Unified Planning Work Program (UPWP) 2025-2026

Effective April 1, 2025, through March 31, 2026

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Disclaimer

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Title VI Statement

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

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HOCTC
HERKIMER-ONEIDA COUNTIES
TRANSPORTATION COUNCIL

GOVERNMENTAL POLICY AND LIAISON COMMITTEE

Boehlert Center at Union Station
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www.hoctc.org

Chairperson, ROBERT HOLLUM, Chairman, Herkimer County Legislature
Secretary, JAMES J. GENOVESE II, Commissioner, Oneida County Dept. of Planning
Vice-chairperson, ANTHONY J. PICENTE, JR., Executive, Oneida County
Clerk, JULIE RICHMOND, Director, Herkimer-Oneida Counties Transportation Council

HOCTC Resolution 2025 – 01

Approval of the 2025 – 2026 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 2025 – 2026 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 2025 – 2026 UPWP was legally advertised for public review in accordance with the HOCTC Public Participation Plan and all applicable regulations, with the review period closing on February 14, 2025; and

NOW THEREFORE BE IT RESOLVED, that the Governmental Policy and Liaison Committee endorses and hereby adopts the 2025 – 2026 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 2025 – 2026 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 2025 – 2026 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 2025 – 2026 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.

2/20/25

Robert Hollum — Date
Chairperson

2/20/25

James J. Genovese II — Date
Secretary

Federal Concurrence Letter

The Herkimer-Oneida Counties Transportation Council

In urbanized areas (with a population of 50,000 or more), federal planning law (23 U.S.C. Section 134 & 49 U.S.C. Section 5303) calls upon local officials to cooperate with states and public transportation providers to undertake a continuing, comprehensive, and cooperative (3C) multimodal transportation planning process. The Herkimer-Oneida Counties Transportation Council (HOCTC) is the designated Metropolitan Planning Organization (MPO) responsible for regional transportation planning in the Herkimer-Oneida Counties Urbanized and approved Metropolitan Planning Areas (MPA). The Herkimer-Oneida Counties Governmental Policy and Liaison Committee (GP&L) is the policy board of HOCTC. HOCTC is designated to carry out the metropolitan transportation planning process and directs the regional transportation planning process related to using 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 the Herkimer-Oneida Counties Transportation Council (HOCTC), effective January 1, 2021. The GP&L is composed primarily of locally elected and appointed officials representing the interests of the citizens of Herkimer and Oneida Counties, officials from the State of New York, transit providers, social service agencies, and other stakeholders.

MPOs were created, in compliance with the Federal Highway Act of 1962, to establish regional transportation goals and objectives for Urbanized Areas with a population of greater than 50,000. HOCTC was created in 1963 by corresponding resolutions from Herkimer County and Oneida County to conduct this activity for the MPA, which encompasses the Utica Urban Area and the urban areas of Rome, Oneida, and Ilion-Herkimer and the remaining totality of Herkimer and Oneida Counties as a rural area. HOCTC shares responsibility with the New York State Department of Transportation (NYSDOT) to develop cooperative transportation plans and programs for the two-county area and provides a public forum for identifying transportation needs. Currently, funding is provided for the MPO by 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 direct the activities of HOCTC staff and ensure that the MPO remains in compliance with the NYSDOT, FHWA, and FTA policies. Compliance with Federal law and regulations is required for the HOCTC to receive funding as one of the fourteen MPOs of New York State.

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

Unified Planning Work Program

Planning Area For Oneida & Herkimer Counties, NY

Herkimer-Oneida Counties Transportation Council - Metropolotan Planning Organization

LEGEND

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

Oneida & Herkimer Counties Jurisdiciontal Roadways

ROADWAYS BY OWNERSHIP

81% Local

19% State/Federal

PLANNING AREA ENCOMPASSES

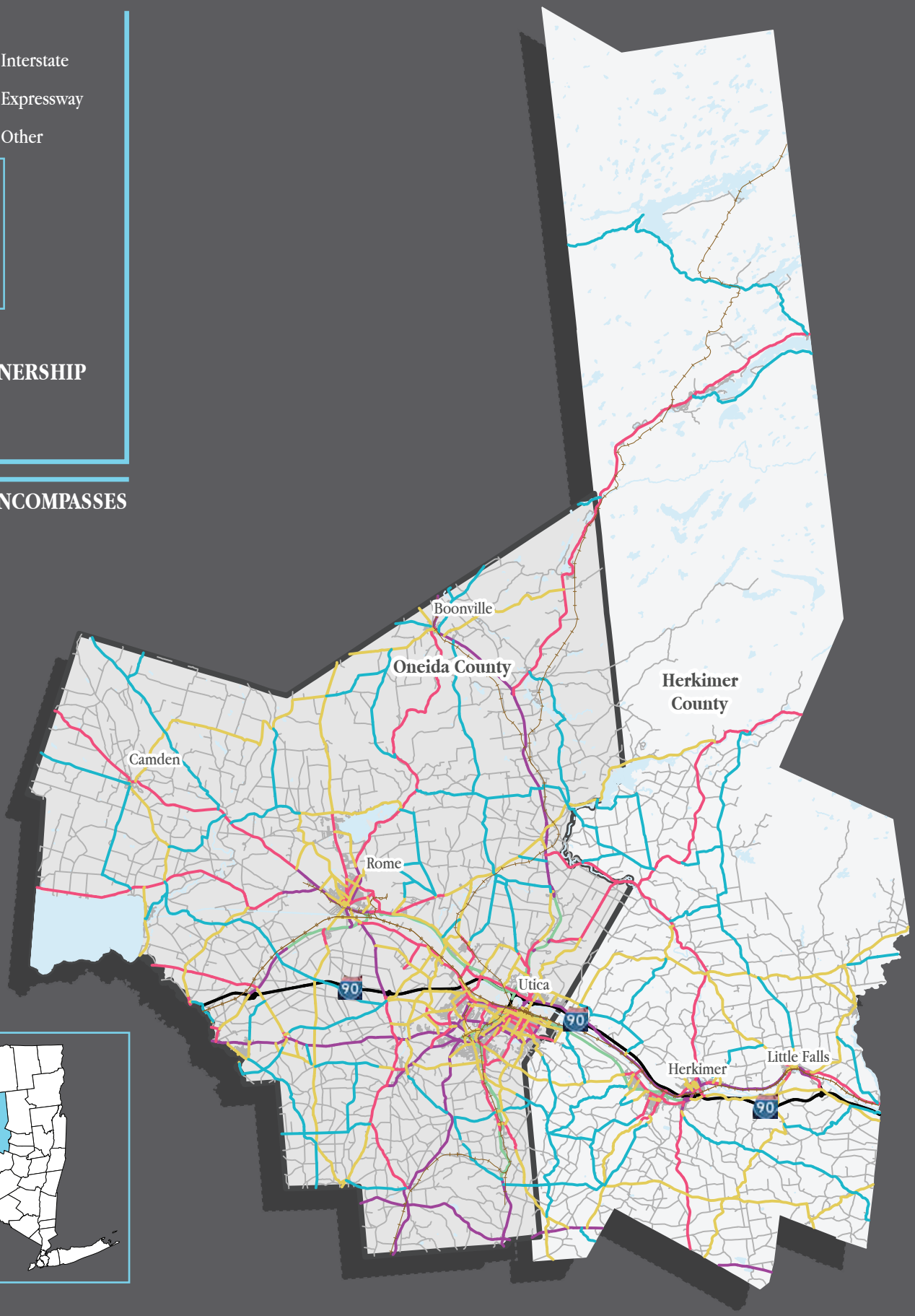
2,716 mi²

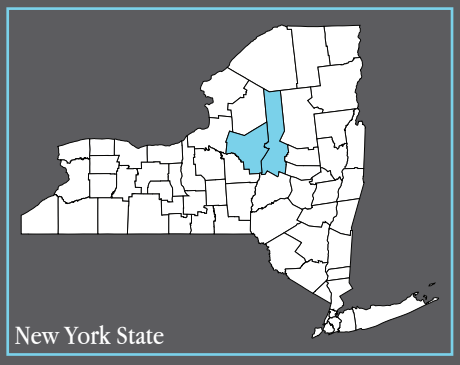
Oneida County

1,258 mi²

Herkimer County

1,458 mi²





2024 – 2025 Program Accomplishments

The following table provides status by Task and notes accomplishments achieved under the HOCTC 2024-2025 UPWP. All tasks were completed using FHWA and FTA funding, as appropriate.

TASK	STATUS
Program Support & Administration (ALI 44.21.00)	
General Administration & Development (21.10)	Ongoing oversight of financial accounting, office administration, and processes. This includes FTA and FHWA activities, UPWP program management, grant line administration, data and file management, and daily office operations. In addition, the staff prepares for and hosts all, including all follow-up TPC and GP&L meetings. (Submitted resolutions approved by the GP&L to NYSDOT, FHWA, and FTA.) Meetings are in-person, with virtual capabilities available for extraordinary reasons, as defined in the 2024 HOCTC Public Participation Plan (PPP).
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 yearly, and the UPWP is prepared annually.
Public Participation Program (21.30)	The HOCTC 2024 PPP was adopted on February 29, 2024. This updated the previous 2020 PPP to reflect compliance with IIJA's emphasis on using visualization tools to communicate information more effectively to the public and the emphasis on the Justice40 goals within the USDOT discretionary grant funding programs within the focus populations. Meetings of the TPC, GP&L, TCC, and all other MPO sponsored meetings were held at locations that are both ADA and transit accessible. Additionally, all meetings were posted on the HOCTC website, and media notifications were made following the PPP. The staff worked with its host agency IT staff to maintain a website that contains approved and draft documents, relative links, project information, and MPO contact information. The 2024 document was utilized as guidance to establish public outreach plans for the Long-Range Transportation Plan 2045 (LRTP) update, the Human Services Transportation Plan (HSTP) update, the Exit 31 Planning and Environment Linkages (PEL) projects, and the USDOT Safe Streets for All Safety Action Plan.
Environmental Justice / Title VI (21.40)	The HOCTC Environmental Justice Analysis Plan for 2021 continues to guide identifying and addressing adverse effects of transportation planning on minorities and low-income populations, including disabled people, Limited English Proficiency (LEP) populations, the elderly, households without vehicles, and renter-occupied households. Staff continued maintaining current Environmental Justice/Title VI documents to ensure compliance with all State and Federal Regulations. HOCTC continued to assist Oneida County in maintaining compliance with Environmental Justice/Title VI by working with the Title VI Coordinator for Oneida County.
General Development & Comprehensive Planning (ALI 44.22.00)	
Coordination with Partner	HOCTC acts as an information clearinghouse and provides information to communities on how to incorporate bicycle, pedestrian, and non-motorized

