

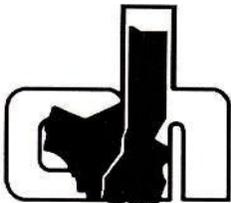
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**UNIFIED PLANNING**  
**WORK PROGRAM**

**UPWP**

**April 1, 2016**  
**through**  
**March 31, 2017**

**Herkimer-Oneida Counties Transportation Study**  
Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501  
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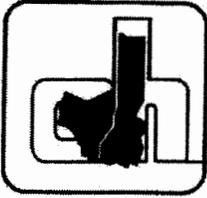
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## HERKIMER-ONEIDA COUNTIES GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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

HOCTS Resolution 2016-01

### Resolution to Adopt the 2016 – 2017 Unified Planning Work Program (UPWP)

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

**WHEREAS**, Title 23 CFR Part 450 and Title 49 CFR Part 613 require that a work program describing the expected transportation planning activities be developed and adopted each year by the Metropolitan Planning Organization; and

**WHEREAS**, the HOCTS staff developed this UPWP through the continuous, comprehensive and cooperative transportation planning process in coordination with state, regional and local officials; and

**WHEREAS**, the 2016-2017 UPWP was legally advertised for public review in accordance with HOCTS PPP and all applicable regulations, with the review period closing on March 8, 2016; and

**NOW THEREFORE BE IT RESOLVED**, that the Governmental Policy and Liaison Committee for the Herkimer-Oneida Counties Transportation Study endorses and hereby adopts the 2016-2017 Unified Planning Work Program; and

**BE IT FURTHER RESOLVED**, that the Committee authorizes the Transportation Planning Committee to make necessary revisions and refinements to 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 Study certifies that the requirements of 23 CFR Part 450.114 (c) have been met; and

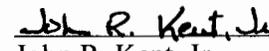
**BE IT FURTHER RESOLVED**, that the Committee authorizes transmittal of this 2016-2017 UPWP to the NYS Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds; and

**BE IT FURTHER RESOLVED**, that the Committee also authorizes submittal of the 2016-2017 UPWP to the statewide and area wide clearinghouses to fulfill any federal and state review requirements for the work to be done and the funds to be used; and

**BE IT FURTHER RESOLVED**, that the Committee also authorizes transmittal of this 2016-2017 UPWP to the NYS Department of Transportation to be used for an application by DOT to the Federal Transit Administration to obtain transit planning funds on behalf of HOCTS; and

**BE IT FURTHER RESOLVED**, that the GP&L Committee hereby directs the Chairman to communicate this action to the appropriate State and Federal officials in the prescribed manner.

  
Bernard Peplinski, Sr.      3/17/16  
Chairman      Date

  
John R. Kent, Jr.      3-17-2016  
Secretary      Date

## **OVERVIEW OF THE HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY (HOCTS)**

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

MPOs were created, in compliance with the Federal Highway Act of 1962, to establish regional transportation goals and objectives for Urbanized Areas with a population of greater than 50,000. HOCTS was created in 1963 by corresponding resolutions of Herkimer County and Oneida County to conduct this activity for the HOCTS Metropolitan Planning Area (MPA), which encompasses the Utica Urbanized Area, Rome, Sylvan Beach, Little Falls, Oneida (portion) and Ilion-Herkimer Urban Clusters, and the surrounding area within Herkimer and Oneida Counties. HOCTS shares responsibility with the NYS 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 federal transportation legislation.

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

The three documents are used to direct the activities of HOCTS staffs and to ensure that the MPO remains in compliance with NYS Department of Transportation, Federal Highway Administration and Federal Transit Administration policy. Compliance with Federal policy is required for the HOCTS program to remain one of the fourteen MPOs in NYS.

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

## **OVERVIEW OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)**

The Unified Planning Work Program (UPWP) is an outline of the transportation planning, programming and budgetary activities that are to be undertaken by the Herkimer-Oneida Counties Transportation Study (HOCTS) for the State Fiscal Year (SFY) '16 running from April 1, 2016 to March 31, 2017.

This comprehensive UPWP is developed to advance the coordination of transportation and transportation-related planning activities in the Metropolitan Planning Area (MPA) boundary, which encompasses the entirety of Herkimer and Oneida Counties. The UPWP consists of specific tasks which focus on both federal and local goals for the two-county transportation system, serving to define the work program. It provides an overview of the area's transportation planning program to elected officials, government agencies and citizens who are associated with HOCTS. Development of the UPWP provides individuals and agencies with an opportunity to provide input and understand the transportation planning tasks scheduled to be undertaken during the upcoming year. The UPWP provides a series of benchmarks by which progress can be measured. The UPWP also serves as a coordination mechanism and guide for HOCTS staff which undertake the developed tasks. Finally, the UPWP provides a record of past, current, ongoing and proposed activities to the federal, state, and local agencies providing funding.

The current Federal transportation bill was signed into law by President Obama on December 4, 2015. The Fixing America's Surface Transportation (FAST) Act. Overall, the FAST Act largely maintains current program structures and funding shares between highways and transit. It is a down-payment for building a 21st century transportation system, increasing funding by 11 percent over five years. This is far short of the amount needed to reduce congestion on our roads and meet the increasing demands on our transportation systems. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

The previous bill, MAP-21 developed seven national goals: Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement & Economic Vitality, Environmental Sustainability, and Reduced Project Delivery Delays. These goals are overriding to the four core formula programs: 1) National Highway Performance, 2) Surface Transportation, 3) Highway Safety Improvement, 4) Congestion Mitigation and Air Quality. The FAST Act provides new planning factors to consider which include projects and strategies that 1) improve resiliency and reliability of the system, 2) reduce or mitigate storm-water impacts on surface transportation and 3) enhance travel and tourism. These continue to build on the eight planning factors originally developed in MAP-21, and are used as an underscoring guidance for the development of the 2016-2017 UPWP.

The 2016-2017 UPWP was developed through a collaborative process involving HOCTS staff, committees and opportunity for public involvement. The process began with a letter soliciting comments and ideas from the membership of the TPC and the GP&L Committees. These ideas were combined with continuing activities taken from the 2015-2016 UPWP and input from NYSDOT Region 2. In addition, elements from NYSDOT's call letter, Federal Planning Emphasis Areas and FAST Act legislation were incorporated. The 2016-2017 UPWP was made available for a two-week public review period, prior to adoption by the GP&L. During this time the document is provided to the TPC, NYSDOT Region 2 staff, and other agencies which may have requested review. NYSDOT main office, FHWA and FTA are provided the document approximately one month prior to scheduled GP&L adoption. Upon review, given the GP&L finds the 2016-2017 UPWP to meet the HOCTS mission, support the planning principles, goals and objectives, Federal and State programming and ultimately furthers transportation planning in Herkimer and Oneida Counties, the document is then approved by the GP&L. Once approval is received the 2016-2017 UPWP is submitted to NYSDOT, FHWA and FTA for final processing.

## **FUNDING SUMMARY**

Funding for the operation of HOCTS is provided via pass through funding from NYSDOT under the FAST Act. This planning funding, like other Federal transportation funding, is administered through the NYSDOT as a reimbursement program. HOCTS must first undertake the planning activities, after which it is then reimbursed for the activity.

### **Backlog Funds**

In addition to the annual allocation for the 2016-2017 UPWP, HOCTS has available allocated program funds from prior UPWP budget years. These are FHWA PL funds which were apportioned and obligated for HOCTS transportation planning activities, but which were not fully expended during the Federal Fiscal Year (FFY) in which they were first made available. Through the practice of fiscal constraint and conservative programming over the course of many years, as reflected by very limited hiring of consultants, large scale planning studies, and maintaining minimal staffing, HOCTS has amassed a backlog of unspent FHWA PL funds. Due to the fiscal vagueness of transportation programming at the Federal level, it is prudent that a carryover balance be kept in reserve to meet the needs of the MPA, address possible budget shortfalls, and potential reductions in funding allocations in future years. However, the backlog of planning funds available provides additional capacity for the MPO to undertake a large-scale planning study, smaller focused planning studies, to obtain technical expertise through the use of consultants to address unmet needs in member municipalities and to increase efforts to meet Federal program and policy requirements within the MPO planning area.

