ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL

Ithaca-Tompkins County
Transportation Council

2014-2015
SIMPLIFIED STATEMENT OF WORK
(Unified Planning Work Program)

March 4, 2014

ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL
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SIMPLIFIED STATEMENT OF WORK
(Unified Planning Work Program)

ADOPTION AND AMENDMENTS

#	RESOLUTION NUMBER	DATE	ACTION
1.	N/A	February 4, 2014	Review of Draft UPWP by Planning Committee Passed motion recommending approval to the Policy Committee
2.	2014-01	March 4, 2014	Approval of the 2014-2015 Operating Budget by Policy Committee
3.	2014-02	March 4, 2014	Approval of the 2014-2015 Unified Planning Work Program by Policy Committee

Ithaca-Tompkins County
Transportation Council

RESOLUTION 2014-01

APPROVAL OF THE 2014-2015 ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL OPERATING BUDGET

WHEREAS, the *Ithaca-Tompkins County Transportation Council* was designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area; AND

WHEREAS, as the designated Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area the *Ithaca-Tompkins County Transportation Council* receives certain federal and state grants for the purpose of conducting transportation planning activities in a "*comprehensive, continuing, and cooperative*" manner; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* is provided with administrative services, including budget and financial services, by its Host Agency, Tompkins County; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has reviewed its proposed 2014-2015 Operating Budget for the period of April 1, 2014 through March 31, 2015;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2014-2015 Operating Budget for the period April 1, 2014 through March 31, 2015 and directs the Host Agency to implement said budget;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby authorize its Staff Director to take the necessary administrative actions to implement and administer said budget, as represented in "ATTACHMENT A", which is hereby made an integral part of this resolution;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby request that the Host Agency take the appropriate actions necessary to cause this adopted budget to be fully implemented without interruption prior to March 31, 2014.

This resolution having been considered and approved on March 4, 2014.

Kate Supron, Chair

Carl Ford, P.E., Secretary

ATTACHMENT A
RESOLUTION 2014-01

2014-2015 ITCTC Operating Budget				
CODE	**DESCRIPTION**	***2014-2015 FHWA***	***2014-2015 FTA***	***2014-2015* TOTAL**
REVENUES:				
.4959	FEDERAL AID	$280,176	$39,508	$319,684
EXPENSES:				
	COMBINED SALARIES	168,753	22,794	191,547
.8800	FRINGE	96,021	12,970	108,990
.2206	COMPUTER EQUIPMENT	0	0	0
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	300	200	500
.2230	COMPUTER SOFTWARE	300	200	500
.4303	OFFICE SUPPLIES	300	245	545
.4330	PRINTING	1,000	0	1,000
.4332	BOOKS/PUBLICATIONS	300	0	300
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	1,250	500	1,750
.4412	TRAVEL/TRAINING	1,000	0	1,000
.4414	LOCAL MILAGE	1,000	349	1,349
.4416	PROFESSIONAL DUES	900	0	900
.4424	EQUIPMENT RENTAL	2,000	1,500	3,500
.4425	SERVICE CONTRACTS	1,000	0	1,000
.4432	RENT	1,000	0	1,000
.4442	PROFESSIONAL SERVICE FEES	1,852	0	1,852
.4452	POSTAGE SERVICES	1,000	250	1,250
.4472	TELEPHONE	1,000	250	1,250
.4618	INTERDEPARTMENTAL CHARGE	1,000	250	1,250
	TOTAL EXPENSES	**280,176**	**39,508**	**319,684**

Ithaca-Tompkins County Transportation Council

RESOLUTION 2014-02

APPROVAL OF THE 2014-2015 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the *Moving Ahead for Progress in the 21st Century Act* (MAP-21) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND

WHEREAS, the *Moving Ahead for Progress in the 21st Century Act* requires Metropolitan Planning Organizations to carry out a "*continuing, cooperative, and comprehensive*" urban transportation planning process that addresses all modes of transportation; AND

WHEREAS, in order to implement a continuous, cooperative, and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND

WHEREAS, the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of MAP-21 and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work for fiscal year 2014-2015 that serves as the Unified Planning Work Program; AND

WHEREAS, in order to support the elements of the 2014-2015 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND

WHEREAS, the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 program, under the Federal Transit Administration Section 5307 program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2014-2015 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2014-2015 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

BE IT FURTHER RESOLVED, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2014-2015 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 4, 2014.

