

Unified Planning Work Program (UPWP) 2023 - 2024

Effective April 1, 2023 through March 31, 2024



Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501
315-798-5710 / transplan@ocgov.net / www.HOCTC.org

**HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL (HOCTC)
NOTICE OF PUBLIC REVIEW PERIOD FOR THE
UNIFIED PLANNING WORK PROGRAM (UPWP) 2023-2024 AND MEETING
ANNOUNCEMENTS FOR THE
TRANSPORTATION PLANNING COMMITTEE AND
GOVERNMENTAL POLICY & LIAISON COMMITTEE**

NOTICE is hereby given that HOCTC has developed the 2023-2024 UPWP. The UPWP has been developed in accordance with the IIJA/BIL and all appropriate US Department of Transportation– Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) legislation. The document will be available for review at the HOCTC Office, Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501. The document is available via the HOCTC web site: www.hoctc.org

The 2023-2024 UPWP will be reviewed at the February 07, 2023, Transportation Planning Committee meeting to be held at 9:30 a.m. in the Department of Planning Conference Room, Union Station- 3rd Floor, 321 Main Street, Utica, NY. The document will be acted on at the February 21, 2023, Governmental Policy and Liaison Committee to be held in the Herkimer County Office Building, Room 242, Herkimer, NY. Meeting details and agendas are available at www.hoctc.org or by calling 315-798-5710.

Written comments on the 2023-2024 UPWP will be accepted from interested parties until 12:30 p.m. on February 20, 2023. Comments may be submitted by fax, hard-copy (mail or in-person delivery), or by e-mail, and must include the person's name and location. All solicitation for public input is compliant with the HOCTC Public Participation Policy. Please submit comments to:

Herkimer-Oneida Counties Transportation Council
Boehlert Center at Union Station
321 Main Street
Utica, New York 13501
transplan@ocgov.net
(315) 798-5710

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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.

Approving Resolution



GOVERNMENTAL POLICY AND LIAISON COMMITTEE

Boehlert Center at Union Station
321 Main St., Utica NY 13501
Phone: 315.798.5710 E-mail: transplan@ocgov.net
www.hoctc.org

Chairperson, ANTHONY J. PICENTE, JR. Executive, Oneida County
Secretary, JAMES J. GENOVESE II, Commissioner, Oneida County Dept. of Planning

Vice-chairperson, VINCENT J. BONO, Chairman, Herkimer County Legislature
Clerk, DANA R. CRISINO, Director, Herkimer-Oneida Counties Transportation Council

HOCTC Resolution 2023 – 01

Approval of the 2023 – 2024 Unified Planning Work Program (UPWP)

WHEREAS, as carried forward in the Infrastructure & Investment Jobs Act (IIJA) passed November 2021 and prescribed in the FAST Act, the FAST Act authorized the use of funds for the Metropolitan Planning Organization 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 the development of a Unified Planning Work Program (UPWP) which shall annually describe all urban transportation and transportation planning activities anticipated, and will document the work to be performed with technical assistance provided under the Fixing Americas Surface Transportation (FAST) Act, the Clean Air Act Amendments of 1990, Title VI of the Civil Rights Act of 1964, Section 5303 Program; and

WHEREAS, the Herkimer Oneida Counties Transportation Council (HOCTC) has been designated by the Governor of New York State as the Metropolitan Planning Organization responsible for the comprehensive, continuous, and coordinated transportation planning process for the metropolitan planning area encompassing Herkimer and Oneida Counties; and

WHEREAS, HOCTC staff developed the 2023 – 2024 UPWP through the continuous, comprehensive, and cooperative transportation planning process in coordination with state, regional, and local agencies and officials; and

WHEREAS, the Transportation Planning Committee and Governmental Policy & Liaison Committee have worked with HOCTC staff to develop a recommended UPWP so that the latest draft submitted herewith represents an accurate description of work to be undertaken and funds to be made available; and

WHEREAS, the 2023 – 2024 UPWP was legally advertised for public review in accordance with HOCTC PPP and all applicable regulations, with the review period closing on February 20, 2023; and

NOW THEREFORE BE IT RESOLVED, that the Governmental Policy and Liaison Committee endorses and hereby adopts the 2023 – 2024 UPWP for the Herkimer-Oneida Counties Transportation Council, as recommended by the Transportation Planning Committee; and

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

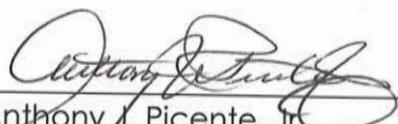
BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee certifies that the requirements of 23 CFR Part 450.114 (c) have been met; and

BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2023 – 2024 UPWP to the NYS Department of Transportation for submission to the Federal Highway Administration to secure highway planning funds on behalf of HOCTC; and

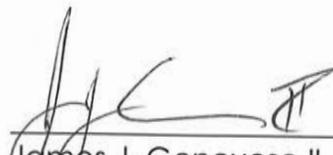
BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee authorizes transmittal of this 2023 – 2024 UPWP to the NYS Department of Transportation to be used for an application to the Federal Transit Administration to obtain transit planning funds on behalf of HOCTC; and

BE IT FURTHER RESOLVED, that the Governmental Policy and Liaison Committee also authorizes submittal of the 2023 – 2024 UPWP to the statewide and area wide clearinghouses to fulfill any federal and state review requirements for the identified work herein to be carried out and the federal, state, and local funds to be used; and