The backlog of funding is critical to maintaining operational capacity for the 2016-2017 program years. Due to revision of the funding formulas under MAP-21 (and the continued use of this funding allocation formula), as well as the utilization of 2010 U.S. Census Data, HOCTS has lost slightly more than \$80,000 in FHWA Planning funds consecutively for each of the 2013, 2014, 2015, and 2016 FFYs. The cumulative result has been a loss of over \$300,000 in FHWA planning dollar allocations from pre-MAP-21 funding. However, as previously mentioned the fiscally conservative practices of the MPO have provided for a backlog funding to allow capacity to remain at the same levels of previous programming years. To continue functioning at the current program capacity, backlog funds were programmed into the 2016-2017 UPWP, starting with the oldest allocated FFY dollars first. It is intended for this UPWP and future UPWP's to progressively plan the utilization of all backlog funds until the annual carryover reaches a modest level. Given the need to utilize backlog funds for maintaining program capacity and staffing levels a hard look was taken at the existing program to determine where the program could be refined, activities and tasks narrowed to identify special studies or projects, and where expanding the program in regards to the core program could produce greater utilization of funds and benefit to the public.

It is also of value to note that, requirements placed upon small MPO's with MAP-21 and now continued under the FAST ACT necessitates utilization of additional planning funds to achieve compliance with FHWA and FTA regulations. Although the FAST Act has provided for small increase in funding, an expanded program has been carefully developed to address unmet needs, initiate proactive transportation planning, and provide means for collaborative efforts to enhance the transportation network while maintaining fiscal constraint. This comprehensive program has been developed to provide quality and sustainable transportation planning within the MPO, meet the goals and priorities of the LRTP Update 2035 and be compliant with the FAST Act.

### **Match Funds**

Federal funding does not pay for the entire transportation planning program laid out in the 2016-2017 UPWP. The match rate is: 80% Federal and 20% Local (which is comprised of 15% State and 5% Local). The local

match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space and associated office 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 with HOCTS programming.

### **2016-2017 Funding**

The figures below only represent the Federal funding allocation; they do not include local match amounts.

The HOCTS 2016-2017 UPWP federal funding allocation:

- Federal Highway Administration funding of \$390,882
- Federal Transit Administration funding of \$64,016

The total value of the Federal funding allocation for the 2016-2017 UPWP is \$454,899.

### **2014-2015 UPWP ACCOMPLISHMENTS**

The following listing indicates the status and accomplishments of HOCTS during the 2015-2016 UPWP. All UPWP tasks were completed through the use of FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
<b>Program Support &amp; Administration (FTA 44.21.00)</b>	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, administration, IT support (hardware & software), office equipment and supplies, GIS technical needs, and daily office operations. In addition staff attended TPC and GP&L meetings and submitted resolutions approved by the GP&L to NYSDOT, FHWA and FTA.
UPWP & Semi-Annual Progress Reports (21.20)	Maintained on-time and accurate reports for the 2015-2016 UPWP Semi-Annual Reports and prepared the 2016-2017 UPWP.
Public Participation Program (21.30)	Public Participation Policy (PPP) for guidance of advertising meetings and updating the public. Completed a review and update of the PPP to ensure compliance with federal policy. Clarify advertising timeframes, methods and requirements for all MPO activities and documents.
Environmental Justice / Title VI (21.40)	Continued maintenance of Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. Attended training on current regulations and policy changes.
<b>General Development &amp; Comprehensive Planning (FTA 44.22.00)</b>	
Coordination with Partner Agencies (22.10)	Administrative oversight and coordination with recipients of various Federal and State grants. Staff worked with NYSDOT and transit operators on the enhancement of services. Coordination of programs with the Oneida County Health Department was discussed for cross field support of complete streets.
Coordination with County & Municipal Land Use (22.20)	Provide land use review for development with potential impact on the transportation system for over 20 development projects in both Herkimer and Oneida Counties.
Local Transportation Planning Assistance Program (22.30)	Due to staffing constraints a LTPAP project was not undertaken in 2015-2016. Project ideas were received from member municipalities and it is expected that a project will be undertaken in the 2016-2017 program year.
Census Support / Statistical Analysis (22.40)	Continued review and analysis of urban area boundaries, CTPP releases, American Communities Survey data, and Economic Census data, as it became available for use on the LRTP, HOCTS model and other studies.
<b>Long Range Transportation Planning (FTA 44.23.00)</b>	
<b>Long Range Transportation Planning – System Level - (FTA 44.23.01)</b>	
LRTP Update (23.01.10)	The LRTP Update 2035 was completed in December 2014. It is used as a regular tool when consulting with people and agencies regarding the HOCTS program by HOCTS staff. It was approved in December 2014 and will stand as the 2015-2035 planning vision for HOCTS.

Land Use & TAZ Build-out (23.01.20)	Based on the 2010 U.S. Census data figures, only the necessary revisions to the UAB were completed. The MPO received notification of the acceptance of these changes.
System Wide Analysis for Performance Based Planning (23.01.30)	Initial scope development began internally to take into account all aspects directly related to transportation which include, but are not limited to, livability issues, economic development, mobility within the network, land use patterns and environmental concern, as means to understand the scale of this project.
<b>Long Range Transportation Planning – Project Level - (FTA 44.23.02)</b>	
Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)	Significant effort was undertaken to evaluate the existing bicycle atlas and determine the level of update needed. A comprehensive field verification and GPS/GIS mapping of the existing/known and new/unknown bicycle and pedestrian trail assets was completed. To better meet the needs of the public and member agencies the bicycle Atlas is being expanded and subsequently renamed to the Bicycle and Pedestrian Trail Guide. It is planned that the new document will be released in late spring 2016.
Transit Enhancement and Mobility Management Activities (23.02.50)	Continued to coordination of activities of the Transportation Coordination Committee (TCC) which is working to develop a regional transit network to facilitate greater networking between program dollars, providers and needs. Developed an expanded outreach to foster community partners for enhancing the transit utilization and overall mobility users have within the transportation system.
<b>Short Range Transportation Planning (FTA 44.24.00)</b>	
Short Range Transportation Development (24.10)	Road scoring and pavement condition rating continued and is being used by municipalities to identify the best time for maintenance activities. Continued participation in the NYSDOT County Counter Program and a joint project with NYSDOT to count local roads in an effort to better estimate VMT on non-State roads. Member municipalities have indicated the benefit of having this information on a local level.
Geographic Information Systems (24.20)	Continued to build and maintain current transportation related spatial data. HOCTS GIS supported a number of member municipalities in obtaining current and correct transportation data including volume counts, aerial maps, road centerlines, and pavement scores.
Road Centerline / Address Correction /Street Address Mapping (24.30)	Once completed, this effort will result in creating a County-wide 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 continue indefinitely and the resulting data will be used for both E911 and MPO purposes. This effort is also coordinated with the NYS effort that is named SAM or Street Address Mapping.
Modeling & Forecasting (24.40)	Traffic count processing and data acquisition are on-going activities by the GIS staff. Efforts have been coordinated with NYSDOT Region 2 staff and mapped both existing count locations and count request locations. Future forecasting will also require mapping and GIS support.
Functional Classification (24.50)	The GIS unit has been supporting the proposed change in functional class of several road segments in the two-County area. A proposal was submitted to NYSDOT and FHWA to alter the functional class in 2006. In 2008, NYSDOT requested additional mapping and justification of these changes. A map series and a detailed spreadsheet were developed in the summer/fall of 2008 to satisfy these NYSDOT requests. The submission has been accepted as complete by NYSDOT Main Office and most of the request was approved by FHWA in 2009. The southern “ring of roads” was not approved by FHWA and Potter Road needed more documentation to complete the process. HOCTS is still waiting for the determination on Potter Road. No determination has been made on that segment of road as of this time, according to NYSDOT.
Road Scoring / Pavement Management (24.60)	Continued alternating county inventory of pavement conditions to create an updated report and map series depicting the observations recorded in the field.
Traffic Counting (24.70)	Continue to collect, analyze and report traffic volume, class and speed data on Federal Aid roads and other affected roads.
<b>Transportation Improvement Program (FTA 44.25.00)</b>	
2014-2018 TIP Maintenance & Development (25.10)	2014-18 TIP amendments were prepared for the TPC and GP&L committees, and after approval entered into the e-STIP. Continuing maintenance includes ensuring fiscal-constraint and projection of long term needs within the TIP. In fall 2015 development of the 2017-2021 TIP began for adoption prior to FFY 2017.
<b>Emphasis Areas (FTA 44.26.00)</b>	
Coordinated Non-Emergency Human Services Transportation Plan (26.12)	The Transportation Coordination Committee (TCC) has strengthened coordination among human services agencies and transit operators providing opportunities to enhance mobility services. Support services provided to the Mobility Manager for the Utica Urbanized Area.
Safety and Security (26.16)	Continued effort on the analysis of transportation safety by location, mode, type of users, and other factors. Review of existing safety data and determination of gaps within MPO data was started.

