

DRAFT

**Unified
Planning
Work
Program**

2020 - 2021

Effective April 1, 2020
through March 31, 2021



Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501
315-798-5710 / transplan@ocgov.net / www.hocts.org

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Approving Resolution

The Herkimer-Oneida Counties Transportation Study

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. The MPO has final approval and authority on all major transportation decisions, policies, and programs developed through the Herkimer-Oneida Counties Transportation Study (HOCTS) 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. HOCTS 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. HOCTS 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. HOCTS 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.

HOCTS 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 HOCTS staffs and ensure that the MPO remains in compliance with the NYSDOT, FHWA, and FTA policy. Compliance with Federal policy is required for the HOCTS to receive funding, as one of the fourteen MPOs of New York state.

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

2019 – 2020 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTS 2019-2020 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
Program Support & Administration (FTA 44.21.00)	
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.)
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)	Utilization of the 2016 Public Participation Policy (PPP) for guidance in advertising meetings and communicating with the public. Staff pursued new opportunities to engage LEP populations, elderly, disabled, rural, and reach a diversified population within the MPA.
Environmental Justice / Title VI (21.40)	Ensuring that the MPO maintains compliance with the Environmental Justice Analysis within the FAST Act and standing Executive Orders. HOCTS continues to assist Oneida County and Herkimer County in maintaining compliance with Environmental Justice/Title VI.
General Development & Comprehensive Planning (FTA 44.22.00)	
Coordination with Partner Agencies (22.10)	Administrative oversight and coordination with recipients of various Federal and State grants. HOCTS has taken an advisory role for the Oneida County Executive's Vision 20/20 plan: Phase 2, Transportation. HOCTS maintains an advisory role for the Mohawk Valley Food Action Network for the linkage of food and the transportation network. 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 practices. Continued coordination of programs with the Oneida County Health Department, Office for the Aging and the Oneida County Executives' Office, AARP Livable Communities Initiative, Herkimer County IDA, and The Community Foundation of Herkimer and Oneida Counties.
Coordination with County & Municipal Land-use (22.20)	Staff provided assistance with The Smart Infrastructure Collaboration and Plan for Oneida County, and the general transportation planning assistance to the Oneida County Planning Department. Provide ongoing transportation impact reviews for Oneida and Herkimer County land-use planners through the GML-239 review 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 9 projects are under review by the Transportation Planning Committee for potential funding in the 202 – 21 programming.
Census Support / Statistical Analysis (22.40)	<p>Collaboration with the Census Data Affiliate to determine impacts of potential changes in Census Geographics and boundaries for the 2020 Census and the included impact of LUCA.</p> <p>Continued use of CTPP releases, American Communities Survey data, and Economic Census data, as it became available for use on the LRTP, HOCTS model and other studies.</p>
Long Range Transportation Planning (FTA 44.23.00)	
Long Range Transportation Planning – System Level - (FTA 44.23.01)	
LRTP Update (23.01.10)	The LRTP 2020 – 2040 “Going Places” was adopted by the Policy Committee and deemed complete by FHWA in December 2019.
Land-use & TAZ Build-out (23.01.20)	The UAB and Adjusted Urbanized Area have been identified, developed, and mapped to illustrate. Using other data sources such as real property data and the Street Address Mapping (SAM) points. Analyst staff has been tasked with correlate real-time spatial build-out with mapped dataset to develop higher confidence level with datasets.
System-Wide Analysis for Performance-Based Planning (23.01.30)	<p>The SWA TBTC study will serve to evaluate and redesign the OCRT 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 Oneida County Rural Transit system and the urban transit/Centro system. This includes compiling a socio-economic report, performing route analysis, reviewing financial records and ridership data, contract review, field verification of operations, and meeting with both the urban and rural operators. A Study Advisory Committee has been established to provide and review draft work products. A stakeholder committee has been established to ensure needs are being identified through all segments of the population. Both committees met in June 2019.</p> <p>The consultant team has been working through the summer to develop the existing conditions analysis and finalizing the public involvement plan/socio-economic analysis. The study is on schedule with additional Study Advisory Committee and stakeholder meetings scheduled for November 2019 through March 2020.</p>
Corridor Feasibility Planning Study for	Currently, planning meetings are occurring internally to determine to, develop a concept scope, and project boundaries. An initial discussion meeting held at HOCTS in September 2019 with NYSDOT Region 2, NYSTA,

<p>NYS Thruway Exit 31 at N Genesee St. (23.01.40)</p>	<p>FHWA, and HOCTS. A follow-up meeting will occur before the end of the calendar year 2019 with the goal of moving towards a draft scope, an expansion of the UPWP 2019 – 2020 description of the project, and identification of physical project limits.</p>
<p>Long Range Transportation Planning – Project Level - (FTA 44.23.02)</p>	
<p>Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)</p>	<p>The Bicycle and Pedestrian Trail Guide: 2019 encompassing Herkimer and Oneida Counties was published and released to the public in July 2019. As of September 30, 2019 HOCTS has printed 3,000 copies and distributed 95% of those. A second printing is planned for January and February of 2020 to prepare for spring distribution.</p> <p>In September 2019, HOCTS was notified that the Bicycle and Pedestrian Trail Guide: 2019 had been selected to receive a Best Practice Award from the New York Upstate Chapter of the American Planning Association. HOCTS was invited to accept the award at the annual New York Upstate APA Chapter Conference on October 3, 2019.</p>
<p>Transit Enhancement and Mobility Management Activities (23.02.50)</p>	<p>The HOCTS goal is to look at the mobility of the network in a regional and holistic approach. The Transportation Coordination Committee (TCC) remained active, meeting approximately quarterly. The TCC has provided an open network forum for providers, the agencies with client needs, and the mobility manager to collaborate in solutions to address challenges facing all of them.</p>
<p>Short Range Transportation Planning (FTA 44.24.00)</p>	
<p>Short Range Transportation Development (24.10)</p>	<p>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, and projects, and immediate needs requests as they relate to environmental issues. Additional work is done on an ongoing basis to manage internal operations and financial planning for the utilization of resources.</p>
<p>Geographic Information Systems (24.20)</p>	<p>The GIS activities in HOCTS 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. Staff continually monitors the status of our data’s currency and completeness. Building our enterprise-level datasets and providing transportation GIS data to a broader audience is also ongoing. The goal is to get our data in as many decision-makers hands as possible.</p> <p>The GIS staff attended several other 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</p>

