the status of Oneida County data's currency and completeness. Building the County's enterprise-level datasets and providing transportation GIS data to a broader audience is also ongoing.</p> <p>The GIS staff virtually attended several seminars and conferences to keep abreast of the latest in the mapping sciences. Staff attended NYS GIS association seminars and meetings to gain knowledge of the latest technologies in the field of mapping and data collection. One of the staff members is now the Past - President of the NYS GIS Association and is actively involved in steering Statewide GIS activities. Another staff is a member of the NYS Geospatial Advisory Committee. This body convenes and makes recommendations to the NYS GIS program office as to which geospatial data collection efforts should be funded and supported.</p> <p>Staff continues to use the ALIS accident location system to analyze where crashes are occurring and identifying "hot spots" with high-frequency crashes. The system is continually tested internally to determine the accuracy of the data, both spatially and on the attribution. The results are showing an increasing level of accuracy with newer data in both attribution and the spatial position of the crash.</p> <p>In a combined effort by Oneida County and HOCTS, a drone data collection program has been initiated. As of September 2020, two staff members have been licensed to commercially operate drones. In February a drone was purchased for aerial imagery and data capture. It has been registered with the FAA and is in testing to collect imagery, gather intersection geometry to the centimeter level, observe traffic patterns, and applied to evolving transportation-related data needs. Ground control is placed and GPS observed, as necessary to perform the photogrammetric processing necessary to produce the spatial data we desire. This was done using an ESRI product called Drone2Map, which is obtained via ESRI License Agreement with NYSDOT. A staff member who is a graphic design artist has tested the camera on the drone with specific camera settings for different environmental conditions. Staff is now are capturing scenes from around the two Counties for use in required reports.</p>

	<p>The final phase of the installation of Oneida County’s ArcGIS Server software has been completed. This allows map services to be published on the intranet and internet. Currently, traffic count and pavement condition web mapping applications are running from <a href="http://www.ocgov.net/planning">www.ocgov.net/planning</a>. Some data is available to the public, while other data is accessible only to staff, due to its sensitive nature. These map applications are platform-independent and will run on any PC or mobile device.</p>
<p>Road Centerline / Address Correction /Street Address Mapping (24.30)</p>	<p>Road Centerline updating has been completed in both Herkimer and Oneida Counties. In both Counties, this update has been coordinated with the E911 offices to ensure address ranges and road names are following E911 conventions and are properly represented by signage in the field at the property location.</p> <p>The initial effort of completing an address point for every known address in Oneida County is complete and has been transitioned into a maintenance phase. This effort is coordinated with the NYS effort known as Street Address Mapping (SAM). HOCTS/Oneida County has reached an agreement with the NYS GIS Program office to update the Statewide address point file, once a quarter, for import into the Statewide dataset.</p> <p>In 2019, a work plan was formulated with Herkimer County E911 to review the SAM data in Herkimer County. Data review is well underway and many towns have been Quality Controlled to date. The extremely rural and seasonally occupied portions of Herkimer County have a large amount of self-assigned addresses in it and the seasonal residence nature of the Town makes addressing confusing. Once the initial review is complete, access to the SAM points in Herkimer County via GeoLynx will be gained and move into a maintenance mode in that County as well.</p>
<p>Modeling &amp; Forecasting (24.40)</p>	<p>Traffic count processing and data acquisition is an ongoing task of the GIS unit. Oneida County’s regional transportation model will need calibration when complete. This calibration requires traffic counts at specific strategic locations throughout the modeling network. Staff have coordinated with NYSDOT region staff and mapped both existing count locations and count request locations. All stations on the non-State Federal Aid System counted and can proceed with input into the transportation model; Calibration of the model is expected before 2021.</p> <p>Future forecasting requires mapping and GIS support. To anticipate where development will occur, one will need to look at things like open-space, zoning, tax parcel information, existing water and sewer networks, etc. GIS can support and display many of these layers simultaneously, which will guide staff toward accurate future land use projections.</p>

Functional Classification (24.50)	The GIS unit is currently using the NYSDOT online traffic data viewer as the official source of functional class information for non-State Federal Aid Roads. Staff constantly monitored traffic via counts and census data. When the Census 2020 urban boundary is formed, it will be reviewed in conjunction with traffic count data collected. This analysis will allow HOCTS to evaluate any changes that are needed to the functional class of roads on Herkimer and Oneida Counties.
Road Scoring / Pavement Management (24.60)	Road scoring for 2020 is almost complete. The observed condition data will be delivered to agencies who use the data for paving schedules and system analysis. HOCTS has teamed with Oneida County to complete road scoring on County Roads. That data collection is underway again and will be used to assist with paving and road asset management and capital project planning for 2021. The pavements are scored using ArcGIS version 10.6 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment. The 2020 report will graphically compare 2016, 2017, 2018, 2019 data to the 2020 results to assess how well roads are being maintained. The collection methodology was identical in these five collections and therefore the analysis between them accurately reflects the change in pavement conditions. Staff started to see trends of where and when the pavement begins to deteriorate at a rapid rate and can relate it to infrastructure investments. This information can be used to strategize the best time and type of maintenance activity for a particular infrastructure.
Traffic Counting (24.70)	HOCTS continued to take part in the NYSDOT County Counter Program. This program was created by NYSDOT and provides the equipment, training, and software necessary to collect traffic count data. HOCTS staff provided the labor for counter placement and data processing. Collection during the summer of 2020 got a late start due to COVID-19, 41 successful counts were completed during late summer as traffic returns to normal volumes. 2020 count processing will be completed in the coming months and then deployed on Oneida County's website. Staff will deliver the counts to the NYSDOT Main office in small batches for inclusion in their NYSDOT online traffic data viewer. All counts collected include volume, speed, and class observations. All of Oneida county's counts are immediately available at Traffic Counts App or <a href="http://hoccpp.maps.arcgis.com/apps/View/index.html?appid=c3efbade0c3e4a57bf8b3e669de8fe7b">http://hoccpp.maps.arcgis.com/apps/View/index.html?appid=c3efbade0c3e4a57bf8b3e669de8fe7b</a> if you are typing the address from a hard copy of this document.
<b>Transportation Improvement Program (ALI 44.25.00)</b>	
TIP Maintenance & Development (25.10)	The continuing maintenance of the 2020 – 2024 Transportation Improvement Program (TIP) includes tracking amendments prepared for the GPL, the processing of administrative modifications and written justifications,

	submitting actions to e-STIP for agency approval, ensuring fiscal-constraint, and projection of long-term needs within the TIP. HOCTS actively works with NYSDOT Region 2 and Transit Operators to maintain a capital program that is fiscally constrained and meets the area’s transportation needs.
<b>Emphasis Areas (ALI 44.26.00)</b>	
Coordinated Non-Emergency Human Services Transportation Plan (26.12)	The Transportation Coordination Committee (TCC) was formed to strengthen coordination among human services agencies and transit operators to improve mobility options for the two-county planning area. The 2017-2020 Coordinated Public Transit-Human Services Transportation Plan for Herkimer and Oneida Counties was adopted on November 21, 2016. The TCC meets regularly, however, during the COVID pandemic virtual meetings have been scheduled. HOCTS staff has worked with Oneida County to administer the 2019 – 2020 Section 5311 program funding for NYSDOT. HOCTS staff also coordinated a local review committee for the 2020-2021 FTA Section 5310 projects. The results of the ranking by review rubric was sent to NYSDOT Transit Bureau for review and final selection.
Planning for Transit Systems Management/ Operations to Increase Ridership (26.16)	HOCTS staff actively provides oversight, administration, planning, and support services for the Oneida County Rural Transit (OCRT). The focus has been on improving the efficiency and effectiveness of regional/rural and urban transit service connections of the two systems in the metropolitan planning area. The SWA for TBTC is currently underway with project stakeholders and HOCTS consultant. This study addresses the transit system and how to maximize its efficiency as an asset for the MPA by creating transit linkages to other modes of transportation. A parallel focus of the study is to develop a marketing/branding of transit that encourages people to consider people to utilize the transit systems. The work in this task complements the Vision 2020 efforts in Task 44.23.02.40 as it is dealing with addressing unmet needs in the community and increasing transportation options to meet daily life needs. A focus of which has been to identify and perform outreach to the human service agencies that require transportation and transit services for their programs.
Safety and Security (SAM Project) (26.16)	On-going efforts to enhance safety and security on the network to include: <ul style="list-style-type: none"> <li>• Promotion of Complete Streets legislation within member municipalities.</li> <li>• Analysis of data from the NYSDOT reporting systems, such as ALIS, as it relates to the safety statistics for the MPA.</li> <li>• Assisting with field evaluations in areas with traffic concerns, high accident rates, or operational deficiencies.</li> <li>• Ensuring that safety elements are included in all capital projects.</li> <li>• Working with transportation operators to facilitate security at transit hubs.</li> <li>• Participation with NYS MPO working groups for safety, security, and related topics.</li> </ul>

<b>Other Activities (ALI 44.27.00)</b>	
Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)	HOCTS continues to support NYSAMPO by contributing dues from its annual apportionment. Additionally, participation with the following NYSAMPO working groups provides significant value to the work program. HOCTS also participates in and supports SCIs and SPR projects, whenever applicable to the needs of the MPA.
Direct & Indirect Costs (27.20)	This is a tracking mechanism for direct and indirect costs associated with the program task work, as outlined in the UPWP for HOCTS staff. Direct and indirect items include contractual costs, equipment, travel, training, workshops, printing, office supplies, meeting supplies, reproduction, computer equipment, computer software, office furnishings, all items are as needed to administer the program and acceptable costs within FHWA, FTA, and NYSDOT regulations for Metropolitan Planning funds (Section 5303). This does not include any central staff (salary and fringe benefits) charges.