<b>Other Activities (FTA 44.27.00)</b>	
Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)	Continued to participation in various NYSAMPO working groups, training, seminars, research, studies, and sponsored workshops.
Direct & Indirect Costs (27.20)	Direct and indirect charges are included in this task. This does not include any central staff (salary and fringe benefits) charges.

## **ADMINISTRATIVE PROCEDURES**

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

### **Staffing**

The work proposed under the UPWP will be accomplished by HOCTS staff. The HOCTS program is supported by in-house staff, the NYSDOT Main Office staff and the NYSDOT Region 2 Planning and Program Management Group staff. 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 HOCTS, NYSDOT and HOCCPP staff as they relate to the HOCTS is described as follows:

1. **Herkimer-Oneida Counties Transportation Study (HOCTS)**

HOCTS is staffed by permanent in-house professionals charged with carrying out the transportation planning program at the local level. This staff pursues specific HOCTS planning program elements under the direction of the GP&L and TPC Committees, as the MPO for the two-county area. The staff presently consists of a Transportation Program Manager, an Associate Planner and a Planning Specialist. Support services are provided by a Data Processing Clerk, a Principal Account Clerk and GIS staff. Additional technical and clerical support to the HOCTS staff is provided, by HOCCPP personnel under HOCTS direction. All staffing is coordinated through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines.

HOCTS staff will continue to be housed in and administered under 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 relationship with Oneida County was renewed, effective April 1, 2012 through March 31, 2022.

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 staff services, as needed, to fulfill its responsibilities in the HOCTS UPWP from these resources. The staff designated to ensure progress of HOCTS UPWP elements is 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 functional groups is provided on an as needed basis under the direction of the NYSDOT Regional Director.

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

Oneida and Herkimer Counties have jointly formed HOCCPP 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 readily available to Herkimer County through this program. Since the formation of the HOCTS, HOCCPP has played an important role in assisting with the implementation of HOCTS UPWP tasks. HOCCPP has contributed technical services, advisory, administration and support services to HOCTS.

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 UPWP.

### **Coordination and Direction**

Coordination of staff activities implementing the HOCTS UPWP is the responsibility of the HOCTS Transportation Program Manager, the NYSDOT Statewide Planning 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 HOCTS with the staff assistance of participating agencies. The Program Manager is responsible for specific daily HOCTS staff work assignments, management of the tasks within the UPWP representing HOCTS on committees and with other agencies and furthering the role of the MPO in Herkimer and Oneida County. Administrative responsibility for the HOCTS staff, via coordination with the Program Manager, support and technical assistance staff is a function of the Oneida County Commissioner of Planning.

### **Public Participation**

In compliance with Federal Legislation, the HOCTS Public Participation Policy (PPP) 2016 outlines the process to ensure on-going public involvement opportunities in the development, review and implementation of MPO planning documents, plans, programs, and projects, and for the completion, adoption.

HOCTS utilizes a variety of public involvement techniques to provide opportunities for participation in the transportation planning process. These opportunities may include any of the following:

- mailings and emails through a central contact list;
- website publication of transportation planning documents and public meetings;
- public meetings, public hearings and public workshops;
- media notification (legal notices, press releases, etc.);
- survey and feedback tools.

The goal of the HOCTS PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTS will continue to look for additional opportunities to reach out to diverse populations and to investigate innovative communication tools to maximize participation, such as increasing outreach to the Limited English Populations (LEP) individuals.

The media is notified of all TPC and GP&L meetings at least ten days prior. All TPC and GP&L meetings are open to the public and are held in areas served by public transit and accessible to the elderly, handicapped, low-income and minority individuals. HOCTS continually updates its website ([www.hocts.org](http://www.hocts.org)) where copies of all public documents are made available.

### **UPWP Compliance with the Public Participation Policy**

Development of the HOCTS 2016-2017 UPWP began with the solicitation of project ideas from members of the TPC and GP&L a minimum of forty-five (45) days prior to the GP&L approval of the final document. The draft HOCTS 2016-2017 UPWP was then made publicly available via the HOCTS website ([www.hocts.org](http://www.hocts.org)), for two weeks prior to GP&L adoption to allow for review and input, in accordance with the PPP. Based on comments received revisions are made to the draft and the final version of the 2016-2017 UPWP is reviewed, discussed and adopted by the GP&L. The approved document is sent to NYSDOT for processing and submission to FTA and FHWA.

### **OTHER TRANSPORTATION PLANNING ACTIVITIES**

As part of UPWP development each year, the fourteen MPOs in New York State, working as the NYS Association of MPOs (NYSAMPO), collectively reserve a limited amount of federal transportation planning funds to collaboratively fund a series of statewide shared cost initiatives (SCIs) and pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). As available, 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 transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities. HOCTS will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2016-2017 planning funds for the following agreed upon SCIs:

1. **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

2. **NYSAMPO Staff Training**

Objective: Provide relevant training and professional development opportunities for the staff and member agencies of MPOs.  
Cost: \$31,562 FHWA PL/ \$7,891 NYSDOT Match (toll credits)  
Lead Agency: Genesee Transportation Council

3. **AMPO Dues**

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

Cost: \$41,292 FHWA PL (HOCTS share is \$654 for 2016-2017)  
Lead Agency: Binghamton Metropolitan Transportation Study

### **Projects Common to Many or All MPOs**

There are transportation planning and research projects that can benefit many or all of the metropolitan planning organizations in New York State. The fourteen MPOs in New York State and the NYSDOT have recognized the efficiency of pooling a portion of their Federal metropolitan planning funds to undertake these tasks. NYSDOT has agreed to support the program with SPR funds where appropriate to the task. The MPO Directors, NYSDOT Policy and Strategy 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 which occur in NYSDOT Region 2, where HOCTS is located:

1. **Statewide Planning, Policy & Technical Research Tasks in Support of ATDM**

Objective: This project will progress and support specific task-order based assignments related to planning, policy, technical assistance, and research needs that may be inter-regional or statewide in scope and aim to reduce congestion, energy consumption, greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures, and promote or foster a sustainable transportation system.

Cost: Project Budget- \$3,000,000

Begin/End: August 2015 – June 2020

2. **Transearch & Related Freight Data Procurement**

Objective: To obtain Transearch and related freight data on a continual subscriptions basis; to be able to address regular and ad hoc needs in support of ongoing planning activities and major investment studies.

Cost: Project Budget- \$1,500,000

Begin/End: May 2011 – March 2016

3. **Traffic Count Program Zone 1 [Regions 1,2,7,8,9]**

Objective: Continuous count programs with full performance based maintenance and upgrade services to provide better coverage, distribution and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.

Cost: Project Budget- \$1,964,172

Begin/End: June 2011 – June 2016

4. **VMT Base-line Traffic Count Project**

Objective: The goal of this project is to collect a sampling of geographically-distributed traffic count data on lower level (i.e., non-Federal Aid eligible) streets and roads to facilitate the development of accurate Vehicle Miles of Travel (VMT) estimates for these roads at reasonably low levels of stratification (such as by county and urban area).

Cost: Project Budget- \$3,150,000

Begin/End: August 2012 – September 2016

5. **Statewide Coordination of Metropolitan Planning Programs**

Objective: The goal of this project is to support and maintain the ongoing coordination of the metropolitan planning programs in NYS for statewide benefit; the ongoing collaboration of the fourteen (14) metropolitan planning organizations (MPOs); and the on-going coordination of metropolitan and statewide planning programs.

Cost: Project Budget- \$100,000

Begin/End: April 2014 – March 2016

6. **RIS Modifications in support of the Statewide GIS Network Project**

Objective: Update the Roadway Inventory System (RIS) Computer Application to be fully functional as

required for its interaction and support of the completed Statewide Geographic Information System (GIS) Network. This project is an integral part of the NYSDOT effort to meet the FHWA mandate to submit an intelligent Statewide GIS Network for all public roads in New York State.

Cost: Project Budget- \$250,000  
Begin/End: June 2013 – March 2017

7. Statewide GIS Network Creation

Objective: The goal of this project is to construct an intelligent GIS Roadway Network for all public roads in NYS. The project is a result of the August 7, 2012 FHWA directive mandating the submittal of Statewide GIS Network file matching the annual HPMS report to FHWA.

Cost: Project Budget- \$3,500,000  
Begin/End: June 2013 – March 2017

8. Highway Oversize/Overweight Credentialing System (HOOCS)

Objective: The goal is to implement a Commercial Off-the-Shelf (COTS) HOOCS software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements.

