

Unified Planning Work Program (UPWP) 2024 - 2025

Effective April 1, 2024 through March 31, 2025



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Disclaimer

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Title VI Statement

The Herkimer-Oneida County Transportation Council (HOCTC) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, national origin, gender, age, disability, or economic status, as protected by the Title VI of the Civil Rights Act of 1964 and related statutes and regulations. It is also the policy of HOCTC to ensure that all programs, policies, and other activities do not have disproportionately adverse effects on minority and low-income populations. Additionally, the HOCTC will provide meaningful access to services for persons with Limited English Proficiency.

Unified Planning Work Program

Planning Area For Oneida & Herkimer Counties, NY

Herkimer-Oneida Counties Transportation Council - Metropolitan Planning Organization

LEGEND

- Principal Arterial Interstate
- Principal Arterial Expressway
- Principal Arterial Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

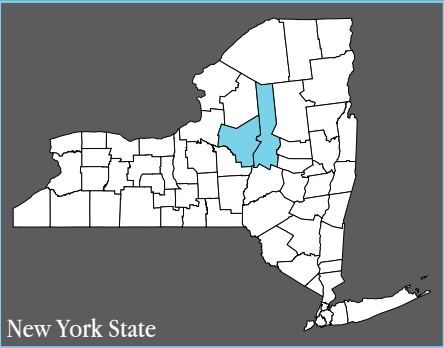
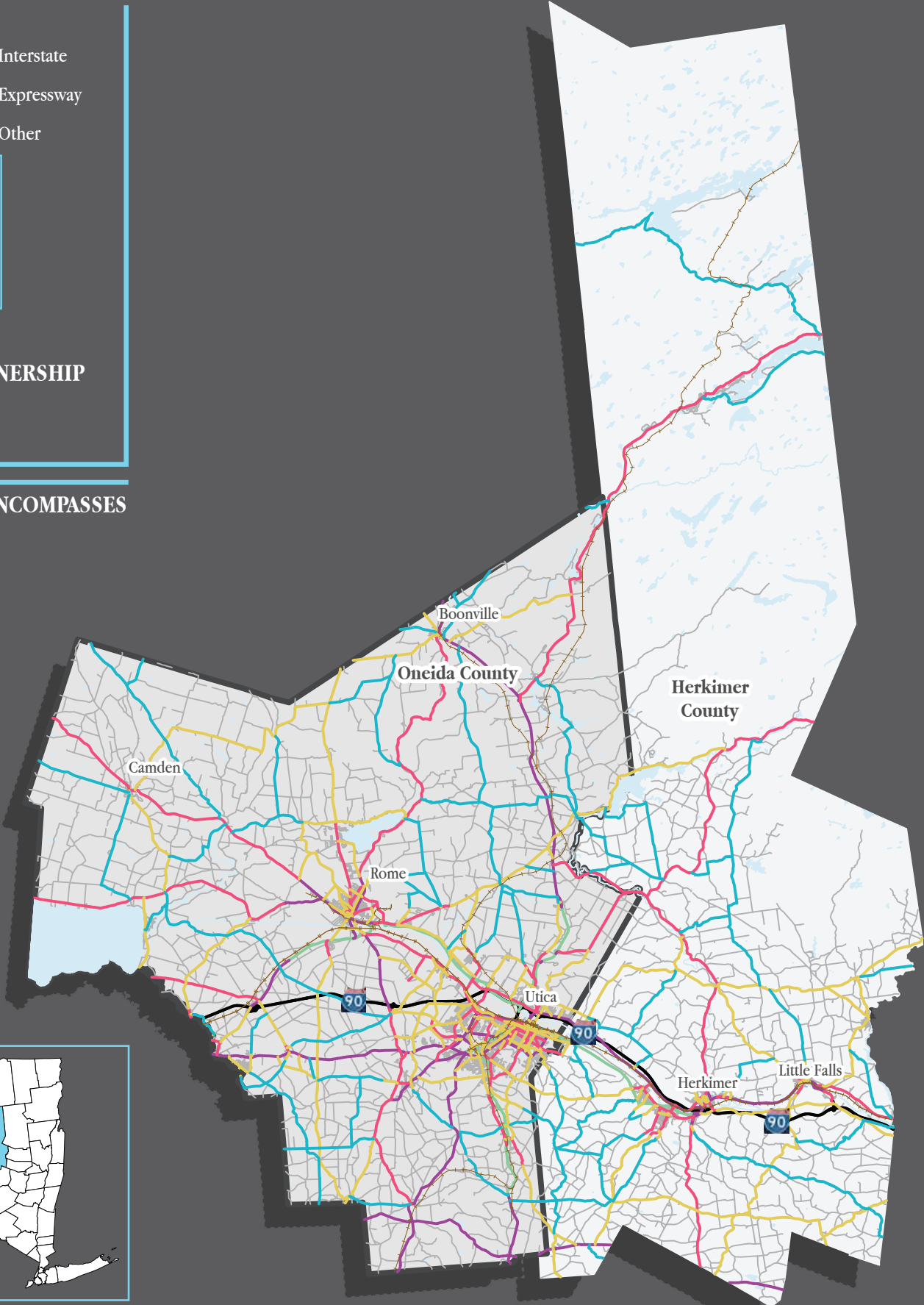
Oneida & Herkimer Counties
Jurisdictional Roadways

ROADWAYS BY OWNERSHIP

- 81% Local
- 19% State/Federal

PLANNING AREA ENCOMPASSES

- 2,716 mi²
- Oneida County
1,258 mi²
- Herkimer County
1,458 mi²



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Approving Resolution

The Herkimer-Oneida Counties Transportation Council

In urbanized areas (with a population of 50,000 or more), federal planning law (49 U.S.C. 5303) calls upon local officials to cooperate with states and public transportation providers in undertaking a continuing, comprehensive, and cooperative (3C) multimodal transportation planning process. The Herkimer-Oneida Counties Transportation Council (HOCTC) is the designated Metropolitan Planning Organization (MPO) responsible for regional transportation planning in the Utica urbanized area as well as the remainder of the area encompassed in Oneida and Herkimer Counties. The Herkimer-Oneida Counties Governmental Policy and Liaison Committee (GP&L) is the policy board of HOCTC. HOCTC is designated to carry out the metropolitan transportation planning process and directs the regional transportation planning process as it relates to the use of federal funds. The MPO has final approval and authority on all major transportation decisions, policies, and programs developed through the MPO transportation planning process. By GP&L resolution the Herkimer-Oneida Counties Transportation Study renamed itself to the Herkimer-Oneida Counties Transportation Council (HOCTC), effective January 1, 2021. The 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.

MPOs were created, in compliance with the Federal Highway Act of 1962, to establish regional transportation goals and objectives for Urbanized Areas with a population of greater than 50,000. HOCTC was created in 1963 by corresponding resolutions from Herkimer County and Oneida County to conduct this activity for the Metropolitan Planning Area (MPA), which encompasses the Utica Urban Area, and the pending (FHWA approval based on the 2020 Census) urban areas of Rome, Oneida, and Ilion-Herkimer and the remaining totality of Herkimer and Oneida Counties as rural area. HOCTC shares responsibility with the New York State Department of Transportation (NYSDOT) to develop cooperative transportation plans and programs for the two-county area and provides a public forum for the identification of transportation needs. Currently, funding is provided for the MPO by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) via current federal transportation legislation.

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

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

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

2023 – 2024 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTC 2023-2024 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate to the task.

TASK	STATUS
Program Support & Administration (ALI 44.21.00)	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, office administration, and processes. This includes FTA and FHWA activities, UPWP program management, grant line administration, data and file management, and daily office operations. In addition, staff prepares for and hosts all, including all follow-up TPC and GP&L meetings. (Submitted resolutions approved by the GP&L to NYSDOT, FHWA, and FTA.) Meetings were either virtual or in-person.
UPWP & Semi-Annual Progress Reports (21.20)	Continuous work on programming tasks outlined in the UPWP. This includes management, regulatory compliance, and timely reporting. Progress reports are submitted twice per year, with the UPWP being prepared annually.
Public Participation Program (21.30)	The HOCTC 2024 PPP was adopted. This updated the previous 2020 PPP to reflect compliance with IIJA's emphasis on the use of visualization tools to more effectively communicate information to the public and the emphasis of the Justice40 goals within the USDOT discretionary grant funding programs within the focus populations. Meetings of the TPC, GP&L, TCC, and all other MPO sponsored meetings were held at locations that are both ADA and transit accessible. Additionally, all meetings were posted on the HOCTC website and media notification is made following the PPP. The staff worked with its host agency IT staff to maintain a website that contains approved and draft documents, relative links, project information, and MPO contact information. The 2024 document will be utilized as guidance to establish public outreach plans for the Long-Range Transportation Plan 2045 (LRTP) update, the Human Services Transportation Plan (HSTP) update, and the Exit 31 Planning and Environmental Linkages (PEL) projects.
Environmental Justice / Title VI (21.40)	The HOCTC Environmental Justice Analysis Plan for 2021 continues to provide guidance for identifying and addressing adverse effects of transportation planning on minorities and low-income populations to include populations of disabled people, Limited English Proficiency (LEP) populations, the elderly, households without vehicles, and renter-occupied households. Staff continued to maintain current Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. HOCTC continued to assist Oneida County in maintaining compliance with Environmental Justice/Title VI by working with the Title VI Coordinator for Oneida County.

General Development & Comprehensive Planning (ALI 44.22.00)	
Coordination with Partner Agencies (22.10)	HOCTC acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized transportation into their local planning documents, policies, and practices. In addition, HOCTC shares grant and training opportunities for transportation planning efforts at the local level. HOCTC routinely attends meetings at the request of other agencies with questions regarding the transportation network, funding availability for projects, or those wishing to explore and build new partnerships.
Coordination with County & Municipal Land-use (22.20)	<p>Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTC had been assisting the Oneida County Planning Department with the development of transportation datasets to use in their land-use planning work. This includes providing review comments when planning or zoning board cases are referred to the county through the New York State GML-239 process.</p> <p>The Oneida County Department of Planning, received technical assistance from HOCTC to administer the Oneida County Main Streets program to support local municipalities' redesign of local main streets to be equitable, safe, and accessible for users of all ages and abilities utilizing all modes of travel with an emphasis on walking and bicycling.</p>
Local Transportation Planning Assistance Program (22.30)	These projects have progressed through an intensive 3-part meeting and public outreach schedule spanning 2023. The projects are wrapping up with final study reports to be produced in SFY23 Q4/FFY24 Q2. The final products will be used by the municipalities as they pursue grant funding and implementation.
Census Support / Statistical Analysis (22.40)	HOCTC staff member continues to analyze 2020 Decennial Census data and other databases provided by the Census Bureau for use in both MPO plans and for assisting member municipalities/organizations. Staff continues to review and analyze urban area boundaries, CTPP releases, American Communities Survey data, and Economic Census data as they become available for use with studies/reports.
Long-Range Transportation Planning (ALI 44.23.00)	
Long-Range Transportation Planning – System Level - (ALI 44.23.01)	
LRTP Update (23.01.10)	HOCTC began prepping for the update to the Long-Range Transportation Plan (LRTP) 2020 – 2040 “Going Places” document due for the required 5-year update. The LRTP document update will serve to identify evolving transportation-related needs, changing priorities in the region, and adapt to population shifts, policy changes, and new legislation and guidance (both at state and federal level) and will demonstrate compliance with IJJA.

	<p>Compliance with IJA will include: reviewing the scoring mechanism for prioritizing projects, ensuring performance based planning is incorporated, performing revenue and project cost forecasting and will continue to have a focus on safety, reliability and identification of environmental justice communities.</p> <p>HOCTC prepared a scope of work and issued an RFP for consultant services in November 2023 in accordance with Oneida County/HOCTC review process and it was determined that the proposing team's qualifications and experience aligned with the required, federally compliant update to be completed by December 2024.</p>
Land-use & TAZ Build-out (23.01.20)	<p>The UAB and Adjusted Urbanized Area were identified, developed, and mapped to illustrate using data sources such as real property data and the Street Address Mapping (SAM) points. Analyst staff was tasked with correlating real-time spatial build-out with a mapped dataset to develop a higher confidence level with datasets.</p> <p>As required following each decennial census, Metropolitan Planning Organizations must review the 2020 United States Census Bureau (2020 Census) designated parameters for urban areas and update its generalized transportation Urban Area Boundary (UAB), as applicable with the new parameters and in conjunction examine whether any changes are warranted to the MPO planning area. HOCTC developed an updated UAB for USDOT approval pursuant to 23 USC 101(a) (35,36) and 49 USC 5302 (23,24) and has submitted it to FHWA for approval.</p>
Freight Planning (23.01.30)	<p>HOCTC began to compile data sources for the purpose of freight network analysis. Utilizing the Freight Analysis Framework v. 5 data and Transearch data, HOCTC was able to begin analyzing commodity freight flows based on totals tons, direction of movement, commodity types, and more. Through this analysis HOCTC was able to identify focus points where freight enters, leaves, and distributes through the transportation network. Similar ongoing freight analysis will further enhance our capacity to plan for and accommodate freight movement in our region.</p>
Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)	<p>HOCTC in partnership with the New York State Department of Transportation (NYSDOT) Region 2 is undertaking a Planning and Environmental Linkages (PEL) Study centered on the transportation corridor at the NYS Thruway (I-90/790) Interchange 31 at N. Genesee Street (NYS Route 921 C.) The Study will provide a comprehensive analysis related to the transportation corridor centered on the I-90/ I-790/NYS Route 49/N. Genesee Street (NYS Route 921C) interchange in the City of Utica, Oneida County, New York State. The study is the initial step in the planning and design process for this transportation corridor.</p> <p>The study will represent a collaborative and integrated approach to transportation decision-making that considers environmental, community,</p>

	<p>and economic goals early in the transportation planning process, thereby using the information, analysis, and products developed during planning to inform the development of feasible concepts, environmental review processes, and preliminary design. The study will be completed using the principles and initiatives of the FHWA Planning and Environmental Linkages (PEL) program.</p> <p>A Request for Proposals (RFP) for the scope of work was released in January 2023 with four consultant teams responding. Scoring of the proposals occurred in February 2023 followed by interviews with four (4) consultant teams in April 2023. HOCTC selected a awarded the contract to Fisher Associates in August 2023. Preliminary data collection and traffic counting occurred in October and the official project kick-off meeting was held Nov. 17, 2023. The project timeline is 22 months from date of contract execution.</p>
Long-Range Transportation Planning – Project Level - (ALI 44.23.02)	
Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)	<p>HOCTC has supported bicycle, pedestrian, and non-motorized transportation systems in a variety of ways such as assisting people being able to locate trails, trailheads, and parking areas, and be safe while utilizing trails. This has HOCTC working with Oneida County GIS staff to assign E911 addresses. These addresses are added to the E911 database, which allows emergency services better response times and assists in updating records within third-party navigation platforms (Google Maps, Waze, AllTrails, etc.).</p> <p>Work was progressed for an update to the 2019 Bicycle and Pedestrian Trail Guide for Oneida and Herkimer Counties. Field verification and update of GPS/GIS data was conducted over Summer and Fall of 2023. This included locating and addressing all trailheads and designated parking areas that had not previously received an address. Internal development began to produce a web-based app for the Trail Guide. It is expected that both the printed Trail Guide and App will be released in May 2024.</p>
Transit Enhancement and Mobility Management Activities (23.02.50)	<p>HOCTC staff works actively to look for solutions to enhance transit opportunities and offer mobility management services within the MPA. This includes working with Oneida County to administer the Oneida County Rural Transit (OCRT) FTA Section 5311 grant-related tasks.</p> <p>Staff continues coordination between the MPO and Oneida County for urban transit service by CENTRO of Oneida, Inc. (CENTRO). HOCTC also attends Central New York Regional Transit Authority (CNYRTA) Board meetings.</p> <p>Due to the temporary suspension of service of the Oneida County Rural Transit (OCRT) in response to the COVID-19 Pandemic, the MPO continues discussions with CNYRTA to look at the feasibility of providing rural transit service. This would improve efficiencies as well as the effectiveness of the two urban transit systems and the rural transit system. This was also an option identified in the SWA for TBTC to address the rural transit operating</p>