Agencies (22.10)	transportation into their local planning documents, policies, and practices. In addition, HOCTC shares grant and training opportunities for transportation planning efforts at the local level. HOCTC routinely attends meetings at the request of other agencies with questions regarding the transportation network, funding availability for projects, or those wishing to explore and build new partnerships.
Coordination with County & Municipal Land-use (22.20)	Staff continued to provide administrative oversight and coordinated with Federal and State transit grant recipients. HOCTC has been assisting the Oneida County Planning Department with the development of transportation datasets to use in their land-use planning work. This includes providing review comments when planning or zoning board cases are referred to the county through the New York State GML-239 process. The Oneida County Department of Planning received technical assistance from HOCTC to administer the Oneida County Main Streets program, which supports 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. This program is ongoing throughout implementation.
Safe Streets and Roads for All (SS4A) Support (22.30)	Oneida County and Herkimer County were awarded a discretionary grant from the US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) to complete a Safety Action Plan for Oneida and Herkimer Counties. The two counties partnered with the HOCTC to deliver the grant. HOCTC provided transportation planning assistance, project management, and contract management services to facilitate the development and completion of the Safety Action Plan for Oneida and Herkimer Counties in accordance with FHWA PL and FTA MPP-eligible planning activities. (Inclusive of the USDOT quarterly reporting and reimbursement process.) The Safety Action Plan will provide a baseline analysis of local roadways to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through plan development and formulation of a list of implementable strategies and projects, safety countermeasures, policy recommendations, and high-impact improvements as outcomes focused on all users, including pedestrians, bicyclists, public transportation users, motorists, micromobility users, and commercial vehicle operators. The Oneida & Herkimer SS4A Safety Action Plan kicked off in January 2024. During the 2024-2025 planning period, the Project Steering Committee (PSC) and Technical Advisory Committee (TAC) met four times. Initial data collection and analysis of high fatality and serious injury crash locations were initiated during the early phase of the project, while public engagement took place simultaneously in the form of focus group meetings, a two-county

	survey, tabling/pop-up events, and three public meetings. In the Fall of 2024, the Safety Summit was held for final public input regarding the results of the equity network screening and narrowing down the list of locations to 10 priority locations, which would receive conceptual renderings of recommended engineering countermeasures. The consultant team is meeting with selected municipalities to finalize locations and has begun drafting the plan. The Plan will ultimately serve as a guidebook for municipal grant applications, providing a menu of systemic, programmatic, and engineering countermeasures that can be used in implementation. The draft Plan will be provided to HOCTC staff for review by January 20, 2025, and the final PSC/TAC meeting is scheduled for February 2025. Once final, the Plan will be brought to both the Herkimer and Oneida Board of Legislatures for final approval and adoption. The anticipated completion is April 2025, with the final grant closeout anticipated in May 2025.
Census Support / Statistical Analysis (22.40)	HOCTC staff members continue to analyze 2020 Decennial Census data and other databases provided by the Census Bureau for use in MPO plans and for assisting member municipalities/organizations. Staff also 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)	The HOCTC Long-Range Transportation Plan (LRTP) 2020 – 2040 "Going Places" document was last adopted in December 2019. As such, 2024 was the working year for the five-year update. The contract with Transpo Group for the LRTP Going Places 2045 update was executed on January 19, 2024. HOCTC worked, with consultant assistance, through SFY 2024 Q1/Q2 and into Q3/Q4 to update the Long-Range Transportation Plan (LRTP) 2025 – 2045 "Going Places" document. The update process examined evolving trends and transportation-related needs, changing priorities in the region, population shifts, policy changes, and new legislation and guidance (both at the state and federal levels) and ensured continued compliance with IIJA. The new emphasis areas, goals, and strategies include a greater focus on ***mobility and accessibility, safety in transportation choices, coordination of transportation with land use planning, system preservation, and environmental impacts.*** HOCTC worked closely with NYSDOT Region 2 to develop a fiscally constrained financial table, and an illustrative project list was reviewed by both Region 2 and FHWA. The illustrative project listing will provide guidance for future HOCTC Unified Planning Work Programs (UPWP). The projects include, but are not limited to, ***complete street planning, implementation***

	of the SS4A safety action plan recommendations, and system preservation and maintenance of the existing transportation network. The draft document was presented for final adoption at the November 26, 2024, TPC meeting and the December 17, 2024, Governmental Policy & Liaison Committee Meeting. On December 24, 2024, the final document was shared with federal and state partners.
Land-use & TAZ Build-out (23.01.20)	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. The analyst staff was tasked with correlating real-time spatial build-outs with a mapped dataset to develop a higher confidence level with datasets. As required following each decennial census, Metropolitan Planning Organizations must review the 2020 United States Census Bureau (2020 Census) designated parameters for urban areas and update their generalized transportation Urban Area Boundary (UAB) as applicable with the new parameters and examine whether any changes are warranted to the MPO planning area. HOCTC developed an updated UAB for USDOT approval pursuant to 23 USC 101(a) (35,36) and 49 USC 5302 (23,24) and then submitted it for federal approval. HOCTC adopted the revised Urban Area Boundaries based on the 2020 Decennial Census on September 6, 2023. The New York State 2020 Adjusted Urban Area Boundaries were approved by USDOT Federal Highways on December 27th, 2023.
Freight Planning (23.01.30)	HOCTC began to compile data sources for freight network analysis. Utilizing the Freight Analysis Framework v. 5 data and Tran search data, HOCTC was able to begin analyzing commodity freight flows based on total tons, direction of movement, commodity types, and more. Through this analysis, HOCTC was able to identify focus points where freight enters, leaves, and distributes through the transportation network. Similar ongoing freight analysis will further enhance our capacity to plan for and accommodate freight movement in our region. A freight technical memorandum was refined, and the HOCTC's preliminary freight data analysis was shared with Transpo Group for incorporation into the LRTP update.
Corridor Feasibility Planning Study for NYS Thruway Exit 31 at N Genesee St. (23.01.40)	HOCTC, in partnership with the New York State Department of Transportation (NYSDOT) Region 2, is undertaking a Planning and Environment Linkages (PEL) Study centered on the transportation corridor at the NYS Thruway (I-90/790) Interchange 31 at N. Genesee Street (NYS Route 921 C.) The Study will provide a comprehensive analysis of 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 this transportation corridor's planning and design process. 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. It will thereby use 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 Environment Linkages (PEL) program. During the 2024-2025 planning period, the TAG met four times, with a 5th TAG meeting scheduled for January 2025. HOCTC also attends regular biweekly calls with the team, and quarterly these meetings include coordination with the NYSDOT Region 2 design team for updates on the Safety Project (PIN 2047.12) and the Multi-modal Connector Project (PIN 2047.07) taking place within the project study area. In addition to the TAG meetings, HOCTC also meets with FHWA on as needed basis to review and receive comment on deliverables. Public Meeting #1 was held on June 18, 2024, and Public Listening Session #2 was held on December 3, 2024. To date, the team analyzed the traffic counts and other compiled data on existing conditions. As a result, four (4) Technical Memorandum deliverables were completed including: Technical Memorandum #1: Study Area Conditions Assessment Technical Memorandum #2: Traffic Analysis Report Technical Memorandum #3: Environmental Analysis Report Technical Memorandum #4: Social, Economic and EJ Analysis During the early stages of the process, the Fisher Team also detailed the format of the PEL Questionnaire, the overall report outline and have progressed a draft Purpose and Need statement. Preliminary concept alternatives have been shared with the TAG for review, comment and further refinement. This study will be completed using the FHWA Planning & Environmental Linkages (PEL) process, utilizing SPR funds through the NYSDOT Main Office. The project timeline is 22 months from the date of contract execution.
Long-Range Transportation Planning – Project Level - (ALI 44.23.02)	
Bicycle, Pedestrian, and Non-Motorized Transportation Systems (23.02.40)	HOCTC has supported bicycle, pedestrian, and non-motorized transportation systems in a variety of ways, such as assisting people in locating trails, trailheads, and parking areas and being safe while utilizing trails. HOCTC has coordinated with Oneida County GIS staff for the assignment and maintenance of 911 addresses. This improves the safety of

	cyclists, pedestrians, and other non-motorized individuals as they move through the transportation network. The 2024 Bicycle and Pedestrian Guide has been completed and moved into the publication and distribution phase. It will be available in printed hard copy and digital format. Additionally, HOCTC is currently creating an Esri ArcGIS Online-based Storymap that will function as an interactive version of the guide and incorporate many document elements. This has been a complete and detail-oriented revision of the 2019 guide. The printed Trail Guide was released in the SFY2024 Q3/Q4, with work continuing on the Storymap throughout SFY 2025. The Oneida County Department of Planning, with assistance from HOCTC, developed the Oneida County Main Streets Program to support local municipalities in redesigning key corridors to be equitable, safe, and accessible. The program strives to accommodate users of all ages, abilities, and travel modes while supporting local economic recovery and redevelopment from the COVID-19 Pandemic. The program provides direct technical planning and capital project implementation assistance to participating municipalities to further transportation planning investments. The core program funds were made available to Oneida County by the federal American Rescue Plan Act of 2021 (ARPA). Delivery of the program utilized a consultant from February 2022 through August 2023. The planning phase produced 11 municipality-specific planning reports with accompanying renderings, project lists, cost estimates, and implementation guidance. Oneida County is currently continuing to provide support to participating municipalities in advancing their transportation and streetscape projects. From April 1, 2024, to September 30, 2024, ongoing implementation and technical assistance from HOCTC and joint County Planning Department staff helped refine projects, identify funding opportunities, assist with RFP development, and distribute funding. To date, 14 projects have been completed, and $847,088 in funding has been disbursed through the Oneida County Main Street Program.
Transit Enhancement and Mobility Management Activities (23.02.50)	Staff continues to coordinate between the MPO and Oneida County for urban transit service provided by CENTRO of Oneida, Inc. (CENTRO). HOCTC also attends Central New York Regional Transit Authority (CNYRTA) Board meetings. During SFY 2024 Q1/Q2, there was progress and finalization of the Operating Agreement contract between CNYRTA and Oneida County, allowing Centro to be the transit operator providing the rural service for Oneida County. On September 11, 2024, the Oneida County Board of Legislators approved and adopted the Operating Agreement contract between CNYRTA and Oneida

