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OVERVIEW OF THE HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY

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

FOUNDATIONAL DEVELOPMENT FOR THE 2019-2020 UPWP

The UPWP is an outline of the transportation planning, programming and budgetary activities that are to be undertaken by the Herkimer-Oneida Counties Transportation Study (HOCTS), as the MPO for Oneida and Herkimer Counties, for the State Fiscal Year (SFY) '18 running from April 1, 2019 to March 31, 2020.

The 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 focused 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 outlined 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, Fixing America's Surface Transportation (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 roads, meet the increasing demands on transportation systems and infrastructure. 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, and 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, as an underscoring for the development of the 2019-2020 UPWP.

The 2019-2020 UPWP was developed through a collaborative process involving HOCTS staff, planning and policy committees and opportunity for public involvement. The process began with a letter soliciting comments and ideas from the membership of the Transportation Planning Committee (TPC)¹ and the Governmental Policy and Liaison (GP&L)² Committee. These ideas were combined with continuing activities taken from the 2018-2019 UPWP and input from NYSDOT Region 2. In additional elements were incorporated from the NYSDOT call letter, Federal Planning Emphasis Areas, and FAST Act legislation. The 2019-2020 UPWP is 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 that may have requested review. NYSDOT main office, FHWA, and FTA are provided the document approximately one month prior to the scheduled GP&L meeting. Upon review, given the GP&L finds the 2019-2020 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 approved. Once approval is received, the 2019-2020 UPWP is submitted to NYSDOT for submission to FHWA and FTA.

¹ TPC is the advisory and recommending committee to the policy committee for the MPO.

² GP&L is the authority that approves all actions of and policy decisions of the MPO.

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 activities.

Backlog Funds

In addition to the annual allocation for the 2019-2020 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 maintained. The carryover of backlog of planning funds provides additional capacity for the MPO to undertake a larger-scale planning studies, 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 2019-2020 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 \$82,000 in FHWA Planning funds consecutively for each since 2012 due to the reduction in urbanized area. The cumulative result has been a loss of over \$400,000 in FHWA planning dollar allocations from pre-MAP-21 funding. However, as previously mentioned the fiscally conservative practices of the MPO have provided for a backlog funding to allow capacity to remain at the same levels of previous programming years. To continue functioning at the current program capacity, backlog funds were programmed into the 2019-2020 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 carryover reaches a modest level. Given the need to utilize backlog funds for maintaining program capacity and staffing levels, a hard look was taken at the existing program to determine where the program could be refined, activities and tasks narrowed, and where expanding the program in regards to the core program could produce greater utilization of funds and benefit to the public.

Match Funds

Federal funding does not pay for the entire transportation planning program laid out in the 2019-2020 UPWP. The match rate is: 80% Federal and 20% Local (which is comprised of 15% State and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space, legal services, accounting services, shared staff positions, and joint investments in technology resources. The State match is provided with in-kind services from the NYSDOT, through cooperative work agreements with Region 2 staff, Main Office and Transit Bureau staff that assist with HOCTS programming.

2019-2020 Funding

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

The HOCTS 2019-2020 UPWP federal funding allocation:

- Federal Highway Administration funding of \$380,437
- Federal Transit Administration funding of \$65,896

The total value of the Federal funding allocation for the 2019-2020 UPWP is \$446,332.

2018-2019 UPWP ACCOMPLISHMENTS

The following listing indicates the status and accomplishments of HOCTS during the 2018-2019 UPWP. All UPWP tasks were completed using FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
Program Support & Administration (FTA 44.21.00)	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, administration, office equipment and supplies, FTA and FHWA activities, UPWP program management, grant line administration, data and file management, 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)	Continuous work on programming the UPWP and the tasks outlined. This includes management, regulatory compliance, and maintaining reports to date. Maintained on-time and accurate reports for the 2018-2019 UPWP Semi-Annual Reports and prepared the 2019-2020 UPWP.
Public Participation Program (21.30)	Continued to use the 2016 Public Participation Policy (PPP) for guidance in advertising meetings and communicating with the public. Staff looked for opportunities to engage LEP populations, elderly, disabled, rural, and reach a diversified population within the MPA.
Environmental Justice / Title VI (21.40)	Ensuring that the MPO maintains compliance the Environmental Justice Analysis with the FAST Act and standing Executive Orders. HOCTS continues to assist Oneida County and Herkimer County in maintaining compliance with Environmental Justice/Title VI.
General Development & Comprehensive Planning (FTA 44.22.00)	
Coordination with Partner Agencies (22.10)	Administrative oversight and coordination with recipients of various Federal and State grants. HOCTS has taken an advisory role for the Oneida County Executive's Vision 20/20 plan: Phase 2, Transportation. HOCTS maintains an advisory role for the Mohawk Valley Food Action Network for the linkage of food and the transportation network. HOCTS acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized transportation into their local planning practices. Continued coordination of programs with the Oneida County Health Department, Office for the Aging and the Oneida County Executives' Office was discussed for cross-field support of complete streets.
Coordination with County & Municipal Land-use (22.20)	Staff provided assistance with The Smart Infrastructure Collaboration and Plan for Oneida County, HOCTS has been assisting the Oneida County Planning Department and Office for the Aging with the AARP Livable Communities Initiative. Provide ongoing transportation impact reviews for Oneida and Herkimer County land-use planners through the GML-239 review process.
Local Transportation Planning Assistance Program (22.30)	Due to staffing constraints a LTPAP project was not undertaken in 2018-2019. Future projects for the 2019-2020 program year were discussed at the Transportation Planning Committee level.