Cost: Project Budget- \$5,000,000  
Begin/End: April 2013 – March 2017

9. AASHTO Census Transportation Planning Products (CTPP) Technical Services Program

Objective: The goal of this AASHTO CTPP program is the delivery of special transportation data from the US Census Bureau on journey-to-work data to benefit State DOTs and MPOs to accomplish planning requirements of MAP-21. The CTPP program will ensure production and delivery of this important transportation data, and will provide technical assistance, training, outreach and associated research.

Cost: Project Budget- \$280,982  
Begin/End: August 2013 – September 2019

10. Program & Project Management Software and Training

Objective: The goal of this project is to provide enhanced and improved enterprise level program and project management software and hardware to facilitate improvements to the capital program delivery. Partner with the consultant, Oracle, on development of Primavera Critical Path Method scheduling software, and Oracle Primavera Portfolio Manager Programming software.

Cost: Project Budget- \$6,150,000  
Begin/End: October 2013 – December 2017

11. NYS Freight Transportation Plan

Objective: The goal of this project is to develop a NYS freight transportation plan that provides a comprehensive plan for the immediate and long-range planning activities and investments of the State with respect to freight.

Cost: Project Budget- \$1,300,000  
Begin/End: April 2014 – August 2016

12. Program & Project Management Software and Training

Objective: The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise level program and project management system to facilitate improvements to the capital program delivery.

Cost: Project Budget- \$1,850,000  
Begin/End: August 2014 – May 2017

13. Global Inc. Trend Data, Analysis and Forecasts

Objective: The goal of this project is to update the socio-demographic and business economic projections, VMT model and forecasts.

Cost: Project Budget- \$520,000  
Begin/End: August 2014 – August 2018

14. EVSE Implementation Plans for Upstate New York

Objective: The goal of this project is to develop five regional EVSE Implementation plans that identify gaps where public EVSE is not available to support EV drivers and suggest further EVSE deployments in key locations to establish a comprehensive charging network.

Cost: Project Budget- \$222,761  
Begin/End: January 2015 – March 2016

15. Short Count Traffic Count Program (2015-2019)

Objective: The project goal is to provide for the collection of traffic data in NYSDOT Regions 1 through 11 (divided into Zones as described below). This will be achieved by contracting for the collection of that data.

Cost: Project Budget- \$7,650,308  
Begin/End: August 2015 – September 2020

## **MAP-21 & PERFORMANCE BASED PLANNING (PBP)**

Moving Ahead for Progress in the 21st Century (MAP-21) was passed in July 2012 and expired in September 30, 2014 but remained in effect through December 2015. This bill expanded the importance of accountability with a requirement that MPOs and States create what is called “performance-based planning”. The programs and policies created under MAP-21 continue in the same likeness with the passage of the FAST Act (explained in next section). Ultimately, MAP-21 required MPOs to demonstrate to the public and elected officials that their transportation investment decisions have produced positive outcomes that are in line with the MPOs adopted goals and objectives. This is in conjunction with ensuring that the MPOs goals and objectives are aligned with the NYSDOT, FTA, FHWA adopted goals and objectives. The National Goals established, under MAP-21 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 Factors**

Eight planning factors are listed in the MAP-21 legislation and these 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 metropolitan area, 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 all 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 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 existing transportation system.

\*\*The FAST Act has enacted additional new planning factors to be considered in projects and strategies, which are:

1. Improve resiliency and reliability of the system.
2. Reduce or mitigate storm-water impacts on surface transportation.
3. Enhance travel and tourism.

### **FEDERAL PLANNING EMPHASIS AREAS (PEAs)**

On March 18, 2015, the Federal Highway Administration (FHWA) and Federal Transit Administration’s (FTA) Offices of Planning reiterated that State DOTs and MPOs emphasize the FFY 2015 priority emphasis areas in the FFY 2016 UPWP. The PEAs are United States Department of Transportation (USDOT) priorities and include:

<b>PEAs</b>	<b>UPWP Corresponding Task</b>	
<b>MAP-21 Implementation: Transition to Performance Based Planning and Programming</b> Performance based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes.	<b>22.40</b>	<b>24.40</b>
	<b>23.01.10</b>	<b>24.60</b>
	<b>23.01.30</b>	<b>24.70</b>
	<b>24.30</b>	<b>26.16</b>
<b>Models of Regional Planning Cooperation:</b> Performance based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes.	<b>22.10</b>	<b>23.02.40</b>
	<b>22.20</b>	<b>23.02.50</b>
	<b>22.30</b>	<b>24.20</b>
		<b>26.16</b>
<b>Ladders of Opportunity:</b> Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education and recreation.	<b>22.10</b>	<b>23.02.40</b>
	<b>22.20</b>	<b>23.02.50</b>
		<b>26.12</b>

### **THE FAST ACT**

Fixing America's Surface Transportation (FAST) Act, signed into law on December 4, 2015, is a five-year fully-funded \$304.7 billion federal surface transportation authorization bill intended to improve the condition and performance of the nation's surface transportation infrastructure. FAST is the first long-term surface transportation authorization enacted in more than a decade and the successor legislation to the two-year MAP-21; which expired on September 30, 2014. However, MAP-21's funding, policy and programmatic provisions were continued through a series of short-term extensions. In addition to providing stable and predictable funding authorizations, FAST reforms surface transportation programs;

refocuses federal investment on national priorities such as freight goods movement and high-volume interstate highways; and continues to streamline the environmental review and permitting processes to accelerate project approval.

FAST authorizes \$304.7 billion for federal highway (\$226.2 billion); highway safety (\$7.0 billion); public transportation (\$61.1 billion); and passenger rail (\$10.4 billion) programs beginning in federal fiscal year 2016 (October 1, 2015). The bill also includes a provision that will automatically increase authorized funding levels for highway and transit funding if Congress were to pass subsequent legislation, such as comprehensive tax reform, that directs additional revenues to the Highway Trust Fund (HTF). FAST will deliver \$16.7 billion in formula funds to New York for highways and transit, an increase of \$1.6 billion compared with maintaining FFY 2015 authorized funding levels.

Significant programs and funding continued under and/or added to the FAST Act are outlined in the following text:

**Generally for Highway Programing:**

- Authorizes \$226.2 billion for highway programs; \$207.4 billion (93 percent) is apportioned to states.
- Represents an increase of \$18.4 billion over five-years compared to maintaining 2015 funding levels.
- Approximately 58 percent of this growth, however, is directed to support two new initiatives:
  - National Highway Freight Program (apportioned via formula);and
  - Nationally Significant Freight and Highway Projects Program (discretionary).
- The balance provides inflationary growth through the core highway formula programs.
- Provides each state with a 5.1percent increase in 2016; increases at two-percent annually thereafter.

***Major Highway Programs:***

- National Highway Performance Program (NHPP)
- Surface Transportation Block Grant Program (STBGP)
- Congestion Mitigation and Air Quality Program (CMAQ)
- Highway Safety Improvement Program (HSIP)
- National Highway Freight Program
- Nationally Significant Freight and Highway Projects Program
- Construction of Ferry Boats and Ferry Terminal Facilities

**Generally for Transit Programs:**

- Authorizes \$61.1 billion for transit programs; \$46.4 billion (76 percent) apportioned directly to systems/states.
- Represents an increase of \$1.9 billion over five-years compared to maintaining 2015 funding levels.
- Approximately 27 percent of this growth is provided through the State-of-Good-Repair (SGR) program.
  - Metropolitan Transportation Authority (MTA) is the greatest beneficiary.
- Balance provides inflationary growth through the core transit formula programs.
- FAST provides the State with a 7.4 percent increase in 2016 (primarily a result of SGR increase); increases at less than two-percent annually thereafter.

***Major Transit Programs:***

- Urbanized Area Formula Program (Section 5307)
- Enhanced mobility for Seniors and Individuals with Disabilities (Section 5310)
- Formula Grants for Rural Area (Section 5311)
- State of Good Repair
- Grants for Bus and Bus Facilities
- Fixed-Guideway Capital Investment Grants (Section 5309)
- Major Passenger Rail Program
- Major Rail Safety Program

**Generally for Metropolitan Planning:**

- Provides funding, under both the highway and transit titles of the bill, to support the federally-required cooperative and comprehensive framework for making transportation investment decisions.