	County. The contract is now executed, and Centro relaunched the U33 service from Utica-Rome-Turning Stone Resort (Verona) in October 2024. Initial data indicates positive ridership numbers for the months of October-December 2024. Regular meetings between Oneida County and CNYRTA will continue to discuss the new rural service progress and how the Oneida County Section 5311 Mobility Management Project can dovetail together with the rural service to improve efficiencies as well as the effectiveness of the two urban transit systems and the rural transit system. NYSDOT awarded Oneida County the 2022-2023 Section 5311 funding for the Mobility Management Project. The executed contract has been sent to NYSDOT for final processing and approval. Upon contract execution by the State DOT, Oneida County will release an RFP for the Mobility Management Project in early 2025. HOCTC anticipates submitting a new application for additional 5311 Mobility Management funding in February 2025. NYSDOT made the 2021-23 Section 5310 project awards, and transit TIP PINs were assigned. On June 25, 2025, the Governmental Policy & Liaison (GP&L) committee approved the 2021-23 Section 5310 project awards/TIP projects and added them to the TIP/STIP. The consultant team Transpo Group finalized the updated 2025-2028 Human Services Transportation Plan (HSTP). The HSTP plan examined transportation needs and strategies to improve transportation access and opportunities for seniors, youth, people with disabilities, people with lower incomes, limited English speakers, and anyone without access to a private vehicle. The plan engaged and coordinated with community members, key stakeholders, and agency partners to help prioritize programs and projects eligible for 5310 program funding that can be used for improving transportation access throughout the two counties. The draft HSTP was made available for a thirty-day public comment period beginning on July 25, 2024. On September 12, 2024, the 2025-2028 HSTP was approved and adopted by the GP&L committee. A highlight of the 2025-2028 HSTP was the addition of HOCTC's internal secondary review process. HOCTC requested that 5310 project proposals be submitted to its internal TCC review team to be weighed against the gaps and needs identified in the newly adopted HSTP. On December 17, 2024, all submitted project proposals, including revisions, were brought to the policy committee for approval to be added to the 2025-28 HSTP Appendix F: 2025 5310 Project Proposals. The Transportation Coordination Committee (TCC) {is a subcommittee of the Transportation Planning Committee (TPC)}, which provides a platform for

	human service agencies and transit operators to discuss the transportation gaps and needs in Oneida and Herkimer Counties. In SFY 2024 Q1, the TCC served in a larger role as the Technical Advisory Committee (TAC) for the HSTP update. The TCC will continue to meet monthly throughout 2024 with the goal of supporting the implementation of the HSTP 2025-2028.
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 reviewing transportation elements of plans, programs, projects, and immediate needs requests as they relate to planning issues.
Geographic Information Systems (24.20)	The GIS activities in HOCTC continue to build and maintain current transportation-related spatial data. Staff continually monitor the status of data accuracy and completeness. This results in a continuous build-out of enterprise-level datasets, provides transportation GIS data to broader audiences, and allows for the development of more refined analysis for decision-making. Staff attended NYS GIS association seminars and meetings to learn about the latest technologies in mapping and data collection. Staff members have served as directors and committee members for the NYS GIS Association, and one analyst is actively involved in steering Statewide GIS activities as a current member of the NYS Geospatial Advisory Committee. This body convenes and recommends to the NYS GIS program office that geospatial data collection efforts should be funded and supported. Staff continues using the Crash Location and Engineering Analysis Repository (CLEAR) to analyze where crashes occur and identify hot spots with high-frequency crashes. The results show an increasing level of accuracy with newer data in both attribution and the spatial position of the crash. The CLEAR data is a vital tool for addressing traffic safety issues in our region. These data sets have featured prominently in current safe streets analysis and an active corridor study. Oneida County and HOCTC continue to work cooperatively with a drone collection program. Three staff members have been certified as pilots to commercially operate UAS (Unmanned Aircraft Systems). Our FAA-registered Mavic 3 Enterprise drone is actively used for collecting imagery, modeling terrain and intersection geometry to the centimeter level, observing traffic patterns and condition assessments, and in conjunction with ever-evolving transportation-related data needs and projects. Frequently survey grade ground control is placed with GPS observations collected as necessary to perform high-end photogrammetric processing. All post-processing is done using the ESRI product Drone2Map, which is obtained via the ESRI License Agreement with NYSDOT. Furthermore, the graphic design artist on staff has

	tested the camera on the drone with specific camera settings for different environmental conditions. Drone imagery and video collected are used in reports, projects, studies, and developing public information materials. Currently, traffic count and pavement condition web mapping applications run from www.ocgov.net/planning. Due to its sensitive nature, some data is available to the public, while other data is accessible only to staff. These platform-independent map applications will run on any PC or mobile device.
Road Centerline / Address Correction/Street Address Mapping (24.30)	The initial effort to complete 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. The work plan formulated with Herkimer County to review E911 SAM data is a continuous and ongoing process. The extremely rural and seasonally occupied portions of Herkimer County have large areas of self-assigned addresses, and the seasonal residence nature in these towns makes addressing a challenge. HOCTC continues to work to develop a more cohesive communication process with Herkimer County 911 services to implement a more comprehensive review process. Once the initial review is complete, we will move into a maintenance mode for that County.
Modeling & Forecasting (24.40)	Traffic count processing and data acquisition are ongoing tasks for 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 non-state Federal Aid System stations have been counted and can proceed with input into a transportation model. HOCTC staff continues to attend training and leverage access to tools made available through NYSDOT that can augment forecasting efforts, such as Replica and NYS's new Demand Analysis Tool. They also explore additional datasets, such as the information provided in platforms such as GeoTab, AVAIL Labs, Tom Tom, and Transearch, to assist with Freight movements. Future forecasting requires mapping and GIS support. To anticipate where development will occur, land-use layers including open space, zoning, tax parcel information, existing water and sewer networks, and other data guide staff toward accurate future land-use projections.
Functional Classification (24.50)	The GIS unit is currently using the NYSDOT online traffic data viewer as the official source of functional class information for non-state Federal Aid Roads. Traffic is consistently monitored via counts and census data. The Census 2020 Urban Boundary has been incorporated and used in

	conjunction with the collected traffic count data. New rules for boundary formation have shifted the FHWA urban footprint in Oneida and Herkimer Counties. With this new boundary and definition, HOCTC will continue to evaluate changes that are needed to the functional classes of roads in Herkimer and Oneida Counties.
Road Scoring / Pavement Management (24.60)	Road scoring for 2024 has been completed with analysis and data summarization ongoing. The observed condition data was 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 up with Oneida County to complete road scoring on county roads. That data collection will be used to assist with paving and road asset management and capital project planning going into 2025. The pavements are scored using ArcGIS Pro 3.3.1 and positional information from a hand-held Trimble GPS unit. The GPS position verifies the section of the road, allowing staff to break a network segment if the pavement condition changes drastically somewhere in the middle of a pre-existing segment. The 2024 report will graphically compare 2018-2024 results to assess how well roads are being maintained. The collection methodology was identical in these collections; therefore, the analysis between them accurately reflects the change in pavement conditions. Staff are starting to see trends of where and when the pavement begins to deteriorate rapidly and can relate it to infrastructure investments. This information can be used to strategize the best time and type of maintenance activity for a particular infrastructure.
Traffic Counting (24.70)	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. The collection of 2024 seasonal counts is ongoing at this time and will be summarized in the following report. The 2024 counts will be processed during Q1 and Q2 2025. 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 our counts are immediately available in the Traffic Counts App. https://nysdottrafficdata.drakewell.com/publicmultinodemap.asp
Transportation Improvement Program (ALI 44.25.00)	
TIP Maintenance & Development (25.10)	HOCTC built the TIP 2023 – 2027 to update the existing TIP 2020 – 2024. This included reviewing all guidance from NYSDOT and FHWA and estimated allocations. The update includes an illustrative list of projects based on solicitation from member municipalities within the Metropolitan Planning Area. The continuing maintenance of the 2020 – 2024 Transportation Improvement Program (TIP) includes tracking amendments prepared for the GPL,

	processing administrative modifications and written justifications, submitting actions to e-STIP for agency approval, ensuring fiscal constraint, and projection of long-term needs within the TIP. HOCTC actively works with NYSDOT Region 2 and the Transit Operators to maintain a capital program that is fiscally constrained and meets the area's transportation needs. HOCTC staff developed the TIP GIS database and the 2023-2027 TIP Project Viewer to make project data available to the public via HOCTC's website. The interactive map is available at: https://maps.ocgov.net/portal/apps/webappviewer/index.html?id=8cd41679f62f4e09a10a2b754f2d99a5 In October 2024, HOCTC received the TIP/STIP update guidance for preparing the October 2025 – September 2030 TIP, which needs to be adopted by June 2025. HOCTC will begin work on the TIP update process in SFY 2024 Q3/Q4.
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 all the current NYSAMPO working groups provides significant value to the work program: Safety and Bicycle/Pedestrian, Transit, Climate Change, Public Engagement, GIS, Modeling, Freight, and TSMO. 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 items needed to administer the program, and acceptable costs within federal and state regulations for Metropolitan Planning Organizations.

Development of the Unified Planning Work Program

The UPWP is an outline of the transportation planning, programming, and budgetary activities that HOCTC, as the MPO for Oneida and Herkimer Counties, will undertake for the State Fiscal Year (SFY) 2025, which runs from April 1, 2025, to March 31, 2026.

This UPWP is developed to advance the coordination of transportation and transportation-related planning activities in the Metropolitan Planning Area (MPA), encompassing the entirety of Herkimer and Oneida Counties. The UPWP consists of specific tasks focused on federal, state, and local goals for the two-county transportation system, defining the work program. The UPWP provides an overview of the area's transportation planning program to elected officials, government agencies, and Herkimer and Oneida Counties citizens. The development of the UPWP allows individuals and agencies 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 undertaking the outlined tasks. Finally, the UPWP provides a series of benchmarks and a record of past, current, ongoing, and proposed activities to the federal, state, and local agencies providing funding.

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

The 2025 – 2026 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 from the 2024-2025 UPWP, input from NYSDOT Region 2, the NYSDOT Main Office call letter, and the IIJA/BIL.

NYSDOT's main office, FHWA, and FTA are provided the draft document approximately one month before the meeting at which the UPWP is presented to the GP&L. Concurrently, the 2025-2026 UPWP was made available for a 30-day public review period before presentation to GP&L. During this time, the document is provided to the Planning Committee and other agencies. In addition, the draft was available online at http://www.hoctc.org/, and our Public Participation Plan was utilized to reach out to the metropolitan planning area.