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.
Long Range Transportation Planning (FTA 44.23.00)	
Long Range Transportation Planning – System Level - (FTA 44.23.01)	
LRTP Update (23.01.10)	The LRTP Update 2035 is continuously used as a tool when consulting with people and agencies regarding transportation planning. Preparation continued for the 2020-2040 update was started with a review of existing in-house datasets.
Land-use & TAZ Build-out (23.01.20)	The UAB, and Adjusted Urbanized Area have been identified, developed and mapped to illustrate. Using other data sources such as real property data and the Street Address Mapping (SAM) points, staff have been identifying addresses and people potentially missed by the Census in Herkimer and Oneida Counties.
System Wide Analysis for Performance Based Planning (23.01.30)	The RFP was released in July 2018, review of proposals took place in October 2018, with interviews in November 2018. Seven (7) proposals were received, encompassing 22 professional planning, engineering, and design firms. Conditional consultant is pending contract approval, project start is slated for March 2019, with the project running through May 2020.
Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)	Currently, planning meetings are occurring internally to determine to staff needed and develop a scope that is inclusive of all stakeholders.
Long Range Transportation Planning – Project Level - (FTA 44.23.02)	
Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)	A QA/QC field verification was performed of all existing mapping for the existing Bicycle and Pedestrian Trail Guide from June through September 2018. Additionally, the Guide underwent a design overhaul in July and August 2018 to update the appearance. The publication of the new 2019 edition is planned for FFY 2019 Q2/ SFY 2018 Q4, with distribution in SFY 2019 Q1. In addition, the 2019 edition will also have a web app and online access through www.hocts.org announced and coordinated with the spring 2019 distribution.
Transit Enhancement and Mobility Management Activities (23.02.50)	The HOCTS goal is to look at the mobility of the network in a regional and holistic approach. The Transportation Coordination Committee (TCC) remained active, meeting approximately quarterly. The TCC has provided an open network forum for providers, agency's with client needs, and the mobility manager to collaborate in solutions to address challenges facing all of them.
Short Range Transportation Planning (FTA 44.24.00)	
Short Range Transportation Development (24.10)	HOCTS, in partnership with Oneida County's Vision 2020 Transportation Committee, NYS Energy Research and Development Authority (NYSERDA), NYS Department of Transportation, and Energetics Incorporated has been working on a study to identify areas where technology can improve transportation system efficiencies. This task provides continued support of member municipalities and providers for requests including but not limited to: providing land-use data, census information, transportation data, review of transportation elements of plans, programs and projects, and immediate needs requests as they relate to environmental issues (flooding, snow removal, and bank erosion).
Geographic Information Systems (24.20)	The GIS activities in HOCTS continue to build and maintain current transportation related spatial data, traffic counts, road centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling. We have completed the final phase of the installation of our ArcGIS Server software. This allows us to publish map services to the intranet and the internet. Currently, we have traffic count and pavement condition web mapping applications running from www.ocgov.net/planning.
Road Centerline / Address Correction /Street Address Mapping (24.30)	The initial effort of completing an address point for every known address is complete and now we have moved into a maintenance phase in Oneida County. After completing the SAM quality control process in Oneida County, work will begin in Herkimer County. We met with Herkimer County E911 staff and have a work plan formulated. Data review is well under way and several towns have been Quality Controlled to date.
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. All stations on the non-State Federal Aid System counted and can proceed with input into the transportation model.

Functional Classification (24.50)	The GIS unit is currently using the NYSDOT online traffic data viewer as the official source of functional class information for non-State Federal Aid Roads. We are constantly monitoring traffic via counts and census data. The process was completed on urban areas and urban clusters with a population >5000. Essentially making some, but not all, urban cluster areas subject to an urban road classification. We are monitoring the result of this on the non-State federal aid system.
Road Scoring / Pavement Management (24.60)	Road Scoring/Pavement Conditions - Road scoring for 2018 is on-going. HOCTS have teamed with Oneida County and the City of Utica to complete road scoring on County Roads and City owned Streets. That data will be used to assist both entities with paving and road maintenance planning. The network is scored using ArcGIS version 10.3 combined with positional information from a hand-held GPS unit.
Traffic Counting (24.70)	HOCTS now has 30 counters and places up to 15 every week during the summer collection season. HOCTS is also taking part in a joint project with NYSDOT to count local roads in an effort to better estimate VMT on non-State roads. Collection during the summer of 2018 went well, with 115 successful counts completed. 2018 count processing is in progress and a summary file is being developed to be deployed on our website.
Transportation Improvement Program (FTA 44.25.00)	
2014-2019 TIP Maintenance & Development (25.10)	The continuing maintenance of the 2017-2021 TIP. Continuing maintenance includes ensuring fiscal-constraint and projection of long term needs within the TIP. TIP amendments are prepared for the TPC and GP&L committees, and after approval entered into the e-STIP.
Emphasis Areas (FTA 44.26.00)	
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.
Planning for Transit Systems Management/ Operations to Increase Ridership (26.16)	HOCTS staff actively provides oversight, transit OCRT administration, planning, and support services for the Oneida County Rural Transit and Herkimer County Rural Transit (HCRT) systems. The focus has been on improving the efficiency and effectiveness of regional/rural and urban transit service connections of the two systems in the metropolitan planning area.
Safety and Security (SAM Project) (26.16)	On-going efforts to enhance safety and security on the entire transportation network have been carried out through the various activities: promote implementation of Complete Streets Law within NYS, analyze data from the NYSDOT reporting systems, assist with field evaluations of areas with traffic concerns, high accident rates or operational deficiencies, ensure that safety elements are included on all capital projects, work with transportation operators (bus & rail) to provide security at transit hubs, participation with NYS MPO working groups for safety, security and related topics.
Other Activities (FTA 44.27.00)	
Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)	HOCTS continues to support NYSAMPO by contributing dues from its annual apportionment. Additionally, participation with the following NYSAMPO working groups provides a significant value to the work program. HOCTS also participates with and supports SCIs and SPR projects whenever applicable to the needs of the program.
Direct & Indirect Costs (27.20)	Direct and indirect charges are included in this task. This does not include any central staff (salary and fringe benefits) charges. Direct and indirect items include: contractual costs, equipment, travel, training, workshops, printing, office supplies, meeting supplies, reproduction, computer equipment, computer software, office furnishings, all items are as needed to administer the program and acceptable costs within FHWA, FTA, and NYSDOT regulations.