- Generally preserves existing statutory planning requirements/processes.
- Expands the scope of the planning process to include addressing resiliency and reliability as well as enhancing travel and tourism of the transportation system.
- Encourages consideration of intermodal facilities that support intercity buses as part of the metropolitan and statewide planning process.
- Requires state DOTs to incorporate the performance measures of a transit agency not represented by a metropolitan planning organization (MPO) into its long range transportation plan regardless if it is in an urban or rural area.
- Requires states to establish a State Freight Plan, either separately or part of a state's long range plan, in order to spend formula funds; must be updated every five years

## **SUMMARY OF MAJOR PROGRAMMED ACTIVITIES 2016-2017**

The HOCTS 2016-2017 UPWP is built upon the approved 2015-2016 UPWP, the final rule makings and guidance associated with MAP-21 and the FAST Act. The UPWP will take HOCTS in a direction further aligned with NYSDOT, FHWA, and FTA guidelines, while increasing its presence as a resource for Herkimer and Oneida Counties. The overall development was guided by the HOCTS Goals and Objectives, and the Long Range Transportation Plan – Update 2035 (LRTP Update 2035). The development and implementation of federally-aided transportation plans, programs, and projects in the HOCTS planning area will be planned, approved, and carried out in consultation and cooperation with officials from federal, state, local agencies, and the general public. Moving forward planning documents have been, and will continue to be updated to reflect the desire for a comprehensive, cooperative, coordinated system that provides the greatest mobility in the simplest manner for the user.

The significant focus of the this work program is to further develop and upgrade the understanding, operations and safety of all modes of transportation, consequently improving the mobility of all users of the transportation system. This effort encompasses a variety of planning tasks that will serve to proactively plan for transportation development, promote cooperation and coordination across transit services in the region, enhance access to essential services, promote sustainability in transportation infrastructure, integrate freight with MPO activities, support enhancement of a multi-modal system (urban and rural), make the transportation network safer and more secure, improve the economic competitiveness of the region through transportation improvements, and improve the users quality of life.

This approach will emphasize performance based planning and programming by refining and creating a base level inventory of the transportation system data and statistics that decode it, identifies the unmet needs in member municipalities, finds opportunities to better organize and operate the transportation network (inclusive of all modes), maximizes the systems' efficiency and advances the use of technology resources to enhance the system. Funding for transportation planning and programs has been, and will continue to be, significantly less than the amount required to address all existing and future needs. This further emphasizes that proactive transportation planning, which is inclusive of public comment, will determine where people live, work and play in the future. This direction was set by HOCTS with the adoption of the LRTP Update 2035, which included the following priority areas for the MPO:

- Mobility & Accessibility - A coordinated approach to developing a transportation network, which meets the existing and growing needs of all users.
- System Preservation - Focus on transportation projects that preserve and enhance existing transportation facilities and/or build from the existing facilities.
- Economic Efficiency - A system is efficient when available inputs (capital) maximize the desired outputs (improvements).
- Land Use - Encourage compatibility with local and regional land use plans.
- Environmental Impact/ Mitigation - Plan and develop a transportation system that enhances and protects the regions natural and built environment, transportation system, facilities from potential threats and climate change.
- Public Participation - Promote public access and input in the regional transportation planning process.

Core program work will continue in areas of Geographic Information Systems (GIS), traffic volume counts and pavement scoring, non-motorized transportation (bicycle, pedestrian, trail and horse and buggy) systems, regional transit (urban and rural), mobility management and transit coordination. This UPWP seeks to expand the core of the HOCTS program, this is in effort to stretch the transportation dollars coming into the region and have a greater impact on the member municipality's transportation network. To achieve this effort, task areas have been revised, combined and clarified within the core program. (To have greater impact at the local level a local transportation planning assistance program has been in concluded to provide a mechanism which

supports quality transportation planning in member municipalities and agencies.) The expanded tasks delve into projects that include street address mapping for safety enhancement, addressing needs to enhance the non-motorized trail network, developing the multi-modal opportunities in the area, exploring freight impacts in the MPA, facilitating proactive planning to marry economic developments into the existing transportation framework, fostering new advisory committees to ensure all are represented, working with partner agencies to effectively identify means to resolve transportation system concerns and integrating newer technologies to ensure the sustainability of the transportation network. These modifications to the tasks will allow for flexibility in administering the programs and facilitate a greater level of efficiency.

The 2016-2017 UPWP seeks to continue a progressive outlook for transportation planning and transition to performance based planning and programming. Performance-Based Planning (PBP) is not a one-time look at the system rather, it is a continuous evaluation requiring a performance monitoring and tracking system which is built on an initial baseline. By utilizing a PBP approach a continuous evaluation and monitoring system can be developed that assists the MPO in understanding how it performs after socio-demographics change and infrastructure sustainability investments are made. The MPO and its membership must understand how the transportation system is performing – in whole or in part – at present (the baseline) and then how it performs after investments are made, developments occur, driver patterns change, socio-demographics change and infrastructure ages. This level of measurement requires an intensive data collection, inventory of the system, data analysis, trend analysis, information archiving, staff resources and advanced knowledge of topic areas relative to the MPO, State and Federal programming. Development of PBP will be systematic and organized into smaller components, which the MPO can facilitate in-house or with the assistance of consultants. Ultimately the goal is to build the system-wide database for the MPA which will carry HOCTS into the next long range plan update and the future of transportation planning.

Fittingly, emphasis has been placed on development of a transportation program that is reasonably accomplished within available staff resources and which is in keeping with the priorities of the LRTP Update 2035. To affirm what was stated above, that this UPWP takes HOCTS in a direction of strong proactive, comprehensive, cooperative and coordinated planning transportation the budget tables have been revised. This is intended to demonstrate that the work program and goals of HOCTS require a level of financial resources that is not currently available in the annual allocation and not accurately represented in previous UPWPs. To underscore that HOCTS is making efforts to utilize its existing carryover of FHWA PL funds, over fifty percent of these resources have been shown in the budget tables. It is not planned to use all identified funds during the 2016-2017 planning year but rather to illustrate a continued, strategic utilization of all the funds through future UPWP planning years to support HOCTS. Planning in this manner develops a hierarchy in the UPWP and aids in the widening the track of HOCTS to being a true resource for the MPA. This exercise underlines HOCTS view that transportation network is a system, not individual modes fighting for resources, thusly focusing the work program on ensuring resources are effectively utilized for each mode.

## **2016-2017 UNIFIED PLANNING WORK PROGRAM TASKS**

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

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

#### **Task 21.10: General Administration and Development**

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

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

Generally, this includes the utilization of the HOCTS staff and HOCCPP staff to carry out activities related to planning, conducting and documenting meetings necessary of the various active HOCTS committees (GP&L, TPC, TCC), the preparing of annual grant applications, MPO self-certification, professional development and attendance at NYSAMPO Working Group and Directors' meetings, symposiums, conferences, web conferences and other meetings directly related to HOCTS.

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

**Major Participants:** HOCTS, HOCCPP, NYSDOT

**Timeframe:** Ongoing

#### **Task 21.20: Unified Planning Work Program and Semi-annual Progress Reports**

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**Objective:** To prepare the 2016-2017 UPWP and semi-annual (October and April) reports for the 2016-2017 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 upcoming program year. Development of the program will be guided by the HOCTS LRTP, federal and state agency consultation, and input from the HOCTS committees and staff. The data, analysis, and procedural needs will be estimated by each participating agency. This task includes all

required administrative processing 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 Progress Reports and a 2015-2016 UPWP.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Mid-2016 & Late 2016/Early 2017

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

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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.

Description: The HOCTS staff is continually seeking improvement of community liaison efforts and public contributions to the transportation planning process. This effort includes keeping an up-to-date mailing list of all the committees and interested citizens, public officials, and the media. Citizen participation takes place in the form of public hearings and forum meetings on major transportation planning documents and through published comment periods for meetings and documents. The HOCTS web site is used as the main communication tool and is continuously updated to include the current UPWP, TIP and LRTP documents, meeting notices, agendas, and amendments in an accessible format.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, web site updated, and compliance with the Public Participation Plan. The current PPP was updated in early 2016.

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing

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

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

Description: 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. An updated EJ/Title VI document is a focus of this program year and will insure compliance with the FAST Act and all current regulations.

Products: Update of 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.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing; Updated EJ/Tittle VI document Mid-2016

## **General Development and Comprehensive Planning (FTA 44.22.00)**

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

### **Task 22.10: Coordination with Partner Agencies**

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**Objective:** To provide assistance to local agencies while coordinating transportation activities, plan reviews and programs within the MPA member agencies.

**Description:** The intent of this activity is to enable the HOCTS staff to maintain a responsible and responsive position relative to other government agencies. HOCTS will provide advice in regards to the role of transportation in economic and quality-of-life considerations. This task aims at supporting consistency between transportation improvements and state and local planned growth and economic development patterns through the shared review of reports, environmental impact statements, intergovernmental reviews, proposed federal, state, or local regulations, legislation, and other transportation related project.

