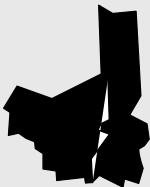


HOCTS

Unified Planning Work Program

April 1, 2010 - March 31, 2011



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JOHN R. KENT, JR. (Secretary)
Program Director
Herkimer-Oneida Counties
Comprehensive Planning Program

HOCTS Resolution No. 2010-1

Approval of the SFY 2010-2011 Unified Planning Work Program

WHEREAS, the U.S. Department of Transportation in DOT Order 1130.2 has directed that all urbanized areas, as established by the U.S. Bureau of the Census, doing areawide urban transportation planning with the assistance of more than one DOT operating administration will be required to submit a Unified Planning Work Program as a condition for meeting the highway planning provisions of Title 23, U.S. Code, Section 134, and public transit planning provisions of Title 49, Chapter 53, Section 03 of the U.S. Code; and

WHEREAS, the Safe Accountable, Flexible, Efficient Transportation Equity Act a Legacy for Users (SAFETEA-LU) authorized the use of funds for MPO's to carry out planning requirements and responsibilities; and

WHEREAS, the Transportation Planning Committee and HOCTS staff have prepared a Unified Planning Work Program in conformance with DOT Order 1130.2. Now, therefore, be it

RESOLVED, that the GP&L Committee for Herkimer and Oneida Counties accepts and approves the HOCTS SFY 2010-2011 Unified Planning Work Program with respect to its description of intended planning activities, costing, staffing levels, and the division of responsibilities for carrying out identified tasks. The Transportation Planning Committee is directed to proceed with those administrative procedures necessary for securing the funds needed to carry out the program as identified in Schedule A. The Transportation Planning Committee is authorized to make minor revisions and refinements as found necessary to finalize the program consistent with its overall scale and program emphasis; and, be further

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INTRODUCTION

The Unified Planning Work Program (UPWP) is an outline of the budget and activities of the Herkimer-Oneida Counties Transportation Study (HOCTS) for fiscal year 2010-2011 (April 1, 2010 - March 31, 2011). The UPWP consists of the various technical and administrative tasks which define the area's transportation planning activities for the identified fiscal year. The primary purpose of the UPWP is to serve as a guide for HOCTS activities over the next fiscal year. It provides an overview of the area's transportation planning program to elected officials, government agencies and citizens who are directly associated with HOCTS. The UPWP provides a series of benchmarks by which progress can be measured. Development of the UPWP provides these individuals and agencies with an opportunity to understand the transportation planning activities scheduled to be undertaken during the fiscal year. The UPWP also serves as a coordination mechanism and guide for the three staffs which undertake the transportation planning activities. Finally, the UPWP provides a record of proposed activities to the federal, state, and local agencies providing financial support.

The UPWP begins with a summary of the accomplishments of last year's work program. This is followed by a description of administrative make-up and procedures of the HOCTS organization. Next, is a summary of the activities to be undertaken by the HOCTS staff for the 2010-2011 fiscal year. The summary includes the objectives for activities under the task, description of the work to be undertaken, the products to be produced, and lead agency. Finally, there is the work budget which identifies funding sources and amounts for each task by agency. This is followed by an auditable table of the Federal Transit Administration (FTA) Section 5303 and the Federal Highway Administration (FHWA) PL planning funds.

President Bush signed into law the Safe Accountable, Flexible, Efficient Transportation Equity Act, a legacy for users (SAFETEA-LU) on August 10, 2005 and expired on September 30, 2009. At the time of the adoption of this UPWP, new legislation has not been enacted by Congress. This program was developed using the same allocations as last year. Programmatic adjustments will be necessary when actual allocations are issued.

The 2010-2011 UPWP was developed through HOCTS ongoing involvement with the general public, and the joint efforts of the committees and staff of the HOCTS. The process began with the soliciting of ideas from the Transportation Planning Committee (TPC), and the Governmental Policy and Liaison Committee (GP&L). These ideas were combined with continuing activities from the 2009-2010 UPWP and with suggestions from NYSDOT. In addition, elements from the State's call letter, Federal emphasis areas and SAFETEA-LU legislation were incorporated. This report was reviewed by the TPC. The staff made revisions based on the committee's comments and a final report was reviewed, discussed and adopted by the GP&L. The approved report was sent to the New York State Department of Transportation (NYSDOT) for processing and submission to FTA and FHWA.

HOCTS ACCOMPLISHMENTS DURING 2009-2010

The following is a list of tasks performed by the HOCTS Central Staff and the status of the tasks. Most of the tasks are from the 2009-2010 UPWP, however, some are carryover activities from previous UPWPs. Additional information on the status of each task is present in the annual report.

TASK	STATUS
Program Support & Administration	
- Review and Comment	Continuing Activity.
- Public Participation Program	Public meetings, annual report, media interviews. HOCTS web site, legal notices, TPC and GP&L meetings, LRTP meetings.
- Gen. Admin. and Development	Continuing Activities.
- UPWP & Reports	UPWP Reports. Prepared 2010-2011 UPWP.
- Direct and Indirect Costs	Purchased computer equipment, travel, supplies.
General Development & Comprehensive Planning	
- Planning Assistance & Coordination	Assisted local agencies and transit operators.
- GIS	Continue building GIS data base for two counties, TAZs, bike map and pavement scoring.
- Road Centerline/Address	Continued road center line and address range corrections.
- Census Support	Review and analysis of CTPP and Census Data.
- Coordinate Human Services Plan	Coordination Committee meeting, plan implementation, RFPs; project selection.
LRTP - System Level	
- LRTP	Update of new LRTP, approved final plan.
- Modeling & Forecasting	Continue to convert to Tmodel and training, data input.
- Landuse TAZ Buildout	Continued land use forecast and TAZ buildout.
LRTP - Project Level	
- Project Study Development	Assisted on Route 12 South Study Committee and public meetings. Rte. 12B Study, and N/S Arterial implementation.
- Pedestrian/Bike /Trail	Advisory Committee meetings, MPO updates.
- Two County Transit	Centro Board meetings, Dolgeville implementation, transit meetings.
- Functional Class	Functional Class changes and connections were proposed, mapped and submitted to DOT.
TIP	Amendments to 2008-2012 TIP, work on program update. Work on the 2010 TIP, ARRA Project selection.
Emphasis Areas	
- Safety and Security	Attend conferences and meetings with the Safety Working Group, and local safety boards, Safe Routes to School Program, TEP.
- Management and Operations	Pavement condition rating of non-State Federal Aid Highway, 2008 report completed. Obtained 150 traffic counts and processed and mapped results.

