

# Unified Planning Work Program (UPWP) 2022 - 2023

Effective April 1, 2022 through March 31, 2023



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## GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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Chairperson, VINCENT J. BONO, Chairman, Herkimer County Legislature  
Secretary, JAMES J. GENOVESE II, Commissioner, Oneida County Dept. of Planning

Vice-chairperson, ANTHONY J. PICENTE, JR. Executive, Oneida County  
Director, DANA R. CRISINO, AICP, Herkimer-Oneida Counties Transportation Council

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### HOCTC Resolution 2022 – 01

#### Approval of the 2022 – 2023 Unified Planning Work Program (UPWP)

**WHEREAS**, As carried forward in the Infrastructure & Investment Jobs Act (IIJA) passed November 2021 and prescribed in the FAST Act, the FAST Act authorized the use of funds for Metropolitan Planning Organization's to carry out transportation planning requirements and responsibilities; and

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

**WHEREAS**, the HOCTC staff developed the 2022 – 2023 UPWP through the continuous, comprehensive, and cooperative transportation planning process in coordination with state, regional, and local agencies and officials; and

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

**WHEREAS**, the 2022 – 2023 UPWP was legally advertised for public review in accordance with HOCTC PPP and all applicable regulations, with the review period closing on February 23, 2022; and

**NOW THEREFORE BE IT RESOLVED**, that the Governmental Policy and Liaison Committee endorses and hereby adopts the 2022 – 2023 UPWP for the

Herkimer-Oneida Counties Transportation Council, as recommended by the Transportation Planning Committee; and

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

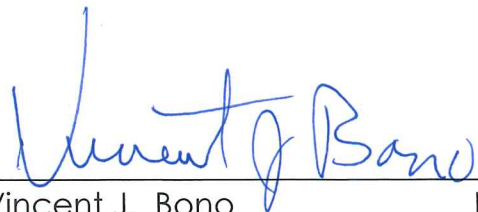
**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee for the Herkimer-Oneida Counties Transportation Council certifies that the requirements of 23 CFR Part 450.114 (c) have been met; and

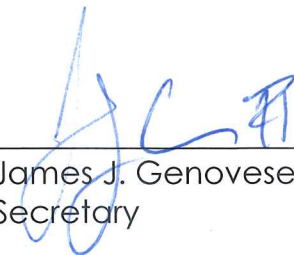
**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2022 – 2023 UPWP to the NYS Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds on behalf of HOCTC; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2022 – 2023 UPWP to the NYS Department of Transportation to be used for an application to the Federal Transit Administration to obtain transit planning funds on behalf of HOCTC; and

**BE IT FURTHER RESOLVED**, that the Governmental Policy and Liaison Committee also authorizes submittal of the 2022 – 2023 UPWP to the statewide and area wide clearinghouses to fulfill any federal and state review requirements for the identified work herein to be carried out and the federal, state, and local funds to be used; and

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

  
Vincent J. Bono  
Chairperson  
Date

 2/24/22  
James J. Genovese II  
Secretary  
Date

## The Herkimer-Oneida Counties Transportation Council

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

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

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

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

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

## 2021 – 2022 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTC 2021-2022 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
<b>Program Support &amp; Administration (ALI 44.21.00)</b>	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, office administration, and processes. This includes FTA and FHWA activities, UPWP program management, grant line administration, data and file management, and daily office operations. In addition, staff prepares for and hosts all, including all follow-up TPC and GP&L meetings. (Submitted resolutions approved by the GP&L to NYSDOT, FHWA, and FTA.) Due to the COVID-19 Pandemic, the format of the Oneida County meetings depended on the current County COVID policy at that time; meetings were either virtual, in-person, or hybrid.
UPWP & Semi-Annual Progress Reports (21.20)	Continuous work on programming tasks outlined in the UPWP. This includes management, regulatory compliance, and timely reporting. Progress reports are submitted twice per year, with the UPWP being prepared annually.
Public Participation Program (21.30)	The HOCTC 2020 PPP includes policy changes to meet the demands of virtual meetings during the COVID-19 Pandemic and any emergency where in-person meetings are not possible. An Emergency Provisions for Public Involvement section was also added to give more detail of alternate participation procedures. Public participation was an element in the drafting of the Environmental Justice Analysis Plan for 2021 and the Coordinated Public Transit & Human Services Transportation Plan for 2021. Part of the efforts at engaging the public involved the use of HOCTC and Oneida County Department of Planning staff members to attend public-facing events such as local farmer’s markets in August and September located in Utica, Little Falls, and Whitesboro. Information on the draft plan was made available to the public with opportunities made available for comment. The final drafts for both documents were made available for 30 days of public comment with a corresponding public hearing in October. The documents were made available for viewing on the HOCTC website with comments accepted via mail, email, and fax.
Environmental Justice / Title VI (21.40)	An update to the HOCTC Environmental Justice Analysis Plan for 2021 was undertaken by staff in collaboration with the Oneida County Department of Planning. Federal law mandates attention to identifying and addressing adverse effects of transportation planning on minorities and low-income populations. Additionally, as a part of this update, the additional populations of disabled peoples, Limited English Proficiency (LEP) populations, the elderly, households without vehicles, and renter-occupied households were also analyzed at the Census Block Group scale. These additional categories

	<p>allowed for HOCTC to more accurately identify areas in need of environmental justice throughout the MPA. The final draft update of the plan was approved by the Transportation Planning Committee and the Governmental Policy &amp; Liaison Committee. Staff continued to maintain current Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. HOCTS continued to assist Oneida County in maintaining compliance with Environmental Justice/Title VI by working with the Title VI Coordinator for Oneida County.</p>
<p><b>General Development &amp; Comprehensive Planning (ALI 44.22.00)</b></p>	
<p>Coordination with Partner Agencies (22.10)</p>	<p>HOCTC acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized transportation into their local planning documents, policies, and practices. In addition, HOCTC shares grant and training opportunities for transportation planning efforts at the local level. HOCTC routinely attends meetings at the request of other agencies with questions regarding the transportation network, funding availability for projects, or those wishing to explore and build new partnerships. All meetings with partner agencies have been virtual during the COVID-19 Pandemic.</p>
<p>Coordination with County &amp; Municipal Land-use (22.20)</p>	<p>Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTC had been assisting the Oneida County Planning Department with the development of transportation datasets to use in their land-use planning work. This includes providing review comments when planning or zoning board cases are referred to the county through the New York State GML-239 process.</p> <p>The Oneida County Department of Planning, with assistance from HOCTC, has undertaken a program called Oneida County Main Streets to support local municipalities’ redesign of local main streets to be equitable, safe, and accessible for users of all ages and abilities utilizing all modes of travel with an emphasis on walking and bicycling. These funds were made available for use by the American Rescue Plan Act of 2021(ARPA) which awarded Oneida County funding to offset the impacts of the COVID-19 Pandemic.</p>
<p>Local Transportation Planning Assistance Program (22.30)</p>	<p>HOCTC is funding two projects/studies, West Chestnut Street in Rome and Kellogg Road in New Hartford. The program will be funded at a fixed budget of \$110,000. RFP was issued and competitive selection resulted a professional service contract commencing February 10, 2022 through August 10, 2023.</p>
<p>Census Support / Statistical Analysis (22.40)</p>	<p>HOCTC staff member has received the latest 2020 Decennial Census data and has been analyzing the material for use in both MPO plans (to include the updates to the Environmental Justice Plan and the Coordinated Public Transit &amp; Human Services Transportation Plan) and for assisting member</p>