This activity provides a mechanism for reviewing and commenting on the plans of other agencies responsible for initiating and implementing transportation projects or projects with a substantial linkage to the transportation system. In efforts to support consistency in transportation improvements HOCTS will: 1) Assist local governments in identifying funding for transportation needs, 2) Communicate on a regular basis regarding specific transportation infrastructure and planning issues, 3) Maintain a presence with local municipal officials, 4) Meet with various local groups, government boards, and the public as necessary, 5) Meet with, provide technical knowledge and coordinate transportation based initiatives with other entities. A focus of these interactions will be the promotion of sustainability in the transportation infrastructure. This can be achieved with partner agencies by identifying strategies that address core infrastructure needs, support regional smart growth planning and complete streets to ensure that these investments contribute to livability and economic competitiveness of the member municipalities. This will strengthen and enhance planning efforts concerning transportation activities in the Herkimer-Oneida County planning area. 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. Review memos and MPO derived comments will be issued on transportation and transportation related projects.

**Major Participants:** HOCTS, NYSDOT, State Agency Staff, Local Agency Staff

**Timeframe:** Ongoing

### **Task 22.20: Coordination with County & Municipal Land Use**

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**Objective:** To implement HOCTS policies through coordination with the established land- use

review processes in Herkimer and Oneida Counties.

Description: Land use review processes are generally carried out through planning boards, zoning boards, town/village boards, city councils and in NYS through General Municipal Law Section 239-GML and through the NYSDEC Environmental Review process (SEQRA). The referral of proposed transportation related actions is triggered primarily by geographic location, proximity of the proposed action to State and County Highways, size of proposed action and existing land use characteristics. This process provides an ideal opportunity for HOCTS to implement transportation plans and policies, including access management, bicycle and pedestrian accommodations, and enhance system connectivity for mobility.

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

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

Timeframe: Ongoing

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

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Objective: To provide access to transportation planning and engineering expertise on an as needed basis, for eligible municipal transportation projects and proposals that are consistent with HOCTS goals.

Description: This task will provide transportation planning assistance, as needed, to member municipalities to support local planning and engineering capacities. Planning analyses of municipal transportation projects that may have regional significance will be conducted by staff and/or consultants. This will facilitate access to private transportation planning/engineering consultants for municipalities in situations where the level of assistance and expertise required is beyond what is readily available at the local level or from HOCTS staff through the maintenance of hourly fee-for-service contracts for short term transportation planning studies, or minor TIS reviews. Separate contracts will be established, as needed, for more significant projects that require a greater level of effort or specific area of expertise. Projects funded under this task activity will be reviewed by the TPC. The focus of these planning assistance projects will be varied but may include projects which will effectively promote sustainability of infrastructure, implementation of smart growth and complete streets practices, environmental impact readiness enhancement of off-road facilities development of economic opportunities through transportation investments, freight impacts, safety issues for emerging populations, long range corridor planning for growth. This task can also be utilized to provide additional expertise and technical assistance to HOCTS, on an as-needed basis, to supplement activities within and beyond the work program.

Product: Local assistance to member communities or HOCTS for transportation planning services beyond that which is typically available at the municipal level.

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

Timeframe: Ongoing; Expect new projects to be undertaken within the 2016-2017 program year.

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

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Objective: To review and analyze the 2010 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 and TAZs 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. Assistance is provided as necessary for the Census update and support to the Oneida County Census Data Affiliate. The Census Bureau has requested HOCTS assist them in locating streets and addresses and updating TAZs in order to update the Master Address File (MAF) and TIGER data base.

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 transitioning to Performance Based Planning and Programming (PBPP). Development and understanding of more complex datasets will assist HOCTS in building the system wide baseline analysis. Once the transition is made to PBPP, the critical next step is to effectively implement performance based planning and programming at the MPO level. As data is developed, methods of conveying it to the public will be explored that are in agreement with the HOCTS PPP.

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

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

Timeframe: Ongoing

## **Long Range Transportation Planning (FTA 44.23.00)**

The Long Range Transportation Plan (LRTP) sets the direction for major transportation investments in the HOCTS Planning and Programming area over a 20 year horizon with updates required every 5 years. This includes the continued coordination of program efforts, data collection, scoping of major project investments, and the consideration of new transportation issues that arise since adoption of the LRTP. The tasks outlined in this section are derived from and support the LRTP.

### ***Long Range Transportation Planning – System Level – 44.23.01***

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

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Objective: To implement and utilize the LRTP Update 2035 for furthering transportation planning.

Description: The LRTP Update 2035 was adopted in December 2014 by the GP&L Committee. During the 2018 year, planning for the development on a new long range plan will begin. This may include, but is not limited to, data collection, project meetings, project scoping, and preliminary studies necessary to progress projects to implementation.

The LRTP Update 2035 takes HOCTS in a direction of progressive transportation planning with the overarching view that all transportation components make a system, and should not be seen as individual modes or investments fighting for resources. The text of the LRTP has been updated to reflect the desire for a comprehensive, cooperative system that provides the greatest mobility in the simplest manner for the user. During this program year effort will be

made to continue utilizing the LRTP Update 2035 for guiding transportation planning decisions.

Product: Documentation of activities related to the implementation and utilization of the LRTP Update 2035.

Major Participants: HOCTS, HOCCPP, NYSDOT, Consultant Services

Timeframe: Ongoing

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

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Objective: To continue estimating the expected land use growth in Oneida and Herkimer Counties and update TAZs for the Regional travel demand forecasting model to project traffic volumes in the years 2020, 2025, 2030 and 2035.

Description: Transportation Analysis Zones (TAZs) 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 this 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 and will be closely linked to other task development during the program year.

Products: Updated and projected land use and TAZs for the years 2020, 2025, 2030 and 2035 for Oneida and Herkimer Counties. GIS mapping of land use and TAZs.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing

### **Task 23.01.30: System Wide Analysis for Performance Based Planning**

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Objective: To develop a system wide transportation data baseline analysis through the in-depth inventory of each of the existing transportation modes. Performance-Based Planning which is not a one-time measurement, but rather, a continuous evaluation requiring monitoring or a tracking system which is grounded in an initial data baseline.

Description: The MPO and its membership must understand how the transportation system is performing – in whole or in part – at present (the baseline) and then how it performs after investments are made. By utilizing a Performance-Based Planning approach, a continuous evaluation requiring monitoring and a tracking system which is grounded in initial baseline data, evaluation metrics can be developed. This task will encompass an inventory and analysis of existing assets and statistical analysis as the base from which future performance measures and planning targets will be developed. This level of measurement requires an intensive data collection, inventory system, data analysis, trend analysis, information archiving, staff resources and advanced knowledge of topic areas relative to the MPO, State

and Federal programming. This level of planning will take into account additional aspects that are directly related to transportation which include, but are not limited to, livability issues, economic development, mobility within the network, land use patterns, freight movements, safety, security, environmental/weather impacts, access, and sustainability of investments.

Performance based planning for a transportation system is an evolving process that reaches beyond the traditional MPO knowledge set. Development of this task project will be systematic and organized into phased smaller components that ultimately build the system-wide database as an end product. The end product will not actually be an end but the baseline to be used as a place to build from. It is also planned that this product will dovetail into the next LRTP update. The process will require documentation, database development in a manner which is sustainable in the future planning work of the MPO. Due to the complexity of this task, one or more consultants will provide technical guidance and professional services and to supplement HOCTS staff knowledge in developing this task and the outputs.

**Product:** Inventory and analysis of the transportation system that exists in the MPA. A plan outlining the steps to achieve a baseline analysis and sustainable data base for use in future system wide analysis activities. A plan that ensures the MPO is in compliance with MAP-21 and applicable state and federal guidelines for performance measures and planning targets.

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

**Timeframe:** Mid-2015 through 2016; Ongoing through future program years.

## ***Long Range Transportation Planning – Project Level – 44.23.02***

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

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

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

**Focus Areas:**

- 1) The reestablishment of the Bicycle and Pedestrian Advisory Committee to provide community feedback to the TPC, GP&L and MPO Staff. This committee is envisioned to be advisory in nature and provide a broader perspective in the development of MPO projects.
- 2) The publication of a newly expanded re-branded Bicycling Atlas. During the initial update stage it was determined that the document had become antiquated and did not

provide correct information to those that may use it. The result was a complete field study of all existing data and expansion to include pedestrian and trail areas. The desire to create a document for multiple users that provided quality information regarding the non-motorized transportation network drove this effort. In addition, this guide will be produced in a digital format to meet the needs of modern/younger users. It is expected that the project will be completed in this program year.