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



Anthony J. Picente, Jr. Date
Chairperson

 2/21/23

James J. Genovese II Date
Secretary

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

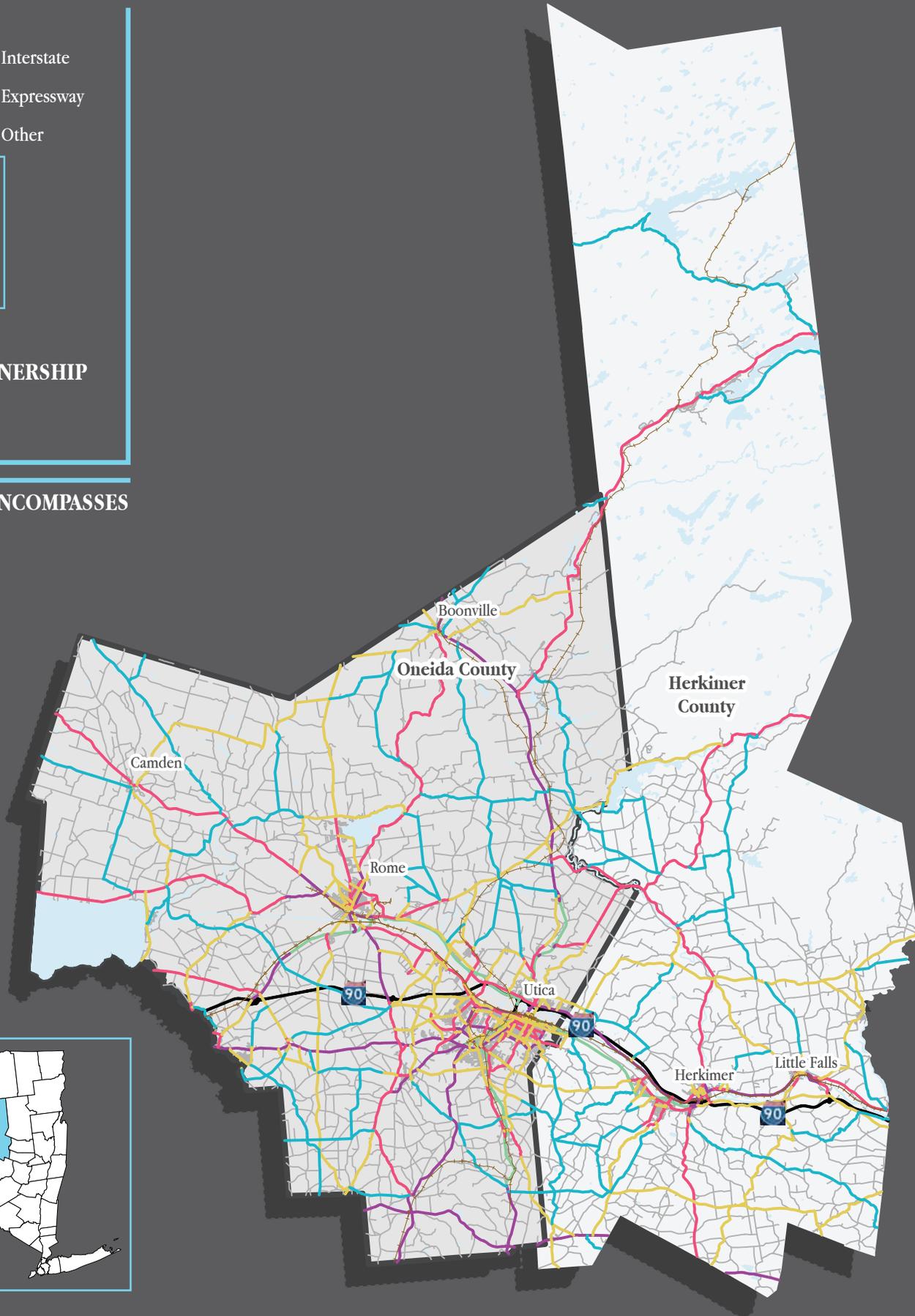
2,716 mi²

Oneida County

1,258 mi²

Herkimer County

1,458 mi²



The Herkimer-Oneida Counties Transportation Council

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

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

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

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

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

2022 – 2023 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTC 2022-2023 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate to the task.

| TASK | STATUS |
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| Program Support & Administration (ALI 44.21.00) | |
| General Administration & Development (21.10) | Ongoing oversight of financial accounting, office administration, and processes. This includes FTA and FHWA activities, UPWP program management, grant line administration, data and file management, and daily office operations. In addition, staff prepares for and hosts all, including all follow-up TPC and GP&L meetings. (Submitted resolutions approved by the GP&L to NYSDOT, FHWA, and FTA.) Meetings were either virtual or in-person. |
| UPWP & Semi-Annual Progress Reports (21.20) | Continuous work on programming tasks outlined in the UPWP. This includes management, regulatory compliance, and timely reporting. Progress reports are submitted twice per year, with the UPWP being prepared annually. |
| Public Participation Program (21.30) | The HOCTC 2020 PPP continues to help guide the processes behind public engagement in the MPO’s work programs. Meetings of the TPC, GP&L, TCC, and all other MPO sponsored meetings are held at locations that are both ADA and transit accessible. Additionally, all meetings are posted on the HOCTC website and media notification is made following the PPP. The staff works with its host agency IT staff to maintain a website that contains approved and draft documents, relative links, project information, and MPO contact information. Utilized PPP as guidance to establish public outreach plan for LTPAP Complete Streets projects. |
| Environmental Justice / Title VI (21.40) | The HOCTC Environmental Justice Analysis Plan for 2021 continues to provide guidance for identifying and addressing adverse effects of transportation planning on minorities and low-income populations to include populations of disabled people, Limited English Proficiency (LEP) populations, the elderly, households without vehicles, and renter-occupied households. Staff continued to maintain current Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. HOCTS continued to assist Oneida County in maintaining compliance with Environmental Justice/Title VI by working with the Title VI Coordinator for Oneida County. |
| General Development & Comprehensive Planning (ALI 44.22.00) | |
| Coordination with Partner Agencies (22.10) | HOCTC acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized transportation into their local planning documents, policies, and practices. In addition, HOCTC shares grant and training opportunities for transportation planning efforts at the local level. HOCTC routinely attends meetings at the |

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| | request of other agencies with questions regarding the transportation network, funding availability for projects, or those wishing to explore and build new partnerships. |
| Coordination with County & Municipal Land-use (22.20) | <p>Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTC had been assisting the Oneida County Planning Department with the development of transportation datasets to use in their land-use planning work. This includes providing review comments when planning or zoning board cases are referred to the county through the New York State GML-239 process.</p> <p>The Oneida County Department of Planning, with assistance from HOCTC, continues 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. These funds were made available for use by the American Rescue Plan Act of 2021 (ARPA) which awarded Oneida County funding to offset the impacts of the COVID-19 Pandemic. The program is currently working with eleven municipalities.</p> |
| Local Transportation Planning Assistance Program (22.30) | HOCTC is funding two projects/studies, West Chestnut Street in Rome and Kellogg Road in New Hartford. The contract was awarded in February 2022 under a joint contract with Oneida County for the Oneida County Main Streets Program. The program will be funded at a fixed budget of \$110,000. Discussion with the project sponsors kicked off in March of 2022, with professional services consultant work commencing in September 2022. |
| Census Support / Statistical Analysis (22.40) | HOCTC staff member continues to analyze 2020 Decennial Census data and other databases provided by the Census Bureau for use in both MPO plans and for assisting member municipalities/organizations. Staff continues to review and analyze urban area boundaries, CTPP releases, American Communities Survey data, and Economic Census data as they become available for use with studies/reports. |
| Long-Range Transportation Planning (ALI 44.23.00) | |
| Long-Range Transportation Planning – System Level - (ALI 44.23.01) | |
| LRTP Update (23.01.10) | <p>The LRTP 2020 – 2040 “Going Places” serves as the guiding document to the overall transportation efforts in the region. Additionally, some appendices outline the specific projects that will maintain and improve the transportation infrastructure network. Staff periodically reviews the document and ensures that it remains consistent with the MPO goals and objectives and is current.</p> <p>HOCTC completed development of a Transportation Atlas to complement the 2020 – 2040 Long Range Transportation Plan in coordination with a</p> |

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| | <p>professional consultant. The goal of the Transportation Atlas is to visually show relevant information and data related to the transportation network in the Herkimer and Oneida County region. The document is graphically rich with easily decipherable elements for use by policymakers and the general public. The document was presented to policymakers and the general public in December 2022. Transportation Atlas can be viewed at http://www.hoctc.org/</p> |
| Land-use & TAZ Build-out (23.01.20) | <p>The UAB and Adjusted Urbanized Area were identified, developed, and mapped to illustrate using data sources such as real property data and the Street Address Mapping (SAM) points. Analyst staff was tasked with correlating real-time spatial build-out with a mapped dataset to develop a higher confidence level with datasets.</p> |
| Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40) | <p>The planning meetings with NYSDOT Region 2, NYSTA, FHWA, and HOCTC to develop a concept scope and project boundaries for the development of an RFP progressed through 2022. This study will be completed using the FHWA Planning & Environmental Linkages (PEL) process utilizing SPR funds through the NYSDOT Main Office. Final comments to the scope of work from all project partners were received in December 2022, and final revisions were made to the RFP document. HOCTC anticipates initiating the procurement process in January 2023, with award of the contract in April 2023. The project timeline is anticipated to be 22 months.</p> |
| Long-Range Transportation Planning – Project Level - (ALI 44.23.02) | |
| Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40) | <p>HOCTC has supported bicycle, pedestrian, and non-motorized transportation systems in a variety of ways such as assisting our host agency in its efforts towards accomplishing goals set out in the Vision 2020 program. Vision 2020 enacted an examination of stakeholder needs for transportation and employment opportunities in urban and rural areas. Vision 2020 focuses on the strategies and action plans that would address unmet needs by enhancing current transportation infrastructure and identifying potential new linkages for workforce development.</p> <p>To support people being able to locate trails, trailheads, and parking areas, and be safe while utilizing trails HOCTC began working with Oneida County 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>The Oneida County Department of Planning, with assistance from HOCTC, has developed the Oneida County Main Streets 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 to support economic recovery and redevelopment from the COVID-19 Pandemic. The goal is to provide direct technical planning assistance to member municipalities to help further transportation planning investments that are programmed, designed,</p> |

