



# Unified Planning Work Program 2020-2021

Draft Version

For review by ECTC Planning  
Committee

January 9, 2020

## Table of Contents

Table of Contents .....	2
I. Introduction .....	4
About ECTC .....	4
Fixing America’s Surface Transportation (FAST) Act.....	5
Metropolitan Planning Factors .....	5
Guiding Documents.....	7
II. 2020-2021 Work Plan and Budget .....	9
Overview .....	9
2019-2020 in Review.....	9
Task 1.0 Transportation Asset Management.....	10
Task 2.0 Mobility Enhancement.....	13
Task 3.0 Transit Enhancement .....	15
Task 4.0 Long-Range Planning and Performance Data and Target Setting.....	18
Task 5.0 Transportation Alternatives.....	20
Task 6.0 Public Participation and Program Administration .....	23
Funding Summary .....	26
Appendix: ECTC 2020-2021 Staffing Plan.....	30
A. Overview .....	30
B. Financial Certification .....	32
ECTC Policy Committee .....	33
ECTC Planning Committee .....	33
ECTC Central Staff .....	33

Elmira-Chemung Transportation Council  
400 East Church Street  
Elmira, New York 14902  
607-737-5510 | [www.elmirampo.org](http://www.elmirampo.org)

*This report was prepared with the financial assistance of the U.S. Department of Transportation.  
The Elmira-Chemung Transportation Council is solely responsible for its content.*

**About the Elmira-Chemung Transportation Council (ECTC)**

*In December 1974, the Governor of New York designated the Elmira-Chemung Transportation Council (ECTC) as the Metropolitan Planning Organization (MPO) for the Elmira Urbanized Area. As the MPO, ECTC is responsible for the planning and programming of all major transportation projects. ECTC also engages in detailed transportation planning and programming in order to qualify various local projects for federal and state funding.*

**ECTC's Mission**

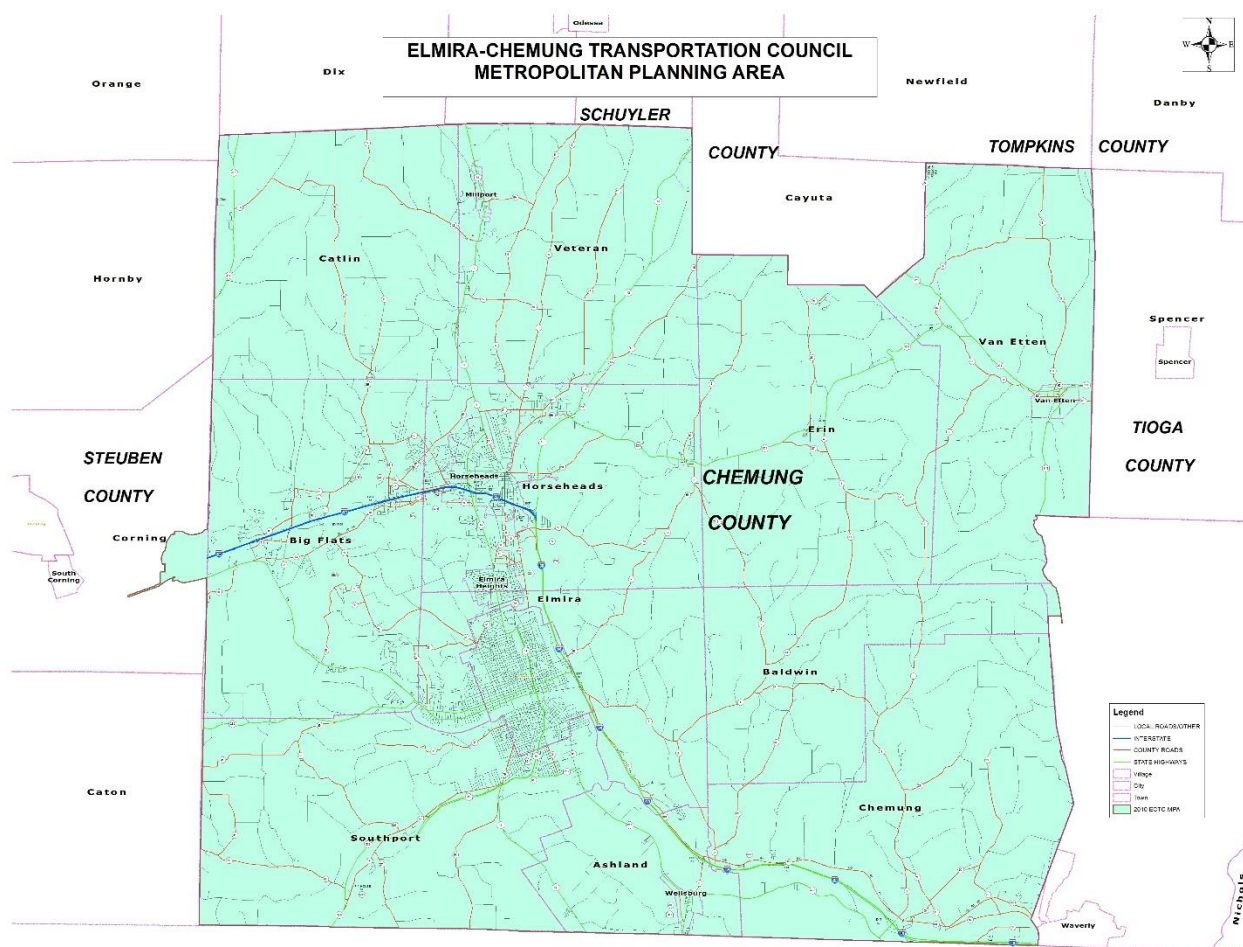
*To maintain, operate, and enhance where necessary, a multimodal transportation system within the Elmira-Chemung County planning area. This system will support and sustain commerce and will highlight communities that are attractive and accessible to all by providing for safe, efficient, and reliable modes of transportation.*

*The UPWP complies with the public involvement provisions of Title VI, which states: "no person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."*

## I. Introduction

### About ECTC

The Elmira-Chemung Transportation Council (ECTC) is the Metropolitan Planning Organization (MPO) for the Elmira urbanized area, encompassing the entirety of Chemung County, New York. This Unified Planning Work Program (UPWP) is the basis for all federal funding assistance for ECTC's transportation planning initiatives for Fiscal Year (FY) 2021 from April 1, 2020 through March 31, 2021. The UPWP is one of the major planning products that federal legislation requires MPOs to produce as part of a certifiable transportation process, along with several other deliverables including a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), and an annual list of projects for which Federal transportation funds are obligated.<sup>1</sup>



ECTC is responsible for transportation planning within the area shown in the map above. The MPO Policy Committee, which consists of seven voting members representing various state, regional and local agencies, develops and maintains plans for the regional transportation network. ECTC also has a

<sup>1</sup> Federal regulations require an Annual Listing of projects for which federal transportation funds have been obligated in the preceding year be available for public review by the MPO. The listing must be consistent with the funding categories identified in the Transportation Improvement Program (TIP). Obligated project lists are compiled by Federal Fiscal Year (October 1 through September 30 of the following calendar year).

Planning Committee with seven voting members representing NYSDOT, regional planning agencies, the County and the private transit operator. The Planning Committee develops recommendations for the Policy Committee to consider, adopt and implement.

ECTC has developed this UPWP as the annual statement of specific planning activities it will undertake throughout the year, and the mechanism through which it weaves its transportation-planning activities into regional planning efforts.