	<p>issues in Oneida County. Regular meetings have discussed routes and stops, marketing issues, fleet ownership, an NYSDOT-approved split Section 5311 application for both Centro (operating assistance) and for Oneida County (Mobility Management)), and a tentative relaunch timeframe.</p> <p>Progress is being made to bring a realization of Centro as the transit operator providing the rural service for Oneida County. A final Draft Operating Agreement was approved CNYRTA and Oneida County. The final Draft Operating Agreement was forwarded to NYSDOT-Albany in September 2023 for their review and approval. Upon NYSDOT's approval, the final Draft Operating Agreement will be sent to CNYRTA and Oneida County for their review and respective Board's approval.</p> <p>NYSDOT awarded Oneida County the 2022-2023 Section 5311 funding for the Mobility Management Project for Oneida County. CNYRTA has applied separately for the 2022-2023 Section 5311 for the Operating Assistance for the rural service in Oneida County, to begin once the Operating Agreement contract between CNYRTA and Oneida County is executed.</p> <p>Preparations were made for the update to the HOCTC 2021 Coordinated Public Transit & Human Services Transportation Plan (HSTP). The Plan will identify projects eligible for funding under the Section 5310 program and a plan for the coordinated mobility transportation options of underserved groups. The project listing in Appendix 1 of the Plan is updated annually at the December 2023 GP&L meeting.</p> <p>The Transportation Coordination Committee (TCC) is facilitated by HOCTC staff and was reconvened in December 2023 in preparation of the committee's larger role in the HSTP update. The TCC provides a platform for human service agencies and transit operators to discuss the transportation gaps and needs in Oneida and Herkimer Counties.</p>
Short Range Transportation Planning (ALI 44.24.00)	
Short Range Transportation Development (24.10)	<p>This task provides continued support of Herkimer and Oneida County member municipalities for requests including but not limited to providing land use data, census information, transportation data, and review of transportation elements of plans, programs, projects, and immediate needs requests as they relate to planning issues.</p>
Geographic Information Systems (24.20)	<p>The GIS capabilities of HOCTC continue to grow as we build and maintain current and relevant transportation spatial data. This ongoing data integration creates enterprise-level datasets that provide transportation GIS data to broader audiences.</p> <p>Staff attended NYS GIS association seminars and meetings to gain knowledge of the latest technologies in the field of mapping and data collection. One staff member currently serves as a local government representative for the</p>

	<p>NYS Geospatial Advisory Committee (NYSGAC) helping provide a line of communication to the state on GIS initiatives and needs. This body convenes and makes recommendations to the NYS GIS program office as to which geospatial data collection efforts should be funded and supported. Another staff member serves as Co-Chair for the NYS GIS Association Conference Committee, responsible for regularly bringing more than 200 GIS professionals together for training, networking, and professional growth.</p> <p>Staff have transitioned to use the Crash Location and Engineering Analysis Repository (CLEAR) to analyze where crashes are occurring and identify hot spots with high-frequency crashes. The system is continually tested internally to determine the accuracy of the data. The results are showing an increasing level of accuracy with newer data in both attribution and the spatial position of the crash. This data is then incorporated into ongoing traffic study and analysis efforts.</p> <p>In a combined effort by Oneida County and HOCTC, a drone data collection program has continued to flourish. As of December 2023, three staff members have been certified to commercially operate drones. The FAA registered drone is actively used for collecting imagery, gathering intersection geometry to the centimeter level, observing traffic patterns, and in conjunction with ever evolving transportation-related data needs and projects. Frequently ground control is placed with GPS observations collected as necessary to perform high end photogrammetric processing. All post-processing is done using the ESRI product Drone2Map, which is obtained via ESRI License Agreement with NYSDOT. Furthermore, the graphic design artist on staff has tested the camera on the drone with specific camera settings for different environmental conditions. With this effort, scenes can be captured from the MPA for use in reports, projects, studies, and developing public information materials.</p> <p>Traffic count and pavement condition web mapping applications are running from Data Traffic Viewer.</p>
Road Centerline / Address Correction /Street Address Mapping (24.30)	<p>Road Centerline updating has been completed in both Herkimer and Oneida Counties. In both Counties, this update has been coordinated with the E911 offices to ensure address ranges and road names are following E911 conventions and are properly represented by signage in the field at the property location.</p> <p>The initial effort of completing an address point for every known address in Oneida County is complete and has been transitioned into a maintenance phase. This effort is coordinated with the NYS effort known as Street Address Mapping (SAM). HOCTC/Oneida County has reached an agreement with the NYS GIS Program office to update the Statewide address point file, once a quarter, for import into the Statewide dataset.</p>

	<p>The work plan formulated with Herkimer County to review E911 SAM data is a continuous ongoing process. The extremely rural and seasonally occupied portions of Herkimer County have a large amount of self-assigned addresses and the seasonal residence nature of the Town makes addressing confusing. Once the initial review is complete, we will gain access to the SAM points in Herkimer County via GeoLynx and move into a maintenance mode in that County as well.</p>
Modeling & Forecasting (24.40)	<p>Traffic count processing and data acquisition is an ongoing task of the GIS unit. Transportation modeling/forecasting, both macro and micro, requires traffic counts at specific strategic locations throughout the modeling network. Staff have coordinated with NYSDOT region staff and mapped both existing count locations and count request locations. All stations on the non-State Federal Aid System have been counted and can proceed with input into a transportation model.</p> <p>Future forecasting requires mapping and GIS support. To anticipate where development will occur, open-space, zoning, tax parcel information, existing water and sewer networks, etc. will need consideration. GIS can support and display many of these layers simultaneously, which will guide staff toward accurate future land use projections.</p>
Functional Classification (24.50)	<p>The GIS unit is currently using the NYSDOT online traffic data viewer as the official source of functional class information for non-State Federal Aid Roads. Traffic is consistently monitored via counts and census data. The new Census Urban Boundary has been incorporated and used in conjunction with traffic count data collected. This new urban definition will allow HOCTC to evaluate any changes that are needed to the functional class of roads in Herkimer and Oneida Counties.</p>
Road Scoring / Pavement Management (24.60)	<p>Road scoring for 2023 is being summarized as of this writing. The observed condition data is being collected using NYSDOT's scoring system from 1-10 and will be delivered to the County and local municipalities for paving schedules and system analysis. HOCTC has teamed with Oneida County to complete road scoring on County Roads. That data collection is underway again and will be used to assist with paving and road asset management and capital project planning for 2024. The pavements are scored using ArcGIS Pro software combined with positional information from a hand-held GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment.</p> <p>The 2023 report will graphically compare 2018-2023 results to assess how well roads are being maintained. The collection methodology was identical in these collections and therefore the analysis between them accurately reflects the change in pavement conditions. Staff is starting to see trends of where</p>

	and when the pavement begins to deteriorate at a rapid rate and can relate it to infrastructure investments. This information can be used to strategize the best time and type of maintenance activity for a particular infrastructure.
Traffic Counting (24.70)	<p>HOCTC continues to take part in the NYSDOT County Counter Program. This program was created by NYSDOT and provides the equipment, training, and software necessary to collect traffic count data. HOCTC staff provides the labor for counter placement and data processing.</p> <p>Compilation of 2023 seasonal counts is ongoing at this time and will be summarized in the following report. The 2023 counts will be processed during Q1 and Q2 2024. HOCTC delivers the counts to the NYSDOT Main office in small batches for inclusion in their NYSDOT online traffic data viewer. All counts collected include volume, speed, and class observations. All counts are immediately available at Data Traffic Viewer.</p>
Transportation Improvement Program (ALI 44.25.00)	
TIP Maintenance & Development (25.10)	<p>HOCTC built the TIP 2023 – 2027 to update the existing TIP 2020 – 2024. This included a review of all guidance from NYSDOT and FHWA and estimated allocations. An illustrative list of projects is included in the update which is based on solicitation from member municipalities within the Metropolitan Planning Area.</p> <p>The continuing maintenance of the 2020 – 2024 Transportation Improvement Program (TIP) includes tracking amendments prepared for the GPL, processing administrative modifications and written justifications, submitting actions to e-STIP for agency approval, ensuring fiscal constraint, and projection of long-term needs within the TIP. HOCTC actively works with NYSDOT Region 2 and the Transit Operators to maintain a capital program that is fiscally constrained and meets the area's transportation needs.</p> <p>HOCTC staff developed TIP GIS database and 2023-2027 TIP Project Viewer to make project data available to the public via HOCTC's website. The interactive map is available at: https://maps.ocgov.net/portal/apps/webappviewer/index.html?id=8cd41679f62f4e09a10a2b754f2d99a5</p>
Other Activities (ALI 44.27.00)	
Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)	HOCTC continues to support NYSAMPO by contributing dues from its annual apportionment. Additionally, participation in the following NYSAMPO working groups provides significant value to the work program: Safety and Bicycle/Pedestrian, Transit, Climate Change, Public Engagement, GIS and Freight. HOCTC also participates in and supports SCIs and SPR projects, whenever applicable to the needs of the MPA.

Direct & Indirect Costs (27.20)	This is a tracking mechanism for direct and indirect costs associated with the program task work, as outlined in the UPWP for HOCTC staff. Direct and indirect items include contractual costs, equipment, travel, training, workshops, printing, office supplies, meeting supplies, reproduction, computer equipment, computer software, and office furnishings, all items are as needed to administer the program, and acceptable costs within FHWA, FTA, and NYSDOT regulations for Metropolitan Planning funds (Section 5303). This does not include any central staff (salary and fringe benefits) charges.
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Development of the Unified Planning Work Program

The UPWP is an outline of the transportation planning, programming, and budgetary activities that are to be undertaken by HOCTC, as the MPO for Oneida and Herkimer Counties, for the State Fiscal Year (SFY) 2024 running from April 1, 2024, to March 31, 2025.

This UPWP is developed to advance the coordination of transportation and transportation-related planning activities in the Metropolitan Planning Area (MPA), which encompasses the entirety of Herkimer and Oneida Counties. The UPWP consists of specific tasks focused on both federal, state, and local goals for the two-county transportation system, which defines the work program. The UPWP provides an overview of the area's transportation planning program to elected officials, government agencies, and citizens of Herkimer and Oneida Counties. The development of the UPWP provides individuals and agencies with an opportunity to provide input and understand the transportation planning tasks scheduled to be undertaken. Additionally, the UPWP serves as a coordination mechanism and guide for HOCTC staff, which undertake the outlined tasks. Finally, the UPWP provides a series of benchmarks and a record of past, current, ongoing, and proposed activities to the federal, state, and local agencies providing funding.

Over the past six decades, there have been regular revisions to the basic “Three C” (Comprehensive, Cooperative, and Continuing) framework through which MPOs plan their region’s transportation system. MPOs must consider resiliency, reliability, and stormwater impacts in their L RTPs, as well as enhancing travel/tourism with a heightened focus on performance-based, outcome-focused planning, planning for freight movements is further emphasized. The UPWP development process is guided by the federal planning factors in the I IJA/BIL. The planning factors are economic vitality, safety, security, accessibility & mobility, environment, energy conservation, quality of life, integration & connectivity, management & operation, preservation, resiliency & reliability, and travel & tourism.

The 2024 – 2025 UPWP was developed through a collaborative process involving HOCTC staff, the planning and policy committees, partner agencies, and a public comment period. These ideas were combined with ongoing activities and carryover projects taken from the 2023-2024 UPWP, input from NYSDOT Region 2, the NYSDOT Main Office call letter, and the I IJA/BIL.

NYSDOT main office, FHWA, and FTA are provided the draft document approximately one month prior to the meeting at which the UPWP is presented to the GP&L. The 2024-2025 UPWP was made available for a two-week public review period, prior to presentation to GP&L. During this time, the document is provided to the Planning Committee and other agencies. In addition,

the draft was available online at <http://www.hoctc.org/> and utilized our Public Participation Plan to outreach to the metropolitan planning area.

Upon review, given the GP&L finds the 2024-2025 UPWP to meet the HOCTC mission, support the planning principles, the LRTP 2020 – 2040 goals, the Federal and State transportation legislation, and furthers transportation planning in Herkimer and Oneida Counties, the UPWP is approved. Once approval is obtained, the UPWP is submitted to NYSDOT for submission to FHWA and FTA.

Transportation Planning Activities Statewide

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

Statewide Shared Cost Initiatives (SCIs) Summary

Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a bi-annual transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities. HOCTC will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2024-2025 planning funds for the following agreed-upon SCIs:

❖ NYSAMPO Staff Support

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$250,000 (\$150,000 FHWA PL and \$100,000 NYSDOT SPR)

Lead Agency: Capital District Transportation Committee

❖ NYSAMPO Staff Training

Objective: Provide relevant training and professional development opportunities for the staff and member agencies of MPOs.

Cost: \$45,953 FHWA PL and \$94,683 FTA MPP/\$23,671 NYSDOT IKS and \$9,191 NYSDOT Toll Credits.

Lead Agency: Genesee Transportation Council

❖ AMPO Dues

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

Cost: \$55,222 FHWA PL

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 a consensus on those that are proposed for the year and develop a scope of work for each. In general, these projects are undertaken by a consultant under contract to one of the MPOs or NYSDOT. Below is a listing of projects that occur in the HOCTC MPA, NYSDOT Region 2, and have project end dates within or beyond the 2024 SFY:

SPR #	Project Title	SPR Funding	Short Description
SP-21-07	Interstate 90 Exit 31 Interchange Reconstruction Feasibility Planning Study	\$700,000	HOCTC & NYSDOT are undertaking a Transportation Scoping/Planning & Environmental Linkages (PEL) Study for an I-90 Exit 31 Interchange Reconstruction Project in the City of Utica. In accordance w/the National Environmental Policy Act (NEPA) & NYSDOT procedures for implementation of the State Environmental Quality Review Act (SEQR), engineering scoping/PEL study will assess engineering feasibility & impacts to the community, economy, & the safety & mobility of adjacent roadway network: I-790, NY 49, NY 5 & North Genesee St. (921C).
C-17-53	Pavement Condition Data Collection Services	\$20,893,900	Collect pavement condition data as necessary to comply w/annual state & federal requirements & NYSDOT pavement management practices & develop & maintain a system to track location, dimension & condition of other highway related assets.
C-17-56	Statewide Coordination of Metropolitan Planning Programs	\$100,000	Support & maintain the ongoing coordination of metropolitan planning programs in NYS for statewide benefit; ongoing collaboration of the 14 MPOs; & ongoing coordination of metropolitan & statewide planning programs.
C-17-59	Traffic Data System	\$3,890,100	Implement an automated traffic data management system application.
C-18-53	Probe Data: Floating Car (GPS-based)	\$337,500	Purchase floating car probe data to establish performance targets to assess travel reliability, congestion & emissions & perform other analyses & visualizations of road performance for passenger cars & trucks. Data will be utilized by NYSDOT & MPOs.
C-18-55	New York State Transportation Master Plan	\$2,000,000	Produce an updated, statewide long-range transportation plan to coordinate federal & state transportation planning activities.
C-19-51	Short Count Traffic Count Program (2020-2024)	\$25,613,607	Provide for collection of traffic data in NYSDOT Regions 1 - 11 (divided into Zones).

SPR #	Project Title	SPR Funding	Short Description
SP-20-02	NPTS, CTPP, Intercity Travel (ATS) and Travel Patterns for NYS	\$3,580,616	Establish a research & analysis capability w/Oak Ridge National Labs (ORNL), Center for Transportation Analysis, to assist NYS in analyzing national data.
SP-20-03	Research, Development & Support of an Integrated Planning & Performance Data & Analytics Framework (PPDAF)	\$906,500	Leverage the current analysis tools to research & further integrate travel time datasets & available open-source analytics tools w/other transportation, economic & demographic data to support efficient & consistent planning & analysis.
SP-21-02	Program & Project Management System Support Services	\$1,208,328	Provide support services for post-implementation of a Department-wide enhanced & improved enterprise-level program & project management system to facilitate improvements to capital program delivery.
SP-21-04	Highway Oversize/Overweight Credentialing System (HOOCS) Phase 2	\$1,950,000	Implement a Commercial Off-the-Shelf (COTS) HOOCS software solution & obtain accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements. Phase 2 will advance functionality of HOOCS.
SP-21-05	Statewide Small Culvert Inventory & Inspection System Improvements	\$4,000,000	Expand the number of small culverts contained w/in NYSDOT's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory & inspection of small culverts.
SP-21-06	Accelerating the Use of Integrated Incident Management System (IIMS) for Traffic Incident Data Collection and Management	\$295,000	Demonstrate the ability of an enhanced IIMS to provide improved sharing of incident reporting between First/Secondary Response teams & operations centers to improve situational awareness, enhance coordinated response to incidents & safety of incident scenes, reduce incident duration & impact (lane closures, delay, & occurrence of secondary incidents) using analytical tools that correlate IIMS w/vehicle sensor & other data sources.
SP-21-08	Continuous Count Traffic Count Program, Zone 1	\$5,082,107	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functional classification of roadway, geographic area & seasonality of traffic patterns.
SP-21-09	Continuous Count Traffic Count Program, Zone 2	\$10,634,500	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functional classification of roadway, geographic area & seasonality of traffic patterns.
SP-22-02	CLEAR (Crash Location & Engineering Analysis Repository) Safety Management Data System Transfer	\$500,000	To improve the transfer of crash data and images to support the CLEAR applications. This project builds off of the work from another project with a focus on assessing the Department's safety analysis methods and safety programs and implementing new strategies using updated technologies and enterprise platforms.