Kate Supron, Chair

Carl Ford, P.E., Secretary

2014-2015
SIMPLIFIED STATEMENT OF WORK
UNIFIED PLANNING WORK PROGRAM

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"This document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

OVERVIEW

FEDERAL REQUIREMENTS

Under Section 134 of Title 23, United States Code and Section 5303 of the Federal Transit Act of 1964, as amended by the *Intermodal Surface Transportation Efficiency Act of 1991* (*ISTEA*), the *Transportation Equity Act for the 21st Century (TEA-21)*, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, and the *Moving Ahead for Progress in the 21st Century Act (MAP-21) (section 1201)*, the Congress of the United States has stated that:

> *"It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes…; and…to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators….*

In accordance with this directive, Metropolitan Planning Organizations (MPOs) are designated for each urbanized area of more than 50,000 population by agreement between the Governor and units of general-purpose local government. This threshold was reached in Ithaca after the 1990 Census. On September 30, 1992, the Governor of the State of New York joined with the County of Tompkins, the City of Ithaca, the Town of Ithaca, the Villages of Lansing and Cayuga Heights in executing the Memorandum of Agreement formally designating the *Ithaca-Tompkins County Transportation Council* (*ITCTC*) as the MPO for the Ithaca-Tompkins County Urbanized Area. In December of 1994, the *ITCTC* expanded its Metropolitan Planning Area Boundary to cover all of Tompkins County. In conjunction with this geographic expansion, the membership of the *ITCTC* was expanded to include the remaining eight Towns in the County. In November 1996 the Memorandum of Agreement was amended to include the Town of Dryden as a voting member of the *ITCTC* Policy Committee.

The latest final Metropolitan Planning Rule (23 CFR Part 450 and 49 CFR Part 613, Federal Register Volume 72, No.30, Thursday, February 14, 2007) requires that each MPO annually develop a Unified Planning Work Program (UPWP) (23 CFR §450.308). The ITCTC will continue to follow these rules until new ones are published for MAP-21. The rule regarding UPWP development includes a section (23 CFR §450.308(d)) that allows MPOs not designated as *Transportation Management Areas* (non-TMA MPOs have urbanized areas with population less than 200,000 persons), to "*prepare a* ***simplified statement of work****,….. in lieu of an UPWP.*" The *ITCTC*, in developing this Simplified Statement of Work, is exercising this regulatory mechanism. The Simplified Statement Of Work describes the work to be accomplished using federal funds, who will perform the work, and a summary of total available Federal and matching funds. For purposes of continuity and to reduce confusion, the term UPWP will continue to be used in the text below when referring to the Simplified Statement of Work/UPWP.

The intent of this work plan is to coordinate all transportation and related planning activities within the metropolitan area. The UPWP provides details of the transportation-related planning activities that the MPO intends to accomplish during the program year utilizing federal, state and local resources. It delineates activities to be implemented to carry out the cooperative transportation planning process. Included in the UPWP are operating and auditable budgets, which details how each fund source will be utilized. This permits the UPWP to act as a grant application for federal funds and also as a management tool for directing the staff activities throughout the year.

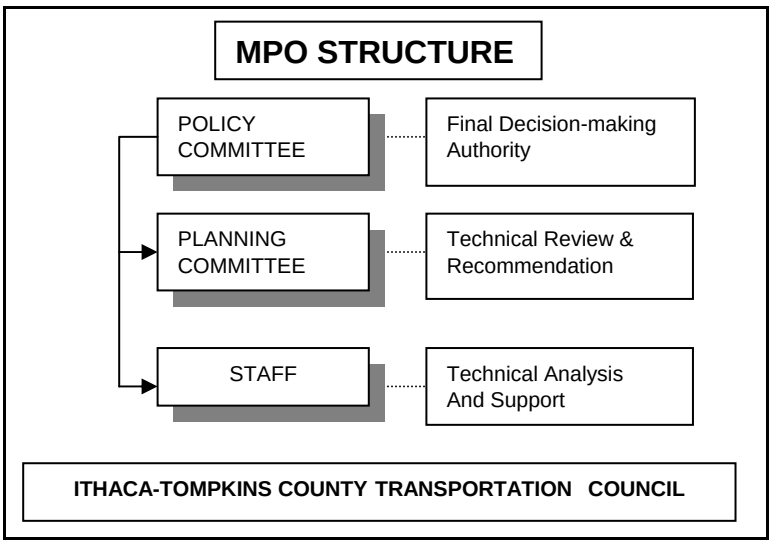
MPO STRUCTURE

As the designated MPO for the Ithaca metropolitan area, the *ITCTC* is responsible for conducting a transportation planning process that is *"continuing, cooperative, and comprehensive"*. In order to achieve this objective, the *ITCTC* is structured at three levels.

The **Transportation Policy Committee** is the final MPO decision-making authority and is composed of the primary elected official from each urbanized area member government (City and Town of Ithaca, Town of Dryden, Villages of Lansing and Cayuga Heights) and a representative of the New York State Department of Transportation (which represents the Governor). Cornell University, Tompkins Consolidated Area Transit (TCAT), the Towns of Caroline, Danby, Enfield, Groton, Lansing, Newfield, and Ulysses, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are also represented as non-voting members. The voting members of the Policy Committee have agreed to act by "consensus". ["*Consensus means no negative vote is cast by an affected voting member present at the meeting. An abstention is not counted as a negative vote.*" Section II.A.3 of the Unified Operations Plan.]