### **Fixing America's Surface Transportation (FAST) Act**

The federal government issues guidelines and regulations to direct the MPO's planning process; currently, through the current five-year federal surface transportation authorization, Fixing America's Surface Transportation (FAST) Act, enacted in December 2015. The FAST Act provides the longer-range funding commitment needed to develop and implement federal highway and transit projects. The FAST Act expands upon the 2012 transportation program Moving Ahead for Progress in the 21st Century Act (MAP-21), which created the outline for a streamlined, performance-based, and multimodal program to address the challenges facing the U.S. transportation system. The FAST Act reforms transportation programs; refocuses federal funding on freight and high-volume interstate highways; and continues to streamline the environmental review and permit process. The 2015 authorization of this five-year transportation program—which will expire at the end of Federal Government Fiscal Year 2020 (September 30, 2020)—helped to bring stability and longer-term focus to addressing national transportation system needs.

A cornerstone of MAP-21 program was the transition to a performance and outcome-based program. The FAST Act continues this focus by fundamentally maintaining the MAP-21 performance and outcome base; in addition, the law reauthorized Federal Transit Administration (FTA) laws and continued State of Good Repair and Safety goals. Those goals aim to first, restore and replace our aging public transportation infrastructure by setting a performance measure for state of good repair, and establishing a new needs-based formula program and new asset management requirements. Second, they establish basic safety standards to ensure safe operation of the nation's transit systems. The states and transit systems establish their system safety plans based upon the federal standards.

### **Metropolitan Planning Factors**

Federal regulations established to implement the FAST Act specify that the metropolitan planning process must be "continuous, cooperative and comprehensive, and provide for consideration and implementation of projects, strategies and services that will address the following factors," as stated in the Code of Federal Regulations (CFR):

1. Support the economic vitality of the metropolitan area, 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 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 the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and,
10. Enhance travel and tourism.<sup>2</sup>

ECTC considers these factors in each of its planning products, including this UPWP and the Long-Range Transportation Plan (LRTP), adopted November 2019. The table below shows how each action item from the UPWP corresponds to the planning factors above. Many of the actions relate to multiple planning factors; however, the table reflects the planning factors that *best* represent an action's intent.

Table 1: Planning Factors and Corresponding Actions

PLANNING FACTOR	CORRESPONDING UPWP ACTIONS (Task number in parentheses)
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	Freight Movement (2.0), Long-Range Transportation Plan Update (4.0), Regional Economic Development and Transportation Planning (4.0), Project Evaluation and Project Design Assistance (4.0), Public Participation (6.0)
2. Increase the safety of the transportation system for motorized and non-motorized users;	Crash Reporting (1.0), Safety Monitoring and Planning Process (2.0), Local Road Safety Action Plan (2.0), Performance Measures: Safety and State of Good Repair (3.0), Public Education (5.0)
3. Increase the security of the transportation system for motorized and non-motorized users;	ITS Architecture Update (1.0), Long-Range Transportation Plan Update (4.0)
4. Increase accessibility and mobility of people and freight;	Coordination with Elmira-Corning Regional Airport (2.0), Interstate 86 Designation (2.0), Freight Movement (2.0), Steuben Schuyler Transportation Committee (2.0), Transit Outreach and Communication (3.0), Human Service – Public Transit Coordination and FTA Section 5310 Program (3.0), Rideshare (5.0), Equal Opportunity and Environmental Justice (6.0)
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;	Freight Movement (2.0), Long-Range Transportation Plan Update (4.0), Regional Economic Development and Transportation Planning (4.0), Local and Regional Comprehensive Planning (4.0), Bicycle and Pedestrian Facilities and Programs (4.0), Transportation Improvement Program (6.0)

<sup>2</sup> 23 CFR 450.306 <[www.ecfr.gov](http://www.ecfr.gov)>

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	Chemung County Transit Board and County Planning Oversight of Private Operator (3.0), Complete Streets (5.0), Public Participation (6.0)
7. Promote efficient system management and operation;	Traffic Count Program (1.0), ITS Architecture Update (1.0), Technical Support Services (1.0), Safety Monitoring and Planning Process (2.0), Statewide/Multi-MPO Systems Planning (4.0), Unified Planning Work Plan (6.0), Transportation Improvement Program (6.0), Status Reporting (6.0), NYSAMPO (6.0)
8. Emphasize the preservation of the existing transportation system;	Transportation Asset Management System (1.0), Safety Monitoring and Planning Process (2.0), Performance Measures: Safety and State of Good Repair (3.0), Transportation Improvement Program (6.0)
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and,	Long-Range Transportation Plan Update (4.0), Complete Streets (5.0), New York State Climate Action and Energy Plans (5.0), Equal Opportunity and Environmental Justice (6.0)
10. Enhance travel and tourism.	Coordination with Elmira-Corning Regional Airport (2.0), Interstate 86 Designation (2.0), Long-Range Transportation Plan Update (4.0), Regional Economic Development and Transportation Planning (4.0), Bicycle and Pedestrian Facilities and Programs (4.0)

## Guiding Documents

ECTC's most recent LRTP, adopted in November 2019, includes a vision statement, goals and objectives that will guide the MPOs work for the next five years.<sup>3</sup> The LRTP planning process incorporated many opportunities for input from the public, transportation stakeholders and partners. ECTC will implement the LRTP while keeping the following goal statements in mind.

- a. **Ensure the safety and security of the transportation system for all users.** Transportation agencies and users of the transportation system recognize that safety is fundamental to its success. ECTC is committed to monitoring the system in order to make investments that improve safety and security for drivers, transit riders, pedestrians, and cyclists, along with the work force that runs and maintains the system.
- b. **Invest in the transportation system infrastructure to bring all facilities and modes into a state of good repair.** ECTC is committed to maintaining our existing transportation infrastructure. We work with partners to continuously evaluate the condition of our roads and streets, bridges, sidewalks, transit buses and facilities, traffic signals and other devices, utilizing an asset management approach and in harmony with the *Forward Four* principles to sustain "preservation first" and bring them to a state of good repair.

<sup>3</sup> Elmira-Chemung Transportation Council 2040 Long Range Transportation Plan, 22-30.

- c. **Actively operate the transportation system to maximize efficiency and reliability of travel.** ECTC will continue to take advantage of advances in technology to manage and operate the transportation system and achieve optimal safety levels. In addressing reliability issues caused by climate, weather events or unanticipated transportation facility failure, ECTC will develop plans to maintain the reliability of the system's key elements.
- d. **Promote connectivity among all modes of transportation to meet the region's mobility and accessibility needs.** In order to have a vibrant community, people and goods need access to their destinations and mobility options. ECTC recognizes that a well-connected multimodal transportation system serves vital needs from economic well-being to quality of life.
- e. **Ensure the efficiency of freight movement throughout the region to maximize support of the economy.** Freight moves primarily by truck and rail to and through the region. Businesses depend on efficient freight movement from local factories, warehouse and distribution centers, and parcel deliveries to small businesses. ECTC will support the efficiency and reliability of freight movement on the region's highways and railroads, and investigate expanded operations at the airport.
- f. **Integrate transportation and land use planning to promote economic development, sustainability, and enhanced livability.** ECTC supports the idea that integration of land use and transportation planning enhance the prosperity and quality of life throughout the planning area. Transportation and mobility are quality of life issues that ECTC will improve upon with its partners to the extent possible.
- g. **Protect and enhance the natural environment, reducing energy consumption and greenhouse gas emissions.** The creation of transportation infrastructure and operation of transportation facilities affects the natural environment, from consumption of land to production of emissions. ECTC will promote environmentally friendly practices that ensure that the outcomes of the plan have minimal to no negative environmental impact, while encouraging options that could leave a smaller environmental footprint.



## **II. 2020-2021 Work Plan and Budget**

### **Overview**

ECTC has developed this Unified Planning Work Program (UPWP) in accordance with the metropolitan planning provisions as stated in the 23 CFR, Part 450 and 49 CFR, Part 613.

This report outlines ECTC's specific tasks for 2020-21. As in previous years, NYSDOT Region 6 and the Main Office Statewide Planning Bureau will be active participants in the planning efforts outlined herein. Region 6 also provides administrative support in its role as ECTC Secretary. The Main Office Statewide Planning Bureau provides general administrative direction in assuring adherence to federal and state metropolitan planning requirements. NYSDOT has the responsibility of processing the Federal reimbursement of local and state expenditures incurred by staff performing the work tasks contained in the UPWP.