	<p>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. One of our staff is also 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, which is enhanced by NYSDOT. This system is used to analyze where accidents are occurring and identifying “hot spots” with high-frequency accidents. We have done some testing of the system 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 accident. Recently we used pedestrian accident data extracted from ALIS to develop useful data for the review of the applications received in the MPO and entire NYSDOT Region 2 as part of the NYS Pedestrian Safety Action Plan. This data combined with urban boundary mapping will hopefully help local municipalities develop projects that improve pedestrian safety in the urban environment.</p> <p>We as an agency have initiated a drone data collection program. As of November 2019 we have a staff member licensed to commercially operate drones. Additionally we perform all of the ground control and photogrammetric processing necessary to produce the spatial data we desire from the collection. We do this using an ESRI product called Drone2Map, which is obtained via our ESRI License Agreement with NYSDOT. Our most recent project focused on collecting an imagery mosaic for a new corridor of State road in the Griffiss Technology Park. We envision using this technology to collect imagery, gather intersection geometry to the centimeter level, observe traffic patterns, and many other transportation-related data needs.</p> <p>We have completed the final phase of the installation of our ArcGIS Server software. This allows us to publish map services to the intranet and the internet. Currently, we have traffic count and pavement condition web mapping applications running from www.ocgov.net/planning. Some data we make available to the public, while other data is accessible only to staff within our network 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 now been completed in both Herkimer and Oneida Counties. In both Counties, we have 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 now we have moved into a maintenance</p>

	<p>phase. This effort is coordinated with the NYS effort known as Street Address Mapping (SAM). This winter we received training on GeoLynx, which is an online SAM data maintenance module. The goal of this program is to have uniform address points for the entire State. This module enables us to edit the Statewide SAM enterprise dataset in real-time.</p> <p>We met with Herkimer County E911 staff in 2019 and have a work plan formulated to review the SAM data in Herkimer County. Data review is well underway and several towns have been Quality Controlled to date. Once initial review is complete we will gain access to the SAM points in Herkimer County via GeoLynx and move into a maintenance mode in that County as well. We also have begun discussions with Herkimer County regarding the maintenance of their addressing databases. That decision will be made in early 2020.</p>
<p>Modeling & Forecasting (24.40)</p>	<p>Traffic count processing and data acquisition is an ongoing task of the GIS unit. Our 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 in Q3 and Q4 of SFY 2018.</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>
<p>Functional Classification (24.50)</p>	<p>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.</p> <p>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. We are constantly monitoring 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 needed to the functional class of roads on Herkimer and Oneida Counties.</p>
<p>Road Scoring / Pavement Management (24.60)</p>	<p>Road scoring for 2019 is under way and will be completed soon. Once complete, it will be disseminated to agencies who use the data for paving schedules and system analysis. We have also teamed with Oneida County to complete road scoring on County Roads. That data collection is complete and</p>

	<p>will be used to assist with paving and road asset management and capital project planning. 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.</p> <p>The 2019 report will graphically compare 2015, 2016, 2017, 2018 data to the 2019 results in order 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 is now starting to see trends where and when the pavement begins to deteriorate at a rapid rate and can relate it back to infrastructure investments. This information can and is used to strategize when the best time for maintenance activity is.</p>
<p>Traffic Counting (24.70)</p>	<p>HOCTS continues 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 provides the labor for counter placement and data processing. HOCTS now has 25 counters and the staff tries to place ten counters every week during the summer collection season.</p> <p>Collection during the summer of 2019 went well, with 123 successful counts completed. 2019 count processing is in progress and a summary file is being developed to be deployed on our website. We deliver the counts to the NYSDOT Regional office in small batches for inclusion in their NYSDOT online traffic data viewer. All counts collected included volume, speed, and class observations. All of our counts are immediately available at Traffic Counts App at http://hoccpp.maps.arcgis.com/apps/View/index.html?appid=c3efbade0c3e4a57bf8b3e669de8fe7b.</p>
<p>Transportation Improvement Program (FTA 44.25.00)</p>	
<p>2014-2019 TIP Maintenance & Development (25.10)</p>	<p>The continuing maintenance of the 2017-2021 Transportation Improvement Program includes tracking amendments prepared for the GPL, submitting them to e-STIP for agency approval, and ensuring fiscal-constraint and projection of long-term needs within the TIP. HOCTS has begun soliciting projects for potential inclusion in the 2020 – 2024 TIP. HOCTS is actively working with NYSDOT Region 2 and transit operators to build a capital program that is fiscally constrained and meets the area’s transportation needs.</p>