Upon review, the GP&L finds the 2025-2026 UPWP to meet the HOCTC mission, support the planning principles, the LRTP 2025 – 2045 goals, the Federal and State transportation legislation, and further transportation planning in Herkimer and Oneida Counties. 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 2025-2026 planning funds for the following agreed-upon SCIs:

- NYSAMPO Staff Support

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

Cost: $300,000 ($200,000 FHWA PL/$40,000 toll credits; $80,000 FHWA SPR/ $20,000 State match)
Lead Agency: Capital District Transportation Council

- NYSAMPO Staff Training

  Objective: Provide relevant training and professional development opportunities for the staff and member agencies of MPOs.
  Cost: $209,776 total ($156,953 FHWA PL / $31,391 toll credits; $52,823 FTA MPP / $13,206
  Lead Agency: Genesee Transportation Council

- AMPO Dues

  Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.
  Cost: $56,069 total ($56,069 FHWA PL / $11,214 toll credits)
  Lead Agency: Binghamton Metropolitan Transportation Study

Other Federally Funded Transportation Planning Activities

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

SPR #	Project Title	SPR Funding	Short Description
SP-21-07	Interstate 90 Exit 31 Interchange Reconstruction Feasibility Planning Study	$700,000	HOCTC & NYSDOT are undertaking a Transportation Scoping/Planning & Environmental Linkages (PEL) Study for an I- 90 Exit 31 Interchange Reconstruction Project in the City of Utica. In accordance with the National Environmental Policy Act (NEPA) & NYSDOT procedures for implementation of the State Environmental Quality Review Act (SEQR), an engineering scoping/PEL study will assess engineering feasibility & impacts on the community, economy, & the safety & mobility of adjacent roadway network: I-790, NY 49, NY 5 & North Genesee St (921C).
C-17-53	Pavement Condition Data Collection Services	$20,500,900	Collect pavement condition data as necessary to comply with 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	$600,000	Support & maintain the ongoing coordination of metropolitan planning programs in NYS for statewide benefit; ongoing collaboration of the 14 MPOs; & ongoing coordination of metropolitan & statewide planning programs.
C-17-59	Traffic Data System	$3,890,100	Implement an automated traffic data management system application.
C-18-55	New York State Transportation Master Plan	$2,000,000	Produce an updated, statewide long-range transportation plan to coordinate federal & state transportation planning activities.
SP-19-03	Temporary Service Contracts - Traffic Data Processing	$1,375,000	The goal of this project is to provide for the processing of traffic data that is obtained from counts taken in NYSDOT's 11 Regions, including Interstates and Expressways.
SP-20-02	NPTS, CTPP, Intercity Travel (ATS) and Travel Patterns for NYS	$3,580,616	Establish a research & analysis capability w/Oak Ridge National Labs (ORNL), Center for Transportation Analysis, to assist NYS in analyzing national data.
SP-20-03	Research, Development & Support of an Integrated Planning & Performance Data & Analytics Framework (PPDAF)	$2,600,000	Leverage the current analysis tools to research & further integrate travel time datasets & available open-source analytics tools w/other transportation, economic & demographic data to support efficient & consistent planning & analysis.
SP-21-02	Program & Project Management System Support Services	$1,588,328	Provide support services for post-implementation of a Department-wide enhanced & improved enterprise-level program & project management system to facilitate improvements to capital program delivery.
SP-21-04	Highway Oversize/ Overweight Credentialing System (HOOCS) Phase 2	$1,950,000	Implement a Commercial Off-the-Shelf (COTS) HOOCS software solution & obtain accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements. Phase 2 will advance functionality of HOOCS.

SP-21-06	Accelerating the Use of Integrated Incident Management System (IIMS) for Traffic Incident Data Collection and Management	$295,000	Demonstrate the ability of an enhanced IIMS to provide improvedsharing of incident reporting between First/Secondary Response teams & operations centers to improve situational awareness, enhance coordinated response to incidents & safety of incident scenes, reduce incident duration & impact (lane closures, delay, &occurrence of secondary incidents) using analytical tools that correlate IIMS w/vehicle sensor & other data sources.
SP-21-08	Continuous Count Traffic Count Program, Zone 1	$5,082,107	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functionalclassification of roadway, geographic area & seasonality of traffic patterns.
SP-21-09	Continuous Count Traffic Count Program, Zone 2	$10,634,500	For full performance-based maintenance & upgrade services to provide better coverage, distribution & differentiation by functionalclassification of roadway, geographic area & seasonality of traffic patterns.
SP-22-03	Statewide Mobility Services Program	$7,882,320	To continue and expand on NYSDOT's agency-wide efforts to support and encourage the use of sustainable and efficient modal options for travel, while addressing the goals of the NYS Climate Leadership and Community Protection Act (CLCPA) to reduce GHGs 85% and achieve economy-wide carbon neutrality by 2050. It will build on the efforts of the existing Statewide Active Transportation Demand Management (ATDM) and will include additional technical assistance program elements, policy research, pilot initiatives, and partnerships with employers, large institutions, destination, neighborhood, and community organizations, local governments, and mobility providers. Work products are expected to result in products that specifically integrate mobility into existing NYSDOT policies, programs, projects, and protocols. This will include but is not limited to regional and state-wide project development, prioritization, and programming; corridor plans; integrated multi-modal systems management and transportation management center (TMS) operations; and freight analysis.
SP-22-06	TRANSEARCH Data	$1,100,000	Access a proprietary nationwide database of freight traffic flows. NYSDOT is required to develop a state freight plan. This data will be instrumental in the development of the plan.
SP-22-07	The Eastern Transportation Coalition (TETC)	$750,000	Acquire reliable and real-time travel time and speed data that has utility across multiple functional groups for the entire roadway network without the need for sensors or other

	/ University of Maryland Data Acquisition		hardware from six different categories: (1) Travel Time and Speed; (2) Origin- Destination; (3) Freight; (4) Waypoint; (5) Volume; (6) Conflation.
SP-23-03	NYS Resiliency Improvement Program	$350,000	Develop an NYS Resilience Improvement Plan (RIP) to help guide the immediate and long-range planning activities and investments of the State in respect to the resilience of the surface transportation system.
SP-23-04	Employment / Establishment Data Acquisition	$400,000	Access up-to-date employer and establishment data containing industry classification, employment, and sales information that will contribute to modeling the use of a multimodal system by highlighting demand and supply areas, anticipating growth of need, and increasing safety.
SP-24-02	AASHTO Census Transportation Solutions Technical Services (2025-2029)	$525,398	The goal of this project is the prudent consolidated purchase of CTPP data. CTPP data remains the only source for the small-area journey-to-work data States and MPOs use for travel demand modeling, long-range planning, corridor analysis and many other planning functions. The ACTS program not only produces and delivers this important transportation data, but also provides technical assistance, training, outreach and associated research.
SP-24-03	Speed Probe Data	$48,500	The goal of this project is to purchase floating car probe data to establish performance targets to assess travel reliability, congestion and emissions, and to perform other analyses and visualizations of road performance for both passenger cars and trucks.
SP-24-05	Short Count Traffic Program (2025-2029)	$12,000,000	The goal of this project is to provide for the collection of traffic data across NYS. This will be achieved by contracting for the collection of that data. NYSDOT's 11 Regions, including Interstates and Expressways, will be grouped into 10 zones.
SP-25-02	Statewide Coordination of Metropolitan Planning Programs	$100,000	The goal of this project is to support and maintain the ongoing coordination of the metropolitan planning programs in NYS for statewide benefit; the ongoing collaboration of the fourteen (14) metropolitan planning organizations (MPOs).
SP-25-03	Bus Safety Inspection Program	$459,930	The goal of this project is to replace the existing 25+ year old mainframe system with a new modern server-based IT system.

Federal Transportation Legislation

The Infrastructure Investment and Jobs Act (IIJA)

Signed into law on November 31, 2021, the FAST Act is a five-year fully- funded $567.1 billion federal surface transportation authorization bill that replaces the previous law 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 $89.8 billion in increased Highway Trust Fund Contract Authority and $184.1 billion for direct appropriations for Highways, Transit Safety, Railroads, Airports, and 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 2025-2026 UPWP Tasks and FAST Act Planning Factors is shown in thefollowing:

PLANNING TASK → **Planning Emphasis Areas** v	*44.21.00 – Program Support & Administration*	*44.22.00 – General Development & Comprehensive Planning*	*44.23.01 – Long-Range Transportation Planning – System Level*	*44.23.02 – Long-Range Transportation Planning – Project Level*	*44.24.02 – Short Range Transportation Planning*	*44.25.00 - Transportation Improvement Program*	*44.27.00 – Other Activities*
Economic Vitality	X	X	X	X	X	X	----
Safety	----	X	X	X	X	X	----
Security	----	X	X	----	X	X	----
Accessibility & Mobility	----	X	X	X	----	----	----
Environment, Energy Conservation Quality of Life	X	X	X	X	X	X	----
Integration & Connectivity	----	X	X	X	----	----	----
Management & Operation	X	X	----	----	X	X	----
Preservation	----	X	----	X	X	X	----
Resiliency & Reliability	----	----	X	X	X	----	----
Travel & Tourism	----	X	X	X	X	----	----

Performance-Based Planning and Programming (PBPP)

In addition to the ten planning factors, the Federal Regulations contain the following national goals. USDOT has developed performance measures 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 that all plans, projects, and activities of the MPO are carried out in compliance with federal transportation authorizations. This is done in conjunction with ensuring that the MPOs' goals and objectives are aligned with the goals and objectives adopted by the NYSDOT, FTA, and FHWA. 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 eight PEAs for the 2025-2026 UPWP:

1. Tacking 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 2025-2026 UPWP consists of several planning tasks that directly support these joint FHWA and FTA emphasis areas, as noted 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 2025-2045 Going Places 2045. 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 Tasks and Planning Emphasis Areas:

PLANNING TASK → **Planning Emphasis Areas v**	*44.21.00 – PROGRAM SUPPORT & ADMINISTRATION*	*44.22.00 – GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING*	*44.23.01 – LONG-RANGE TRANSPORTATIONPLANNING – SYSTEM LEVEL*	*44.23.02 – LONG-RANGE TRANSPORTATIONPLANNING – 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

Under the current federal transportation legislation, HOCTC's operation is provided via pass-through funding from NYSDOT. 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 2025-2026 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 using 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 2025-2026 program year relies on the utilization of backlog funding. Backlog funds were programmed into the 2025-2026 UPWP, starting with the oldest allocated FFY dollars first. 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 2025-2026 UPWP. The match rate is 80% Federal share and 20% Non-federal share (which is comprised of 15% State

and 5% Local). The local match is provided with in-kind services by the Oneida County Department of Planning. These in-kind services are eligible as matching funds per federal regulations.

