

Unified Planning Work Program (UPWP) 2024 - 2025

Effective April 1, 2024 through March 31, 2025



Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501
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Disclaimer

Financial assistance for the preparation of this report was provided through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The Herkimer-Oneida County Transportation Council is solely responsible for its content and the views and opinions expressed herein do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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.

Contents

Approving Resolution	3
The Herkimer-Oneida Counties Transportation Council	5
Planning Area Map	6
2023 – 2024 Program Accomplishments	7
Development of the Unified Planning Work Program	15
Transportation Planning Activities Statewide	16
Statewide Shared Cost Initiatives (SCIs) Summary	16
Other Federally Funded Transportation Planning Activities	16
Federal Transportation Legislation	20
The Infrastructure Investment and Jobs Act (IIJA)	20
Planning Factors	20
Performance-Based Planning and Programming (PBPP)	22
Planning Emphasis Areas (PEAs)	22
Funding the HOCTC UPWP	24
Fund Balance	25
Matching Funds	25
2024-2025 Funding Summary	25
Budget Tables	25
Administration of the HOCTC UPWP	26
Staffing	26
Coordination of UPWP Tasks	28
Public Participation	29
2024 – 2025 UPWP Planning Priorities: Summarized	30
2024 - 2025 Unified Planning Work Program Task Specifications	32
Program Support and Administration (44.21.00)	32
Task 21.10: General Administration	32
Task 21.20: UPWP and Semi-annual Reporting.....	32
Task 21.30: Public Participation Program	33
Task 21.40: Environmental Justice/ Title VI	34
General Development and Comprehensive Planning (44.22.00)	34
Task 22.10: Coordination with Partner Agencies	34

Task 22.20: Coordination with County & Municipal Land-use.....	35
Task 22.30: Safe Streets and Roads for All (SS4A) Support.....	36
Task 22.40: Census Support / Statistical Analysis	36
Long-Range Transportation Planning (LRTP) (44.23.00)	37
<i>System Level – (ALI 44.23.01).....</i>	<i>37</i>
Task 23.01.10: Long Range Transportation Plan	37
Task 23.01.20: Land-use and TAZ Build-out	38
Task 23.01.30: Freight Planning	38
Task 23.01.40: Planning and Environmental Linkages (PEL) Study.....	39
<i>Project Level – (ALI 44.23.02).....</i>	<i>40</i>
Task 23.02.40: Bicycle, Pedestrian, and Non-motorized Transportation Systems	40
Task 23.02.50: Transit Enhancement and Mobility Management Activities	41
Short-Range Transportation Planning (SRTP) (44.24.00).....	41
Task 24.10: Short Range Transportation Development.....	42
Task 24.20: Geographic Information Systems	42
Task 24.30: Road Centerline/ Address Range Correction/ Street Address Mapping (SAM)	43
Task 24.40: Modeling and Forecasting.....	44
Task 24.50: Functional Classification	45
Task 24.60: Road Scoring/ Pavement Management.....	45
Task 24.70: Traffic Counting	46
Transportation Improvement Program (TIP) (FTA 44.25.00).....	46
Task 25.10: TIP Maintenance & Update	46
Other Activities (FTA 44.27.00)	47
Task 27.10: Support for Shared Cost Initiatives & Activities of NYSMPO Association	47
Task 27.20: Direct and Indirect Costs	47
Appendix A	49



GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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Chairperson, ROBERT HOLLUM, Chairman, Herkimer County Legislature
Secretary, JAMES J. GENOVESE II, Commissioner, Oneida County Dept. of Planning

Vice-chairperson, ANTHONY J. PICENTE, JR. Executive, Oneida County
Clerk, DANA R. CRISINO, Director, Herkimer-Oneida Counties Transportation Council

HOCTC Resolution 2024 – 34

Amendment to the 2024 – 2025 Unified Planning Work Program (UPWP) Budget

WHEREAS, the Infrastructure & Investment Jobs Act (IIJA) passed November 2021 and prescribed in the FAST Act, the FAST Act authorized the use of funds for Metropolitan Planning Organization's to carry out transportation planning requirements and responsibilities; and

WHEREAS, Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program (UPWP) which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one year period; and

WHEREAS, HOCTC developed the 2024 – 2025 UPWP and budget through the continuous, comprehensive, and cooperative transportation planning process in coordination with state, regional, and local agencies and officials; and

WHEREAS, the 2024 – 2025 UPWP was legally advertised for public review in accordance with HOCTC PPP and all applicable regulations; and