## Development of the Unified Planning Work Program

The UPWP is an outline of the transportation planning, programming, and budgetary activities that are to be undertaken by the Herkimer-Oneida Counties Transportation Study (HOCTC), as the MPO for Oneida and Herkimer Counties, for the State Fiscal Year (SFY) 2020 running from April 1, 2021, to March 31, 2022.

This UPWP is developed to advance the coordination of transportation and transportation-related planning activities in the Metropolitan Planning Area (MPA), which encompasses the entirety of Herkimer and Oneida Counties. The UPWP consists of specific tasks focused on both federal, state, and local goals for the two-county transportation system, which defines the work program. The UPWP provides an overview of the area's transportation planning program to elected officials, government agencies, and citizens of Herkimer and Oneida Counties. The development of the UPWP provides individuals and agencies with an opportunity to provide input and understand the transportation planning tasks scheduled to be undertaken. Additionally, the UPWP serves as a coordination mechanism and guide for HOCTC staff, which undertake the outlined tasks. Finally, the UPWP provides a series of benchmarks and a record of past, current, ongoing and proposed activities to the federal, state, and local agencies providing funding.

Over the past six decades, there have been regular revisions to the basic “Three C” (Comprehensive, Cooperative, and Continuing) framework through which MPOs plan their region’s transportation system. The most recent update comes from the 2015 FAST Act. The FAST Act has brought a heightened focus on performance-based, outcome-focused planning, planning for freight movements is further emphasized. MPOs must consider resiliency, reliability, and stormwater impacts in their LRTPs, as well as enhancing travel/tourism. These new planning factors are addressed in later sections of this document.

The UPWP development process is guided by the federal planning factors in the FAST Act. The planning factors are economic vitality, safety, security, accessibility & mobility, environment, energy conservation, quality of life, integration & connectivity, management & operation, preservation, resiliency & reliability, and travel & tourism.

The 2021 – 2022 UPWP was developed through a collaborative process involving HOCTC staff, the planning and policy committees, partner agencies, and a public comment period. These ideas were combined with ongoing and carryover projects and activities taken from the 2020-2021 UPWP and input from NYSDOT Region 2. Also, elements were incorporated from the NYSDOT call letter and FAST Act. The 2021-2022 UPWP was made available for a two-week public review period, prior to presentation to GP&L. During this time, the document is provided to the Planning Committee, NYSDOT Region 2 staff, NYSDOT Main office staff, and other agencies. In addition, the draft was available online at [www.hocts.org](http://www.hocts.org) and utilized our Public Participation Plan to outreach to the metropolitan planning area. NYSDOT main office, FHWA, and FTA are provided the draft document approximately one month prior to the meeting at which the UPWP is presented to the GP&L. Upon review, given the GP&L finds the 2021-2022 UPWP to meet the HOCTC mission, support the planning principles, the LRTP 2020 – 2040 goals, the Federal and State transportation legislation programming, and furthers transportation planning in Herkimer and Oneida Counties, the UPWP is approved. Once approval is obtained, the UPWP is submitted to NYSDOT for submission to FHWA and FTA.



## Transportation Planning Activities Statewide

As part of UPWP development, the fourteen MPOs in New York State, working as the NYS Association of MPOs (NYSAMPO), reserve a limited amount of federal transportation planning funds to collaboratively fund a series of statewide shared cost initiatives (SCIs) and joint pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. The SCI program has been in operation since FY 99/00.

### Statewide Shared Cost Initiatives (SCIs) Summary

Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a bi-annual transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities. HOCTC will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2021-2022 planning funds for the following agreed-upon SCIs:

#### ❖ NYSAMPO Staff Support

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$250,000 (\$150,000 FHWA PL and \$100,000 NYSDOT SPR)

Lead Agency: Capital District Transportation Committee

#### ❖ NYSAMPO Staff Training

Objective: Provide relevant training and professional development opportunities for the staff and member agencies of MPOs.

Cost: \$77,849 FHWA PL and \$9,828 FTA MPP/\$2,457 NYSDOT IKS

Lead Agency: Genesee Transportation Council

#### ❖ AMPO Dues

Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.

Cost: \$42,898 FHWA PL (HOCTC share is \$689 or 2021-2022)

Lead Agency: Binghamton Metropolitan Transportation Study

#### ❖ Shared Transit Service Planning and Analytics Initiative

Objective: Support a set of collaborative pilot applications of common transit mobility planning and analysis tools.

Cost: \$458,590 FTA Section 5303 MPP/\$114,648 NYSDOT IKS

Lead Agency: Capital District Transportation Committee

## Projects Common to many or all MPOs

There are transportation planning and research projects that can benefit many or all of the metropolitan planning organizations in New York State. The fourteen MPOs in New York State and the NYSDOT have recognized the efficiency of pooling a portion of their Federal metropolitan planning funds to undertake these tasks. NYSDOT has agreed to support the program with SPR funds where appropriate to the task. The MPO Directors, NYSDOT Policy and Planning Division, and MPO Liaison collaborate to identify potential tasks and reach consensus on those that are proposed for the year and develop a scope of work for each. In general, these projects are undertaken by a consultant under contract to one of the MPOs or NYSDOT. Below is a listing of projects that occur in the HOCTC MPA, NYSDOT Region 2, and have project end dates within or beyond the 2021 SFY:

SPR #	Project Title	Projected End Date	SPR Funding	Short Description
<b>All MPOs</b>				
SP-20-02	National Household Travel Survey (NHTS), Census Transportation Planning Program (CTPP), Intercity Travel (ATS), and Travel Patterns for NYS	February 2025	\$3,580,616	The goal of this project is to provide research and analysis of national data sets to highlight New York State data.
C-13-57	Highway Oversize/Overweight Credentialing System (HOOCs)	September 2021	\$5,000,000	The goal is to implement a Commercial Off-the-Shelf (COTS) HOOCs software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements.
C-14-53	Program & Project Management Software and Training	November 2021	\$2,712,796	The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise level program and project management system to facilitate improvements to the capital program delivery.
SPR #	Project Title	Projected End Date	SPR Funding	Short Description
C-14-61	Technical Support for Use of National Performance Management Research Data (NPMRDS)	September 2021	\$1,654,357	The goal of this project is to develop and make accessible to NYSDOT and partner planning agencies a hosted National Performance Management Research Data Set (NPMRDS) geo-database and analytic framework for performance analysis and visualization of congestion, mobility and reliability.
C-19-51	Short Count Traffic Count Program (2020-2024)	December 2025	\$30,434,707	The project goal is to provide for the collection of traffic data in NYSDOT Regions 1 through 11 (divided into Zones). This will be achieved by contracting for the collection of that data.

C-15-52	Statewide Planning, Policy & Technical Research Tasks in Support of ATDM (Active Transportation Demand Management)	June 2021	\$3,725,000	This project will progress and support specific task-order based assignments related to planning, policy, technical assistance, and research needs that may be inter-regional, or statewide in scope and aim to reduce congestion, energy consumption, greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures, and promote or foster a sustainable transportation system.
SPR #	Project Title	Projected End Date	SPR Funding	Short Description
C-15-54	Bus Safety Inspection System (BusNET)	November 2020	\$2,300,000	The goal of this project is to replace the existing 25+ year old mainframe with a new modern server-based IT system.
C-16-51	Continuous Count Traffic Count Program Zone 1	June 2021	\$2,525,000	This initiative is the Continuous Count Traffic Count Program for Zone 1 with full performance-based maintenance and upgrade services in Zone 1 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.
C-16-52	Continuous Count Traffic Count Program Zone 2	June 2021	\$2,225,000	This initiative is the Continuous Count Traffic Count Program for Zone 2 with full performance-based maintenance and upgrade services in Zone 2 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.
C-17-53	Pavement Condition Data Collection Services	December 2024	\$20,500,000	The goal of this project is to collect pavement condition data as necessary to comply with annual state and federal requirements and NYSDOT pavement management practices and to develop and maintain a system by which to track location, dimension and condition of other highway related assets.
C-17-56	Statewide Coordination of Metropolitan Planning Programs	March 2022	\$100,000 2021-2022 UPWP period	The goal of this project is to support and maintain the ongoing coordination of the metropolitan planning programs in NYS for statewide benefit; the ongoing collaboration of the fourteen (14) metropolitan planning organizations (MPOs); and the on-going coordination of metropolitan and statewide planning programs.
SPR#	Project Title	Projected End Date	SPR Funding	Short Description
C-18-51	Statewide Analysis of All Horizontal Curves and Associated Curve Warning Signs	February 2021	\$2,000,000	The goal of this project is to determine sign changes required to meet 2009 Manual of Uniform Traffic Control Devices (MUTCD) requirements. The objective is to hire a consultant to collect information required to inform the design and construction steps necessary to bring horizontal curve warning signs into compliance with the 2009 MUTCD. These sign changes are expected to reduce accidents within horizontal curves on the New York State (NYS) highway system.

C-18-53	Probe Data: Floating Car (GPS-based)	August 2023	\$337,500	The goal of this project is to purchase floating car probe data to establish performance targets to assess travel reliability, congestion and emissions, and to perform other analyses and visualizations of road performance for both passenger cars and trucks. This data will be utilized by the Department and its fourteen-partner Metropolitan Planning Organizations (MPOs). Currently, the Federal Highway Administration provides (no fee) floating car probe data collected by INRIX as a single, consistent source of data for all states to utilize.
SPR#	Project Title	Projected End Date	SPR Funding	Short Description
C-18-54	Statewide Small Culvert Inventory & Inspection System Improvements	December 2023	\$4,000,000	The goal of this project is to expand the number of small culverts contained within the Department's Agile Assets Maintenance Management System (MMS) to create a complete statewide inventory and inspection of small culverts. The consultant will go into the field to locate small culverts and collect data related to physical attributes and inventory and inspection information.
C-18-55	New York State Transportation Master Plan	January 2023	\$2,000,000	The goal of this project is to produce an updated, statewide long-range transportation plan to coordinate federal and state transportation planning activities.
C-18-57	BrM Implementation and Operations Support for Tunnel Inspections	September 2021	\$50,000	The goal of this project is to customize and implement Bridge Management software (BrM) for tunnel inspections and to support other bridge management functions.