For this UPWP, ECTC staff and member agencies will continue to focus transportation planning efforts on projects that will improve access to and around the City of Elmira and Chemung County's other population centers. Staff will also continue to be involved in regional mobility, bicycle and pedestrian access planning and coordinating regional efforts with TIP highway and bridge projects. When municipalities in the planning area embark on planning or economic development studies, the MPO will contribute as needed.

The Appendix includes an overview of the 2020-21 staffing plan, which ECTC anticipates will remain as is. In the past year, ECTC's GIS Transportation Analyst began overseeing bicycle-pedestrian planning, a function that the Chemung County Assistant Planner formerly provided. The Assistant Transit Specialist assumed the role of Transit Specialist position, and now oversees transit operations.

### **2019-2020 in Review**

ECTC's major accomplishments for this year included updates to the TIP/STIP, the Long Range Transportation Plan and completion of the Hanover Square Circulation Study.

ECTC continues its partnership with the Chemung County Planning Department, through shared space and resources. As mentioned in previous plans, the County Planning Commissioner is also ECTC's Director; as such, the two departments work together seamlessly. ECTC's location in the Chemung County Commerce Center ensures a continuous link between transportation and economic development. In addition to ECTC and the Chemung County Planning Department, the building houses Southern Tier Economic Growth (STEG), the Chemung County Industrial Development Agency, the Chemung County Chamber of Commerce and Elmira Downtown Development. This arrangement helps to maximize the partnership efforts among these agencies. Further, coordination with the City of Elmira continues in part due to the proximity of ECTC's office to City Hall, which facilitates coordination on New York State Downtown Revitalization Initiative (DRI) and other projects.

## Task 1.0 Transportation Asset Management

### Objectives

ECTC provides data collection and management as one of its core ongoing activities. The MPO provides information for comprehensive and objective analysis in short- and long-range performance-based transportation planning, consideration of non-State projects for the TIP, and project programming.

### Previous Accomplishments

- Completed road scoring and the 2019 annual report for the pavement conditions of all Non-State Federal-Aid Eligible Roads in Chemung County, and Chemung County and City of Elmira owned roadway systems.
- Accepted a leadership role with the Chemung County Geographic Information System (GIS) Consortium (CCGC) and collaborated with the Chemung County IT Department to gather and store data on the county ArcGIS server. Also continued support for and participation in the Southern Tier GIS Users Group, a regional division of the NYS GIS Association.
- Provided maps and technical assistance to various departments including Planning, Southern Tier Economic Growth, the office of the Chemung County District Attorney, New York State Police and the Board of Elections.
- Made significant progress on data compilation for a comprehensive report of crash data for Chemung County.
- Mapped all deer-related collisions on county roads to support the Chemung County efforts to place “deer crossing” signs at the most effective locations.
- Mapped all truck route-related signage along county and local truck routes in the GIS Transportation Asset Management system and worked with the Village of Elmira Heights to update its truck routes.

### Work Plan

#### *1. Traffic Count Program*

NYSDOT staff and contractors will conduct traffic counts for 2020 and compile traffic count data from 2019. After receipt of the data from NYSDOT, ECTC and County staff will add the data into the County’s Transportation Asset Management System and the GIS Enterprise database.

#### *2. Transportation Asset Management System*

ECTC and County and City DPW staff will score pavement conditions for the entire Non-State Federal-Aid and Chemung County and City of Elmira road system through observation and the use of GPS-enabled cameras that photo log transportation assets in the fall of 2020. Subsequent to this effort, in November/December 2020, ECTC will compile maps into a written report documenting the scoring results and add the data to the County’s Transportation Asset Management System and GIS Enterprise Database. The data will provide information for long- and short-term transportation planning by various departments including ECTC and Departments of Public Works.

NYSDOT will be scoring federal-aid eligible roads in Region 6; specifically, non-state maintained roads during even years and state maintained roads every year. ECTC will continue to compile and maintain a photo log of County, City, and other federal-aid-eligible roads and streets as long as sufficient funds are

available in the MPO budget. This information will help to identify potential preferred treatments that maximize the safety and efficiency of the transportation system in the most cost-effective manner.

### ***3. Technical Support Services***

ECTC will continue its work on a variety of GIS, Global Positioning System (GPS) and mapping-related activities to support short- and long-range planning. Staff will provide technical assistance to member agencies and respond to requests for mapping information. Staff members will continue participation in and support of the Chemung County GIS Consortium to maintain the County's Enterprise GIS System and progress the Transportation Asset Management System. ECTC staff will work with cooperating agencies to identify facilities and features for needed accurate location information and then conduct related fieldwork. Where appropriate, ECTC will include photographs in the data inventory.

Staff will provide GIS and other technical support to the Emergency Management Office, County and City Departments of Public Works and the Chemung County transit system (C TRAN), as needed, during a major weather incident or other emergency.

### ***4. Crash Reporting***

Staff will work with the NYSAMPO Safety Working Group (SWG) to access crash data from the NYS Accident Location Information System (ALIS), reviewing and compiling crash data as appropriate. ECTC will continue to develop a countywide crash report to use for safety performance measures. The anticipated completion date for the crash report is Q1 of FY 2021.

### ***5. Intelligent Transportation Systems (ITS) Architecture Update***

The FAST Act continues support of the Intelligent Transportation System (ITS) program, which provides for research, development and testing of systems that can solve congestion and safety problems as well as improve operating efficiencies in transit vehicles. The 2019 Long Range Transportation Plan (LRTP) includes information on the City of Elmira / Chemung County Region Intelligent Transportation System (ITS) and operations. ECTC's current ITS architecture dates to 2004; therefore, ECTC will begin an update in 2020 and complete in early 2021. ECTC staff, led by the Deputy Director, will coordinate with NYSDOT Region 6, as the regional office is updating ITS architecture as well. The scope of work may include the following elements:

- Identification of participating agencies and stakeholders, including IT, Emergency Management and Public Works, along with their roles and responsibilities;
- A description of system functional requirements;
- Requirements of planned and existing systems and subsystems;
- Identification of regional and national ITS standards; and,
- A phasing plan of projects required for implementation.

### **Task 1 Deliverables**

- Traffic Count Data
- 2020 Road Scoring Report
- Chemung County crash report
- ITS Architecture and Operations plan

*Elmira-Chemung Transportation Council*  
*Unified Planning Work Program | 2020-2021*

**Task Budget**

Total cost	\$63,983
FHWA PL	\$52,856
State	\$8,346
Local	\$2,782

## Task 2.0 Mobility Enhancement

### Objectives

ECTC will perform a variety of ongoing activities to preserve, maintain, operate and enhance the safety and condition of the transportation system. The intent of this task is to improve the mobility of residents within the region, increasing options for transportation as well as safety for all modes.

### Previous Accomplishments

- Participated in NYSAMPO Safety Working Group meetings and discussions.
- Participated in meetings with the Route 13 Connector Road project team, which is comprised of County DPW, NYSDOT and consultant engineers, among others.
- Continued to provide support to the Chemung County Local Road Safety Plan and attended plan meetings; the Plan was completed in June 2019.
- Letter of Support for I-86 designation as an Alternative Fuel Corridor.

### Work Plan

#### 1. *Safety Monitoring and Planning Process*

Staff will continue to work with the NYSAMPO Safety Working Group (SWG) and state, federal and local safety partners to develop a Statewide Comprehensive Safety Monitoring and Planning Process. The process will be flexible and will consider the goals of the NYS Safety Plans. ECTC staff will place primary emphasis on safety issues on non-state owned federal-aid and non-federal-aid systems. We will adjust our efforts to the Safety Performance Management and Highway Safety Improvement Program requirements and regulations as NYSDOT implements statewide targets.