2025-2026 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 20255 – 2026 UPWP is $628,106.

The HOCTC 2025 – 2026 UPWP federal funding allocation:

- Federal Highway Administration funding of $544,673
- Federal Transit Administration funding of $83,433

Budget Tables

The 2025-2026 HOCTC Budget Tables are in Appendix A. The first two tables represent the funding agencies that support HOCTC's work as a Metropolitan Planning Organization utilizing funding from the Federal Highway Administration Metropolitan Planning (FHWA PL) and Federal Transit Administration Metropolitan Planning Program (FTA MPP). The third budget table represents the combined budget that HOCTC uses in planning MPO work tasks. Carryover (backlog) FHWA PL funds were programmed into the 2025-2026 UPWP, starting with the oldest allocated FFY dollars first. There are no FTA MPP carryover funds available or used in this program. An additional table has been provided to identify the utilization of FHWA PL funds for contractual obligations. All existing, programmed, and potential contractual funds are identified and linked to Tasks within the UPWP.

Administration of the HOCTC UPWP

To accomplish the activities outlined in this UPWP, HOCTC has adopted the following administrative procedures. The first part describes the various staff undertaking HOCTC activities; the second part defines their coordination and direction.

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 occasionally 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:

- <u>Herkimer-Oneida Counties Transportation Council (HOCTC)</u>

  HOCTC is staffed by permanent in-house professionals who are responsible for carrying out the transportation planning program at the local level. This staff pursues specific HOCTC planning program elements under the direction of the GP&L and TPC Committees. The HOCTC staff presently consists of a Director, a Transportation Program Manager, a Principal Planner, and a Senior Planner. Support

services are provided by accounting, administrative, and clerical staff HOCCPP personnel in coordination with HOCTC. Technical and GIS staff support is provided by HOCCPP personnel in coordination with HOCTC. All staff is employed through the Oneida County Personnel Department following New York State Civil Service procedures and guidelines.

HOCTC staff will continue to be housed in the Oneida County Department of Planning through a contract between the NYSDOT, the grant sponsor, and Oneida County, 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, coordinating, and developing 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. This program readily offers extensive technical and support resources to Herkimer County. Since the formation of HOCTC, HOCCPP has played an important role in assisting with implementing UPWP tasks by contributing technical services, administration, and support services.

  The nature and extent of HOCCPP and other agencies' participation in HOCTC programs 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/ Transportation Program Manager (management and oversight of the MPO program) Policy, programmatic, and financial development of all required MPO planning products: Transportation Improvement Program, Long Range Transportation Plan, Human Services Transportation Plan, Unified Planning Work Program, Public Participation Plan, and

Environmental Justice Plan; MPO planning and policy committee lead; project manager both internal and consultant-based planning and feasibility studies.

- Principal Planner -management of transit programs, community outreach (Title VI, EJ, Civil Rights, Public Participation, etc.), project management
- Senior Planner -project-specific tasks, research, task management, grant writing, and administration, fieldwork (traffic counts, pavement scoring, data collection), public outreach, partner agency coordination)
- Planning Specialist -MPO administrative support, committee meeting support, coordination with NYS Region 2, semi-annual reporting, obligation reporting, DBE reporting, eSTIP administrator, public outreach

- HOCCPP (operated by Oneida County (HOST Agency) Department of Planning (administering department)
  - Commissioner of Planning (serves as secretary to the policy committee, general program coordination with HOCTC Director for staff and tasks)
  - Deputy Commissioner of Planning (supports the Commissioner, acts as the liaison to the MPO, and facilitates staffing and project coordination)
  - Deputy Commissioner of Planning - Technical (Serves as the Census Data Affiliate and supports document review and technical data coordination)
  - Contract Administrator (public engagement meeting planning, communications assistance, contract support and oversight, discretionary grant reimbursement process)
  - Finance Administrative Officer (administration of FHWA & FTA grants, reimbursements, consultant billings, sub-recipient billings, payroll)
  - Principal Planner (land use planning, municipal planning assistance, partner agency coordination)
  - Associate Planner (land use planning, municipal planning assistance, agricultural planning to support MPO documents, reports, and mapping)
  - Planning Specialist (2 staff persons) (assists with project-specific tasks, conducts research, tabulates data, fieldwork (related to sociological, economic, transportation, and environmental factors of community planning,) and public engagement assistance
  - Graphic Design Specialist (provides Adobe Creative Suite assistance, outreach assistance, and document preparation)

- GIS Staffing (Oneida County - housed within and operating as part of the Oneida County Department of Planning)
  - GIS Coordinator (general IT services for MPO, coordination of GIS staff and equipment for Pavement Scoring and Traffic Counting, mapping liaison to NYSDOT Regional Office, analyzes and interprets geographic data; ensures that data quality standards are

consistently maintained. Supports regional transportation planning by workflow coordination of spatial and tabular data processing, cartography and other data visualization, Census-derived data set creation, and automating spatial and tabular data processing in support of travel demand modeling/forecasting.)

- Senior GIS Analyst (2 staff persons) (GIS-based analyst coordinated with Census Data Affiliate, app development for MPO data)
  - Perform field data collection, processing, and technical analysis and interpretation
  - Develop report summaries for all field data collected and management of historical MPO technical and spatial data
  - Generate Cloud-based mapping services and tools, including web applications, data hubs, and dashboards
- GIS Technician II (3 staff persons)
  - Field data collection and processing for traffic counting, pavement condition scoring, general base map creation, and spatial data support
  - Street address spatial data implementation, coordination with E-911 for data sharing

The four dedicated HOCTC staff and ten (HOCCPP)/six (GIS) additional staff (from the HOST Agency) support the MPO's daily operations. Twenty persons actively bill the UPWP Task budget and central staff personnel line throughout the program year.

Coordination of UPWP Tasks

The HOCTC Director is responsible for overseeing the MPO, coordinating staff activities, and implementing the HOCTC UPWP. The NYSDOT Statewide Planning Bureau Director and the NYSDOT Region 2 Planning and Program Manager assist with coordination.

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. In addition, the HOCTC Director is responsible for specific daily HOCTC staff work assignments, management of the tasks within the UPWP, representing HOCTC on committees and with other agencies, providing project management services, and furthering the role of the MPO in Herkimer and Oneida County. Administrative support and technical assistance staff duties are shared with the Oneida County Commissioner of Planning.

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

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

        - Census Data Affiliate
- Oneida County Planning Programs
    - Transportation
    - GIS
    - Land Use
        - Environmental Planning
        - Economic Development
    - Human Services

Public Participation

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

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

The goal of the PPP is to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has an equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment. HOCTC will continue to look for additional opportunities to reach out to diverse populations and to investigate innovative communication tools to maximize participation, such as increasing outreach to the Limited English Populations (LEP) individuals. HOCTC shall attempt to provide adequate translator services for LEP individuals when 72 hours advance notice is given. Every effort will be made to provide translator services at all public transportation planning meetings, including attempts to translate significant documents or project components to a language other than English. The PPP 2024 was adopted on February 29, 2024, and is available at www.hoctc.org.

The UPWP development began with soliciting project ideas from members of the TPC and GP&L committees in December 2024. In January 2025, 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 2025-2026 UPWP and discussed with the TPC at the February 6, 2025, meeting. The final draft version was presented to the GP&L committee for review and approval at the February 20, 2025, meeting. After receiving approval from the GP&L, the UPWP was sent to NYSDOT for submission to FTA and FHWA.

2024 – 2025 UPWP Planning Priorities: Summarized

The HOCTC 2025-2026 UPWP is built upon the approved 2024-2025 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 2025 – 2045. Projects in the HOCTC metropolitan planning area (MPA) of Herkimer and Oneida Counties will be planned, approved, and carried out to reflect the desire for a comprehensive, coordinated transportation system in consultation and cooperation with officials from federal, state, and local agencies, and the public.

MPO activities support the enhancement of a multi-modal system (urban and rural), make the transportation network safer and more secure, improve the region's economic competitiveness 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 HOCTC's goals, the core program work will continue in the 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 2025-2026 UPWP integrates performance-based planning and programming in HOCTC. All UPWP tasks incorporate identifying municipalities' unmet needs, linking opportunities (inclusive of all modes) to better maximize the systems' efficiency, and advancing technology to enhance the system through data.

A performance management approach is required to carry 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 Conditions, and System Performance. At any time HOCTC can

develop independent metrics, per federal regulations, and adopt targets independent of New York State. HOCTC programs and projects in the TIP engage in planning activities to support 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 2025-2026 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 LRTP 2025 – 2045 goals.

2024 - 2025 Unified Planning Work Program Task Specifications

Program Support and Administration (44.21.00)

The effective operation of the MPO is accomplished through coordinating 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 MPO's daily operation and the transportation planning process operation.

Description: This activity centers on the program's day-to-day management and administration functions. 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. The technical components of administration for the program include interoffice personal computer administration, software, networking, printers, GPS, plotters, and other Information Technology (IT) activities.

This includes utilizing 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 will be developed for the upcoming program year to document transportation planning and project activities anticipated within the study area. The development of the program will be guided by the HOCTC LRTP, federal and state agency consultation, and input from the HOCTC committees' membership and staff. The data, analysis, and procedural needs will be estimated for each task. This task includes all required administrative process meetings and associated approvals.

Additionally, 6-month progress reports on the work program will be prepared and submitted to NYSDOT and Federal partners.

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

Major Participants: HOCTC, HOCCPP, NYSDOT

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

Task 21.30: Public Participation Program

Objective: To obtain the involvement of all appropriate community parties 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. In addition, HOCTC has created ArcGIS platform-based project-specific websites, which can be accessed through links on the HOCTC website.

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, program materials, and survey proctoring. Since adopting the 2024 Public Participation Plan (PPP), 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 2024 PPP was adopted on February 29, 2024, and was the basis for the targeted engagement strategies developed for the LRTP/HSTP update, SS4A, and the Exit 31 PEL Study.

Product: Press releases, communications, distribution lists, surveys, meetings, public hearings, and website updates. Coordination of the updated 2024 PPP through individual project public engagement plans. Targeted outreach plans include the addition of tabling and pop-up events, meetings-in-a-box, recorded virtual presentations, and ArcGIS HUB-based project websites.