The **Transportation Planning Committee** is responsible for coordinating and managing the area's transportation planning activities and providing technical advice to the Policy Committee. The Planning Committee is composed primarily of lead technical staff members from the member entities and local transit operators.

The **Central Staff** is responsible for performing the administrative and technical services necessary to operate the MPO. The efforts of the Central Staff are supplemented by the "in-kind services" of various participants in the MPO process.



The operations and procedures of the *ITCTC* are guided by the Unified Operations Plan, initially adopted by formal resolution in August of 1992 and updated May 2000. This document specifies that the Transportation Planning Committee has the principal responsibility for the preparation and administration of the Unified Planning Work Program (Section II.B.7.1 of the Unified Operations Plan), subject to final Policy Committee approval.

EMPHASIS AREAS FOR THE 2013-2014 UPWP

The 2014-2015 program year is the twenty-second year (April 1, 2014 - March 31, 2015) for which federal planning funds are available to the Ithaca area under the metropolitan planning program. This UPWP will continue to focus on the general goal of preserving and sustaining the core MPO activities and requirements with a focus on the following emphasis areas for 2014-2015:

- Implement selected recommendations from the 2030 Long-Range Transportation Plan (LRTP).
- Implement the LRTP update process. The deadline for LRTP update is December 2014.
- Coordinate the LRTP update with ongoing Tompkins County Comprehensive Plan update and City of Ithaca Comprehensive Plan development efforts.
- Monitor development of rules and guidelines associated with MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), which was signed into law on July 6, 2012, to ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Manage project activity in the 2014- 2018 Transportation Improvement Program.
- Assemble, collect and/or distribute necessary data to support the transportation infrastructure decision-making processes including: assembling and/or distributing accident and traffic count data.
- Together with regional partners, work to implement recommendations generated from the multi-county Regional Transportation Study project.
- Participate in implementation efforts for the Regional Economic Development Council of the Southern Tier's *Strategic Economic Development Plan*, particularly as related to transportation initiatives.
- Support Tompkins County, the City of Ithaca, TCAT and other project partners during implementation of the federally funded "*ITH-ACA: Intermodal Transportation Hub – Accelerating Community Access"* project, which will lead to the reconstruction of the Commons and enhancements to public transportation services.
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
  - Enhance coordination between Tompkins County government, as designated recipient of FTA grants, and grant subrecipients in Tompkins County.
  - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan.
  - Implementation of travel demand management strategies in cooperation with the Way2Go program and other community partners.
  - Cornell Community Investment Initiative.
- Participate in efforts to address transportation aspect of "community livability" and "social justice". In particular:
  - Cooperate and work with the Tompkins County Planning Department in implementation of action items from the Tompkins County Countywide Comprehensive Plan.
  - Support local municipalities and community groups in development of transportation plans and other efforts that support the goals and objectives in the LRTP.
  - Support community programs/initiatives that encourage increased use of active transportation (walking, bicycling, transit, shared transport).
  - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens.

- Provide continued emphasis and support for the development of transportation modes and programs that provide alternatives to the private automobile as a primary mode of transportation including :

  -trail development
  -bicycling initiatives
  -car sharing
  -van pooling
  -transportation demand management
  -public transportation
  -pedestrian initiatives
  -ride sharing
  -guaranteed ride home

2014-2015 WORK TASKS

ITCTC staff will be primarily responsible for implementation of the work tasks described in this UPWP. The work tasks are divided into four sub-areas as described and defined in the following sections. The work will be performed in coordination and with support from ITCTC Committee members, the staff of member agencies, and interested community partners and organizations. At times ITCTC staff will pay for specialized services, i.e. printing, binding, data analysis, map production, surveys, meeting facilitation, etc., in support of its responsibilities. Any project where implementation is primarily consultant based will be clearly identified. There are not consultant based projects planned for 2014-2015.

1.0 PROGRAM COORDINATION

Purpose: Facilitate the administrative and financing tasks associated with the general operation of the MPO.

Activities:

- Perform basic grant administration functions, including contract management and reimbursement requests.
- Facilitate day-to-day administrative operations (e.g., purchasing, bookkeeping, budgeting).
- Provide support for the timely renewal and implementation of the host agency agreement between Tompkins County and NYDOT.
- Monitor evolving federal transportation legislation, MAP-21 rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Assist and cooperate with Tompkins County, as host agency for the ITCTC, in fulfilling the requirement of its Hosting Agreement with NYSDOT. This includes assisting with implementation of the annual single audit performed by Tompkins County.
- Provide clerical and administrative support to the ITCTC Committees and Sub-committees.
- Develop and administer the Unified Planning Work Program (2014-2015 and 2015-2016).
- Administer and manage the Unified Operations Plan as necessary.
- Review and, where necessary, respond to various regulations, guidance, and correspondence from Federal, State, and Local agencies and organizations. This includes: preparing semi-annual FTA and FHWA Reports; and meeting requirements for MPO Self Certification.
- Participate in various professional organizations for the benefit of the ITCTC, including the New York State Association of MPOs (NYSMPO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association, and the Institute of Transportation Engineers. [Note: The ITCTC acknowledges that it has contributed $482 for AMPO membership dues through a revision in the FHWA PL allocation that allows the Binghamton Metropolitan Transportation Study MPO to pay the dues on behalf of all MPOs in New York State including the ITCTC.]
- Attend various meetings, workshops, and conferences associated with implementing the MPO planning process.
- Conduct training and orientation for MPO participants, as necessary.

2.0 DATA MANAGEMENT

Purpose: To implement data collection, analysis and maintenance activities that are of a continuous and technical nature.

Activities:

- Collect and/or assemble, maintain, and analyze socio-economic, land use, and travel pattern data.
- Participate in local GIS planning projects in order to create and maintain necessary geographic-based data sets.
- Conduct and analyze special transportation studies as necessary.
- Collect, maintain and analyze traffic data and facility condition information in cooperation and conjunction with participating local and state entities.
- Compile available existing traffic count data from municipal, state and private sources. Prepare annual traffic volume reports that track traffic volumes across a sample of roadways in Tompkins County.
- Assist Tompkins County in the maintenance of a computerized highway inventory.
- Maintain data needed to update the bicycling suitability map for Tompkins County.
- Participate in various data collection and analysis training activities as conducted by NYSDOT, USDOT, the Cornell Local Roads Program, the NY State Association of MPOs and/or other pertinent organizations.
- Maintain an address database to assure the inclusion of Title VI and Environmental Justice (EJ) constituencies in the transportation planning decision-making process.
- Under the Title VI and EJ initiatives use Census data to identify geographic areas and populations that may be impacted by transportation projects.
- Work with the US Census bureau, NYSDOT and other appropriate agencies and local partners to define and manage data associated with the Ithaca Urbanized Area and Traffic Analysis Zones in Tompkins County.
- Work with the, NYSDOT, FHWA, US Census bureau and other appropriate agencies and local partners to review the Tompkins County Highway Federal Classification System.
- Maintain and operate the existing ITCTC TransCAD travel demand model. This effort includes updating the model input data, calibrating the model using the latest available traffic counts, expanding the model capabilities and providing for continuing training for staff in the maintenance and operation of the TransCAD software.

3.0 PLAN APPRAISAL

Purpose: To implement activities that support the monitoring, revision, implementation and update of the 2030 Long Range Transportation Plan (LRTP) and its goals, sub-goals and objectives, and other recommended actions.

Activities:

- Plan and implement research, public outreach, multi-jurisdictional planning coordination, and other activities in support of development of the 2035 LRTP, in accordance with the latest federal regulations and meeting MAP-21 requirements. The LRTP update has a deadline of December 2014.
- Prepare and process amendments to the 2030 LRTP in accordance with the principles and rules of MAP-21 and the policies and procedures of the ITCTC.
- Monitor the authorization activities for Federal transportation legislation. As appropriate, amend the LRTP and other ITCTC operating documents to meet new Federal requirements.

- Facilitate and promote local efforts to develop and implement bicycle/pedestrian and multi-use trail plans that promote increased mobility.
- Where possible, assist community and participating entities implementing projects and activities that support LRTP goals and objectives (e.g., trail development, transit improvements, enhanced transportation safety, use of information technologies in support of improved mobility, support for alternatives to single occupancy vehicle use, scenic byways, consideration of new technologies, mobility management, shared transportation services, etc.).
- Assist and facilitate the efforts of community and participating entities to undertake projects and activities that are in accordance with the principles of MAP-21 (e.g., land use/transportation planning, transit accessibility, safety, etc.).
- Support efforts to assess the transportation, land use, and community development issues related to the metropolitan transportation system.
- Participate and support efforts to implement the Coordinated Public Transit-Human Services Transportation Plan for Tompkins County.

4.0 IMPLEMENTATION PLANNING AND PROGRAMMING

Purpose: To provide technical support to specific transportation planning and capital projects.