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 undertake 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 HOCTS is described in the text and chart below:

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 HOCTS staff presently consists of a Director/Transportation Program Manager, an Associate Planner, and a Planning Specialist. Support services are provided by an accounting, administrative, and clerical staff provided by HOCCPP personnel in coordination with HOCTS. Technical and GIS staff support is provided by HOCCPP personnel in coordination with HOCTS. 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, by agreement, in the Oneida County Department of Planning through a contract between the NYSDOT as the grant sponsor and Oneida County as the host agency. The host agreement with Oneida County is effective April 1, 2012 through March 31, 2022.

2. New York State Department of Transportation (NYSDOT)

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 are physically housed in two locations: the NYSDOT Statewide Planning Bureau in Albany, NY and the Region 2 Planning and Program Management Group in Utica, NY. NYSDOT staff support from other groups is provided on an as needed basis under the direction of the NYSDOT Regional Director.

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.

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

A. HOCTS

1. Transportation Program Manager (management and oversight of the MPO program)
2. Associate Planner (management of transit programs, community outreach (Title VI, EJ, Civil Rights, Public Participation, etc.), project management,)
3. Planning Specialist (project specific tasks, research, task management, field work (traffic counts, pavement scoring, data collection, monitoring visits), assistance with GIS)
4. Program Assistant/ Administrator (expected to be filled in 2019-2020 program year)

B. Herkimer-Oneida Counties Comprehensive Planning Program (cooperative two-county planning department operated by Oneida County (HOST Agency) Department of Planning (administering department))

1. Commissioner of Planning (serves as secretary to policy committee, general program operation and oversight)
2. Secretary to Commissioner (office receptionist, meeting planning, mailing assistance)
3. Principal Account Clerk (administration of all FHWA & FTA grants, reimbursements, sub-recipient billings, payroll)
4. Principal Planner (Census Data Affiliate) (provides analysis of Census Data to support MPO documents, reports and mapping)
5. Senior Planner (provides Adobe Publishing assistant and graphical/analytic assistance)

C. GIS Staffing (Oneida County (housed within and operating as part of the Oneida County Department of Planning))

1. GIS Coordinator (general IT services for MPO, coordination of GIS staff and equipment for Pavement Scoring and Traffic Counting, mapping liaison to NYSDOT Regional Office)
2. Senior GIS Analyst (maintains traffic model, GIS based analyst coordinated with Census Data Affiliate, app development for MPO data)
3. GIS Analyst (4 staff persons)
 - i. field data collection for traffic counting and road scoring
 - ii. field data collection, processing and analysis and report development for all field data collected, management of historical MPO field data
 - iii. processes mapping request for MPO needs, field data collection, project/task specific mapping
 - iv. street address/ mapping correlation, coordination with E-911 for data sharing

The three (addition of one expected) dedicated HOCTS staff and eleven additional staff (from the HOST Agency) support the daily operations of the MPO. This results in thirteen persons actively billing to the UPWP Task budget and personnel/ central staff line.

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

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

Coordination and Direction

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

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

Public Participation Policy for the UPWP

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. This includes the review and implementation of MPO planning documents, plans, programs, and projects.

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

- mailings and emails through a central contact list;
- website publication of transportation planning documents and public meetings;
- public meetings, 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.

Development of the HOCTS 2019-2020 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 2019-2020 UPWP is sent to NYSDOT for review (thirty days prior to GP&L meeting to approve) and made publicly available via the HOCTS website (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, revisions are made to the draft and the final version of the 2019-2020 UPWP which are reviewed, discussed, and recommended for adoption by the TPC to the GP&L. The approved document is then sent to NYSDOT for submission to FTA and FHWA.

HOCTS Public Participation Policy 2016 can be found on its website www.hocts.org.

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 2019-2020 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: \$92,513 FHWA PL and \$11,096 FTA MPP/\$2,774 NYSDOT IKS
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 \$666 for 2019-2020)
Lead Agency: Binghamton Metropolitan Transportation Study

Projects Common to Many or All MPOs

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

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

1. National Household Travel Survey (NHTS), Census Transportation Planning Program (CTPP), Intercity Travel (ATS) and Travel Patterns for NYS – C-10-54
Objective: The goal of this project is to provide research and analysis of national data sets to highlight New York State data.
Cost: \$6,500,000
Begin/End: September 2017 – September 2023
2. Highway Oversize/Overweight Credentialing System (HOOCs) – C-13-57
Objective: The goal is to implement a Commercial Off-the-Shelf (COTS) HOOCs software solution and obtain the accompanying integration services necessary to fulfil NYSDOT’s Central Permitting Bureau’s business requirements.
Cost: \$5,000,000
Begin/End: January 2015 – September 2021
3. Program & Project Management Software and Training – C -14-53
Objective: The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise level program and project management system to facilitate improvements to the capital program delivery.
Cost: Project Budget- \$1,850,000
Begin/End: August 2014 – May 2019
4. Technical Support for Use of National Performance Management Research Data (NPMRDS) – C-14-61
Objective: The goal of this project is to develop and make accessible to NYSDOT and partner planning agencies a hosted National Performance management Research Data Set (NPMRDS) geo-database and analytic framework for performance analysis and visualization of congestion, mobility, and reliability
Cost: \$884,068
Begin/End: January 2015 – September 2019
5. Short Count Traffic Count Program (2015-2020) – C-14-63
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
6. Statewide Planning, Policy & Technical Research Tasks in Support of ATDM – C-15-52
Objective: This project will progress and support specific task-order based assignments related to planning, policy, technical assistance, and research needs that may be inter-regional or statewide in scope and aim to reduce congestion, energy consumption, greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures, and promote or foster a sustainable transportation system.
Cost: Project Budget- \$3,000,000
Begin/End: August 2015 – June 2019
7. Bus Safety Inspection System (BusNET) – C-15-54
Objective: The goal of this project is to replace the existing 25+ year old mainframe with a new modern server-based IT system.
Cost: \$2,000,000
Begin/End: September 2015 – October 2019
8. Continuous Count Traffic Count Program Zone 1 – C-16-51
Objective: This initiative is the Continuous Count (CC) Traffic Count Program for Zone 1 with full

performance-based maintenance and upgrade services in Zone 1 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.