	<p>municipalities/organizations. Staff continues to review and analyze urban area boundaries, CTPP releases, American Communities Survey data, and Economic Census data as it became available for use with the LRTP and other studies/reports.</p>
<p><b>Long-Range Transportation Planning (ALI 44.23.00)</b></p>	
<p><b>Long-Range Transportation Planning – System Level - (ALI 44.23.01)</b></p>	
<p>LRTP Update (23.01.10)</p>	<p>The LRTP 2020 – 2040 “Going Places” serves as the guiding document to the overall transportation efforts in the region. Additionally, some appendices outline the specific projects that will maintain and improve the transportation infrastructure network. Staff periodically reviews the document and ensures that it remains consistent with the MPO goals and objectives and is current.</p> <p>HOCTC is currently working with a consultant on the development of a Transportation Atlas to complement the 2020 – 2040 Long Range Transportation Plan. The goal of the Transportation Atlas will be to visually show relevant information and data related to the transportation network in the Herkimer and Oneida County region. The document will be graphically rich with easily decipherable elements for use by policymakers and the general public. The projected completion of the document is March 2022.</p>
<p>Land-use &amp; TAZ Build-out (23.01.20)</p>	<p>The UAB and Adjusted Urbanized Area were identified, developed, and mapped to illustrate using data sources such as real property data and the Street Address Mapping (SAM) points. Analyst staff was tasked with correlating real-time spatial build-out with a mapped dataset to develop a higher confidence level with datasets.</p>
<p>System-Wide Analysis for Performance-Based Planning (23.01.30)</p>	<p>The SWA for TBTC study serves to evaluate and redesign the rural transit system and provide an implementable framework for linking the urban and rural transit systems in Oneida County to provide a true public transit resource and close the gaps in the transportation network. The COVID-19 Pandemic impacted the outcomes of the SWA for TBTC. As the pandemic progressed, the Oneida County Rural Transit system operation was suspended due to safety concerns for employees and riders of the system. The Consultant was able to develop a report outlining potential options for the rebuilding of the rural transit system. Additional challenges were encountered in regards to the local match funds required to operate the system. At this time, HOCTC is continuing to facilitate conversations between Oneida County and Central New York Regional Transit Authority (CNYRTA) (urban operator) to explore the potential of having the authority operate rural service in Oneida and Herkimer County. The consultant has remained flexible to provide information and data to support ongoing conversations with CNYRTA to develop the foundation for a restart of the OCRT transit system.</p>

<p>Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)</p>	<p>The planning meetings with NYSDOT Region 2, NYSTA, FHWA, and HOCTC to develop a concept scope and project boundaries are currently in progress. This study will be completed using the FHWA Planning &amp; Environmental Linkages (PEL) process utilizing SPR funds through the NYSDOT Main Office. Several meetings regarding this task were held with partner organizations such as NYSDOT Region 2, New York State Thruway Authority (NYSTA), and FHWA between May 2021 and October 2021. An RFP and scope of work are currently being drafted.</p>
<p><b>Long-Range Transportation Planning – Project Level - (ALI 44.23.02)</b></p>	
<p>Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)</p>	<p>HOCTC has supported bicycle, pedestrian, and non-motorized transportation systems in a variety of ways such as assisting our host agency in its efforts towards accomplishing goals set out in the Vision 2020 program. Vision 2020 enacted an examination of stakeholder needs for transportation and employment opportunities in urban and rural areas. Vision 2020 focuses on the strategies and action plans that would address unmet needs by enhancing current transportation infrastructure and identifying potential new linkages for workforce development.</p> <p>To support people being able to locate trails, trailheads, parking areas, and be safe while utilizing trails HOCTC began working with Oneida County to assign E911 addresses. These addresses are added to the E911 database, which allows emergency services better response times and assists in updating records within third-party navigation platforms (Google Maps, Waze, AllTrails, etc.).</p>
<p>Transit Enhancement and Mobility Management Activities (23.02.50)</p>	<p>This task has focused on working to develop an overall direction for mobility in Herkimer and Oneida Counties with a holistic approach. Since meetings were restricted to virtual due to the COVID-19 Pandemic, HOCTC staff continued communication with the contracted consultant team, Transpo Group, to progress the SWA for TBTC study which will serve to evaluate and redesign the OCRT system and provide an implementable framework closing the gaps in the urban and rural transit systems in Oneida County.</p> <p>Staff continues coordination between the MPO and Oneida County for urban transit service by CENTRO of Oneida, Inc. (CENTRO). HOCTC also attends Central New York Regional Transit Authority (CNYRTA) Board meetings. Due to the temporary suspension of service of the Oneida County Rural Transit (OCRT) in response to the COVID-19 Pandemic, the MPO has entered into discussions with CNYRTA to look at the feasibility of providing rural transit service. This would improve efficiencies as well as the effectiveness of both the two urban transit systems and the rural transit system. This was also an option identified in the SWA for TBTC to address the rural transit operating issues in Oneida County.</p> <p>The HOCTC Coordinated Public Transit &amp; Human Services Transportation Plan for 2021 was adopted in December 2021. The Plan identifies projects eligible for funding under the Section 5310 program and provides a plan for the coordinated mobility transportation options of underserved groups.</p>

	<p>The Transportation Coordination Committee (TCC), in conjunction with HOCTC staff, provides a platform to human service agencies and transit operators to address the transportation gaps and needs in Oneida and Herkimer Counties. Due to the COVID-19 Pandemic, all communication with TCC members was done virtually. At the September 1, 2021, TCC meeting, committee members were presented with an overview of the updates to the HOCTC Environmental Justice Plan and Coordinated Public Transit &amp; Human Services Transportation Plan, to provide input and direction to the plan. The working draft of the plans was made available to the membership before the public comment period beginning in October.</p> <p>HOCTC staff provides administrative support to both Oneida and Herkimer Counties for their rural transit systems. As such, HOCTC staff worked with Oneida County to secure CARES Act rural transit funding for COVID-19 response in the form of operating funds and mobility management funding. This assistance supports the continued operation of rural and urban transit in the HOCTC MPA.</p>
<b>Short Range Transportation Planning (ALI 44.24.00)</b>	
Short Range Transportation Development (24.10)	This task provides continued support of Herkimer and Oneida County member municipalities for requests including but not limited to providing land use data, census information, transportation data, and review of transportation elements of plans, programs, projects, and immediate needs requests as they relate to planning issues.
Geographic Information Systems (24.20)	<p>The GIS activities in HOCTC continue to build and maintain current transportation-related spatial data. Staff continually monitors the status of data accuracy and completeness. This results in a continuous build-out of enterprise-level datasets and provides transportation GIS data to broader audiences.</p> <p>Staff attended NYS GIS association seminars and meetings to gain knowledge of the latest technologies in the field of mapping and data collection. Another staff is a member of the NYS Geospatial Advisory Committee. This body convenes and makes recommendations to the NYS GIS program office as to which geospatial data collection efforts should be funded and supported.</p> <p>Staff continues to use the Accident Location Information System (ALIS) to analyze where crashes are occurring and identify “hot spots” with high-frequency crashes. The system is continually tested internally to determine the accuracy of the data. The results are showing an increasing level of accuracy with newer data in both attribution and the spatial position of the crash. We are also in close contact with NYSDOT regarding the rollout of the new accident data repository called Crash Location and Engineering Analysis Repository</p>

	<p>(CLEAR). Staff attended the first virtual training class on how to use CLEAR and we are impressed with its capabilities.</p> <p>In a combined effort by Oneida County and HOCTC, a drone data collection program has been initiated. As of October 2021, three staff members have been licensed to commercially operate drones. The drone has been registered with the FAA and is actively collecting imagery, gathering intersection geometry to the centimeter level, observing traffic patterns, and in conjunction with evolving transportation-related data needs and projects. Ground control is placed and GPS observed, as necessary to perform the photogrammetric processing necessary to produce the spatial data accuracy. All post-processing is done using the ESRI product Drone2Map, which is obtained via ESRI License Agreement with NYSDOT. The graphic design artist on staff has tested the camera on the drone with specific camera settings for different environmental conditions. With this effort, scenes can be captured from the MPA for use in reports, projects, studies, and developing public information materials.</p> <p>Currently, traffic count and pavement condition web mapping applications are running from <a href="http://www.ocgov.net/planning">www.ocgov.net/planning</a> . Some data is available to the public, while other data is accessible only to staff, due to its sensitive nature.</p>
<p>Road Centerline / Address Correction /Street Address Mapping (24.30)</p>	<p>Road Centerline updating has been completed in both Herkimer and Oneida Counties. In both Counties, this update has been coordinated with the E911 offices to ensure address ranges and road names are following E911 conventions and are properly represented by signage in the field at the property location.</p> <p>The initial effort of completing an address point for every known address in Oneida County is complete and has been transitioned into a maintenance phase. This effort is coordinated with the NYS effort known as Street Address Mapping (SAM). HOCTC/Oneida County has reached an agreement with the NYS GIS Program office to update the Statewide address point file, once a quarter, for import into the Statewide dataset.</p> <p>The work plan formulated with Herkimer County to review E911 SAM data is a continuous ongoing process. The extremely rural and seasonally occupied portions of Herkimer County have a large amount of self-assigned addresses and the seasonal residence nature of the Town makes addressing confusing. Once the initial review is complete, we will gain access to the SAM points in Herkimer County via GeoLynx and move into a maintenance mode.</p>
<p>Modeling &amp; Forecasting (24.40)</p>	<p>Traffic count processing and data acquisition is an ongoing task of the GIS unit. The 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</p>