Major Participants: HOCTC, HOCCPP, Consultant Services

Timeframe: Ongoing throughout the 2025-2026 program year.

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: The 2021 EJ Analysis will be updated in the 2025 – 2026 program year. The plan will be updated before April 1, 2025 (utilizing the 2020 Census and ACS data,) utilizing outputs acquired with the Equity Analysis performed for the LRTP, HSTP, SS4A, and the Exit 31 PEL Studies for comparison.

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

As it applies to the IIJA/BIL list of programs covered by Justice 40, HOCTC will also utilize, when applicable, for equity-related analysis and transportation planning decision-making or project prioritization the following tools:

- Data from the **U.S. Environmental Protection Agency's Environmental Justice Screening and Mapping Tool** (EJScreen) combining environmental and demographic socioeconomic indicators.
- USDOT mapping tool to identify Areas of Persistent Poverty and Historically Disadvantaged Communities in accordance with the Rebuilding American Infrastructure with Sustainability and Equity discretionary grant program.
- Climate and Economic Justice Screening Tool developed by CEQ in accordance with the 2021 Executive Order 14008, Tackling the Climate Crisis at Home and Abroad.
- FHWA's Screening Tool for Equity Analysis of Projects (STEAP), which is an interactive mapping tool that allows screening to support Title VI, environmental justice, and other socioeconomic data analyses; and
- **New York State GIS tool for Potential Environmental Justice Areas** (PEJAs).

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 implement regulations as they relate to the HOCTC planning process. HOCTC utilizes the Oneida and Herkimer County Census Data Affiliate to monitor statistical data changes.

Products: Draft, finalize, and adopt a 4-year update to HOCTC 2021 Environmental Justice (EJ) Analysis.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: The anticipated completion of the draft 2025 EJ Analysis is Q4 SFY 2024. The document will be released for a 30-day public comment period for a planned June adoption by GP&L. Ongoing- utilization

of the HOCTC 2025 EJ Analysis as a reference for transportation planning decisions, programming, projects, and public outreach efforts.

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 provides transportation planning assistance, data trend analysis, and regional insight to local communities to further develop 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, and 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 other agencies' plans 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 on transportation and transportation-related projects will be issued.

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 2025 – 2026 (as per local planning review schedule) for review of GML 239 reviews with transportation impacts within the MPO.

Task 22.30: Roadway Safety Planning & Implementation

Objective: Provide transportation planning assistance, project management, and technical assistance to facilitate the implementation of the Safety Action Plan for Oneida and Herkimer Counties and other local road safety improvement projects as outlined in the LRTP 2025-2045.

Description: During the 2024-2025 UPWP year, the two counties partnered with the Herkimer-Oneida Counties Transportation Council (HOCTC) to deliver a two-county safety action plan utilizing USDOT Safe Streets for All grant funding. The Safety Action Plan provides a baseline analysis of local roadways to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through the formulation of a list of implementable strategies and projects, safety countermeasures, policy recommendations, and high-impact improvements as outcomes focused on all users, including pedestrians, bicyclists, public transportation users, motorists, micromobility users, and commercial vehicle operators.

HOCTC will continue to provide transportation planning assistance, project management, and contract management services (as necessary) in accordance with FHWA PL and FTA MPP-eligible planning activities.

Product: Identification of funding opportunities for Oneida & Herkimer Counties Safe Streets for All Safety Action Plan recommendation implementation and local road safety improvement, safe and accessible roadways, and complete street initiatives as described in the LRTP 2025-2045.

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

Timeframe: The timeline for completing the Safety Action plan is March 2025. NOFO for SS4A implementation funding is anticipated in March 2025. Ongoing: identify funding opportunities and grant writing assistance to implement SS4A Safety Action Plan recommendations, local road safety improvement projects, and complete street initiatives.

Task 22.40: Census Support / Statistical Analysis

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

Description: HOCTC staff reviewed the 2020 United States Census Bureau (2020 Census) designated parameters for urban areas and updated its generalized transportation Urban Area Boundary (UAB) as applicable within the new parameters. HOCTC, GIS, and County Planning staff worked cooperatively with State and local officials to adjust the 2020 Census UAB to facilitate the transportation planning process and reflect the actual function of the roadway. An updated UAB was submitted to USDOT and approved.

The analysis included data development, projections, and GIS mapping to ensure that the urban area was accurately represented in the MPA.

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

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

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

Timeframe: Adjusted HOCTC UAB boundaries were approved by the HOCTC GP&L in September 2023, and Federal approval was received in February 2024. Census data and related analysis will be updated based on the approved UAB. Additional project-specific data analysis will continue throughout the 2025-26 program year.

Long Range Transportation Planning (LRTP) (44.23.00)

The Long-Range Transportation Plan (LRTP) sets the direction for significant 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 2025-2045 “Going Places” and build out a Transportation Atlas to illustrate the LRTP.

Description: The LRTP provides a long-range vision for improving the transportation system in the two counties by identifying goals, objectives, and strategies to 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 new LRTP emphasis areas, goals, and strategies include a focus on mobility and accessibility, safety in transportation choices, coordination of transportation with land use planning and environmental impacts, and freight planning while continuing to reflect delivery of the MPO requirements outlined in the IIJA/BIL federal legislation and incorporation of new performance measures requirements. The LRTP includes identifying future planning activities necessary to progress projects to implementation, and resources will be made available under various UPWP task codes as appropriate. On December 24, 2024, the final document was shared with federal and state partners.

The LRTP's Transportation Atlas build-out will commence in January 2025. The Transportation Atlas (a supplemental document to the LRTP) will build from Going Places and graphically present the transportation system to the public. This document is intended to be a user-friendly resource for the transportation network in Herkimer and Oneida Counties. Additionally, the Atlas becomes the living document of Going Places, and its planned updates occur between the required LRTP updates.

Consultant assistance for the Atlas will include but is not limited to, developing the project timeline and meeting schedule, updating the current Atlas's branding to match the new LRTP, updating the existing data/maps of the current Atlas, adding new content based on additional content added to the LRTP, and updating financial graphics.

Product: Updated 2025-2045 Long-Range Transportation Plan "Going Places 2045" Transportation Atlas

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Implementation of the LRTP 2025-2045 ongoing throughout the program year. The RFP released in October 2023 for LRTP update, incorporated several add-on tasks. The contract awarded to Transpo Group and sub-consultants of Cambridge Systematics will be modified and extended to incorporate the add-on tasks, including work on the ATLAS. Project completion of the Atlas expected SFY 2025 Q1.

Task 23.01.20: LRTP Land Use and Scenario Planning

Objective: To continue estimating the expected land-use growth and its impact on the transportation network in Oneida and Herkimer Counties.

Description: Building on historic land use and Census demographic analysis, HOCTC will start exploring scenario planning for the MPO. This will include, but is not limited to, the future of the workforce, changes in travel and housing patterns, new technologies, and the environment.

The basic areas to be analyzed include census data (population and household projection, etc.), environmental constraints, land use, community plans, infrastructure, and business development. The analysis will include stakeholder input, data development, projections, economic data, and GIS mapping.

The RFP, which was released in October 2023 for the LRTP update, incorporated several add-on tasks. The contract awarded to Transpo Group and sub-consultants of Cambridge Systematics will be modified and extended to incorporate the add-on tasks, including work on the LRTP Land use and Scenario Planning. This task will utilize a combination of in-house staff resources and consultant/technical services.

Product: Scenario Planning Workshops, Whitepaper: Scenario Development, Analysis of Outcomes, and Recommendations

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Consultant services estimated completion SFY 2025 Q3. Ongoing; Evaluation of the LRTP 2025-2045 project listing through coordination with the Census Data Affiliate.

Task 23.01.30: Freight Planning

Objective: Analyze future freight demand and develop a network utilization framework.

Description: The baseline freight analysis and freight profile developed and incorporated into Section 5 of the LRTP 2025-2045 Going Places established a comprehensive look at existing conditions in the MPA region. Phase II of the freight planning process includes an analysis of future freight demand to identify the need to improve the freight network within the HOCTC planning area. This task will build upon the comprehensive review of existing conditions incorporated into the LRTP to further the objectives of:

1) Analyzing both current and potential future freight transportation demand, considering factors such as growth projections and evolving industry requirements;
2) Examining the needs generated by the region's industrial development strategies, supply chain operations, and the broader logistics industry within the HOCTC planning area and determining how these dynamics will influence freight movement today and in the future;
3) Develop actionable recommendations to enhance the efficiency, safety, and sustainability of the network, ultimately promoting its growth and resilience.

This phase of freight planning will require collaboration with agency stakeholders, developing partnerships, identifying potential project needs and priorities consistent with stakeholder input, referencing complete street land use guidance principles for freight, and identifying additional planning studies needed to advance freight transportation policy, planning, and programming projects.

The RFP for the LRTP update, released in October 2023, incorporated several add-on tasks. The contract awarded to Transpo Group and Cambridge Systematics as sub-consultants will be modified and extended to incorporate the add-on tasks, including work on the Freight Network Assessment. This task will utilize a combination of in-house staff resources and consultant/technical services.

Product: Map commodity flows and freight generators, develop an inventory of approved/planned/under construction warehouses and manufacturing plants, and summarize key logistics trends that are likely to shape future freight travel demand.

Major Participants: HOCTC, HOCCPP, NYSDOT, Consultant Services

Timeframe: Freight planning ongoing throughout the 2025-2026 UPWP program year. Project completion of the Freight Analysis expected SFY 2025 Q3. (It should be noted this work will run concurrently with the LRTP Land Use and Scenario Planning in Task 23.01.20.)

Task 23.01.40: Planning and Environment 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 Environment 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 comprehensively analyze 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 this transportation corridor's planning and design process.

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

IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized to deliver Task 44.23.01.40 in the amount of $14,157. This funding is in addition to the FHWA PL and SPR funds programmed.

Product: PEL Study Report, which presents feasible concepts.

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

Timeframe: Final contract execution October 2023 and project kick-off November 2023, with a project duration of 22 months. Anticipated completion is SFY 2025 Q2.

Project Level – (ALI 44.23.02)

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

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

Description: The 2024 Bicycle and Pedestrian Trail Guide for Herkimer and Oneida Counties was completed and released in SFY 2024 Q3. This update will accompany the release of an online edition (ArcGIS StoryMap).