## Federal Transportation Legislation

### The FAST Act

Signed into law on December 4, 2015, is a five-year fully-funded \$304.7 billion federal surface transportation authorization bill intended to improve the condition and performance of the nation's surface transportation infrastructure. FAST is the first long-term surface transportation authorization enacted in more than a decade and the successor legislation to the two-year MAP-21; which expired on September 30, 2014. However, MAP-21's funding, policy, and programmatic provisions were continued through a series of short-term extensions. The continuing resolution signed October 1, 2020 included a one-year extension of the FAST Act legislation. On December 27, 2020, the FFY 2021 omnibus appropriations legislation was enacted. This provided USDOT with funding for the remainder of the year ending September 30, 2021, which is when the current extension to the FAST Act expires.

### Planning Factors

Under current legislation, ten planning factors provide a framework for transportation planning and development in the MPO planning area. These planning factors strive to:

1. Support the economic vitality of the MPA, 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 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 integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;
10. Enhance travel and tourism.

The relationship between 2021-2022 UPWP Tasks and FAST Act Planning Factors is shown in the following:

Planning Factors	44.21.00 – Program Support & Administration	44.22.00 – General Development & Comprehensive Planning	44.23.01 – Long-Range Transportation Planning – Project Level	44.23.02 – Long-Range Transportation Planning – System Level	44.23.02 – Short Range Transportation Planning	44.24.00 - Transportation Improvement Program	44.27.00 – Other Activities
Economic vitality	X	X	X	X	X	X	---
Safety	---	X	X	X	X	X	---
Security	---	X	---	X	X	X	---
Accessibility & mobility	---	X	X	X	---	---	---
Environment, energy conservation quality of life	X	X	X	X	---	X	---

Planning Factors	44.21.00 – Program Support & Administration	44.22.00 – General Development & Comprehensive Planning	44.23.01 – Long-Range Transportation Planning – Project Level	44.23.02 – Long-Range Transportation Planning – System Level	44.23.02 – Short Range Transportation Planning	44.24.00 - Transportation Improvement Program	44.27.00 – Other Activities
Integration & connectivity	---	X	X	X	---	---	---
Management & operation	X	X	---	---	X	X	---
Preservation	---	X	X	---	---	X	---
Resiliency & reliability	---	---	X	---	X	---	---
Travel & tourism	---	X	X	X	X	---	---

### Performance-Based Planning and Programming (PBPP)

In addition to the ten planning factors, the FAST Act also contains the following national goals. Performance measures have been developed by USDOT to advance these goals. Beginning in early 2018, the HOCTC has adopted targets for several performance measures (i.e., bridge and pavement conditions, freight, safety, system performance, and transit asset management). HOCTC will continue to work with its state and federal partners to ensure all plans, projects, and activities of the MPO are carried out in compliance with federal transportation authorizations. This is in conjunction with ensuring that the MPOs' goals and objectives are aligned with the NYSDOT, FTA, FHWA adopted goals and objectives. The National Goals established are outlined below:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair.
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System.

4. System reliability: To improve the efficiency of the surface transportation system.
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

## Funding HOCTC UPWP

Funding for the operation of HOCTC is provided via pass-through funding from NYSDOT under the FAST Act. This planning funding, like other Federal transportation funding, is administered through the NYSDOT as a reimbursement program. HOCTC must first undertake the planning activities, and its HOST agency incurs first instance costs, then reimbursements are requested for activities monthly.

In addition to the annual allocation for the 2021-2022 UPWP, HOCTC has available allocated program funds from prior UPWP budget years. These are FHWA PL funds that were apportioned and obligated for HOCTC, but which were not fully expended during the Federal Fiscal Year (FFY) in which they were first made available. Through the practice of fiscal constraint and conservative programming over many years, HOCTC has a backlog of unspent FHWA PL funds. Due to the fiscal vagueness of transportation programming at the Federal level, it is prudent that a carryover balance is maintained. The carryover of planning funds provides additional capacity for the MPO to undertake larger-scale planning studies, develop and support a local transportation planning study, obtain technical expertise through the use of consultants, and address unmet needs in member municipalities.

### Fund Balance

The backlog of funding is critical to maintaining the operational capacity for the 2021-2022 program year. Due to the revision of the funding formulas under MAP-21 (and the continued use of this funding allocation formula), as well as the utilization of 2010 U.S. Census Data, HOCTC has lost slightly more than \$82,000 in FHWA Planning funds consecutively for each since 2012, due to the reduction in the urbanized area. The cumulative result has been a loss of over \$400,000 in FHWA planning dollar allocations from pre-MAP-21 funding. However, as previously mentioned the fiscally conservative practices of the MPO have provided for backlog funding to allow capacity to remain at the same levels of previous programming years. Backlog funds were programmed into the 2021-2021 UPWP, starting with the oldest allocated FFY dollars first. It is intended for this UPWP and future UPWP's to progressively plan the utilization of backlog funds until the carryover reaches a modest level. Given the need to utilize backlog funds for maintaining program capacity and staffing levels, a hard look was taken at the existing program to determine where the program could be refined, activities and tasks narrowed, and were expanding the program in regards to the core program could produce greater utilization of funds and benefit to the public.

## Matching Funds

Federal funding does not pay for the entire transportation planning program laid out in the 2021-2022 UPWP. The match rate is 80% Federal share and 20% Non-federal share (which is comprised of 15% State and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space, legal services, accounting services, shared staff positions, and joint investments in technology resources. The State match is provided with in-kind services from the NYSDOT, through cooperative work agreements with Region 2 staff, Main Office, and Transit Bureau staff that assist HOCTC.

## 2021-2022 Funding Summary

The figures below only represent the Federal funding allocation; they do not include local match amounts. The total value of the Federal funding allocation for the 2021 – 2022 UPWP is \$451,276.

The HOCTC 2020 – 2021 UPWP federal funding allocation:

- ❖ Federal Highway Administration funding of \$383,816
- ❖ Federal Transit Administration funding of \$67,460

## Administration of HOCTC UPWP

To accomplish the activities outlined in this UPWP, HOCTC has adopted the following administrative procedures. The first part describes the various staff who undertakes HOCTC activities and the second part defines the coordination and direction of these staff.

### Staffing

The work proposed herein will be accomplished by HOCTC staff. The UPWP is supported by in-house HOCTC staff, the NYSDOT Main Office staff, and the NYSDOT Region 2 Planning and Program Management Group staff. In addition, the staff of the Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP) has on occasion been assigned specific task responsibilities. Details of agency responsibilities are shown in the task descriptions. Limited staff assistance and non-professional support services may be drawn from participating HOCTC agencies for HOCTC activities not included in an agency's work program. Such an arrangement shall only be made with the consent of the respective agency director.

The composition of the HOCTC, NYSDOT, and HOCCPP staff as they relate to HOCTC is described below:

- ❖ Herkimer-Oneida Counties Transportation Study (HOCTC)

HOCTC is staffed by permanent in-house professionals charged with carrying out the transportation planning program at the local level. This staff pursues specific HOCTC planning program elements under the direction of the GP&L and TPC Committees. The HOCTC staff presently consists of a Director/Transportation Program Manager, a Principal Planner, and a Planning Specialist. Support services are provided by accounting, administrative, and clerical staff HOCCPP personnel in



coordination with HOCTC. Technical and GIS staff support is provided by HOCCPP personnel in coordination with HOCTC. All staff is employed through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines.

HOCTC staff will continue to be housed in the Oneida County Department of Planning through a contract between the NYSDOT as the grant sponsor and Oneida County as the host agency. The host agreement with Oneida County is effective April 1, 2012, through March 31, 2022.

❖ New York State Department of Transportation (NYSDOT)

NYSDOT is responsible under NYS legislation for the planning, coordination, and the development of balanced multi-modal transportation policies, facilities, and services throughout NYS. To carry out this legislative mandate, NYS has developed an extensive professional staff of transportation planners, engineers, and analysts. Additionally, staffing professional and support personnel in associated specialties such as transportation economics, travel simulation, research, data processing, GIS, and environmental impact analysis. The educational and experience requirements for each position are established by the New York State Department of Civil Service and hiring is carried out according to the procedures and guidelines established by that State agency within the established organizational structure for NYSDOT.

NYSDOT provides staff services, as needed, to fulfill its responsibilities in the HOCTC UPWP. The staff designated to ensure the progress of HOCTC UPWP elements are physically housed in two locations: the NYSDOT Statewide Planning Bureau in Albany, NY, and the Region 2 Planning and Program Management Group in Utica, NY. NYSDOT staff support from other groups is provided on an as-needed basis, under the direction of the NYSDOT Regional Director.

❖ Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP)

Oneida and Herkimer Counties jointly formed HOCCPP with the staff administered by the Oneida County Department of Planning. Oneida County is the formal employer of HOCCPP employees. Extensive technical and support resources are readily available to Herkimer County through this program. Since the formation of HOCTC, HOCCPP has played an important role in assisting with the implementation of UPWP tasks by contributing technical services, administration, and support services.

The nature and extent of participation in HOCTC programs by HOCCPP and other agencies are determined by need, the availability of funds, and the relationship of the proposed participation to the work tasks defined in the UPWP.