#### 2. *Freight Movement*

ECTC will continue its efforts to improve knowledge of and functionality of local and regional freight movements and issues through coordination with local development agencies and the NYSAMPO Freight Working Group. ECTC will identify any potential improvements to the freight network, and continue participating in the design and development for the Route 13 Connector Road. This project will result in a new highway segment from State Route 13 to the Horseheads Sand and Transloading (HOST) Terminal, one of the Southern Tier's primary industrial parks.

#### 3. *Coordinate with Elmira-Corning Regional Airport (ECRA)*

Chemung County recently completed a major renovation of the Elmira-Corning Regional Airport (ECRA), resulting in an expanded runway and a renovated/expanded passenger terminal. The County anticipates that enplanements will continue to increase as the terminal provides additional capacity and passengers utilize ELM for direct flights to Detroit and Florida. ECTC will continue to include airport plans, initiatives and operating reports in the Planning and Policy Committee discussions and create opportunities for freight movement during the LRTP planning process. During the LRTP process, it was revealed that only 5% of the airport's freight capacity is utilized. During the next fiscal year, ECTC will continue conversations with the Airport Director and FHWA to strategize on how to utilize this capacity. ECTC and FHWA are in discussions regarding a potential freight workshop in FY 2021 that would facilitate brainstorming between the FHWA Resource Center and County officials on this topic.

#### 4. Interstate 86 Designation

Staff will continue to participate in the I-86 Coalition's efforts to support projects needed for the I-86 designations beyond Chemung County to encourage their completion.

ECTC and Binghamton Metropolitan Transportation Study (BMTS) discussed pursuing an "Alternative Fuel Corridor" designation on I-86 from Binghamton to Erwin. Although the MPOs did not seek the opportunity in 2018, ECTC wrote a letter of support for NYSDOT, if the agency proposes this section of roadway for US DOT consideration in 2020. A future I-86 corridor through the Southern Tier with consistently available EV charging stations could attract tourists from downstate heading toward the Finger Lakes and points north and west.

#### 5. Local Road Safety Action Plan

FHWA selected Chemung County as one of three counties in the US to participate in a pilot project for development of a Local Road Safety Action Plan, which the County Legislature will formally adopt in 2020. The plan will include a list of projects for specified urban segments, rural segments, urban unsignalized intersections, and urban signalized intersections in Chemung County, and recommend safety strategies for each. ECTC participated in the planning process and will help to implement the plan as needed.<sup>4</sup>

#### 6. Steuben-Schuyler Transportation Committee

ECTC will continue its participation with the Steuben-Schuyler Transportation Committee in conjunction with Southern Tier Central Regional Planning and Development Board. This group is comprised of representatives from County Planning Departments, Departments of Public Works, and Mobility Managers from Schuyler, Steuben and Chemung Counties, the City of Corning, ECTC and NYSDOT Region 6. This group normally meets semiannually with a focus of regional coordination of plans and projects.

### Task 2 Deliverables

- Local Road Safety Plan implementation (projects to be determined).
- Potential FHWA workshop with Elmira-Corning Regional Airport on freight movement.

### Task 2 Budget

Total cost	\$95,974
FHWA PL	\$79,283
State	12,518
Local	\$4,173

---

<sup>4</sup> [https://safety.fhwa.dot.gov/local\\_rural/training/fhwasa14088/local\\_rsp.pdf](https://safety.fhwa.dot.gov/local_rural/training/fhwasa14088/local_rsp.pdf)

## Task 3.0 Transit Enhancement

### Objectives

This task encompasses planning activities related to oversight and operation of the County's transit system. These include coordination with the private operator (First Transit), countywide mobility management, transit outreach and communication, and other safety and environmental-related tasks.

### Previous Accomplishments

- Held two Transit Board meetings with new members and educated them on operations, new initiatives and projects.
- Implemented the FTA-funded automated fare collection system on all transit buses.
- Launched a mobile app, Ride C TRAN, in conjunction with First Transit.
- Coordinated submission of one application for NYSDOT transit funding including Accelerated Transit Capital (ATC). Projects support Garage Renovations.
- Completed the General Transit Feed Specification (GTFS) Trip Planner Data Mapping and 511NY resources.
- Updated Service Standards/Performance Measures and provided regular reporting to ECTC.
- Selected a consultant and began the Chemung County Transportation Center rehabilitation project.
- Completed the DBE Questionnaire in August 2019.
- Attended Title VI Workshop in April 2019.
- Attended a Triennial Review Workshop in May 2019.
- Promoted the Assistant Transit Specialist to Transit Specialist in June 2019.

### Work Plan

#### *1. Chemung County Transit Board and County Planning Oversight of Private Operator*

Staff will continue to serve on the Transit Board that provides oversight for C TRAN and provide staffing for Board activities. We will conduct monthly on-site oversight reviews of asset condition, maintenance records, safety performance (based upon performance measures) and safety plan implementation, customer complaint records, and compliance with Federal and State laws and regulations.

Staff will monitor transit system ridership and other operational data to determine how the system is performing. As of January 2020, ECTC and the private operator are discussing modifications to the fixed transit routes given ridership data, observations, and a potential need to shift service within the city and on inter-county routes. Pending Transit Board and County Legislature approval, ECTC's goal is to adopt route changes by the end of calendar year 2020.

The Transit Specialist will work with First Transit to coordinate preparation for and response to the FTA Triennial Review Materials with submission to the FTA expected in summer 2020.

Staff will work with the transit operator to facilitate the Request for Proposals, consultant selection and Invitation for Bid for renovations to the Garage/Administrative building.

## **2. Performance Measures: Safety and State of Good Repair**

Staff will review and update service standards and performance measures used to evaluate CTRAN operations and to comply with the safety and State of Good Repair requirement. ECTC adopted the NYSDOT-developed performance measures, which meet Federal requirements. The Transit Specialist will formally collect and report the safety performance measure data using these adopted performance measures. ECTC will regularly perform a review of safety performance with the private transit operator.

## **3. Transit Outreach and Communication**

The Transit Specialist and Mobility Manager<sup>5</sup> will continue their outreach and mobility efforts. ECTC staff will continue to be involved in the Transit Riders Advisory Council outreach efforts in order to hear concerns with the service. The Transit Specialist does not have a set schedule for these meetings; rather, the group convenes when ECTC and First Transit have information to share. In 2019, the Council met three times (January, July, October). Barring unanticipated changes to the system, ECTC anticipates a similar meeting schedule in the future.

The Transit Specialist will participate as needed in meetings with regional mobility managers to gain insight about best practices and regional coordination planning efforts. ECTC staff and the Chemung County Mobility Manager will continue to exchange information with partner agencies such as the Economic Opportunity Program, Chemung County ARC, the Chemung County Poverty Reduction Coalition, and the Department of Aging and Long Term Care Board.

ECTC will continue planning with and accommodating intercity bus operators and operations at the Chemung County Transportation Center in Elmira. This County-owned facility leases space to intercity buses. ECTC will also inform intercity operators when Federal and State funds are available for their services.

The Transit Specialist and/or First Transit will coordinate with potential employers on Section 5311 Supportive Employment Services (SES) applications. Potential new or expanded projects may exist on several of the inter-county routes such as Elmira-Owego and Elmira-Corning. New service will help promote economic mobility through employment opportunities for local residents.

## **4. Human Service – Public Transit Coordination and FTA Section 5310 Program**

The Chemung County Mobility Manager will continue to chair the Chemung County Coordinated Transportation Committee, with the supervision of the Transit Specialist. Using information from the 2018 Chemung County Coordinated Public Transit – Human Services Transportation Plan, ECTC staff will support coordinated partners in applications for the FTA Section 5310-funded vehicle purchase and mobility management projects.

With program management provided by the Mobility Manager, Chemung County continues to operate Access Chemung, a transit service tailored to meet the essential health care and employment needs of seniors and persons with disabilities. ECTC and First Transit will work together to increase registration for Access Chemung and discuss modifying the service to encourage higher usage.