WHEREAS, the 2024 – 2025 UPWP was approved on February 29, 2024 by HOCTC Resolution 2024 – 02 and amended by HOCTC Resolution 2024-10 on June 25, 2024; and

WHEREAS, the 2024 – 2025 UPWP Budget programmed an estimated \$414,548 carryover of FHWA PL funds, upon closing of the 2023 – 24 UPWP at the end of SFY 2023, it was determined that actual expenditures resulted in a carryover of \$384,073 FHWA PL funds with \$100,000 reserved for the Planning and Environmental Linkages (PEL) Study; and

WHEREAS, A note shall be added to the FHWA PL table to clarify how FHWA PL funds and local match are allocated for the Statewide Planning and Research Project for the PEL Study; and

WHEREAS, the FHWA PL funds programmed are to be adjusted in the contracted services task line to balance the budget and accurately reflect the carryover balance programmed for 2024 – 2025; and

WHEREAS, the FTA MPP funds programmed are to be increased to reflect the actual SFY 2024 – 2025 \$82,150 Federal Allocation; and


NOW THEREFORE BE IT RESOLVED, that the UPWP 2024 – 2025 budget shall be amended as shown in the attached budget tables; and

BE IT FURTHER RESOLVED, that the Governmental Policy & Liaison Committee authorizes the HOCTC Director to make necessary schedule revisions, project refinements, and give task specific direction to staff and contracted entities to carry out this work program; and

BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee for HOCTC certifies that the requirements of 23 CFR Part 450.114 (c) have been met; and

BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee approves the amended budget for the 2024 – 2025 UPWP Budget, as shown in the attached tables; and

BE IT FINALLY RESOLVED, that the Governmental Policy and Liaison Committee hereby directs the Chairperson to communicate this action to the appropriate State and Federal officials in the prescribed manner.


Robert Hollum
Chairperson

Date


James J. Genovese II
Secretary

Date



March 7, 2024

Ms. Anna Price, Director
Office of Program Management
Federal Highway Administration- NY Division
Leo O'Brien Federal Building
11A Clinton Avenue, Suite 716
Albany, New York 12207

Mr. Donald Burns, Director
Office of Planning and Program
Development
Federal Transit Administration
Region II
One Bowling Green, Room 429
New York, NY 10004

Dear Ms. Price and Mr. Burns:

This is to inform you that the New York State Department of Transportation (NYSDOT) has reviewed Unified Planning Work Programs (UPWPs) for the work period of April 1, 2024 – March 31, 2025 for all New York State metropolitan planning organizations (MPOs). The final UPWPs adopted by the Policy Committees for Adirondack/Glens Falls Transportation Council (A/GFTC), Binghamton Metropolitan Transportation Study (BMTS), Capital Region Transportation Committee (CRTC), Dutchess County Transportation Council (DCTC), Elmira-Chemung Transportation Council (ECTC), Genesee Transportation Council (GTC), Greater Buffalo Niagara Regional Transportation Council (GBNRTC), Herkimer-Oneida Counties Transportation Council (HOCTC), Ithaca-Tompkins County Transportation Council (ITCTC), New York Metropolitan Transportation Council (NYMTC), Orange County Transportation Council (OCTC), Syracuse Metropolitan Transportation Council (SMTC), Ulster County Transportation Council (UCTC) and Watertown Jefferson County Area Transportation Council (WJCTC) have been officially transmitted to FHWA and FTA.

The statewide Shared Cost Initiatives (SCIs) for 2024/25 are supported from \$200,000 of FHWA Metropolitan Planning (PL) funds from the federal fiscal year (FFY) 2024 allocation to New York State, along with a carryover of PL and FTA Section 5303 Metropolitan Planning Program (MPP) funds set aside in prior allocations, and with the \$100,000 from the NYSDOT FHWA State Planning and Research (SPR) program. Two tasks are approved for the 2024/25 SCI program: the New York State Association of Metropolitan Planning Organizations (NYSAMPO) Staff, Conference, and Working Group Support and MPO Training Needs. The current established working groups are Transit, Safety, Bicycle and Pedestrian, GIS, Modeling, Freight, Climate Change, Transportation Systems Management and Operations, and Public Engagement. All NYS MPOs have acknowledged continued support of the SCIs in their UPWPs.

Each MPO UPWP integrates NYSDOT Call Letter and federal guidance to advance established goals. Based on review of the UPWPs, NYSDOT recommends approval for each of the NYS MPO work programs.