The staffing resources that HOCTC programs under the Central Staff personnel budget for HOCTC program tasks and projects are further outlined below by position title and MPO related job duties:

❖ HOCTC

- Director (management and oversight of the MPO program)
- Principal Planner (management of transit programs, community outreach (Title VI, EJ, Civil Rights, Public Participation, etc.), project management,)
- Planner (anticipated to be filled in SFY 2021 Q1)

- Planning Specialist (project-specific tasks, research, task management, fieldwork (traffic counts, pavement scoring, data collection, monitoring visits), assistance with GIS)
- ❖ HOCCPP (operated by Oneida County (HOST Agency) Department of Planning (administering department))
  - Commissioner (Interim Commissioner) of Planning (serves as secretary to the policy committee, general program coordination with HOCTC Director for staff and tasks)
  - Secretary to Commissioner (office receptionist, meeting planning, communications assistance)
  - Senior Administrative Assistant (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
  - Associate Planner (Census Data Affiliate) (provides an analysis of Census Data to support MPO documents, reports, and mapping)
  - Senior Planner (anticipated to be filled in SFY 2021 Q1)
  - Graphic Design Artist (provides Adobe Creative Suite assistance, outreach assistance, and document preparation)
- ❖ GIS Staffing (Oneida County (housed within and operating as part of the Oneida County Department of Planning))
  - GIS Coordinator (general IT services for MPO, coordination of GIS staff and equipment for Pavement Scoring and Traffic Counting, mapping liaison to NYSDOT Regional Office)
  - Senior GIS Analyst (2 staff persons) (maintains traffic model, GIS-based analyst coordinated with Census Data Affiliate, app development for MPO data)
  - GIS Analyst (3 staff persons)
    - field data collection for traffic counting and road scoring
    - field data collection, processing and analysis, and report development for all field data collected, management of historical MPO field data
    - processes mapping request for MPO needs, field data collection, project/task-specific mapping
    - street address/ mapping correlation, coordination with E-911 for data sharing

The three dedicated HOCTC staff and eleven additional staff (from the HOST Agency) support the daily operations of the MPO. This results in thirteen persons actively billing to the UPWP Task budget and central staff personnel line throughout the program year.

## Coordination of UPWP Tasks

Coordination of staff activities and implementation of the HOCTC UPWP is the responsibility of the HOCTC Director. Assistance with coordination is provided by the NYSDOT Statewide Planning Bureau Director, the NYSDOT Region 2 Planning and Program Manager.

The HOCTC Director coordinates the activities of HOCTC and the staff assistance of participating agencies. The Director is responsible for specific daily HOCTC staff work assignments, management of the tasks within the UPWP representing HOCTC on committees and with other agencies, and furthering the role of the MPO in Herkimer and Oneida County. Support and technical assistance staff duties are shared with the Oneida County Commissioner of Planning.

For additional clarification, below is a breakdown of the HOCTC HOST Agency Agreement and management coordination outline.

- ❖ Oneida County (HOST Agency)
  - Oneida County Department of Planning (HOCTC is hosted in the same office space)
    - Programs hosted/housed
      - Herkimer-Oneida Counties Comprehensive Planning Program (two-county joint planning program)
      - Herkimer-Oneida Counties Transportation Study (MPO)
      - Census Data Affiliate
    - Oneida County Planning Programs
      - Transportation
      - GIS
      - Land Use
        - ◆ Human Services
        - ◆ Environmental Planning
        - ◆ Economic Development

## Public Participation

In compliance with Federal Legislation, the HOCTC Public Participation Policy (PPP) 2020 outlines the process to ensure ongoing public involvement opportunities in the development. HOCTC utilizes a variety of public involvement techniques to provide opportunities for participation in the transportation planning process. These opportunities may include any of the following:

- mailings and emails through a central contact list - the list is used to provide information and opportunities for public input on activities related to the transportation planning process and projects;
- website publication of transportation planning documents - to provide the public with timely information on the status of ongoing projects, completed projects, upcoming projects, and pertinent meeting information, including meeting minutes.;
- public meetings, hearings, and workshops - to facilitate public involvement and participation in the transportation planning process, all appropriate groups of interested parties will be considered;
- media notification (legal notices, press releases, etc.) – a news media list will be used to announce, promote, and publicize all meetings, as appropriate;
- visualization Techniques - provide the public and decision makers a clearer idea of the proposed policies, plans, and the impacts on the human and natural environment;
- survey (Survey Monkey) tools.

The goal of the PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has an equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTC will continue to look for additional opportunities to reach out to diverse populations and to investigate innovative

communication tools to maximize participation, such as increasing outreach to the Limited English Populations (LEP) individuals. HOCTS shall attempt to provide adequate translator services for LEP individuals when 24-hours advance notice is given. Every effort will be made to provide translator services at all public transportation planning meetings; this will include attempts to translate significant documents or project components to a language other than English. The PPP 2020 is available at [www.HOCTC.org](http://www.HOCTC.org).

Development of the UPWP began with the solicitation of project ideas from members of the TPC and GP&L. The draft 2021-2022 UPWP was sent to NYSDOT for review (thirty days before GP&L meeting to approve) and was made publicly available via the HOCTC website ([www.HOCTC.org](http://www.HOCTC.org)), for a 30-day public review period. Based on comments, revisions are made to the draft and the final version of the 2021-2022 UPWP which are reviewed, discussed, with the TPC, and presented to the GP&L. After GP&L review and approval, the UPWP is sent to NYSDOT for submission to FTA and FHWA.

## Summary of the 2021 – 2022 UPWP Planning Priorities

The HOCTC 2021-2022 UPWP is built upon the approved 2020-2021 UPWP. This UPWP will maintain alignment with NYSDOT, FHWA, and FTA guidelines while increasing the MPOs presence as a local resource for Herkimer and Oneida Counties. The overall development was guided by the Goals developed in the Long Range Transportation Plan 2020 – 2040. Moving forward planning documents have been and will continue to be, updated to reflect the desire for a comprehensive, cooperative, coordinated transportation system that aims to enhance mobility and safety. Projects in the HOCTC metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out in consultation and cooperation with officials from federal, state, local agencies, and the general public.

MPO activities, support the enhancement of a multi-modal system (urban and rural), make the transportation network safer and more secure, improve the economic competitiveness of the region through transportation improvements, and improve the users' quality of life. This effort encompasses a variety of planning tasks that will serve to proactively plan for transportation project development, be responsive to the current needs of the locals, and be a resource and repository for data pertaining to the transportation network. This UPWP will seek to provide enhanced opportunities for interested parties, including minorities, elderly, low-income people, and Limited English Proficiency (LEP) populations to by providing information in languages and formats that are easily accessible to them, encouraging their involvement but going to their communities, opening comment opportunities to non-traditional methods, utilizing emerging technology and platforms to increase interaction, and generally increasing awareness of the transportation program throughout the entire community.

The broad approach supports performance-based planning and programming. Identification of the unmet needs in municipalities, linking opportunities (inclusive of all modes) to better maximize the systems' efficiency, and advancing the use of technology to enhance the system through data are incorporated in all UPWP tasks. The need for proactive transportation planning, aligned with regional development goals, sensitive to local needs, and inclusive of all public comment, will promote the resiliency of the transportation network in Herkimer and Oneida Counties.

To support the goals of the HOCTC the core program work will continue in areas of Geographic Information Systems (GIS), traffic volume counts and pavement scoring, non-motorized transportation (bicycle, pedestrian, trail, and horse and buggy) systems, regional transit (urban and rural), mobility management, and transit coordination. The expansion of the core program will be conducted in a manner that increases positive impact for a member municipality's transportation network and addresses the unmet needs in the MPA.

Previously expanded tasks are continued within this UPWP and include street address mapping for safety enhancement, addressing needs of the non-motorized trail network, developing the multi-modal opportunities, planning to increase ridership on transit systems, conducting systems analysis, facilitating proactive planning to marry economic developments into the existing transportation framework, working with partner agencies to effectively identify means to resolve transportation system concerns, integrating innovative technologies to ensure the sustainability of the transportation network, working with municipalities to identify projects for the Local Transportation Planning Assistance Program (LTPAP), and addressing socially current transportation issues. Continuation of these tasks will allow for flexibility to administer a program that stays current and is responsive to community and social concerns in the MPA and at the state and federal transportation level.

The 2021-2022 UPWP integrates performance-based planning and programming in HOCTC. A performance management approach is required in carrying out the region's transportation planning and programming activities.

Federal regulations require a performance management approach to advance the general policy and purposes of the public transportation program. As such, transportation Improvement Programs and Long-Range Transportation Plans include performance measurement targets for the following measures:

- Highway Safety Improvement Program and Highway Safety
- Transit Safety
- Transit Asset Management
- Pavement and Bridge Condition
- Systems Performance/Freight/Congestion Mitigation and Air Quality Improvement Program

HOCTC's overall strategy supports statewide targets for the relevant performance measures in each of these four categories. The statewide targets that HOCTC is committed to supporting are described in the remainder of this Section. At any time HOCTC can develop independent metrics, per federal regulations, and adopt targets independent of New York State. HOCTC programs projects in the TIP, and engages in planning activities, in a way that supports the NYS targets.

Fittingly, the emphasis is focused on the development of a transportation program that is reasonably accomplished within available staff resources and is in keeping with the goals of the LRTP 2020 – 2040. HOCTC is programming all current FHWA and FTA funds and in addition FHWA PL carryover. The 2021-2022 UPWP illustrates that HOCTC has planned for the strategic utilization of funding for transportation planning in Oneida and Herkimer Counties to support the local, state, and federal goals.

## Budget Tables

The 2021-2022 HOCTC Budget Tables are located in Appendix A. The first two tables represent the funding agencies that support HOCTC work as a Metropolitan Planning Organization utilizing funding from the Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTC using in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2021-2022 UPWP, starting with the oldest allocated FFY dollars first. There are no FTA MPP carryover funds available or used in this program. An additional table has been provided to identify the utilization of FHWA PL funds for contractual obligations. All existing, programmed, and potential contractual funds are identified and linked to Tasks within the UPWP.