Cost: Project Budget- \$2,525,000
Begin/End: December 2016 – June 2021

9. Continuous Count Traffic Count Program Zone 2 – C-16-52

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

Cost: Project Budget- \$2,225,000
Begin/End: February 2017 – June 2021

10. Improvement of Safety Management System Planning and Implementation – C-17-52

Objective: The goal of this project is to assess the Department's safety analysis methods and safety programs and implement new strategies using updated technologies and enterprise platforms.

Cost: \$3,500,000
Begin/End: November 2017 – November 2019

11. Pavement Condition Data Collection Services – C-17-53

Objective: The goal of this project is to collect pavement condition data as necessary to comply with annual state and federal requirements and NYSDOT pavement management practices and to develop and maintain a system by which to track location, dimension, and condition of other highway related assets.

Cost: Project Budget- \$20,500,000
Begin/End: February 2018 – December 2024

12. Statewide Coordination of Metropolitan Planning Programs – C-17-56

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

Cost: Project Budget- \$100,000
Begin/End: April 2019 – March 2020

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

Objective: The goal of this project is to determine sign changes required to meet 2009 Manual of Uniform Traffic Control Devices (MUTCD) requirements. The objective is to hire a consultant to collect information required to inform the design and construction steps necessary to bring horizontal curve warning signs into compliance with the 2009 MUTCD. These sign changes are expected to reduce accidents within horizontal curves on the New York State (NYS) highway system.

Cost: \$2,000,000
Begin/End: September 2018 – September 2019

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

Objective: The goal of this project is to purchase floating car probe data to establish performance targets to assess travel reliability, congestion and emissions, and to perform other analyses and visualizations of road performance for both passenger cars and trucks. This data will be utilized by the Department and its fourteen-partner Metropolitan Planning Organizations (MPOs). Currently, the Federal Highway Administration provides (no fee) floating car probe data collected by INRIX as a single, consistent source of data for all states to utilize.

Cost: \$337,500
Begin/End: August 2018 – August 2019

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

Objective: The goal of this project is to expand the number of small culverts contained within the

Department's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory and inspection of small culverts. The consultant will go into the field to locate small culverts and collect data related to physical attributes and inventory and inspection information.

Cost: \$4,000,000
Begin/End: January 2019 – May 2022

PERFORMANCE BASED PLANNING PROGRAMMING (PBPP)

The programs and policies created under MAP-21 continue in the same likeness with the passage of the FAST Act. MPOs are required to demonstrate to the public and elected officials that their transportation investment decisions have produced positive outcomes that are in line with the MPOs adopted goals and objectives. This is in conjunction with ensuring that the MPOs goals and objectives are aligned with the NYSDOT, FTA, FHWA adopted goals and objectives. The National Goals established are outlined below:

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

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

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

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 2020 UPWP. The PEAs are United States Department of Transportation priorities and include:

PEAs	UPWP Corresponding Task	
<p>MAP-21 Implementation: Transition to Performance Based Planning and Programming 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.</p>	<p>22.40 23.01.10 23.01.30 24.30 24.40</p>	<p>24.60 24.70 26.14 26.16</p>
<p>Models of Regional Planning Cooperation: 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.</p>	<p>22.10 22.20 22.30 23.01.40 23.02.40</p>	<p>23.02.50 24.20 26.14 26.16</p>
<p>Ladders of Opportunity: 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.</p>	<p>22.10 22.20 23.02.40</p>	<p>23.02.50 26.14 26.12</p>

THE FAST ACT

Signed into law on December 4, 2015, is a five-year fully-funded \$304.7 billion federal surface transportation authorization bill intended to improve the condition and performance of the nation's surface transportation infrastructure. FAST is the first long-term surface transportation authorization enacted in more than a decade and the successor legislation to the two-year MAP-21; which expired on September 30, 2014. However, MAP-21's funding, policy and programmatic provisions were continued through a series of short-term extensions. In addition to providing stable and predictable funding authorizations, FAST reforms surface transportation programs; refocuses federal investment on national priorities such as freight goods movement and high-volume interstate highways; and continues to streamline the environmental review and permitting processes to accelerate project approval.

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). 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.

General programming of funding continued under and/or added to the FAST Act are outlined below:

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.

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.

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 2019-2020

The HOCTS 2019-2020 UPWP is built upon the approved 2018-2019 UPWP and the final rule makings and guidance associated with FAST Act. The UPWP will take HOCTS in a direction further aligned with NYSDOT, FHWA, and FTA guidelines, while simultaneously increasing its presence as a local resource for Herkimer and Oneida Counties. The development was guided by the 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 metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out in consultation and cooperation with officials from federal, state, local agencies, and the general public. Moving forward planning documents have been, and will continue to be, updated to reflect the desire for a comprehensive, cooperative, coordinated transportation system that aims to enhance the mobility and safety, through innovation and sustainable investment, of all users traveling on the transportation network in Oneida and Herkimer Counties.

MPO activities, support enhancement of a multi-modal system (urban and rural), make the transportation network safer and more secure, improve the economic competitiveness of the region through transportation improvements, and improve the users' quality of life. This effort encompasses a variety of planning tasks that will serve to proactively plan for transportation project development, work to incorporate new opportunities into the UPWP, be responsive to current needs of the locals, and be a resource and repository for data pertaining to the transportation network.