---

<sup>5</sup> Section 5310 and Section 5311 grants fund this position.



ECTC will coordinate Chemung County's applications for 5311 (rural) funding including operating assistance, SES, and mobility management projects. We will continue to pursue additional mobility options for residents in coordination with the private operator and other transportation providers.

### **Task 3 Deliverables**

- Updated Service Standards/Performance Measures (if needed by NYSDOT).
- Final project applications for FTA Section 5311 (rural) and Section 5310-funded vehicle purchase and mobility management projects.
- Final responses to the FTA Triennial Review Materials Documentation.
- Final rehabilitation of the Chemung County Transportation Center and the Garage.
- Develop and maintain Section 5311 Supportive Employment Services (SES).

### **Task 3 Budget**

Total cost	\$59,765
FTA §5303:	\$47,812
State:	\$8,965
Local:	\$2,988

## Task 4.0 Long-Range Planning and Performance Data and Target Setting

### Objectives

The major efforts under this task this year will be implementing the recommendations from the 2040 ECTC Long Range Transportation Plan (LRTP), and approving any Federal performance measures and NYSDOT performance targets as needed. The MPO and its agency partners will be busy implementing the programs described within regional planning documents in the upcoming fiscal year.

### Previous Accomplishments

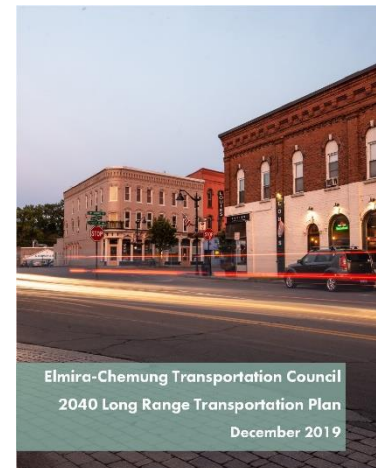
- Developed and adopted the 2040 Long Range Transportation Plan.
- Participation in regional economic development efforts including Round 9 of the New York State Regional Economic Development Council (REDC) applications and the City of Elmira's Downtown Revitalization Initiative (DRI).
- Adopted NYSDOT performance measures to guide and gauge the effectiveness of the local transportation planning process.
- Oversaw the consultant and participated in Village of Horseheads - Hanover Square Circulation Study committee meetings. The Village finalized the plan in August 2019.

### Work Plan

#### 1. Long Range Transportation Plan Update

In 2018, ECTC began the Long Range Transportation Plan update. The project focused on technical analysis, transparency, public participation, risk assessment, financial constraint, performance measures and inter-agency coordination. As part of the plan, ECTC and its consultants conducted an energetic public outreach process that included stakeholder meetings, tables at various events including farmers markets, an online survey and open house to present draft recommendations.

The Policy Committee adopted the LRTP in November 2019. The LRTP is the source of many of the projects listed within this UPWP, including maintenance and construction projects from the TIP, trail extensions, the ITS update and corridor studies that ECTC will prioritize with its partner agencies.



#### 2. Regional Economic Development and Transportation Planning

Several major economic development efforts in Chemung County and the City of Elmira have transportation and land use components. ECTC staff will provide input, as needed, into how key transportation projects scheduled for 2020 and 2021 construction—including West Water Street and the Chemung River crossings on Lake, Main and Walnut Streets—relate to various economic development strategies. We will assist planning and economic development staff on grant applications through the Consolidated Funding Application process to the Regional Economic Development Council (REDC), as needed.

ECTC may utilize some of the recommendations within the LRTP's traffic assessment section to apply for discretionary Federal or State funding in 2020 or later. Several projects that ECTC will progress with its agency partners may include the Church and Water Street Gateways, improvements to Hanover Square in the Village of Horseheads, Clemens Center Parkway and a network of multi-use lanes for alternative modes.

### *3. Local and Regional Comprehensive Planning*

As time allows, staff will work with municipalities and NYSDOT to help develop land use and transportation plans that are representative of the needs of our population as well as compatible with regional access and economic development initiatives.

Municipalities have expressed an interest in soliciting ECTC's assistance with studies. Staff will assist as needed (and as time allows) with a range of tasks including grant applications, participation on steering committees and the development of recommendations. Potential studies include:

- Village of Elmira Heights: 14<sup>th</sup> Street circulation and traffic study;
- Catherine Valley Trail engineering study;
- Sidewalk survey for the City of Elmira; and,
- Big Flats Trail study.

### *4. Project Evaluation and Project Design Assistance*

ECTC may solicit for non-State transportation projects for the outer years of the 2019-2024 TIP. If proceeding with the project selection process, ECTC will review the proposed local projects to rate each project, using the newly adopted performance measures where appropriate. Staff will assist in continuing initial project planning, subsequent consultant selection, and design review.

#### **Task 4 Deliverables**

- Grant applications for REDC Round 10, as needed
- Local and regional comprehensive plans input, as needed

#### **Task 4 Budget**

Total cost        \$159,958

FHWA PL        \$132,139

State        \$20,864

Local        \$6,955

## Task 5.0 Transportation Alternatives

### Objectives

This task includes ongoing activities related to planning for alternate modes of transportation. These include but are not limited to regional ridesharing, bicycle and pedestrian enhancements, and the creation of complete streets policies. A new addition to the UPWP is the discussion of Autonomous Vehicles and their potential impact on the transportation system, land use and economic development.

### Previous Accomplishments

- Coordinated Bicycle Advocacy Committee and Pedestrian Advocacy Committee (BACPAC) meetings and Lake Street Bridge planning meetings.
- Expanded 511NY Southern Tier Rideshare
- Developed Complete Streets Policies for Chemung County, the Town of Big Flats and the Village of Elmira Heights, all adopted in 2019.
- Worked with the County, City of Elmira and Friends of the Chemung River Watershed to install mile markers on and signage for the Lackawanna Trail.
- Staffed a table during the Elmira Street Painting Festival, providing information to the public as well as free bicycle helmets (with the City of Elmira Police Department) and a bike raffle.
- Assisted the Southern Tier Bicycle League with bicycle tool kits.

### Work Plan

#### 1. *Rideshare*

Although dedicated NYSDOT funding for the Southern Tier project has ended, NYSDOT will continue to provide project support through its Transportation Demand Management (TDM) program. ECTC will continue to work with NYSDOT and its consultants to maintain the 511NY Rideshare system in the five partner counties and look for opportunities for expansion. ECTC staff support of the regional project remains critical to the project's success. In Chemung County and in neighboring rural counties, Section 5311 mobility management funding is in place to fund project management and public outreach. With the expected NYSDOT Project Solicitation for Section 5311 funding in 2020, ECTC staff will encourage applications for additional rural funding to support the project.

#### 2. *Bicycle and Pedestrian Facilities and Programs*

ECTC has supported and will continue to support the development of bicycle and pedestrian facilities and programs through the following actions:

- Coordination of BACPAC, the tri-county (Chemung, Steuben and Schuyler) bicycle and pedestrian advisory committee. The group identifies, prioritizes, and helps to progress projects to facilitate more and safer bicycling and walking in the region.
- Work with groups such as Friends of the Catharine Valley Trail and Lackawanna Rail Trail Committee to establish a work plan for regional trail network development, building on the success of these trails. ECTC will work with a consultant to plan a Catharine Valley Trail connection to the Village of Horseheads. The MPO is coordinating an extension of the Lackawanna Rail Trail on the former canal towpath north to Memorial Park in the Village of Elmira Heights in 2020.

- Work with municipalities to apply for grants through NYSDOT programs such as Transportation Alternatives Program (TAP).
- Assist the City of Elmira in progressing sidewalk location and condition inventory as recommended in the LRTP, to support bicycle/pedestrian and Safe Routes to School projects. The GIS Transportation Analyst will produce maps related to this task in Q3 using GIS and field surveys. Also, continue to encourage on-street bicycle networks through striping, sharrows, etc.
- Assist with the design and construction of the North-South Bicycle-friendly corridor, funded in part by a TAP grant in 2019 (From Davis Street in Elmira to Village of Horseheads).
- Continue to participate in the Lake Street Bridge Steering Committee calls during 2020 construction.

