

**HERKIMER-ONEIDA COUNTIES
GOVERNMENTAL POLICY AND LIAISON COMMITTEE**

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Chairperson, BERNARD PEPLINSKI, SR., Chairman Herkimer County Legislature
Secretary, REGINA VENETTOZZI, Interim Commissioner Oneida County Dept. of Planning

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

HOCTS Resolution 2019-18

**Herkimer-Oneida Counties Transportation Study Self-Certification of the
Metropolitan Planning Process**

WHEREAS, the Herkimer-Oneida Counties Transportation Study (HOCTS) is the designated Metropolitan Planning Organization (MPO) responsible for the performance of the transportation planning process for the Herkimer and Oneida County Urbanized Area; and

WHEREAS, it is the responsibility of HOCTS to ensure that said policy, planning and programming process is consistent with applicable Federal and State Law, and is also consistent with local area objectives; and

WHEREAS, the MPO and the State must certify that the MPO process is being carried on in conformance with all applicable requirements of specific Federal Acts and Regulations; and

WHEREAS, the entirety of the HOCTS Self-Certification 2019 is attached hereto; and

NOW, THEREFORE BE IT RESOLVED, that HOCTS Governmental Policy & Liaison (GP&L) Committee hereby affirms that:

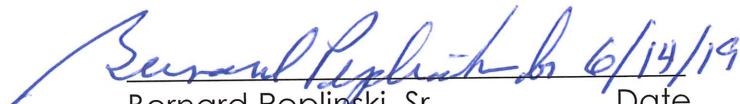
- 1.) HOCTS's metropolitan transportation planning process includes activities to support the development and implementation of the transportation plan and TIP and subsequent project development activities including the environmental impact assessment process; and
- 2.) HOCTS 's planning process is consistent with Federal Laws, Acts, and Regulations pertaining to involvement of appropriate public and private transportation providers; and

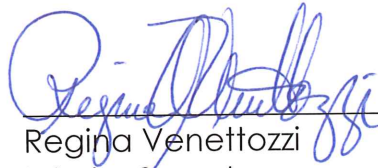
c.) Incorporate clauses and certifications required for FTA program assistance funding.

BE IT FURTHER RESOLVED, that the GP&L Committee hereby certifies that the transportation planning process complies with all applicable federal laws and regulations including applicable requirements of the Federal Transit Act as amended by the FAST Act in December 2015; and

BE IT FURTHER RESOLVED, that the GP&L Committee directs the Secretary to submit this resolution and appropriate documentation of the program to the NYSDOT, the Federal Highway Administration, and Federal Transit Administration, as the Self-Certification that the HOCTS metropolitan planning process has been carried out in accordance with all federal regulation; and

BE IT FINALLY RESOLVED, that the GP&L Committee directs this resolution and Self-Certification to be included as an appendix to the 2020 – 2024 TIP for the HOCTS metropolitan planning area.


Bernard Peplinski, Sr. 6/14/19
Chairperson Date


Regina Venettozzi 6/14/19
Interim Secretary Date

HOCTS Self-Certification 2019

A. REQUIRED AGREEMENTS

The Herkimer Oneida Counties Transportation Study (HOCTS) is the designated MPO for urban transportation planning and programming in the Utica Urbanized Area. Transportation planning in Herkimer and Oneida Counties is carried out by HOCTS. HOCTS is a cooperative effort by local, state, and federal agencies for conducting transportation planning activities in Herkimer and Oneida Counties. HOCTS was created during 1963 (in compliance with the Federal Highway Act of 1962) in order to establish transportation goals and objectives on a local basis. The Herkimer-Oneida Counties Governmental Policy and Liaison Committee (GP&L) has been designated as the region's Metropolitan Planning Organization (MPO) for transportation by the Governor of New York for urban the Utica-Rome Urbanized Area.

As is the case with all MPOs in New York State, HOCTS is not a legal entity in and of itself. It depends upon a host agency to provide payroll and legal services and to contract with consultants for planning studies. The County of Oneida and more specifically, the Oneida County Department of Planning acts as HOCTS host agency. All HOCTS dedicated and shared staff is employed by the County of Oneida and work in the Department of Planning Office located at the Boehlert Center at Union Station, 321 Main Street, 3rd Floor, Utica, NY. The current HOCTS dedicated staff positions include Transportation Program Manager, Associate Planner and Planning Specialist. HOCTS shared staffing with its host agency include the positions of GIS Coordinator, Senior GIS Analyst, GIS Analyst, GIS Tech II (2 positions), Principal Account Clerk, Data Processing Clerk, Census Data Affiliate/Principal Planner, Secretary, and Commissioner of Planning. The staff has the responsibility of managing consultant studies specified in the UPWP, conducting technical analyses, purchasing of supplies and equipment, and carrying out the balance of the duties necessary to function as an MPO. Oneida County serves as a member of the various HOCTS committees and provide payroll services, audits, accounting and legal services for HOCTS. The host agency agreement between the HOCTS and Oneida County was renewed in 2012 for a term of ten years lasting through 2022.