Please contact me at (518) 457-3439 to discuss any of these programs.

Sincerely,

A handwritten signature in black ink that reads "Debra A. Nelson". The signature is written in a cursive, flowing style.

Debra A. Nelson, Director
Office of Policy, Planning and Performance

cc: NYS MPO Directors

The Herkimer-Oneida Counties Transportation Council

In urbanized areas (with a population of 50,000 or more), federal planning law (23 U.S.C. Section 134 & 49 U.S.C. Section 5303) calls upon local officials to cooperate with states and public transportation providers to undertake 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 related 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 representing 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 (federal approval based on the 2020 Census) urban areas of Rome, Oneida, and Ilion-Herkimer and the remaining totality of Herkimer and Oneida Counties as a 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 identifying 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 law and regulations 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/>.

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

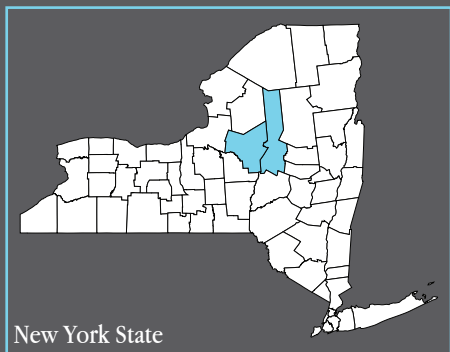
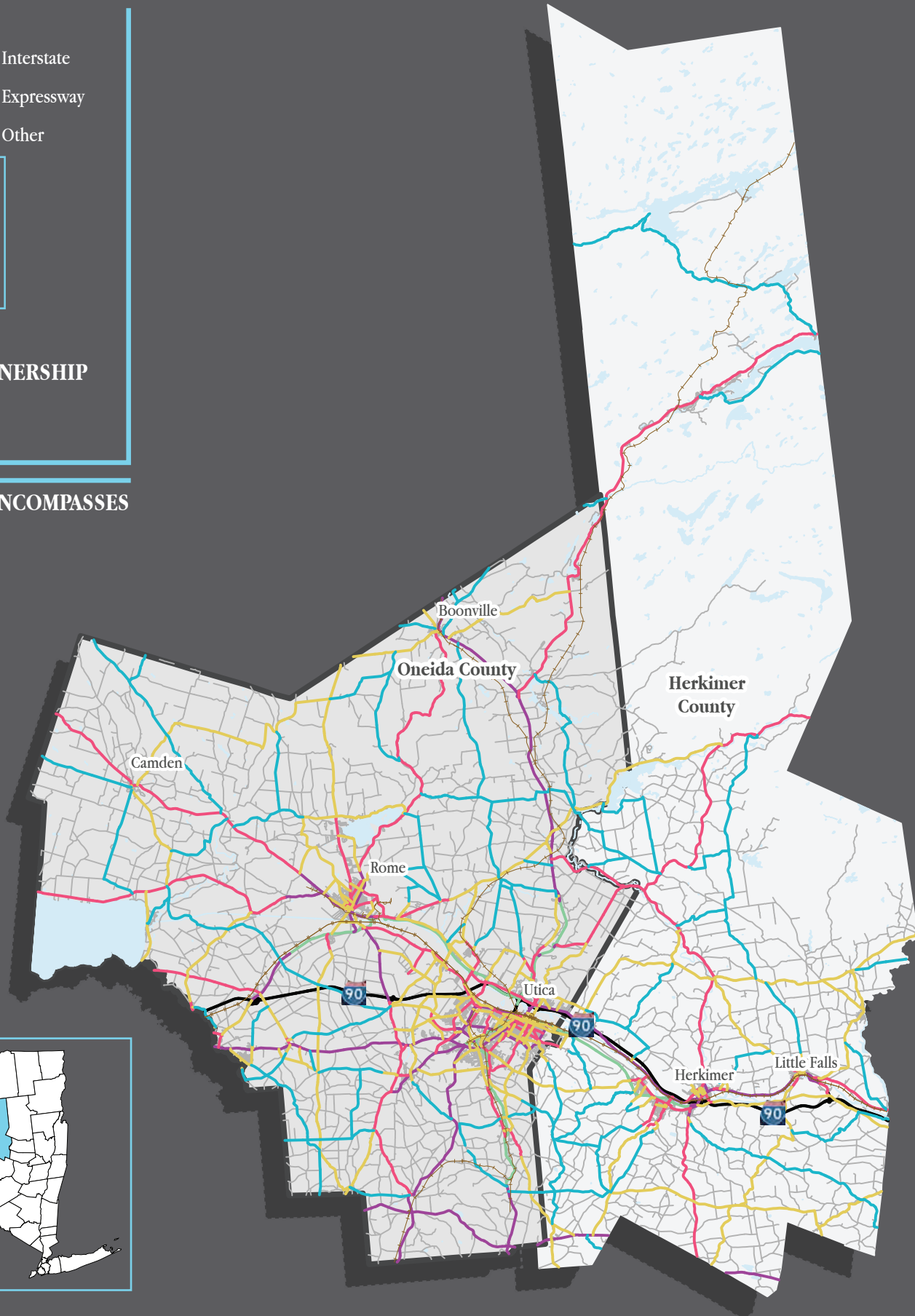
2,716 mi²