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| | <p>and operated with all roadway users in mind. These funds were made available for use by the American Rescue Plan Act of 2021 (ARPA) which awarded Oneida County funding to offset the impacts of the COVID-19 Pandemic. Delivery of the program in eleven Oneida County municipalities, with a technical consultant, commenced in February 2022 and is expected to conclude in August of 2023.</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. Progress is being made to bring a realization of Centro as transit operator providing the rural service for Oneida County. This would improve efficiencies as well as the effectiveness of the two urban transit systems and the rural transit system. This was also an option identified in the SWA for TBTC to address the rural transit operating issues in Oneida County. Regular meetings have discussed routes and stops, marketing issues, fleet ownership, an NYSDOT-approved split Section 5311 application for both Centro (operating assistance) and for Oneida County (Mobility Management), and a tentative relaunch timeline.</p> <p>NYSDOT gave approval to Oneida County and to CNYRTA for submission of a split 2022-2023 Section 5311 funding application (operation and Mobility Management, respectively) for the OCRT system. Oneida County, with assistance from HOCTC, applied separately for the Mobility Management planning project, and CNYRTA applied separately for the operational assistance for the OCRT system.</p> <p>The HOCTC Coordinated Public Transit & Human Services Transportation Plan for 2021 was adopted in December 2021. The Plan identifies projects eligible for funding under the Section 5310 program and provides a plan for the coordinated mobility transportation options of underserved groups. The project listing in Appendix 1 of the Plan is updated annually.</p> <p>The Transportation Coordination Committee (TCC) is facilitated by HOCTC staff. The TCC meets regularly to provide a platform for human service</p> |

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| | agencies and transit operators to discuss the transportation gaps and needs in Oneida and Herkimer Counties. |
| 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 activities in HOCTC continue to build and maintain current transportation-related spatial data. Staff continually monitors the status of data accuracy and completeness. This results in a continuous build-out of enterprise-level datasets and provides 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 NYS Geospatial Advisory Committee (NYSGAC) helping provide a line of communication to the state on GIS activities and needs. This body convenes and makes recommendations to the NYS GIS program office as to which geospatial data collection efforts should be funded and supported.</p> <p>Staff have transitioned to use the Crash Location and Engineering Analysis Repository (CLEAR) to analyze where crashes are occurring and identify hot spots with high-frequency crashes. The system is continually tested internally to determine the accuracy of the data. The results are showing an increasing level of accuracy with newer data in both attribution and the spatial position of the crash.</p> <p>In a combined effort by Oneida County and HOCTC, a drone data collection program has been initiated. As of December 2022, four staff members have been certified to commercially operate drones. The FAA registered drone is actively used for collecting imagery, gathering intersection geometry to the centimeter level, observing traffic patterns, and in conjunction with ever evolving transportation-related data needs and projects. Frequently ground control is placed with GPS observations collected as necessary to perform high end photogrammetric processing. All post-processing is done using the ESRI product Drone2Map, which is obtained via ESRI License Agreement with NYSDOT. Furthermore, the graphic design artist on staff has tested the camera on the drone with specific camera settings for different environmental conditions. With this effort, scenes can be captured from the MPA for use in reports, projects, studies, and developing public information materials.</p> |

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| | <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 are following E911 conventions and are properly represented by signage in the field at the property location.</p> <p>The initial effort of completing an address point for every known address in Oneida County is complete and has been transitioned into a maintenance phase. This effort is coordinated with the NYS effort known as Street Address Mapping (SAM). HOCTC/Oneida County has reached an agreement with the NYS GIS Program office to update the Statewide address point file, once a quarter, for import into the Statewide dataset.</p> <p>The work plan formulated with Herkimer County to review E911 SAM data is a continuous ongoing process. The extremely rural and seasonally occupied portions of Herkimer County have a large amount of self-assigned addresses and the seasonal residence nature of the Town makes addressing confusing. Once the initial review is complete, we will gain access to the SAM points in Herkimer County via GeoLynx and move into a maintenance mode in that County as well.</p> |
| <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. When the Census 2020 urban boundary is formed, it will be reviewed in conjunction with traffic count data collected. The formation of the FHWA urban boundary is beginning and we anticipate the rules for formation will be forthcoming shortly. HOCTC is anticipating the new rules will significantly change the FHWA urban footprint</p> |

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| | <p>in Oneida and Herkimer Counties. This urban definition will allow HOCTC to evaluate any changes that are needed to the functional class of roads on Herkimer and Oneida Counties.</p> |
| Road Scoring / Pavement Management (24.60) | <p>Road scoring for 2022 is being summarized as of this writing. The observed condition data is being collected using NYSDOT’s scoring system from 1-10 and will be delivered to the County and local municipalities for paving schedules and system analysis. HOCTC has teamed with Oneida County to complete road scoring on County Roads. That data collection is underway again and will be used to assist with paving and road asset management and capital project planning for 2023. The pavements are scored using ArcGIS version 10.8 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 2017-2022 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> |
| Traffic Counting (24.70) | <p>HOCTC continues to take part in the NYSDOT County Counter Program. This program was created by NYSDOT and provides the equipment, training, and software necessary to collect traffic count data. HOCTC staff provides the labor for counter placement and data processing.</p> <p>Compilation of 2022 seasonal counts is ongoing at this time and will be summarized in the following report. The 2022 counts will be processed during Q1 and Q2 2023. HOCTC delivers the counts to the NYSDOT Main office in small batches for inclusion in their NYSDOT online traffic data viewer. All counts collected include volume, speed, and class observations. All counts are immediately available at Data Traffic Viewer.</p> |
| Transportation Improvement Program (ALI 44.25.00) | |
| TIP Maintenance & Development (25.10) | <p>HOCTC built the TIP 2023 – 2027 to update the existing TIP 2020 – 2024. This included a review of all guidance from NYSDOT and FHWA and estimated allocations. An illustrative list of projects is included in the update which is based on solicitation from member municipalities within the Metropolitan Planning Area.</p> <p>The continuing maintenance of the 2020 – 2024 Transportation Improvement Program (TIP) includes tracking amendments prepared for the GPL, processing administrative modifications and written justifications, submitting actions to</p> |

| | |
|---|---|
| | <p>e-STIP for agency approval, ensuring fiscal constraint, and projection of long-term needs within the TIP. HOCTC actively works with NYSDOT Region 2 and the Transit Operators to maintain a capital program that is fiscally constrained and meets the area’s transportation needs.</p> <p>HOCTC staff developed TIP GIS database and 2023-2027 TIP Project Viewer to make project data available to the public via HOCTC’s website. The interactive map is available at: https://maps.ocgov.net/portal/apps/webappviewer/index.html?id=8cd41679f62f4e09a10a2b754f2d99a5</p> |
| Other Activities (ALI 44.27.00) | |
| Support for Shared Cost Initiatives & Other Activities of the NYSAMPO (27.10) | HOCTC continues to support NYSAMPO by contributing dues from its annual apportionment. Additionally, participation in the following NYSAMPO working groups provides significant value to the work program: Safety and Bicycle/Pedestrian, Transit, Climate Change, Public Engagement, GIS and Freight. HOCTC also participates in and supports SCIs and SPR projects, whenever applicable to the needs of the MPA. |
| Direct & Indirect Costs (27.20) | This is a tracking mechanism for direct and indirect costs associated with the program task work, as outlined in the UPWP for HOCTC staff. Direct and indirect items include contractual costs, equipment, travel, training, workshops, printing, office supplies, meeting supplies, reproduction, computer equipment, computer software, and office furnishings, all items are as needed to administer the program, and acceptable costs within FHWA, FTA, and NYSDOT regulations for Metropolitan Planning funds (Section 5303). This does not include any central staff (salary and fringe benefits) charges. |

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) 2023 running from April 1, 2023, to March 31, 2024.

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, planning for freight movements is further emphasized. The UPWP development process is guided by the federal planning factors in the IJA/BIL. The planning factors are economic vitality, safety, security, accessibility & mobility, environment, energy conservation, quality of life, integration & connectivity, management & operation, preservation, resiliency & reliability, and travel & tourism.

The 2023 – 2024 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 2022-2023 UPWP, input from NYSDOT Region 2, the NYSDOT Main Office call letter, and the IJA/BIL.

NYSDOT main office, FHWA, and FTA are provided the draft document approximately one month prior to the meeting at which the UPWP is presented to the GP&L. The 2023-2024 UPWP was made available for a two-week public review period, prior to presentation to GP&L. During this time, the document is provided to the Planning Committee and other agencies. In addition, the draft was available online at <http://www.hoctc.org/> and utilized our Public Participation Plan to outreach to the metropolitan planning area.

Upon review, given the GP&L finds the 2023-2024 UPWP to meet the HOCTC mission, support the planning principles, the LRTP 2020 – 2040 goals, the Federal and State transportation legislation, and furthers transportation planning in Herkimer and Oneida Counties, the UPWP is approved. Once approval is obtained, the UPWP is submitted to NYSDOT for submission to FHWA and FTA.