	<p>on the non-State Federal Aid System counted and can proceed with input into the transportation model; Calibration of the model is expected in Q1 and Q2 of SFY 2022.</p> <p>Future forecasting requires mapping and GIS support. To anticipate where development will occur, one will need to look at things such as 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>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. Traffic is consistently monitored via counts and census data. When the Census 2020 urban boundary is formed, it will be reviewed in conjunction with traffic count data collected. The formation of the FHWA urban boundary is beginning and the rules for formation are due to be announced later in 2021. We are eager to see these new rules and believe they will significantly change our FHWA urban footprint in Oneida and Herkimer Counties. This urban definition will allow HOCTC to evaluate any changes that are 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 2021 is complete. The observed condition data were collected using NYSDOT’s scoring system from 1-10 and will be delivered to the County and local municipalities for paving schedules and system analysis. HOCTC has teamed with Oneida County to complete road scoring on County Roads. That data collection will be used to assist with paving and road asset management and capital project planning for 2022. 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 2021 report will graphically compare 2017, 2018, 2019, 2020 data to the 2021 results to assess how well roads are being maintained. The collection methodology was identical in these five collections and therefore the analysis between them accurately reflects the change in pavement conditions. Staff is starting to see trends of where and when the pavement begins to deteriorate at a rapid rate and can relate it to infrastructure investments. This information can be used to strategize the best time and type of maintenance activity for a particular infrastructure.</p>
<p>Traffic Counting (24.70)</p>	<p>HOCTC 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. HOCTC staff provides the labor for counter placement and data processing.</p>

	Collection during the summer of 2021 was again hampered due to COVID-19. After the season 40 successful counts have been completed. The 2021 counts will be processed during Q1 and Q2 2022. HOCTC delivers the counts to the NYSDOT Main office in small batches for inclusion in their NYSDOT online traffic data viewer. All counts collected include volume, speed, and class observations. All of our counts are immediately available at Traffic Counts App.
<b>Transportation Improvement Program (ALI 44.25.00)</b>	
TIP Maintenance & Development (25.10)	The continuing maintenance of the 2020 – 2024 Transportation Improvement Program (TIP) includes tracking amendments prepared for the GPL, processing administrative modifications and written justifications, submitting actions to e-STIP for agency approval, ensuring fiscal constraint, and projection of long-term needs within the TIP. HOCTC actively works with NYSDOT Region 2 and the Transit Operators to maintain a capital program that is fiscally constrained and meets the area’s transportation needs.
<b>Other Activities (ALI 44.27.00)</b>	
Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)	HOCTC 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. HOCTC also participates in and supports SCIs and SPR projects, whenever applicable to the needs of the MPA.
Direct & Indirect Costs (27.20)	This is a tracking mechanism for direct and indirect costs associated with the program task work, as outlined in the UPWP for HOCTC staff. Direct and indirect items include contractual costs, equipment, travel, training, workshops, printing, office supplies, meeting supplies, reproduction, computer equipment, computer software, office furnishings, all items are as needed to administer the program and acceptable costs within FHWA, FTA, and NYSDOT regulations for Metropolitan Planning funds (Section 5303). This does not include any central staff (salary and fringe benefits) charges.

## Development of the Unified Planning Work Program

The UPWP is an outline of the transportation planning, programming, and budgetary activities that are to be undertaken by the Herkimer-Oneida Counties Transportation Council (HOCTC), as the MPO for Oneida and Herkimer Counties, for the State Fiscal Year (SFY) 2021 running from April 1, 2022, to March 31, 2023.

This UPWP is developed to advance the coordination of transportation and transportation-related planning activities in the Metropolitan Planning Area (MPA), which encompasses the entirety of Herkimer and Oneida Counties. The UPWP consists of specific tasks focused on both federal, state, and local goals for the two-county transportation system, which defines the work program. The UPWP provides an overview of the area's transportation planning program to elected officials, government

agencies, and citizens of Herkimer and Oneida Counties. The development of the UPWP provides individuals and agencies with an opportunity to provide input and understand the transportation planning tasks scheduled to be undertaken. Additionally, the UPWP serves as a coordination mechanism and guide for HOCTC staff, which undertake the outlined tasks. Finally, the UPWP provides a series of benchmarks and a record of past, current, ongoing and proposed activities to the federal, state, and local agencies providing funding.

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

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

The 2022 – 2023 UPWP was developed through a collaborative process involving HOCTC staff, the planning and policy committees, partner agencies, and a public comment period. These ideas were combined with ongoing and carryover projects and activities taken from the 2021-2022 UPWP and input from NYSDOT Region 2. Also, elements were incorporated from the NYSDOT call letter and FAST Act. The 2022-2023 UPWP was made available for a two-week public review period, prior to presentation to GP&L. During this time, the document is provided to the Planning Committee, NYSDOT Region 2 staff, NYSDOT Main office staff, and other agencies. In addition, the draft was available online at <http://www.hoctc.org/> and utilized our Public Participation Plan to outreach to the metropolitan planning area. NYSDOT main office, FHWA, and FTA are provided the draft document approximately one month prior to the meeting at which the UPWP is presented to the GP&L. Upon review, given the GP&L finds the 2022-2023 UPWP to meet the HOCTC mission, support the planning principles, the LRTP 2020 – 2040 goals, the Federal and State transportation legislation programming, and furthers transportation planning in Herkimer and Oneida Counties, the UPWP is approved. Once approval is obtained, the UPWP is submitted to NYSDOT for submission to FHWA and FTA.

## Transportation Planning Activities Statewide

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

## Statewide Shared Cost Initiatives (SCIs) Summary

Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a bi-annual transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities. HOCTC will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2022-2023 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: \$73,795 FHWA PL and \$104,345 FTA MPP/\$26,086 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: \$51,611 FHWA PL

Lead Agency: Binghamton Metropolitan Transportation Study

### ❖ Shared Transit Service Planning and Analytics Initiative

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

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

Lead Agency: Capital District Transportation Committee

## Projects Common to many or all MPOs

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



MPOs or NYSDOT. Below is a listing of projects that occur in the HOCTC MPA, NYSDOT Region 2, and have project end dates within or beyond the 2022 SFY:

SPR #	Project Title	Projected End Date	SPR Funding	Short Description
<b>HOCTC</b>	<b>Region 2</b>			
SP-21-07	Interstate 90 Exit 31 Interchange Reconstruction Feasibility Planning Study	December 2022	\$300,000	HOCTC & NYSDOT are undertaking a Transportation Scoping/Planning & Environmental Linkages (PEL) Study for an I-90 Exit 31 Interchange Reconstruction Project in the City of Utica. In accordance w/the National Environmental Policy Act (NEPA) & NYSDOT procedures for implementation of the State Environmental Quality Review Act (SEQR), engineering scoping/PEL study will assess engineering feasibility & impacts to the community, economy, & the safety & mobility of adjacent roadway network: I-790, NY 49, NY 5 & North Genesee St. (921C).
<b>All MPOs</b>				
C-13-57	Highway Oversize/Overweight Credentialing System (HOOS)	September 2021	\$5,000,000	The goal is to implement a Commercial Off-the-Shelf (COTS) HOOS software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements.
C-14-53	Program & Project Management Software and Training	November 2021	\$2,712,796	The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise-level program and project management system to facilitate improvements to the capital program delivery.
C-15-52	Statewide Planning, Policy & Technical Research Tasks in Support of ATDM (Active Transportation Demand Management)	June 2022	\$3,725,000	Progress & support specific task-order based assignments related to planning, policy, technical assistance & research needs that may be inter-regional or statewide in scope & aim to reduce congestion, energy consumption & greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures & promote or foster a sustainable transportation system.
C-15-54	Bus Safety Inspection System (BusNET)	November 2022	\$2,300,000	Replace the existing 25-year-old mainframe with a new, modern, server-based IT system.
C-17-53	Pavement Condition Data Collection Services	December 2024	\$20,500,000	Collect pavement condition data as necessary to comply w/annual state & federal requirements & NYSDOT pavement management practices & develop & maintain a system to track location, dimension & condition of other highway related assets.
C-17-56	Statewide Coordination of Metropolitan Planning Programs	March 2023	\$100,000	Support & maintain the ongoing coordination of metropolitan planning programs in NYS for statewide benefit; ongoing collaboration of the 14 MPOs; & ongoing coordination of metropolitan & statewide planning programs.