Oneida County

1,258 mi²

Herkimer County

1,458 mi²



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, the 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 IJJA’s emphasis on the use of visualization tools to communicate information more effectively to the public and the emphasis on 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 was 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 guide identifying and addressing adverse effects of transportation planning on minorities and low-income populations including 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)

<p>Coordination with Partner Agencies (22.10)</p>	<p>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.</p>
<p>Coordination with County & Municipal Land-use (22.20)</p>	<p>Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTC has 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>
<p>Local Transportation Planning Assistance Program (22.30)</p>	<p>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.</p>
<p>Census Support / Statistical Analysis (22.40)</p>	<p>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.</p>

Long-Range Transportation Planning (ALI 44.23.00)

Long-Range Transportation Planning – System Level - (ALI 44.23.01)

<p>LRTP Update (23.01.10)</p>	<p>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 LTRP 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 the state and federal level), and demonstrate compliance with IJJA.</p>
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	<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, resiliency, 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 the 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>
<p>Land-use & TAZ Build-out (23.01.20)</p>	<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 with examining 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 for federal approval.</p>
<p>Freight Planning (23.01.30)</p>	<p>HOCTC began to compile data sources for freight network analysis. Utilizing the Freight Analysis Framework v. 5 data and Tran search data, HOCTC was able to begin analyzing commodity freight flows based on total 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>
<p>Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)</p>	<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</p>

	<p>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.</p> <p>A Request for Proposals (RFP) 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. Fisher Associates and team was awarded the contract and it was executed in September 2023. Preliminary data collection and traffic counting occurred in October and the project kick-off meeting was held Nov. 2023. The project timeline is 22 months from the date of contract execution.</p>
Long-Range Transportation Planning – Project Level - (ALI 44.23.02)	
<p>Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)</p>	<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 the 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>
<p>Transit Enhancement and Mobility Management Activities (23.02.50)</p>	<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</p>

	<p>option identified in the SWA for TBTC to address the rural transit operating 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 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. Full realization is currently awaiting final approval from all entities involved.</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 GP&L meeting.</p> <p>The Transportation Coordination Committee (TCC) is facilitated by HOCTC staff and was reconvened in December 2023 in preparation for 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)	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.
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 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</p>

	<p>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>The staff has 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 show 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 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 the 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>
<p>Road Centerline / Address Correction /Street Address Mapping (24.30)</p>	<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 follow 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.</p>

	<p>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>
<p>Modeling & Forecasting (24.40)</p>	<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>
<p>Functional Classification (24.50)</p>	<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>
<p>Road Scoring / Pavement Management (24.60)</p>	<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, 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 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.</p>

<p>Traffic Counting (24.70)</p>	<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>
<p>Transportation Improvement Program (ALI 44.25.00)</p>	
<p>TIP Maintenance & Development (25.10)</p>	<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 the TIP GIS database and the 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>
<p>Other Activities (ALI 44.27.00)</p>	
<p>Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10)</p>	<p>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.</p>
<p>Direct & Indirect Costs (27.20)</p>	<p>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 items needed to administer the program, and acceptable costs within federal and state regulations for Metropolitan Planning Organizations.</p>

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 LRTPs, as well as enhancing travel/tourism with a heightened focus on performance-based, outcome-focused planning, and planning for freight movements is further emphasized. The UPWP development process is guided by the federal planning factors in the IIJA/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 IIJA/BIL.

NYSDOT's main office, FHWA, and FTA are provided the draft document approximately one month before 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, before 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 reach out 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 further 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: \$300,000 (\$200,000 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

Other Federally Funded Transportation Planning Activities

A listing of NYSDOT Statewide Planning & Research (SPR) funded projects that occur in the HOCTC MPA, NYSDOT Region, or have statewide benefits for all metropolitan planning organizations is provided.