The broad approach outlined above is aligned with performance measures and planning target to support performance based planning and programming. Identification of the unmet needs in municipalities, linking opportunities (inclusive of all modes) to better maximize the systems' efficiency, and advances in the use of technology to enhance the system through the data are all incorporated in the UPWP tasks. Funding for transportation planning and programs has been significantly less than the amount required to address the existing and future needs for the MPA. This emphasizes the need for proactive transportation planning, aligned with regional development goals, sensitive to local needs, and inclusive of public comment, to determine the future of the transportation network in Herkimer and Oneida Counties. This path charted 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. The core HOCTS program will be expanded to have a greater impact on the member municipality's transportation network and address the unmet needs in the MPA. To achieve this task areas have been revised and expanded. The local transportation planning assistance program task, added several years ago, provides a mechanism to support transportation planning in member municipalities and agencies through HOCTS providing direct access to resources. The expanded tasks cover projects that include: street address mapping for safety enhancement, addressing needs of the non-motorized trail network, developing the multi-modal opportunities, planning to increase ridership on transit

systems, conducting systems analysis, facilitating proactive planning to marry economic developments into the existing transportation framework, working with partner agencies to effectively identify means to resolve transportation system concerns, integrating innovative technologies to ensure the sustainability of the transportation network, and addressing socially current transportation issues. These tasks will allow for flexibility in administering the program and facilitate a greater level of efficiency when utilizing federal funds.

The 2019-2020 UPWP will see a full transitioning to performance based planning and programming in the MPA. By utilizing a Performance Based 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 investments are made. The MPO and its municipalities 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 PBPP will be systematic and organized into smaller components, which will be coordinated with the update cycles of the Long-Range Transportation Plan and the Transportation Improvement Program, both due for update in 2019. The MPO will utilize staff and the assistance of consultants to complete related tasks.

Fittingly, emphasis is focused on the development of a transportation program that is reasonably accomplished within available staff resources and is in keeping with the priorities of the LRTP Update 2035. To support the outline of tasks, the budget tables have been revised. HOCTS is programming all current FHWA and FTA funds, and in addition FHWA PL carryover (backlog) funds in this UPWP. A majority of the funding has been identified for consultant studies, which will increase capacity of the MPO, and assist with maintaining compliance. Many of the tasks identified will continue beyond the 2019-20 program year. The 2019-2020 UPWP illustrates HOCTS planned, strategic utilization of funding for transportation planning in Oneida and Herkimer Counties to support the goals and objectives of the MPO.

2019-2020 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

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 that includes interoffice personal computer administration, software, networking, printers, GPS, plotters, and other Information Technology (IT) activities.

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

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

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout program year

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

Objective: To prepare the 2019-2020 UPWP, semi-annual (October and April) reports for the current UPWP, and amendments to the UPWP.

Description: A one-year work program documenting transportation planning and projects activities anticipated within the study area will be developed for the upcoming program year. Development of the program will be guided by the HOCTS LRTP, federal and state agency consultation, and input from the HOCTS committees' membership and staff. The data, analysis, and procedural needs will be estimated for each task. This task includes all required administrative process meetings and associated approvals. Additionally, 6-month progress reports on the work program will be prepared and submitted to NYSDOT and Federal partners.

Product: Two UPWP Semi-annual progress reports and the 2019-2020 UPWP.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity)
UPWP 2019-2020 complete March 2019.

Task 21.30: Public Participation Program

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

Description: The Public Participation Plan (PPP) was adopted in 2016. The HOCTS staff is continually seeking to expand its role of community liaison to assist in producing meaningful contributions to the transportation planning process. This effort includes keeping an up-to-date contact list of interested citizens, public officials, and media outlets. Citizen participation takes place in the form of public hearings and forum meetings on major transportation planning documents and through published comment periods for meetings and documents. The HOCTS website is used as the main communication tool and continuously updated to include the current UPWP, TIP, LRTP, meeting notices, agendas, and amendments in an accessible format. The HOCTS will also increase efforts to reach disadvantaged and LEP populations within the MPA through partnerships with human service agencies and utilization of translation services for planning documents, projects, policy updates, and program materials.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, web site updates, and compliance with the Public Participation Plan. This includes translation services for MPO developed written materials.

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing throughout program year; in tangent with the system wide analysis and LRTP.

Task 21.40: Environmental Justice / Title VI

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

Description: The Environmental Justice Analysis 2016 was adopted in December 2016. HOCTS staff will work to maintain compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898 on Environmental Justice and related statutes and implementing regulations as they relate to the HOCTS planning process. HOCTS utilizes the Oneida and Herkimer County Census Data Affiliate to monitor statistical data changes, as they relate to the populations in the EJ Analysis 2016.

Products: Integration and utilization of the EJ Analysis 2016 will be a reference for transportation planning decisions, programing, projects, and public outreach efforts.

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing utilization; EJ Analysis scheduled for review September - December 2019 in

conjunction with the LRTP update.

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 knowledge. Further growth is viable only 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

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 for economic development and quality-of-life considerations. This task aims at supporting consistency between transportation improvements, 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 effort 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, and 5) Meet with, provide technical knowledge to coordinate transportation based initiatives with partner agencies. A focus of these interactions will be the promotion of sustainability in the transportation infrastructure. This can be achieved with partner agencies by identifying strategies that address core infrastructure needs, support regional smart growth planning and complete streets to ensure that these investments contribute to livability and economic competitiveness of the member municipalities. This 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 throughout program year; As needed and requested by partner agencies for large-scale, local, and regional projects.

Task 22.20: Coordination with County & Municipal Land-use

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

Description: Land-use review processes in NYS are generally carried out through planning boards, zoning boards, town/village boards, and city councils through General Municipal Law Section 239 and through the NYSDEC Environmental Review/ State Environmental Quality Review Act process (SEQRA). The referral of proposed transportation related actions is triggered primarily by the type of proposed development, geographic location, 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 planning objectives and policies.

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; Monthly throughout 2019 for review of 239's with transportation impacts within the MPA.