- 3) Recognition and inclusion of non-motorized transportation within the MPO planning areas. Specifically this is meant to address the horse and buggy movement that results from the large Amish population within the planning area. Efforts will include an inventory of population centers, mapping of key roadways utilized, identification of user needs, identification of safety issues, analysis of related statistics and discussion regarding best practices for combining users on roadways. This focus may require contracted technical or consultant services.

Product: A new Bicycle and Pedestrian Trail Guide; Reactivation of the Bicycle and Pedestrian Advisory Committee; Study for non-motorized (Horse and Buggy) inclusion/integration within the existing transportation network.

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

Timeframe: Ongoing; Bicycle and Pedestrian Trail Guide - April 2016 – August 2016

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

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

Description: This task will encompass a variety of planning activities and will serve to improve the overall mobility of the region. 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 TPC.

Planning will take into account livability issues such as, public health, social policy and environmental elements. Efforts will include implementation of public transit-human services transportation planning and policy development with the MPA. Development of all policy and programming will be in accordance with FTA programs and NYSDOT Transit Bureau guidance. This will include all 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 amongst all transit providers, system users, and facility needs.

Another focus of this task will be the establishment of a Transit Riders Advisory Committee. After review of public comments heard through the LRTP process, member agencies, TCC and urban public transit public hearings a need has been identified to give a voice to the transit riders. The MPO will facilitate the development of this advisory committee to develop ladders of opportunity from a grass roots level.

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

activities. Data base of human service transportation providers to develop a network within the MPA boundary.

Major Participants: HOCTS, Centro of Oneida, BBS and NYSDOT, Local Agency Staff, Consultant Services

Timeframe: Ongoing

## **Short Range Transportation Planning (FTA 44.24.00)**

The purpose of Short Range Transportation Planning is to establish a coordinated action strategy to guide future investments, monitor progress, and respond to changing circumstances in the short term (three to five years). Tasks identified in this section specifically emphasize short range transportation system operations, focused projects and continuously updating projects.

### **Task 24.10: Short Range Transportation Development**

Objective: To advance elements from the Long Range Transportation Plan (LRTP) for active utilization in daily operations and account for changes which may impact existing transportation planning processes.

Description: As the LRTP advances, it is necessary to provide for the management of the development process as it relates to a coordinated action strategy guiding future development. Activities can include, but are not limited to, providing land use data, census information, transportation data necessary for conducting a study, and conducting an assessment of safety needs in transportation plans, programs, and projects. Inclusion of activities specifically emphasizing project planning or analysis proposed in the next three to five years. More specifically activities such as management analyses of internal operations, management/ administration, labor relations, service planning, financial management planning, and all short range Transportation System Management activities.

Products: Coordinated strategy and administration to guide daily operations and future developments as it relates to the Long Range Transportation Plan.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing

### **Task 24.20: Geographic Information Systems**

Objective: GIS is the foundation and means by which most, if not all, of our data collection and analysis are done. These technology/methods are used to manage things like Pavement Condition, traffic counts, land use forecasting, and many more. Collection, analysis, viewing and disseminating data and the information derived from the data are all accomplished using GIS software and methods.

Description: HOCTS will continue to implement transportation oriented Geographic Information System (GIS). The system will initiate consolidation of the varied transportation databases 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 will assist HOCCPP initiatives and implementation of the transportation program coordination with other planning efforts. It may also include data on the area's air quality; NYS GIS based rail map, canal, bicycle facilities, pedestrian facilities, recreational facilities, Traffic Analysis Zones (TAZs), freight, Census information, safety data, and Environmental Justice. It will also include any GIS efforts needed to support the NYSDOT or HOCCPP 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.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing

### **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 that centerline data with point data representing each address in the two Counties.

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

The geographic position and address range will be verified using digital orthophotography, 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.

Recently our office has teamed with Oneida County E911 to begin a program to receive point address data from New York State Office of Information Technology and maintain it locally for emergency service deployment. 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 also increasing the accuracy of the point placement for an address. Work on this program will be ongoing and maintenance efforts will carry on indefinitely into the future. This portion of the task is complimentary to Task 24.30.

Product: ESRI 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. ESRI shapefile of address points for Oneida and Herkimer Counties.

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing

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

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

Description: Continuous update of traffic counts, land use data, trip generation rates and other factors are necessary to maintain and expand the forecasting model. Traffic counts of major generators will be used to develop local trip generation rates for use in the HOCTS model and related transportation studies.

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

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing

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

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Objective: Update the highway functional classifications as needed.

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

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

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing

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

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

Description: The pavement management program is a two component system; the first of which is

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

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

Major Participants: HOCTS, HOCCPP NYSDOT

Timeframe: Ongoing

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

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

Description: HOCTS has opted to work in concert with the NYSDOT in a program called the "County Counter Program". In doing so HOCTS has taken possession of 20 traffic counting devices and the software that interacts with them. HOCTS purchases counting tubes and accessories to clamp to the roads during the collection process. Our 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.

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

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing; work focus is April to November.

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

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The current 2014-2018 TIP was adopted in 2013. The 2014-2018 TIP was included in the 2014-2018 STIP that was adopted in accordance with Federal Fiscal Year 2014, which began on October 1, 2013. Development of the 2017 – 2021 TIP is anticipated to begin in mid-2015, with adoption tentatively set for June 2016 for an effective date of October 1, 2016 (FFY 2017).

### **Task 25.10: 2014-2018 TIP Maintenance**

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Objective: This activity involves the continuous maintenance of the current TIP; and the upcoming TIP to maintain compliance with Federal Transportation Legislation.

Description: This activity will include the identification, analysis, development and processing of amendments to the currently adopted 2014-2018 TIP. The 2014-2018 TIP, that governs through the 2018 Planning year is MAP-21 compliant. Ongoing maintenance and

development of the TIP also includes TIP amendments that may occur during the year, solicitation of project proposals, review by staff.

The 2017-2021 TIP project listing will be developed from an open solicitation of potential project proposals, consultation with local highway officials, consultation with local elected officials, review with the local NYSDOT Office, review with the TPC and GP&L and in coordination with the LRTP Update 2035. Included in this TIP will be an updated and simplified project selection process. The process for amendments will also be simplified for efficiency and ease of TIP maintenance. Development began in late 2015 and will be concluded by mid-2016 to facilitate an effective date of October 1, 2016 (start of FFY 2017).

Product: Amendments to the 2014-2018 TIP; Development of the 2017-2021 TIP.

Major Participants: HOCTS, NYSDOT, Local Agency Staff

Timeframe: Development - April 2016 through September 2016; Maintenance - Ongoing;

## **Emphasis Areas (FTA 44.26.XX)**

Planning Emphasis Area (PEA) may be jointly established by FTA and FHWA to advance national goals as established by Federal law, to reflect FTA and FHWA priorities, and to respond to congressional direction established through the appropriate process. PEAs are intended to highlight subjects that should be addressed in FTA and FHWA funded planning programs. PEAs are designed to encourage the application of planning assistance to studies addressing national goals and priorities in addition to goals and priorities directly benefiting local transportation operations or otherwise serving State and local needs.

### **Task 26.12: Coordinated Public Transit-Human Services Transportation Plan**

Objective: To implement and update the HOCTS Public Transit-Coordinated Human Services Transportation Plan for non-emergency.

Description: HOCTS staff will continue to build and strengthen transportation related partnerships that will improve and create innovative coordination and mobility collect services in the two counties. The locally developed public transit-human services transportation plan will be implemented through the Transportation Coordination Committee (TCC) which includes representatives of public, private, and non-profit transportation human services providers, as described federal requirements. The Plan updates will continue to be used in support of previous Section 5310 applications, the new enhanced Section 5310 projects, mobility management activities, and as a foundation to guide the TCC. The plan will be updated to be FAST Act compliant as guidance is released.

Product: Plan implementation, project solicitation and updated supporting documents, and Transportation Coordination Committee meetings.

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

Timeframe: Ongoing

## **Task 26.16: Safety and Security**

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**Objective:** To conduct a system-wide assessment of transportation safety and security issues as necessary and address the MAP-21 planning provisions, developing program in which capital resources in the system are adequately protected and secured to provide a return on initial investment. Utilizing shared technology to ensure transportation network safety for users of the system by developing places and address correlation and correctness.