Activities:
- Participate in transportation planning efforts conducted by ITCTC partners, as appropriate.
- Continue coordination and assistance to local governments and community groups in trail development efforts as indicated in the ITCTC Transportation Trail/Corridor Study and the 2030 LRTP.
- Work cooperatively with Tompkins County, Tompkins Consolidated Area Transit, Inc. (TCAT), Gadabout and other parties involved in the implementation of the Coordinated Public Transit-Human Services Transportation Plan.
- Work cooperatively with local agencies to address the needs of transportation-disadvantaged populations, specifically the elderly, youth, disabled and those with low income.
- Work cooperatively with TCAT and its partners in advancing service and operational improvements to the transit system.
- Assist TCAT and other interested agencies in conducting technical analyses associated with transit system planning activities.
- Participate in the development and approval of the Transportation Improvement Program (TIP) and State TIP update in coordination with NYSDOT and other participating agencies and local partners.
- Assist NYSDOT and participating entities in ongoing management the ITCTC 2014-2018 TIP and the State TIP.
- Provide a reasonable level of on-call technical assistance to ITCTC partners and the general public.
- Cooperate with the Tompkins County Planning Department efforts to implement actions items found in the Tompkins County Comprehensive Plan.
- Cooperate with the Tompkins County Planning Department during their scheduled update of the Tompkins County Comprehensive Plan.
- Cooperate with Tompkins County, the City of Ithaca, the Towns of Ithaca and Ulysses, the NY State Office of Parks, Recreation and Historic Preservation (OPRHP) and other local community support groups in advancing development and constructions of the Black Diamond Trail.
- Continue to maintain the Regional ITS Architecture for Tompkins County.
- Work with regional partners in implementing recommendations of the TIP funded Regional Transportation Study.

- Participate actively in New York State Association of MPOs programs and initiatives.
- Participate in the development and implementation of Cayuga Lake Scenic Byway and the Blue Way Trail initiatives and programs.
- Continue to work cooperatively with local partners to increase the Active Transportation (walking, bicycling, transit, shared transportation services) modal share in the Ithaca urbanized area and Tompkins County.
- Continue to work cooperatively with local interested parties in enhancing the car share program in the Ithaca urbanized area.
- Continue to work cooperatively with local interested parties to provide and enhance the web based ride share program serving Tompkins County.
- Continue to work cooperatively with local interested parties in supporting the mission and programs of the Way2Go transportation information initiative housed at Cornell Cooperative Extension.
- Work with the different working groups of the New York State Association of MPOs (NYSMPO) to obtain information/data and help address transportation issues. NYSMPO Working Groups bring together MPO and NYSDOT staff members who work to identify ways to better coordinate and implement statewide transportation planning efforts.
- Continue to work cooperatively with Tompkins County Area Development and other local interested parties in an ongoing effort to attract Automated Transit Network systems research and development activities to the Ithaca-Tompkins County area.
- Work cooperatively with Way2Go, Cornell Cooperative Extension and other participating agencies in the "Get Your Greenback" program, which promotes sustainable practices in the areas of transportation, food production, waste management, building heat and lighting for residents and businesses in the Ithaca-Tompkins County area.

PLAN FOR REPROGRAMMING OF CARRY-OVER FUNDS

FHWA P.L. FUNDS

Over the years the ITCTC, like other MPOs statewide, has accumulated a backlog of unused FHWA P.L. funds. These carry-over funds may be reprogrammed on an as-needed basis, following review and approval of the Transportation Planning and Policy Committees, to fulfill the implementation of the UPWP and further the goals and objectives of the Long Range Transportation Plan. As of January 2014 the carry-over funds available for reprogramming total approximately **$56,000.**

Because of the fiscal uncertainty of transportation programs at the Federal level it is prudent that the available carry-over balance be kept in reserve to address unexpected fiscal fluctuations and meet possible budget shortfalls in future years. Therefore, no projects are recommended for use of these funds during the current fiscal year.

FTA FUNDS

Unlike FHWA P.L. funds, which need to be reprogrammed into the operating budget before being used, carry-over FTA grant funds remain available for use for up to four years without the need for reprogramming. The FTA carry-over funds are generally used to supplement the agency's operating budget in support of transit related work tasks in the UPWP. For the 2014-2015 fiscal year the FTA carry over funds will be used to supplement the supplies, equipment, travel expenses and other budget areas in support of implementation of UPWP work tasks. FTA carry-over is shown as part of **TABLE 2**: *2014-2015 Available Funding for*

ITCTC Operations; and the carry-over budgets in **TABLES 5** through **7**.

STATEWIDE SHARED COST INITIATIVES

SUMMARY

As part of UPWP development each year, the 13 MPOs in New York State, working as the NY State Association of MPOs (NYSAMPO), collectively reserve a limited amount of federal transportation planning funds to fund a series of statewide shared cost initiatives (SCIs) and pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). As available, 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 1999-2000.

Over the years different MPOs in New York State have hosted SCI projects. The host MPO provides the financial infrastructure to manage projects funds. Project funds are included in each host's operating budget. Host MPOs manage each project's budget line, receiving invoices and making payments in coordination with the project's client committee. Host MPOs are reimbursed for administrative costs and other incidental expenses (i.e. photocopying, room rentals, etc.) with up to 15% of budgeted project funds.