## *2021 - 2022 Unified Planning Work Program Task Specifications*

### **Program Support and Administration (44.21.00)**

The effective operation of the MPO is accomplished through the coordination of Federal, State, and Local transportation planning programs among HOCTC, NYSDOT, local officials, area residents, and other involved agencies. The tasks identified within this section provide a detailed description outlining all elements of the work program.

#### **Task 21.10: General Administration**

Objective: To perform the necessary administrative tasks for the daily operation of the MPO and the operation of the transportation planning process.

Description: This activity centers on the day-to-day management and administration functions of the program. This includes the coordination of the HOCTC program with HOCCPP staff. Assistance from HOCCPP staff for the MPO operation includes, but is not limited to: accounting functions (program payment requests, budget amendments, maintenance of financial records, budget tracking, and tracking of state & federal allocations) employee payroll and timesheets, compliance with NYSDOT, FHWA and FTA program requirements, secretarial support services (mailing, meeting scheduling, and meeting preparations), and all other administrative responsibilities associated with the operation of HOCTC. Included are the technical components of administration for the program that includes interoffice personal computer administration, software, networking, printers, GPS, plotters, and other Information Technology (IT) activities.

This includes the utilization of the HOCTC staff and HOCCPP staff to carry out activities related to planning, conducting, and documenting meetings necessary of the various active HOCTC committees (GP&L, TPC, TCC). It can also include the preparation of annual grant applications, MPO self-certification, professional development courses, attendance at NYSAMPO Working Group and Directors' meetings, symposiums, conferences, web conferences, sitting on committees relevant to the transportation, and other activities directly related to HOCTC.

Product: Administrative records for the HOCTC and HOCCPP programs, as they relate to the FTA Section 5303 grant and FHWA PL grant.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year

#### **Task 21.20: UPWP and Semi-Annual Reporting**

Objective: To prepare the annual UPWP, semi-annual (October and April) reports for the current UPWP and amendments to the UPWP.

Description: A one-year work program documenting transportation planning and project activities anticipated within the study area will be developed for the upcoming program year. The development of the program will be guided by the HOCTC LRTP, federal and state agency consultation, and input from

the HOCTC committees' membership and staff. The data, analysis, and procedural needs will be estimated for each task. This task includes all required administrative process meetings and associated approvals. Additionally, 6-month progress reports on the work program will be prepared and submitted to NYSDOT and Federal partners.

Product: Two UPWP Semi-annual progress reports and the annual UPWP.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity), annual UPWP complete February 2021.

### **Task 21.30: Public Participation Program**

Objective: To obtain involve all appropriate parties of the community in the transportation planning process. Furthermore, ensuring that the public has equal opportunity to provide input and express their opinions on current transportation issues affecting Herkimer and Oneida Counties.

Description: HOCTC staff is continually seeking to expand its role as a community liaison to assist in producing meaningful contributions to the transportation planning process. This effort includes keeping an up-to-date contact list of interested citizens, public officials, and media outlets. Citizen participation takes place in the form of public hearings and forum meetings on major transportation planning documents and through published comment periods for meetings and documents. The HOCTC website is used as the main communication tool and continuously updated to include the current UPWP, TIP, LRTP, meeting notices, agendas, and amendments in an accessible format. The HOCTC will also increase efforts to reach disadvantaged and LEP populations within the MPA through partnerships with human service agencies (The Center for Refugee's, the Resource Center for Independent Living, Mohawk Valley Community Action, Utica Neighborhood & Homeownership Center, NCAA-Rome Chapter, the ARC Oneida-Lewis Chapter) and the utilization of translation services for planning documents, projects, policy updates, and program materials. Due to the COVID\_19 Pandemic HOCTC has worked to engage new methods to reach all populations some of these include utilization of Google Translate on web based platforms, and reaching into communities using Census data for focused efforts to provide information to sensitive or disenfranchised groups of people.

The updated Public Participation Plan (PPP) was adopted in 2020.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, web site updates, and facilitation of the PPP 2020.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the 2021-2022 program year utilizing the updated PPP 2020 through all activities.

### **Task 21.40: Environmental Justice/ Title VI**

Objective: To ensure that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the HOCTC transportation planning process.



Description: An update of the EJ Analysis is planned for the 2021 – 2022 program year. The current Environmental Justice (EJ) Analysis 2016 was adopted in December 2016. HOCTC staff will work to maintain compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898 on Environmental Justice and related statutes, and implementing regulations as they relate to the HOCTC planning process. HOCTC utilizes the Oneida and Herkimer County Census Data Affiliate to monitor statistical data changes.

Updating the EJ Analysis will begin with a review of existing Census data. Due to the timing of this update the American Community Survey 2019 5-year estimate will heavily utilized, as the Census 2020 dataset is not expected to be released until late calendar year 2021 or early in 2022. The COVID-19 Pandemic has caused HOCTC to look deeper at the relation between at-risk and vulnerable communities and this will be reflected in the update of the document. It is expected outreach will begin virtually in the first half of the 2021 program year, with the hopes of more direct outreach being possible in June, July, and August of 2021. The draft update is expected to be available for public review and comment by September 2021. The document will need to be presented to the Policy Committee, with estimated completion and acceptance by December 2021. HOCTC will utilize all methods of outreach that are available through its host agency, and ensure that the PPP 2020 is adhered to in the development of this analysis and update.

Products: Updated 2021 EJ Analysis. Continued utilization of the EJ Analysis 2016, as a reference for transportation planning decisions, programming, projects, and public outreach efforts.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing utilization; EJ Analysis update internal prep commenced in September 2020, a full update is planned for completion by December 2021.

## General Development and Comprehensive Planning (44.22.00)

The development of the regional transportation system requires the effective collection, organization, and sharing of transportation-related knowledge. Further growth is viable only if, the MPO is providing transportation planning assistance, data trend analysis, and regional insight to local communities in support of further developing a sustainable transportation system. HOCTC will maintain those efforts through the ongoing tasks listed in this section.

### Task 22.10: Coordination with Partner Agencies

Objective: To provide assistance to local agencies while coordinating transportation activities, reviews of development plans, working with funded projects, and programs within the MPA member agencies.

Description: This activity intends to enable the HOCTC staff to maintain a responsible and responsive position relative to other government agencies. HOCTC will provide advice in regards to the role of transportation for economic development and quality-of-life considerations. This activity provides a mechanism for reviewing and commenting on the plans of other agencies responsible for initiating and implementing transportation projects or projects with a substantial linkage to the transportation system. To support consistency of transportation improvements HOCTC will: 1) Assist local governments in identifying funding for transportation needs, 2) Communicate regularly regarding specific transportation infrastructure and planning issues, 3) Maintain a presence with local municipal officials,

4) Meet with various local groups, government boards, and the public, as necessary, and 5) Meet with and provide technical knowledge to coordinate transportation based initiatives with partner agencies. (A focus of these interactions will be the promotion of sustainability in the transportation infrastructure.) This can be achieved with partner agencies by identifying strategies that address core infrastructure needs, support regional smart growth planning, and complete streets to ensure that these investments contribute to the livability and economic competitiveness of the member municipalities. This includes direct involvement with NYSDOT Region 2, NYSDOT Main Office, FHWA, and FTA on various transportation issues, projects, and activities.

Product: Enhanced interagency communications and coordinated transportation planning initiatives. MPO involvement in the local transportation program and derived comments will be issued on transportation and transportation-related projects.

Major Participants: HOCTC, NYSDOT, State Agency Staff, Local Agency Staff

Timeframe: Ongoing throughout the program year; as needed and requested by partner agencies for large-scale, local, and regional projects.

### **Task 22.20: Coordination with County & Municipal Land-use**

Objective: To implement HOCTC policies through coordination with the established land-use review processes in Herkimer and Oneida Counties.

Description: Land-use review processes in NYS are generally carried out through planning boards, zoning boards, town/village boards, and city councils through General Municipal Law Section 239 and the NYSDEC Environmental Review/ State Environmental Quality Review Act process (SEQRA). The referral of proposed transportation-related actions is triggered primarily by the type of proposed development, geographic location, the proximity of the proposed action to State and County Highways, size of the proposed action, and existing land-use characteristics. This process provides an ideal opportunity for HOCTC to implement transportation planning objectives and policies.

Products: Written comments issued for transportation specific recommendations on municipal land-use decisions. Coordination will be focused on regional land-use and transportation goals for economic development and smart planning growth.

Major Participants: HOCTC, HOCCPP, NYSDOT, Local Agency Staff

Timeframe: Ongoing; Monthly throughout 2021 – 2022 (as per local planning review schedule) for review of GML 239 reviews with transportation impacts within the MPA.

### **Task 22.30: Local Transportation Planning Assistance Program**

Objective: To provide access to transportation planning and engineering expertise (on an as-needed basis), for eligible local transportation projects and proposals that are consistent with HOCTC goals.

Description: This task will provide transportation planning assistance, as needed, to member municipalities to support local transportation planning and engineering. This will facilitate access to professional transportation planning/engineering consultants for municipalities, in situations where the level of assistance and expertise required is beyond what is readily available from HOCTC staff or

partner agency, through the maintenance of hourly fee-for-service contracts. Separate contracts will be established, as needed, for more significant projects that require a greater level of effort or specific areas of expertise.