During the 2023-2024 program year, an intensive effort was made to field verify all trails represented in the Guide. This included verifying public access points and trailheads, mapping new trails, updating amenities, and identifying address points for all parking areas associated with the trail feature. Internal staff efforts included updating the GIS database, creating new maps, developing a new online platform, and working with the graphic designer to style the guide for print production. In addition, a new distribution list was developed for the printed version. Approximately 1,500 copies are estimated to be printed and distributed in two runs.

Supporting the development of the bicycle, pedestrian, and non-motorized transportation system is an ongoing effort for HOCTC. Technical assistance is provided throughout the two counties for the development and implementation of Complete Streets projects, rail and trail corridor projects, context-sensitive solutions, traffic calming, ADA accommodations, on-road bicycle route planning, mapping of trail systems, and accessibility for non-automobile users of the transportation system. This includes fostering a network of coordination and cooperation and providing resources to the member communities through technical assistance, sharing information, and hosting technical experts, speakers, or training seminars.

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

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

Timeframe: Working period for ArcGIS StoryMap platform 2024 – May 2025. Online platform for the trail guide to be completed in June 2025. Ongoing: periodic re-distribution and printing of paper guide, per updated distribution list and schedule.

Task 23.02.50: Transit Enhancement and Mobility Management Activities

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

Description: The HOCTC Non-Emergency Coordinated Public Transit-Human Services Plan (HSTP) for the planning years of 2025-2028 was approved and adopted by the GP&L committee on September 12, 2024. The HSTP focuses on strengthening transportation-related partnerships that will improve and create innovative coordination and mobility services in the two counties. The locally developed (HSTP) was developed with meaningful input from FTA 5310 program service recipients. An update to the FTA Section 5310 eligible projects for the next available funding cycle is incorporated into the Plan as an addendum on an annual basis.

The HOCTC ad-hoc committee, the Transportation Coordination Committee (TCC), was designated the technical advisory committee for the HSTP update. In the 2025-2026 UPWP programming year, the TCC will continue to meet regularly to provide input and participate in implementing the HSTP strategies.

Ongoing mobility management activities will aim to improve the connections and transportation options that residents can access, connect economic development, and create new resources to strengthen the

entire region. Efforts will include implementing 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.

Consultant assistance for mobility management services will include but is not limited to supporting HOCTC staff in short-term management activities to plan and implement coordinated services funded by 5311 and 5310; collaborating with Oneida County to create a centralized information hub for available mobility and transportation services; assist in forming and managing a Regional Mobility Coordination Council; and supporting HOCTC staff in establishing quarterly performance metrics and reporting processes for recipients, including a system for collecting operational data (e.g., ridership, key origins, destinations).

Product: Documentation of and administration of the TCC and activities related to implementing 5311 mobility enhancement activities. Documentation and administration of the 5310-project solicitation process to more closely align project applications with the needs and strategies identified in the HSTP.

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

Timeframe: RFP release for 5311 Mobility Management Consultant Services anticipated in SFY 2024 Q4. Consultant selection and contract execution SFY 2025 Q1. Ongoing: additional 5311 Mobility Management grant applications, as funding is available.

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, specifically emphasizing short-range transportation system projects, addressing operation concerns, and continuously evolving projects.

Task 23.10: Short Ronge Transportation Development

Objective: To advance elements from the LRTP 2025 – 2045 for active utilization in daily operations.

Description: It is necessary to provide for the management of the development process as it relates to reacting to new or unforeseen developments. Activities can include but are not limited to, providing land-use data, census information, transportation data necessary for conducting a study and assessing safety and complete street 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 23.20: Geographic Information Systems

Objective: To leverage industry-standard Geographic Information Systems (GIS) technologies for comprehensive data collection, analysis, and projection. GIS methods support the management of pavement conditions, traffic counts, land-use forecasting, roadway capacity, and other critical datasets. The GIS platform facilitates data collection, analysis, visualization, and dissemination, enabling informed decision-making in transportation planning.

Description: The HOCTC continues to implement a transportation-focused GIS platform designed to consolidate diverse transportation databases across the two-county region. This platform provides an essential connection to the transportation planning process, enabling rapid responses to planning analysis and information requests. Updates to the non-state Federal-Aid Highway System data will remain a priority.

Data sets incorporated into the GIS include, but are not limited to:

- Pavement ratings
- Highway classifications
- Land-use data
- Traffic counts
- Transit routes and facilities
- Bus stops
- Address points
- NYS GIS-based rail maps
- Bicycle and pedestrian facilities
- Recreational and traffic analysis zones (TAZs)
- Freight and Census information
- Safety and Environmental Justice data

GIS analysis plays a critical role in the implementation of the Long-Range Transportation Plan (LRTP) and coordination of planning initiatives across Oneida and Herkimer Counties.

Efforts focus on building and maintaining current transportation-related spatial datasets, such as tax parcels, aerial imagery, road centerlines, demographic data, and traffic counts. Enterprise-level datasets and transportation GIS data are made available to a broad audience through platform-independent mapping applications. These tools, accessible on both desktop and mobile devices, provide public-facing and staff-restricted data layers based on content sensitivity.

The CLEAR system supports accident analysis by identifying high-frequency accident locations and assessing safety issues on non-state Federal-Aid highways. This analysis considers all transportation modes, users, and related factors, including environmental impacts. These evaluations align with the goals of the NYS Strategic Highway Safety Plan, focusing on securing capital and operational assets.

The use of drone (UAV) technology has been incorporated to enhance data collection, providing accurate imagery for intersection geometry, corridor studies, and other applications. With three certified UAV pilots on staff, this cost-effective method advances planning activities within the MPO.

Product: A comprehensive GIS system offering graphic data representation for planners and policymakers. Continuous staff training on GIS software ensures system functionality and innovation.

Major Participants: HOCTC, HOCCPP, NYSDOT

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

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

Objective: To develop and maintain a Geographic Information System (GIS) layer of street centerlines with accurate spatial positioning and address range data for each segment. Additionally, to complement the centerline data with address point data representing each location within the two-county region.

Description: The HOCTC continues to develop a GIS theme accurately depicting street centerlines and their associated address ranges. Each centerline segment includes assigned "from" and "to" address ranges, verified and spatially corrected using digital ortho-photography, tax parcel boundaries, real property information, and local expertise. The verification process emphasizes local knowledge as a cornerstone for ensuring data accuracy and consistency.

This project introduces a shift toward addressing locations via point data rather than linear data, enabling greater flexibility and precision in address placement. Accurate geolocation of addresses enhances transportation planning, emergency response, and the efficient movement of goods and people.

The project has achieved significant progress in Oneida County, where review and maintenance responsibilities are handled by County staff. Efforts in Herkimer County are ongoing, with approximately 85% - 90% completion, currently focusing on rural areas that have presented challenges. Remaining geographies include the portions of Webb, Russia, Herkimer, Little Falls, and Stark. Updates include verifying spatial alignment, adjusting address ranges, and ensuring edge-matching across municipal boundaries. Road designations are also being updated to reflect ownership and maintenance responsibility, integrating seamlessly with the Street Address Mapping initiative.

Address point data undergoes rigorous quality control in collaboration with Herkimer and Oneida Counties' E911 call centers. This data places an address point on each known structure or location, ensuring specific geographic accuracy and improving overall navigation and planning systems.

Product:

- ESRI geodatabases of street centerlines with assigned address ranges.
- ESRI geodatabases of address points for Oneida and Herkimer Counties.

These products support multiple transportation-related applications, including transit planning, passenger location software, and transportation modeling.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the program year. Specific focus periods include January 2025 – May 2026 and September 2025 – March 2026, alternating with field data collection activities.

Task 24.40: Modeling and Forecasting

Objective: To maintain, update, and refine the data necessary for a robust traffic forecasting model that supports transportation planning in the two-county region.

Description: HOCTC is committed to ensuring continuous updates to traffic counts, land-use data, trip generation rates, and other critical variables required for effective forecasting. These updates form the backbone of the traffic forecasting model, enabling accurate analysis of current conditions and projections for future needs.

Traffic counts at major generators will inform the development of localized trip generation rates. This data will support the creation and refinement of both macro-level models and micro-simulations, offering insights into transportation trends and identifying areas where network modifications may be required. In-house systems will be continuously upgraded to facilitate data creation and modeling efforts.

The regional traffic simulation and forecasting model will be maintained to evaluate changes in demographics, land use, travel patterns and even air quality. Forecasting efforts will extend to subarea studies and will emphasize 10- and 20-year growth projections.

HOCTC places particular emphasis on using the model to address emerging congestion patterns and to develop strategies that enhance regional mobility and safety.

Product: Spatial data, traffic counts, and trend analyses that support informed decision-making in transportation planning.

Major Participants: HOCTC, HOCCPP

Timeframe: Ongoing throughout the program year. Focused efforts will occur from October 2025 – March 2026, during the off-season for field data collection.

Task 24.50: Functional Classification

Objective: To update highway functional classifications in response to new census data and evolving transportation needs, ensuring accurate alignment with urban area boundaries and funding allocations.

Description: Following the 2020 Decennial Census, additional urban areas were identified within the HOCTC Metropolitan Planning Area (MPA). This necessitates updates to the highway functional classifications, reflecting changes in urban road classifications and boundaries. The process will align roadway classifications with the updated urban boundaries, ensuring transparency and collaboration with partner agencies.

Functional classification updates are essential for determining eligibility for funding and prioritizing investment strategies. HOCTC will work closely with NYSDOT and USDOT to evaluate and approve any proposed changes. The updates will also address the impact of functional classification adjustments on funding allocations for HOCTC and its partner agencies.

HOCTC's role includes maintaining an ESRI based geodatabase of the non-state Federal-Aid roads and their associated functional classifications. This data ensures that all updates remain consistent with local, state, and federal requirements.

Product: Updated functional classification maps and descriptions based on the latest census data and input from NYSDOT and USDOT. These updates will be maintained in an ESRI geodatabase format for continued use in planning and analysis.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: The update process was initiated in the 2023-24 program year, with primary completion in June 2024.

Task 24.60: Road Scoring/ Pavement Management

Objective: To monitor and assess the pavement conditions of the non-state Federal-Aid Road System, supporting effective maintenance planning and resource allocation.

Description: The pavement management program comprises two main components: visual field inspections and data analysis. Field inspections involve evaluating road segments for surface distresses and assigning severity levels, which are then factored into overall pavement ratings. These ratings are used to identify and prioritize maintenance and repair needs, ensuring the longevity of the road network.

The second component focuses on analyzing and disseminating the collected data. Results are presented through charts, graphs, and map series, providing municipal managers with a comprehensive view of their road networks. This visual representation aids in strategic planning for road maintenance and paving schedules.