Currently, the SCI program continues to operate at a minimal level due to reduced funding availability. Listed below are ongoing SCI activities. The statewide set-aside for the SCI is $150,000 in FHWA PL funds. The ITCTC contribution to the SCI in 2014-2015 totals approximately **$1,515**.

NYSAMPO Staff Support
Budget: $150,000
Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.
Lead Agency: Capital District Transportation Committee

NYSAMPO Staff Training
Budget: $51,471
Objective: Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.
Lead Agency: Genesee Transportation Council

FUNDING SUMMARY

FEDERAL AID

The Unified Planning Work Program currently addresses planning funds administered by U.S. Department of Transportation agencies under the following programs:

***Federal Highway Administration* "P.L." program:** FHWA describes MAP-21's approach to the distribution of formula funds as being "based on the amount of formula funds each State received in fiscal year (FY) 2012. Once each State's total Federal-aid apportionment is calculated, an amount is set aside for the State's Metropolitan Planning through a calculation based on the size of the State's FY 2009 Metropolitan Planning apportionment relative to the State's total FY 2009 apportionment". Federal funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match. As described in the previous section, NYSDOT also sets aside pre-distribution funds for the Shared Cost Initiative program.

For the period April 1, 2014 - March 31, 2015, a total of **$280,658** in P.L. funds have been allocated to the Ithaca-Tompkins County Transportation Council; however, the ITCTC acknowledges and concurs with a **$482** takedown for the purposes of paying one year of membership dues to the Association of Metropolitan Planning Organizations (AMPO). This revision in the FHWA PL allocation allows the Binghamton Metropolitan Transportation Study (BMTS), the MPO for the Binghamton, NY area, to pay the dues on behalf of all the NYS MPOs. After these adjustments the total P.L. allocation for the 2014-2015 ITCTC Operating Budget is **$280,176** (see **TABLES 1, 2** and **3**).

***Federal Transit Administration* Section 5303 program:** Funds are apportioned to states by a formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors. States can receive no less than .5 percent of the amount apportioned. These funds, in turn, are sub-allocated by states to MPOs by a formula that considers each MPO's urbanized area population, their individual planning needs, and a minimum distribution. These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match. For the period April 1, 2014 - March 31, 2015 a total of **$39,508** in Section 5303 funds are allocated to the Ithaca-Tompkins County Transportation Council. In addition, as described in the *Plan For Reprogramming Of Carry-Over Funds* section above, prior year funds are available until expended (see **TABLES 2** and **4**; and the carry-over budgets in **TABLES 5** through **7**).

***Federal Transit Administration* Section 5307 program:**
The Federal Transit Act provides for an annual distribution of General Funds for the operation, planning, and capital acquisition/rehabilitation of transit services in urbanized areas (Title 49 USC, Section 5307). Section 5307 funds for small urban areas are administered by NYSDOT on behalf of the Governor and are distributed directly to Designated Recipients within the urbanized areas on a formula basis. The use of Section 5307 funds for planning activities requires a 20% non-federal match. For the period January 1, 2014 – December 31, 2015 the local transit operators have programmed **$64,000** from Section 5307 for short-term transit planning activities. This amount plus its associated non-federal match total **$16,000**, and is listed as part of the total program funding summary in **TABLE 1**.

MATCH FUNDS

The Federal Aid described in the above sections needs to be matched with a 20% share of non-federal funds. The 20% non-federal share is reached through a combination of state and local contributions as described below.

***New York State Department of Transportation*:** NYSDOT provides a share of the non-federal match funds for the "P.L." and "Section 5303" programs. NYSDOT's contribution amounts to a 15% match to federal funds (or 75% of the non-federal 20% share). FTA Section 5303 funds are matched in the form of "in-kind services". Starting this year, FHWA "P.L" funds are matched through the use of Toll Credits. 'Toll Credits' is a funding mechanism based on revenues generated by the toll authority (i.e., toll receipts, concession sales, right-of-way leases or interest), including borrowed funds (i.e., bonds or loans) supported by this revenue stream. Credits earned may be applied toward the non-Federal matching share of programs authorized by title 23, U.S.C. The amounts allocated for ITCTC programs are **$52,533** for the "P.L." program and **$7,408** for the "Section 5303" program**,** making the total State contribution for the 2014-2015 UPWP **$59,941** (see **TABLE 1**).

***Local Participants*:** The local government participants, particularly the "Host" agency (Tompkins County), also provide a share of the non-federal match funds for the "P.L." and "Section 5303" programs. The Local Participants provide a 5% match (or 25% of the non-federal 20% share), usually in the form of "in-kind" goods and services. These amounts are **$17,511** for the "P.L." program and **$2,469** for the "Section 5303" program. Therefore, the total local support for the 2014-2015 UPWP is **$19,980** (see **TABLE 1**).