The focus of planning assistance projects will be varied but may include projects which will effectively promote sustainability of infrastructure, implementation of smart growth and complete streets practices, environmental impact readiness, enhancement of off-road facilities, development of economic opportunities through transportation initiatives and investments, address freight impacts, address safety issues, further planning studies to produce selected alternatives or to produce final planning and design drawings which can be used for construction BID specifications. This task can also be utilized to provide additional expertise and technical assistance to HOCTC to complete work tasks or projects identified within this UPWP or the LRTP 2020 – 2040, on an as-needed basis to supplement staff capacity. Projects funded under this task activity will be reviewed and selected by HOCTC Transportation Planning Committee (TPC).

Product: Assistance for member municipalities, agencies, or HOCTC to conduct transportation planning services beyond that which is typically available within HOCTC staff capacity. Completion of projects in the Cities of Rome and Utica to deliver projects put on hold in 2020 due to the COVID-19 Pandemic.

Major Participants: HOCTC, HOCCPP, NYSDOT, Local Agency Staff, Consultant Services

Timeframe: New applications are currently suspended. April 2021, restart of projects from 2020-2021 program year; 12-month duration expected, potential carryover to 2022 – 2023 program year.

#### Task 22.40: Census Support/ Statistical Analysis

Objective: To utilize the US Census data for assisting in transportation planning in the Utica-Rome Metropolitan Statistical Area (MSA) and to assist the U.S. Bureau of Census in reviewing, updating, and evaluating Census data and Traffic Analysis Zones (TAZs) as requested.

Description: The Census Transportation Planning Package (CTPP) is a specialized tabulation oriented toward transportation planners created by the Bureau of the Census based on data collected in the Census. Assistance is provided as necessary for the Census update and support to the Oneida County Census Data Affiliate. The Census Bureau has requested HOCTC assist them in locating streets and addresses and updating TAZs to update the Master Address File (MAF) and Transportation Investment Generating Economic Recovery (TIGER) database.

Efforts will also be expanded to create a higher level of analysis for MPA data. This expanded analysis will be used to assist the MPO in Performance-Based Planning and Programming (PBPP). As data is developed, methods of conveying it to the public as it assists with transportation planning will be explored.

Products: Ongoing analysis of the Census data by the MPO for transportation analysis and planning.

Major Participants: HOCTC, Herkimer, and Oneida Counties Census Data Affiliate

Timeframe: Ongoing

## Long-Range Transportation Planning (LRTP) (44.23.00)

The Long Range Transportation Plan (LRTP) sets the direction for major transportation investments in the HOCTC Planning and Programming area over a 20-year horizon with updates required every 5 years. The tasks outlined in this section are derived from and support the LRTP.

### *System Level – (ALI 44.23.01)*

#### **Task 23.01.10: Long Range Transportation Plan**

**Objective:** To implement the LRTP 2020 – 2040 “Going Places”, build-out of transportation atlas to illustrate the LRTP.

**Description:** The LRTP 2020-2040 “Going Places” was completed in December 2019 and the Transportation Atlas build-out of the LRTP commenced in January 2020. The Transportation Atlas will build from Going Places and graphically present the transportation system to the public. The purpose of this document is to be a user-friendly resource for the transportation network in Herkimer and Oneida Counties. Additionally, the Atlas becomes the living document of Going Places and is planned to be updated after the required update cycles of the LRTP. The Transportation Atlas was put on hold in April 2020, due to the COVID-19 Pandemic and the contract was extended one-year with a project completion date of July 2021.

**Product:** Implementation and utilization of the LRTP 2020 – 2040 and the Transportation Atlas 2020.

**Major Participants:** HOCTC, HOCCPP, NYSDOT, Consultant Services

**Timeframe:** Implementation of the LRTP throughout the program year; Transportation Atlas, will be developed in January 2021 and be completed by July 2021.

#### **Task 23.01.20: Land-use and TAZ Build-out**

**Objective:** To continue estimating the expected land-use growth in Oneida and Herkimer Counties and update TAZs.

**Description:** Transportation Analysis Zones (TAZs) are the basis for the HOCTC travel demand forecasting model. HOCTC staff will continue to carry out land-use and TAZ analysis. The basic areas to be analyzed include census data (population, household, projection, etc.) environmental constraints, land-use, community plans, infrastructure, and business development. The analysis will include data development, projections, economic data, and GIS mapping.

**Product:** Updated land-use and TAZs for future years in five-year increments starting with 2020 for Oneida and Herkimer Counties. GIS mapping of land-use and TAZs.

**Major Participants:** HOCTC, HOCCPP, NYSDOT

**Timeframe:** Ongoing; Evaluation of the project listing and working towards implementation of the LRTP 2020-2040 “Going Places” through coordination with the Census Data Affiliate for the 2020 Census for data support transportation planning.

## Task 23.01.40: Feasibility Planning/ PEL Study for NYS Thruway exit 31 at North Genesee Street

**Objective:** To plan for the upgrade and redevelopment of the NYS Thruway Exit 31 interchange in the City of Utica, Oneida County.

**Description:** This project will provide a study of the economy, safety, and convenience of the surface transportation system related to I-90 Exit 31, I-790, NY 49, NY 5 and 921C. Elements of this study and associated activities will be developed through HOCTC in partnership with NYSDOT Region 2. This feasibility study will identify potential alternatives and impacts to the community, environment, economy as well as safety and mobility of the adjacent roadway network: I-790, NY 49, NY 5 & North Genesee St. (921C) in the City of Utica. The study will identify alternatives to enhance safety, provide “missing link” highway connections, and re-establish the interchange to accommodate the traveling public.

**Product:** An RFP that will be released for consultant services to develop a study would function as the Project Scoping Report. Based on this report, the project would be able to obtain funding, move forward for engineering design, and be placed on the TIP/STIP (pending available funds).

**Major Participants:** HOCTC, NYSDOT, NYSTA, FHWA are the initial stakeholders to develop the RFP scope. Expanded stakeholders for the study include NYS Canal Corporation, NYSPRHP, Oneida County, City of Utica, Town of Deerfield, Town of Marcy, Oneida County Tourism, MV Edge.

**Timeframe:** RFP release estimated for June 2021 by NYSDOT, the project to run 12 months after consultant selected and under contract.

### *Project Level – (ALI 44.23.02)*

## Task 23.02.40: Bicycle, Pedestrian, and Non-Motorized Transportation Systems

**Objective:** To promote the integration of pedestrian, bicycle, and non-motorized transportation systems within the motorized system and throughout the MPA.

**Description:** Efforts will continue with bicyclists, pedestrians, and other non-motorized modes of transportation to plan for and promote these options in the transportation network. This includes fostering a network of coordination, cooperation, and sharing a resource among the non-motorized transportation community. Technical assistance is provided throughout the two-counties for the development and implementation of Complete Streets projects, rail and trail corridor projects, context-sensitive solutions, traffic calming, ADA accommodations, on-road bicycle route planning, mapping of trail systems, and accessibility for non-automobile users of the transportation system.

The 2019 Bicycle and Pedestrian Trail Guide for Herkimer and Oneida Counties will be updated for the release of an online edition in June 2021, with an accompanying hard copy update.

Inventory and analysis, for the safer inclusion of non-motorized/slow-moving farm vehicles transportation within the MPO planning areas, is needed. This is meant to address the horse and buggy

movement and slow-moving farm vehicles that are growing in presence and results from the large agricultural/rural areas that flank the smaller urban centers within the MPA. Efforts will include an inventory of population centers, mapping of key roadways utilized, identification of user needs, identification of safety issues, analysis of related statistics, and discussion regarding best practices for combining users on roadways. This focus may require contracted technical or consultant services.

Product: Promotion of print and digital versions of the updated 2021 Bicycle and Pedestrian Trail Guide for Oneida and Herkimer Counties; internal preparation and base analysis of the non-motorized/slow-moving farm vehicles in the existing transportation network.

Major Participants: HOCTC, HOCCPP, NYSDOT, State Agency Staff, Local Agency Staff

Timeframe: April 2021 – May 2021 update of the Bicycle and Pedestrian Trail Guide. May 2021 initiation of an online platform for the trail guide. July 2021 – October 2021 for internal analysis and inventory of non-motorized/slow-moving farm vehicles.

### Task 23.02.50: Transit Enhancement and Mobility Management Activities

Objective: To continue building a strong, sustainable, non-emergency transportation network that provides quality connections to all users and enhances the mobility of the entire MPA.

Description: Focus will be on strengthening transportation-related partnerships that will improve and create innovative coordination and mobility services in the two counties. The locally developed Non-Emergency Coordinated Public Transit-Human Services Transportation Plan will be updated. The Plan is amended annually via addendum to maintain a current listing of FTA Section 5310 eligible projects.

Activities will aim to improve the connections and transportation options that residents have access to, connect economic development, and create new resources to strengthen the entire region. This includes the continued efforts of the Transportation Coordination Committee (TCC), working under the guidance of the Coordinated Public Transit-Human Services Transportation Plan and the Transportation Planning Committee (TPC). Efforts will include the implementation of public transit-human services transportation planning and policy development with the MPA. Development and administration of transit-related applications, grant awards, programs, assistance to urban and rural transit providers for continued operation, development, and refinement of transit-related data and coordination among all transit providers, system users, and facility needs is continuous.

Product: Documentation of and administration of activities related to the implementation of mobility enhancement activities. Update of the Non-Emergency Coordinated Public Transit-Human Services Transportation Plan and annual addendum of local projects with the coordinated plan.

Major Participants: HOCTC, CENTRO/CNYRTA, NYSDOT, Local Agency Staff, Human Service Providers

Timeframe: Ongoing throughout program year; TCC meetings approximately quarterly, February, May, September, and November 2021; Non-Emergency Coordinated Public Transit-Human Services Transportation Plan update February 2021 – November 2021. Annual addendum of local projects updated in December 2021.

## Short-Range Transportation Planning (SRTP) (44.24.00)

The purpose of Short Range Transportation Planning is to establish a coordinated action strategy to respond to changing transportation planning circumstances and specifically emphasize short-range transportation system operations and continuously evolving projects.