Task 22.30: Local Transportation Planning Assistance Program

Objective: To provide access to transportation planning and engineering expertise (on an as needed basis), for eligible 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 transportation planning and engineering. Planning analyses of municipal transportation projects that may have regional significance will be conducted by staff and/or consultants. This will facilitate access to professional transportation planning/engineering consultants for municipalities, in situations where the level of assistance and expertise required is beyond what is readily available from resources or from HOCTS staff, through the maintenance of hourly fee-for-service contracts (i.e. short term transportation planning studies, or minor traffic impact study reviews). Separate contracts will be established, as needed, for more significant projects that require a greater level of effort or specific areas of expertise. Projects funded under this task activity will be reviewed and selected by the TPC. The focus of planning assistance projects will be varied, but may include projects which will effectively promote sustainability of infrastructure, implementation of smart growth and complete streets practices, environmental impact readiness, enhancement of off-road facilities development of economic opportunities through transportation investments, freight impacts, safety issues, long range planning for growth, planning studies to produce selected alternatives, or to produce final planning and design drawings. This assistance program may be extended to include an agency providing a service to the transportation network within the MPO that is furthering the goals and objectives of the LRTP Update. This is to be determined on a case by case basis. This task can also be utilized to provide additional expertise and technical assistance to HOCTS to complete work tasks or projects, on an as needed basis, to supplement staff capacity for meeting activities within and beyond the work program.

Product: Assistance for member municipalities, agencies, or HOCTS to conduct transportation planning

services beyond that which is typically available at the local level or within the HOCTS staff capacity.

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

Timeframe: Open application; TPC will review requests as they are received and determine if planning assistance should be awarded for the project in the 2019-2020 program year.

Task 22.40: Census Support/ Statistical Analysis

Objective: To review and analyze the 2010 Census Transportation Planning Package (CTPP) for the Utica-Rome Metropolitan Statistical Area (MSA) and to assist the U.S. Bureau of Census in reviewing, updating, and evaluating Census data and Traffic Analysis Zones (TAZs) as requested.

Description: The Census Transportation Planning Package (CTPP) is a specialized tabulation oriented toward transportation planners created by the Bureau of the Census based on data collected in the Census. Assistance is provided as necessary for the Census update and support to the Oneida County Census Data Affiliate. The Census Bureau has requested HOCTS assist them in locating streets and addresses and updating TAZs in order to update the Master Address File (MAF) and Transportation Investment Generating Economic Recovery (TIGER) 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; Regular assistance with LUCA for 2019.

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 have arisen since the 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

Objective: To update the LRTP Update 2035 to advance transportation planning and develop the 2020 – 2040 LRTP Update.

Description: HOCTS current LRTP Update 2035 expires in December 2019. It was determined that a fresh look needs to be applied and a new identity provided to the plan for 2020 – 2040 edition. Due to lack of staff resources, an RFP will be issued for professional services to complete the update of the LRTP. Adoption of the plan is required by December 2019 with a January 2020 effective date. The RFP is planned to be released in SFY 2018 Q4, with contract execution by the GP+L in the same quarter.

The LRTP Update 2020-2040 will be split into two phases. Phase I is the update of the LRTP to meet federal requirements and adopt a performance based planning approach to transportation development in the MPA. Phase II is the creation of a transportation atlas. This will take place in the six-month's post LRTP Update 2020-2040 adoption. This documents purpose is to be a graphically rich, user-friendly document that tells the story of the transportation network in Herkimer and Oneida Counties. It is expected both Phases will have dedicated websites to accompany the projects.

Product: Documentation of activities related to the implementation and utilization of the LRTP Update 2035. Documentation of process for developing the 2020-2040 LRTP Update.

Major Participants: HOCTS, HOCCPP, NYSDOT, Consultant Services

Timeframe: Ongoing throughout program year; LRTP Update 2020-2040 final draft expected September 2019, with completion/adoption planned for December 2019. Transportation Atlas will be developed in Q4 of SFY 2019 and delivered in Q2 of SFY 2020.

Task 23.01.20: Land-use and TAZ Build-out

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

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; Review will be undertaken June – October 2019 in coordination with the LRTP update.

Task 23.01.30: System Wide Analysis for Transit Based Transportation Connections

Objective: The transportation study, will focus on transit and how it connects to other modes of travel in Oneida County and regionally. The study will look at Oneida and Herkimer County in the same manner but in two separate studies.

Description: The purpose of the System Wide Analysis for Transit Based Transportation Connections (SWA for TBTC) is to develop a collaborative, planned, realistic, viable and sustainable system for the movement of people to support and strengthen community economic development, which creates linkages between the rural and urban areas of Oneida County through transit options both in urban and rural areas.

The focus will be on the Oneida County Transit System, which will include the rural and urban transit systems. The study will include the following elements, at minimum: An assessment of current transit services in the county, an assessment of rural and urban transit systems and the technology needs of both, identification of transit software for management of the transit system, an assessment of complementary transportation modes in the county (i.e. rideshare, vanpool, bicycle, pedestrian accommodations, medical transportation, and all similar services), an assessment of current private transportation services in the county (i.e. taxi, charter services, transportation networking companies (TNC (i.e. Uber, Lyft)), and all similar services), an assessment of demand (need) for transit services in the county, a proactive community engagement plan to understand the desire, need, opportunities and issues associated with transit service to build ridership through educating the community, a strategy to brand and market the transit system for the modern rider, sample templates and implementation plan for a universal signage program to communicate to all transit users, and development of a universal platform (encompassing all media formats) to provide information to the travelling public regarding the transit system. The overarching emphasis will be to build system efficiency, provide a high level of service, increase transit ridership, develop multi-modal connections, and optimize utilize of public transit dollars in Oneida County.

Product: A system wide analysis for transit based transportation connections and development of multi-modal connections within the county to serve as a guidebook for future system wide analysis and planning activities for transit, highway, and pedestrian travel.

Major Participants: HOCTS, HOCCPP, NYSDOT, Consultant Services

Timeframe: March 2019 consultant under contract; study to run 14 months to May 2020 with on 6 month extension. Complete no later October 2020.

Task 23.01.40: Scoping for Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee Street

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

Description: The scoping study will identify the corridors' safety, mobility, infrastructure, community and environmental existing conditions, needs and gaps. The study will look at the interchange of I-90 at Exit 31, including all ramps and connections to North Genesee Street, I-790, Auert Ave., Herkimer Rd., River Rd., Leland Ave., and NYS Rtes. 5/8/12 and 5s. The project will also identify existing and projected land-uses that serve as origin or destination points for traffic using Exit 31. The study will also look at Exit 31 and the regional impact it has as a gateway to the Mohawk Valley and Adirondack regions; this includes expanded tourism and economic

development facilitates. Elements of this study and activities required for it will be developed through HOCTS, in consult with the stakeholders, and a professional consultant.