SPR #	Project Title	Projected End Date	SPR Funding	Short Description
C-17-59	Traffic Data System	February 2029	\$3,890,100	Implement an automated traffic data management system application.
C-18-53	Probe Data: Floating Car (GPS-based)	August 2023	\$337,500	Purchase floating car probe data to establish performance targets to assess travel reliability, congestion & emissions & perform other analyses & visualizations of road performance for passenger cars & trucks. Data will be utilized by NYSDOT & MPOs.
C-18-55	Statewide Coordination of Metropolitan Planning Programs	March 2023	\$100,000	Support & maintain the ongoing coordination of metropolitan planning programs in NYS for statewide benefit; ongoing collaboration of the 14 MPOs; & ongoing coordination of metropolitan & statewide planning programs.
C-18-55	New York State Transportation Master Plan	January 2023	\$2,000,000	Produce an updated, statewide long-range transportation plan to coordinate federal & state transportation planning activities.
C-19-51	Short Count Traffic Count Program (2020-2024)	December 2024	\$25,613,607	Provide for collection of traffic data in NYSDOT Regions 1 - 11 (divided into Zones).
SP-20-02	NPTS, CTPP, Intercity Travel (ATS) and Travel Patterns for NYS	February 2025	\$3,580,616	Establish a research & analysis capability w/Oak Ridge National Labs (ORNL), Center for Transportation Analysis, to assist NYS in analyzing national data.
SP-20-03	Research, Development & Support of an Integrated Planning & Performance Data & Analytics Framework (PPDAF)	September 2023	\$906,500	Leverage the current analysis tools to research & further integrate travel time datasets & available open-source analytics tools w/other transportation, economic & demographic data to support efficient & consistent planning & analysis.
SP-21-02	Program & Project Management System Support Services	September 2024	\$1,140,000	Provide support services for post-implementation of a Department-wide enhanced & improved enterprise-level program & project management system to facilitate improvements to capital program delivery.
SP-21-04	Highway Oversize/Overweight Credentialing System (HOOCS) Phase 2	September 2026	\$1,950,000	Implement a Commercial Off-the-Shelf (COTS) HOOCS software solution & obtain accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements. Phase 2 will advance functionality of HOOCS.
SP-21-05	Statewide Small Culvert Inventory & Inspection System Improvements	December 2023	\$4,000,000	Expand the number of small culverts contained w/in NYSDOT's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory & inspection of small culverts.
SP-21-06	Accelerating the Use of Integrated Incident Management System (IIMS) for Traffic Incident Data Collection and Management	December 2022	\$295,000	Demonstrate the ability of an enhanced IIMS to provide improved sharing of incident reporting between First/Secondary Response teams & operations centers to improve situational awareness, enhance coordinated response to incidents & safety of incident scenes, reduce incident duration & impact (lane closures, delay, & occurrence of secondary incidents) using analytical tools

				that correlate IIMS w/vehicle sensor & other data sources.
SP-21-08	Continuous Count Traffic Count Program, Zone 1	February 2024	\$5,082,107	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functional classification of roadway, geographic area & seasonality of traffic patterns.
SP-21-09	Continuous Count Traffic Count Program, Zone 2	February 2024	\$4,824,525	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functional classification of roadway, geographic area & seasonality of traffic patterns.

## Federal Transportation Legislation

### The Infrastructure Investment and Jobs Act (IIJA)

Signed into law on November 31, 2021, is a five-year fully-funded \$567.5 billion federal surface transportation authorization bill that replaces the previous surface transportation law, FAST Act, and represents a 56.4 percent spending increase over the FAST Act.

The IIJA provides \$550 billion in new infrastructure spending, above current baseline levels, for all modes of transportation, water, power and energy, environmental remediation, public lands, broadband, and resilience. Of that amount, \$274 billion is allocated to transportation programs which include \$89.8B in increased Highway Trust Fund Contract Authority, and \$184.1B for direct appropriations for Highways, Transit Safety, Railroads, Airports, & Multimodal Grants and Ports.

### Planning Factors

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

1. Support the economic vitality of the MPA, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;
10. Enhance travel and tourism.

The relationship between 2022-2023 UPWP Tasks and FAST Act Planning Factors is shown in the following:

Planning Factors	44.21.00 – Program Support & Administration	44.22.00 – General Development & Comprehensive Planning	44.23.01 – Long-Range Transportation Planning – Project Level	44.23.02 – Long-Range Transportation Planning – System Level	44.23.02 – Short Range Transportation Planning	44.24.00 - Transportation Improvement Program	44.27.00 – Other Activities
Economic vitality	X	X	X	X	X	X	---
Safety	---	X	X	X	X	X	---
Security	---	X	---	X	X	X	---
Accessibility & mobility	---	X	X	X	---	---	---
Environment, energy conservation quality of life	X	X	X	X	---	X	---
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 Federal Regulations contain the following national goals. Performance measures have been developed by USDOT to advance these goals. Beginning in early 2018, the HOCTC has adopted targets for several performance measures (i.e., bridge and pavement conditions, freight, safety, system performance, and transit asset management). HOCTC will continue to work with its state and federal partners to ensure all plans, projects, and activities of the MPO are carried out in compliance with federal transportation authorizations. This is in conjunction with ensuring that the MPOs' goals and objectives are aligned with the NYSDOT, FTA, FHWA adopted goals and objectives. The National Goals established are outlined below:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair.
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System.
4. System reliability: To improve the efficiency of the surface transportation system.
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

## Planning Emphasis Areas (PEAs)

In December 2021, FHWA and FTA jointly issued Planning Emphasis Areas (PEA), which are planning topical areas for State DOTs and MPOs to emphasize when developing work programs. There are 8 PEAs for the 2022- 2023 UPWP:

1. Tackling the Climate Crisis - Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030 and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
2. Equity and Justice<sup>40</sup> - Advance racial equity and support for underserved and disadvantaged communities (Tasks 44.21.40)
3. Complete Streets - Review current policies, rules, and procedures to determine their impact on safety for all road users (Tasks 44.22.20, 44.22.30, 44.23.01.10, 44.23.02.40),
4. Public Involvement - Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach

while ensuring continued public participation by individuals without access to computers and mobile devices (Tasks 44.21.30, 44.21.40, 44.22.10)

5. STRAHNET and DOD Coordination - Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities (Task 44.22.10, 44.23.01.10)
6. FLMA Coordination - Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands (Task 44.22.10, 44.23.01.10)
7. PEL - Implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process (Task 44.23.01.40)
8. Transportation Planning Data - Incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs (Tasks 44.24.10, .20, .30, .40, .50, .60, .70)

The HOCTC 2022-2023 UPWP consists of several planning tasks that directly support these joint FHWA and FTA emphasis areas, as noted with each PEA. As work efforts continue on carryover planning projects or commence on new activities, nearly all of the PEAs will be addressed to some extent.

## Funding HOCTC UPWP

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

In addition to the annual allocation for the 2022-2023 UPWP, HOCTC has available allocated program funds from prior UPWP budget years. These are FHWA PL funds that were apportioned and obligated for HOCTC, but which were not fully expended during the Federal Fiscal Year (FFY) in which they were first made available. Through the practice of fiscal constraint and conservative programming over many years, HOCTC has a backlog of unspent FHWA PL funds. Due to the fiscal vagueness of transportation programming at the Federal level, it is prudent that a carryover balance is maintained. The carryover of planning funds provides additional capacity for the MPO to undertake larger-scale planning studies, develop and support a local transportation planning study, obtain technical expertise through the use of consultants, and address unmet needs in member municipalities.