SPR #	Project Title	SPR Funding	Short Description
SP-22-03	Statwide Mobility Services Program	\$3,941,160	To continue and expand on NYSDOT's agency-wide efforts to support and encourage the use of sustainable and efficient modal options for travel, while addressing the goals of the NYS Climate Leadership and Community Protection Act (CLCPA) to reduce GHGs 85% and achieve economy-wide carbon neutrality by 2050. It will build on the efforts of the existing Statewide Active Transportation Demand Management (ATDM) and will include additional technical assistance program elements, policy research, pilot initiatives, and partnerships with employers, large institutions, destination, neighborhood, and community organizations, local governments, and mobility providers. Work products are expected to result in products that specifically integrate mobility into existing NYSDOT policies, programs, projects, and protocols. This will include but is not limited to: regional and state-wide project development, prioritization, and programming; corridor plans; integrated multi-modal systems management and transportation management center (TMS) operations; and freight analysis.
SP-22-04	NYS Freight Transportation Plan	\$801,422	The goal of this project is to update the 2019 NYS Freight Transportation Plan. The updated plan will provide a comprehensive plan for the immediate and long-range planning activities and investments of the State with respect to freight.
SP-22-06	TRANSEARCH Data	\$1,100,000	Access a proprietary nationwide database of freight traffic flows. NYSDOT is required to develop a state freight plan. This data will be instrumental in the development of the plan.
SP-22-07	The Eastern Transportation Coalition (TETC) / University of Maryland Data Acquisition	\$750,000	Acquire reliable and real-time travel time and speed data that has utility across multiple functional groups for the entire roadway network without the need for sensors or other hardware from six different categories: (1) Travel Time and Speed; (2) Origin-Destination; (3) Freight; (4) Waypoint; (5) Volume; (6) Conflation.
SP-23-03	NYS Resiliency Improvement Program	\$350,000	Develop a NYS Resilience Improvement Plan (RIP) to help guide the immediate and long-range planning activities and investments of the State in respect to the resilience of the surface transportation system.
SP-23-04	Employment / Establishment Data Acquisition	\$400,000	Access up-to-date employer and establishment data containing industry classification, employment and sales information that will contribute to modeling the use of a multimodal system by highlighting demand and supply areas, anticipate growth of need and increasing safety.

Federal Transportation Legislation

The Infrastructure Investment and Jobs Act (IIJA)

Signed into law on November 31, 2021, is a five-year fully-funded \$567.1 billion federal surface transportation authorization bill that replaces the previous surface transportation law, FAST Act, and represents a 56.4 percent spending increase over the FAST Act.

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

Planning Factors

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

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

The relationship between 2024-2025 UPWP Tasks and FAST Act Planning Factors is shown in the following:

Planning Factors	44.21.00 – Program Support & Administration	44.22.00 – General Development & Comprehensive Planning	44.23.01 – Long-Range Transportation Planning – System Level	44.23.02 – Long-Range Transportation Planning – Project Level	44.24.02 – Short Range Transportation Planning	44.25.00 – Transportation Improvement Program	44.27.00 – Other Activities
Economic vitality	X	X	X	X	X	X	---
Safety	---	X	X	X	X	X	---
Security	---	X	X	---	X	X	---
Accessibility & mobility	---	X	X	X	---	---	---
Environment, energy conservation quality of life	X	X	X	X	X	X	---
Integration & connectivity	---	X	X	X	---	---	---
Management & operation	X	X	---	---	X	X	---
Preservation	---	X	---	X	X	X	---
Resiliency & reliability	---	---	X	X	X	---	---
Travel & tourism	---	X	X	X	X	---	---

Performance-Based Planning and Programming (PBPP)

In addition to the ten planning factors, the Federal Regulations contain the following national goals. Performance measures have been developed by USDOT to advance these goals. Beginning in early 2018, the HOCTC has adopted targets for several performance measures (i.e., bridge and pavement conditions, freight, safety, system performance, and transit asset management). HOCTC will continue to work with its state and federal partners to ensure all plans, projects, and activities of the MPO are carried out in compliance with federal transportation authorizations. This is in conjunction with ensuring that the MPOs' goals and objectives are aligned with the NYSDOT, FTA, and FHWA adopted goals and objectives. The National Goals established are outlined below:

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

Planning Emphasis Areas (PEAs)

In December 2021, FHWA and FTA jointly issued Planning Emphasis Areas (PEA), which are planning topical areas for State DOTs and MPOs to emphasize when developing work programs. There are 8 PEAs for the 2024-2025 UPWP:

1. Tackling the Climate Crisis - Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030 and net-zero emissions by 2050 and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
2. Equity and Justice⁴⁰ - Advance racial equity and support for underserved and disadvantaged communities
3. Complete Streets - Review current policies, rules, and procedures to determine their impact on safety for all road users
4. Public Involvement - Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach

while ensuring continued public participation by individuals without access to computers and mobile devices

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

The HOCTC 2024-2025 UPWP consists of several planning tasks that directly support these joint FHWA and FTA emphasis areas, as noted with each PEA in the Table below. In addition, many of the national planning policy goals align closely with the policy goals as laid out in the HOCTC Long-Range Transportation Plan 2020-2040 [Going Places](#). As such, particularly as it relates to climate and resilient infrastructure, safety and complete streets, and public involvement and equity considerations these activities are integrated across nearly all new, or carryover, work tasks, and planning products.

Planning Emphasis Areas	44.21.00 – Program Support & Administration	44.22.00 – General Development & Comprehensive Planning	44.23.01 – Long-Range Transportation Planning – System Level	44.23.02 – Long-Range Transportation Planning – Project Level	44.24.00 – Short Range Transportation Planning	44.25.00 -Transportation Improvement Program	44.27.00 – Other Activities
Climate	----	X	X	X	----	----	----
Equity/ Justice 40	X	----	X	X	X	----	----
Complete Streets	----	X	X	X	----	X	----
Public Involvement	X	X	X	X	X	X	----
STRAHNET and DOD Coordination	----	X	X	----	X	----	----
FLMA Coordination	----	X	X	----	X	----	----
PEL	----	---	X	X	X	----	----
Transportation Planning Data	----	----	X	X	X	X	----

Funding the HOCTC UPWP

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

In addition to the annual allocation for the 2024-2025 UPWP, HOCTC has available allocated program funds from prior UPWP budget years. These are FHWA PL funds that were apportioned and obligated for HOCTC, but which were not fully expended during the Federal Fiscal Year (FFY) in which they were first

made available. Through the practice of fiscal constraint and conservative programming over many years, HOCTC has a backlog of unspent FHWA PL funds. The carryover of planning funds provides additional capacity for the MPO to undertake larger-scale planning studies, develop and support a local transportation planning study, obtain technical expertise through the use of consultants, and address unmet needs in member municipalities.

Fund Balance

As previously mentioned the fiscally conservative practices of the MPO have provided for backlog funding to allow capacity to remain at the same levels of previous programming years. Maintaining the operational capacity for the 2024-2025 program year relies on utilization of backlog funding. Backlog funds were programmed into the 2024-2025 UPWP, starting with the oldest allocated FFY dollars first. These funds are being used to deliver the Planning and Environmental Linkages (PEL) Study. The utilization plan allows HOCTC to maintain a modest backlog to supplement operational and staff capacity, while actively drawing on the previously allocated funds.

Matching Funds

Federal funding does not pay for the entire transportation planning program laid out in the 2024-2025 UPWP. The match rate is 80% Federal share and 20% Non-federal share (which is comprised of 15% State and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space, legal services, accounting services, shared staff positions, and joint investments in technology resources. The State match is provided with in-kind services from the NYSDOT, through cooperative work agreements with Region 2 staff, Main Office, and Transit Bureau staff that assist HOCTC.

2024-2025 Funding Summary

The figures below only represent the Federal funding allocation; they do not include local match amounts. The total value of the Federal funding allocation for the 2024 – 2025 UPWP is \$622,872.

The HOCTC 2024 – 2025 UPWP federal funding allocation:

- ❖ Federal Highway Administration funding of \$539,216
- ❖ Federal Transit Administration funding of \$83,656

Administration of the HOCTC UPWP

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

Staffing

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

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

❖ Herkimer-Oneida Counties Transportation Council (HOCTC)

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

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

❖ New York State Department of Transportation (NYSDOT)

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

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

❖ Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP)

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

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

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

❖ HOCTC

- Director (management and oversight of the MPO program)
- Transportation Program Manager (technical oversight: update and maintenance of Transportation Improvement Program, Long Range Transportation Plan, and Unified Planning Work Program), MPO committee participation, project management- planning and feasibility studies.
- Principal Planner (management of transit programs, community outreach (Title VI, EJ, Civil Rights, Public Participation, etc.), project management,)
- Senior Planner (project-specific tasks, research, task management, fieldwork (traffic counts, pavement scoring, data collection, public outreach, partner agency coordination)

❖ HOCCPP (operated by Oneida County (HOST Agency) Department of Planning (administering department)

- Commissioner of Planning (serves as secretary to the policy committee, general program coordination with HOCTC Director for staff and tasks)
- Deputy Commissioner of Planning (supports Commissioner and acts as a the liaison)
- Principal Clerk (office receptionist, meeting planning, communications assistance)
- Finance Administrative Officer (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
- Principal Planner (land use planning, municipal planning assistance)
- Associate Planner (public outreach, partner agency coordination, (Census Data Affiliate) provides an analysis of Census Data to support MPO documents, reports, and mapping)
- Planning Specialist (2 staff persons) (assists with project-specific tasks, conducts research, tabulates data, fieldwork (related to sociological, economic, transportation, and environmental factors of community planning)
- Graphic Design Specialist (provides Adobe Creative Suite assistance, outreach assistance, and document preparation)

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

- GIS Coordinator (general IT services for MPO, coordination of GIS staff and equipment for Pavement Scoring and Traffic Counting, mapping liaison to NYSDOT Regional Office, analyzes and interprets geographic data; ensures that data quality standards are consistently maintained. Supports regional transportation planning by performing spatial and tabular data processing, producing cartography and other data visualization, develops Census-derived data sets, automates spatial and tabular data processing in support of travel demand modeling/forecasting.)
- Senior GIS Analyst (1 staff person) (GIS-based analyst coordinated with Census Data Affiliate, app development for MPO data)
- GIS Analyst (3 staff persons)
 - field data collection for traffic counting and road scoring
 - field data collection, processing and analysis, and report development for all field data collected, management of historical MPO field data
 - processes mapping for MPO needs, field data collection, project/task-specific mapping
 - street address/ mapping correlation, coordination with E-911 for data sharing
- GIS Technician II (1 staff person)
 - Traffic counting, pavement condition scoring, general map creation, and spatial data support.

The four dedicated HOCTC staff and nine (HOCCPP)/six (GIS) additional staff (from the HOST Agency) support the daily operations of the MPO. This results in nineteen persons actively billing to the UPWP Task budget and central staff personnel line throughout the program year.

Coordination of UPWP Tasks

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

The HOCTC Director oversees all activities of the MPO and ensures that the transportation planning process is delivered. This includes coordinating and partnering with other agencies to promote transportation planning. The Transportation Program Manager is responsible for specific daily HOCTC staff work assignments, management of the tasks within the UPWP, representing HOCTC on committees and with other agencies, providing project management services, and furthering the role of the MPO in Herkimer and Oneida County. Administrative support and technical assistance staff duties are shared with the Oneida County Commissioner of Planning.

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

- ❖ Oneida County (HOST Agency)
 - Oneida County Department of Planning (HOCTC is hosted in the same office space)
 - Programs hosted/housed
 - Herkimer-Oneida Counties Comprehensive Planning Program (two-county joint planning program)

- Herkimer-Oneida Counties Transportation Council (MPO)
- Census Data Affiliate
- Oneida County Planning Programs
 - Transportation
 - GIS
 - Land Use
 - ◆ Environmental Planning
 - ◆ Economic Development
 - Human Services

Public Participation

In compliance with Federal Legislation, the HOCTC Public Participation Policy (PPP) 2024 outlines the process to ensure ongoing public involvement opportunities in the development and review of MPO transportation planning documents, plans, programs, and projects, and for the completion, adoption, and implementation of these documents. HOCTC utilizes a variety of public involvement techniques to provide opportunities for participation in the transportation planning process. These opportunities may include any of the following:

- mailings and emails through a central contact list - the list is used to provide information and opportunities for public input on activities related to the transportation planning process and projects;
- website publication of transportation planning documents - to provide the public with timely information on the status of ongoing projects, completed projects, upcoming projects, and pertinent meeting information, including meeting minutes;
- public meetings, hearings, and workshops - to facilitate public involvement and participation in the transportation planning process, all appropriate groups of interested parties will be considered;
- media notification (legal notices, press releases, etc.) – a news media list will be used to announce, promote, and publicize all meetings, as appropriate;
- visualization techniques - provide the public and decision-makers a clearer idea of the proposed policies, plans, and the impacts on the human and natural environment;
- survey (Survey Monkey) tools.

The goal of the PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has an equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTC will continue to look for additional opportunities to reach out to diverse populations and to investigate innovative communication tools to maximize participation, such as increasing outreach to the Limited English Populations (LEP) individuals. HOCTC shall attempt to provide adequate translator services for LEP individuals when 72-hours advance notice is given. Every effort will be made to provide translator services at all public transportation planning meetings; this will include attempts to translate significant

documents or project components to a language other than English. The PPP 2024 is currently out for 45-day public review and comment available at www.hoctc.org.

Development of the UPWP began with the solicitation of project ideas from members of the TPC and GP&L committees in December 2023. In January 2024, HOCTC issued a legal public notice to its media outlet, agencies, stakeholders, and members of the TPC and GP&L committees which announced the availability of the UPWP for public review and comment for 30 days. The draft UPWP was posted on the HOCTC website www.hoctc.org. Concurrently, the draft UPWP was provided to NYSDOT's main office, FHWA, and FTA for a 30-day review. Based on comments received from all sources, revisions were made to the 2024-2025 UPWP and discussed with the TPC at the February 15, 2024 meeting. The final draft version was presented to the GP&L committee for review and approval at the February 29, 2024 meeting. After receiving approval from the GP&L, the UPWP was sent to NYSDOT for submission to FTA and FHWA.

Summary of the 2024 – 2025 UPWP Planning Priorities

The HOCTC 2024-2025 UPWP is built upon the approved 2023-2024 UPWP. This UPWP will maintain alignment with NYSDOT, FHWA, and FTA guidelines while increasing the MPOs' presence as a local resource for Herkimer and Oneida Counties. The overall development was guided by the Goals developed in the Long Range Transportation Plan 2020 – 2040. Projects in the HOCTC metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out to reflect the desire for a comprehensive, coordinated transportation system in consultation, and cooperation with officials from federal, state, and local agencies, and the general public.

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

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

The 2024-2025 UPWP integrates performance-based planning and programming in HOCTC. The broad approach supports performance-based planning and programming. Identification of the unmet needs in municipalities, linking opportunities (inclusive of all modes) to better maximize the systems' efficiency, and advancing the use of technology to enhance the system through data are incorporated in all UPWP tasks.

A performance management approach is required in carrying out the region’s transportation planning and programming activities. Federal regulations require a performance management approach to advance the general policy and purposes of the public transportation program. HOCTC’s overall strategy supports statewide targets for the relevant performance measures in each of the four categories: Transit Asset Management, Safety, Pavement, and Bridge Condition, and System Performance. HOCTC anticipates adopting Greenhouse Gas (GHG) Performance Measure no later than 180 days after NYSDOT establishes their targets, which is anticipated to occur mid-2024. At any time HOCTC can develop independent metrics, per federal regulations, and adopt targets independent of New York State. HOCTC programs projects in the TIP, and engages in planning activities, in a way that supports the NYS targets.

The need for proactive transportation planning, aligned with regional development goals, sensitive to local needs, and inclusive of all public comments, will promote the resiliency of the transportation network in Herkimer and Oneida Counties. The 2024-2025 UPWP illustrates that HOCTC has planned for the strategic utilization of funding for transportation planning in Oneida and Herkimer Counties to support the local, state, and federal goals. This work can be reasonably accomplished within available staff resources and is in keeping with the goals of the LRTP 2020 – 2040.