Emphasis Areas (FTA 44.26.00)	
Coordinated Non-Emergency Human Services Transportation Plan (26.12)	Continued efforts to implement recommendations from the Coordinated Non-Emergency Human Services Transportation Plan. Review of the plan indicates that it is due for update in the 2020 – 2021 program year.
Planning for Transit Systems Management/ Operations to Increase Ridership (26.16)	HOCTS staff provides oversight, administration, planning, and support services for the Oneida County Rural Transit system. 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. Furthermore, the focus has shifted with the SWA-TBTC coming online.
Safety and Security (SAM Project) (26.16)	Efforts to enhance safety and security on the entire transportation out through the various activities: promote implementation of Complete Streets policies, assist with field evaluations of areas with traffic concerns, high accident rates or operational deficiencies, ensure that safety elements are included on all TIP projects, work with transportation operators (bus & rail) to provide security at transit hubs, and staff participation with NYS MPO working groups for safety, security and related topics.
Other Activities (FTA 44.27.00)	
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 with and supports SCIs and SPR projects whenever applicable to the needs of the program.
Direct & Indirect Costs (27.20)	Direct and indirect charges are included in this task. This does not include any central staff (salary and fringe benefits) charges. 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 within the acceptable costs for FHWA, FTA, and NYSDOT regulations.

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 (HOCTS), as the MPO for Oneida and Herkimer Counties, for the State Fiscal Year (SFY) 2020 running from April 1, 2020, to March 31, 2021.

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 define 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. 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 HOCTS 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 federal legislation known as the FAST Act (see next page). Prior to this, the previous major piece of federal transportation was 2012’s MAP-21 law (Moving Ahead for Progress in the 21st Century). MAP-21 introduced the new requirement for MPOs to do Performance-Based Planning in support of decision-making about the transportation system. This involves setting Performance Measures, as well as Performance Targets, and engaging in actions to achieve the targets.

The FAST Act has brought heightened focus on performance-based, outcomes-focused planning. Planning for freight movements is further emphasized. MPOs are also now required to 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.

This process is guided by the federal planning factors updated by 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 2020 – 2021 UPWP was developed through a collaborative process involving HOCTS staff, the planning and policy committees, and a public comment period. These ideas were combined with continuing activities taken from the 2019-2020 UPWP and input from NYSDOT Region 2. In addition, elements were incorporated from the NYSDOT call letter and FAST Act legislation. The 2020-2021 UPWP was made available for a two-week public review period, prior to adoption by the GP&L. During this time, the document was provided to the TPC, NYSDOT Region 2 staff, NYSDOT Main office staff, and other agencies. NYSDOT main office, FHWA, and FTA are provided the document approximately one month prior to the scheduled GP&L meeting. Upon review, given the GP&L finds the 2020-2021 UPWP to meet the HOCTS mission, support the planning principles, LRTP 2020 – 2040 goals, Federal and State

transportation legislation programming, and ultimately furthers transportation planning in Herkimer and Oneida Counties, the UPWP is approved. Once approval is received, the 2020-2021 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. HOCTS will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2020-2021 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: \$92,513 FHWA PL and \$11,096 FTA MPP/\$2,774 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: \$41,292 FHWA PL (HOCTS share is \$666 for 2019-2020)

Lead Agency: Binghamton Metropolitan Transportation Study

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 HOCTS MPA, NYSDOT Region 2, and have project end dates within or beyond the 2019 SFY:

❖ National Household Travel Survey (NHTS), Census Transportation Planning Program (CTPP), Intercity Travel (ATS) and Travel Patterns for NYS – C-10-54

Objective: The goal of this project is to provide research and analysis of national data sets to highlight New York State data.

Cost: \$6,500,000
End: September 2023

❖ Highway Oversize/Overweight Credentialing System (HOOCs) – C-13-57

Objective: 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.

Cost: \$5,000,000
End: September 2021

❖ Program & Project Management Software and Training – C-14-53

Objective: 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.

Cost: Project Budget- \$2,295,397
End: June 2020

❖ Technical Support for Use of National Performance Management Research Data (NPMRDS) – C-14-61

Objective: 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.

Cost: \$1,654,357
End: September 2021

❖ Statewide Planning, Policy & Technical Research Tasks in Support of ATDM – C-15-52

Objective: 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.

Cost: Project Budget- \$3,725,000
End: June 2020

❖ Bus Safety Inspection System (BusNET) – C-15-54

Objective: The goal of this project is to replace the existing 25+ year old mainframe with a new modem server-based IT system.

Cost: \$2,300,000
End: November 2020

❖ Continuous Count Traffic Count Program Zone 1 – C-16-51

Objective: This initiative is the Continuous Count (CC) Traffic Count Program for Zone 1 with full performance-based maintenance and upgrades services in Zone 1 to provide better coverage, distribution, and differentiation by functional classification of the roadway, geographic area, and seasonality of traffic patterns.

Cost: Project Budget- \$2,525,000
End: June 2021

❖ Continuous Count Traffic Count Program Zone 2 – C-16-52

Objective: This initiative is the Continuous Count (CC) Traffic Count Program for Zone 2 with full performance-based maintenance and upgrades services in Zone 2 to provide better coverage, distribution, and differentiation by functional classification of the roadway, geographic area, and seasonality of traffic patterns.

Cost: Project Budget- \$2,225,000
End: June 2021

❖ Pavement Condition Data Collection Services – C-17-53

Objective: 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.

Cost: Project Budget- \$20,500,000

End: December 2024

❖ Statewide Coordination of Metropolitan Planning Programs – C-17-56

Objective: 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.

Cost: Project Budget- \$200,000

End: March 2021

❖ Statewide Analysis of All Horizontal Curves and Associated Curve Warning Signs – C-18-51

Objective: The goal of this project is to determine sign changes required to meet the 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.

Cost: \$2,000,000

End: May 2020

❖ Probe Data: Floating Car (GPS-based) – C-18-53

Objective: 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.

Cost: \$337,500

End: August 2023

❖ Statewide Small Culvert Inventory & Inspection System Improvements – C-18-54

Objective: 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.