ADMINISTRATIVE PROCEDURES

In order to accomplish the activities outlined in the Unified Planning Work Program (UPWP), HOCTS has adopted the following administrative procedures. The first procedure describes the various staffs which undertake HOCTS activities. The second procedure defines the coordination and direction of these staffs.

Staffing

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

The composition of the HOCTPS, NYSDOT and HOCCPP as they relate to the HOCTS is described as follows:

1. **Herkimer-Oneida Counties Transportation Planning Staff (HOCTPS)**

The HOCTPS is a permanent professional staff created to carry out the HOCTS central staff transportation planning program at the local level. This staff pursues specific HOCTS planning program elements under the direction of the Herkimer-Oneida Counties Governmental Policy and Liaison Committee (GP&L), which is the federally designated Metropolitan Planning Organization (MPO) for the Utica Urbanized Area, and the Transportation Planning Committee (TPC). The staff presently consists of a transportation Program Manager, one Associate Planner, two Senior Planners, and one Planner. Support services are provided on an as needed basis by a typist, an accountant, and GIS staff. Staff is hired through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines. Region 2 NYSDOT reviews staff applicant qualifications.

Central staff will continue to be housed and administered by the Oneida County Planning Department through a contract between the NYSDOT as the grant sponsor and Oneida County as the host agency. The host relationship was reaffirmed by the County. Additional graphic, drafting and public relations support to the HOCTPS will be provided as needed, in a coordinated manner, by HOCCPP personnel under HOCTPS direction.

2. New York State Department of Transportation (NYSDOT)

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

The NYSDOT provides such staff services as needed to fulfill its responsibilities in the HOCTS Unified Planning Work Program (UPWP) from these resources. The staff designated to ensure progress of HOCTS UPWP elements is physically housed in two locations: the NYSDOT MPO Planning Bureau in Albany; and the Region 2 Planning and Program Management Group in Utica.

3. Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP)

Oneida and Herkimer Counties have jointly formed the Herkimer-Oneida Counties Comprehensive Planning Program with the staff administered by the Oneida County Commissioner of Planning serving as the Program Director of HOCCPP. Oneida County is the formal employer of the HOCCPP employees. Extensive technical and support resources are available to the HOCTS program through the HOCCPP. Since the formation of the HOCTS, HOCCPP has played an important role in the implementation of HOCTS planning program work tasks. HOCCPP has contributed technical services, as needed, to HOCTS programs and responsibilities. It has provided review, advice, and coordination assistance to the overall HOCTS program and to the HOCTPS, NYSDOT, and participants in the HOCTS Transportation Planning Committee.

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

Coordination and Direction

Coordination of staff activities implementing the HOCTS UPWP is the responsibility of the HOCTS Transportation Program Manager, the NYSDOT MPO Bureau Director, the NYSDOT Region 2 Planning and Program Manager, and, as necessary, the HOCCPP Program Director.

The HOCTS Transportation Program Manager coordinates the activities of the HOCTPS staff and the staff assistance of participating agencies. He is responsible for specific daily HOCTPS work assignments and for the overall coordination of the HOCTS Unified Planning Work Program. Administrative responsibility for the HOCTPS and its support and technical assistance staff will

continue to be a function of the Oneida County Commissioner of Planning.

Priorities and overall direction to the HOCTS staffs will be provided by the TPC. Day-to-day direction of the staff activities is the responsibility of the respective planning staff leaders.

Public Participation

The HOCTS 2010-2011 Unified Planning Work Program (UPWP) was made available for public input in accordance with the approved HOCTS Public Participation Policy (PPP). The transportation planning process is coordinated through the Transportation Planning Committee (TPC) and implemented by the HOCTS staff under the authority of the GP&L. Public input was also obtained through the use of statewide initiative surveys. Two surveys, "Statewide Attitudinal and Preference Survey" and the "MPO Freight Movement Survey" addressed quality of life issues, and freight concerns. The news media are notified of all planning and policy meetings and all meetings are open to the public and are held in areas served by public transit, and accessible to the elderly and handicapped, low income and minority individuals. The public was provided the opportunity to comment on the 2010-2011 UPWP at the TPC and GP&L meetings and via HOCTS web site. Further, the Program of Projects is listed in the three major local newspapers serving Herkimer, Utica and Rome as a legal notice. The public is offered the opportunity of a public meeting, copies are available in the HOCTS office and staff is available to discuss all aspects of the program. The HOCTS web site was updated to include the Long Range Transportation Plan, Transportation Improvement Program, ARRA projects and the revised Public Participation Plan.

SUMMARY OF MAJOR PROGRAMMED ACTIVITIES 2010-2011

The HOCTS 2010-2011 Unified Planning Work Program (UPWP) is built upon the approved 2009-2010 document. The overall development was guided by SAFETEA-LU, the HOCTS Goals and Objectives, and The Long Range Transportation Plan as approved by the Governmental Policy and Liaison (GP&L) Committee.