Transportation Planning Activities Statewide

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

Statewide Shared Cost Initiatives (SCIs) Summary

Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a bi-annual transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities. HOCTC will continue to participate in these initiatives. The NYSAMPO Association and NYSDOT have agreed to set aside 2023-2024 planning funds for the following agreed-upon SCIs:

❖ NYSAMPO Staff Support

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

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

Lead Agency: Capital District Transportation Committee

❖ NYSAMPO Staff Training

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

Cost: \$55,615 FHWA PL and \$104,345 FTA MPP/\$26,086 NYSDOT IKS

Lead Agency: Genesee Transportation Council

❖ AMPO Dues

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

Cost: \$53,605 FHWA PL

Lead Agency: Binghamton Metropolitan Transportation Study

❖ Shared Transit Service Planning and Analytics Initiative

Objective: Support a set of collaborative pilot applications of common transit mobility planning and analysis tools.

Cost: \$458,590 FTA Section 5303 MPP/\$114,648 NYSDOT IKS

Lead Agency: Capital District Transportation Committee

Projects Common to many or all MPOs

There are transportation planning and research projects that can benefit many or all of the metropolitan planning organizations in New York State. The fourteen MPOs in New York State and the NYSDOT have recognized the efficiency of pooling a portion of their Federal metropolitan planning funds to undertake these tasks. NYSDOT has agreed to support the program with SPR funds where appropriate to the task. The MPO Directors, NYSDOT Policy and Planning Division, and MPO Liaison collaborate to identify potential tasks and reach a consensus on those that are proposed for the year and develop a scope of work for each. In general, these projects are undertaken by a consultant under contract to one of the MPOs or NYSDOT. Below is a listing of projects that occur in the HOCTC MPA, NYSDOT Region 2, and have project end dates within or beyond the 2023 SFY:

| SPR # | Project Title | Projected End Date | SPR Funding | Short Description |
|------------------------|--|---------------------------|--------------------|---|
| HOCTC/ Region 2 | | | | |
| SP-21-07 | Interstate 90 Exit 31 Interchange Reconstruction Feasibility Planning Study | December 2023 | \$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). |
| All MPOs | | | | |
| C-17-53 | Pavement Condition Data Collection Services | December 2024 | \$20,500,000 | 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 | March 2024 | \$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 | February 2029 | \$3,890,100 | Implement an automated traffic data management system application. |
| C-18-53 | Probe Data: Floating Car (GPS-based) | August 2023 | \$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. |
| SPR # | Project Title | Projected End Date | SPR Funding | Short Description |
| C-18-55 | New York State Transportation Master Plan | January 2023 | \$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) | December 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 | February 2025 | \$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) | September 2023 | \$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 | Projected End Date | SPR Funding | Short Description |
|----------|--|--------------------|-------------|--|
| SP-21-02 | Program & Project Management System Support Services | September 2024 | \$1,208,328 | Provide support services for post-implementation of a Department-wide enhanced & improved enterprise-level program & project management system to facilitate improvements to capital program delivery. |
| SP-21-04 | Highway Oversize/Overweight Credentialing System (HOOCs) Phase 2 | September 2027 | \$1,950,000 | Implement a Commercial Off-the-Shelf (COTS) HOOCs software solution & obtain accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements. Phase 2 will advance functionality of HOOCs. |
| SP-21-05 | Statewide Small Culvert Inventory & Inspection System Improvements | December 2024 | \$4,000,000 | Expand the number of small culverts contained w/in NYSDOT's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory & inspection of small culverts. |
| SP-21-06 | Accelerating the Use of Integrated Incident Management System (IIMS) for Traffic Incident Data Collection and Management | December 2023 | \$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 | February 2024 | \$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 | February 2024 | \$4,824,525 | 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 | January 2025 | \$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 | Projected End Date | SPR Funding | Short Description |
|----------|------------------------------------|--------------------|-------------|--|
| SP-22-03 | Statwide Mobility Services Program | December 2027 | \$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. |

Federal Transportation Legislation

The Infrastructure Investment and Jobs Act (IIJA)

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

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

Planning Factors

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

1. Support the economic vitality of the MPA, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;
10. Enhance travel and tourism.

The relationship between 2023-2024 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 | --- | --- | --- |

| 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 |
|--------------------------|---|---|--|---|--|---|-----------------------------|
| 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 2023- 2024 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 2023-2024 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 2023-2024 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 2023-2024 program year relies on utilization backlog funding. Backlog funds were programmed into the 2023-2024 UPWP, starting with the oldest allocated FFY dollars first. These funds are being used to deliver critical transportation planning to member municipalities through the Local Transportation Planning Assistance Program. 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 2023-2024 UPWP. The match rate is 80% Federal share and 20% Non-federal share (which is comprised of 15% State and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services include but are not limited to, program support and administrative functions, office space, legal services, accounting services, shared staff positions, and joint investments in technology resources. The State match is provided with in-kind services from the NYSDOT, through cooperative work agreements with Region 2 staff, Main Office, and Transit Bureau staff that assist HOCTC.

2023-2024 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 2023 – 2024 UPWP is \$588,489.

The HOCTC 2023 – 2024 UPWP federal funding allocation:

- ❖ Federal Highway Administration funding of \$504,059
- ❖ Federal Transit Administration funding of \$84,430

Administration of the HOCTC UPWP

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

Staffing

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

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

❖ Herkimer-Oneida Counties Transportation Council (HOCTC)

HOCTC is staffed by permanent in-house professionals charged with carrying out the transportation planning program at the local level. This staff pursues specific HOCTC planning program elements under the direction of the GP&L and TPC Committees. The HOCTC staff presently consists of a Director, a Transportation Program Manager, a Principal Planner, and a 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,)
- Planner (project-specific tasks, research, task management, fieldwork (traffic counts, pavement scoring, data collection)

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

- Commissioner (Commissioner) of Planning (serves as secretary to the policy committee, general program coordination with HOCTC Director for staff and tasks)
- Deputy Commissioner of Planning-Technical (serves as HOCTC Director)
- Principal Clerk (office receptionist, meeting planning, communications assistance)
- Finance Administrator (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
- Associate Planner (public outreach, partner agency coordination)
- Senior Planner (land use planning, municipal planning assistance)
- Planner (Census Data Affiliate) (provides an analysis of Census Data to support MPO documents, reports, and mapping)
- Planning Specialist (assists with project-specific tasks, conducts research, tabulates data, fieldwork (related to sociological, economic, transportation, and environmental factors of community planning)
- Graphic Designer (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)
 - Senior GIS Analyst (2 staff persons) (maintains traffic model, 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 thirteen additional staff (from the HOST Agency) support the daily operations of the MPO. This results in seventeen 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) 2020 outlines the process to ensure ongoing public involvement opportunities in the development. 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 24-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 2020 is 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 on December 7, 2022. On January 20, 2023, 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 2023-2024 UPWP and discussed with the TPC at the February 7, 2023 meeting. The final draft version was presented to the GP&L committee for review and approval at the February 21, 2023 meeting. After receiving approval from the GP&L, the UPWP was sent to NYSDOT for submission to FTA and FHWA.

Summary of the 2023 – 2024 UPWP Planning Priorities

The HOCTC 2023-2024 UPWP is built upon the approved 2022-2023 UPWP. This UPWP will maintain alignment with NYSDOT, FHWA, and FTA guidelines while increasing the MPOs' presence as a local resource for Herkimer and Oneida Counties. The overall development was guided by the Goals developed in the Long Range Transportation Plan 2020 – 2040. Projects in the HOCTC metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out to reflect the desire for a comprehensive, coordinated transportation system in consultation, and cooperation with officials from federal, state, and local agencies, and the general public.

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

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

The 2023-2024 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. 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 2023-2024 UPWP illustrates that HOCTC has planned for the strategic utilization of funding for transportation planning in Oneida and Herkimer Counties to support the local, state, and federal goals. This work can be reasonably accomplished within available staff resources and is in keeping with the goals of the LRTP 2020 – 2040.

Budget Tables

The 2023-2024 HOCTC Budget Tables are located in Appendix A. The first two tables represent the funding agencies that support HOCTC’s work as a Metropolitan Planning Organization utilizing funding from the Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTC uses in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2023-2024 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.