PROGRAM SUMMARY

The total value of the 2014-2015 Unified Planning Work Program is **$479,606**. Of this amount, **$383,658** (80%) comes from the various Federal programs; **$71,941** (15%) comes from the New York State Department of Transportation; and Local Participants provide **$23,980** (5%). **TABLE 1** presents the overall resources for the 2014/15 UPWP by funding program including State and Local match contributions.

OPERATING BUDGET

The staff and operations of the *ITCTC* are administratively "hosted" by Tompkins County. Under a formal agreement with the State of New York, Tompkins County provides "first instance" funding to the *ITCTC*, which is reimbursed by NYSDOT on an invoice basis. As such, the "Operating Budgets" of the *ITCTC* are incorporated as a single "budgeting unit" in the County's budget. Only federal dollars are represented in the operating budgets. The UPWP includes the *ITCTC*'s 2014-2015 Operating Budget in **TABLE 2**: *2014-2015 Available Funding for ITCTC Operations*. All costs identified in the budget are direct costs. *MPO approval of the Operating Budget is implicit in the adoption of this UPWP document.*

2014-2015 PROGRAMMATIC FUNDING SUMMARY — TABLE 1

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
FHWA "P.L."	$280,176	$52,533	$17,511	$350,221
FTA 5303	$39,508	$7,408	$2,469	$49,385
ITCTC Subtotal	$319,685	$59,941	$19,980	$399,606
FTA 5307 (TCAT)	$64,000	$12,000	$4,000	$80,000
TOTAL	**$383,685**	**$71,941**	**$23,980**	**$479,606**

2014-2015 AVAILABLE FUNDING FOR ITCTC OPERATION — TABLE 2

2014-2015 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	***DESCRIPTION***	***2014-2015 FHWA***	***2014-2015 FTA***	***2014-2015 TOTAL***	***2011-2012 FTA***	***2012-2013 FTA***	***2013-2014 FTA***	***FTA Sub-TOTAL***	***GRAND TOTAL***
REVENUES:									
.4959	FEDERAL AID GRANT	$280,176	$39,508	$319,684	$2,905	$5,934	$2,908	$11,747	$331,431
	REPROGRAMMED FUNDS	$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL REVENUES	**$280,176**	**$39,508**	**$319,684**	**$2,905**	**$5,934**	**$2,908**	**$11,747**	**$331,431**
EXPENSES:									
	COMBINED SALARIES	168,837	22,805	191,642	0	0	0	0	191,547
.8800	FRINGE	96,068	12,976	109,044	0	0	0	0	108,990
.2206	COMPUTER EQUIPMENT	0	0	0	0	0	0	0	0
.2210	OTHER EQUIPMENT	0	0	0	0	0	0	0	0
.2214	FURNITURE & FIXTURES	300	200	500	0	0	0	0	500
.2230	COMPUTER SOFTWARE	300	200	500	0	1,260	0	1,260	1,760
.4303	OFFICE SUPPLIES	300	245	545	305	350	0	655	1,200
.4330	PRINTING	1,000	0	1,000	2,600	0	1,500	4,100	5,100
.4332	BOOKS/PUBLICATIONS	300	0	300	0	0	100	100	400
.4342	FOOD	200	0	200	0	0	100	100	300
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	1,250	500	1,750	0	0	308	308	2,058
.4412	TRAVEL/TRAINING	1,000	0	1,000	0	1,674	500	2,174	3,174
.4414	LOCAL MILAGE	869	332	1,201	0	400	200	600	1,801
.4416	PROFESSIONAL DUES	900	0	900	0	300	200	500	1,400
.4424	EQUIPMENT RENTAL	2,000	1,500	3,500	0	800	0	800	4,300
.4425	SERVICE CONTRACTS	1,000	0	1,000	0	0	0	0	1,000
.4432	RENT	1,000	0	1,000	0	0	0	0	1,000
.4442	PROFESSIONAL SERVICE FEES	1,852	0	1,852	0	0	0	0	1,852
.4452	POSTAGE SERVICES	1,000	250	1,250	0	300	0	300	1,550
.4472	TELEPHONE	1,000	250	1,250	0	500	0	500	1,750
.4618	INTERDEPARTMENTAL CHARGE	1,000	250	1,250	0	350	0	350	1,600
	TOTAL EXPENSES	**280,176**	**39,508**	**319,684**	**$2,905**	**$5,934**	**$2,908**	**$11,747**	**$331,431**

2014-2015 FHWA AUDITABLE BUDGET

TABLE 3

PIN # P214-15-881

TASK BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	56,035	24,165	17,511	97,711
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	56,035			56,035
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	56,035	7,355		63,390
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	56,035			56,035
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	5,604			5,604
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	36,423	21,013		57,436
44.26.12	COORD OF HUMAN SVC TRANS	14,009			14,009
44.27.00	OTHER ACTIVITIES				
	TOTAL	**280,176**	**52,533**	**17,511**	**350,220**