ECTC has been instrumental in the development of two regional trails, and will continue its work on both. Staff will continue to work with municipalities and the City's Lackawanna Rail Trail Committee to identify projects to improve the trail. Staff will also continue to provide support to the Friends of Catharine Valley Trail and NYS Office of Parks, Recreation and Historic Preservation (OPRHP) to promote the trail and advocate for completion of the final trail elements in Chemung County.

### *3. Complete Streets*

The FAST Act is the first federal legislation requiring USDOT to encourage MPOs to adopt complete streets policies that take pedestrians and other vulnerable road users, as well as motor vehicles, into account during the planning and design process. If additional grant funding is available, ECTC will continue working with the regional Creating Healthy Schools and Communities program (NYS DOH) on its effort to improve walking and biking routes to area schools; in particular, safe crosswalks to local elementary schools.

ECTC will work with Chemung County and local municipalities such as the Town of Elmira and the Villages of Horseheads to develop and adopt Complete Streets policies that reflect and/or build upon NYSDOT's Complete Streets efforts. With the assistance of ECTC and the Department of Public Works, Chemung County and several municipalities including the Town of Big Flats and Village of Elmira Heights adopted Complete Streets policies in 2019. ECTC staff will assist any municipality in the county that is interested in adopting its own Complete Streets policy.

### *4. New York State Climate Action and Energy Plans*

Staff will continue to work with the NYSMPO Climate Change Working Group and NYSDOT on the State initiatives to develop and implement plans that will reduce greenhouse gas pollution, build New York's clean energy economy and reduce energy consumption.

### *5. Public Education*

Staff will distribute information about funding opportunities from federal and state agencies, and assist municipalities with applications where appropriate.

Staff will continue to participate in the Chemung County Traffic Safety Board (CCTSB) to raise public awareness about traffic safety issues.

ECTC and the Mobility Manager will provide safety education materials and technical assistance to police agencies, municipalities, community groups and others who wish to increase bicycle and

pedestrian safety. ECTC will continue to help BACPAC members fund bicycle tool kits and/or educational materials to accompany them.

ECTC staff will also continue to serve on the Chemung County Age-Friendly Community Advisory Council and Coalition Committee to provide assistance with implementing the Transportation elements of the Chemung County Age-Friendly Community Action Plan.

#### **Task 5 Deliverables**

- Continued project support and education for the regional 511NY Rideshare project to grow the number of registrants in the system.
- Progression of a regional trails plan as an outcome of the LRTP.
- Lackawanna Rail Trail extension to Memorial Park in the Village of Elmira Heights.
- Tri-County BACPAC: three regular meetings per year.

#### **Task 5 Budget**

Total cost	\$127,966
FHWA PL	\$105,711
State	\$16,691
Local	\$5,564

## Task 6.0 Public Participation and Program Administration

### Objectives

This task involves ongoing public participation and general administration of the MPO, including staff management, agency coordination, annual certification, meeting preparation, miscellaneous technical assistance, and compliance with various Federal and State mandates.

### Previous Accomplishments

- Prepared and implemented 2019-2020 UPWP.
- Updated 2019-2024 TIP.
- Participated in coordinated transit and transportation activities within Chemung County and with adjacent counties.
- Provided semiannual progress reports, DBE reports (for federal-aid projects), M/WBE reports (for state funded only projects) and Title VI reports to NYSDOT.
- Participated in meetings and calls with NYSAMPO Directors group and NYSAMPO Working Groups.
- Conducted and participated in an extensive LRTP public outreach process, including stakeholder workshops, a survey, tables at various summer events and a public open house in downtown Elmira.

### Work Plan

#### 1. *Unified Planning Work Program*

ECTC will prepare its 2021-22 UPWP and incorporate any 2019 and 2020 changes to the federal transportation regulations.

#### 2. *Status Reporting*

Along with NYSDOT Region 6, staff will prepare semiannual progress reports, DBE and M/WBE and Title VI reports and quarterly applications for reimbursement.

#### 3. *Transportation Improvement Program (TIP)*

The ECTC TIP Subcommittee will update the FY 2019-20 to 2023-24 TIP, which lists the programmed federally funded highway and transit projects, as needed. The Planning and Policy Committees will approve and revise the TIP as ECTC and its partners request funding and project changes.

#### 4. *Public Participation*

ECTC will continue to pursue active public participation in the transportation planning process through partnerships with community groups in the area and communication with local media outlets. Staff will continue to maintain the MPO website and social media.<sup>6</sup>

ECTC and the Mobility Manager will continue its efforts to incorporate greater public participation into all aspects of transportation planning. Staff will coordinate with various groups including:

- C TRAN Transit Riders Advisory Council
- Chemung County Poverty Reduction Coalition

---

<sup>6</sup> [www.elmirampo.org](http://www.elmirampo.org) and facebook.com/elmirampo

- Empire State Poverty Reduction Initiative
- Chemung County Human Relations Commission
- Chemung County Aging and Long Term Care Advisory Council
- Chemung County Coordinated Transportation Committee
- NYSAMPO Transit Working Group

The FAST Act continues the requirement to develop a Public Participation Plan in consultation with interested parties. ECTC updated its public participation plan in 2018.

#### 5. *New York State Association of NYS MPOs (NYSAMPO)*

ECTC is an active participant in the NYSAMPO Directors Association. The Directors Association involves the types of regional and statewide coordination among the 14 MPOs as their interests and efforts overlap and should be, and are, coordinated. The Directors routinely address the Planning Emphasis Areas as part of their collaborative efforts. As part of UPWP development each year, the 14 MPOs in New York State (NYSAMPO) collectively reserve a limited amount of federal transportation planning funds to fund a series of shared cost initiatives (SCIs) and pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). As available, NYSDOT has made FHWA State Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and/or FTA Metropolitan Planning Program funds.

ECTC staff participate actively in the NYSAMPO working groups. Staff will continue to attend Bike/Pedestrian Working Group meetings, conferences and trainings. We will also continue to participate in the Safety Working Group (SWG), which meets almost monthly to share information, advance safety initiatives and collaborate with its safety partners. Staff will participate with the GIS group and Transit Working Groups, among others.<sup>7</sup>

#### *NYSAMPO fees*

<b>NYSAMPO fee (purpose)</b>	<b>Cost</b>	<b>Lead Agency</b>
NYSAMPO Staff Support (to provide administrative and technical support)	\$150,000 (FHWA PL) \$100,000 (FHWA SPR)	Capital District Transportation Committee
NYSAMPO Staff Training (to provide relevant training and professional development opportunities for MPOs)	\$92,513 (FHWA PL) \$20,923 FTA MPP / \$5,231 State Match (IKS)	Genesee Transportation Council
AMPO Dues (ensure that MPOs are aware of and considered in the development of national transportation policy)	\$41,292 (FHWA PL)	Binghamton Metropolitan Transportation Study

<sup>7</sup> The SWG partners include the Federal Highway Administration (FHWA), National Highway Traffic Safety Administration (NHTSA), New York State Department of Transportation (NYSDOT), the Governor's Traffic Safety Committee (GTSC), the Institute for Traffic Safety Management and Research (ITSMR), the New York State Police (NYSP), the NYS Department of Health (NYSDOH), Cornell Local Roads Program, and NYS Department of Motor Vehicles (NYSDMV).



#### 6. *Equal Opportunity and Environmental Justice*

ECTC's staff and participating agencies' internal operation and deliverables address and provide equal opportunity. ECTC is supportive of transportation equity, whereby all people and neighborhoods benefit from transportation investments. The term "environmental justice" encompasses three fundamental principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects on minority and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of, benefits by minority and low-income populations.