**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, 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.

Recently our office has teamed with Oneida County E911 to begin a program to receive point address data from New York State Office of Information Technology and maintain it locally for emergency service deployment. 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 also increasing the accuracy of the point placement for an address. Work on this program will be ongoing and maintenance efforts will carry on indefinitely into the future. This portion of the task is complimentary to Task 24.30.

**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 any studies.

**Major Participants:** HOCTS, FHWA, FTA, NYSDOT, HOCCPP, Local Agency Staff

**Timeframe:** Ongoing

## **Other Activities (FTA 44.27.00)**

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

## **Task 27.10: Support for Shared Cost Initiatives and Activities of the New York State MPO Association**

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

**Description:** HOCTS participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. All MPOs allocations have been adjusted to account for annual AMPO dues totaling \$40,487 for statewide membership of all MPOs in NYS. An amount proportional to overall FHWA allocations have been debited from each MPO and credited to BMTS, which will pay the full amount on behalf of all the MPOs. HOCTS

portion of the annual dues is \$667.

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

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

Timeframe: Ongoing

### **Task 27.20: Direct and Indirect Costs**

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Objective: To fund non-central staff costs.

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

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

Major Participants: HOCTS, FHWA, FTA, NYSDOT

Timeframe: Ongoing

## **BUDGET TABLES**

The 2016-2017 HOCTS Budget Tables are located on the next three pages. The first two tables represent the funding agencies that support HOCTS work as a Metropolitan Planning Organization: Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTS using in planning MPO work tasks. Within these budgets Federal, State and Local shares/matches are broken out to provide accurate accounting. Backlog funds or carryover FHWA PL funds were programmed into the 2016-2017 UPWP, starting with the oldest allocated FFY dollars first. There are no FTA MPP carryover funds available or used in this program. It is intended for this UPWP and future UPWP's, to progressively plan the utilization of all backlog funds until the annual carryover reaches a modest level.

OBLIGATION DATE 4/01/16  
 2016-17 FHWA PL Budget  
 P216.05.881

## HERKIMER-ONEIDA COUNTY TRANSPORTATION STUDY

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$348,182	\$305,519		\$42,663
44.20.02 FRINGE/LEAVE	\$474,630	\$445,363		\$29,267
44.20.03 TRAVEL	\$8,000	\$8,000		
44.20.04 EQUIPMENT	\$6,000	\$6,000		
44.20.05 SUPPLIES/REPRODUCTION	\$30,000	\$30,000		
44.20.06 CONTRACTUAL	\$350,000	\$350,000		
44.20.07 OTHER	\$6,000	\$6,000		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$215,790		\$215,790	
TOTAL	\$1,438,602	\$1,150,882	\$215,790	\$71,930

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$248,720	\$122,974	\$75,395	\$50,351
44.22.00 GEN. DEV. & COMP. PLNG.	\$164,922	\$124,800	\$18,543	\$21,579
44.23.01 LONG-RANGE PLNG. - SYS.	\$127,924	\$116,974	\$10,950	
44.23.02 LONG-RANGE PLNG. - PROJ.	\$136,261	\$123,874	\$12,387	
44.24.00 SHORT-RANGE TRANS. PLNG.	\$203,604	\$184,017	\$19,587	
44.25.00 TRANSP. IMPROV. PROGRAM	\$65,095	\$16,697	\$48,398	
44.26.12 COORD OF HUMAN SVC TRANS	\$46,325	\$20,697	\$25,628	
44.26.16 INCORPORATE SAFETY & SECURITY	\$45,751	\$40,849	\$4,902	
44.27.00 OTHER ACTIVITIES	\$400,000	\$400,000		
TOTAL	\$1,438,602	\$1,150,882	\$215,790	\$71,930

FEDERAL	\$1,150,882	80.00%
STATE*	\$215,790	15.00%
LOCAL	\$71,930	5.00%
TOTAL	\$1,438,602	100.00%

\* NYSDOT provides match via Toll Credits.

\* Total federal program of \$1,150,882 is based on:

\$ 390,882 2016-2017 FHWA PL Allocation

\$ 350,000 backlog (unspent) funding from FHWA PL program savings to be used for contracted services in accordance with the UPWP Tasks

\$ 410,000 backlog (unspent) funding from FHWA PL program savings to be used for Central Staff programmed tasks

OBLIGATION DATE 4/01/16

2016-17 FTA MPP Budget NY-80-2016

P216.05.80A

## HERKIMER-ONEIDA COUNTY TRANSPORTATION STUDY

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$41,767	\$35,606	\$3,788	\$2,373
44.20.02 FRINGE/LEAVE	\$29,595	\$24,425	\$3,542	\$1,628
44.20.03 TRAVEL	\$2,000	\$2,000		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	\$1,500	\$1,500		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	\$485	\$485		
44.20.08 INDIRECT CHARGES	\$4,673		\$4,673	
XX.XX.XX Toll Credits				
<b>TOTAL</b>	<b>\$80,020</b>	<b>\$64,016</b>	<b>\$12,003</b>	<b>\$4,001</b>

### APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$45,283	\$37,121	\$5,281	\$2,881
44.22.00 GEN. DEV. & COMP. PLNG.	\$7,492	\$6,372		\$1,120
44.23.01 LONG-RANGE PLNG. - SYS.	\$3,180	\$3,180		
44.23.02 LONG-RANGE PLNG. - PROJ.	\$6,362	\$6,362		
44.24.00 SHORT-RANGE TRANS. PLNG.	\$1,272	\$1,272		
44.25.00 TRANSP. IMPROV. PROGRAM	\$5,113	\$1,272	\$3,841	
44.26.12 COORD OF HUMAN SVC TRANS	\$6,697	\$3,816	\$2,881	
44.26.16 INCORPORATE SAFETY & SECURITY	\$636	\$636		
44.27.00 OTHER ACTIVITIES	\$3,985	\$3,985		
<b>TOTAL</b>	<b>\$80,020</b>	<b>\$64,016</b>	<b>\$12,003</b>	<b>\$4,001</b>

FEDERAL	\$64,016	80.00%
STATE*	\$12,003	15.00%
LOCAL	\$4,001	5.00%
<b>TOTAL</b>	<b>\$80,020</b>	<b>100.00%</b>

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

OBLIGATION DATE 4/01/16

COMBINED FHWA PL & FTA MPP BUDGETS

P216.05.881/80A

**HERKIMER-ONEIDA COUNTY**

**TRANSPORTATION STUDY**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$389,949	\$341,125	\$3,788	\$45,036
44.20.02 FRINGE/LEAVE	\$504,225	\$469,788	\$3,542	\$30,895
44.20.03 TRAVEL	\$10,000	\$10,000	\$0	\$0
44.20.04 EQUIPMENT	\$6,000	\$6,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$31,500	\$31,500	\$0	\$0
44.20.06 CONTRACTUAL	\$350,000	\$350,000	\$0	\$0
44.20.07 OTHER	\$6,485	\$6,485	\$0	\$0
44.20.08 INDIRECT CHARGES	\$4,673	\$0	\$4,673	\$0
XX.XX.XX Toll Credits	\$215,790	\$0	\$215,790	\$0
<b>TOTAL</b>	<b>\$1,518,622</b>	<b>\$1,214,898</b>	<b>\$227,793</b>	<b>\$75,931</b>

APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$294,003	\$160,095	\$80,676	\$53,232
44.22.00 GEN. DEV. & COMP. PLNG.	\$172,414	\$131,172	\$18,543	\$22,699
44.23.01 LONG-RANGE PLNG. - SYS.	\$131,104	\$120,154	\$10,950	\$0
44.23.02 LONG-RANGE PLNG. - PROJ.	\$142,623	\$130,236	\$12,387	\$0
44.24.00 SHORT-RANGE TRANS. PLNG.	\$204,876	\$185,289	\$19,587	\$0
44.25.00 TRANSP. IMPROV. PROGRAM	\$70,208	\$17,969	\$52,239	\$0
44.26.12 COORD OF HUMAN SVC TRANS	\$53,022	\$24,513	\$28,509	\$0
44.26.16 INCORPORATE SAFETY & SECURITY	\$46,387	\$41,485	\$4,902	\$0
44.27.00 OTHER ACTIVITIES	\$403,985	\$403,985	\$0	\$0
<b>TOTAL</b>	<b>\$1,518,622</b>	<b>\$1,214,898</b>	<b>\$227,793</b>	<b>\$75,931</b>

FEDERAL	\$1,214,898	80.00%
STATE*	\$227,793	15.00%
LOCAL	\$75,931	5.00%
<b>TOTAL</b>	<b>\$1,518,622</b>	<b>100.00%</b>

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