Cost: \$4,000,000

End: December 2022

❖ New York State Transportation Master Plan – C-18-55

Objective: The goal of this project is to produce an updated, statewide long-range transportation plan to coordinate federal and state transportation planning activities.

Cost: \$2,000,000

End: September 2022

❖ BrM Implementation and Operations Support for Tunnel Inspections – C-18-57

Objective: The goal of this project is to customize and implement Bridge Management software (BrM) for tunnel inspections and to support other bridge management functions.

Cost: \$50,000

End: September 2021

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. In addition to providing stable and predictable funding authorizations, FAST reforms surface transportation programs; refocuses federal investment on national priorities such as freight goods movement and high-volume interstate highways; and continues to streamline the environmental review and permitting processes to accelerate project approval.

Planning Factors

Under current legislation, there are ten planning factors that 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 storm water impacts of surface transportation;
10. Enhance travel and tourism.

The relationship between 2020-2021 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 –	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	---
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 HOCTS has adopted targets for several performance measures (i.e., bridge and pavement conditions, freight, safety, system performance, and transit asset management). MPOs are required to demonstrate to the public and elected officials that their transportation investment decisions have produced positive outcomes that are in line with the MPOs adopted goals and objectives. 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: HOCTS 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.

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 HOCTS UPWP

Funding for the operation of HOCTS 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. HOCTS must first undertake the planning activities, reimbursements are requested for the activities.

In addition to the annual allocation for the 2020--2021 UPWP, HOCTS has available allocated program funds from prior UPWP budget years. These are FHWA PL funds which were apportioned and obligated for HOCTS, 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 the course of many years, HOCTS has amassed 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, address unmet needs in member municipalities, and increase efforts to meet Federal program and policy requirements within the MPO planning area.

Fund Balance

The backlog of funding is critical to maintaining operational capacity for the 2020-2021 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, HOCTS has lost slightly more than \$82,000 in FHWA Planning funds consecutively for each since 2012, due to the reduction in 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 a backlog funding to allow capacity to remain at the same levels of previous programming years. Backlog funds were programmed into the 2020-2021 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 where 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 2020-2021 UPWP. The match rate is 80% Federal and 20% Local (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 HOCTS.

2020-2021 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 2020 – 2021 UPWP is \$453,211.

The HOCTS 2020 – 2021 UPWP federal funding allocation:

- ❖ Federal Highway Administration funding of \$385,212
- ❖ Federal Transit Administration funding of \$67,999

Administration of HOCTS UPWP

In order to accomplish the activities outlined in this UPWP, HOCTS has adopted the following administrative procedures. The first part describes the various staff which undertakes HOCTS activities and the second part defines the coordination and direction of these staff.

Staffing

The work proposed herein will be accomplished by HOCTS staff. The UPWP is supported by in-house HOCTS 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 HOCTS agencies for HOCTS 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 HOCTS, NYSDOT, and HOCCPP staff as they relate to HOCTS is described below:

- ❖ Herkimer-Oneida Counties Transportation Study (HOCTS)

HOCTS is staffed by permanent in-house professionals charged with carrying out the transportation planning program at the local level. This staff pursues specific HOCTS planning program elements under the direction of the GP&L and TPC Committees. The HOCTS 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 HOCTS. Technical and GIS staff support is provided by HOCCPP personnel in coordination with HOCTS. All staffing are employed through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines.

HOCTS 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. In order 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 pursuant 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 HOCTS UPWP. The staff designated to ensure progress of HOCTS 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 HOCTS, 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 HOCTS 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 HOCTS programs under the Central Staff personnel budget for HOCTS program tasks and projects are further outlined below by position title and MPO related job duties:

❖ HOCTS

- 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,)
- Planning Specialist (project specific tasks, research, task management, field work (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 HOCTS Director for staff and tasks)
- Secretary to Commissioner (office receptionist, meeting planning, communications assistance)
- Principal Account Clerk (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
- Principal Planner (Census Data Affiliate) (provides analysis of Census Data to support MPO documents, reports and mapping)

- Senior Planner (provides Adobe Creative Suite assistance, research assistance, meeting coordination and outreach assistance)
- ❖ 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 HOCTS 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 HOCTS UPWP is the responsibility of the HOCTS Director. Assistance with coordination is provided by the NYSDOT Statewide Planning Bureau Director, the NYSDOT Region 2 Planning and Program Manager.

The HOCTS Director coordinates the activities of HOCTS and the staff assistance of participating agencies. The Director is responsible for specific daily HOCTS staff work assignments, management of the tasks within the UPWP representing HOCTS 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 HOCTS HOST Agency Agreement and management coordination outline.

- ❖ Oneida County (HOST Agency)
 - Oneida County Department of Planning (HOCTS is hosted in 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 HOCTS Public Participation Policy (PPP) 2016 outlines the process to ensure ongoing public involvement opportunities in the development. This includes the review and implementation of MPO planning documents, plans, programs, and projects.

HOCTS 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;
- website publication of transportation planning documents and public meetings;
- public meetings, hearings, and workshops;
- media notification (legal notices, press releases, etc.);
- survey and feedback tools.

The goal of the HOCTS PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTS 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 Public Participation Policy 2016 is available at www.hocts.org.

Development of the HOCTS 2020-2021 UPWP began with the solicitation of project ideas from members of the TPC and GP&L. The draft HOCTS 2020-2021 UPWP was sent to NYSDOT for review (thirty days prior to GP&L meeting to approve) and was made publicly available via the HOCTS website (www.hocts.org), for a 30-day public review period, two weeks prior to GP&L adoption to allow for review and input. Based on comments, revisions are made to the draft and the final version of the 2020-2021 UPWP which are reviewed, discussed, and recommended for adoption to the TPC to the GP&L. The approved document is then sent to NYSDOT for submission to FTA and FHWA.