Emphasis has been placed on developing a program which can be reasonably accomplished within available staff resources and which is in keeping with the priorities of the HOCTS area.

Work will continue in areas of: developing an organized data system on transportation infrastructure; distributing information to transit operators early in the planning process on potential transit services; and continuing to work on needed highway and transit planning projects.

A major task will be implementing the approved Long Range Transportation Plan. Preliminary project planning work for selected projects from the Long Range Transportation Plan Update will be analyzed and advanced. Central staff will continue the traffic forecasting efforts under the modeling and forecasting task including updating employment information, traffic counts, and land use data for the expanded geographic limits of the model. The model will be used for corridor studies and other requests by NYSDOT and consultants. Staff will participate in the NYS MPO Climate Change Working Group to look at ways for the MPOs to address federal and state proposed green house gas emissions.

Efforts will continue in the area of coordinating human service agencies' transportation needs through the Coordinated Public Transit-Human Services Transportation Plan. The HOCTS staff will continue to work toward implementation of regional transit. HOCTS will continue to conduct service reviews of the public transit providers' services including; surveys, ridership counts and service levels as needed. HOCTS will assist CENTRO of Oneida in surveys and data collection to be used by CENTRO in various planning efforts.

Work will continue on efforts to maintain the current data base describing the characteristics of the area highway and transit systems including traffic counts on local roads and pavement condition ratings of the Non-state Aid Federal Highway system. Geographic Information System (GIS) activities will continue by adding data to the non-state Federal Aid Highway System, and providing GIS support for Welfare-to-Work activities.

Program support and administration activities will ensure that provisions are made for the accomplishment of necessary and routine organizational, management, and administrative activities. Work will continue on developing, implementing and administering the Job Access Welfare-to-Work activities and Section 5310 and assisting Oneida County with the FTA Triennial Review scheduled for June. In addition, proper documentation of program accomplishments and the status of UPWP activities will be provided. The proper general direction of the study and an accurate assessment of local transportation needs requiring analysis, will be supported by the preparation of the annual UPWP.

Safety planning will be integrated into the Planning Process through participation on the statewide MPO Safety Working Group (SWG). Staff will also work on implementing Safe Routes to School Program and assist Region 2 in public outreach and project selection.

Funding for the UPWP includes \$489,886 FHWA PL funds and \$66,684 FTA (Section 5303) funds estimated for the 2009-10 program year.

HOCTS is also programming \$100,000 of unspent PL funds.

OTHER TRANSPORTATION PLANNING ACTIVITIES

Statewide Collaborative Planning Initiatives

New York's thirteen MPOs have frequently pooled FHWA PL and FTA 5303 funds to accomplish joint statewide planning activities. These statewide activities address issues of common interest across all MPOs and increase the level of attention paid to issues of statewide significance.

Pending the outcome of MPO and NYSDOT discussions on the 2009/10 SCI program in light of current and anticipated fiscal constraints, the UPWP will not show metropolitan planning fund SCI set-asides. If the decision is made to resume the funding set-aside for SCIs, NYSDOT will issue revised allocations.

Statewide Projects of Significance

Included for informational purposes are statewide projects of significance relevant to Oneida and Herkimer Counties.

Route 12 Corridor Study

The purpose of this study is to assess the importance to NYS for upgrading Route 12 between Binghamton and Utica. A Route 12 study task force has been set up to develop a mission statement, scope of services and RFQ. The consultant will work with the task force to develop a report to show the economic importance of developing the Route 12 corridor and provide short-term and long-term alternative solutions.

Project Budget: \$100,000

CONSIDERATION OF THE SAFETEA-LU PLANNING FACTORS

SAFETEA-LU expanded the number of planning factors to 8 broad areas to be considered in the planning process including:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
7. Promote efficient systems management and operation.
8. Emphasize the preservation of the existing transportation system.

2010-2011 UNIFIED PLANNING WORK PROGRAM TASKS

Program Support and Administration (FTA 44.21.00)

ACTIVITIES

Review and Comment

Objective: To coordinate and review plans and programs of other agencies.

Description: This activity provides HOCTS with a review mechanism for reviewing and commenting on the plans of other agencies responsible for initiating and implementing transportation projects. Information reports, environmental impact statements, Intergovernmental Reviews, proposed Federal and State regulations, and other transportation related project proposals will be reviewed. HOCTS staff will continue to attend Region 2 NYSDOT Capital Program, Pavement and Safety Committee meetings at the invitation of Region 2. Interfacing with Region 2, Main Office, NYSDOT, FHWA and FTA on various transportation issues and activities.

Product: Interagency communications.

Lead Agency: NYSDOT and HOCTPS

Public Participation Program

Objective: To obtain the participation of area residents, citizens groups, public agencies, handicapped individuals, minorities, public and private transportation providers, environmental groups, and elected officials in the transportation planning process using methods that complement the established TAC, TPC and GP&L committee structure.

Description: The HOCTS staff and the Transportation Planning Committee are continually seeking improvements to community liaison efforts and public contributions into the HOCTS planning process. The staff responds to specific requests and comments from outside organizations, such as distributing maps and reports and answering questionnaires and other written and telephone inquiries. Coordination with local television, radio and print media is ongoing. Citizen participation will also take place in the form of public hearings and meetings on major transportation planning documents. The Governmental Policy and Liaison Committee members include elected officials, NYS Department of Transportation, Community Action agencies, a commissioner of Social Services, Central New York Regional Transportation Authority and the New York State Thruway Authority. Also included are the NYS Department of Economic Development, NYS Department of Environmental

Conservation and NYS Health Department. The transit operators and Bike/Ped Committee are involved in the TIP, Long Range Plan update, and UPWP process. The Human Services Transportation Coordination Committee is an advisory committee for the Human Services Transportation Coordination Plan. HOCTS keeps an up-to-date mailing list of all the committees which includes interested citizens, public officials, and the media. This work task will provide for activities not directly related to a specific project and to overall monitoring of public participation activities. The Oneida County Environmental Management Council (EMC) reviews and comments on all major transportation studies and documents. HOCTS also obtains public input through the use of surveys, such as the "Statewide Attitudinal and Preference Survey" and the "MPO Freight Movement Survey" which were funded in part by HOCTS.