Budget Tables

The 2024-2025 HOCTC Budget Tables are located in Appendix A. The first two tables represent the funding agencies that support HOCTC’s work as a Metropolitan Planning Organization utilizing funding from the Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTC uses in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2024-2025 UPWP, starting with the oldest allocated FFY dollars first. There are no FTA MPP carryover funds available or used in this program. An additional table has been provided to identify the utilization of FHWA PL funds for contractual obligations. All existing, programmed, and potential contractual funds are identified and linked to Tasks within the UPWP.

2024 - 2025 Unified Planning Work Program Task Specifications

Program Support and Administration (44.21.00)

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

Task 21.10: General Administration

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year

Task 21.20: UPWP and Semi-annual Reporting

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

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

estimated for each task. This task includes all required administrative process meetings and associated approvals. Additionally, 6-month progress reports on the work program will be prepared and submitted to NYSDOT and Federal partners.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity), annual UPWP complete February 2024.

Task 21.30: Public Participation Program

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

Description: HOCTC staff is continually seeking to expand its role as a community liaison to assist in producing meaningful contributions to the transportation planning process. This effort includes keeping an up-to-date contact list of interested citizens, public officials, and media outlets. Citizen participation takes place in the form of public hearings and forum meetings on major transportation planning documents and through published comment periods for meetings and documents. The HOCTC website is used as the main communication tool and is continuously updated to include the current UPWP, TIP, LRTP, meeting notices, agendas, and amendments in an accessible format. The HOCTC will also increase efforts to reach disadvantaged and LEP populations within the MPA through partnerships with human service agencies (The Center for Refugees, the Resource Center for Independent Living, Mohawk Valley Community Action, Utica Neighborhood & Homeownership Center, NCAA-Rome Chapter, the ARC Oneida-Lewis Chapter) and the utilization of translation services for planning documents, projects, policy updates, and program materials. Due to the COVID-19 Pandemic, HOCTC has worked to engage new methods to reach all populations some of these include the utilization of Google Translate on web-based platforms and reaching into communities using Census data for focused efforts to provide information to sensitive or disenfranchised groups of people. When undertaking consultant-based studies, HOCTC will also work to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach, while ensuring continued public participation by individuals without access to computers and mobile devices.

The draft updated Public Participation Plan (PPP) was released for a public comment and review period from December 2023 through February 2024. The final plan will be adopted in Q1 2024 and will serve as the basis for the targeted engagement strategies developed for the LRTP/HSTP update, SS4A, and the Exit 31 PEL Study.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, and website updates. Coordination of the updated PPP 2024 through individual project public engagement plans.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the 2024-2025 program year; PPP update completed in February 2024.

Task 21.40: Environmental Justice/ Title VI

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

Description: An update of the 2021 EJ Analysis will be completed in the 2024 – 2025 program year. The plan will be updated in 2025 (utilizing the 2020 Census and ACS data,) concurrent with the Equity Analysis being performed for the LRTP, HSTP, SS4A and the Exit 31 PEL Studies.

The Census 2020 dataset was utilized for analysis at the macro level, while the ACS dataset provides micro level analysis and supports the development of relational datasets. The COVID-19 Pandemic has caused HOCTC to look deeper at the relationship between at-risk and vulnerable communities and this will also be reflected in the update of the document. HOCTC will utilize all methods of outreach that are available through its host agency, and ensure that the PPP 2024, is adhered to in the implementation of this analysis.

As it applies to the IJJA/BIL list of programs covered by Justice 40, HOCTC will also utilize:

- U.S. DOT [Transportation Disadvantaged Census Tracts mapper](#);
- [FHWA's Screening Tool for Equity Analysis of Projects \(STEAP\)](#);
- [NYS GIS tool for Potential Environmental Justice Areas \(PEJAs\)](#); and
- [The White House Council of Environmental Quality Climate and Economic Justice Screening Tool](#)

when applicable, for equity-related analysis and transportation planning decision-making, or project prioritization.

HOCTC staff will work to maintain compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898 on Environmental Justice and related statutes, and implementing regulations as they relate to the HOCTC planning process. HOCTC utilizes the Oneida and Herkimer County Census Data Affiliate to monitor statistical data changes.

Products: Utilization of the EJ Analysis 2021, as a reference for transportation planning decisions, programming, projects, and public outreach efforts. Preparation for the update of EJ Analysis 2025.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing utilization of the EJ Analysis 2021. Anticipated completion date is Q3 2025.

General Development and Comprehensive Planning (44.22.00)

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

Task 22.10: Coordination with Partner Agencies

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

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

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

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

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

Task 22.20: Coordination with County & Municipal Land-use

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

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

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

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

Timeframe: Ongoing; Monthly throughout 2024 – 2025 (as per local planning review schedule) for review of GML 239 reviews with transportation impacts within the MPO.

Task 22.30: Safe Streets and Roads for All (SS4A) Administrative Support

Objective: Completion of a Safety Action Plan for Oneida and Herkimer Counties. The objective of the Safety Action Plan is to provide a baseline analysis of local roadways to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and formulation of an implementation strategy focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.

Description: During the 2023-2024 UPWP program year, Oneida County, in partnership with Herkimer County, was awarded a US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) discretionary grant to fund the completion of the Safety Action Plan for Oneida and Herkimer Counties. The federal award was \$415,696.95 (80%) with a local share of \$103,992.49 (20%) for a total project cost of \$519,662.44. As joint applicants, Oneida and Herkimer County are committed to providing the local share of funding that is required to deliver this safety analysis and mitigation action plan.

This grant will allow Oneida and Herkimer County to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries focused on all users through utilizing a list of implementable strategies and projects, safety countermeasures, policy recommendations, and high-impact improvements as outcomes of the Safety Plan.

The two counties will partner with the Herkimer-Oneida Counties Transportation Council (HOCTC), who will administer the grant and develop the plan with assistance from the Parsons consultant team to further the regional commitment to roadway safety for all users.

Product: Administration of and contract management for the U.S.DOT Safe Streets for All (SS4A) Oneida and Herkimer Counties Safety Action Plan

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

Timeframe: The contract was awarded in Q4 2023 to Parsons Transportation Group of New York, Inc. with subconsulting teams Cambridge Systematics, Inc., Weston & Sampson, and Environmental Design & Research (EDR). Final contract execution December 2023, with contracted work commencing in January 2024. Plan completion anticipated in Q4 2024, with targeted adoption date in Q1 2025.

Task 22.40: Census Support / Statistical Analysis

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

Description: HOCTC staff reviewed the 2020 United States Census Bureau (2020 Census) designated parameters for urban areas and updated its generalized transportation Urban Area Boundary (UAB), as

applicable within the new parameters. HOCTC staff and GIS and County Planning staff worked cooperatively with State and local officials to adjust the 2020 Census UAB to facilitate the transportation planning process and reflect the actual function of the roadway. An updated UAB was submitted to USDOT for approval. The analysis included data development, projections, and GIS mapping to ensure the Urban Area is accurately represented for the MPA.

Efforts will also be expanded to create a higher level of analysis for MPA data. This expanded analysis will be used to assist the MPO in Performance-Based Planning and Programming (PBPP) and development of the update to the LRTP/HSTP. As data is developed, methods of conveying it to the public as it assists with transportation planning will be explored via mapping, web-based applications and other visualization techniques.

Products: Ongoing Analysis of the Census Data by the MPO for transportation analysis and planning. Upon federal approval, the new urban definition will allow HOCTC to evaluate any changes that are needed to the functional class of roads in Herkimer and Oneida Counties.

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

Timeframe: Adjusted HOCTC UAB boundaries approved by HOCTC GP&L in Q3 2023 and submitted for USDOT approval. Federal approval pending. Project-specific data analysis will be on-going throughout the 2024-25 program year.

Long-Range Transportation Planning (LRTP) (44.23.00)

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

System Level – (ALI 44.23.01)

Task 23.01.10: Long Range Transportation Plan

Objective: To update the LRTP 2020 – 2040 “Going Places” to reflect the 2045 Horizon year.

Description: The LRTP provides a long-range vision for improving the transportation system in the two Counties by identifying goals, objectives, and strategies to best preserve the existing transportation system and meet future travel demands. The LRTP sets the basis for how future federal transportation funding will be programmed in future years. Per federal regulations, HOCTC is required to update the LRTP at least once every five years.

The current LRTP 2020-2040 “Going Places” was completed in December 2019 and the Transportation Atlas build-out of the LRTP was completed in 2022. The Atlas (a supplemental document to the LRTP) graphically represents the transportation system to the public and is planned to be updated in-between required update cycles of the LRTP.

The next LRTP will have a planning horizon to 2045. The development of a new long range plan will begin and reflect delivery of the MPO requirements outlined in the IIJA/BIL federal legislation and incorporation of new performance measures requirements. This will include updates in the areas of safety, freight, climate and resiliency, transit, bicycle, and pedestrian planning, and carbon reduction.

Consultant-assistance will include, but is not limited to, developing the project timeline and meeting schedule, conducting public surveys and other public engagement activities, revising goals & objectives, developing socio-economic data and performing data collection/analysis, assessing transportation system existing conditions, providing project evaluation and updated list, performance-based planning, programming of projects and final document.

The LRTP will be inclusive of identification of future planning activities necessary to progress projects to implementation and resources will be made available under this task code for activities such as complete streets planning initiatives at the local level within multiple activities centers in the HOCTC Metropolitan Planning Area. IJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized to deliver these tasks.

Product: Updated Long-Range Transportation Plan “Going Places 2025-2045”

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: RFP released October 2023. Contract execution with Transpo Group and sub-consultants of Cambridge Systematics and Public Works Partners in January 2024. Project completion and adoption of updated LRTP December 2024.

Task 23.01.20: Land-use and TAZ Build-out

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

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

As part of the LRTP and PEL study, the existing TAZs will be reviewed and analyzed. To facilitate best practices TAZs may be refined and updated as a result of the ongoing project work. TAZs developed and confirmed in the 2024-25 program will be used in all future HOCTC transportation planning and travel demand forecasting.

Product: Updated land-use and TAZs for future years starting with 2023 as the baseline for Oneida and Herkimer Counties. Update of GIS mapping of land-use and TAZs.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing; Evaluation of the project listing and working towards the update of the LRTP to the horizon year 2045, through coordination with the Census Data Affiliate.

Task 23.01.30: Freight Planning

Objective: To establish a baseline freight analysis and freight profile for use in future freight planning and the Long-Range Transportation Plan.

Description: This task includes a two-step, Phase I and Phase II, effort to study freight movement trends across the HOCTC MPA aimed at integrating freight planning into the MPO long range planning process and establishing a baseline for the upcoming LRTP update. Phase I will consist of undertaking a self assessment of the HOCTC's existing freight data, identifying data gaps, acquiring new data and accessing free data resources, and identifying private-sector freight markets. This will be compiled to develop the HOCTC freight profile. This phase will include staff participation in training and educational opportunities.

Phase II will consist of conducting outreach to stakeholders, developing partnerships, identifying project needs and priorities consistent with stakeholder input, establishing complete streets land use guidance for freight, and pinpointing additional planning studies needed to advance freight transportation policy, planning, and programming projects.

This task will utilize a combination of in-house staff resources and consultant/technical services.

Product: Ongoing updates HOCTC Freight Profile, LRTP Freight data component

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Freight planning ongoing throughout the 2024-2025 program year. Freight profile completed August 2023. Scope and work plan for consultant assisted freight planning developed and RFP released November 2023 (incorporated as an add-on-task in LRTP update RFP.) Consultant-assisted freight work anticipated as part of on-going LRTP implementation in 2025.

Task 23.01.40: Planning and Environmental Linkages (PEL) Study

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

Description: HOCTC in partnership with the New York State Department of Transportation (NYSDOT) Region 2 is undertaking a Planning and Environmental Linkages (PEL) Study centered on the transportation corridor at the NYS Thruway (I-90/I-790) Interchange 31 at N. Genesee Street (NYS Route 921 C). The Study will provide a comprehensive analysis related to the transportation corridor centered on the I-90/ I-790/ NYS Route 49/ N. Genesee Street (NYS Route 921C) interchange in the City of Utica, Oneida County, New York State. The study is the initial step in the planning and design process for this transportation corridor.

The Study will identify the existing safety, mobility, infrastructure, community, economic development, regional connections, environmental, social, equity, and environmental justice conditions. The study will identify concepts to enhance safety, provide missing link highway connections, re-establish the corridor, through the implementation of complete streets to accommodate the traveling public in all modes. The study will represent a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, thereby using the information, analysis, and products developed during planning to inform the development of feasible concepts, environmental review processes, and preliminary design. The study will be completed using the principles and initiatives of the FHWA Planning and Environmental Linkages (PEL) program.

Product: PEL Study Report which presents feasible concepts.

Major Participants: HOCTC, NYSDOT, NYSTA, FHWA, Oneida County and the City of Utica are the core stakeholders which make up Project Steering Committee (PSC). An expanded list of stakeholders will comprise the Technical Advisory Committee (TAC) for the study which will include representation from municipal officials, educational institutions, community organizations, tribal coordination, economic and land development, impacted businesses/freight, housing, fire, police, emergency services, health and humans services and traffic operations. Greater outreach to the public will be defined in the Public Engagement Plan developed by Highland Planning, in close collaboration with HOCTC and FHWA.

Timeframe: RFP for consultant services released January 2023. Consultant selection of Prime: Fisher Associates, P.E., P.S., L.A., D.P.C. and subconsulting team of: Cambridge Systematics, Inc., AKRF, Inc., Joseph C. Lu Engineering, P.C., Highland Planning, LLC and Morton Archaeological Research Services in May 2023. Final contract execution October 2023, with a project duration of 22 months. Anticipated completion is Q3 2025.

Project Level – (ALI 44.23.02)

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

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

Description: The 2024 Bicycle and Pedestrian Trail Guide for Herkimer and Oneida Counties will be released in Q1 2024. This will update the 2019 version and will include the release of an online edition (ArcGIS Storymap).

During the 2023-2024 program year an intensive effort was made to field verify all trails represented in the Guide. This included verifying public access points, trailheads, mapping new trails, updating amenities, and identifying address points for all parking areas associated with the trail feature. Internal staff efforts will include updating the GIS database, creating new maps, developing a new online platform, and working with the graphic designer to style the guide for print production. In addition, a new distribution list will be developed for the printed version. It is estimated that a minimum of 3,000 copies will be printed (this was the 2019 distribution).

Supporting the development of the bicycle, pedestrian, and non-motorized transportation system is an ongoing effort for HOCTC. 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. This includes fostering a network of coordination, cooperation, and providing resources to the member communities through technical assistance, sharing information, and hosting technical experts, speakers, or training seminars.

Product: 2024 Bicycle and Pedestrian Trail Guide in paper and web-based versions. Technical assistance to member communities to further develop the non-motorized transportation system.

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

Timeframe: Working period May 2023 – April 2024. May 2024 completion and release of the 2024 Bicycle and Pedestrian Trail Guide. Online platform for the trail guide to be completed in May 2024.

Task 23.02.50: Transit Enhancement and Mobility Management Activities

Objective: To update the locally developed Non-Emergency Coordinated Public Transit-Human Services Transportation Plan (HSTP) for the planning years of 2025-2028 .

Description: The focus of the HSTP is strengthening transportation-related partnerships that will improve and create innovative coordination and mobility services in the two counties. The locally developed Non-Emergency Coordinated Public Transit-Human Services Transportation Plan (HSTP), last adopted in 2019, requires an update at least every 4 years and is required to be developed with meaningful input from FTA 5310 program service recipients.

The HOCTC ad-hoc committee, the Transportation Coordination Committee (TCC), will be the designated technical advisory committee for the Coordinated Plan update. In 2024, the TCC will meet monthly to provide their input and participation in the consultant’s tasks for the HSTP update.

Consultant assistance will include, but is not limited to, developing the project timeline and meeting schedule, conducting stakeholder interviews and other public engagement activities, updating socio-economic data, performing data collection/analysis, conducting a GAPS analysis of existing service providers and ensuring the needs of vulnerable and 5310 populations are met, and production of the final document. An update to the FTA Section 5310 eligible projects for the next available funding cycle will be incorporated into the Plan update as an addendum.

Mobility management 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. Efforts will include the implementation of public transit-human services transportation planning and policy development with the MPA. Development and administration of transit-related applications, grant awards, programs, assistance to urban and rural transit providers for continued operation, development, and refinement of transit-related data, and coordination among all transit providers, system users, and facility needs are continuous.

Product: Update of Non-Emergency Coordinated Public Transit-Human Services Transportation Plan (HSTP) 2025-2028. Documentation of and administration of the TCC and activities related to the implementation of mobility enhancement activities.

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

Timeframe: Working period begins January 2024. Project completion and adoption is anticipated in September 2024.