Summary of the 2020 – 2021 UPWP

The HOCTS 2020-2021 UPWP is built upon the approved 2019-2020 UPWP. This UPWP will take HOCTS in a direction further aligned with NYSDOT, FHWA, and FTA guidelines, while simultaneously increasing its presence as a local resource for Herkimer and Oneida Counties. The development was guided by the Goals developed in the Long Range Transportation Plan 2020 – 2040. The development and implementation of federally aided transportation plans, programs, and projects in the HOCTS 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. 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.

MPO activities, support 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, work to incorporate new opportunities into the UPWP, be responsive to current needs of the locals, and be a resource and repository for data pertaining to the transportation network.

The broad approach outlined above 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 the UPWP tasks. Funding for transportation planning and programs has been significantly less than the amount required to address the existing and future needs for the MPA. This emphasizes the need for proactive transportation planning, aligned with regional development goals, sensitive to local needs, and inclusive of public comment, to better the future of the transportation network in Herkimer and Oneida Counties. This path charted by HOCTS with the adoption of the LRTP 2020 – 2040 prioritize the following:

- ❖ Mobility & Accessibility – Use a strategic approach to provide mobility and accessibility opportunities.
- ❖ System Preservation – Invest in preserving the transportation system to make the most sustainable use of existing assets, services, and resources.
- ❖ Economic Efficiency - Judiciously allocate resources to maximize the efficiency of transportation improvements.
- ❖ Land-use – Develop a transportation system which is supported by and supports regional land use planning and local land use plans.
- ❖ Environmental Impact/ Mitigation – Avoid and/or mitigate negative environmental impacts while protecting the region's transportation infrastructure from environmental threats.

HOCTS 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 member municipality's transportation network and addresses the unmet needs in the MPA. To achieve this task areas have been revised and expanded. The local Transportation Planning Assistance Program (LTPAP) task was added several years ago to provide a mechanism to support transportation planning in member municipalities and agencies. The expanded tasks cover projects that 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, and addressing socially current transportation issues. These tasks will allow for flexibility in administering the program and facilitate a greater level of efficiency when utilizing federal funds.

The 2020-2021 integrates performance based planning and programming in HOCTS, like all MPOs, HOCTS must take a performance management approach in carrying out the region's transportation planning and programming activities.

The seven specific national performance goals for the federal-aid highway program are:

- **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Capital Assets Condition:** To maintain the highway infrastructure and transit capital asset systems in a state of good repair.
- **Congestion Reduction:** To achieve a significant reduction in congestion on the National Highway System
- **System Reliability:** To improve the efficiency of the surface transportation system.
- **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.
- **Environmental Sustainability** To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **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

Federal regulations similarly require a performance management approach to advance the general policy and purposes of the public transportation program. Transportation Improvement Programs and Long-Range Transportation Plans are required to 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

HOCTS overall strategy is to support statewide targets for the relevant performance measures in each of these four categories. The statewide targets that HOCTS is committed to supporting are described in the remainder of this Section. As the federal Performance Measurement regulations are new to States and MPOs, NYSDOT sets statewide targets for all federally required performance measures, after which the individual MPOs will have up to 180 days to either support the State's targets or adopt their own. HOCTS has chosen to support the statewide targets to date. At any time HOCTS can develop independent metrics, per federal regulations, and adopt targets independent of New York State. HOCTS programs projects in the TIP, and engages in planning activities, in a way that supports the NYS targets. In 2020, New York State will report progress against initial targets to the U.S. Department of Transportation.

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. HOCTS is programming all current FHWA and FTA funds and in addition FHWA PL carryover. A majority of the funding has been identified for consultant studies, which will increase the capacity of HOCTS, and assist with maintaining federal compliance. The 2020-2021 UPWP illustrates that HOCTS 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 2020-2021 HOCTS Budget Tables are located in Appendix A. The first two tables represent the funding agencies that support HOCTS work as a Metropolitan Planning Organization: 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 HOCTS uses in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2020-2021 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. This UPWP aggressively plans the utilization of all current funding, and carryover funds, leaving only a modest level of annual carryover, to the extent of staff capacity and contract services allow.

2020 - 2021 Unified Planning Work Program Task Specifications

Program Support and Administration (ALI 44.21.00)

The effective operation of the MPO is accomplished through the coordination of Federal, State and Local transportation planning programs among HOCTS, 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 HOCTS 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 HOCTS. 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 HOCTS staff and HOCCPP staff to carry out activities related to planning, conducting, and documenting meetings necessary of the various active HOCTS committees (GP&L, TPC, TCC). It can also include the preparing 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 transportation, and other activities directly related to HOCTS.

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

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year

Task 21.20: UPWP and Semi-Annual Reporting

Objective: To prepare the 2020 – 2021 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 projects activities anticipated within the study area will be developed for the upcoming program year. Development of the program will be guided by the HOCTS LRTP, federal and state agency consultation, and input from the

HOCTS 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 2019-2020 UPWP.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity) UPWP 2020-2021 complete March 2020.

Task 21.30: Public Participation Program

Objective: To obtain the participation of area residents, citizens groups, public agencies, handicapped individuals, minorities, public and private transportation providers, environmental groups, LEP populations, and elected officials in the transportation planning process.

Description: The HOCTS staff is continually seeking to expand its role of 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 HOCTS 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 HOCTS will also increase efforts to reach disadvantaged and LEP populations within the MPA through partnerships with human service agencies and utilization of translation services for planning documents, projects, policy updates, and program materials.