Product: A scoping study that would function as the Project Scoping Report. Based on this report, the project would be able to receive move forward to obtain funding, move forward for engineering design, and be placed on the TIP/STIP (pending available funds).

Major Participants: HOCTS, NYSDOT, NYSTA, NYS Canal Corporation, NYSPRHP, Oneida County, City of Utica, Town of Deerfield, Town of Marcy, Oneida County Tourism, MV Edge

Timeframe: RFP release estimated June 2019, consultant selection by August 2019, project to run 6 – 12 months after consultant selection (September 2019 – March 2020).

Long Range Transportation Planning – Project Level – 44.23.02

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

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

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

Release of the 2019 update of the Bicycle and Pedestrian Trail Guide. This update will include the addition of trails in the City of Rome and Utica. The entire document will be visually refreshed and high quality imagery added to the mapping. The distribution will include printing of 5,000 hard copies and publishing a web based format for accessibility. Outreach of the guides availability will be targeting both residents and visitors to the MPA.

Inventory, analysis, for a safer inclusion of non-motorized/slow-moving farm vehicles transportation within the MPO planning areas. This is meant to address the horse and buggy movement and slow-moving farm vehicles that results from the large agricultural/rural areas that flank the smaller urban centers 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: Release of the 2019 Bicycle and Pedestrian Trail Guide for Oneida and Herkimer Counties; Analysis of the non-motorized/slow moving farm vehicles in the existing transportation network.

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

Timeframe: June 2019 release of the Bicycle and Pedestrian Guide in hard copy and website launch. Ongoing field data collection of non-motorized/slow moving farm vehicles.

Task 23.02.50: Transit Enhancement and Mobility Management Activities

Objective: To continue building a strong, sustainable, non-emergency transportation network that provides quality connections to all users and enhances the mobility of the entire planning area, 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 Transportation Planning Committee (TPC).

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

Product: Documentation of activities related to the implementation of mobility enhancement activities. An active committee of human service transportation providers to develop a network, and provide insights for planning efforts within the MPA boundary.

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

Timeframe: Ongoing throughout program year; TCC meeting approximately quarterly, April 2019, August 2019, October 2019, January 2020

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 and reacting to new unforeseen development. Activities can include, but are not limited to, providing land-use data, census information, transportation data necessary for conducting a study, and assessing safety needs in transportation plans, programs, and projects. Inclusion of activities specifically

emphasizing project planning or analysis proposed in the next three to five years. More specifically activities such as 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, future development, and reactive planning for transportation issues as they relate to the LRTP.

Major Participants: HOCTS, HOCCPP, NYSDOT

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

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 technologies/methods are used to manage pavement condition, traffic counts, land-use forecasting, roadway capacity, and other quantitative data sets. Collection, analysis, viewing and disseminating data and the information derived from the data are all accomplished using GIS software 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 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, address point, NYS GIS based rail map, canal, bicycle facilities, pedestrian facilities, recreational facilities, Traffic Analysis Zones (TAZs), freight, Census information, safety data, and Environmental Justice and demographic data. GIS analysis will assist implementation of the LRTP and coordination with other planning efforts in Oneida and Herkimer Counties.

The GIS activities continue to build and maintain current transportation related spatial data. Spatial and textual data including tax parcels, 2018 imagery (1' pixels), 2015 imagery (4" pixels), traffic counts, road centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling are just some of the layers necessary on a day to day basis. Building our enterprise level datasets and providing transportation GIS data to a broader audience is also ongoing. We will be expanding the web mapping applications. Currently the traffic count and pavement condition web mapping applications are available. Some data we make available to the general public, other data is accessible only to staff within our network. These map applications are platform independent and will run on any PC or mobile device.

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 throughout program year, supports daily functions of the MPO.

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

Objective: To create a street centerline/address range Geographic Information System (GIS) theme

which is both spatially correct and also has accurate address range data assigned to each centerline segment. To supplement centerline data with point data representing each address in the two Counties.

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

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

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

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 throughout program year; generally, April – May 2019 and September 2019 – March 2019, running opposite field data collection (GIS staff is dually utilized).

Task 24.40: Modeling and Forecasting

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

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

The regional computer simulation and forecasting model will be maintained and used as necessary. Staff will continue to transfer over to the new model and obtain training. Emphasis

will be placed on developing growth factors on 10 and 20-year time frames for the network. In addition, simulations and forecasts will be accomplished in support of subarea studies requested of the HOCTS staff.

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

Major Participants: HOCTS, HOCCPP

Timeframe: Ongoing throughout program year; October 2019 – March 2020 is focused time (as it is off season from field data collection)

Task 24.50: Functional Classification

Objective: Update the highway functional classifications as needed.

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

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

Major Participants: HOCTS, HOCCPP, NYSDOT

Timeframe: Ongoing throughout program year; spot reviews in May and November 2019.

Task 24.60: Road Scoring/ Pavement Management

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

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

Partnering with Oneida County and the City of Utica to continue road scoring on county roads and city owned streets. That data will be used to assist both entities with paving and road maintenance planning. The network was scored using ArcGIS version 10.3 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment. This information can and is used to strategize when the best time for maintenance activity is.

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

Major Participants: HOCTS, HOCCPP NYSDOT

Timeframe: Ongoing throughout program year. April 2019 – October 2019 are typical road scoring field data collection months. Processing of data collected occurs continuously, but typically is scheduled opposite field work collection during November 2019 – March 2020.

Task 24.70: Traffic Counting

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

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

HOCTS staff provides labor for the counter placement and data processing. HOCTS now has 30 counters and places approximately 15 every week during the summer collection season. Processing has been on-going throughout and will continue through the winter months until complete. It is expected that 180 counts will be successfully completed during the 2019 counting season, weather dependent. All counts collected included volume, speed and class observations. These counts will eventually be available on the NYSDOT traffic data viewer.