## Fund Balance

As previously mentioned the fiscally conservative practices of the MPO have provided for backlog funding to allow capacity to remain at the same levels of previous programming years. Maintaining the

operational capacity for the 2022-2023 program year relies on utilization backlog funding. Backlog funds were programmed into the 2022-2023 UPWP, starting with the oldest allocated FFY dollars first. These funds are being used to deliver critical transportation planning to member municipalities through the Local Transportation Planning Assistance Program. The utilization plan allows HOCTC to maintain a modest backlog to supplement operational and staff capacity, while actively drawing on the previously allocated funds.

## Matching Funds

Federal funding does not pay for the entire transportation planning program laid out in the 2022-2023 UPWP. The match rate is 80% Federal share and 20% Non-federal share (which is comprised of 15% State and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space, legal services, accounting services, shared staff positions, and joint investments in technology resources. The State match is provided with in-kind services from the NYSDOT, through cooperative work agreements with Region 2 staff, Main Office, and Transit Bureau staff that assist HOCTC.

## 2022-2023 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 2022 – 2023 UPWP is \$531,835.

The HOCTC 2022 – 2023 UPWP federal funding allocation:

- ❖ Federal Highway Administration funding of \$463,815
- ❖ Federal Transit Administration funding of \$68,020

## Administration of HOCTC UPWP

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

### Staffing

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

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

❖ Herkimer-Oneida Counties Transportation Study (HOCTC)

HOCTC is staffed by permanent in-house professionals charged with carrying out the transportation planning program at the local level. This staff pursues specific HOCTC planning program elements under the direction of the GP&L and TPC Committees. The HOCTC staff presently consists of a Director/Transportation Program Manager, a Principal Planner, and a Planner. Support services are provided by accounting, administrative, and clerical staff HOCCPP personnel in coordination with HOCTC. Technical and GIS staff support is provided by HOCCPP personnel in coordination with HOCTC. All staff is employed through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines.

HOCTC staff will continue to be housed in the Oneida County Department of Planning through a contract between the NYSDOT as the grant sponsor and Oneida County as the host agency. The host agreement with Oneida County is effective April 1, 2022, through March 31, 2032.

❖ New York State Department of Transportation (NYSDOT)

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

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

❖ Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP)

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

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

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



- ❖ HOCTC
  - Director/Transportation Program Manager (management and oversight of the MPO program)
  - Principal Planner (management of transit programs, community outreach (Title VI, EJ, Civil Rights, Public Participation, etc.), project management,)
  - Planner (project-specific tasks, research, task management, fieldwork (traffic counts, pavement scoring, data collection)
  - Planning Specialist (anticipated to be filled in SFY 2022)
  
- ❖ HOCCPP (operated by Oneida County (HOST Agency) Department of Planning (administering department))
  - Commissioner (Interim Commissioner) of Planning (serves as secretary to the policy committee, general program coordination with HOCTC Director for staff and tasks)
  - Deputy Commissioner of Planning-Technical (serves as HOCTC Director in absence of the Transportation Program Manager)
  - Secretary to Commissioner (office receptionist, meeting planning, communications assistance)
  - Senior Administrative Assistant (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
  - Associate Planner (public outreach, partner agency coordination)
  - Senior Planner (land use planning, municipal planning assistance)
  - Planner (Census Data Affiliate) (provides an analysis of Census Data to support MPO documents, reports, and mapping)
  - Graphic Design Artist (provides Adobe Creative Suite assistance, outreach assistance, and document preparation)
  
- ❖ GIS Staffing (Oneida County (housed within and operating as part of the Oneida County Department of Planning))
  - GIS Coordinator (general IT services for MPO, coordination of GIS staff and equipment for Pavement Scoring and Traffic Counting, mapping liaison to NYSDOT Regional Office)
  - Senior GIS Analyst (2 staff persons) (maintains traffic model, GIS-based analyst coordinated with Census Data Affiliate, app development for MPO data)
  - GIS Analyst (3 staff persons)
    - field data collection for traffic counting and road scoring
    - field data collection, processing and analysis, and report development for all field data collected, management of historical MPO field data
    - processes mapping for MPO needs, field data collection, project/task-specific mapping
    - street address/ mapping correlation, coordination with E-911 for data sharing

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

## Coordination of UPWP Tasks

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

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

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

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

## Public Participation

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

- mailings and emails through a central contact list - the list is used to provide information and opportunities for public input on activities related to the transportation planning process and projects;
- website publication of transportation planning documents - to provide the public with timely information on the status of ongoing projects, completed projects, upcoming projects, and pertinent meeting information, including meeting minutes.;
- public meetings, hearings, and workshops - to facilitate public involvement and participation in the transportation planning process, all appropriate groups of interested parties will be considered;

- media notification (legal notices, press releases, etc.) – a news media list will be used to announce, promote, and publicize all meetings, as appropriate;
- visualization Techniques - provide the public and decision-makers a clearer idea of the proposed policies, plans, and the impacts on the human and natural environment;
- survey (Survey Monkey) tools.

The goal of the PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has an equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTC will continue to look for additional opportunities to reach out to diverse populations and to investigate innovative communication tools to maximize participation, such as increasing outreach to the Limited English Populations (LEP) individuals. HOCTC shall attempt to provide adequate translator services for LEP individuals when 24-hours advance notice is given. Every effort will be made to provide translator services at all public transportation planning meetings; this will include attempts to translate significant documents or project components to a language other than English. The PPP 2020 is available at [www.HOCTC.org](http://www.HOCTC.org).

Development of the UPWP began with the solicitation of project ideas from members of the TPC and GP&L. The draft 2022-2023 UPWP was sent to NYSDOT for review (thirty days before GP&L meeting to approve) and was made publicly available via the HOCTC website ([www.HOCTC.org](http://www.HOCTC.org)), for a 30-day public review period. Based on comments, revisions are made to the draft and the final version of the 2022-2023 UPWP which are reviewed, discussed, with the TPC, and presented to the GP&L. After GP&L review and approval, the UPWP is sent to NYSDOT for submission to FTA and FHWA.

## Summary of the 2022 – 2023 UPWP Planning Priorities

The HOCTC 2022-2023 UPWP is built upon the approved 2021-2022 UPWP. This UPWP will maintain alignment with NYSDOT, FHWA, and FTA guidelines while increasing the MPOs presence as a local resource for Herkimer and Oneida Counties. The overall development was guided by the Goals developed in the Long Range Transportation Plan 2020 – 2040. Projects in the HOCTC metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out to reflect the desire for a comprehensive, cooperative, coordinated transportation system in consultation and cooperation with officials from federal, state, local agencies, and the general public.

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

methods, utilizing emerging technology and platforms to increase interaction, and generally increasing awareness of the transportation program throughout the entire community.

The broad approach supports performance-based planning and programming. Identification of the unmet needs in municipalities, linking opportunities (inclusive of all modes) to better maximize the systems' efficiency, and advancing the use of technology to enhance the system through data are incorporated in all UPWP tasks.

To support the goals of the HOCTC the core program work will continue in areas of Geographic Information Systems (GIS), traffic volume counts and pavement scoring, non-motorized transportation (bicycle, pedestrian, trail, and non-motorized connective) systems, regional transit (urban and rural), mobility management, and transit coordination.

The need for proactive transportation planning, aligned with regional development goals, sensitive to local needs, and inclusive of all public comments, will promote the resiliency of the transportation network in Herkimer and Oneida Counties. The 2022-2023 UPWP integrates performance-based planning and programming in HOCTC. A performance management approach is required in carrying out the region's transportation planning and programming activities. Federal regulations require a performance management approach to advance the general policy and purposes of the public transportation program. HOCTC's overall strategy supports statewide targets for the relevant performance measures in each of these four categories. At any time HOCTC can develop independent metrics, per federal regulations, and adopt targets independent of New York State. HOCTC programs projects in the TIP, and engages in planning activities, in a way that supports the NYS targets.

The 2022-2023 UPWP illustrates that HOCTC has planned for the strategic utilization of funding for transportation planning in Oneida and Herkimer Counties to support the local, state, and federal goals. This work can be reasonably accomplished within available staff resources and is in keeping with the goals of the LRTP 2020 – 2040.