The Public Participation Plan (PPP) was adopted in 2016 and is planned for internal update in the 2020 – 2021 program year.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, web site updates, and updated PPP by end of 2020 – 2021 program year including translation services for MPO developed written materials.

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing throughout program year; PPP update completed by March 2021.

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 HOCTS transportation planning process.

Description: The Environmental Justice Analysis 2016 was adopted in December 2016. HOCTS 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 HOCTS planning process. An update of the ET Analysis is planned to

start internally in the 2020 – 2021 program year. HOCTS utilizes the Oneida and Herkimer County Census Data Affiliate to monitor statistical data changes.

Products: Utilization of the EJ Analysis 2016, as a reference for transportation planning decisions, programing, projects, and public outreach efforts.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing utilization; EJ Analysis update internal prep to commence September 2020, with completion planned for July 2021.

General Development and Comprehensive Planning (ALI 44.22.00)

The development of the regional transportation system requires 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. HOCTS 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: The intent of this activity is to enable the HOCTS staff to maintain a responsible and responsive position relative to other government agencies. HOCTS 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. In effort to support consistency of transportation improvements HOCTS will: 1) Assist local governments in identifying funding for transportation needs, 2) Communicate on a regular basis 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 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: HOCTS, NYSDOT, State Agency Staff, Local Agency Staff

Timeframe: Ongoing throughout 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 HOCTS 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 through 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 HOCTS 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: HOCTS, HOCCPP, NYSDOT, Local Agency Staff

Timeframe: Ongoing; Monthly throughout 2020 – 2021 (as per local planning review schedule) for review of 239's 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 HOCTS goals.

Description: This task will provide transportation planning assistance, as needed, to member municipalities to support local transportation planning and engineering. Planning analyses of municipal transportation projects that may have regional significance will be conducted by staff and/or consultants. 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 HOCTS staff or partner agency, through the maintenance of hourly fee-for-service contracts (i.e. short term transportation planning studies, minor traffic impact study reviews, or similar professional studies). Separate contracts will be established, as needed, for more significant projects that require a greater level of effort or specific areas of expertise. Projects funded under this task activity will be reviewed and selected by HOCTS Transportation Planning Committee (TPC). 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, freight impacts, safety issues, long-range planning for growth, planning studies to produce selected alternatives, or to produce final planning and design drawings which can be used for construction BID specifications. The LTPAP program may be extended to include assistance for agencies providing a service to the transportation network within the MPO that is furthering the goals and objectives of the LRTP 2020 – 2040. This is to be

determined on a case by case basis. This task can also be utilized to provide additional expertise and technical assistance to HOCTS to complete work tasks or projects identified within this UPWP or the LRTP 2020 – 2040, on an as-needed basis to supplement staff capacity. HOCTS utilized the TIP 2020 – 2024 call for project solicitation in 2018 and 2019 and the LRTP public input and agency coordination to develop a list of projects for TPC consideration under the LTPAP.

Product: Assistance for member municipalities, agencies, or HOCTS to conduct transportation planning services beyond that which is typically available within HOCTS staff capacity; selection of up to 2 projects is expected by June 2020.

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

Timeframe: Open application; TPC will review requests as they are received and determine if planning assistance is to be awarded for the project in the 2020 – 2021 program year. Award by June 2020; project start no later than September 2020; 12-month duration expected, potential carryover to 2021 – 2022 program year.

Task 22.40: Census Support/ Statistical Analysis

Objective: To review and analyze the 2010 Census Transportation Planning Package (CTPP) for 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 HOCTS assist them in locating streets and addresses and updating TAZs in order 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: HOCTS, Herkimer, and Oneida Counties Census Data Affiliate

Timeframe: Ongoing

Long Range Transportation Planning (ALI 44.23.00)

The Long Range Transportation Plan (LRTP) sets the direction for major transportation investments in the HOCTS 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 present the transportation system in a graphical manner 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 required update cycles of the LRTP.

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

Major Participants: HOCTS, HOCCPP, NYSDOT, Consultant Services

Timeframe: Implementation of the LRTP throughout program year; Transportation Atlas, will be developed in January 2020 and be completed by July 2020.

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 HOCTS travel demand forecasting model. HOCTS staff will continue to carry out the 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: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing; Build upon the newly adopted LRTP (December 2019) and coordination with the Census Data Affiliate for the 2020 Census.

Task 23. 01.30: Transit Planning Coordination with System-Wide Analysis for Transit Based Transportation Connections

Objective: The System-Wide Analysis for Transit Based Transportation Connections (SWA for TBTC) is to develop a collaborative, planned, realistic, viable and sustainable system for the movement of people to support and strengthen community economic development, which creates linkages between the rural and urban areas of Oneida County through transit options both in urban and rural areas. Oneida and Herkimer Counties, as it supports member municipalities and agencies within the MPA.

Description: The study will include the following elements, at minimum: An assessment of current transit services in the county, an assessment of demand (need) for transit services in the county, a proactive community engagement plan, a strategy to brand and market the transit system for the modern rider, and sample templates and implementation plan for a universal signage program to communicate to all transit users. Existing conditions analysis will lead to development of public engagement, future system exploration, and focused list of needs to be addressed. The overarching emphasis will be to build system efficiency, provide a high level of service, increase transit ridership, develop multi-modal connections, and optimize utilization of public transit dollars in Oneida County. A focus will be made on improving the efficiency and effectiveness of regional/rural and urban transit service in the MPA to identify capital projects necessary to improve transit service in Oneida and Herkimer County, including the placement of bus stop shelters, bike racks, benches, and other passenger-related infrastructure at key locations. This task supports the PEA related to improving access to essential services.