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).
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.

SPR #	Project Title	SPR Funding	Short Description
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 (HOCS) Phase 2	\$1,950,000	Implement a Commercial Off-the-Shelf (COTS) HOCS software solution & obtain accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements. Phase 2 will advance functionality of HOCS.
SP-21-05	Statewide Small Culvert Inventory & Inspection System Improvements	\$4,000,000	Expand the number of small culverts contained w/in NYSDOT's Agile Assets 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	Statewide 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 an 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, anticipating 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, the 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 FLMAs 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 the 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 are eligible as matching funds per federal regulations.

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

Budget Tables

The 2024-2025 HOCTC Budget Tables are 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.

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 undertake 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 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, develop Census-derived data sets, and automating 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.

2024 – 2025 UPWP Planning Priorities: Summarized

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 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 the Greenhouse Gas (GHG) Performance Measure no later than 180 days after NYSDOT establishes its targets, which is anticipated to occur in 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.

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 including 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 the 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 when applicable, for equity-related analysis and transportation planning decision-making, or project prioritization the following tools:

- 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](#)

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) Support

Objective: Provide transportation planning assistance, project management, and contract management services to facilitate the development and completion of the Safety Action Plan for Oneida and Herkimer Counties.

Description: Oneida County and Herkimer County were awarded a US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) discretionary grant to complete a Safety Action Plan for Oneida and Herkimer Counties.

The two counties will partner with the Herkimer-Oneida Counties Transportation Council (HOCTC) to deliver the grant. HOCTC will provide transportation planning assistance, project management, and contract management services in accordance with FHWA PL and FTA MPP-eligible planning activities.

The Safety Action Plan will provide a baseline analysis of local roadways to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through plan development and formulation of a list of implementable strategies and projects, safety countermeasures, policy recommendations, and high-impact improvements as outcomes focused on all users, including pedestrians, bicyclists, public transportation users, motorists, micromobility users, and commercial vehicle operators.

A contract was awarded to the Parsons Corporation team via a competitive RFP for transportation planning, technical assistance, accident modeling, network analysis, and public engagement activities necessary to complete the Safety Action Plan. The contract will be funded with the federal share of the SS4A award. The local match to the Federal grant will be provided by staff from Oneida County and Herkimer County, in-kind services, and cash, as eligible per federal regulations.

Product: Grant administration, project management, and contract management for the Safety Action Plan for Oneida and Herkimer Counties.

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

Timeframe: Grant award was executed in September 2023; Consultant contract executed in December 2023; Project kick-off January 2024; timeline for completion of the plan is February 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, 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 the 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 were approved by the HOCTC GP&L in September 2023 and Federal approval was received in February 2024. Census data and related analysis will be updated based on the approved UAB. Additional project-specific data analysis will be ongoing 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 include the 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 activity centers. IIJA 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 executed 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, 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 street land use guidance for freight, and identifying 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 is anticipated as part of ongoing 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, and 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 that make up the 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 human 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 sub-consultants 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 Story map).

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: The working period began in 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 developments. 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 that 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 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 USDOT for review and approval.

Product: Continue to update Functional Classification maps and descriptions in response to local, NYSDOT, and USDOT 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: The update process was initiated in the 2023-24 program year, with completion in 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 a 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 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 forwards 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 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 the development of the 2026-2030 TIP will start in Q3 of 2024. 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 submitted to NYSDOT by the 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 is 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 \$55,222 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 aligns bookkeeping procedures and provides a more concise summary of program task charges and line-item budget tracking.

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

Major Participants: 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	\$306,136	\$284,081		\$22,055
44.20.02 FRINGE/LEAVE	\$295,310	\$274,035		\$21,276
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	\$240,073	\$240,073		
44.20.07 OTHER	\$100	\$100		
44.20.08 INDIRECT CHARGES	\$0			
XX.XX.XX Toll Credits	\$129,993		\$129,993	
TOTAL	\$996,613	\$823,289	\$129,993	\$43,331
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.	\$127,619	\$105,424	\$16,646	\$5,549
44.23.02 LONG-RANGE PLNG. - PROJ.	\$115,518	\$95,428	\$15,068	\$5,023
44.24.00 SHORT-RANGE TRANS. PLNG.	\$151,480	\$125,136	\$19,758	\$6,586
44.25.00 TRANSP. IMPROV. PROGRAM	\$12,136	\$10,026	\$1,583	\$528
44.27.00 OTHER ACTIVITIES	\$320,999	\$265,173	\$41,869	\$13,956
TOTAL	\$996,612	\$823,289	\$129,993	\$43,331

Total federal program is based on:

allocation FHWA PL	\$539,216
carryover FHWA PL	\$284,073
total FHWA PL funds	\$823,289

* NYS DOT provides match via Toll Credits.

** IJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Tasks 44.23.01.40 in the amount of \$13,984. This funding is in addition to the FHWA PL funds programmed and will be 100% Federal share via match waiver using PIN PS25.05.881.

***FHWA PL (100% Federal share with toll credit match) will be utilized on Task 44.23.01.40 in the amount of \$100,000. This funding is in addition to the FHWA PL funds programmed in the table and will use the PIN SP21.07.882

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	\$48,758	\$40,553	\$5,606	\$2,599
44.20.02 FRINGE/LEAVE	\$45,498	\$38,151	\$4,840	\$2,507
44.20.03 TRAVEL	\$1,000	\$1,000		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	\$1,961	\$1,961		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	\$485	\$485		
44.20.08 INDIRECT CHARGES	\$4,871		\$4,871	
XX.XX.XX Toll Credits				
TOTAL	\$102,572	\$82,150	\$15,317	\$5,106
APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	\$53,249	\$42,599	\$7,987	\$2,662
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	\$102,688	\$82,150	\$15,403	\$5,134
FEDERAL	\$82,150	80%		
STATE*	\$15,403	15%		
LOCAL	\$5,134	5%		
TOTAL	\$102,688	100%		

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

44.20.06 CONTRACTUAL
Budget Details

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

\$240,073 Total Programmed Funding for Contractual Services

\$0.00 FTA MPP Funding

\$240,073 FHWA PL Funding

\$700,000 SPR 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.	\$700,000 \$100,000	\$700,000 SPR funds \$100,000 PL funds**
L RTP & HSTP Update	44.23.01.10	January 2023	15 mos.	\$200,000	\$200,000 PL funds

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

**FHWA PL (100% Federal share with toll credit match) will be utilized on Task 44.23.01.40 in the amount of \$100,000. This funding is in addition to the FHWA PL funds programmed in the FHWA PL Budget table and will use the PIN SP21.07.882

Programmed

Name	UPWP Task #	Estimated Contract Start	Estimated Contract duration	Estimated Total Contract	
Feight Planning	44.23.01.30	March 2024	12 mos.	\$40,073	PL funds

2024-25

COMBINED FHWA PL & FTA MPP BUDGETS

PH25.05.881/PT25.05.80A

**HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL**

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYS DOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	\$354,894	\$324,634	\$5,606	\$24,654
44.20.02 FRINGE/LEAVE	\$340,808	\$312,186	\$4,840	\$23,782
44.20.03 TRAVEL	\$11,000	\$11,000	\$0	\$0
44.20.04 EQUIPMENT	\$5,000	\$5,000	\$0	\$0
44.20.05 SUPPLIES/REPRODUCTION	\$11,961	\$11,961	\$0	\$0
44.20.06 CONTRACTUAL	\$240,073	\$240,073	\$0	\$0
44.20.07 OTHER	\$585	\$585	\$0	\$0
44.20.08 INDIRECT CHARGES	\$4,871	\$0	\$4,871	\$0
XX.XX.XX Toll Credits	\$129,993	\$0	\$129,993	\$0
TOTAL	\$1,099,185	\$905,439	\$145,310	\$48,437

APPROVED TASK BUDGET

44.21.00 PROG. SUPPORT & ADMIN.	\$234,925	\$192,679	\$31,684	\$10,561
44.22.00 GEN. DEV. & COMP. PLNG.	\$98,897	\$81,392	\$13,129	\$4,376
44.23.01 LONG-RANGE PLNG. - SYS.	\$136,227	\$112,311	\$17,937	\$5,979
44.23.02 LONG-RANGE PLNG. - PROJ.	\$131,469	\$108,189	\$17,460	\$5,820
44.24.00 SHORT-RANGE TRANS. PLNG.	\$159,489	\$131,543	\$20,960	\$6,987
44.25.00 TRANSP. IMPROV. PROGRAM	\$12,986	\$10,706	\$1,710	\$570
44.27.00 OTHER ACTIVITIES	\$325,306	\$268,619	\$42,516	\$14,172
TOTAL	\$1,099,300	\$905,439	\$145,396	\$48,465

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