Environmental justice is a restatement of the nondiscrimination requirements under Title VI of the Civil Right Act of 1964 and other laws, regulations and policies. Ongoing processes examine the impacts of the transportation planning process, the LRTP and the TIP on minority and low-income populations. ECTC will attend meetings of the Chemung County Human Relations Commission as time allows, helping to identify unmet transit and other surface transportation needs at that time.

#### **Deliverables**

- 2020-2021 UPWP
- Semiannual Progress Reports
- TIP revisions/updates, as needed
- Annual Federal Obligations Listing

#### **Task Budget**

Total cost	\$191,949
FHWA PL	\$158,567
State	\$25,037
Local	\$8,346

## **Funding Summary**

### **Federal-Aid**

The UPWP addresses planning funds that US Department of Transportation agencies administer under the following programs:

Federal Highway Administration (FHWA) PL program: For the period April 1, 2020 to March 31, 2021, the allocation of FHWA PL to ECTC is \$329,120. However, ECTC acknowledges and concurs with a \$564 takedown for the purposes of paying one year of membership dues to the Association of Metropolitan Planning Organizations (AMPO) plus its share in funding the New York State Association of MPOs staff support services. This results in a net available allocation of \$328,556. ECTC is reprogramming \$200,000 in PL backlog for 2020-21 for staffing and consultants. After these adjustments, the FHWA PL funds used for the 2020-21 ECTC Operating will be \$528,556.

Federal Transit Administration (FTA) Section 5303 program: 49 USC 5303 Metropolitan Planning Program funds are available on a formula basis to MPOs to support planning activities in metropolitan areas. These funds, which NYSDOT administers on a statewide basis, require a 20% non-federal match. For the period of April 1, 2020 to March 31, 2021, an estimated \$47,812 in Section 5303 funds has been allocated to ECTC, all of which the MPO will use in the 2020-21 period. No FTA planning funds remain from the 2019-20 allocation. ECTC proposes to use \$100,000 in FTA Reprogrammed Funds for the 2020-21 Operating Budget, the source of which we anticipate would be preventative maintenance grants NY2018-011-00, NY2018-029-00, Section 5310 and/or 5311 funding for administration of the mobility management program.<sup>8</sup>

### **Match Funds**

New York State Department of Transportation: NYSDOT provides a share of the non-federal match funds for the FHWA PL and Section 5303 programs. NYSDOT provides a 15% (or 75% of the non-federal 20% share) match in the form of toll credits for both the FHWA PL program and as in-kind services for the Section 5303 program. The amounts allocated for ECTC programs are \$83,456 for the FHWA PL program and \$8,965 for the Section 5303 program, making the total State match for the 2020-21 UPWP \$92,421.

Local Participants: The local government participants, particularly Chemung County, the Host agency, also provide a share of the non-federal match funds for the FHWA PL and Section 5303 programs. Local Participants provide a 5% match (or 25% of the non-federal 20% share). These amounts are \$27,819 for the FHWA PL program and \$2,988 for the Section 5303 program. Therefore, the total local support for the 2020-21 UPWP is \$30,807 (see table below).

### **Program Summary**

The total value of the 2020-21 UPWP from the various Federal programs is \$699,596. The Program Totals table below presents the overall resources for the 2020-21 UPWP by funding program.

---

<sup>8</sup> The grant numbers may change as ECTC closes old grants and receives new ones.

Elmira-Chemung Transportation Council  
Unified Planning Work Program | 2020-2021

Table 2: Summary Table

Programmatic Funding Summary				
Program	Federal	State	Local	Total
FHWA PL	\$ 328,556.00	\$ 51,877.26	\$ 17,292.42	\$ 397,725.68
FTA 5303	\$ 47,812.00	\$ 8,964.75	\$ 2,988.25	\$ 59,765.00
<b>TOTAL</b>	<b>\$ 376,368.00</b>	<b>\$ 60,842.01</b>	<b>\$ 20,280.67</b>	<b>\$ 457,490.68</b>
2020-21 Available Operating Funds				
REVENUES	FHWA PL	FTA 5303	Total	
Federal-Aid Grant	\$ 328,556.00	\$ 47,812.00	\$ 376,368.00	
Reprogrammed Funds	\$ 200,000.00	\$ -	\$ 200,000.00	
<b>Total Revenues</b>	<b>\$ 528,556.00</b>	<b>\$ 47,812.00</b>	<b>\$ 576,368.00</b>	
2019-20 Available Funds-Other FTA Funds (Carryover)				
REVENUES*	FTA capital grant	FTA PA grant	Mobility Mgmt	Total
Federal-Aid Grant	\$ -	\$ -	\$ -	\$ -
Reprogrammed Funds**	\$ -	\$ 80,000.00	\$ 20,000.00	\$ 100,000.00
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 80,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 100,000.00</b>
*20% non-federal match fulfilled by 10% NYSDOT, 10% local in-kind match.				
2020-21 Total Available Operating Funds				
<b>Total Federal-Aid</b>			<b>\$ 676,368.00</b>	
EXPENSES	Total	FHWA PL	FTA 5303	Other FTA
Personnel	\$ 386,025.00	\$ 293,145.00	\$ 30,350.00	\$ 62,530.00
Fringe	\$ 204,049.34	\$ 150,567.34	\$ 17,462.00	\$ 36,020.00
Travel	\$ 5,934.23	\$ 4,484.23	\$ -	\$ 1,450.00
Equipment	\$ 3,588.28	\$ 3,588.28	\$ -	
Supplies	\$ 2,511.13	\$ 2,511.13	\$ -	
Contractual	\$ 26,120.00	\$ 26,120.00	\$ -	
Other*	\$ 13,452.02	\$ 13,452.02	\$ -	
Indirect	\$ 34,688.00	\$ 34,688.00		
<b>Total</b>	<b>\$ 676,368.00</b>	<b>\$ 528,556.00</b>	<b>\$ 47,812.00</b>	<b>\$ 100,000.00</b>
Task Budget				
FHWA PL & FTA MPP Funds Only	Total	FHWA PL & FTA MPP	State	Local
Transp Asset Mgmt	\$ 63,983.09	\$ 52,855.60	\$ 8,345.62	\$ 2,781.87
Mobility Enhancement	\$ 95,974.64	\$ 79,283.40	\$ 12,518.43	\$ 4,172.81
Transit Enhancement	\$ 59,765.00	\$ 47,812.00	\$ 8,964.75	\$ 2,988.25
LRP & Performance Data/Target Setting	\$ 159,957.74	\$ 132,139.00	\$ 20,864.05	\$ 6,954.68
Transp Alternatives	\$ 127,966.19	\$ 105,711.20	\$ 16,691.24	\$ 5,563.75
Public Participation & Program Admin	\$ 191,949.28	\$ 158,566.80	\$ 25,036.86	\$ 8,345.62
<b>Total</b>	<b>\$ 699,595.95</b>	<b>\$ 576,368.00</b>	<b>\$ 92,420.96</b>	<b>\$ 30,806.99</b>
**Project administration from preventative maintenance grants NY2018-011-00 and NY2018-029-00, Section 5310 and/or 5311				