Short-Range Transportation Planning (SRTP) (44.24.00)

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

Task 24.10: Short Range Transportation Development

Objective: To advance elements from the LRTP 2020 – 2040 for active utilization in daily operations and ensure that any changes that may impact existing transportation planning processes are incorporated in the 2025-2045 LRTP update.

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

Task 24.20: Geographic Information Systems

Objective: Utilization of current industry standard Geographic Information Systems (GIS) data collection, analysis, and projection. These technologies and methods are used to manage pavement conditions, traffic counts, land-use forecasting, roadway capacity, and other quantitative data sets. Collection, analysis, viewing, and dissemination of data and the information derived from the data are all accomplished using GIS software.

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

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

The GIS activities continue to build and maintain current transportation-related spatial data. Spatial and textual data including tax parcels, 2017 imagery (1' pixels), 2015 imagery (4" pixels), traffic counts, road

centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling are just some of the layers necessary on a day to day basis. Building enterprise-level datasets and providing transportation GIS data to a broader audience is ongoing. Currently, the traffic count and pavement condition web mapping applications are available. Some data is available to the general public, other data is accessible only to staff within our network based on sensitivity. These map applications are platform-independent and will run on any PC or mobile device.

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

The use of Drone technology has been identified as a data collection means for capturing current data in our study area. Imagery captured from an unmanned aerial vehicle (UAV) can be used in a myriad of ways in the transportation planning arena. Whether used for intersection geometry capture or simply getting current imagery of a study corridor, UAVs are a very inexpensive and efficient means of data capture. HOCTC has four staff members approved as UAV pilots after passing the FAA written examination. UAV technology will advance and enhance planning activities within the MPO.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

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

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

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

The geographic position and address range will be verified using digital ortho-photography, tax map parcel boundaries, real property information, and local knowledge; the local knowledge component of this verification process is the most important. This will begin a new philosophy of addressing places by

using points rather than lines to assign addresses. The goal is to allow increased flexibility in addressing locations and increase 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 for updates and corrections has shifted to Herkimer County. At this time the Towns of Webb, Russia, Herkimer, Little Falls, and Stark remain incomplete. The remaining towns will have segments spatially verified, ranges adjusted, and edges matched with adjacent communities; in the end, creating a countywide coverage that is continuous and consistent. Additionally, road designations are being updated to reflect Federal, State, County, or local ownership and responsibility. This effort will be enhanced when combined with the Street Address Mapping project, which will create a street centerline network consistent with an address point file for Oneida and Herkimer Counties.

In addition to quality controlling the street centerlines, the address points are also being quality-controlled by staff in coordination with both Herkimer and Oneida Counties' E911 call centers. Knowing where addresses are, and navigating to them is fundamental to our mission as transportation planners. This effort places an address point in space for every known address. Placing a point on the actual structure or location of an address allows more specificity in its geographic location. Ultimately this allows greater efficiency in moving goods and people as well as improving emergency service deployment. Oneida County review is complete and has been put back in the hands of the Oneida County staff to maintain. Herkimer County is in the process of review and is still approximately 85% complete, as a result of delays encountered in the rural areas.

Product: ESRI shapefile of street centerlines and their address ranges for Oneida and Herkimer Counties. ESRI shapefile of address points for Oneida and Herkimer Counties. This product will then be used for several transportation-related projects including; transit planning, passenger location software, and transportation modeling (both macro and micro).

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the program year; generally, January 2024 – May 2025 and September 2024 – March 2025, running opposite-field data collection (GIS staff is dually utilized).

Task 24.40: Modeling and Forecasting

Objective: To maintain, update, and refine data available to update a traffic forecasting model for the two-county area as necessary.

Description: Continuous updates of traffic counts, land-use data, trip generation rates, and other factors are necessary to maintain and expand forecasting capabilities. Traffic counts of major generators will be used to develop local trip generation rates for use in any necessary HOCTC model and related transportation studies. Traffic counts will be used to develop trends in the transportation system and predict where and when modifications to the road network might be getting close to necessary. All stations on the non-State Federal Aid System have been counted and can proceed with input into a future transportation model, whether that be a macro-level model or a micro simulation. Continuous upgrade of in-house equipment necessary to create supporting data for a micro simulation model, should one be needed. HOCTC may use a model to evaluate demographic, land use, and transportation system changes, and the effects of changing travel patterns and air quality.

The regional computer simulation and forecasting model will be maintained and used as necessary should any congestion begin to occur within the planning area. Emphasis will be placed on developing growth factors in 10 and 20-year time frames for the network. In addition, simulations and forecasts will be accomplished in support of subarea studies requested by the HOCTC staff.

Product: Spatial data, traffic counts, and trend analysis

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the program year; October 2024 – March 2025 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: The 2020 Decennial Census resulted in additional Urban Areas being identified within the HOCTC MPA. The previous update was completed after the 2010 Decennial Census. The incorporation of these new Urban Areas could require updating of roadway to an urban road classification. This evaluation will run congruent to the evaluation of the Urban Area to determine the Urban Area boundaries. HOCTC will work with partner agencies to be transparent regarding the updates to the functional classification and impacts associated. HOCTC will also determine the impact of functional classification changes to funding allocations for itself and partner agencies. All updates will be sent to NYSDOT and FHWA for review and approval.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Update process initiated in the 2023-24 program year, with completion of June 2024.

Task 24.60: Road Scoring/ Pavement Management

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

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

HOCTC partners with Oneida County to continue road scoring on county roads. That data will be used to assist Oneida County with paving and road maintenance planning. The network was scored using ArcGIS version 10.6.1 combined with positional information from a hand-held GPS unit. The GPS position

verifies the section of the road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment. This information can and is used to strategize the best type of and when is the best time for maintenance activity.

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

Major Participants: HOCTC, HOCCPP NYSDOT

Timeframe: Ongoing throughout the program year. April 2024 – October 2025 are typical road scoring field data collection months. Processing of data collected occurs continuously but typically is scheduled opposite fieldwork collection from November 2024 – March 2025.

Task 24.70: Traffic Counting

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

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

HOCTC staff provides labor for counter placement and data processing. HOCTC now has 12 counters, as replacements were purchased during the 2023-24 program year. and places counters every other week during the summer collection season. Processing has been ongoing throughout and will continue through the winter months until complete. All counts collected included volume, speed, and class observations. These counts will eventually be available on the NYS Traffic Data Viewer.

Product: Data and reports that detail the results of traffic count observations. The data is broken down by the hour and address count, class of vehicle, and speed. HOCTC averages about 80 counts per collection season which generally runs from April to October.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year; work focus is from April to October 2025.

Transportation Improvement Program (TIP) (FTA 44.25.00)

The HOCTC Transportation Improvement Program for 2023-2027 was adopted locally in September 2022 and was adopted federally in December 2022.

Task 25.10: TIP Maintenance & Update

Objective: This activity involves the continuous maintenance of the 2023 – 2027 TIP and the update to create the 2026 – 2030 TIP.

Description: This activity will include the implementation of projects on the TIP and the processing of amendments for the TIP. Additionally, all administrative actions to maintain a current capital program and process amendments. HOCTC staff will maintain the current TIP GIS database and 2023-2027 TIP Project Viewer to make project data available to the public via HOCTC's website.

It is anticipated that NYSDOT will provide official notice and supply the planning and program targets in Q3 of 2024. This will initiate the development of the 2026-2030. The process begins in-house with a performance review of the current document, integration of projects identified in the LRTP, HSTP, SS4A, and PEL study, and projecting future funding needs. It is expected, that after adequate public review, the new TIP will be completed and submit to NYSDOT by end of Q1 2025.

Product: Maintenance of the 2023– 2027 TIP. Preparation and development of the 2026-2030 TIP.

Major Participants: HOCTC, NYSDOT, Local Agency Staff

Timeframe: Maintenance of 2023 – 2027 TIP and ArcGis Tip Project Viewer, ongoing throughout the program year April 2024 – March 2025. Development of the 2026-2030 TIP anticipated completion June 2025.

Other Activities (FTA 44.27.00)

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

Task 27.10: Support for Shared Cost Initiatives & Activities of NYSMPO Association

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

Description: HOCTC participates in the Association of Metropolitan Planning Organizations (AMPO) statewide MPO activities. All MPOs allocations have been adjusted to account for annual AMPO dues totaling \$54,179 for statewide membership of all MPOs in NYS. An amount proportional to overall FHWA allocations has been debited from each MPO and credited to BMTS, which will pay the full amount on behalf of all the MPOs. HOCTC's portion of the annual dues is \$898. NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities.

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

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

Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

Description: This activity is included in the UPWP as a budgeting mechanism to track and charge other direct and indirect costs associated with the program task work of HOCTC staff. Annual inclusion of

these items align bookkeeping procedures and provides a more concise summary of program task charges and line item budget tracking.

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

Major Participants: HOCTC, FHWA, FTA, NYSDOT

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

Appendix A

2024-25 FHWA PL Budget
PH25.05.881

HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$284,167	\$261,685		\$22,482
44.20.02 FRINGE/LEAVE	\$274,118	\$252,431		\$21,687
44.20.03 TRAVEL	\$10,000	\$10,000		
44.20.04 EQUIPMENT	\$5,000	\$5,000		
44.20.05 SUPPLIES/REPRODUCTION	\$10,000	\$10,000		
44.20.06 CONTRACTUAL	\$300,000	\$300,000		
44.20.07 OTHER	\$100	\$100		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$132,508		\$132,508	
TOTAL	\$1,015,893	\$839,216	\$132,508	\$44,169

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$181,676	\$150,080	\$23,697	\$7,899
44.22.00 GEN. DEV. & COMP. PLNG.	\$87,185	\$72,022	\$11,372	\$3,791
44.23.01 LONG-RANGE PLNG. - SYS.	\$103,408	\$85,424	\$13,488	\$4,496
44.23.02 LONG-RANGE PLNG. - PROJ.	\$91,308	\$75,428	\$11,910	\$3,970
44.24.00 SHORT-RANGE TRANS. PLNG.	\$151,480	\$125,136	\$19,758	\$6,586
44.25.00 TRANSP. IMPROV. PROGRAM	\$7,294	\$6,026	\$951	\$317
44.27.00 OTHER ACTIVITIES	\$393,542	\$325,100	\$51,332	\$17,111
TOTAL	\$1,015,893	\$839,216	\$132,508	\$44,169

* NYSDOT provides match via Toll Credits.

* Total federal program is based on:		2024-25
\$504,059	allocation 2023-24 FHWA PL	\$539,216
\$419,287	carryover FHWA PL	\$300,000
\$923,346	total FHWA PL funds	\$839,216

* IJIA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Tasks 44.23.01.40

2024-25 FTA MPP Budget
PT25.05.80A

HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$49,612	\$41,210	\$5,741	\$2,661
44.20.02 FRINGE/LEAVE	\$46,524	\$39,000	\$4,957	\$2,567
44.20.03 TRAVEL	\$1,461	\$1,461		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	\$1,500	\$1,500		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	\$485	\$485		
44.20.08 INDIRECT CHARGES	\$4,988		\$4,988	
XX.XX.XX Toll Credits				
TOTAL	\$104,570	\$83,656	\$15,686	\$5,229
APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$55,131	\$44,105	\$8,270	\$2,757
44.22.00 GEN. DEV. & COMP. PLNG.	\$11,713	\$9,370	\$1,757	\$586
44.23.01 LONG-RANGE PLNG. - SYS.	\$8,609	\$6,887	\$1,291	\$430
44.23.02 LONG-RANGE PLNG. - PROJ.	\$15,951	\$12,761	\$2,393	\$798
44.24.00 SHORT-RANGE TRANS. PLNG.	\$8,009	\$6,407	\$1,201	\$400
44.25.00 TRANSP. IMPROV. PROGRAM	\$850	\$680	\$128	\$43
44.27.00 OTHER ACTIVITIES	\$4,308	\$3,446	\$646	\$215
TOTAL	\$104,570	\$83,656	\$15,686	\$5,229
FEDERAL	\$83,656	80%		
STATE*	\$15,686	15%		
LOCAL	\$5,229	5%		
TOTAL	\$104,570	100%		

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

44.20.06 CONTRACTUAL
Budget Details

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

\$300,000 Total Programmed Funding for Contractual Services
\$0 FTA MPP Funding
\$300,000 FHWA PL Funding

2024-2025 Contractual Obligations

Existing

Name	UPWP Task #	Contract Start	Contract duration	Total Contract	Remaining on Contract
Planning and Environmental Linkages (PEL) Study	44.23.01.40*	October 2023	22 mos.	\$800,000 (\$700,000 SPR/ \$100,000 PL)	\$800,000
LRTP & HSTP Update	44.23.01.10	January 2023	15 mos.	\$200,000	\$200,000

*IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Tasks 44.23.01.40.

2023-24

COMBINED FHWA PL & FTA MPP BUDGETS

PH25.05.881/PT25.05.80A

HERKIMER-ONEIDA COUNTIES

TRANSPORTATION COUNCIL

		CENTRAL	NYS DOT	LOCAL
APPROVED PROJECT BUDGET	TOTAL	STAFF	MATCH*	MATCH
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44.20.01 PERSONNEL	\$333,779	\$302,895	\$5,741	\$25,143
44.20.02 FRINGE/LEAVE	\$320,642	\$291,431	\$4,957	\$24,254
44.20.03 TRAVEL	\$11,461	\$11,461	\$0	\$0
44.20.04 EQUIPMENT	\$5,000	\$5,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$11,500	\$11,500	\$0	\$0
44.20.06 CONTRACTUAL	\$300,000	\$300,000	\$0	\$0
44.20.07 OTHER	\$585	\$585	\$0	\$0
44.20.08 INDIRECT CHARGES	\$4,988	\$0	\$4,988	\$0
XX.XX.XX Toll Credits	\$132,508	\$0	\$132,508	\$0
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TOTAL	\$1,120,463	\$922,872	\$148,194	\$49,398

APPROVED TASK BUDGET

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44.21.00 PROG. SUPPORT & ADMIN.	\$236,807	\$194,185	\$31,967	\$10,656
44.22.00 GEN. DEV. & COMP. PLNG.	\$98,897	\$81,392	\$13,129	\$4,376
44.23.01 LONG-RANGE PLNG. - SYS.	\$112,017	\$92,311	\$14,779	\$4,926
44.23.02 LONG-RANGE PLNG. - PROJ.	\$107,259	\$88,189	\$14,302	\$4,767
44.24.00 SHORT-RANGE TRANS. PLNG.	\$159,489	\$131,543	\$20,960	\$6,987
44.25.00 TRANSP. IMPROV. PROGRAM	\$8,144	\$6,706	\$1,079	\$360
44.27.00 OTHER ACTIVITIES	\$397,850	\$328,546	\$51,978	\$17,326
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TOTAL	\$1,120,463	\$922,872	\$148,193	\$49,398

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

Appendix B

Appendix B

HOCTC Update for the Long-Range Transportation Plan (LRTP) HOCTC Non-Emergency Coordinated Human Services Transportation Plan (HSTP)

Consultant Supported Scope of Work

The approach to the scope of work is performance-based and data driven such that the outcomes will be strategies and investments that move HOCTC forward in achieving transportation goals and objectives for the region. The consultants approach to all planning and engineering projects begins with comprehensive project management aimed at delivering quality work products, which will guide the development of the LRTP and update to the HSTP.

Task 1: Project Management

The consultant will collaborate with the HOCTC project manager to establish checkpoints and a communication protocol to ensure the work program runs smoothly. These checkpoints will also identify potential issues, data requirements, or other items as soon as possible to ensure the project's successful completion. In addition, regular check-ins and a detailed work schedule with key delivery dates will ensure project completion on time. Microsoft Teams' interactive capabilities will be used to collaborate with the consultant team and HOCTC staff. This tool enables 360-degree tracking of assigned tasks as they become due and real-time adaptation to events.

Communication

Effective and efficient communication within the consultant team and with HOCTC and key project partners is critical to success in information conveyance, dissemination of status and upcoming work, and overall team culture and morale in delivering the study successfully. A collaborative approach is built on open communication with government agencies. Throughout the study, regular check-ins will be held via Teams video conference with the project's Project Management team. These project management meetings will cover percentage task completion, schedule adherence, and budget status. The overall goal is to adjust as quickly and efficiently as possible so that unanticipated issues that may arise during this corridor study, as with any significant work effort, stay within the overall study progress.

Coordination

The consultants approach to coordination begins with forming a Technical Advisory Committee (TAC) anticipated to comprise of HOCTC, Oneida and Herkimer Counties, HOCTC municipal members, NYSDOT Region 2, USDOT, the NYS Thruway Authority, and any others identified by HOCTC. All parties must understand the project while avoiding surprises or unmet expectations to ensure these bodies understand the work plan, when their input will be solicited, and how it will be integrated into deliverables. Materials will be distributed before meetings to give committee members enough time to review and provide substantive feedback.