The HOCTS web site, www.hocts.org, has been updated to include the UPWP, TIP and Long Range Plan in a downloadable format. HOCTPS will author the transportation portion of the Oneida County Annual Report which will be combined with reports of other agencies within the Oneida County Planning Department.

Product: Press releases, case specific communications, surveys, meetings, public hearings, transportation portion of Oneida County's 2009 Annual Report. Update HOCTS web site, and implemented the updated Public Participation Plan.

Lead Agency: HOCTPS

General Administration and Development

Objective: To perform the administrative functions of the transportation planning process.

Description: This activity provides for the day-to-day management and administration functions of the program including the following:

- a. Management and coordination of day-to-day staff activities and personnel.
- b. Preparing annual grant applications, program budget submissions, budget amendments, annual self-certification, and related background material.
- c. Advertising and recruitment efforts to fill Central Staff positions.
- d. Preparation, review, and processing of requests for payments and reimbursements.
- e. Maintenance of financial records.
- f. Preparation for and participation in Transit Advisory Committee, Transportation Planning Committee, and Governmental Policy and Liaison Committee, and all technical subcommittee meetings.
- g. Professional development including staff attendance at symposiums, conferences, meetings, and seminars directly related to HOCTS Goals and Objectives.

- h. Interoffice personal computer administration, software, networking, printers, GPS, plotters, and other Information Technology (IT)activities.

- Product:
- a. Administer the FTA Section 5303 Technical Studies grant and FHWA PL grant.
 - b. Reimbursement requests.
 - c. Financial records for HOCTS activities.
 - d. Meeting notices, agendas, and minutes of Committee meetings.
 - e. Self-certification submissions.
 - f. Administer and maintain IT activities.

Lead Agency: HOCTPS and NYSDOT

Unified Planning Work Program and Semi-annual Progress Reports

Objective: To prepare a 2011-2012 UPWP and semi-annual reports on the 2010-2011 UPWP, and amendments to the UPWP.

Description: A one year work program documenting transportation and related planning activities anticipated within the study area will be developed for the 2011-2012 program year. Development of the program will be guided by the HOCTS Long Transportation Planning Prospectus, federal and state requests, and input from the HOCTS committees and staff. The data, analysis, and procedural needs will be estimated by each participating agency. This task will also include all required administrative processing approvals, and development of scopes of services for pending tasks.

Additionally, progress reports on the work program will be prepared for submission to Federal funding agencies and appropriate NYSDOT offices. These requested reports will document all progress made in the various UPWP tasks and supply all data necessary to assure proper documentation.

Product: Two UPWP Progress Reports and a 2011-2012 UPWP.

Updating computer programs and software necessary for preparing UPWP reports, and amendments as needed.

Lead Agency: HOCTPS

Direct and Indirect Costs

Objective: To fund non-staff costs.

Description: This activity is included in the UPWP as a budgeting mechanism to keep track of and charge other direct and indirect costs associated with the work of HOCTS staff. Annual inclusion of these items simplifies bookkeeping procedures and provides a more concise summary of program charges.

Direct and indirect items include the following: consultants, supplies, equipment, travel, printing, and reproduction. The budgets for each individual item are included in the auditable tables. Charges to this activity will be included in the quarterly reports and billed in the quarterly reimbursement requests.

In addition, an approximate amount of \$4,000 will be earmarked for computer equipment, and other equipment necessary to implement transportation planning programs. Desks, file cabinets, chairs and other office equipment, as necessary, will be purchased.

HOCTS participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. Statewide payment of AMPO registration fee for all the MPOs is made by the Capital District Transportation Committee (CDTC). The state transfers a portion of each MPO's federal allocation to CDTC to enable CDTC to make a single payment to AMPO on behalf of all the MPOs. Therefore, HOCTS formula distribution is reduced by the state for the amount of the registration fee. HOCTS contribution for AMPO participation for 2010/2011 is \$859. The statewide cooperative initiatives are funded via a similar simple payment method.

Product: Supplies, computer equipment, software, office equipment, travel expenses, AMPO dues, registration fees, and printing and reproduction necessary for staff operations.

Lead Agency: HOCTPS

General Development and Comprehensive Planning (FTA 44.22.00)

ACTIVITIES

Planning Assistance and Coordination

Objective: To provide assistance to local agencies and to coordinate the activities of the HOCTS staff.

Description: The intent of this activity is to enable the HOCTS staff to maintain a responsible and responsive position relative to other government agencies. The agencies include, but are not limited to, the New York State Department of Transportation, Department of Public Works in Rome, Utica, Sherrill, Little Falls, Herkimer County, and Oneida County, Utica and Rome City Planning Departments, the CNYRTA, and Birnie Bus Tours. Staff, in cooperation with the transit operators, will review, modify, and document as appropriate, the local FTA Section 5307 suballocation process. Staff will also assist, as necessary, in the preparation and administration of any capital assistance grant applications on behalf of transit operators. In many instances, other State and local agencies require technical assistance from the HOCTS staff. Staff will conduct transit surveys, ridership counts and service level analysis as needed or requested.

Under this activity staff will respond to requests for traffic counts, signal studies, and other highway related data and information. Staff will also respond to requests for transit data, and requests for assistance with capital and operating grants including collecting data for the next federal Triennial Review and addressing Triennial Review issues.