## Budget Tables

The 2022-2023 HOCTC Budget Tables are located in Appendix A. The first two tables represent the funding agencies that support HOCTC work as a Metropolitan Planning Organization utilizing funding from the Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTC uses in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2022-2023 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.

## *2022 - 2023 Unified Planning Work Program Task Specifications*

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

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

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

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year

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

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity), annual UPWP complete February 2022.

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

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

Description: HOCTC staff is continually seeking to expand its role as a community liaison to assist in producing meaningful contributions to the transportation planning process. This effort includes keeping an up-to-date contact list of interested citizens, public officials, and media outlets. Citizen participation takes place in the form of public hearings and forum meetings on major transportation planning documents and through published comment periods for meetings and documents. The HOCTC website is used as the main communication tool and continuously updated to include the current UPWP, TIP, LRTP, meeting notices, agendas, and amendments in an accessible format. The HOCTC will also increase efforts to reach disadvantaged and LEP populations within the MPA through partnerships with human service agencies (The Center for Refugees, the Resource Center for Independent Living, Mohawk Valley Community Action, Utica Neighborhood & Homeownership Center, NCAA-Rome Chapter, the ARC Oneida-Lewis Chapter) and the utilization of translation services for planning documents, projects, policy updates, and program materials. Due to the COVID-19 Pandemic, HOCTC has worked to engage new methods to reach all populations some of these include the utilization of Google Translate on web-based platforms and reaching into communities using Census data for focused efforts to provide information to sensitive or disenfranchised groups of people.

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

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

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the 2022-2023 program year utilizing the updated PPP 2020 through all activities.

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

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

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

The Census 2020 dataset was utilized for analysis at larger dataset levels. The COVID-19 Pandemic has caused HOCTC to look deeper at the relationship between at-risk and vulnerable communities and this will be reflected in the update of the document. HOCTC will utilize all methods of outreach that are available through its host agency, and ensure that the PPP 2020 is adhered to in the implementation of this analysis.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing utilization of the EJ Analysis 2021.

## General Development and Comprehensive Planning (44.22.00)

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

### Task 22.10: Coordination with Partner Agencies

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

Description: This activity intends to enable the HOCTC staff to maintain a responsible and responsive position relative to other government agencies. HOCTC will provide advice in regards to the role of transportation for economic development and quality-of-life considerations. This activity provides a mechanism for reviewing and commenting on the plans of other agencies responsible for initiating and implementing transportation projects or projects with a substantial linkage to the transportation system. To support consistency of transportation improvements HOCTC will: 1) Assist local governments in identifying funding for transportation needs, 2) Communicate regularly regarding specific transportation infrastructure and planning issues, 3) Maintain a presence with local municipal officials, 4) Meet with various local groups, government boards, and the public, as necessary, and 5) Meet with and provide technical knowledge to coordinate transportation based initiatives with partner agencies. (A focus of these interactions will be the promotion of sustainability in the transportation infrastructure.) This can be achieved with partner agencies by identifying strategies that address core infrastructure needs, support regional smart growth planning, and complete streets to ensure that these investments contribute to the livability and economic competitiveness of the member municipalities. This includes



direct involvement with NYSDOT Region 2, NYSDOT Main Office, FHWA, and FTA on various transportation issues, projects, and activities.

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

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

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

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

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

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

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

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

Timeframe: Ongoing; Monthly throughout 2022 – 2023 (as per local planning review schedule) for review of GML 239 reviews with transportation impacts within the MPA.

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

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

Description: The Local Transportation Planning Assistance Program (LTPAP) provides access to transportation planning and engineering expertise for local transportation projects. Projects funded under this task activity were reviewed and selected by HOCTC Transportation Planning Committee (TPC) during the 2019 program year but were delayed due to the Covid-19 Pandemic.

As part of this program, HOCTC is funding two transportation projects identified by its planning committee. To support this initiative, HOCTC used an open competitive RFP process to obtain professional transportation planning consulting services for two safety and complete streets projects: City of Rome (W Chestnut St.) and Town of New Hartford (Kellogg Rd.). A detailed scope of work for each can be found in Appendix B.

Product: Completion of two reports by March 2023 for the Town of New Hartford and City of Rome.

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

Timeframe: Contracts starting in March 2022, 12-month duration expected completion at end of 2022-2023 program year (March 2023).

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

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

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

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

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

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

Timeframe: Ongoing

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

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

### *System Level – (ALI 44.23.01)*

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

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

Description: The LRTP 2020-2040 “Going Places” was completed in December 2019 and the Transportation Atlas build-out of the LRTP commenced in January 2020. The Transportation Atlas will build from Going Places and graphically present the transportation system to the public. The purpose of this document is to be a user-friendly resource for the transportation network in Herkimer and Oneida Counties. Additionally, the Atlas becomes the living document of Going Places and is planned to be

updated after the required update cycles of the LRTP. The Transportation Atlas was put on hold in April 2020, due to the COVID-19 Pandemic and has a project completion date of June 2022.

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

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Implementation of the LRTP throughout the program year; Transportation Atlas, will be completed by June 2022.

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

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

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

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

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

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

Timeframe: RFP release estimated for April 2022 by HOCTC, the contract start date is estimated to be October 2022, with the project duration to be 24 months from the contract start date.

### *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: The 2019 Bicycle and Pedestrian Trail Guide for Herkimer and Oneida Counties will be updated for the release of an online edition in June 2022, with an accompanying hard copy update.

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.

Inventory and analysis, for the safer inclusion of non-motorized/slow-moving farm vehicles transportation within the MPO planning areas, is planned. 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.

Product: Promotion of print and digital versions of the updated 2022 Bicycle and Pedestrian Trail Guide for Oneida and Herkimer Counties; internal preparation and base analysis of the non-motorized/slow-moving farm vehicles in the existing transportation network.

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

Timeframe: April 2022 – May 2022 update of the Bicycle and Pedestrian Trail Guide. June 2022 initiation of an online platform for the trail guide. Inventory for non-motorized/slow-moving farm vehicles is expected to start in June 2022 and run through November 2022, with analysis from December 2022 through March 2023.

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

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

Description: Focus will be on strengthening transportation-related partnerships that will improve and create innovative coordination and mobility services in the two counties. The locally developed Non-

Emergency Coordinated Public Transit-Human Services Transportation Plan will be updated. The Plan is amended annually via an addendum to maintain a current listing of FTA Section 5310 eligible projects.

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

Product: Documentation of and administration of activities related to the implementation of mobility enhancement activities.

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

Timeframe: Implementation of Non-Emergency Coordinated Public Transit-Human Services Transportation Plan 2021-2024. TCC meetings approximately quarterly May, September, November, and February 2022. Annual addendum of local projects updated in December 2022.

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

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

### Task 24.10: Short Range Transportation Development

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

## Task 24.20: Geographic Information Systems

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

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

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

The GIS activities continue to build and maintain current transportation-related spatial data. Spatial and textual data including tax parcels, 2017 imagery (1' pixels), 2015 imagery (4" pixels), traffic counts, road centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling are just some of the layers necessary on a day to day basis. Building our enterprise-level datasets and providing transportation GIS data to a broader audience is also ongoing. We will be expanding the web mapping applications. Currently, the traffic count and pavement condition web mapping applications are available. Some data we make available to the general public, other data is accessible only to staff within our network. These map applications are platform-independent and will run on any PC or mobile device.

The ALIS system is being used to analyze where accidents are occurring and identify "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 three staff members approved as UAV pilots after passing the FAA written examination. We will be using UAV technology to advance our planning activities in our two County study regions.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

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

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

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

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

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

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

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

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the program year; generally, April – May 2022 and September 2022 – March 2023, running opposite-field data collection (GIS staff is dually utilized).

### **Task 24.40: Modeling and Forecasting**

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

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

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

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

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout program year; October 2022 – March 2023 is focused time (as it is off-season from field data collection)

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

Objective: Update the highway functional classifications as needed.

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

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



Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year; spot reviews in May and November 2022.

### Task 24.60: Road Scoring/ Pavement Management

Objective: Record and Monitor the pavement conditions on the 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 warnings used to identify and project pavement repair requirements. The second component is the analysis and dissemination of the data via charts/graphs and a map series. The maps are intended to allow municipal managers to view their entire road network at one time and gain valuable information to assist them in maintenance planning and implementation.