Deliverables:

- Project schedule
- Kickoff meeting
- Monthly progress reports
- Schedule for check-in meetings

Task 2: Public Participation

Public outreach is integrated into the metropolitan transportation planning process to ensure that Federal transportation investment will be undertaken in ways that match the needs of the affected communities. Thus, it is best conceived not as a stand-alone Task, but rather a continuing program of engagement with stakeholder communities throughout the LRTP and HSTP development process. At the outset of the project, HOCTC will coordinate a meeting between the various project teams (LRTP, SS4A, PEL) to explore coordination of outreach efforts between the studies and sync the Public Participation Plan, in order to optimize resources, and ensure coordinated outreach efforts with the public, to avoid multiple outreach events which could result in attendance fatigue, and therefore impact attendance negatively.

At the outset of the project, the consultant will prepare a draft Public Participation Plan (PPP) specific to this project that will describe engagement will be captured, organized, and data measured and data collected, so that community input is well-incorporated into the LRTP and HSTP. The PPP will also outline the specific types of engagement, how efforts will be coordinated with the other HOCTC transportation planning projects, and the schedule. The consultant will ensure that all outreach is fully compliant with HOCTC's Public Participation Plan (PPP).

Stakeholder Identification

An assessment will be completed to identify, map, and engage relevant stakeholders, agencies, and partners within the HOCTC planning area. The consultant will apply a refined methodology to map out and engage all relevant parties. This process goes beyond a mere list of obvious stakeholders. The consultant will identify not only those directly affected but also those who may be indirectly impacted by transportation decisions. This encompassing approach is essential to ensure that the transportation plan is comprehensive and responsive to the diverse needs and expectations of the community. The stakeholder mapping will include, but is not limited to the following key groups and organizations:

- Local Governments: Identifying representatives from each municipality within the HOCTC planning area to ensure that the voices of local communities are heard and considered.
- Public Transportation Providers: Engaging with providers of public transit services to integrate their insights into the planning process.
- Freight Companies: Collaborating with freight and logistics companies to address the unique transportation needs associated with the movement of goods.
- Advocacy Groups: Reaching out to representatives of pedestrian and bicyclist advocacy groups to ensure that the plan includes provisions for non-motorized transportation and safety.
- Individuals with Disabilities: Engaging with representatives and organizations focused on accessibility and mobility for individuals with disabilities.
- Community Organizations: Collaborating with community-based groups and non-profit organizations actively involved in transportation and related initiatives.

Digital Engagement

In crafting the Digital Engagement Strategy for the project, a comprehensive approach that covers both the choice of platforms and the specific digital strategies involved will be used. The goal is to ensure inclusive and comprehensive community participation, reaching a wide and diverse audience to gather valuable insights for the project.

One of the cornerstones of the strategy is the development of a user-friendly project-specific online forum. This platform will serve as a central hub for information and engagement, offering comprehensive project details and updates. The online platform could be a website or an online interactive data hub and surveys that are carefully designed to address various aspects of the transportation planning process. By making these surveys accessible through the website, the consultant will provide a convenient and streamlined approach for community members to share their views. The data collected through these surveys will be instrumental in guiding project decision-making. To make complex project information more digestible and engaging, graphical content will be developed and shared through the online platform, to provide visual context to the project. Across all digital platforms, used for public engagement or public meetings, real-time feedback will be incorporated to accommodate users who may need to submit questions or comments instantly. This approach ensures that immediate participation is possible and provides an inclusive space for community members.

Outreach Strategy

Community engagement is deeply rooted in collaboration and inclusivity, ensuring that the voice of every community member is heard and valued. Actively engaging the community right from the project's inception is critical. To create a comprehensive outreach plan, outreach methods that meet people where they are, centered on equity and accessibility, and provide content for informed decision-making will be utilized. The cornerstone of this approach will be to leverage and pair engagement with the other HOCTCs project outreach efforts. Culturally sensitive outreach materials, translation services, accessible surveys, pop-up events during natural community gatherings, and informative open houses and public meetings in both online and in-person formats will all be considered as tools for the outreach efforts.

Community preference surveys will play a pivotal role in gathering insights from community members. This survey will include a spectrum of questions to gauge the community's views on various transportation modes, safety, accessibility, sustainability, and specific projects. These surveys will be hosted on the online forum and disseminated through stakeholder networks and social media channels. To delve deeper into specific topics or populations, the Team will conduct virtual focus group sessions, ensuring that these discussions align with the community's sustainability objectives.

The consultant will incorporate a comprehensive approach to addressing underserved communities within the HOCTC planning area. This approach involves conducting an analysis that encompasses population characteristics and an initial equity impact assessment. Socio-demographic data will be overlaid with technical transportation system data, creating a holistic understanding of the community landscape. This inclusive methodology will help identify disparities, unmet needs, and potential barriers within underserved communities. The data and insights gathered will play a pivotal role in shaping the development of future transportation projects and programming.

HSTP Outreach

Coordinated Plans are mandated to be developed with meaningful input from FTA 5310 program service recipients. A framework will be developed for working with public agencies, such as transit agencies and human service providers, government agencies, private service providers, and other groups with specialized needs, in conjunction with the outreach and planning efforts that will be completed as part of the LRTP update. Efforts will be taken to ensure that all populations and stakeholders are represented during the development of this HSTP for it to reflect the unique character of Herkimer and Oneida Counties and the Counties' collective vision.

For the duration of the HSTP development process, the HOCTC Transit Coordinating Committee (TCC) a subcommittee of the HOCTC Transportation Planning Committee (TPC), will be utilized as the special Coordinated Plan TAC to guide the planning process and ensure that the needs of vulnerable and 5310 program populations are met. At the start of the project, the consultant will collaborate with HOCTC staff to identify additional key organizations to that may need to be included on the committee. This committee will meet in person or virtually at key check-in points throughout the HSTP development process.

In addition to the TCC, there will be three in-person passenger listening sessions to gather feedback on the mobility needs of Herkimer and Oneida County. These listening sessions may be held at local community locations such as senior centers or veteran locations, where participants can learn more about the needs and gaps that exist in various communities by hearing from those who are experiencing transportation challenges, those who provide transportation, and everyone who works with disadvantaged populations. All established Title VI requirements for language access or limited English proficient (LEP) individuals, as well as minority and low-income populations. As part of the outreach process, five agency interviews will be completed. These organizations may include service providers and those who work directly with those needing mobility services.

The HSTP will be integrated into the online platform, which will include up-to-date information and documents for those unable to attend in person to review and comment including an explanation of the planning process and a public survey. The HSTP survey will be designed to gather additional feedback on the mobility needs and gaps in the HOCTC Region.

The survey will solicit feedback from all stakeholders and members of the public who have interacted with the study proactively. All formal comments be compiled into a Record of Feedback. This record will contain a list of all comments received, the person or organization who submitted the comment, the date the comment was received, and a draft response to the comment. A public meeting to present the Draft HSTP and solicit feedback will be held and be designed to ensure a two-way flow of actionable information.

Deliverables

(all compliant with HOCTC' Public Participation Plan; and including reasonable efforts to include minority, vulnerable, and LEP populations):

- Draft and Final Project-specific Public Participation Plan (PPP)
- Coordination meeting with other HOCTC project teams on PPP
- Materials for the online communication platform that will be hosted by HOCTC
- Public Outreach Material
- HSTP summary of listening sessions and agency interviews, record of feedback and draft HSTP public meeting
- Presentation materials for two open houses and four pop-up outreach events
- Formal outreach/engagement with state and local resource, land management, and environmental agencies
- LRTP summary of engagement/outreach chapter
- Public Survey and summary of responses

Task 3: Integration of Previous and Current Planning Efforts

HOCTC's new LRTP will need to take account of, such as the impacts and recovery from the pandemic, 2021's Bipartisan Infrastructure Law (BIL), municipal planning initiatives (e.g., Comprehensive Plans), economic development actions, and policy developments at the NYS and federal level (e.g., USDOT's latest published Planning Emphasis Areas).

The intent of this task is therefore to integrate the various major transportation planning efforts of the region into the combined LRTP and HSTP and ensure alignment across each of the efforts.

A "Studies/Trends/Challenges/Opportunities" presentation will be prepared summarizing the status of the current and recent policy documents and proposing how they will be considered in coordinating plan goals, priorities, and outcomes during this LRTP update process.

Deliverables

- Excel database of relevant published documents from all levels of government
- Studies/trends/challenges/opportunities presentation

Task 4A: Goals and Objectives

The consultant will support HOCTC in confirming or refining the goals and objectives of the 2020-2040 LRTP consistent with the current planning efforts and the status of the planning areas. The intent will be to provide clear direction on preferred outcomes on transportation for the region. The refining of the goals and objectives will be developed in consultation with HOCTC staff. This includes providing HOCTC with specific recommended language to consider incorporating into its Goals and Objectives to reflect the mandates and guidance emerging from the Bipartisan Infrastructure Law and how it is being implemented by USDOT. Delivering an LRTP that is merely “compliant” is not good enough – the new LRTP’s goals and objectives instead must be strong and well-aligned with USDOT’s and NYS’s policy contexts in order to best position the Herkimer/Oneida region for discretionary grant awards which are a major part of the infrastructure funds made available through the BIL.

The draft goals and objectives will be brought to the TAC formed as part of Task 1 for final review and input. A key element of setting Goals and Objectives will be establishing clear prioritization pursuant to guidance from the members of the TAC (who will provide the perspective of the region), so that they can meaningfully feed through into the new LRTP’s updated investment and policy strategy. Building on the Strategies /Trends/Challenges/Opportunities connections and any tensions between transportation and broader strategic goals of Herkimer and Oneida Counties. Recognizing that accessibility is what ties transportation and economic development together, and that transportation is a means to this end, the consultant will support HOCTC in developing goals, objectives, performance measures, and targets for the LRTP update that will help the county identify the appropriate mix of policy changes, operational strategies to make the existing system function better, and new investments to provide better transportation connectivity and access throughout the county.

For HOCTC to achieve successful and uncontested compliance with contemporary regulations, such as incorporating Performance-Based planning practices, targets for transit safety and transit asset management, incorporating the System Performance Report into the new LRTP, enhancing Resilience and Tourism, and explicitly incorporating intercity buses, pedestrian walkways, and bicycling facilities.

During the drafting of the LRTP, the consultant will liaise closely with the HOCTC Transportation Advisory Committee to identify ways HOCTC can launch new initiatives to help achieve its organizational goals. these priorities are drafted into the new LRTP.

Deliverables

- Draft and final revised goals and objectives chapter

Task 4B: Develop Socio-Economic Data and Data Collection/ Analysis

The purpose of this task is to compile/develop/analyze socio-economic data for the region. This is an important sub-task that is necessary for successful LRTP completion. We envision substantial resource efficiencies with Transpo's recent contributions to HOCTC's planning efforts as well as CS's work on the current PEL and Safety Action Plan studies. For instance, safety data already being gathered and evaluated by CS can be used to inform the LRTP. Task 4B will involve applying a combination of local knowledge and quantitative expertise.

The consultant will prepare demographic forecasts that are 'native' at the TAZ level, updating the analysis that was last performed in 2019 and ensuring that forecasts are consistent across HOCTC's multiple ongoing transportation planning efforts and specifically considering the Exit 31 PEL Study where forecasts in the project study area may be higher than the region. Based on coordination with HOCTC and the timing of work in the other transportation planning studies, the consultant will either provide forecast to the Exit 31 PEL study team or incorporate forecasts from that study into the LRTP. In any forecasts developed as part of this LRTP, ensuring consistency where it is in the best interests of HOCTC, with regional and statewide projections and plans such as the NYS Energy Plan, NYSDOT Freight Plan, NYSDOT Highway Safety Plan, and the Mohawk Valley's Regional Economic Development Council's strategic planning documents will be a priority.

The consultant will prepare the LRTP chapter for review by the TAC that summarizes the socio-economic analysis of current and future trends, and the outlook for Oneida and Herkimer counties.

Deliverables

- Approved socioeconomic data forecasts
- LRTP chapter summarizing socio-economic analysis of current and future trends and outlooks for Oneida and Herkimer counties

Task 5: Transportation System

This task is the main stage of assessing how well the transportation system serves Herkimer and Oneida counties, both today and in the future. In HOCTC's current adopted LRTP will serve as a base, with the understanding that new data resources that have become available since 2019 and will be used to update and enhance the LRTP.

The overall objective of this task is to provide a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) that draws on the various data sources, distills the data into actionable information, and therefore provides the evidence base for HOCTC to establish investment priorities for the region's transportation system.

As part of this task, the consultant will perform at a minimum the following analyses to establish existing conditions:

- Freight flows, bottlenecks, and evaluation of truck parking locations
- Pavement and bridge condition analysis (based on available data)
- Identification of road safety hotspots focusing on both risks to vehicle drivers/passengers and vulnerable road users (cyclists/pedestrians), as well any patterns in transit safety. This analysis will be done in coordination with the Safety Action Plan project, to avoid duplicating analyses. Analysis will include special populations/vehicle types, e.g., horse-and-buggy collisions. (SS4A and State data)
- Transit ridership patterns and trends, recognizing that there are multiple transit operators in the HOCTC region (build off data available including the HOCTC's Systemwide Analysis for Transit Based Transportation Connections Study)
- Origin-Destination, time-of-day, and demographic profiles of travelers in different parts of the region, as well as pandemic and pandemic-recovery effects – all using Big Data resources (PEL data and Replica data)
- Assessment of micromobility feasibility, by establishing whether the region has areas that exhibit demographic and mobility characteristics that could support a viable micromobility initiative (Centro, System and LRTP basis)
- Patterns of roadway congestion, including outside of traditional peak periods (e.g., peak recreational-travel periods). This evaluation will be done using the detailed version of the NPMRDS data made available to NYS MPOs through the University of Albany to the extent data is available for this region and other sources. As an example, Transpo recently used this dataset on Orange County's LRTP to demonstrate the unique congestion patterns experienced seasonally and directionally on Route 17, a corridor prioritized by NYSDOT for added capacity.

After the transportation system's existing conditions have been established and discussed/ finalized with HOCTC staff and the TAC, the consultant will work with HOCTC staff to designate needs for enhancements to improve key outcomes including:

- Safety (including sensitive road uses such as school buses and other school-related travel)
- Equity
- Public health
- Emissions of greenhouse gases as well as local-scale air pollutants
- Vehicle-miles of travel
- Vehicle-hours of travel
- Modal shares of SOV, HOV, transit, walking, and cycling

The consultant will work with HOCTC staff and the TAC to identify the transportation system needs. The identification of needs will serve as a key input to the subsequent identification of investments, which can be accommodated within the fiscally constrained project listing as well as those that can only be included in the LRTP's Illustrative project listing. The consultant will incorporate best practices in resilience to extreme weather and climate change into the documentation of transportation needs, which will be aligned with NYS/federal policies as well as county-level and/or municipal resilience planning documents and other policy statements. Examples of this work include building heightened resistance to hydraulic loading when reconstructing bridge/culvert structures, high-reflectivity pavements, and bio-swales to mitigate flooding from extreme rainfall events.

The consultant will be cognizant of the importance of data developed on initiatives such as LRTPs being professionally archived with documentation so that future efforts can draw on these databases. All data will be archived in a cloud-based location accessible to HOCTC, so that HOCTC can download the datasets onto its systems. In addition to the datasets themselves, the archive will include metadata and documentation (definitions for data fields, etc.) as well as an identified contact person for each dataset for any questions that arise in the future. The core idea is that, through this LRTP/HSTP update project, we help HOCTC to build additional dataset-generation and enhancement activities into HOCTC's routine activities, which will make future HOCTC studies more effective and cost-efficient.

Deliverables

- LRTP Chapter summarizing Transportation System Existing Conditions and Needs
- Delivery of datasets along with metadata, documentation and identified point-of-contact for each dataset

Task 6: Human Services Transportation Planning

Transportation systems connect people to opportunities. People can find work, maintain critical social connections, buy healthy food, get healthcare, and participate more meaningfully in their communities when they have reliable, convenient, and affordable transportation. This is especially important for those who rely on public transportation, such as people with disabilities, seniors, young people, and low-income individuals. While HOCTC is required by state and federal funding to develop and maintain a Coordinated Public Transit - Human Services Transportation Plan (CPT-HSTP), each update to a Coordinated Plan allows HOCTC and its regional partners to reexamine its residents' mobility needs, identify new transportation barriers, hear from new voices within the region, and reimagine ways to expand and coordinate transportation services more effectively. This Coordinated Plan update provides an opportunity to create a better process that goes above and beyond federal requirements while improving mobility options for seniors, people with disabilities, and residents of the region.