Table 3: 2020-21 FHWA PL Funds

FHWA PL					
<b>Auditable Budget</b>					
		<b>PL Total</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
44.20.01	Personnel	\$ 293,145.00	\$ 293,145.00	\$ -	\$ -
44.20.02	Fringe	\$ 150,567.34	\$ 150,567.34	\$ -	\$ -
44.20.03	Travel	\$ 4,484.23	\$ 4,484.23	\$ -	\$ -
44.20.04	Equipment	\$ 3,588.28	\$ 3,588.28	\$ -	\$ -
44.20.05	Supplies	\$ 2,511.13	\$ 2,511.13	\$ -	\$ -
44.20.06	Contractual	\$ 53,938.74	\$ 26,120.00	\$ -	\$ 27,818.74
44.20.07	Other	\$ 13,452.02	\$ 13,452.02	\$ -	\$ -
44.20.08	Indirect	\$ 34,688.00	\$ 34,688.00	\$ -	\$ -
	Toll Credits	\$ 83,456.21	\$ -	\$ 83,456.21	\$ -
	<b>Total</b>	<b>\$ 639,830.95</b>	<b>\$ 528,556.00</b>	<b>\$ 83,456.21</b>	<b>\$ 27,818.74</b>
<b>Task Budget</b>					
		<b>PL Total</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
Task 1.0	Transp Asset Mgmt	\$ 63,983.09	\$ 52,855.60	\$ 8,345.62	\$ 2,781.87
Task 2.0	Mobility Enhancement	\$ 95,974.64	\$ 79,283.40	\$ 12,518.43	\$ 4,172.81
Task 4.0	LRP & Performance Data	\$ 159,957.74	\$ 132,139.00	\$ 20,864.05	\$ 6,954.68
Task 5.0	Transp Alternatives	\$ 127,966.19	\$ 105,711.20	\$ 16,691.24	\$ 5,563.75
Task 6.0	Public Participation/Program Admin	\$ 191,949.28	\$ 158,566.80	\$ 25,036.86	\$ 8,345.62
	<b>Total</b>	<b>\$ 639,830.95</b>	<b>\$ 528,556.00</b>	<b>\$ 83,456.21</b>	<b>\$ 27,818.74</b>

Table 4: 2020-21 FTA Section 5303 Metropolitan Planning Program (MPP) funds

2020-21 FTA Section 5303					
FTA Code	Task Category	Total	Federal	State	Local
44.24.00	Transit Enhancement	\$ 59,765.00	\$ 47,812.00	\$ 8,964.75	\$ 2,988.25
FTA Code	Auditable Budget				
44.20.01	Personnel	\$ 34,341.25	\$ 30,350.00	\$ 2,993.44	\$ 997.81
44.20.02	Fringe Benefits	\$ 20,783.12	\$ 17,462.00	\$ 2,490.84	\$ 830.28
44.20.03	Travel	\$ -	\$ -	\$ -	\$ -
44.20.04	Equipment	\$ -	\$ -	\$ -	\$ -
44.20.05	Supplies	\$ -	\$ -	\$ -	\$ -
44.20.06	Contractual	\$ -	\$ -	\$ -	\$ -
44.20.07	Other	\$ -	\$ -	\$ -	\$ -
44.20.08	Indirect Charges	\$ 4,640.63	\$ -	\$ 3,480.47	\$ 1,160.16
	<b>Subtotal</b>	<b>\$ 59,765.00</b>	<b>\$ 47,812.00</b>	<b>\$ 8,964.75</b>	<b>\$ 2,988.25</b>
FTA Code	Task Budget				
44.24.00	Short Range Trans Planning	\$ 59,765.00	\$ 47,812.00	\$ 8,964.75	\$ 2,988.25
	<b>Total</b>	<b>\$ 59,765.00</b>	<b>\$ 47,812.00</b>	<b>\$ 8,964.75</b>	<b>\$ 2,988.25</b>

## **Appendix: ECTC 2020-2021 Staffing Plan**

### **A. Overview**

The Central Staff, New York State Department of Transportation Regional staff, and other members of the Planning and Policy Committees provide professional planning and support services needed to execute the ECTC Unified Planning Work Program (UPWP). The ECTC annual Unified Planning Work Program specifies a list of services that NYSDOT and local agencies will provide. The following section describes Central Staff roles and responsibilities.

### **Role of the Host Agency**

Chemung County is the Host Agency for the ECTC. The role of the host agency is important and strictly defined. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the implementation of the approved UPWP assigned to Central Staff. ECTC accomplishes this through the implementation of the Staffing Plan (adopted by the Policy Committee with the UPWP) and the provision of adequate office space and facilities for the Central Staff.

### **Financing of Central Staff**

Funds for ECTC staff originate in the federal MPO process. The County subsequently directs the funds and serves as the vehicle for payroll.

The Director is responsible for regular supervision of the Central Staff activities. The Host Agency has a direct role in oversight of the technical work of Central Staff through its Policy Committee and Planning Committee representatives. Staff shall report progress on technical activities and products of those activities to the Planning Committee. Where appropriate or required, the Policy Committee will review and approve reports, programs, and plans.

Central Staff employees shall be employees of the host agency. The Policy Committee, in consultation with the Host Agency, shall determine which job descriptions, classifications, salary grading, and candidate qualifications are necessary in order to ensure staffing levels, titles, and salaries appropriate for accomplishment of the UPWP. The Staffing Plan shall ensure that the Central Staff has adequate and appropriate technical expertise to carry out the required work of the transportation planning process, including administrative duties. The cost of the Staffing Plan must remain within the budgetary constraints of the Federal planning funds. While ECTC and the Host Agency shall review the Staffing Plan each year during UPWP development, it is important to recognize the importance of continuity in terms of the Central Staff management and operation. Central Staff will fall under the purview of the Host Agency's personnel rules and labor contracts.

The ECTC Central Staff currently consists of 3.5 full-time professional positions in two categories: Management (the Director and Deputy Director) and Planning. The Director is responsible and accountable for the results of the continuing planning program and process and its Central Staff. Planning staff consists of professional staff that carries out the activities that are the obligations of a Metropolitan Planning Organization.

Table 5: Staffing Plan

Category	Titles	Number of Positions
Management-Level Position	Director	0.5
Senior-Level Position	Deputy Director	1
Intermediate-Level Person	Transit Specialist	1
Junior-Level Positions	GIS Transportation Analyst	1
Intern Position	Planning Intern*	1

\*Summer only

## B. Financial Certification

Adoption of the Staffing Plan is contingent upon certification of the adequate Federal Highway Administration PL funds and Federal Transit Administration §5303 funds to support salaries, fringe benefits and overhead expenses. This staffing plan bases fringe benefit expenses on the Chemung County 2019 budget, with projected increases in the first quarter of 2020.

Table 6: Statement of Available Funds

FTA §5303 – Federal funds only	2020-2021 Allocation	\$47,812
	Unexpended balance (estimated as of January 2020)	\$0
	<b>Total §5303 Available</b>	\$47,812
FHWA PL – Federal funds only	2020-2021 Allocation (Reduced by \$564 for AMPO Dues)	\$328,556
	FHWA PL backlog/savings programmed (all unexpended balance as of January 2020)	\$200,000
	<b>Total FHWA-PL Available</b>	\$528,556
<b>Total funds available for programming</b>		\$576,368
<b>Total funds programmed, 2020-2021 UPWP</b>		\$699,596



### **ECTC Policy Committee**

Christopher Moss, Chemung County Executive, Chair  
Donna Howell, Empire State Development Corporation  
Brian Kelly, Regional Director, NYS Department of Transportation  
David Manchester, Chemung County Legislature  
Daniel J. Mandell, Mayor, City of Elmira  
Chelsea Robertson, Southern Tier Central Regional Planning and Development Board  
(Vacant), Chemung County Council of Governments

### **ECTC Planning Committee**

Andrew Avery, Public Works Commissioner, Chemung County/City of Elmira/Town of Big Flats  
Panya Chhoeuy, General Manager, C TRAN  
Sharon Grabosky, Regional Planning and Program Manager, NYS Department of Transportation  
Donna Howell, Empire State Development Corporation  
Chelsea Robertson, Executive Director, Southern Tier Central Regional Planning and Development Board  
Nicolette Wagoner, Director, ECTC/Commissioner, Chemung County Planning Department  
(Vacant), Department of Public Works, Chemung County/City of Elmira

### **ECTC Central Staff**

Nicolette Wagoner, AICP, Director  
Michael Perry, Deputy Director  
Courtney Taylor, GIS Transportation Analyst  
Angela Wood, Chemung County Transit Specialist