Staff will assist in other transportation related activities such as air, pedestrian, bicycle, main street, rail, and canal initiatives. Staff will attend to the role of transportation in economic and quality-of-life considerations, including the importance of efficient movement of freight to developing the economy, and will assess the safety of transportation facilities, projects, and programs.

Also under this activity, staff will assist Oneida County in implementation of the Union Station Master Plan and will assist the City of Rome in the administration of the FTA grant for the implementation of improvements to the Rome Station and parking garage.

This activity will include providing assistance and coordination between the HOCTS and other agencies. It will also provide for coordination among the staffs providing services to HOCTS.

Staff will address federal livability guidance, including any training workshops, data collection, strategies, or activities in support of livability planning.

Under this task staff will assist Region 2 NYSDOT in providing public information meetings to present the Federal Transportation Enhancement Program (TEP), solicit candidate enhancement projects and coordinate on the development of a method for prioritizing projects.

The HOCTPS staff will continue to assist NYSDOT in promoting Arterial Management Concepts. It may include identifying appropriate venues such as County training sessions for local planning and zoning board members.

The HOCTS staff will continue to identify priority corridors for applying arterial management techniques and strategies. Arterial management will be incorporated into the Long Range Transportation Plan, UPWP, and TIP where appropriate. Staff will support consistency between transportation improvements and state and local planned growth and economic development patterns.

Product: Communications responding to requested assistance to member agencies.

Lead Agency: HOCTPS

Geographic Information System

Objective: To have a Geographic Information System to enhance and analyze transportation planning studies by providing quick access to urban area transportation data bases. To have a GIS system which will complement and coordinate with NYSDOT GIS efforts.

Description: HOCTS will continue to implement transportation oriented Geographic Information System (GIS). The system will initiate consolidation of the varied transportation data bases for the two-counties and provide linking capabilities into the transportation planning process. This linking ability will provide a quick response capability to planning analysis and information requests. HOCTS will continue to update the non-state Federal Aid Highway System on GIS. The data to be collected for input will be based on local, and state needs, and national planning requirements. The data will include but not be limited to, pavement ratings, highway classifications, land use data, traffic counts, transit routes, transit facilities, bus stops, and other traffic, transit and demographic data. Transit data and GIS analysis to assist in Welfare to Work initiatives and implementation of the transit services consolidation and coordination. It may also include data on the area's air, NYS GIS based rail map, canal, bicycle and pedestrian facilities, Traffic Analysis Zones (TAZs), freight, Census support, safety issues, and Environmental Justice. It will also include any GIS efforts needed to support the NYSDOT planning efforts.

Product: A GIS system which will provide quick access to the area's data base for use by planners and policy makers.

Staff training on GIS computer software.

Lead Agency: HOCTPS

Road Centerline / Address Range Correction

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.

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

The geographic position and address range will be verified using digital ortho-photography, tax map parcel boundaries, real property information and local knowledge. The local knowledge component of this verification process being the most important. Most of Oneida County is completed. Efforts will focus on completing Northern Herkimer County.

Product: Arcview shapefile of street centerlines and their address ranges for Oneida and Herkimer Counties. This product will then be used for a number of transportation related projects including; transit planning, passenger location software, and transportation modeling.

Lead Agency: HOCTPS and HOCCPP

Census Support

Objective: To review and analyze the Census Transportation Planning Package (CTPP) for the Utica-Rome MSA and to assist the U.S. Bureau of Census in reviewing, updating, and evaluating Census data as requested.

Description: The Census Transportation Planning Package (CTPP) is a set of special tabulations oriented toward transportation planners created by the Bureau of the Census based on data collected in the Census. The HOCTS Staff will review and analyzing the CTPP for the MPO. Staff will continue to provide assistance as necessary for the Census update and support to the Oneida County Census Data Affiliate.

The Census Bureau at times has requested HOCTS to assist them in locating streets and addresses and updating TAZ's in order to update the Master Address File (MAF) and TIGER data base.

Products: Ongoing operation and use of the CTPP by the MPO for transportation analysis and planning.

Updated TIGER data base files, TAZ's, and MAF for the Census Bureau and HOCTS modeling efforts upon request.

Staff training on computer software.

Lead Agency: HOCTPS

Environmental Justice

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

Description: The HOCTS staff will continue to ensure compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898 on Environmental Justice and related statutes and implementing regulations as they relate to the HOCTS planning process.

Products: Continue to update the 2004 Environmental Justice Analysis report, DBE submissions, Affirmative Action Plans, Equal Opportunity Employer notices, Environmental Justice documentation, and related reports, documents, meetings, and training to assure compliance with appropriate legislation.

Lead Agency: HOCTPS

L RTP - System Level (FTA 44.23.01)

ACTIVITIES

Long Range Transportation Plan

Objective: To implement the approved 2010-2030 Long Range Transportation Plan Update and amend as necessary.

Description: HOCTS 2010-2030 Long Range Transportation Plan Update was approved in December 2009.

The HOCTS staff will continue the LRTP project implementation process as appropriate, for projects on the LRTP. This may include, but not be limited to, collecting data, project meetings, project scoping, and preliminary studies necessary to progress projects to implementation. This may include developing consultant contracts, RFP development, and administration of consultant contracts. It will also involve implementation of the HOCTS Bicycle and Pedestrian Plan with emphasis on promoting pedestrian safety and mobility.

The 2010-2030 Long Range Transportation Plan Update was approved in December 2009 and addresses SAFETEA-LU planning provisions. This included reviewing the 2005-2025 plan, collecting and analyzing data and obtaining public input from interested parties, revised project descriptions and method of prioritizing projects in support of the new LRTP. Staff employed visualization techniques as part of the LRTP development. Safety and security is addressed as a separate planning factors, discussion of potential environmental mitigation activities, along with potential sites, developed in consultation with Federal, State, tribal, wild life and land management, and regulatory agencies. HOCTS consulted with state and local agencies responsible for land use management and environmental protection, conservation and historic preservation agencies.