Subtask 6a – Needs Assessment and Gap Analysis

Stakeholder participation, public feedback, Census and American Community Survey data, and a catalog of existing services will be used to demonstrate the need for human services transportation and gaps in available services. The comprehensive catalog will include, at a minimum, hours, miles, and trips for fixed route and paratransit service, serving as a baseline against which to compare identified transportation needs. This combination of user information and data provides multiple perspectives on transportation needs, resulting in a comprehensive picture of service gaps for all users, especially those with disabilities, low-income, and seniors.

The consultant will work with service providers and users to find the best method for identifying common origins and destinations. Examples of such services include assisted living facilities, low-income housing, medical services, food banks, job centers, childcare facilities, and educational facilities. These data can be complex to consistently combine, necessitating collaboration with transportation providers to determine the best way to finish this work. The consultant will also use Replica, a third-party dataset that provides nationwide travel and mobility data. These datasets can provide information about specific demographic travel patterns.

Socioeconomic data will be compiled to indicate the region's need for human services transportation. The most recent Decennial Census and American Community Survey data will show where people with disabilities, those with lower incomes, youth, senior populations, and those without access to a vehicle live. Based on this data, we will create an overall mobility need index to highlight the relative specialized mobility needs in different areas of the HOCTC region. This mobility needs index is a key input to identify service gaps.

The consultant will review the previously completed CTP-HSTP to determine whether recommendations identified as part of that process have been implemented. We intend to build on the progress made in the previous Plan while considering changes in mobility needs since the previous Plan was implemented. In most locations, post-pandemic travel patterns have remained distinct from pre-2020 patterns. If some of the strategies identified in the previous HSTP were less effective than expected, the 2023 update will provide a significant opportunity to change course.

The process will allow us to accurately capture the needs across all modes, including single-occupancy vehicles, carpools, pedestrians, bicycles, paratransit, and buses, as well as demand currently not served by public transportation, based on data collection efforts completed for the LRTP update, additional data collected as outlined above, and public feedback gathered as part of Task 2.

Subtask 6b – Project Evaluation and List

The consultant will facilitate and support project identification and prioritization by working directly with stakeholders. This process will include a needs and gap assessment, community priorities, and stakeholder input. This process will aid in developing strategies and projects to address the mobility needs of underserved populations in Herkimer and Oneida County. The strategies and projects will build on the foundational elements of the previous HSTP. The approach will allow the community and stakeholders to revisit critical decisions to ensure that process issues or shifting priorities are reflected in the new Plan. Previous strategies and activities will be reviewed to ensure critical community priorities are considered and represented. The consultant will work with stakeholders to identify existing and new projects for inclusion in the CPT-HSTP and gather key project details such as meeting needs, effectiveness, and relative cost. These project details enable projects to be scored and prioritized using a data-driven approach, ensuring the most effective use of limited funding.

Sub-Task 6c – Plan Preparation and Presentation

A draft and final human services transportation plan will be developed to meet the timeline specified in the RFP. Before adoption, the public will be given ample time to review and comment on the draft Plan. The Plan will be available on the project website and emailed to the advisory committee and previous outreach participants. End users will be able to use and understand the final Plan. It will illustrate Plan elements with graphics, charts, and images from outreach events. The final Plan will be a concise, attractive document that builds on the previous Plan while reflecting Herkimer and Oneida Counties' changing mobility needs. Transpo will hold an in-person public meeting to formally present the Draft Plan and receive final public comments and feedback.

Deliverables

- Summary of unmet needs included within the draft and final CPT-HSTP
- Regional project evaluation criteria
- Refinement of project List with new projects based on feedback from stakeholder / public outreach and evaluation criteria
- Project list spreadsheet and inclusion within the report
- Draft and Final CPT-HSTP Plan to include items from all previous Sub-Tasks included within the report or attached as Appendices.

Task 7: Performance-Based Planning and Programming of Projects

Performance Based Planning has taken on much greater emphasis since HOCTC's previous LRTP, and USDOT's expectations have grown accordingly. Other MPOs around NYS have received Corrective Action notices from USDOT relating to project programming and financial assumptions, thus HOCTC will need to be aware of USDOT's current expectations and closely coordinate with USDOT during the development of this LRTP to ensure that this new LRTP is successful. This task will incorporate all legislative requirements for the seven National Goals, and the Planning Emphasis Areas put forward by USDOT's national leadership.

Recognizing the fundamental requirement that the LRTP be fiscally constrained, we will begin by conducting a financial feasibility analysis and prioritize projects for implementation in the next five years (HOCTC's adopted 2023-2027 TIP), the fiscally constrained portion of the new LRTP including the post-TIP years, and the "vision" element (aka Illustrative Project Listing) of the LRTP. The consultant will assist HOCTC in programming projects considering currently available revenue sources and sources that Herkimer and Oneida Counties can reasonably assume will be available in the lifetime of the LRTP, subject to the latest guidance from USDOT about which revenue streams meet the "reasonably anticipated" criterion. The consultant will complement the revenue projections with capital and operating/maintenance cost estimates for projects proposed as part of packages advanced from the draft LRTP, which to the extent feasible will be based on an analysis of actual needs.

The revenue component of the financial plan will include the following:

- Annual operating/maintenance and repair budgets
- Annual safety program budgets
- Local sources of revenue from general funds
- Federal and State sources of revenue, both programmatic and discretionary and including new programs such as the Carbon Reduction Program (CRP)
- User fees (e.g., Thruway toll revenue, Centro bus fares, etc.)
- Other sources of revenue deemed reasonable by HOCTC staff, subject to discussion with NYSDOT/USDOT colleagues

The consultant will look at historic and recent Federal, State, and local transportation funding levels and annual variation to estimate potential risks to availability or levels of these sources in the future, and to support the reasonableness of our revenue projections. We will look outside Herkimer/Oneida Counties at the experiences of peer NYS regions and other areas with a similar planning and financial context, to provide further justification for the financial projections we include in the LRTP.

The consultant will reconcile the new revenue projections with well-supported project cost estimates. Our project cost estimates will draw on existing guidance from NYSDOT and national sources, as well as recent project cost and operation/maintenance history from regions similar to the HOCTC MPA. We will escalate project costs to year-of-expenditure dollars considering that the cost environment for infrastructure projects has become much more inflationary than was the case in the previous HOCTC LRTP.

With these revenue and cost projections in hand, a straightforward, systematic project prioritization methodology will be applied, which is fully consistent with performance-based planning requirements.

The methodology for this LRTP development process will enable HOCTC to meet its timeline for publishing the updated LRTP while setting up a conversation about project prioritization that can continue in the period leading up to the development of the next LRTP.

The proposed prioritization process consists of the following steps:

- Select project evaluation criteria based on regional performance measures. The consultant will select project evaluation criteria that can be evaluated today based on available data and analysis tools, or that can be objectively scored using a qualitative scoring system and receive concurrence from HOCTC that evaluation criteria are mode-neutral and aligned with the region's transportation goals and objectives. Environmental resource assessments and equity analysis (e.g., Justice40 and similar indices) will be incorporated into the assessment criteria.
- Assign weights to criteria. Weighting performance measures allows project scores to reflect the relative significance of various evaluation criteria, as compared to one another, in the scoring process. The weighting system may align with the three different spatial scales of travel such as:
 - Travel within Communities.
 - Cross-County Mobility and Access
 - Regional Connectivity.

The different weighting system will allow projects to be scored and ranked according to unique needs of each scale.

To obtain buy-in on the weights for goals and performance measures, we propose conducting a workshop with the LRTP TAC during the initial discussion of goals and objectives in the LRTP TAC meeting. The consultant will conduct a formal "pairwise" stated-preference survey exercise to be completed by the LRTP TAC members to determine which performance measure categories are highest priorities, relative to the others, within each scale of travel. The consultant then use the statistical inferences from this information to assign draft weights to the goals and their associated performance measures, for incorporation into the project prioritization scoring process.

- Assign Each Project to a Scale of Travel. All the LRTP projects will be assigned to a scale of travel, given the project's need and purpose, as well as other attributes like roadway functional classification. The scale of the project is needed to apply the appropriate performance measure weights, enabling the significance of various evaluation criteria to vary given the geographic scale of each project, and its role in addressing transportation needs of Herkimer and Oneida Counties residents, businesses, and visitors.
- Calculate a Score for each Project. Scores will be calculated by first generating a value for each performance measure for each project. The scores will be normalized values for each measure, for each project. This supports a relative comparison between projects within and across each goal and scale of travel:
 - Project with the largest performance impact within each category receive the highest rank.
 - Project with the least performance impact within each category receive the lowest rank.
 - All other projects ranked based on relative level of performance impact between the minimum and maximum.

For each performance criterion, the consultant will multiply the project's normalized rank by the appropriate performance category's weight to produce a score within each category. For each project, the sum of weighted scores will be calculated across all performance criteria to provide a total project score on a 0–100-point scale.

The result of the project evaluation exercise will be a ranked list of projects, by score, within each of the three scales. The projects will be combined across scales based on total point value, and sort them into one of four project ranks, based on general groupings of project scores. The project ranks (which could be called "Tier 1" through "Tier 4" or other descriptions of HOCTC's choosing) can be used to simplify presentation to the LRTP Advisory Group and other stakeholders.

The different weighting system will allow projects to be scored and ranked according to unique needs of each scale.

To obtain buy-in on the weights for goals and performance measures, we propose conducting a workshop with the LRTP TAC during the initial discussion of goals and objectives in the LRTP TAC meeting. We will conduct a formal "pairwise" stated-preference survey exercise to be completed by the LRTP TAC members to determine which performance measure categories are highest priorities, relative to the others, within each scale of travel. We will then use the statistical inferences from this information to assign draft weights to the goals and their associated performance measures, for incorporation into the project prioritization scoring process.

For the purpose of presenting the project priorities in the Implementation Plan portion of the LRTP, the consultant will describe packages of projects that, together, will help HOCTC achieve discrete policy goals and objectives. For example, we might describe a package of accessibility-oriented transportation strategies that have been proven to perform well in New York State. System owners and operators will be consulted to prioritize asset management strategies and major capital investments based on the outputs of their own management systems and decision support processes. Finally, the TAC will provide input on priorities where there are more projects proposed than funding available.

Deliverables

- Establish a financial plan and program of projects that USDOT and NYSDOT concur is fiscally constrained and reflective of the goals and policies utilizing financial projections (as provided by NYSDOT and other sources), assumptions on Federal funding trends, considering conclusions developed in the LRTP Update, and noting environmental justice and other associated impacts.

Task 8: Documentation

The consultant team will prepare chapters of the LRTP as part of each task described above, each of which will be reviewed by HOCTC staff and the project leadership team prior to incorporating the information into the full LRTP documentation.

The LRTP will address the Federal transportation planning requirements and reasonably satisfy comments made during the public involvement phase of the project.

After preparing the first draft of the LRTP and performing the financial analysis, the next effort of the LRTP preparation will be to prepare the final LRTP. This will necessitate engagement with stakeholders and the public to gather feedback on the new fiscally constrained LRTP. The final LRTP will include as an Appendix the full written record of all comments received on the draft LRTP (and substantial work efforts that formed part of the LRTP update).

In the final LRTP, the focus will be on providing the expertise necessary to further develop the projects identified in the LRTP and implement them (through the UPWP and TIP processes) in years to come, after the publication and adoption of the LRTP. The goal of the final approved LRTP Update is that it will be written in clear, concise, and straightforward language accessible to members of the public. The consultant's technical staff will work with graphic designers to incorporate a more graphically rich final LRTP and ensure that the LRTP is written at an accessible level and that messages are reinforced in multiple ways through narrative text and visualizations.

Deliverables

- Final draft of the LRTP
- Final LRTP and presentation
- Executive summary

Appendix C

Appendix C

HOCTC Transportation Corridor -Planning and Environmental Linkages (PEL) Study for the area of the I-90 Utica Interchange (Exit 31) at N. Genesee Street (NYS Route 921C)

Consultant Supported Scope of Work

Task 1: Study Initiation

The Consultant Team (“Team”) will collaborate on meetings, communications, and project reporting. The following critical components will guide the planning process.

1. **Internal Study Kick-Off:** The Team will conduct a meeting between the HOCTC, NYSDOT, NYS Thruway Authority, FHWA, City of Utica, and Oneida County, to initiate work on the project. This first meeting will accomplish the following:
 - Confirm the approach to completing the PEL, the scope of work, tasks, and deliverables,
 - Receive up-to-date copies of all reports, data, and studies relevant to this project,
 - Confirm roles and expectations,
 - Review the project schedule, including the schedule for future meetings, and
 - Establish/discuss a preliminary list of issues and opportunities, as well as a vision for the Plan.
2. **Technical Advisory Group (TAG):** The Team will conduct 8 TAG meetings, to be made up of HOCTC, Oneida County, City of Utica, NYSDOT Region 2, NYS Thruway Authority, the Consultant team, and FHWA. The initial meeting will include the outlining of a TAG Work Plan and a Stakeholder and Engagement Plan. This will include a review and discussion of the PEL approach, coordination with FHWA, NYSDOT, NYSTA, local government partners, the public involvement process, and additional topics relevant to start-up.
3. **Comprehensive Management Control Plan:** The Team will develop a Comprehensive Management Control Plan that documents the process used for this project. The Management Plan will include a work plan, schedule, cost breakdowns, budget tracking, milestones, key contacts, and a quality control plan. The schedule will include agreed-upon review times for all deliverables as well as the identification of critical path tasks and items. The schedule will be revisited quarterly and updated as needed in response to the monthly update on the percent complete of each task. Revisions to the project schedule will be made to accommodate any unforeseen delays. All revisions will be approved by the HOCTC Project Manager.
4. **Meetings:** The Team will prepare for and participate in HOCTC management meetings (approximately every other week) and shall provide documentation of the meetings such as agendas, presentation materials, stakeholder coordination, and meeting minutes. Meetings will include in-person and virtual meetings (50% minimum to be in-person), with some meetings held in a hybrid format for efficiency. Bi-weekly meetings will be virtual and limited to one hour or less. An initial in-person site visit will be included to become familiar with field conditions.

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5. Management Communications: The Team will provide a monthly update on the Study schedule by task, indicating percent complete. Information on specific task activities to assist NYSDOT Region 2 in the development of a Primavera P6 schedule will be provided, including activity predecessor and successor relationships, planned durations, work schedules, assigned resources, monthly resource usage, and estimated hours.
6. Stakeholder Management and Agency Coordination Plan: Following development of a pre-determined list of stakeholders agreed to by HOCTC, the Team will host a minimum of four (4) Consultant/Stakeholder meetings. Additionally, individual interviews will be conducted with up to 10 identified stakeholders to understand their respective interests, goals, issues, and desired outcomes. An interview template will be prepared and used for these interviews. An overall summary of interview issues will be prepared, and the results will be part of the public participation plan. These interviews will be conducted on-line, by phone, or in-person.

The Team will develop an Agency Coordination Plan that will identify critical issues and problems, recommend levels, and means of public involvement, identify agencies within the study area and levels of consultation, identify other public, agency and private stakeholders, list planned community events, describe participation methods, and assist the Project Manager with ongoing agency coordination. Involved agencies anticipated to be involved in the study planning process include but are not limited to HOCTC, City of Utica, FHWA, NYSDOT, NYSTA, and Oneida County. Coordination with interested agencies will also be a part of this effort.

7. Standard Software: Standard software such as Microsoft Office, Microsoft TEAMS, Adobe, CADD, TransCAD, ESRI, Synchro, SimTraffic, Highway Capacity Manual (HCM), VISSIM, and Primavera P6 may be utilized as appropriate to the task. Other software may be used as agreed to by the Project Manager. A Sharepoint file sharing site will be set up by the Team for consultant and agency use throughout the project.

Task 1 Deliverables

1. Internal kick-off meeting
2. TAG Start-up Meeting
3. Comprehensive Management Control Plan
4. Stakeholder and Agency Coordination Plan
5. Sharepoint file-sharing site

Task 2: Study Area Conditions Assessment

The consultant Team will provide the full Scope of Work (SOW) outlined in the RFP. This includes:

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- Development of a Study Area Conditions Assessment Report
- A thorough assessment of the history of the Study Area
- A full documentation of the existing transportation system
- The provision of traffic control relative to any condition and/or assessment work being performed

The Team will confirm the study area boundaries and composition, noting whether any additional considerations/areas should be included as part of the scope of study. This will be done through initial conversations with HOCTC and the TAG. Through these discussions, the Team will confirm the extent of the study area boundaries.

The Study Area Conditions Assessment report will summarize local and regional land use plans, statewide land use and multi-modal planning, and any known or pending projects in the area to ensure the concepts developed will be consistent with local, approved planning. The report's preparation will be coordinated with the work under Task 5 to incorporate a summary of the demographic profile within and around the study area.