### Task 24.10: Short Range Transportation Development

Objective: To advance elements from the LRTP 2020 – 2040 for active utilization in daily operations and account for changes that may impact existing transportation planning processes.

Description: It is necessary to provide for the management of the development process as it relates to reacting to new or unforeseen development. Activities can include but are not limited to, providing land-use data, census information, transportation data necessary for conducting a study and assessing safety needs in transportation plans, programs, and projects. The inclusion of activities specifically emphasizing project planning or analysis proposed in the next three to five years, such as analyses of internal operations, management/administration, labor relations, service planning, financial management planning, and all short-range transportation system management activities.

Product: Coordinated infographic development, briefing development, and reactive planning for transportation issues.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year as a daily function of the MPO.

### Task 24.20: Geographic Information Systems

Objective: Geographic Information Systems (GIS) is the foundation and means by which most, if not all, of our data collection and analysis, is done. These technologies/methods are used to manage pavement condition, traffic counts, land-use forecasting, roadway capacity, and other quantitative data sets. Collection, analysis, viewing, and disseminating data and the information derived from the data are all accomplished using GIS software.

Description: HOCTC will continue to implement a transportation-oriented GIS. The system consolidates the varied transportation databases for the two Counties and provides a critical linkage with the transportation planning process. This linkage provides a quick response capability to requests for planning analysis and information. HOCTC will continue to update the non-state Federal-Aid Highway System on GIS.

The data will include but not be limited to, pavement ratings, highway classifications, land-use data, traffic counts, transit routes, transit facilities, bus stops, address points, NYS GIS-based rail map, canal, bicycle facilities, pedestrian facilities, recreational facilities, Traffic Analysis Zones (TAZs), freight, Census information, safety data, and Environmental Justice and demographic data. GIS analysis assists with the implementation of the LRTP and coordination of planning efforts in Oneida and Herkimer Counties.

The GIS activities continue to build and maintain current transportation-related spatial data. Spatial and textual data including tax parcels, 2017 imagery (1' pixels), 2015 imagery (4" pixels), traffic counts, road

centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling are just some of the layers necessary on a day to day basis. Building our enterprise-level datasets and providing transportation GIS data to a broader audience is also ongoing. We will be expanding the web mapping applications. Currently, the traffic count and pavement condition web mapping applications are available. Some data we make available to the general public, other data is accessible only to staff within our network. These map applications are platform-independent and will run on any PC or mobile device.

The ALIS system is being used to analyze where accidents are occurring and identifying “hot spots” with high-frequency accidents. Newer data is more accurate in both attribution and the spatial position of the accident. Consideration will be given to all modes and users of the regional transportation system, including highway, trucking, rail, freight, transit, bicycle and pedestrian routes, environmental impacts, and other relevant factors. Special consideration will be given to the analysis of accident data on the non-state federal-aid-eligible highway system. Attention will be paid to securing capital and operational assets across the system. These processes will address the goals of the NYS Strategic Highway Safety Plan. Safety issues on the non-State Federal Aid and non-Federal aid systems will be a primary consideration.

The use of Drone technology has been identified as a data collection means for capturing current data in our study area. Imagery captured from an unmanned aerial vehicle (UAV) can be used in a myriad of ways in the transportation planning arena. Whether used for intersection geometry capture or simply getting current imagery of a study corridor, UAVs are a very inexpensive and efficient means of data capture. We have two staff members approved as UAV pilots after passing the FAA written examination. We will be using UAV technology to advance our planning activities in our two County study region.

Product: A comprehensive GIS providing access to the area’s data in a graphic format for use by planners and policymakers. This will include ongoing staff training on GIS computer software.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year, supports the daily functions of the MPO.

### **Task 24.30: Road Centerline/Address Range Correction/Street Address Mapping (SAM)**

Objective: To create a street centerline/address range Geographic Information System (GIS) theme which is both spatially correct and also has accurate address range data assigned to each centerline segment. To supplement centerline data with point data representing each address in the two Counties.

Description: HOCTC will continue a project to create a GIS theme, which accurately depicts the street centerlines as well as the addresses on these centerlines. This project places the 'from' and 'to' address numbers on each line segment on a street centerline layer. As the numbers are placed on the centerline segments, the position of the centerline is moved to its correct geographic position. Technical correctness ensures consistent and accurate placement of centerline segments and their address ranges across municipal lines.



The geographic position and address range will be verified using digital ortho-photography, tax map parcel boundaries, real property information, and local knowledge; the local knowledge component of this verification process is the most important. This will begin a new philosophy of addressing places by using points rather than lines to assign addresses. The goal is to allow increased flexibility in addressing locations and increasing the accuracy of the point placement for an address.

Work on this program will be ongoing and maintenance efforts will carry on indefinitely. The focus is now in Herkimer County. Herkimer County will be corrected by expanding out from the southwest corner of the County where the project began. This allows all roads to be edge matched at municipal boundaries. In the end, creating a countywide coverage that is continuous and consistent. Additionally, the ownership of the road is being updated to reflect Federal, State, County, or local ownership. This effort will be enhanced when combined with the Street Address Mapping project mentioned in the following paragraph. Essentially creating a street centerline file and an address point file for all of Oneida and Herkimer Counties.

In addition to quality controlling the street centerlines, the address points referenced prior are also being quality-controlled by staff in coordination with both Herkimer and Oneida Counties' E911 call centers. Knowing where addresses are, and navigation to them is fundamental to our mission as transportation planners. This effort places an address point in space for every known address. By placing a point on the actual structure or location of an address allows more specificity in its geographic location. Ultimately this allows greater efficiency in moving goods and people as well as improving emergency service deployment. Oneida County review is complete and has been put back in the hands of the Oneida County staff to maintain. Herkimer County is still in the process of review and is approximately 80% complete. The COVID crisis has slowed progress on this task, but will hopefully resume as soon as the vaccines have been distributed at large.

Product: ESRI shapefile of street centerlines and their address ranges for Oneida and Herkimer Counties. Also a point file of all known addresses in Oneida and Herkimer Counties. This product will then be used for several transportation-related projects including; transit planning, passenger location software, and transportation modeling. ESRI shapefile of address points for Oneida and Herkimer Counties.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout program year; generally, April – May 2021 and September 2021 – March 2022, running opposite-field data collection (GIS staff is dually utilized).

## Task 24.40: Modeling and Forecasting

Objective: To maintain, update, and refine the traffic forecasting model for the two-county area as necessary. Staff will use the model to evaluate demographic, land use, and transportation system changes, and the effects of changing travel patterns and air quality.

Description: Continuous updates of traffic counts, land-use data, trip generation rates, and other factors are necessary to maintain and expand the forecasting model. Traffic counts of major generators will be used to develop local trip generation rates for use in the HOCTC model and related transportation studies. We now have all stations on the non-State Federal Aid System counted and can proceed with input into the transportation model.

The regional computer simulation and forecasting model will be maintained and used as necessary. Staff will continue to transfer over to the new model and obtain training. Emphasis will be placed on developing growth factors on 10 and 20-year time frames for the network. In addition, simulations and forecasts will be accomplished in support of subarea studies requested by the HOCTC staff.

Product: Continue to implement TransCAD and participation with statewide working groups. Training on new modeling software, a consultant assessment of the model.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout program year; October 2021 – March 2022 is focused time (as it is off-season from field data collection)

### **Task 24.50: Functional Classification**

Objective: Update the highway functional classifications as needed.

Description: NYSDOT has updated all the road's functional classes where the US Census changed from rural to urban in 2010. The process was completed in urban areas and urban clusters with a population >5000. Essentially making some, but not all, urban cluster areas subject to an urban road classification. We are monitoring the result of this on the non-State federal aid system and the potential impact on functional classification. The updates will be sent to NYSDOT Region 2, Main Office, and FHWA for review and approval.

Product: Continue to update Functional Classification maps and descriptions in response to local, NYSDOT and FHWA request and the new Census information. Maintain an ESRI shapefile of the non-State Federal Aid roads and their associated functional class.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout program year; spot reviews in May and November 2021.

### **Task 24.60: Road Scoring/ Pavement Management**

Objective: Record and Monitor the pavement conditions on non-State Federal Aid Road System.

Description: The pavement management program is a two-component system; the first of which, is visual field inspections of specific segments of a road, to observe the distresses on each segment of non-State Federal Aid road. Each distress has a severity level that is factored into the ratings. Data obtained from the survey determine surface condition and longevity warning used to identify and project pavement repair requirements. The second component is the analysis and dissemination of the data via charts/graphs and a map series. The maps are intended to allow municipal managers to view their entire road network at one time and gain valuable information to assist them in maintenance planning and implementation.

Partnering with Oneida County to continue road scoring on county roads. That data will be used to assist Oneida County with paving and road maintenance planning. The network was scored using ArcGIS version 10.6.1 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the condition of the

pavement changes drastically somewhere in the middle of a pre-existing segment. This information can and is used to strategize when the best time for maintenance activity is.

Product: Pavement Condition report and map series depicting the observations recorded in the field. The analysis ranks roads and shows condition trends over time.

Major Participants: HOCTC, HOCCPP NYSDOT

Timeframe: Ongoing throughout the program year. April 2021 – October 2021 are typical road scoring field data collection months. Processing of data collected occurs continuously but typically is scheduled opposite fieldwork collection from November 2021 – March 2022.

### **Task 24.70: Traffic Counting**

Objective: Collect, analyze and report traffic volume, class, and speed data on Federal Aid roads and other affected roads.