Staff will continue to identify community needs and pursue opportunities to facilitate sessions with communities to document community desires for livable communities. Staff will amend the Long Range Plan to address any new planning provisions that may be required from the next transportation bill.

Product: Implement Long Range Transportation Plan. Documentation of activities related to implementing of the Long Range Transportation Plan Update and amend as needed.

Lead Agency: HOCTPS and NYSDOT

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: Central Staff is the traffic modeling forecasting agency for the MPO. Staff will continue to update traffic counts, land use data, trip generation rates and other factors necessary to maintain and expand the forecasting model. Staff will use traffic counts of major generators to develop local trip generation rates for use in the HOCTS model and related transportation studies.

Staff will participate in the MPO Climate Change Working Group to look at ways for the MPO to address federal and state proposed green house gas emissions regulations. Staff will also work on any working group regarding the development of proposed performance measures.

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

Product: Continue to implement TransCAD, obtain training and refine the new model, and participation with statewide working groups.

Staff training on new modeling software, a consultant assessment of the model.

Lead Agency: HOCTPS

Landuse and TAZ Buildout

Objective: To continue to estimate expected land use growth in Oneida and Herkimer Counties and updated TAZ's for the Regional travel demand forecasting model to project traffic volumes in the years 2015, 2025 and 2030.

Description: Transportation Analysis Zones (TAZ's) are the basis for the HOCTS travel demand forecasting model. The model is used widely by NYSDOT and HOCTS for numerous transportation studies. An important use of its model is forecasting future traffic volumes. In order to have this it is necessary to estimate expected land use growth in the two counties and update the data used in each TAZ.

A team of land use planners, a demographic planner, GIS staff and transportation planners will continue to carry out the land use and TAZ analysis. The basic areas to be analyzed include: census data (population, household, projection, etc.) environmental constraints, land use, community plans, infrastructure, and business development. The analysis will include data development, projections, and GIS mapping.

Products: Updated and projected land use and TAZ's for the years 2015, 2025 and 2030 for Oneida and Herkimer Counties. GIS mapping of land use and TAZ's.

Lead Agency: HOCTS.

L RTP - Project Level (FTA 44.23.02)

ACTIVITIES

Project Study Development

Objective: To advance projects from the Long Range Transportation Plan Update to the study phase.

Description: As projects on the Long Range Transportation Plan advance it is necessary to conduct studies of the proposed projects. This would require preliminary meetings with NYSDOT, local officials and consultants. Activities may include preparing scopes of services, RFPs and other tasks necessary to initiate and undertake a study. Activities can also include providing land use data, census information and other transportation data necessary for conducting a study, and conducting an assessment of safety needs in transportation plans, programs, and projects. Staff would also review and comment on draft reports and related materials.

Staff will prepare a Scope of Services for identified study projects as necessary.

Bicycle and Pedestrian Transportation and Trail

Objective: To promote and integrate the use of pedestrian and bicycle travel within existing and new facilities, and as alternative modes of transportation.

Description: Staff will continue to assist local and state agencies develop plans to connect the statewide Canal Trail through Herkimer and Oneida Counties. The New York State Canal Recreationway Plan includes a Class I bicycle and pedestrian trail facility extending from Buffalo to Albany along the canal. HOCTS staff will continue to provide planning assistance in identifying possible locations for the trail, coordinate meetings, generate public input and perform other identified activities related to the trail projects. This work will recognize recreational uses of trail facilities and their potential to encourage economic development, and it will encourage participation by supporters of various recreational uses.

Staff will continue to update the HOCTS bicycle/pedestrian plan, update, print, and distribute a new bike map and provide technical support, including main street/streetscapes, traffic calming, non-motorized ITS, and accessible pedestrian signal guidance, and outreach to communities interested in developing bicycle trails and pedestrian facilities. Staff will consider the integration of bike/ped improvements with the programming of TIP projects. The bicycle map will be updated and reprinted as necessary. Staff will address any ADA requirements as part of the update.

Product: Implement Bicycle and Pedestrian Plan, update and reprint the Bicycle and Pedestrian Routes Map, documentation of activities related to pedestrian and bicycle facilities and trail planning and support activities, and annual listing of investments in pedestrian walkways and bicycle transportation facilities.

Lead Agency: HOCTPS/HOCCPP/NYS DOT

Regional Transit

Objective: To continue to develop and advance the coordination and consolidation of regional transit.

Description: The purpose of the task is to develop and implement consolidation and coordination of transportation activities between the public transit operators and human services agencies transportation needs; and to work on activities necessary to implement coordinated and consolidated regional transit.

Staff will provide technical support and data collection efforts necessary to advance Community Solutions for Transportation (CST) and Federal Job Access grant support as needed. Staff will conduct, as necessary, surveys, ridership counts and

route analysis to support consolidation and coordination of transit.

Assist Centro of Oneida and Birnie Bus in the implementation of service changes by providing information on the locations of employers, shift times, number of employees by shift and residential locations.

Staff will aid Oneida County, as requested for transportation projects and mobility management functions supporting Welfare to Work transportation needs.

Products: Documentation of activities related to implementation of coordinated and consolidated regional transit. Activities related to administration of JARC and scope and survey instruments needed to assist Centro of Oneida and Birnie Bus in service changes and other planning needs.

Lead Agency: HOCTPS, Centro of Oneida and NYSDOT

Functional Classification

Objective: Update the HOCTS functional classification as needed.