B. PLANNING/TECHNICAL

1. UPWP

The Herkimer-Oneida Counties Transportation Study adopted a Unified Planning Work Program for 2019-2020 in March of 2019. The work program includes ongoing public participation activities, data collection and performance measurement tasks, traffic modeling, technical assistance to municipalities, Geographic Information system (GIS) work, long range plan development, and corridor-planning activities described in support of issues identified in the current HOCTS Long Range Plan. The Local Transportation Planning Assistance Program is also designed to be responsive to individual member municipality requests, and subject to board approval, for assistance with transportation related studies that are in support of HOCTS goals, objectives, and principals.

5. Special Considerations in the Transportation Planning Process

- (a) **Title VI** - HOCTS is a designated sub-recipient under NYSDOT's DBE program and maintains ongoing compliance efforts. Title VI/DBE reports are submitted on a semi-annual basis to NYSDOT and the Council has also signed on to NYSDOT's DBE plan. HOCTS has never received any discrimination complaints. The Environmental Justice (EJ) review is updated as plans and regional demographics change and will be updated in the 2019-2020 UPWP program year. Special considerations for elderly and disabled persons are consistent with ADA requirements and are provided in the transportation planning process and in community participation projects. Specific outreach to senior organizations, low mobility population and LEP populations was conducted as part of the LRTP update and FTA 5310 and 5311 solicitations. HOCTS public transit planning efforts includes consideration of services for elderly, disabled persons and for those who choose not to drive. MPO meetings are always held in ADA-accessible facilities. ADA compliance is monitored through the ADA paratransit services offered by the local transit operator and staff review of federally-funded projects and plans. HOCTS works to provide education of and training on ADA requirements within its MPA. Periodic review of local demographics indicates that that the varieties of ethnic populations are steadily growing within the MPA. At current time there is a large Limited English Population (LEP) that needs to be target for more direct inclusion in transportation planning programs. The extent of this need will be fleshed out and the data will be assessed in conjunction with EJ update mentioned above.
- (b) **Private Operators** - Consideration is given to private transportation providers. Private transportation operators will be considered and involved in any future planning efforts to develop additional services to rural areas, particularly as part of the implementation of the Coordinated Human Services Transportation Plan, which was updated in 2016. An update to a staff developed transportation provider service directory that includes information about private services, including taxis, was updated in 2018, as part of a mobility management project. Additional inclusion is achieved through the Transit Coordination Committee (TCC), which developed as an off-shoot of the 2012 Coordinated Human Services Transportation Plan. The Committee meets four to six times a year and focuses on identify needs and as a networking resource for transportation providers.
- (c) **Planning Factors** - Up-to-date State and Federal planning factors and emphasis areas are used to develop HOCTS plans and programs and to guide project selection processes. HOCTS staff continues to maintain its relationships with local land use planning organizations through communication and consultation. Programming instructions consistent with NYSDOT's Forward Four principles, emphasizing maintenance and preservation activities over "worst-first" infrastructure replacement projects, have been thoroughly incorporated within the development of the draft 2020- 25 TIP.
- (d) **Congestion Management Process** – No process in place (not required because HOCTS MPA is in an attainment area).
- (e) **Public Involvement** – The HOCTS Public Participation Plan (PPP) was updated and approved in 2016. HOCTS actively solicits public involvement through media, public

8. **Decision Making** ability is effective in the HOCTS MPA area. The public is outspoken on many issues and members listen and fully consider expressed public concerns. Committees are competently and sufficiently staffed. Planning Committee meetings are well attended; reaching consensus decisions has not been a problem. The Policy Committee typically meets four times a year with additional meetings held if specific actions are required and time is of the essence. Policy Committee meetings are normally well attended and usually can reach a majority decision with general discussion. Members are consulted frequently on regional and local matters concerning their jurisdictions.
9. **Governance:** In 2012 the HOCTS agency, the County of Oneida, renewed its agreement with NYSDOT through March 2022. The format of the new agreement was consistent with a new model recently developed by NYSDOT. The hosting arrangement allows HOCTS staff to advance its work without any undue influence from any particular member municipality. The Policy and Planning committees have consistent and balanced representation from throughout the program area, including *all* urban area municipalities.
10. **Procurement:** HOCTS staff is aware of the procurement requirements of FTA funding recipients, including those listed within the FTA Circular Guidance 4220.1F, Third Party Contracting Requirements, and the FTA Master Agreement. FTA-related expenditures are documented. Procurements by HOCTS utilizing FTA funds are infrequent. HOCTS staff will be in communication with NYSDOT to ensure that the process is followed.