Unified Planning Work Program
2023-2024
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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 is an independent organization that is hosted by Chemung County within the Planning Department. ECTC conducts technical studies and leads the development of public transportation initiatives, plans, programs, and projects.

ECTC’s Mission

To support and enhance a multimodal transportation system within the Elmira-Chemung County planning area. This system will sustain and grow commerce, protect natural resources, and serve communities by providing accessible, efficient, and sustainable transportation infrastructure for all.

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
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 and a small area into Steuben 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) 2023 from April 1, 2023 through March 31, 2024. 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.¹

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

¹ 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).
agencies, develops and maintains plans for the regional transportation network. ECTC also has a 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.

Infrastructure Investment and Job Act (IIJA)
The federal government issues guidelines and regulations to direct the MPO’s planning process. On November 15, 2021 the federal government passed the Infrastructure Investment and Job Act (IIJA), future work programs will be developed consistent with this new law.

Metropolitan Planning Factors
Federal regulations 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.²

ECTC considers these factors in each of its planning products, including this UPWP and the Long-Range Transportation Plan (LRTP). The table on page 7 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.

FHWA and FTA Planning Emphasis Areas (PEAs) are also used by ECTC to develop tasks for UPWPs. The PEAs include the following:

A. Public Involvement – engage in early, effective, and continuous public involvement to bring diverse viewpoints into the decision-making process.

² 23 CFR 450.306 <www.ecfr.gov>
B. Planning and Environmental Linkages (PEL) - a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.

C. Data in Transportation Planning – incorporating data sharing and management in transportation planning.

D. Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future - to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.

E. Equity and Justice 40 in Transportation Planning - to advance racial equity and support for underserved and disadvantaged communities.

F. Complete Streets - Plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment.

G. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination - The 64,200-mile STRAHNET system, including I-86, consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. FHWA and FTA encourage MPOs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
Table 1: Planning Factors and Corresponding Actions

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Task 1: Transportation Asset Management

1.1. Traffic Count Program
1.2 Transportation Asset Management
1.3 Technical Support Services
1.4 Crash Reporting
1.5 Sidewalk Inventory and Assessment

Task 2: Mobility Enhancement

2.1 Safety Monitoring and Planning Process
2.2 Interstate 86
2.3 Local Road Safety Plan
2.4 Regional Coordination
2.5 Wayfinding and Signage

Task 3: Transit Enhancement

3.1 Public Transit Planning and Oversight
3.2 Performance Measures
3.3 Outreach and Communications
3.4 Human Service and 5310
3.5 Route Analysis and Origin-Destination Study
3.6 Bus Fleet Transition Plan

Task 4: Long Range Planning (>5 years)

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4.3 Local and Regional Comprehensive Planning
4.4 Climate Initiative
4.5 Project Evaluation and Design Assistance
4.6 Housing and Transit Oriented Development

Task 5: Short Range Planning (<5 years)

5.1 DBE support
5.2 Trail Connection
5.3 Traffic Signal Plan Update
5.4 Data and Mapping support
5.5 Design and Construction Coordination

Task 6: Transportation Alternatives

6.1 Bicycle and Pedestrian Facilities and Programs
6.2 Complete Streets
6.3 Public Education
6.4 Alternative Fuels and EVs

Task 7: Public Participation & Program Administration

7.1 UPWP
7.2 Status Reporting
7.3 TIP
7.4 Public Outreach and Participation
7.5 NYSAMPO
7.6 Equal Opportunity and Environmental Justice
Guiding Documents and Planning Priorities
ECTC’s most recent LRTP, adopted in November 2019, includes a vision statement, goals and objectives that will guide the MPO’s work through 2025. 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:

- **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 those that run and maintain the system. With a focus on creating a more equitable transportation system, ECTC will prioritize plans for regional trail network expansion and complete streets, specifically in Elmira and other population centers, in the short-term.

- **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.

- **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.

- **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, and that for residents to be able to seek better employment and housing opportunities, the system must serve their needs.

- **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 work to implement solutions identified for possible air cargo operations at the airport.

- **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.

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• **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.

Continuing Planning Priorities

As it is with many communities, Chemung County has worked to find a new normal with the COVID-19 pandemic. Continued priorities for the next year include:

• ECTC will continue to provide long range planning and administration for the Chemung County Transit system. ECTC staff will continue to oversee a multitude of transit activities. One of the larger activities is the finishing of the Transportation Center Rehabilitation project. This construction of this project began in early Spring of 2022 and a great percentage of the work was completed by the end of 2022. The project is expected to be completed by Summer of 2023.

• Chemung County will develop a Countywide Comprehensive Plan, the first such plan in the history of Chemung County. The ECTC staff will provide full support to this important project and ensure that the transportation needs will be well covered in the plan.

• ECTC’s Transportation Asset Management (TAM) work will continue to support development and sharing of information on transportation assets.

• ECTC will continue to work towards improving conditions and amenities for bicyclists and pedestrians. ECTC has contracted Fagan Engineering to study what needs to be done to develop a connection from the Catharine Valley Rail Trail and Lackawanna Rail Trail in the Elmira/Horseheads area. This connection would create a 29 miles trail from Lowman, NY to Seneca Lake in Watkins Glen and could open a door for distance trail events.

• ECTC will continue utilize social media and other means to engage with the public. ECTC will continue to participate and support the ongoing effort of the NYSAMPO Public Engagement Community group to utilize alternative methods to seek public input and participation. As ECTC works on creating its Long Range Transportation Plan, public outreach will be a major priority.