Partnering with Oneida County to continue road scoring on county roads. That data will be used to assist Oneida County with paving and road maintenance planning. The network was scored using ArcGIS version 10.6.1 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment. This information can and is used to strategize when the best time for maintenance activity is.

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

Major Participants: HOCTC, HOCCPP NYSDOT

Timeframe: Ongoing throughout the program year. April 2022 – October 2023 are typical road scoring field data collection months. Processing of data collected occurs continuously but typically is scheduled opposite fieldwork collection from November 2022 – March 2023.

### Task 24.70: Traffic Counting

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

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

HOCTC staff provides labor for counter placement and data processing. HOCTC now has 20 counters and places approximately 10 every week during the summer collection season. Processing has been ongoing throughout and will continue through the winter months until complete. Due to the COVID crisis only

approximately 50 counts were completed. All counts collected included volume, speed, and class observations. These counts will eventually be available on the NYSDOT traffic data viewer.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year; work focus is from April to October 2022.

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

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

### Task 25.10: TIP Update & Maintenance

Objective: This activity involves the continuous maintenance of the 2020 – 2024 TIP and the development of the new 2023-2027 TIP.

Description: This activity will include two specific parts: 1) the implementation of projects on the TIP and the processing of amendments for the TIP, 2) the development of the 2023-2027 TIP. Additionally, all administrative actions to maintain a current capital program and process amendments.

Product: Maintenance and updates to the 2020 – 2024 TIP, development of the 2023-2027 TIP.

Major Participants: HOCTC, NYSDOT, Local Agency Staff

Timeframe: Maintenance of 2020 – 2024 TIP, throughout program year April 2022 – March 2023, and development of the 2023-2027 TIP April 2022 – September 2022.

## Other Activities (FTA 44.27.00)

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

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

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

Description: HOCTC participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. All MPOs allocations have been adjusted to account for annual AMPO dues totaling \$42,140 for statewide membership of all MPOs in NYS. An amount proportional to overall FHWA allocations has been debited from each MPO and credited to BMTS, which will pay the full amount on behalf of all the MPOs. HOCTC's portion of the annual dues is \$608. NYSDOT has made FHWA Statewide

Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities.

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

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

#### Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

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

Direct and indirect items include the following: contractual costs (contractors, consultants, and similar), equipment, travel, printing, supplies, and reproduction. This includes computer equipment and other equipment necessary to implement transportation planning programs. Desks, file cabinets, chairs, and other office equipment, as necessary.

Major Participants: HOCTC, FHWA, FTA, NYSDOT

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

# Appendix A

2022-23 FHWA PL Budget

PH22.05.881

**HERKIMER-ONEIDA COUNTIES  
TRANSPORTATION COUNCIL**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$302,007	\$280,528		\$21,478
44.20.02 FRINGE/LEAVE	\$260,285	\$241,774		\$18,511
44.20.03 TRAVEL	\$10,000	\$10,000		
44.20.04 EQUIPMENT	\$2,000	\$2,000		
44.20.05 SUPPLIES/REPRODUCTION	\$15,000	\$15,000		
44.20.06 CONTRACTUAL	\$210,000	\$210,000		
44.20.07 OTHER	\$500	\$500		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$119,969		\$119,969	
<b>TOTAL</b>	<b>\$919,760</b>	<b>\$759,802</b>	<b>\$119,969</b>	<b>\$39,990</b>
<b>APPROVED TASK BUDGET</b>				
44.21.00 PROG. SUPPORT & ADMIN.	\$205,886	\$170,080	\$26,855	\$8,952
44.22.00 GEN. DEV. & COMP. PLNG.	\$104,132	\$86,022	\$13,582	\$4,527
44.23.01 LONG-RANGE PLNG. - SYS.	\$61,075	\$50,454	\$7,966	\$2,655
44.23.02 LONG-RANGE PLNG. - PROJ.	\$100,459	\$82,988	\$13,103	\$4,368
44.24.00 SHORT-RANGE TRANS. PLNG.	\$148,570	\$122,732	\$19,379	\$6,460
44.25.00 TRANSP. IMPROV. PROGRAM	\$12,136	\$10,026	\$1,583	\$528
44.27.00 OTHER ACTIVITIES	\$287,500	\$237,500	\$37,500	\$12,500
<b>TOTAL</b>	<b>\$919,760</b>	<b>\$759,802</b>	<b>\$119,969</b>	<b>\$39,990</b>

\* NYS DOT provides match via Toll Credits.

\* Total federal program is based on:

\$463,815	2022-2023 FHWA PL Allocation
\$295,987	carryover FHWA PL funds
\$759,802	total FHWA PL Program

2022-23 FTA MPP Budget  
PT22.05.80A

## HERKIMER-ONEIDA COUNTY TRANSPORTATION COUNCIL

	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
<b>APPROVED PROJECT BUDGET</b>				
44.20.01 PERSONNEL	\$51,282	\$42,782	\$5,710	\$2,790
44.20.02 FRINGE/LEAVE	\$44,197	\$36,872	\$4,921	\$2,404
44.20.03 TRAVEL	\$1,461	\$1,461		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	\$1,500	\$1,500		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	\$485	\$485		
44.20.08 INDIRECT CHARGES	\$4,950		\$4,950	
XX.XX.XX Toll Credits				
<b>TOTAL</b>	<b>\$103,875</b>	<b>\$83,100</b>	<b>\$15,581</b>	<b>\$5,194</b>
<b>APPROVED TASK BUDGET</b>				
44.21.00 PROG. SUPPORT & ADMIN.	\$56,099	\$44,879	\$8,415	\$2,805
44.22.00 GEN. DEV. & COMP. PLNG.	\$10,050	\$8,040	\$1,508	\$503
44.23.01 LONG-RANGE PLNG. - SYS.	\$8,609	\$6,887	\$1,291	\$430
44.23.02 LONG-RANGE PLNG. - PROJ.	\$15,951	\$12,761	\$2,393	\$798
44.24.00 SHORT-RANGE TRANS. PLNG.	\$8,009	\$6,407	\$1,201	\$400
44.25.00 TRANSP. IMPROV. PROGRAM	\$850	\$680	\$128	\$43
44.27.00 OTHER ACTIVITIES	\$4,308	\$3,446	\$646	\$215
<b>TOTAL</b>	<b>\$103,875</b>	<b>\$83,100</b>	<b>\$15,581</b>	<b>\$5,194</b>
FEDERAL	\$83,100	80%		
STATE*	\$15,581	15%		
LOCAL	\$5,194	5%		
<b>TOTAL</b>	<b>\$103,875</b>	<b>100%</b>		

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

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

**HERKIMER-ONEIDA COUNTY  
TRANSPORTATION COUNCIL**

	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
APPROVED PROJECT BUDGET				
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44.20.01 PERSONNEL	\$353,288	\$323,310	\$5,710	\$24,268
44.20.02 FRINGE/LEAVE	\$304,482	\$278,645	\$4,921	\$20,915
44.20.03 TRAVEL	\$11,461	\$11,461	\$0	\$0
44.20.04 EQUIPMENT	\$2,000	\$2,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$16,500	\$16,500	\$0	\$0
44.20.06 CONTRACTUAL	\$210,000	\$210,000	\$0	\$0
44.20.07 OTHER	\$985	\$985	\$0	\$0
44.20.08 INDIRECT CHARGES	\$4,950	\$0	\$4,950	\$0
XX.XX.XX Toll Credits	\$119,969	\$0	\$119,969	\$0
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TOTAL	\$1,023,635	\$842,902	\$135,550	\$45,183
APPROVED TASK BUDGET				
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44.21.00 PROG. SUPPORT & ADMIN.	\$261,985	\$214,959	\$35,270	\$11,757
44.22.00 GEN. DEV. & COMP. PLNG.	\$114,182	\$94,062	\$15,090	\$5,030
44.23.01 LONG-RANGE PLNG. - SYS.	\$69,684	\$57,341	\$9,258	\$3,086
44.23.02 LONG-RANGE PLNG. - PROJ.	\$116,411	\$95,749	\$15,496	\$5,165
44.24.00 SHORT-RANGE TRANS. PLNG.	\$156,579	\$129,139	\$20,580	\$6,860
44.25.00 TRANSP. IMPROV. PROGRAM	\$12,986	\$10,706	\$1,710	\$570
44.27.00 OTHER ACTIVITIES	\$291,808	\$240,946	\$38,146	\$12,715
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TOTAL	\$1,023,635	\$842,902	\$135,550	\$45,183