2023 - 2024 Unified Planning Work Program Task Specifications

Program Support and Administration (44.21.00)

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

Task 21.10: General Administration

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year

Task 21.20: UPWP and Semi-annual Reporting

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

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

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: UPWP progress reports April (Q1 & Q2 activity) & October (Q3 & Q4 activity), annual UPWP complete February 2023.

Task 21.30: Public Participation Program

Objective: To obtain involve 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 current Public Participation Plan (PPP) was adopted in 2020 and is planned for an update in the 2023-2024 program year.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, and website updates. Update of the PPP 2020.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the 2023-2024 program year; PPP update completed in March 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 EJ Analysis was completed in the 2021 – 2022 program year. The current Environmental Justice (EJ) Analysis 2021 was adopted in December 2021. 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.

The Census 2020 dataset was utilized for analysis at larger dataset levels. The COVID-19 Pandemic has caused HOCTC to look deeper at the relationship between at-risk and vulnerable communities and this will 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 2020, and its update, are 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 the U.S. DOT [Transportation Disadvantaged Census Tracts mapper](#), when applicable, for equity-related analysis and transportation planning decision-making, or other tools listed with specific NOFO's for grant-specific projects.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing utilization of the EJ Analysis 2021.

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 2023 – 2024 (as per local planning review schedule) for review of GML 239 reviews with transportation impacts within the MPO.

Task 22.30: Local Transportation Planning Assistance Program.

Objective: To provide access to transportation planning and engineering expertise (on an as-needed basis), for eligible local transportation projects and proposals that are consistent with HOCTC goals.

Description: The Local Transportation Planning Assistance Program (LTPAP) provides access to transportation planning and engineering expertise for local transportation projects. Projects funded under

this task activity were reviewed and selected by HOCTC Transportation Planning Committee (TPC) during the 2019 program year but were delayed due to the Covid-19 Pandemic.

As part of this program, HOCTC is funding two transportation projects identified by its planning committee. To support this initiative, HOCTC used an open competitive RFP process to obtain professional transportation planning consulting services for two safety and complete streets projects: the City of Rome (W Chestnut St.) and the Town of New Hartford (Kellogg Rd.).

Federal policy changes under the IIJA and FAST reauthorization indicate and increased emphasis on the benefits that complete streets can provide to communities. FAST Act reauthorization also includes new or expanded programs including those that will address “Healthy Streets” that mitigate impacts on the environment; reconnecting communities impacted by historic transportation investments; and ‘safe streets and roads for all.’

These Safety and Complete Streets studies will analyze corridor existing conditions and identify alternatives to provide safe, attractive, and comfortable access and travel for all users of the road. Using a complete street design approach, the studies will consider the convenient access and mobility on the road network for motorists, pedestrians, bicyclists, and public transportation users. The studies will result in a preferred corridor design profile, based on a representative public input process that provides a clear implementation strategy to improve transportation operations, improve safety for all roadway users, and accommodate future growth and development. A detailed scope of work for each project can be found in Appendix B.

Resources made available under this task code will allow for future complete streets planning initiatives at the local level within multiple activities centers in the HOCTC Metropolitan Planning Area. IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized to deliver this task.

Product: Completion of two reports by August 2023 for the Town of New Hartford and the City of Rome.

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

Timeframe: The contract was awarded in February 2022. Discussion with project sponsors kicked off in March of 2022, with contracted work commencing in September 2022. Contract end date August 2023.

Task 22.40: Census Support / Statistical Analysis

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

Description: HOCTC staff will work with GIS and County Planning staff to review the proposed Urban Area boundaries derived from the 2020 Decennial Census. The analysis will include 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). As data is developed, methods of conveying it to the public as it assists with transportation planning will be explored.

Products: Updated Urban Area Boundary and maps, with a completion date of June 2024.

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

Timeframe: Ongoing throughout the 2023-24 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 implement the LRTP 2020 – 2040 “Going Places”, utilize the Transportation Atlas to illustrate the LRTP, and prepare for the LRTP update due in 2025.

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 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. During the 2023 year, planning for the development of a new long range plan will begin and reflect delivery of the MPO requirements outlined in the IJJA/BIL federal legislation and/or incorporation of new performance measures requirements. This will likely include updates in the areas of safety, freight, climate and resiliency, transit, bicycle, and pedestrian planning, and carbon reduction. Preliminary planning may include but is not limited to, data collection, project meetings, developing project timeline and scoping, public surveys, and identification of studies necessary to progress projects to implementation.

Product: Implementation and utilization of the LRTP 2020 – 2040 and the Transportation Atlas. Scope and work plan for the LRTP update 2045. RFP for the LRTP update 2045.

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Implementation of the LRTP 2020-2040 ongoing throughout the program year. Scope and work plan for the LRTP update drafted August 2023. RFP released September 2023.

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.

Product: Updated land-use and TAZs for future years in five-year increments starting with 2020 for Oneida and Herkimer Counties. GIS mapping of land-use and TAZs.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing; Evaluation of the project listing and working towards implementation of the LRTP 2020-2040 “Going Places”, and preparing for LRTP update to the horizon year 2045, through coordination with the Census Data Affiliate for the 2020 Census for data support transportation planning.

Task 23.01.30: Freight Planning

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

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

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

This task will utilize a combination of in-house staff resources and consultant/technical services. Consultant services will be obtained through a competitive RFP process.

Product: RFP for consultant/technical services, HOCTC Freight Profile, LRTP Freight data component

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Freight planning ongoing throughout the 2023-2024 program year. Freight profile completed August 2023. Scope and work plan for consultant assisted freight planning August 2023. RFP released September 2023.

Task 23.01.40: Planning and Environmental Linkages (PEL) Study

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

Description: HOCTC in partnership with the New York State Department of Transportation (NYSDOT) Region 2 is undertaking a Planning and Environmental Linkages (PEL) Study centered on the transportation

corridor at the NYS Thruway (I-90/I-790) Interchange 31 at N. Genesee Street (NYS Route 921 C). The Study will provide a comprehensive analysis related to the transportation corridor centered on the I-90/ I-790/ NYS Route 49/ N. Genesee Street (NYS Route 921C) interchange in the City of Utica, Oneida County, New York State. The study is the initial step in the planning and design process for this transportation corridor.

The Study will identify the existing safety, mobility, infrastructure, community, economic development, regional connections, environmental, social, equity, and environmental justice conditions. The study will identify concepts to enhance safety, provide missing link highway connections, re-establish the corridor, through 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 are the initial stakeholders to develop the RFP scope. Expanded stakeholders for the study include NYS Canal Corporation, NYSPRHP, Oneida County, City of Utica, Town of Deerfield, Town of Marcy, Oneida County Tourism, MV Edge.

Timeframe: RFP release by HOCTC estimated for January 2023, with contract start date estimated to be April 2023, with a project duration of 22 months.

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 2019 Bicycle and Pedestrian Trail Guide for Herkimer and Oneida Counties will be updated for the release of an online edition in July 2023, with an accompanying hard copy update.

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

Product: Promotion of print and digital versions of the updated 2023 Bicycle and Pedestrian Trail Guide for Oneida and Herkimer Counties.

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

Timeframe: April 2023 – May 2023 update of the 2019 Bicycle and Pedestrian Trail Guide. Online platform for the trail guide to be completed in July 2023.

Task 23.02.50: Transit Enhancement and Mobility Management Activities

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

Description: Focus will be on 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 was updated and adopted in December 2021. The Plan is amended annually via an addendum to maintain a current listing of FTA Section 5310 eligible projects for the next available funding cycle.

Activities will aim to improve the connections and transportation options that residents have access to, connect economic development, and create new resources to strengthen the entire region. This includes the continued efforts of the Transportation Coordination Committee (TCC), working under the guidance of the Coordinated Public Transit-Human Services Transportation Plan and the Transportation Planning Committee (TPC). 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: Documentation of and administration of activities related to the implementation of mobility enhancement activities.

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

Timeframe: Implementation of Non-Emergency Coordinated Public Transit-Human Services Transportation Plan 2021-2024. TCC meetings are approximately quarterly in February, May, September, and November 2023. Annual addendum of local projects updated in December 2023.

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 account for changes that may impact existing transportation planning processes.