Description: HOCTC has opted to work in concert with the NYSDOT in a program called the “County Counter Program”. In doing so HOCTC took possession of 20 traffic counting devices and the software that interacts with them. HOCTC purchases counting tubes and accessories to clamp to the roads during the collection process. The agreement with NYSDOT states that we forward any data that we collect with these devices to the NYSDOT for their use as well. That transmission of data is easily handled via email to the Regional NYSDOT office.

HOCTC staff provides labor for counter placement and data processing. HOCTC now has 20 counters and places approximately 10 every week during the summer collection season. Processing has been on-going throughout and will continue through the winter months until complete. Due to the COVID crisis only approximately 50 counts were completed. All counts collected included volume, speed, and class observations. These counts will eventually be available on the NYSDOT traffic data viewer.

Product: Data and reports that detail the results of traffic count observations. The data is broken down by the hour and addresses count, class of vehicle, and speed. HOCTC averages about 130 counts per collection season that generally runs from April to October.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year; work focus is from April to October 2021.

### **Transportation Improvement Program (TIP) (FTA 44.25.00)**

The HOCTC Transportation Improvement Program for 2020 – 2024 was adopted locally in June 2019 and was adopted federally in October 2019.

### **Task 25.10: TIP Update & Maintenance**

Objective: This activity involves the continuous maintenance of the 2020 – 2024 TIP.

Description: This activity will include the implementation of projects on the TIP and the processing of amendments for the TIP. Additionally, administrative action to maintain a current capital program and process amendments.

Product: Amendments to the 2020 – 2024 TIP.

Major Participants: HOCTC, NYSDOT, Local Agency Staff

Timeframe: Maintenance of 2020 – 2024 TIP. Ongoing throughout program year; April 2021 – March 2022.

## Other Activities (FTA 44.27.00)

Other Activities include only those activities unrelated to the specific tasks and activities described above. They are costs for non-staff costs and the descriptions provided are for organizational purposes.

### Task 27.10: Support for Shared Cost Initiatives and Activities of the NYS MPO Association

Objective: HOCTC will continue to support the payment of the Association of Metropolitan Planning Organization (AMPO) annual dues and support Statewide Shared Cost Initiatives.

Description: HOCTC participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. All MPOs allocations have been adjusted to account for annual AMPO dues totaling \$42,065 for statewide membership of all MPOs in NYS. An amount proportional to overall FHWA allocations have been debited from each MPO and credited to BMTS, which will pay the full amount on behalf of all the MPOs. HOCTC portion of the annual dues is \$689. NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities.

Major Participants: HOCTC, FHWA, FTA, NYSDOT, HOCCPP, Local Agency Staff

Timeframe: Ongoing throughout the program year to support MPO activities.

### Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

Description: This activity is included in the UPWP as a budgeting mechanism to track and charge other direct and indirect costs associated with the program task work of HOCTC staff. Annual inclusion of these items aligns bookkeeping procedures and provides a more concise summary of program task charges and line item budget tracking.

Direct and indirect items include the following: contractual costs (contractors, consultants, and similar), equipment, travel, printing, supplies, and reproduction. This includes computer equipment and other

equipment necessary to implement transportation planning programs. Desks, file cabinets, chairs, and other office equipment, as necessary.

Major Participants: HOCTC, FHWA, FTA, NYSDOT

Timeframe: Ongoing throughout the program year to support MPO daily activities.

# Appendix A

## HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$350,850	\$324,519		\$26,331
44.20.02 FRINGE/LEAVE	\$234,982	\$217,428		\$17,554
44.20.03 TRAVEL	\$2,000	\$2,000		
44.20.04 EQUIPMENT	\$8,000	\$8,000		
44.20.05 SUPPLIES/REPRODUCTION	\$5,869	\$5,869		
44.20.06 CONTRACTUAL	\$275,000	\$275,000		
44.20.07 OTHER	\$1,000	\$1,000		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$131,655		\$131,655	
TOTAL	\$1,009,356	\$833,816	\$131,655	\$43,885
<b>APPROVED TASK BUDGET</b>				
44.21.00 PROG. SUPPORT & ADMIN.	\$189,129	\$156,237	\$24,669	\$8,223
44.22.00 GEN. DEV. & COMP. PLNG.	\$111,854	\$92,401	\$14,590	\$4,863
44.23.01 LONG-RANGE PLNG. - SYS.	\$93,249	\$77,032	\$12,163	\$4,054
44.23.02 LONG-RANGE PLNG. - PROJ.	\$91,352	\$75,465	\$11,916	\$3,972
44.24.00 SHORT-RANGE TRANS. PLNG.	\$160,076	\$132,237	\$20,880	\$6,960
44.25.00 TRANSP. IMPROV. PROGRAM	\$10,380	\$8,575	\$1,354	\$451
44.27.00 OTHER ACTIVITIES	\$353,315	\$291,869	\$46,085	\$15,362
TOTAL	\$1,009,356	\$833,816	\$131,655	\$43,885

\* NYSDOT provides its share of match via Toll Credits.

\* Total federal program of \$833,816 is based on:

\$383,816 estimated 2021-2022 FHWA Allocation

\$450,000 unspent FHWA PL funds from the 2020-2021 program year were programmed

2021-22 FTA MPP Budget  
PT22.05.80A

## HERKIMER-ONEIDA COUNTY TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$44,711	\$37,950	\$4,256	\$2,505
44.20.02 FRINGE/LEAVE	\$31,218	\$26,064	\$3,443	\$1,711
44.20.03 TRAVEL	\$1,461	\$1,461		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	\$1,500	\$1,500		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	\$485	\$485		
44.20.08 INDIRECT CHARGES	\$4,950		\$4,950	
XX.XX.XX Toll Credits				
TOTAL	\$84,325	\$67,460	\$12,649	\$4,216

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$56,099	\$44,879	\$8,415	\$2,805
44.22.00 GEN. DEV. & COMP. PLNG.	\$9,350	\$7,480	\$1,403	\$468
44.23.01 LONG-RANGE PLNG. - SYS.	\$4,859	\$3,887	\$729	\$243
44.23.02 LONG-RANGE PLNG. - PROJ.	\$4,601	\$3,681	\$690	\$230
44.24.00 SHORT-RANGE TRANS. PLNG.	\$4,259	\$3,407	\$639	\$213
44.25.00 TRANSP. IMPROV. PROGRAM	\$850	\$680	\$128	\$43
44.27.00 OTHER ACTIVITIES	\$4,308	\$3,446	\$646	\$215
TOTAL	\$ 84,325	\$67,460	\$12,649	\$4,216

FEDERAL	\$67,460	80%
STATE*	\$12,649	15%
LOCAL	\$4,216	5%
TOTAL	\$84,325	100%

\* NYSDOT provides its share of the match via In-Kind Service.



COMBINED FHWA PL & FTA MPP BUDGETS  
PH22.05.881/PT22.05.80A

**HERKIMER-ONEIDA COUNTY  
TRANSPORTATION COUNCIL**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$395,561	\$362,469	\$4,256	\$28,836
44.20.02 FRINGE/LEAVE	\$266,200	\$243,492	\$3,443	\$19,265
44.20.03 TRAVEL	\$3,461	\$3,461	\$0	\$0
44.20.04 EQUIPMENT	\$8,000	\$8,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$7,369	\$7,369	\$0	\$0
44.20.06 CONTRACTUAL	\$275,000	\$275,000	\$0	\$0
44.20.07 OTHER	\$1,485	\$1,485	\$0	\$0
44.20.08 INDIRECT CHARGES	\$4,950	\$0	\$4,950	\$0
XX.XX.XX Toll Credits	\$131,655	\$0	\$131,655	\$0
<b>TOTAL</b>	<b>\$1,093,681</b>	<b>\$901,276</b>	<b>\$144,304</b>	<b>\$48,101</b>

APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$245,228	\$201,116	\$33,084	\$11,028
44.22.00 GEN. DEV. & COMP. PLNG.	\$121,204	\$99,881	\$15,992	\$5,331
44.23.01 LONG-RANGE PLNG. - SYS.	\$98,108	\$80,919	\$12,892	\$4,297
44.23.02 LONG-RANGE PLNG. - PROJ.	\$95,954	\$79,146	\$12,606	\$4,202
44.24.00 SHORT-RANGE TRANS. PLNG.	\$164,335	\$135,644	\$21,518	\$7,173
44.25.00 TRANSP. IMPROV. PROGRAM	\$11,230	\$9,255	\$1,481	\$494
44.27.00 OTHER ACTIVITIES	\$357,623	\$295,315	\$46,731	\$15,577
<b>TOTAL</b>	<b>\$1,093,681</b>	<b>\$901,276</b>	<b>\$144,304</b>	<b>\$48,101</b>

\* NYSDOT match is provided via Toll Credits for FHWA PL costs and as an In-Kind Service for FTA MPP costs.

**HERKIMER-ONEIDA COUNTY TRANSPORTATION COUNCIL**

EXPANDED BUDGET DETAILS

44.20.06 CONTRACTUAL

\$275,000 Programmed Total available for Contractual Obligations

\$0 FTA MPP Contractual Funding

\$275,000 FHWA PL Contractual Funding

**2021-2022 Contractual Obligations**

***Existing***

Name	UPWP Task #	Contract Start	Contract duration	Total Contract	Remaining on Contract
L RTP/ Transportation Atlas (extended 12 mos. due to COVID)	44.23.01.10	2019	24 mos.	\$119,500	\$25,000

***Programmed***

Name	UPWP Task #	Estimated Contract Start	Estimated Contract duration	Estimated Total Contract	Notes
LTPAP projects (re-start of projects with City of Rome and Utica for complete street	44.22.30	April 2021	12 mos.	\$150,000	Cost to be split between identified projects
Exit 31 Feasibility Study (suspended due to COVID financial restrictions imposed by Oneida County)	44.23.01.40	April 2021	12 mos.	\$100,000	

Total Cost of Estimated Contracts      \$250,000