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

Major Participants: HOCTS, HOCCPP, NYSDOT

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

Transportation Improvement Program (FTA 44.25.00)

The current 2017-2021 TIP was adopted in 2016. The 2017-2021 TIP was included in the 2017-2020 STIP that was adopted in accordance with Federal Fiscal Year 2018, which began on October 1, 2017.

Task 25.10: TIP Update & Maintenance

Objective: This activity involves the continuous maintenance of the current 2018-2021 TIP. Initial development of the 2020-2024 TIP.

Description: This activity will include the implementation of and processing of amendments to the currently adopted 2018-2021 TIP. The 2018-2021 TIP, that governs through the 2021 Planning year is FAST Act compliant.

Initial development of the 2020-2024 TIP will begin in the last half of SFY 2019 and continue

through SFY 2020. It is expected that the new TIP will be adopted in June 2020 and effective October 1, 2020 for the 2020 FFY.

Product: Amendments to the 2018-2021 TIP. Initial development of the 2020-2024 TIP.

Major Participants: HOCTS, NYSDOT, Local Agency Staff

Timeframe: Maintenance of 2018-2021 TIP - Ongoing throughout program year; Initial development of 2020-2024 TIP last half of SFY 2019.

Emphasis Areas (FTA 44.26.XX)

Planning Emphasis Areas (PEAs) 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 2017-2020 HOCTS Public Transit-Coordinated Human Services Transportation Plan for non-emergency transportation.

Description: HOCTS staff will continue to build and strengthen transportation related partnerships that will improve and create innovative coordination and mobility services in the two counties. The locally developed public transit-human services transportation plan will be implemented through the Transportation Coordination Committee (TCC) which includes representatives of public, private, and non-profit transportation human services providers, as described federal requirements. The 2017-2020 Plan has been updated to be FAST Act compliant and will be amended if any further federal as guidance is released. The Plan is amended annually for the federal requirement of the continuing need for review; this is done via an addendum listing of Section 5310 eligible projects.

A focus area will be to review and adjust the rural transit routes in Oneida County to meet the continuing needs of the rural citizens. This will entail working closely with Birnie Bus Tours staff, Office for the Aging staff, human service agencies, and the Mobility Manager to map the current rural transportation needs and adjust the current rural transit routes in more alignment with actual needs.

Product: Plan implementation, updated project listing, and Transportation Coordination Committee meetings. Rural transit route planning meetings and system operation revisions.

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

Timeframe: Ongoing throughout program year; TCC meetings approximately quarterly (March 2018, April, August, & October of 2019); Coordination with activities of Task 44.23.01.80

Task 26.14: Planning for Transit Systems Management/ Operations to Increase Ridership

Objective: To provide transit planning support for the Oneida County Rural Transit, Herkimer County Rural Transit system, and urban Oneida County bus systems.

Description: HOCTS will focus on improving the efficiency and effectiveness of regional/rural and urban transit service in the metropolitan planning area. Coordinate with transit operators to identify capital projects necessary to improve transit service in Oneida and Herkimer County, including the placement of bus stop shelters, bike racks, benches, and other passenger-related infrastructure at key locations. This task supports the PEA related to improving access to essential services.

Product: Transit system coordination of investments, cooperation between transit systems, increased efficiency, and increased ridership.

Major Participants: HOCTS, CNYRTA/CENTRO, BBS, NYSDOT Transit Bureau

Timeframe: Ongoing throughout program year; this will be correlated with the timeline and activities for Task 44.23.01.30 and 44.26.12.

Task 26.16: Safety and Security

Objective: To conduct a system-wide assessment of transportation safety and security issues as necessary and address the MAP-21/FAST Act planning provisions, developing a where resources in the system are protected and secured. Utilizing shared technology to ensure transportation network safety for users of the system by developing places and address correlation, and ensuring correctness.

Description: The ALIS system is being used to analyze where accidents are occurring and identifying “hot spots” with high frequency accidents. Newer data is more accurate in both attribution and the spatial position of the accident. Consideration will be given to all modes and users of the regional transportation system, including highway, trucking, rail, freight, transit, bicycle and pedestrian routes, environmental impacts, and other relevant factors. Special consideration will be given to the analysis of accident data on the non-state federal-aid-eligible highway system. Attention will be paid to securing capital and operational assets across the system. These processes will address the goals of the NYS Strategic Highway Safety Plan. Safety issues on the non-State Federal Aid and non-Federal aid systems will be a primary consideration.

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 effort is coordinated with the NYS effort that is named SAM or Street Address Mapping. The goal of this program is to have uniform address points for the entire State. Once Oneida County is complete, verification will move to Herkimer County.

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. SAM database for Herkimer County.

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

Timeframe: Ongoing throughout program year. 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.

Other Activities (FTA 44.27.00)

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

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

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

Description: HOCTS participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. All MPOs allocations have been adjusted to account for annual AMPO dues totaling \$41,292 for statewide membership of all MPOs in NYS. An amount proportional to overall FHWA allocations have been debited from each MPO and credited to BMTS, which will pay the full amount on behalf of all the MPOs. HOCTS portion of the annual dues is \$666.

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

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

Timeframe: Ongoing throughout program year to support MPO activities.

Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

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

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

Major Participants: HOCTS, FHWA, FTA, NYSDOT

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

BUDGET TABLES

The 2019-2020 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. Carryover (backlog) FHWA PL funds were programmed into the 2019-2020 UPWP, starting with the oldest allocated FFY dollars first. There are no FTA MPP carryover funds available or used in this program. As cross referenced between the work tasks and budget tables, HOCTS is a small MPO that is actively utilizing its backlog and current allocation of funds to deliver on federal transportation goals, meet PBPP requirements, meet PBPP requirements, work toward NYSDOT planning targets, achieve MPO objectives set forth in the LRTP, and function as a transportation planning resource to its member municipalities. To achieve agency success across all these platforms, this UPWP aggressively plans the utilization of all backlog funds, leaving only a modest level of annual carryover.

DRAFT