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

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

Task 24.20: Geographic Information Systems

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

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

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

The GIS activities continue to build and maintain current transportation-related spatial data. Spatial and textual data including tax parcels, 2017 imagery (1' pixels), 2015 imagery (4" pixels), traffic counts, road centerlines, road scoring data, address points for all known addresses, and demographic data used in modeling are just some of the layers necessary on a day to day basis. Building enterprise-level datasets and providing transportation GIS data to a broader audience is ongoing. Currently, the traffic count and pavement condition web mapping applications are available. Some data is available to the general public, other data is accessible only to staff within our network based on sensitivity. These map applications are platform-independent and will run on any PC or mobile device.

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

The use of Drone technology has been identified as a data collection means for capturing current data in our study area. Imagery captured from an unmanned aerial vehicle (UAV) can be used in a myriad of ways in the transportation planning arena. Whether used for intersection geometry capture or simply getting

current imagery of a study corridor, UAVs are a very inexpensive and efficient means of data capture. HOCTC has four staff members approved as UAV pilots after passing the FAA written examination. UAV technology will advance and enhance planning activities within the MPO.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

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

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

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

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

Work on this program will be ongoing and maintenance efforts will carry on indefinitely. The focus is now in Herkimer County, primarily the Town of Webb. Herkimer County will be corrected by expanding out from the southwest corner of the County where the project began. This allows all roads to be edge-matched at municipal boundaries. In the end, creating a countywide coverage that is continuous and consistent. Additionally, the ownership of the road is being updated to reflect Federal, State, County, or local ownership. This effort will be enhanced when combined with the Street Address Mapping project, which will create a street centerline file and 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 80% 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 2023 – May 2023 and September 2023 – March 2024, running opposite-field data collection (GIS staff is dually utilized).

Task 24.40: Modeling and Forecasting

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

Description: Continuous updates of traffic counts, land-use data, trip generation rates, and other factors are necessary to maintain and expand forecasting capabilities. Traffic counts of major generators will be used to develop local trip generation rates for use in any necessary HOCTC model and related transportation studies. Traffic counts will be used to develop trends in the transportation system and predict where and when modifications to the road network might be getting close to necessary. All stations on the non-State Federal Aid System have been counted and can proceed with input into a future transportation model, whether that be a macro-level model or a micro simulation. Continuous upgrade of inhouse 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 2023 – March 2024 is focused time (as it is off-season from field data collection)

Task 24.50: Functional Classification

Objective: Update the highway functional classifications as needed.

Description: The 2020 Decennial Census resulted in additional Urban Areas being identified within the HOCTC MPA. The previous update was completed after the 2010 Decennial Census. The incorporation of these new Urban Areas could require updating of roadway to an urban road classification. This evaluation will run congruent to the evaluation of the Urban Area to determine the Urban Area boundaries. HOCTC will work with partner agencies to be transparent regarding the updates to the functional classification and impacts associated. HOCTC will also determine the impact of functional

classification changes to funding allocations for itself and partner agencies. All updates will be sent to NYSDOT and FHWA for review and approval.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

Task 24.60: Road Scoring/ Pavement Management

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

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

HOCTC partners with Oneida County to continue road scoring on county roads. That data will be used to assist Oneida County with paving and road maintenance planning. The network was scored using ArcGIS version 10.6.1 combined with positional information from a hand-held GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the condition of the pavement changes drastically somewhere in the middle of a pre-existing segment. This information can and is used to strategize the best type of and when is the best time for maintenance activity.

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

Major Participants: HOCTC, HOCCPP NYSDOT

Timeframe: Ongoing throughout the program year. April 2023 – October 2024 are typical road scoring field data collection months. Processing of data collected occurs continuously but typically is scheduled opposite fieldwork collection from November 2023 – March 2024.

Task 24.70: Traffic Counting

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

Description: HOCTC has opted to work in concert with the NYSDOT in a program called the 'County Counter Program'. In doing so HOCTC took possession of 20 traffic counting devices and the software that interacts with them. HOCTC purchases counting tubes and accessories to clamp to the roads during the collection process. The agreement with NYSDOT states that HOCTC forward any data collected with these

devices to the NYSDOT for their use as well. That transmission of data is easily handled via email to the Regional NYSDOT office.

HOCTC staff provides labor for counter placement and data processing. HOCTC now has 10 counters (10 counters were retired due to mechanical failure and damage) and places counters every other week during the summer collection season. HOCTC will be evaluating the level of need, and determining if replacement counters are needed to be purchased during this program year. 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 2023.

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

Objective: This activity involves the continuous maintenance of the 2023 – 2027 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.

Product: Maintenance and updates to the 2023– 2027 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 2023 – March 2024.

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 \$52,592 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 \$830. NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities.

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

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

Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

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

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

Major Participants: HOCTC, FHWA, FTA, NYSDOT

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

Appendix A

**HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL**

| APPROVED PROJECT BUDGET | TOTAL | CENTRAL STAFF | NYS DOT MATCH* | LOCAL MATCH |
|-----------------------------------|--------------------|------------------|-------------------|-----------------|
| 44.20.01 PERSONNEL | \$321,423 | \$295,321 | | \$26,102 |
| 44.20.02 FRINGE/LEAVE | \$277,019 | \$254,524 | | \$22,495 |
| 44.20.03 TRAVEL | \$14,000 | \$14,000 | | |
| 44.20.04 EQUIPMENT | \$5,000 | \$5,000 | | |
| 44.20.05 SUPPLIES/REPRODUCTION | \$14,000 | \$14,000 | | |
| 44.20.06 CONTRACTUAL | \$340,000 | \$340,000 | | |
| 44.20.07 OTHER | \$500 | \$500 | | |
| 44.20.08 INDIRECT CHARGES | \$0 | | | |
| XX.XX.XX Toll Credits | \$145,791 | | \$145,791 | |
| TOTAL | \$1,117,734 | \$923,345 | \$145,791 | \$48,597 |
| APPROVED TASK BUDGET | | | | |
| 44.21.00 PROG. SUPPORT & ADMIN. | \$205,886 | \$170,080 | \$26,855 | \$8,952 |
| 44.22.00 GEN. DEV. & COMP. PLNG. | \$104,132 | \$86,022 | \$13,582 | \$4,527 |
| 44.23.01 LONG-RANGE PLNG. - SYS. | \$104,658 | \$86,457 | \$13,651 | \$4,550 |
| 44.23.02 LONG-RANGE PLNG. - PROJ. | \$87,797 | \$72,528 | \$11,452 | \$3,817 |
| 44.24.00 SHORT-RANGE TRANS. PLNG. | \$150,991 | \$124,732 | \$19,695 | \$6,565 |
| 44.25.00 TRANSP. IMPROV. PROGRAM | \$12,136 | \$10,026 | \$1,583 | \$528 |
| 44.27.00 OTHER ACTIVITIES | \$452,132 | \$373,500 | \$58,974 | \$19,658 |
| TOTAL | \$1,117,734 | \$923,345 | \$145,791 | \$48,597 |

* NYSDOT provides match via Toll Credits.

* Total federal program is based on:

| | |
|-----------|----------------------------|
| \$504,059 | allocation 2023-24 FHWA PL |
| \$419,287 | carryover FHWA PL |
| \$923,346 | total FHWA PL funds |

* IJIA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Task 44.22.30.