Product: The study began in the 2019 – 2020 program year and will continue through the 2020 – 2021 program year.

Major Participants: HOCTS, HOCCPP, NYSDOT, Consultant Services, Centro/CNYRTA, BBS, NYSDOT Transit Bureau

Timeframe: Completion on October 2020; contract addendum executed to retain consultant for one year of implementation assistance (estimated October 2020 – November 2021).

Task 23.01.40: Corridor Feasibility Planning 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: The study will look at the interchange of I-90 at Exit 31, including all ramps and connections to North Genesee Street, I-790, Auert Ave., Herkimer Rd., River Rd., Leland Ave., and NYS Rtes. 5/8/12 and 5s and the regional impact it has as a gateway to the Mohawk Valley and Adirondack regions for expanded tourism and economic development facilitates. The scoping study will identify the corridors' safety, mobility, infrastructure, community, and environmental existing conditions. The project will identify existing and projected land-uses that serve as origin or destination points for traffic using Exit 31 in the near and far geographies; this includes. Elements of this study and associated activities will be developed through HOCTS, in consultation with the stakeholders.

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: HOCTS, 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 April 2020, consultant selection by July 2020, project to run 6 – 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 was released in 2019. Promotion of the guide and its availability as a resource will target both residents and visitors to the MPA, this is expected to happen May through September 2020.

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 2019 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: HOCTS, HOCCPP, NYSDOT, State Agency Staff, Local Agency Staff

Timeframe: April 2020 – September 2020 promotion of the Bicycle and pedestrian Trail Guide. April 2020 initiation of an online platform for the trail guide. September 2020 – March 2021 for an 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 planning area. To implement and update the 2017-2020 HOCTS Public Transit-Coordinated Human Services Transportation Plan for non-emergency transportation.

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 public transit-human services transportation plan will be implemented through the Transportation Coordination Committee (TCC). The Plan is amended annually for the federal requirement of the continuing need for review; this is done via an addendum listing of 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).

Planning will take into account livability issues such as public health, social policy, and environmental elements. Efforts will include 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 in amongst all transit providers, system users, and facility needs is a central goal.

Product: Documentation of activities related to the implementation of mobility enhancement activities. Administration of the Transportation Coordination Committee of human service transportation providers to develop a network, provide insights for planning efforts within the MPA boundary, and to update the addendum of local projects with the coordinated plan.

Major Participants: HOCTS, CENTRO/CNYRTA, BBT, Inc., NYSDOT, Local Agency Staff, Consultant Services, Human Service Providers

Timeframe: Ongoing throughout program year; TCC meetings approximately quarterly, May 2020, September 2020, November 2020, and February 2021

Short Range Transportation Planning (ALI 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 which 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: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout 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: HOCTS 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. HOCTS 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 a staff member who has been approved as a UAV pilot 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: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year, supports 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: HOCTS 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 Oneida County staff to maintain. Herkimer County is still in the process of review and is approximately 80% complete.

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 a number of transportation-related projects including; transit planning, passenger location software, and transportation modeling. ESRI shapefile of address points for Oneida and Herkimer Counties.

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing throughout program year; generally, April – May 2020 and September 2020 – March 2021, 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 update 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 HOCTS 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 of the HOCTS 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: HOCTS, HOCCPP

Timeframe: Ongoing throughout program year; October 2020 – March 2021 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 on 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: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout program year; spot reviews in May and November 2020.

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 10.3 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of 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 that ranks roads and shows condition trends over time.

Major Participants: HOCTS, HOCCPP NYSDOT

Timeframe: Ongoing throughout the program year. April 2020 – October 2020 are typical road scoring field data collection months. Processing of data collected occurs continuously but typically is scheduled opposite field work collection during November 2020 – March 2021.

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: HOCTS has opted to work in concert with the NYSDOT in a program called the “County Counter Program”. In doing so HOCTS took possession of 20 traffic counting devices and the software that interacts with them. HOCTS 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.

HOCTS staff provides labor for counter placement and data processing. HOCTS now has 30 counters and places approximately 15 every week during the summer collection season. Processing has been on-going throughout and will continue through the winter months until complete. It is expected that 150 counts will be successfully completed during the 2020 counting season, weather dependent. 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. HOCTS averages about 130 counts per collection season that generally runs from April to October.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout program year; work focus is April to October 2020.

Transportation Improvement Program (FTA 44.25.00)

The HOCTS 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 current 2020 – 2024 TIP.

Description: This activity will include the implementation of and processing of amendments for the current TIP.

Product: Amendments to the 2020 – 2024 TIP.

Major Participants: HOCTS, NYSDOT, Local Agency Staff

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

Other Activities (FTA 44.27.00)

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

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

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

Description: HOCTS 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 \$41,292 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. HOCTS portion of the annual dues is \$666. 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: HOCTS, FHWA, FTA, NYSDOT, HOCCPP, Local Agency Staff

Timeframe: Ongoing throughout 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 HOCTS 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: HOCTS, FHWA, FTA, NYSDOT

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

Appendix A

**HERKIMER-ONEIDA COUNTY
TRANSPORTATION STUDY**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$229,996	\$196,416		\$33,580
44.20.02 FRINGE/LEAVE	\$315,489	\$293,158		\$22,331
44.20.03 TRAVEL	\$10,000	\$10,000		
44.20.04 EQUIPMENT	\$15,000	\$15,000		
44.20.05 SUPPLIES/REPRODUCTION	\$7,000	\$7,000		
44.20.06 CONTRACTUAL	\$370,000	\$370,000		
44.20.07 OTHER	\$3,000	\$3,000		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$167,733		\$167,733	
TOTAL	\$1,118,218	\$894,574	\$167,733	\$55,911
APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$230,081	\$132,237	\$58,706	\$39,138
44.22.00 GEN. DEV. & COMP. PLNG.	\$134,334	\$92,401	\$25,160	\$16,773
44.23.01 LONG-RANGE PLNG. - SYS.	\$82,612	\$70,032	\$12,580	
44.23.02 LONG-RANGE PLNG. - PROJ.	\$73,046	\$60,465	\$12,581	
44.24.00 SHORT-RANGE TRANS. PLNG.	\$149,010	\$132,237	\$16,773	
44.25.00 TRANSP. IMPROV. PROGRAM	\$44,135	\$2,202	\$41,933	
44.27.00 OTHER ACTIVITIES	\$405,000	\$405,000		
TOTAL	\$1,118,218	\$894,574	\$167,733	\$55,911

* NYSDOT provides its share of match via Toll Credits.