HOCTC partners with Oneida County to continue road scoring on county roads. Field data is collected using GPS-enabled devices integrated with ArcGIS software. This approach ensures precise geographic accuracy, allowing segmentation of roads based on significant variations in pavement condition.
The data supports Oneida County's paving and maintenance planning while also informing regional transportation strategies. By identifying trends in road conditions over time, the program enables efficient allocation of resources and optimal maintenance timing.

Product: A Pavement Condition Report and map series detailing field observations, condition trends, and prioritized maintenance recommendations.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year. Field data collection typically occurs from April to October (2024–2025), with data processing scheduled during the off-season from November to March.

Task 24.70: Traffic Counting

Objective: To collect, analyze, and report data on traffic volume, vehicle classification, and speed for Federal-Aid roads and other impacted routes, supporting transportation planning and decision-making.

Description: HOCTC collaborates with NYSDOT through the *County Counter Program*, leveraging a set of traffic counting devices and associated software. This program enables HOCTC to collect detailed traffic data, including volume, speed, and vehicle classification, for analysis and reporting purposes.

HOCTC manages 12 traffic counters, which are deployed biweekly during the collection season from April to October. Traffic counting involves installing tubes and accessories to record data, which is subsequently processed and analyzed. Replacement counters were acquired during the 2023–24 program year, ensuring the ongoing reliability of data collection efforts.

Collected data is forwarded to NYSDOT for integration into broader datasets and made available through the NYS Traffic Data Viewer. The dataset includes hourly breakdowns of traffic volumes, speed, and vehicle classifications. This information is instrumental in identifying trends, optimizing roadway efficiency, and planning for future transportation needs.

HOCTC averages 80 counts per collection season, with data processing continuing through the winter months. This systematic approach ensures that traffic data remains current and actionable for planners and policymakers.

Product: Comprehensive traffic count data and detailed reports, segmented by time, vehicle class, and speed. These datasets are essential for trend analysis, forecasting, and system optimization.

Major Participants: HOCTC, HOCCPP, NYSDOT

Timeframe: Ongoing throughout the program year, with primary collection efforts from April to October 2026.

Task 25.10: TIP Maintenance & Update

Objective: This activity involves continuously maintaining the 2023 – 2027 TIP and the 2026 – 2030 TIP update to the program.

Description: This activity will include implementing projects on the TIP and processing amendments for the TIP. Additionally, it will include 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.

The development of the 2026-2030 TIP will start in Q4 of 2024. The process begins in-house with a performance review of the current document, integration of projects identified in the LRTP, HSTP, SS4A, and PEL study, and projection of future funding needs. After adequate public review, the new TIP is expected to be completed and submitted to NYSDOT by the end of Q1 2025.

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

Major Participants: HOCTC, NYSDOT, Local Agency Staff

Timeframe: Maintenance of 2023 – 2027 TIP and ArcGIS TIP Project Viewer, ongoing throughout the program year from April 2025 to March 2026. Development of the 2026-2030 TIP is anticipated to be completed in June 2025. The new TIP will be effective October 1, 2025. ArcGIS TIP Project Viewer update anticipated by March 2026.

Other Activities – (ALI 44.27.00)

Other Activities include only those unrelated to the 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 NYSAMPO

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 MPO allocations have been adjusted to account for annual AMPO dues totaling $56,069 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 $906. NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. Activities include but are not limited to reviewing best practices for topic areas within transportation planning, facilitation of a transportation planning conference, and NYSAMPO Association sponsored professional development and training opportunities.

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

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

Task 27.20: Direct and Indirect Costs

Objective: To fund non-central staff costs.

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

Direct and indirect items include 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, as well as 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

2025-26 FHWA PL Budget

PH26.05.881

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	$316,196	$290,095		$26,101
44.20.02 FRINGE/LEAVE	$295,402	$271,017		$24,384
44.20.03 TRAVEL	$8,000	$8,000		
44.20.04 EQUIPMENT	$5,000	$5,000		
44.20.05 SUPPLIES/REPRODUCTION	$10,000	$10,000		
44.20.06 CONTRACTUAL	$375,000	$375,000		
44.20.07 OTHER	$100	$100		
44.20.08 INDIRECT CHARGES	$0			
XX.XX.XX Toll Credits	$151,455		$151,455	
TOTAL	$1,161,152	$959,213	$151,455	$50,485

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	$181,672	$150,077	$23,696	$7,899
44.22.00 GEN. DEV. & COMP. PLNG.	$99,290	$82,022	$12,951	$4,317
44.23.01 LONG-RANGE PLNG. - SYS.	$115,513	$95,424	$15,067	$5,022
44.23.02 LONG-RANGE PLNG. - PROJ.	$115,518	$95,428	$15,068	$5,023
44.24.00 SHORT-RANGE TRANS. PLNG.	$151,480	$125,136	$19,758	$6,586
44.25.00 TRANSP. IMPROV. PROGRAM	$15,768	$13,026	$2,057	$686
44.27.00 OTHER ACTIVITIES	$481,911	$398,100	$62,858	$20,953
TOTAL	$1,161,152	$959,213	$151,455	$50,485

Total federal program is based on:

allocation FHWA PL	$544,673
carryover FHWA PL	$414,540
total FHWA PL funds	$959,213

* NYSDOT provides match via Toll Credits.

** IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Tasks 44.23.01.40 in the amount of $14,157. This funding is in addition to the FHWA PL funds programmed and will be 100% Federal share via match waiver using PIN PS25.05.881.

***FHWA PL (100% Federal share with toll credit match) will be utilized on Task 44.23.01.40 in the amount of $200,000. This funding is in addition to the FHWA PL funds programmed in the table and will use the PIN SP21.07.882

2025-26 FTA MPP Budget

PT26.05.80A

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	$49,775	$41,353	$5,726	$2,696
44.20.02 FRINGE/LEAVE	$46,096	$38,634	$4,943	$2,519
44.20.03 TRAVEL	$1,000	$1,000		
44.20.04 EQUIPMENT				
44.20.05 SUPPLIES/REPRODUCTION	$1,961	$1,961		
44.20.06 CONTRACTUAL				
44.20.07 OTHER	$485	$485		
44.20.08 INDIRECT CHARGES	$4,975		$4,975	
XX.XX.XX Toll Credits				
TOTAL	$104,291	$83,433	$15,644	$5,215

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	$53,249	$42,599	$7,987	$2,662
44.22.00 GEN. DEV. & COMP. PLNG.	$11,713	$9,370	$1,757	$586
44.23.01 LONG-RANGE PLNG. - SYS.	$8,609	$6,887	$1,291	$430
44.23.02 LONG-RANGE PLNG. - PROJ.	$15,951	$12,761	$2,393	$798
44.24.00 SHORT-RANGE TRANS. PLNG.	$8,009	$6,407	$1,201	$400
44.25.00 TRANSP. IMPROV. PROGRAM	$2,454	$1,963	$368	$123
44.27.00 OTHER ACTIVITIES	$4,308	$3,446	$646	$215
TOTAL	$104,291	$83,433	$15,644	$5,215

FEDERAL	$83,433	80%
STATE*	$15,644	15%
LOCAL	$5,215	5%
TOTAL	$104,291	100%

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

44.20.06 CONTRACTUAL
Budget Details

HERKIMER-ONEIDA COUNTIES TRANSPORTATION COUNCIL

$375,000 Total Programmed Funding for Contractual Services

$0.00 FTA MPP Funding
$375,000 FHWA PL Funding

2025-2026 Contractual Obligations

Existing

Name	UPWP Task #	Contract Start	Contract duration	Total Contract	Remaining on Contract
Planning and Environmental Linkages (PEL) Study	44.23.01.40*	October 2023	22 mos.	$700,000 $200,000	$100,000 SPR funds $200,000 PL funds**
LRTP Implementation (add-on tasks including Transportation Atlas)	44.23.01.10	February 2025	15 mos.	$100,000	$150,000 PL funds

*IIJA funding for Increasing Safe & Accessible Transportation Options Metropolitan Planning Set-Aside funding will be utilized in Tasks 44.23.01.40.
**FHWA PL (100% Federal share with toll credit match) will be utilized on Task 44.23.01.40 in the amount of $100,000. This funding is in addition to the FHWA PL funds programmed in the FHWA PL Budget table and will use the PIN SP21.07.882

Programmed

Name	UPWP Task #	Estimated Contract Start	Estimated Contract duration	Estimated Total Contract	
Feight Planning	44.23.01.30	March 2025	12 mos.	$75,000	PL funds

2025-26

HERKIMER-ONEIDA COUNTIES

TRANSPORTATION COUNCIL

COMBINED FHWA PL & FTA MPP BUDGETS
PH256.05.881/PT26.05.80A

APPROVED PROJECT BUDGET	TOTAL	CENTRAL STAFF	NYSDOT MATCH*	LOCAL MATCH
44.20.01 PERSONNEL	$365,971	$331,448	$5,726	$28,797
44.20.02 FRINGE/LEAVE	$341,497	$309,651	$4,943	$26,903
44.20.03 TRAVEL	$9,000	$9,000	$0	$0
44.20.04 EQUIPMENT	$5,000	$5,000	$0	$0
44.20.05 SUPPLIES/REPRODUCTION	$11,961	$11,961	$0	$0
44.20.06 CONTRACTUAL	$375,000	$375,000	$0	$0
44.20.07 OTHER	$585	$585	$0	$0
44.20.08 INDIRECT CHARGES	$4,975	$0	$4,975	$0
XX.XX.XX Toll Credits	$151,455	$0	$151,455	$0
TOTAL	$1,265,443	$1,042,646	$167,098	$55,699

APPROVED TASK BUDGET				
44.21.00 PROG. SUPPORT & ADMIN.	$234,921	$192,676	$31,684	$10,561
44.22.00 GEN. DEV. & COMP. PLNG.	$111,002	$91,392	$14,708	$4,903
44.23.01 LONG-RANGE PLNG. - SYS.	$124,122	$102,311	$16,358	$5,453
44.23.02 LONG-RANGE PLNG. - PROJ.	$131,469	$108,189	$17,460	$5,820
44.24.00 SHORT-RANGE TRANS. PLNG.	$159,489	$131,543	$20,960	$6,987
44.25.00 TRANSP. IMPROV. PROGRAM	$18,221	$14,989	$2,425	$808
44.27.00 OTHER ACTIVITIES	$486,218	$401,546	$63,504	$21,168
TOTAL	$1,265,443	$1,042,646	$167,098	$55,699

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