2023-24 FTA MPP Budget
PT24.05.80A

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

| APPROVED PROJECT BUDGET | TOTAL | CENTRAL STAFF | NYS DOT MATCH* | LOCAL MATCH |
|-----------------------------------|-----------|------------------|-------------------|----------------|
| 44.20.01 PERSONNEL | \$52,125 | \$43,497 | \$5,794 | \$2,834 |
| 44.20.02 FRINGE/LEAVE | \$44,933 | \$37,487 | \$5,003 | \$2,443 |
| 44.20.03 TRAVEL | \$1,461 | \$1,461 | | |
| 44.20.04 EQUIPMENT | | | | |
| 44.20.05 SUPPLIES/REPRODUCTION | \$1,500 | \$1,500 | | |
| 44.20.06 CONTRACTUAL | | | | |
| 44.20.07 OTHER | \$485 | \$485 | | |
| 44.20.08 INDIRECT CHARGES | \$5,034 | | \$5,034 | |
| XX.XX.XX Toll Credits | | | | |
| TOTAL | \$105,538 | \$84,430 | \$15,831 | \$5,277 |
| APPROVED TASK BUDGET | | | | |
| 44.21.00 PROG. SUPPORT & ADMIN. | \$56,099 | \$44,879 | \$8,415 | \$2,805 |
| 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 | \$105,538 | \$84,430 | \$15,831 | \$5,277 |
| FEDERAL | \$84,430 | 80% | | |
| STATE* | \$15,831 | 15% | | |
| LOCAL | \$5,277 | 5% | | |
| TOTAL | \$105,538 | 100% | | |

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

2023-24

**HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL**

COMBINED FHWA PL & FTA MPP BUDGETS

PH24.05.881/PT24.05.80A

| APPROVED PROJECT BUDGET | TOTAL | CENTRAL STAFF | NYS DOT MATCH* | LOCAL MATCH |
|--------------------------------|--------------------|--------------------|-------------------|-----------------|
| 44.20.01 PERSONNEL | \$373,548 | \$338,818 | \$5,794 | \$28,936 |
| 44.20.02 FRINGE/LEAVE | \$321,953 | \$292,012 | \$5,003 | \$24,938 |
| 44.20.03 TRAVEL | \$15,461 | \$15,461 | \$0 | \$0 |
| 44.20.04 EQUIPMENT | \$5,000 | \$5,000 | \$0 | \$0 |
| 44.20.05 SUPPLIES/REPRODUCTION | \$15,500 | \$15,500 | \$0 | \$0 |
| 44.20.06 CONTRACTUAL | \$340,000 | \$340,000 | \$0 | \$0 |
| 44.20.07 OTHER | \$985 | \$985 | \$0 | \$0 |
| 44.20.08 INDIRECT CHARGES | \$5,034 | \$0 | \$5,034 | \$0 |
| XX.XX.XX Toll Credits | \$145,791 | \$0 | \$145,791 | \$0 |
| TOTAL | \$1,223,272 | \$1,007,775 | \$161,622 | \$53,874 |

APPROVED TASK BUDGET

| | | | | |
|-----------------------------------|--------------------|--------------------|------------------|-----------------|
| 44.21.00 PROG. SUPPORT & ADMIN. | \$261,985 | \$214,959 | \$35,270 | \$11,757 |
| 44.22.00 GEN. DEV. & COMP. PLNG. | \$115,845 | \$95,392 | \$15,339 | \$5,113 |
| 44.23.01 LONG-RANGE PLNG. - SYS. | \$113,267 | \$93,344 | \$14,942 | \$4,981 |
| 44.23.02 LONG-RANGE PLNG. - PROJ. | \$103,749 | \$85,289 | \$13,845 | \$4,615 |
| 44.24.00 SHORT-RANGE TRANS. PLNG. | \$159,000 | \$131,139 | \$20,896 | \$6,965 |
| 44.25.00 TRANSP. IMPROV. PROGRAM | \$12,986 | \$10,706 | \$1,710 | \$570 |
| 44.27.00 OTHER ACTIVITIES | \$456,439 | \$376,946 | \$59,620 | \$19,873 |
| TOTAL | \$1,223,271 | \$1,007,775 | \$161,622 | \$53,874 |

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

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

44.20.06 CONTRACTUAL
Budget Details

\$340,000 Total Programmed Funding for Contractual Services

\$0 FTA MPP Funding

\$340,000 FHWA PL Funding

2023-2024 Contractual Obligations

Existing

| Name | UPWP Task # | Contract Start | Contract duration | Total Contract | Remaining on Contract |
|---------------------------|-------------|----------------|-------------------|----------------|-----------------------|
| LTPAP projects | 44.22.30* | February 2022 | 18 mos. | \$110,000 | \$110,000 |
| Exit 31 Feasibility Study | 44.23.01.40 | April 2023 | 22 mos. | \$100,000 | \$100,000 |

*IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Task 44.22.30.

Programmed

| Name | UPWP Task # | Estimated Contract Start | Estimated Contract duration | Estimated Total Contract | Notes |
|-----------------|-------------|--------------------------|-----------------------------|--------------------------|-------|
| Feight Planning | 44.23.01.30 | November 2023 | 12 mos. | \$65,000 | |
| L RTP Update | 44.23.01.10 | November 2023 | 12 mos. | \$65,000 | |

Appendix B

HOCTC Local Transportation Planning Assistance Program

Project #1

Safety & Complete Streets Study Kellogg Road, Town of New Hartford

The Local Transportation Planning Assistance Program (LTPAP) provides access to transportation planning and engineering expertise for local transportation projects.

Scope of Work

Kellogg Road (Oneida County Route 26) in the Town of New Hartford has been identified as a local roadway of concern due to concerns related to operations, safety, and stormwater management. This scope is intended to perform a Complete Streets Study of Kellogg Road from Oxford Road (western terminus) to the Oneida Street intersection (eastern terminus). Kellogg Road is a 0.6-mile road that serves as a connector between residential and commercial areas and the state roadway network and is situated in the Sauquoit Creek Basin floodplain. Development has created access management issues, created unsafe conditions for non-motorized users, and adversely impacted the natural flow of stormwater runoff.

The complete streets portion of the study will analyze the existing conditions and identify alternatives to provide safe, attractive, and comfortable access and travel for all users of the road. Using a complete streets design approach, the study will consider the convenient access and mobility on the road network for motorists, pedestrians, bicyclists, and public transportation users. The intended outcome of this portion of the study is a preferred corridor profile, based on a representative public input process that provides a clear implementation strategy to improve transportation operations, improve safety for all roadway users, and accommodate future growth and development.

The stormwater management portion of the study will utilize existing hydrographic reports and studies to review the existing conditions of the current system, review potential improvements that have been identified and evaluated, and areas or issues that have not been previously addressed for the study area and identify alternatives that could further lessen stormwater impacts. The intended outcome of this portion of the study, based on a representative public input process, is to provide a comprehensive summary of proposed alternatives to mitigate environmental damages to the public infrastructure, roadways, and study area properties caused by adverse weather events that generate significant stormwater. This work will be conducted under a separate fee through a parallel effort and integrated into the Final Plan document.

Tasks

Task 1. Project Initiation, Management, and Administration

At the start of the project, the consultant will meet with Oneida County Staff to review and refine the scope of work, project objectives, process, and deliverables (work product). The consultant will establish a project work plan and schedule, identify potential issues, and coordinate with the Planning Staff concerning project management activities.

Task 2. Kick-off Meeting with Planning Staff and Local Municipality

The consultant will meet with Planning Staff and the local municipality to review and confirm the scope and objectives of the requested analysis, anticipated schedule, public outreach methods, and data collection strategies. The consultant is responsible for preparing the meeting agendas and minutes and other documents as appropriate. The consultant will document and categorize all comments and inputs received.

Task 3. Existing Conditions Analysis, Data Collection, and Review of Documents

The consultant will assemble existing information and collect field data as necessary to identify existing conditions and shall include a descriptive summary of the context, existing conditions, collected traffic data, current land-uses, existing right-of-way, or other significant constraints. A significant portion of data for this task will be provided by Oneida County. The Consultant will be responsible for integrating task output into the final report.

Task 4. Public Meetings

Input should be collected from the general public including individual property/business owners. The Consultant will set up and assist Planning Staff and the local municipality in organizing public meetings. The Consultant should offer electronic media assistance to support public outreach. The number and format of public meetings will be determined by Planning Staff, no more than three meetings are expected. The consultant will document and categorize all comments and inputs received. A public engagement process outline will be prepared.

Task 5. Develop Conceptual Plan

Using the information collected in Tasks 3 & 4, the consultant will develop a draft plan including key goals, objectives, projects, and policy for the corridor. The plan should include illustrative graphics and maps as well as explore building configurations in a full build-out scenario. The conceptual plan should present a visionary, long-term redevelopment strategy for the corridor. The conceptual plan should incorporate physical planning along with economic development strategies and the needed policy framework. Based on the existing conditions analysis, the consultant will formulate, evaluate, and map recommended improvements including alternatives (if applicable). Conceptual graphics and planning level cost estimates associated with each of the

recommended improvements will be developed by the consultant and presented to the municipality for evaluation and prioritization.

Task 6. Prepare Draft Plan

Prepare a draft Plan including hard copy and electronic versions. The draft Plan will present concepts in narrative form, photos, maps, renderings, and detailed graphics to present the concept clearly and logically and include cost estimates for implementation. It is anticipated that the Planning Staff will take an active role in developing the draft and final report to allow consultants to focus resources on the preparation of technical analyses, concept plan graphics, and cost estimates. The draft report will be presented to the municipality for review before finalization. The final report will be presented to the municipality and Oneida County by the consultant and/or Planning Staff.