The document will disclose the existing conditions of the study area, which includes past and future land use and development, the existing highway and roadway features on site including right-of-way, drainage features, functional classifications, roadway dimensions and traffic controls, mass transit, pedestrian, and bicycle features. These features will be described, with a general assessment of safety. Nonstandard features will also be noted, with reference to the pertinent section of the NYSDOT Highway Design Manual and note if those features contribute to high accident rates.

A general classification of users will be summarized using readily available data. Geographic locations of origins and destinations as well as likely trip purpose and distances will be generically categorized as part of this assessment, with the understanding that this information will be assessed more in Task 3. The report will also include sections detailing the existing transportation system and traffic controls.

Through the Team's coordination with the TAG, site conditions that are not readily apparent will also be documented, such as issues and general knowledge shared by TAG participants. A section of this report will identify these site issues as well as deficiencies (needs) in the study area. This information will be used as a basis for the development of the purpose and need for the project as well as in the estimate of a timeline as of when these deficiencies have been or will be realized.

The Study Area Conditions Assessment will include summaries of all readily available resource information.

Task 2 Deliverables

1. Technical Memorandum #1 - Study Area Conditions Assessment

Task 3: Traffic Analysis

The Team will provide the full SOW outlined in the RFP. This includes:

- Traffic Data Development
- Capacity & Level of Service Analysis

Appendix B

- Traffic Operational Analysis
- Origin & Destination Study
- Freight Analysis
- Travel Demand Forecasting
- Multi-Modal Transportation Analysis
- Safety & Accident Analysis

A comprehensive traffic analysis will be performed which entails understanding existing and future demand and traffic operations. This includes an analysis of passenger and freight origin-destination patterns, future growth, traffic volumes, and a level of service analysis, while maintaining a focus on multi-modal transportation issues, safety, and equitable transportation.

Travel Demand Forecasting

1. Teaming partners will develop a data-driven model that is sensitive to land-use and travel time so that the project team can test scenarios that include changes in population and/or employment, changes in alignments, and network, considering origin-destination travel patterns, both regional and local to the Project Study Area.
2. Develop passenger and truck origin-destination flows for a predefined study area, using the data options selected by discussions with the TAG. The origin-destination matrix will be developed at a predetermined geographic level of detail such as a traffic analysis zone (TAZ) or a Census Block Group.
3. The Team will leverage the population and employment forecasts developed by the Cornell Program on Applied Demographics PAD forecasts to understand existing and future growth patterns.
4. A study area network will be developed.
5. The model developed will assign trip matrix to the network developed for the subarea. This model will be sensitive to changes in demographics and land use, changes in travel time, and cost.
6. A travel demand forecasting method will be used to reflect growth in trips as a result in population and employment growth. In order to reflect changes in routing due to infrastructure changes, the Team will calculate travel time changes and apply route choice shifts based on accessibility changes.
7. Models will be developed for the following conditions:
 - Existing (2023) – AM & PM period
 - Future Estimated Time of Completion (ETC) – AM & PM period
 - Future ETC + 10 – AM & PM period
 - Future ETC + 20 – AM & PM period

The AM and PM peak period link level flows will be converted into peak hour flows to feed into the traffic level of service (LOS) analysis, using post-processing.

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Traffic Level of Service Analysis

Existing traffic flows derived from the demand forecasting process will be used to feed into the traffic analysis software such as Highway Capacity Software (HCS) and Synchro to produce existing LOS. The Team will also collect and summarize bicycle, pedestrian, and transit data within the Study Area.

Multimodal activity along local roadways and on dedicated bike facilities will be documented. The Team will evaluate roadways in the vicinity of NYS Thruway Utica Interchange 31 for compliance with PROWAG and ADA requirements and for compliance with Complete Streets design standards. This evaluation will be summarized in a matrix indicating the level of compliance or completeness.

Intersection Capacity Analysis

The Team will perform a capacity analysis at each of the study intersections within the Detailed Study Area outlined in the RFP using traffic modeling software to evaluate intersection service conditions for average delay per vehicle and level-of-service (LOS). Intersection capacity analyses will be conducted for the weekday AM and PM peak hours under the following scenarios:

- Existing (2023) conditions
- Future Estimated Time of Completion (ETC) conditions (No Action and for feasible concepts)
- Future ETC + 10 (Minor Intersection Reconstruction Design Year) conditions (No Action and for feasible concepts)
- Future ETC + 20 (Major Intersection Reconstruction and Bridge Design Year) conditions (No Action and for feasible concepts)

The intersection capacity analyses will be summarized in tabular form.

Highway Capacity Analysis (I-90 Mainline and Ramps)

The Team will perform capacity analyses at each of the study mainline and ramp merge/diverge segments within the Detailed Study Area outlined in the RFP using the Highway Capacity Software (HCS) traffic modeling software to evaluate highway service conditions for density and level-of-service (LOS). The highway capacity analyses will be conducted for the weekday AM and PM peak hours under the following scenarios:

- Existing (2023) conditions
- Future Estimated Time of Completion (ETC) conditions (No Action and for feasible concepts)
- Future ETC + 10 (Minor Intersection Reconstruction Design Year) conditions (No Action and for feasible concepts)
- Future ETC + 20 (Major Intersection Reconstruction and Bridge Design Year) conditions (No Action and for feasible concepts)

The highway capacity analyses will be summarized in tabular form.

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Safety Assessment

The Team will request the most recent three (3) years of available crash data records from the New York State Department of Transportation's (NYSDOT) CLEAR system for key roadways within the Detailed Study Area outlined in the RFP. Depending on the request, the crash data from CLEAR will be provided by HOCTC or NYSDOT Region 2.

All data will be summarized in tabular form to determine general vehicular safety conditions in the study area.

Multi-Modal Assessment

Based on the data collection and the safety assessment, the Team will identify existing multimodal needs and deficiencies and opportunities to improve multimodal transportation in the Study Area. This includes improving the safety and efficiency of the individual modes of transportation and identifying opportunities to enhance connections between the transportation modes. This will build upon the initial assessment of these facilities identified in Task 2 for the Site Conditions Assessment.

Task 3 Deliverables

1. Technical Memorandum # 2 - Traffic Analysis Report

Task 4: Environmental Analysis

The Team will provide the full SOW outlined in the RFP. This includes:

- Terrestrial & Aquatic Ecology
- Cultural Resource Screening
- Cultural Resource Survey
- Terrestrial & Aquatic Impact
- Mitigation Measures
- Environmental Scan
- Permit & Certification Requirements
- NEPA, SEQRA & Permit Classifications & Needs
- Section 6(f) of LWCF Evaluation
- Severe Weather Impacts
- Climate Change Mitigation for Concepts

Online resources of verified and accepted data that characterize conditions for the area will be used. To determine the condition of the study area, a desktop review of relevant natural, cultural, social, and demographic information will be conducted (See Task 5 for additional information for social, demographic, and equity data collection methods and evaluations). The Team will also contact natural resource agencies for up-to-date information, through standard letter correspondence and database research.

This will identify any potential issues related to federally endangered, threatened, or other special status (including state listed) species on site. Cultural resources will also be investigated through online research.

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Readily available information from USACE, NYSDEC, and field observations will be used to determine the wetland characteristics of the area. That will be used to create estimates of wetland areas through GIS mapping. During the field visit, wetland cover types will be noted as well as dominant plant species and probable wetland functional values. These will be summarized, with any areas of significant concern being noted as needing further investigation. Cultural resources will be handled similarly. The resulting cultural resource survey report will be submitted to SHPO and serve as an appendix to the Environmental Analysis Report.

Task 4 Deliverables

1. Technical Memorandum # 3 – Environmental Analysis Report

Task 5: Social, Economic & Equity Analysis

This work will be coordinated with Task 3 regarding the existing conditions in and nearby the project site.

The socioeconomic analysis will include desktop data collection from sources including the U.S. Census, other readily available land use and socioeconomic data sets, as well as local agency coordination to identify:

- General population within and adjacent to the study area
- Land use characteristics and trends
- Future development plans for the area
- Factors affecting community cohesion and neighborhood character
- Business types, sectors/districts, and corridors
- Local and regional economic trends
- Community facilities and open space resources

This information will be summarized and used in the analysis of concepts considered as part of the PEL. This work will be coordinated with other tasks to gain a comprehensive understanding of site conditions, transportation needs and constraints, as well as environmental and socioeconomic effects (beneficial and adverse). In the evaluation of concepts, the Team will develop, as appropriate, any measures or concept refinements that can avoid, minimize, or mitigate adverse impacts. The analysis will include the identification of transportation equity issues within the Study Area for the concepts to be documented in the PEL study.

FHWA's guidance regarding environmental justice and equity will be applied during this analysis, as applied with federal NEPA reviews, and will be considered in this PEL process to make sure any evaluations are consistent with and can be carried forward into the subsequent environmental review process.

The Team analysis will consider whether minority populations and/or low-income populations (referred to herein as environmental justice populations) would experience potential adverse environmental effects from a project's implementation and whether such impacts would fall disproportionately on those populations. Where such effects are identified, federal agencies are to identify mitigation for those effects and conduct outreach to the affected populations to seek their input on the impacts and mitigation. A similar analysis is required pursuant to New York State Department of Environmental Conservation policy

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guidelines where a proposed action requires a permit from that state agency. The analysis will provide the information in order to satisfy applicable environmental justice analysis requirements under the PEL process as well as be consistent with any subsequent, more in depth NEPA/SEQRA review.

Task 5 Deliverables

1. Technical Memorandum # 4 – Social, Economic, and Equity Analysis

Task 6: Public Engagement & Involvement

The Team's public engagement is heavily influenced by the International Association of Public Participation's (IAP2) process, an approach designed to ensure clarity, equity, and robust engagement. A toolbox with more than 100 different virtual and in-person public engagement techniques, will be tailored to the needs of this project.

This is a large and complex project with many stakeholders, and we will strive to give equitable opportunity to all voices during the engagement process. The importance is making special efforts to reach low-income and minority communities, by using door-to-door outreach, pop-up events, and mobile intercepts to ensure high-quality input is gathered in a short time. By actively tracking results and continuously adapting, community input can be captured to inform the study as it progresses. Public Engagement will consider the future needs of residents, workers, visitors, and through-travelers. To support decisions on mobility, the Team will design engagement activities that allow stakeholders to share their input on a variety of transportation needs and opportunities, including equal access to the network for pedestrians, bicycles, micro-mobility, and ride sharing, increased system safety, and enhanced community mobility experiences.

The outreach process will begin by clearly defining the decision to be made, the decision-maker, the timeframe for the decision, and the aspects of the decision that can be affected by the public.

Telephone interviews with key stakeholders will be conducted to identify project-related issues and opportunities, as well as to understand where and when to hold meetings, and to compile a list of stakeholders for future engagement.

As a preliminary first step, 10 stakeholder phone interviews will be conducted to identify community interests, goals, issues, and desired outcomes for the Study Area. The Team will prepare and use an interview template to ensure consistency, as well as an overall summary of interview themes and use these themes in developing the public participation plan.

The Team will also conduct a stakeholder exercise that will inform the public participation plan. This will identify stakeholders, resource agencies, community leaders, elected officials, and key community groups, their level of interest in the project, and their capacity for engagement. This process will yield a matrix which will suggest which groups may need more targeted outreach.

Based on a kickoff meeting with the client, the technical advisory group, stakeholder interviews, and the stakeholder mapping exercise, a draft public participation plan will be prepared for review.

The Public Engagement Plan will:

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- Identify key project participants and groups to be engaged as part of the process,
- Identify preliminary issues and opportunities within the community,
- Establish the framework for stakeholder outreach to occur throughout the planning process,
- Establish the goals and objectives of outreach,
- Identify appropriate levels and methods of stakeholder engagement to achieve the objectives of the project, and
- Promote the project and ensure meaningful engagement.

Tools used to solicit feedback and inform the public are custom-tailored to the community and may include:

- Interviews
- Surveys
- Focus groups
- Games
- Pop-up events
- Door-to-door engagement
- Websites
- Social media (e.g., Facebook, Instagram, Twitter)

For purposes of this proposal, the following public engagement tasks will be incorporated:

- 8 facilitated TAG meetings. The project team will facilitate and summarize eight virtual Technical Advisory Group meetings based on the finalized membership list. As needed and directed by the client, the Team will bring in additional stakeholders, tribal nation representatives, etc.
- 4 interest group meetings. The Team will plan, facilitate, and summarize four virtual interest group meetings representing different sectors or interest in order to solicit input at different points in the process.
- 2 virtual public meetings. The Team will plan, facilitate, and summarize two Zoom-based public meetings.
- 3 hybrid public workshops. We will plan, facilitate, and summarize three hybrid (Zoom + in person) public workshops.
- 1 online survey. The Team will prepare, administer, and summarize results of one online survey.
- 4 Pop-ups at existing events. The Team will plan, conduct, and summarize four pop-up engagements at existing public events in the study area.
- Development of a project website. The Team will secure a URL and develop a free-standing project website. This website will include an overview of the project, key information as it becomes available, meeting announcements and summaries, and a way for visitors to submit comments.

HOCTC staff will be available to assist with facilitation and implementation of public outreach activities described above in accordance with the Public Engagement Plan, as needed.

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Outreach and public engagement will encompass any environmental justice communities within and adjacent to the study area and will be coordinated with Task 5 for the evaluation of social, economic, and equity issues.

Task 6 Deliverables

1. A written Public Engagement and Involvement Plan covering how public involvement will be structured and facilitated, how data will be used to inform the PEL process, and the software package that will be used to augment the traditional process.
2. A free-standing website developed using Squarespace.
3. A debrief of each activity completed in Task 6 which includes a summary, documentation of feedback, key issues raised, follow-up required, and photography for each public engagement and involvement event.
4. A chronological record summarizing all public engagement and involvement undertaken.

Task 7: Planning & Environmental Linkage (PEL) Study

The Team will provide all the SOW outlined in the RFP. This includes:

- A Corridor Vision
- Set of Concepts Alternatives
- Development of Concepts
- Assessment of Concepts
- Draft & Final PEL Study
- Questionnaire

Decision-making is a critical element of this PEL study and HOCTC will need to coordinate closely with transportation agencies (e.g., NYSDOT, FHWA, NYSTA) and affected stakeholders.

FHWA has specific guidance on preparing sufficient PEL studies, which will guide the Team in planning and preparing study documents.

The Team will coordinate with the TAG to identify a common vision for the Study Area. The Draft Purpose and Need Statement identified in the RFP will be refined based on the following:

- Identified deficiencies in the transportation system (Tasks 2, 3, 4, and 5)
- Input from other transportation agencies and stakeholders (Task 6). This is the first of three coordination points in the PEL study.

Concepts developed and analyzed under Tasks 3, 4, and 5 will be evaluated through a two-tiered screening process. The first tier will evaluate each concept's potential to address the Project's Purpose and Need. Concepts that do not meet the Project's Purpose and Need will not be considered reasonable concepts and will be discarded from further consideration. Concepts which meet the Project's Purpose and Need will be advanced to a second tier, where they will be assessed according to the five basic measures outlined in the SOW. Additional measures not identified in the Scope of Work may be suggested by other transportation agencies and stakeholders, and the Team will coordinate with HOCTC and the TAG to determine if these additional measures should be added to the concept screening process.

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The concept screening process represents the second of three coordination points in the PEL study. The process will be reviewed by the TAG, other transportation agencies and stakeholders. Upon review and concurrence, a feasible concept will be identified. Although it does not meet the Project's Purpose and Need, the No Build Concept will be advanced into the future environmental review process as it informs the future NEPA analysis.

To provide a smooth transition between the PEL study and the environmental review process, the Team will develop a draft Final PEL Study Report using NYSDOT's latest Design Report template. The report will be submitted to HOCTC and the TAG for preliminary review and comment. The Team will incorporate comments received from HOCTC and the TAG and resubmit to HOCTC for transmission to NYSDOT and FHWA. Upon review and concurrence from NYSDOT and FHWA, the Team will submit the Final PEL Study Report to HOCTC for distribution to NYSDOT and FHWA for final approval and processing.

The submission of the PEL Study Report represents the third and final coordination point in the PEL study. The FHWA PEL Questionnaire will be included as an appendix to the PEL Study. The draft Final PEL Questionnaire will be submitted to HOCTC as part of the submission of the draft Final PEL Study Report. Upon review from FHWA, the Team will submit the Final PEL Questionnaire to HOCTC for distribution to FHWA for final review and concurrence.

Task 7 Deliverables

1. Draft PEL Study which presents the findings and concepts
2. Final PEL Study
3. PEL Questionnaire
4. A summary of comments and key issues received from the Public Engagement and Involvement Plan