* Total federal program of \$894,574 is based on:
 \$385,212 estimated 2019-2020 FHWA Allocation
 \$509,362 estimated unspent FHWA PL funds from 2019-2020 program year

**HERKIMER-ONEIDA COUNTY
TRANSPORTATION STUDY**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$44,666	\$37,950	\$4,195	\$2,521
44.20.02 FRINGE/LEAVE	\$31,174	\$26,064	\$3,381	\$1,729
44.20.03 TRAVEL	\$2,000	\$2,000		
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	\$5,174		\$5,174	
XX.XX.XX Toll Credits				
TOTAL	\$84,999	\$67,999	\$12,750	\$4,250

APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$54,739	\$44,879	\$5,610	\$4,250
44.22.00 GEN. DEV. & COMP. PLNG.	\$11,305	\$7,480	\$3,825	
44.23.01 LONG-RANGE PLNG. - SYS.	\$6,437	\$3,887	\$2,550	
44.23.02 LONG-RANGE PLNG. - PROJ.	\$3,681	\$3,681		
44.24.00 SHORT-RANGE TRANS. PLNG.	\$3,407	\$3,407		
44.25.00 TRANSP. IMPROV. PROGRAM	\$1,445	\$680	\$765	
44.27.00 OTHER ACTIVITIES	\$3,985	\$3,985		
TOTAL	\$ 84,999	\$67,999	\$12,750	\$4,250

FEDERAL	\$67,999	80%
STATE*	\$12,750	15%
LOCAL	\$4,250	5%
TOTAL	\$84,999	100%

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

COMBINED FHWA PL & FTA MPP BUDGETS

P219.05.881/80A

**HERKIMER-ONEIDA COUNTY
TRANSPORTATION STUDY**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$274,662	\$234,366	\$4,195	\$36,101
44.20.02 FRINGE/LEAVE	\$346,663	\$319,222	\$3,381	\$24,060
44.20.03 TRAVEL	\$12,000	\$12,000	\$0	\$0
44.20.04 EQUIPMENT	\$15,000	\$15,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$8,500	\$8,500	\$0	\$0
44.20.06 CONTRACTUAL	\$370,000	\$370,000	\$0	\$0
44.20.07 OTHER	\$3,485	\$3,485	\$0	\$0
44.20.08 INDIRECT CHARGES	\$5,174	\$0	\$5,174	\$0
XX.XX.XX Toll Credits	\$167,733	\$0	\$167,733	\$0
TOTAL	\$1,203,217	\$962,573	\$180,483	\$60,161

APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$284,820	\$177,116	\$64,316	\$43,388
44.22.00 GEN. DEV. & COMP. PLNG.	\$145,639	\$99,881	\$28,985	\$16,773
44.23.01 LONG-RANGE PLNG. - SYS.	\$89,049	\$73,919	\$15,130	\$0
44.23.02 LONG-RANGE PLNG. - PROJ.	\$76,727	\$64,146	\$12,581	\$0
44.24.00 SHORT-RANGE TRANS. PLNG.	\$152,417	\$135,644	\$16,773	\$0
44.25.00 TRANSP. IMPROV. PROGRAM	\$45,580	\$2,882	\$42,698	\$0
44.26.12 COORD OF HUMAN SVC TRANS	\$0	\$0	\$0	\$0
44.26.14 PLNG FOR TRANSIT SYS. MANAGMENT OPERATIONS TO INCREASE RIDERSHIP	\$0	\$0	\$0	\$0
44.26.16 INCORPORATE SAFETY & SECURITY	\$0	\$0	\$0	\$0
44.27.00 OTHER ACTIVITIES	\$408,985	\$408,985	\$0	\$0
TOTAL	\$1,203,217	\$962,573	\$180,483	\$60,161

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

\$370,000 Programmed Total available for Contractual Obligations

\$0 FTA MPP Contractual Funding

\$370,000 FHWA PL Contractual Funding

2020-2021 Contractual Obligations

Existing

Name	Description	UPWP Task #	Year Began	Contract duration	Total Contract	Remaining on Contract
SWA for TBTC		44.23.01.30	2019	14 mos. + 6 mos.	\$275,000	\$120,000
L RTP/ Transportation Atlas		44.23.01.10	2019	12 mos.	\$119,500	\$25,000

Programmed

Name	Description	UPWP Task #	Est. Contract Start D	Est. Contract dural	Est. Total Contract	Notes
SWA for TBTC Implementation		44.23.01.30	October 2020	12 mos.	\$100,000	Cost to be split over 2 program years (\$50,000 per year)
LTPAP #1		44.22.30	May 2020	12 mos.	\$50,000	
LTPAP #2		44.22.30	May 2020	12 mos.	\$50,000	
Exit 31 Feasibility Study		44.23.01.40	July 2020	24 mos.	\$150,000	Cost to be split over 2 program years (\$75,00 per year)