Task 7. Final Plan

Prepare Final Concept Plans in hard copy and electronic versions. The consultant will provide a total of one (1) digital Adobe PDF format for review and comment. The consultant will incorporate feedback received in Task 6 into a final document with all maps, drawings, goals, objectives, and projects for the corridor clearly defined. The final document will also include an implementation plan that documents a timeline for implementation along with general cost estimates, project champions, and potential funding sources. The Final Plan will be provided in Adobe PDF format with all graphics included, in a manner such that the printing and production of the Plan and graphics are easily achieved.

Task 8. Project Closeout

At the end of the project, the consultant will present the Plan to Planning Staff and the local municipality. The consultant will also provide all source files and final project files to Oneida County for the sustainability of the program.

General Deliverables

- Public Engagement Process Outline
- Existing Conditions Assessment
- Concept Plan
- Draft Plan
- A planning level cost estimate and related project description(s) and details that can be used to draft a grant application, prepare a draft candidate project for the TIP, and/or be utilized to draft an RFP/BID (drafted by HOCTC or Oneida County staff in the future) to be used to obtain engineering, design, or build services.
- Final Plan

Project #2

Safety & Complete Streets Study for Chestnut Street, City of Rome

The Local Transportation Planning Assistance Program (LTPAP) provides access to transportation planning and engineering expertise for local transportation projects.

Scope of Work

The City of Rome, New York, has requested assistance from the HOCTC to acquire professional services for a Complete Streets Study for Chestnut Street, from Turin Road (State Route 26) to Black River Boulevard (State Route 46), including Merrick Road in its entirety and Potter Road. This scope is intended to perform a Complete Streets Study of Chestnut Street and Merrick Road, from the Merrick Road northern terminus to Black River Boulevard (State Route 46). In addition, Chestnut Street is heavily used by trucks. The City is considering upgrading Potter Road, which is located slightly north so that it will function and be posted as a designated truck route. This study includes evaluating the Potter Road roadway section and pavement structure and determining possible upgrades, which include the intersections with Turin Road (State Route 26) and Ridge Mills Road (State Route 46).

The project area will also focus on the intersection of W. Chestnut Street and Turin Road, and W. Chestnut Street and Black River Boulevard. These intersections will require technical safety and traffic analysis to understand existing conditions and develop feasible alternatives. At the Black River Boulevard Intersection, a goal is to reduce conflict points created by traffic flowing in and out of adjacent business lots. At the Turin Road intersection, opportunities to align the asymmetrical intersection should be identified to better accommodate vehicular and pedestrian traffic. West of this intersection, the City requested that the section of Merrick Road located overtop of Wood Creek be examined due to its history of flooding and the pavement being too narrow to properly accommodate pedestrian traffic. This work will be conducted under a separate fee through a parallel effort.

The City also seeks to identify opportunities to better accommodate emergency vehicles traveling eastbound to Rome Health as a means of improving emergency response times and traffic safety at the Black River Boulevard intersection.

The Complete Streets portion of the study will analyze the existing conditions and identify alternatives to provide safe, attractive, and comfortable access and travel for all users of the road. The Safety portion of the study will analyze existing conditions to determine where safety issues, gaps in facilities, development patterns, and aging infrastructure are within the study area. The safety analysis data collection and assessment work will be conducted under a separate fee through a parallel effort and integrated into the Complete Streets portion of this study.

Tasks

Task 1. Project Initiation, Management, and Administration

At the start of the project, the consultant will meet with Oneida County Staff to review and refine the scope of work, project objectives, process, and deliverables (work product). The consultant will establish a project work plan and schedule, identify potential issues, and coordinate with the Planning Staff concerning project management activities.

Task 2. Kick-off Meeting with Planning Staff and Local Municipality

The consultant will meet with Planning Staff and the local municipality to review and confirm the scope and objectives of the requested analysis, anticipated schedule, public outreach methods, and data collection strategies. The consultant is responsible for preparing the meeting agendas and minutes and other documents as appropriate. The consultant will document and categorize all comments and inputs received.

Task 3. Existing Conditions Analysis, Data Collection, and Review of Documents

The consultant will assemble existing information and collect field data as necessary to identify existing conditions and shall include a descriptive summary of the context, existing conditions, collected traffic data, current land uses, existing right-of-way, or other significant constraints. A review of safety data will be performed, and areas of significance noted. Areas identified will be included in the concept plan, as key safety issues for mitigation with alternatives. The safety analysis data collection and assessment work will be conducted under a separate fee through a parallel effort and integrated into the Complete Streets portion of this study. A significant portion of data for this task will be provided by Oneida County. The Consultant will be responsible for integrating task output into the final report.

Task 4. Public Meetings

Input should be collected from the general public including individual property/business owners. The Consultant will set up and assist Planning Staff and the local municipality in organizing public meetings. The Consultant should offer electronic media assistance to support the public outreach. The number and format of public meetings will be determined by Planning Staff. No more than three meetings are expected. The consultant is responsible for preparing the meeting agendas and minutes and other documents as appropriate. The consultant will document and categorize all comments and inputs received. A public engagement process outline will be prepared.

Task 5. Develop Conceptual Plan

Using the information collected in Tasks 3 & 4, the consultant will develop a draft plan including key goals, objectives, projects, and policy for the corridor. The plan should include illustrative graphics and maps as well as explore building configurations in a full build-out scenario. The

conceptual plan should present a visionary, long-term redevelopment strategy for the corridor. The conceptual plan should incorporate physical planning along with economic development strategies. Based on the existing conditions analysis, the consultant will formulate, evaluate, and map recommended improvements including alternatives (if applicable). Conceptual graphics and planning level cost estimates associated with each of the recommended improvements will be developed by the consultant and presented to the municipality for evaluation and prioritization.

Task 5a. Traffic Analysis

The consultant shall complete a traffic analysis for the following intersections: W. Chestnut Street at Turin Road (NYS Rte. 26) and Merrick Road, Potter Road at Black River Boulevard (NYS Rte. 46), W. Chestnut at Black River Boulevard (NYS Rte. 46) This analysis shall consider traffic volumes, travel/access patterns, LOS, delays, travel times, speed, bicyclists, pedestrians, and safety. Consultant shall perform capacity analysis, operational modeling, and forecasted simulation for the noted intersections. The traffic analysis will help identify preferred short-term improvements that may provide operational benefits while remaining consistent with the long-term preferred alternative. This work will be conducted under a separate fee through a parallel effort.

Task 6. Prepare Draft Plan

Prepare a draft Plan including hard copy and electronic versions. The draft Plan will present concepts in narrative form, photos, maps, renderings, detailed graphics to present the concept clearly and logically, and include cost estimates for implementation. It is anticipated that the Planning Staff will take an active role in developing the draft and final report to allow consultants to focus resources on the preparation of technical analyses, plan graphics, and detailed cost estimates. The draft report will be presented to the municipality for review before finalization. The final report will be presented to the municipality and Oneida County by the consultant and/or Planning Staff.

Task 7. Final Plan

Prepare Final Concept Plans in hard copy and electronic versions. The consultant will provide a total of one (1) digital Adobe PDF format for review and comment. The consultant will incorporate feedback received in Task 6 into a final document with all maps, drawings, goals, objectives, and projects for the corridor clearly defined. The final document will also include an implementation plan that includes the timeline, cost estimates, project champions, and potential funding sources. The Final Plan will be provided in Adobe PDF format with all graphics included, in a manner such that the printing and production of the Plan and graphics are easily achieved.

Task 8. Project Closeout

At the end of the project, the consultant will present the Plan to Planning Staff and the local municipality. The consultant will also provide all source files and final project files to Oneida County for the sustainability of the project.

Deliverables

- Public Engagement Process Outline
- Existing Conditions Assessment
- Concept Plan
- Draft Plan
- A planning level cost estimate and related project description(s) and details that can be used to draft a grant application, prepare a draft candidate project for the TIP and/or be utilized to draft a RFP/BID (drafted by HOCTC or City of Rome staff in the future) to be used to obtain engineering, design, or build services.
- Final Plan