Description: Staff will continue to update the Functional Classification as necessary. The updates will be sent to Region 2-NYSDOT, Main Office NYSDOT, FHWA for review and approval. Staff will continue with any necessary system-wide review and change of functional classifications.

Product: Continue to update Functional Classification maps and descriptions in response to local, NYSDOT and FHWA request.

Lead Agency: NYSDOT and HOCTPS

Transportation Improvement Program (FTA 44.25.00)

ACTIVITIES

Transportation Improvement Program

Objective: To amend the 2008-2012 TIP as necessary, and prepare the 2010-14 Transportation Improvement Program of federally-funded highway and transit improvements in the HOCTS area that indicates the transportation spending priorities of local elected officials, within projected funding limits, that is consistent with the long and short range transportation plans. To promote coordination of project implementation. To inform interested parties of the status of federally funded projects in the HOCTS area.

Description: This task includes all work related to the development, monitoring, production and amendment of the TIP. The TIP will be SAFETEA-LU compliant. Suggestions for TIP projects will be drawn from all appropriate sources, including the Long-Range Transportation Plan, the management systems, the Transit Capital Investment Plan, air quality analysis, plan refinement studies, private enterprise transit participation, funding allocations, Region 2 ITS Study, study participants and other Interested Parties. Projects from the present TIP will be reconsidered if they have not been initiated. The TIP will address NYS Energy Plan recommendations, as appropriate. This activity will include the identification, analysis, development and processing of amendments to the adopted TIP. The TIP receives public review via HOCTS Public Participation Plan and will comply with SAFETEA-LU planning provisions including appropriate consultation with state and local agencies, and the use of visualization techniques. Staff address any ARRA reporting, project selection or related TIP amendments. TIP projects will be entered into eSTIP.

Staff will work with Region 2 NYSDOT and the TPC to develop a project selection process for locally administered projects to be funded with federal funds.

Product: Prepare the FFY 2010-2014 Transportation Improvement Program (TIP) and amendments to the FFY 2008-2012, and 2010-2014 TIPs and develop project selection process.

Lead Agency: HOCTPS and NYSDOT

Emphasis Areas (FTA 44.26.00)

ACTIVITIES

Safety and Security (FTA 44.26.16)

Objective: To conduct a system-wide assessment of transportation safety and security issues as necessary and address the SAFETEA-LU planning provisions. To reduce the number and severity of crashes and crash outcomes in Herkimer and Oneida Counties integrating safety into transportation planning and programming activities.

Description: HOCTS will continue, as necessary, to inventory transportation accidents and safety issues that will support the analysis of transportation safety by location, mode, type of users, and other factors. Consideration will be given to all modes and users of the regional transportation system, including highway, trucking, rail and freight, transit, bicycle and pedestrian routes, and other relevant factors. Special consideration will be given to the analysis of accident data on the non-state federal-aid-eligible highway system. Specific safety issues could include the integration of various transportation uses such as: rail grade crossings; traffic control facilities and road markings; classification counts for light, medium, and heavy trucks; sidewalks and pedestrian crossings, and pedestrian accessible signals; bicycle lanes and road shoulders; the accommodation of older drivers; and intermittent or seasonal issues such as maintenance and snow removal.

Staff will evaluate how safety considerations can be integrated into the HOCTS' transportation planning process. Additionally, staff will attend conferences and training seminars related to safety planning and continue to be involved with statewide MPO Safety Work Group (SWG). Staff will address any new SAFETEA-LU provisions regarding transportation security. Staff will look into coordinating Road Safety Audits for identified locations in Oneida and Herkimer Counties. Staff will work with the SWG to develop a Comprehensive Safety Monitoring and Planning Process. The process will be flexible and will consider the goals of the NYS Safety Plan and incorporate the use of the NYS MPOs Safety Assessment Process. Safety issues on the non-State Federal Aid and non-Federal aid systems will be a primary consideration.

Staff will also participate in the Safe Routes to School Program and undertake activities needed to implement the program in Herkimer and Oneida Counties.

HOCTS will address transit, highway, rail and aviation security issues as appropriate. This includes identifying safety issues, attending meetings and training programs. Staff will collect security related data as a basis for identifying key security issues as well as possible solutions. Staff will meet with local and state policy agencies and local traffic safety boards.

Product: An inventory and assessment of transportation safety and security issues, and demographics suitable for consideration in evaluating programs and projects for the LRTP, TIP, and studies. System-wide analysis in support of transportation safety and security and demographics within the two-county area. A list of strategies for integrating safety into the planning process and develop a list of information tools and resources needed to support the action steps. Reports or documents in support of SAFETEA-LU planning provisions and Road Safety Audits. Attend Safety Working Group meetings and provide assistance to the group.

Lead Agency: HOCTPS

Management and Operations (FTA 44.26.07)

Data Collection and Management

Objective: To maintain a data bank on the use and condition of the transportation infrastructure and to help resolve transportation deficiencies.

Description: This activity provides for the collection, maintenance, and retrieval of data on the use and condition of transportation infrastructure. An inventory of infrastructure conditions of highways on the non state Federal Aid Highway system using the standard NYSDOT sufficiency rating system. The results will be merged with the NY State results to display and report on the entire Federal Aid Highway System for the two counties. An inventory will be taken of sidewalks and shoulders of roads including state Federal Highway System. This information will be used to assist in bicycle and pedestrian planning and ADA requirements.

In the fall of 2007, HOCTS obtained 10 traffic counters from NYSDOT, software and training. About 150-200 counts a year will be taken on the non state Federal Aid System in coordination with Region 2 NYSDOT. Other counts will be taken as requested.

Staff will collect as necessary data needed to support the NYSDOT activities.

Products: An organized data system on transportation infrastructure. Report on Pavement Condition Ratings. A report on the sidewalk and shoulder inventory. Traffic counts and data reports.