AUDITABLE BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.20.01	PERSONNEL	168,837		10,507	179,344
44.20.02	FRINGE/LEAVE	96,068		4,378	100,446
44.20.03	TRAVEL	1,869			1,869
44.20.04	EQUIPMENT	600			600
44.20.05	SUPPLIES/REPRODUCTION	1,300			1,300
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	11,502		2,626	14,128
44.20.08	INDIRECT CHARGES				
XX.XX.XX	Toll Credits		52,533		52,533
	TOTAL	**280,176**	**52,533**	**17,511**	**350,220**

2014-2015 FTA Section 5303 AUDITABLE BUDGET — TABLE 4

GRANT # NY-80-X024/ PIN # P214-15-80A

TASK BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.21.00	PROGRAM SUPPORT ADMINISTRATION	7,902	4,445	2,469	14,816
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	7,902			7,902
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	7,902			7,902
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	7,902			7,902
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	790			790
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	5,135	2,222		7,357
44.26.12	COORD OF HUMAN SVC TRANS	1,975	741		2,716
44.27.00	OTHER ACTIVITIES				
	TOTAL	**39,508**	**7,408**	**2,469**	**49,385**
AUDITABLE BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.20.01	PERSONNEL	22,805	2,370	1,482	26,657
44.20.02	FRINGE/LEAVE	12,976	2,223	617	15,816
44.20.03	TRAVEL	332			332
44.20.04	EQUIPMENT	400			400
44.20.05	SUPPLIES/REPRODUCTION	245			245
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	2,750	2,815	370	5,935
44.20.08	INDIRECT CHARGES				
XX..XX..XX	Toll Credits				
	TOTAL	**39,508**	**7,408**	**2,469**	**49,385**

2013-2014 FTA Section 5303 AUDITABLE BUDGET **TABLE 5**

GRANT # NY-80-X023/ PIN # P213-15-80A

As of March 31, 2014 (estimated & unaudited)

TASK BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.21.00	PROGRAM SUPPORT ADMINISTRATION	582	326	0	908
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	582			582
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	582			582
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	582			582
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	58			58
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	378	164		542
44.26.12	COORD OF HUMAN SVC TRANS	144	55		199
44.27.00	OTHER ACTIVITIES				
	TOTAL	**2,908**	**545**	**0**	**3,453**
AUDITABLE BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.20.01	PERSONNEL		300		300
44.20.02	FRINGE/LEAVE		163		163
44.20.03	TRAVEL	700			700
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	1,600			1,600
44.20.06	CONTRACTUAL				
44.20.07	OTHER	608	82	0	690
44.20.08	INDIRECT CHARGES				
XX..XX..XX	Toll Credits				0
	TOTAL	**2,908**	**545**	**0**	**3,453**

2012-2013 FTA Section 5303 AUDITABLE BUDGET **TABLE 6**

GRANT # NY-80-X022/ PIN # P212-15-80A

As of March 31, 2014 (estimated & unaudited)

TASK BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,187	668	61	1,916
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,187			1,187
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,187			1,187
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,187			1,187
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	119			119
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	770	334		1,104
44.26.12	COORD OF HUMAN SVC TRANS	297	111		408
44.27.00	OTHER ACTIVITIES				0
	TOTAL	**5,934**	**1,113**	**61**	**7,108**
AUDITABLE BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.20.01	PERSONNEL	0	612		612
44.20.02	FRINGE/LEAVE	0	334		334
44.20.03	TRAVEL	2,074			2,074
44.20.04	EQUIPMENT	1,260			1,260
44.20.05	SUPPLIES/REPRODUCTION	350			350
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	2,250	167	61	2,478
44.20.08	INDIRECT CHARGES				
XX..XX..XX	Toll Credits				0
	TOTAL	**5,934**	**1,113**	**61**	**7,108**

2011-2012 FTA Section 5303 AUDITABLE BUDGET **TABLE 7**

GRANT # NY-80-X021/ PIN # P211-15-80A

As of March 31, 2014 (estimated & unaudited)

TASK BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	581	327		908
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	581			581
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	581			581
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	581			581
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	58			58
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	378	163		541
44.26.12	COORD OF HUMAN SVC TRANS	145	55		200
44.27.00	OTHER ACTIVITIES				
	TOTAL	**2,905**	**545**	**0**	**3,450**

AUDITABLE BUDGET					
CODE	**DESCRIPTION**	**FEDERAL ($)**	**STATE ($)**	**LOCAL ($)**	**TOTAL ($)**
44.20.01	PERSONNEL		300		300
44.20.02	FRINGE/LEAVE		163		163
44.20.03	TRAVEL	0			0
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	2,905			2,905
44.20.06	CONTRACTUAL				
44.20.07	OTHER	0	82		82
44.20.08	INDIRECT CHARGES				
XX..XX..XX	Toll Credits				0
	TOTAL	**2,905**	**545**	**0**	**3,450**