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

**HERKIMER-ONEIDA COUNTY TRANSPORTATION COUNCIL**

EXPANDED BUDGET DETAILS

44.20.06 CONTRACTUAL

\$210,000 Programmed Total available for Contractual Obligations

\$0 FTA MPP Contractual Funding

\$210,000 FHWA PL Contractual Funding

**2022-2023 Contractual Obligations**

*Existing*

Name	UPWP Task #	Contract Start	Contract duration	Total Contract	Remaining on Contract
LTPAP projects	44.22.30	October 2021	12 mos.	\$110,000	
Exit 31 Feasibility Study	44.23.01.40	January 2022	18 mos.	\$100,000	

*Programmed*

Name	UPWP Task #	Estimated Contract Start	Estimated Contract duration	Estimated Total Contract	Notes

Total Cost of Estimated Contracts      \$210,000



# Appendix B

## **HOCTC Local Transportation Planning Assistance Program**

### **Program Summary:**

The goal is to provide direct technical planning assistance to member municipalities to help further transportation planning and ensure transportation investments are consistently planned, programmed, designed, operated, and maintained with all roadway users in mind.

- I. Professional Services & Deliverables. Vendor/consultant will provide community and transportation planning professional services. The program goals are provided below:
  - A. To provide access to transportation planning and engineering expertise (on an as-needed basis), for eligible local transportation projects and proposals that are consistent with HOCTC goals.
  
- II. Scope of Work
  - A. Project A - Complete Streets Study for Chestnut Street, City of Rome

The City of Rome, New York, has requested assistance from the HOCTC to acquire professional services for a Complete Streets Study for Chestnut Street, from Turin Road (State Route 26) to Black River Boulevard (State Route 46), including Merrick Road in its entirety, and the Potter Road Truck Route. This scope is intended to perform a Complete Streets Study of Chestnut Street and Merrick Road, from the Merrick Road northern terminus to Black River Boulevard (State Route 46). In addition, Chestnut Street is heavily used by trucks. The City is considering upgrading Potter Road, which is located slightly north so that it will function and be posted as a designated truck route. This study includes evaluating Potter Road roadway section and pavement structure and determines possible upgrades, which includes the intersections with Turin Road (State Route 26) and Ridge Mills Road (State Route 46).

The Complete Streets portion of the study will analyze the existing conditions and identify alternatives to provide for safe, attractive, and comfortable access and travel for all users of the road. Using a Complete Streets design approach, the study will consider the convenient access and mobility on the road network for motorists, pedestrians, bicyclists, and public transportation users.

- B. Project B - Safety & Complete Streets Study Kellogg Road, Town of New Hartford
- Kellogg Road (Oneida County Route 26) in the Town of New Hartford has been identified as a local roadway of concern due to operational and safety concerns. This scope is intended to perform a Complete Streets Study of Kellogg Road from the Oxford Road (western terminus) to the Oneida Street intersection (eastern

terminus). Kellogg Road is a 0.6-mile road that serves as a connector between residential and commercial areas and the state roadway network. Development has created access management issues and created unsafe conditions for non-motorized users of the roadway.

The Complete Streets portion of the study will analyze the existing conditions and identify alternatives to provide for safe, attractive, and comfortable access and travel for all users of the road. Using a Complete Streets design approach, the study will consider the convenient access and mobility on the road network for motorists, pedestrians, bicyclists, and public transportation users. The intended outcome of the Study is a preferred corridor profile, based on a representative public input process that provides a clear implementation strategy to improve transportation operations, improve safety for all roadway users, and accommodate future growth and development.

### III. Work tasks:

The following outlined approach is provided as an illustration of the potential range of services that could be necessary for the successful delivery of the program. This outline may be expanded, modified, or otherwise revised for each task to deliver the most project most efficiently and allow the necessary work to be performed.

#### 1. Project Initiation, Management, and Administration

At the start of the project, the consultant will meet with Staff to review and refine the scope of work, project objectives, process, and deliverables (work product). The consultant will establish a project work plan and schedule, identify potential issues, and coordinate with the Planning Staff concerning project management activities.

#### 2. Kick-off Meeting with Planning Staff and Local Municipality

The consultant will meet with Planning Staff and the local municipality to review and confirm the scope and objectives of the requested analysis, anticipated schedule, public outreach methods, and data collection strategies. The consultant is responsible for preparing the meeting agendas and minutes and other documents as appropriate. The consultant will document and categorize all comments and inputs received.

#### 3. Existing Conditions Analysis, Data Collection, and Review of Documents

The consultant will assemble existing information and collect field data as necessary to identify existing conditions and shall include a descriptive summary of the context, existing conditions, collected traffic data, current land-uses, existing right-of-way, or other significant constraints. A significant portion of data for this task will be provided by Oneida County. The Consultant will be responsible for integrating task output into the final report.

#### 4. Public Meetings

Input should be collected from the general public including individual property/business owners. The Consultant will set up and assist Planning Staff and the local municipality in organizing public meetings. The Consultant should offer electronic media assistance (creation, presentation, and/or hosting of imagery, digital surveys, web content, PowerPoint presentations, remote meetings, etc.) to support in-person, online, and/or hybrid public outreach. The number and format of public meetings will be determined by Planning Staff, no more than three meetings are expected.

#### 5. Develop Conceptual Plan

Using the information collected in Tasks 3 & 4, the consultant will develop a draft plan including key goals, objectives, projects, and policy for the corridor. The plan should include illustrative graphics and maps as well as explore building configurations in a full build-out scenario. The conceptual plan should present a visionary, long-term redevelopment strategy for the corridor. The conceptual plan should incorporate physical planning along with economic development strategies and the needed policy framework. Based upon the existing conditions analysis, the consultant will formulate, evaluate, and map recommended improvements including alternatives (if applicable). Conceptual graphics and planning level cost estimates associated with each of the recommended improvements will be developed by the consultant and presented to the municipality for evaluation and prioritization.

#### 6. Prepare Draft Plan

Prepare a draft Plan including hard copy and electronic versions. The draft Plan will present concepts in narrative form, photos, maps, renderings, and detailed graphics to clearly and logically present the concept, and include cost estimates for implementation. It is anticipated that the Planning Staff will take an active role in developing the draft and final report to allow consultants to focus resources on the preparation of technical analyses, concept plan graphics, and cost estimates. The draft report will be presented to the municipality for review before finalization. The final report will be presented to the municipality and Oneida County by the consultant and/or Planning Staff.

#### 7. Final Plan

Prepare Final Concept Plans in hard copy and electronic versions. The consultant will provide a total of one (1) digital Adobe PDF format and four (4) full-color copies for review and comment. The consultant will incorporate feedback received in Task 6 into a final document with all maps, drawings, goals, objectives, and projects for the corridor clearly defined. The final document will also include an implementation plan that documents a timeline for implementation along with general cost estimates, project champions, and potential funding sources.

## 8. Program Closeout

At the end of the project, the consultant will present the Plan to Planning Staff and the local municipality. The consultant will also provide all source files and final project files to Oneida County for the sustainability of the program.

## IV. Deliverables

- A. Universal planning/design document template comprised of all foundational elements;
- B. Individual plans will include a cost estimate for implementation;
- C. Plans and site designs will incorporate local priorities, respond to existing conditions, and reflect the community's vision
- D. Implement best practices related to transportation safety, streetscape design, and creative placemaking throughout plans and site designs
- E. Utilize strategies to support, maintain or expand commercial activity in the improvement district while minimizing disruptions to business activity during construction and upon project completion
- F. Accommodate existing and emerging transportation modes and technologies of interest to the municipality, featuring such modes across planning and design work
- G. Digital formats of any reports or graphics will be developed in the Microsoft or Adobe Suite platform);
- H. Any data, data sets, analysis reports, inventories, and similar type materials in Microsoft platform-based formats;
- I. All mapping developed will be in ESRI/ArcGIS format and provided to the County after the project.