Lead Agency: HOCTPS and NYSDOT

Coordinated Human Services Transportation Plan

Objective: To collect agency transportation information, data, and issues for analysis and update of the HOCTS Coordinated Human Services Transportation Plan.

Description: HOCTS staff will continue to collect information and data related to agency transportation services in the two counties. This will include any necessary surveys of agencies' vehicles, schedules, number of clients, issues and other information relating to their transportation. The locally developed public transit-human services transportation plan will be implemented through the Transportation Coordination Committee that includes representatives of public, private, and non-profit transportation human services providers, as described in SAFETEA-LU. HOCTS and the TCC will solicit projects for JARC and New Freedom funding. The plan will be used in support of 5310 applications. The plan will be updated as needed.

Product: An updated Coordinated Human Services Transportation Plan and supporting documents, and Transportation Coordination Committee meetings and plan implementation, project solicitation and selection.

HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
2010-2011 UPWP

SCHEDULE A

WORK TASK BUDGET: FHWA (PL)*

FTA CODE	TASK	HOCTPS (\$)	THIRD PARTY (IKS+\$)	NYSDOT (match)	TOTAL (IKS+\$)
44.21.00	Program Support & Administration	\$125,000	\$16,000	\$29,744	\$170,744
44.22.00	Gen. Develop. & Comp. Plan	111,000	4,593	4,000	119,593
44.23.01	LRTP - System Level	94,000	3,325	12,881	110,206
44.23.02	LRTP - Project Level	114,431	5,239	10,000	129,670
44.25.00	Trans. Improve. Program	20,000	5,127	34,929	60,056
44.26.00	Emphasis Areas	125,455	2,583	19,050	147,088
	TOTAL	\$589,886	\$36,867	\$110,604	\$737,357

* Table values are rounded to whole dollar amounts.

HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
2010-2011 UPWP

SCHEDULE A
(Continued)

WORK TASK BUDGET: FTA (SECTION 5303)*

FTA CODE	TASK	HOCTPS (\$)	THIRD PARTY (IKS+\$)	NYSDOT (match)	TOTAL (IKS+\$)
44.21.00	Program Support & Administration	\$26,500	\$2,999	\$5,503	\$35,002
44.22.00	Gen. Develop. & Comp. Plan	21,184	1,169		22,353
44.23.01	LRTP - System Level	2,000			2,000
44.23.02	LRTP - Project Level	2,000			2,000
44.25.00	Trans. Improvement Program	5,000		4,000	9,000
44.26.00	Emphasis Areas	10,000		3,000	13,000
	TOTAL	\$66,684	\$4,168	\$12,503	\$83,355

HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
2010-2011 UPWP

SCHEDULE B

AUDITABLE TABLE: FHWA (PL)*

ACCOUNTING CATEGORY		STATE FORCES NYS DOT	THIRD PARTY HOCTPS/HOCCPP	TOTAL
41.20.01	Personnel	\$ 59,815 ¹	\$373,297 ²	\$433,112
41.20.02	Fringe Benefits	33,957 ³	209,456 ⁴	243,413
41.20.03	Travel		10,000	10,000
41.20.04	Equipment		4,000	4,000
41.20.05	Supplies		14,000	14,000
41.20.06	Contractual			
41.20.07	Other (Printing)		16,000	16,000
41.20.08	Indirect Charges	16,832 ⁵		16,832
TOTAL		\$110,604	\$626,753	\$737,357

Footnotes:

1. Staff Salaries (direct labor)
2. Staff Salaries (direct labor)
3. Fringe Benefits and leave = 56.77% of direct labor (Fringe 35.44% + Leave 21.33%)
4. Fringe Benefits (56.11% of direct labor)
5. Indirect Charges (28.14% of direct labor)

HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
2010-2011 UPWP

SCHEDULE C

AUDITABLE TABLE: FTA (Section 5303)*

ACCOUNTING CATEGORY		STATE NYSDOT	THIRD PARTY HOCTPS/HOCCPP	TOTAL
41.20.01	Personnel	\$ 6,762 ¹	\$40,902 ²	\$47,664
41.20.02	Fringe Benefits	3,839 ³	22,950 ⁴	26,789
41.20.03	Travel		3,500	3,500
41.20.04	Equipment			
41.20.05	Supplies		2,500	2,500
41.20.06	Contractual			
41.20.07	Other (Printing)		1,000	1,000
41.20.08	Indirect Charges	1,902 ⁵		1,902
TOTAL		\$12,503	\$70,852	\$83,355

Footnotes:

1. Staff Salaries (direct labor)
2. Staff Salaries (direct labor)
3. Fringe Benefits and leave - 56.77% of direct labor (Fringe 35.44% + Leave 21.33%)
4. Fringe Benefits (56.11% of direct labor)
5. Indirect Charges (28.14% of direct labor)

TASK SUMMARY

HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
2010-2011 UPWP**SCHEDULE D**
SUMMARY
AGENCY TOTALS
(FHWA PL, and FTA Section 5303)

FTA CODE	TASK	HOCTPS (\$)	THIRD PARTY (IKS+\$)	NYSDOT (match)	TOTAL (IKS+\$)
41.11.00	Program Support & Administration	\$151,500	\$18,999	\$ 35,247	\$205,746
41.12.00	Gen. Develop. & Comp. Plan	132,184	5,762	4,000	141,946
41.13.01	LRTP - System Level	96,000	3,325	12,881	112,206
41.13.02	LRTP - Project Level	116,431	5,239	10,000	131,670
41.15.00	Trans. Improve. Program	25,000	5,127	38,929	69,056
41.17.00	Emphasis Areas	135,455	2,583	22,050	160,088
	TOTAL	\$656,570	\$41,035	\$123,107	\$820,712