• ECTC updated the Transportation Improvement Program (TIP) in 2022 for 2022-2027(TIP). ECTC will continue to work with NYSDOT and local partners as projects progress and the advancement of new projects that carry out the goals of the UPWP are brought to the MPO. ECTC will encourage local municipalities and stakeholders to propose new transportation projects and programs as well as contribute towards development of the Long Range Transportation Plan.
II. 2023-2024 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 2023-24. 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 highway and bridge projects on the Transportation Improvement Plan. 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 2023-24 staffing plan, which ECTC anticipates will remain consistent with current staffing levels.

2022-2023 in Review
ECTC experienced some staff changes in 2022 but was able to accomplish its goals nonetheless. Some goals from the 2021-22 UPWP that have been achieved include the completion of the Intelligent Transportation System (ITS) update as well as updates to the TIP. In addition, ECTC began a study to connect the Lackawanna Rail Trail and Catharine Valley Trail. ECTC also facilitated the installation of multiple bike repair stations and conducted new and improved oversight activities over the private transit operator with assistance during the pandemic.

ECTC continues to be hosted within Chemung County and administered through the Chemung County Planning Department via shared space and resources. The Chemung County Planning Commissioner is also ECTC’s Director; as such, the two departments work together seamlessly and effectively.
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 2022 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. The 5-year analysis of City of Elmira and Chemung County owned roadways show they are at their highest overall condition since the program began, a testament to the combined value of the pavement condition assessment program and the annual pavement program.
- Continued to participate in NYSAMPO GIS Working Group and Modeling Working Group meetings and discussions.
- Continued in 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 to participate in the Southern Tier GIS Users Group, a regional division of the NYS GIS Association.
- ECTC Staff played an integral role working with the County GIS Consortium and the local communities to gather financial support to once again obtain increased air photo image resolution, which has been very beneficial to the daily planning work activities of the Council.
- Provided maps and technical assistance to various departments including Chemung County Department of Public Works for crash data and trails mapping for the North South Bicycle Friendly Corridor, County Planning, County Buildings and Grounds Dept., Chemung County Soils and Water, Chemung County Industrial Development Agency and Southern Tier Economic Growth, the Sheriff’s office and the office of the Chemung County District Attorney.
- Continued with the New York State Crash Location and Engineering Analysis and Reporting (CLEAR) trainings.
- ECTC completed the Regional Intelligent Transportation System Architecture (RITS) with contracting consultant ConSysTec in the summer of 2022. The update was a substantial improvement over the last architecture and brought the Chemung County RITS into the 21st century in terms of technology and user friendliness. Through the contract ConSysTec hosts the Architecture on a website where all involved parties can review the RITS and make updates as updates take place.
- ECTC worked with Elmira Community Cycle, a local bicycle advocacy group, and the Chemung County Departments of Public Works and Buildings and Grounds to place 6 bicycle repair stations at various popular parks and trails around the City of Elmira, and Chemung County. An informational video was created by the City of Elmira [https://youtu.be/dDzHW6r4_fQ](https://youtu.be/dDzHW6r4_fQ) that promotes the repair stations and mentions the GIS Map Viewer that created by ECTC of the local trail system and bicycle repair station locations.
Work Plan

1. Traffic Count Program

NYSDOT staff and contractors will conduct traffic counts for 2023 and compile traffic count data from 2022. 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 photo log and assess the pavement for the entire Non-State Federal-Aid and Chemung County and City of Elmira road system through the use of GPS-enabled cameras in the Fall of 2023. ECTC will develop a GIS Viewer for these and include it in 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 the Department 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. 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 as able. Staff members will continue participation in and support of the Chemung County GIS Consortium.

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 new NYS Crash Location and Engineering Analysis and Reporting (CLEAR) system, reviewing and compiling crash data as appropriate. ECTC will continue to update the countywide crash GIS project for safety performance measures.

5. Sidewalk Inventory and Assessment

ECTC will work to develop an assessment of sidewalks and right of way conditions in the City of Elmira.

Task 1 Deliverables

- Traffic Count Data
- 2023 Photolog, Database, and Image Viewer
- 2022 Road Scoring Report
- Chemung County crash report update
# Task 1.0 Budget

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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
- Participation in NYSAMPO Safety Working Group meetings and discussions.
- Participation in the Route 13 Connector Road project, which is comprised of Chemung County Department of Public Works (DPW), NYSDOT, consultant engineers, and others. Construction began in 2022.
- Participation in the New York State Strategic Highway Safety Plan update to represent the Chemung County area.
- Prepared and submitted grant applications for implementation of the Local Road Safety Plan.
- Prepared and submitted grant applications for the redesign of Clemens Center Parkway in the City of Elmira to improve safety and mobility for all modes of transportation including pedestrians and bicyclists.

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. Interstate 86
ECTC and Binghamton Metropolitan Transportation Study (BMTS) will continue to pursue “Alternative Fuel Corridor” designation on I-86 from Binghamton to Erwin. An Alternative Fuel Corridor through the Southern Tier will provide consistently available EV charging stations that attract travelers and tourists.

ECTC will continue to support the implementation of public EV charging stations and provide technical assistance to local municipalities on grant applications as well as siting and design guidance.

ECTC will work with emergency management and any regional Department of Defense contacts to understand considerations for planning work in and around the I-86 within the ECTC planning area.
3. **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 formally adopted in 2021. 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 will continue to participate in the planning process, providing the needed crash data for this project and will help to implement the plan as needed.  

4. **Regional Coordination**

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.

5. **Wayfinding and Signage**

ECTC and Chemung County Planning will apply for a USDOT RAISE grant to develop a plan for a comprehensive wayfinding and signage approach for Chemung County.

Task 2 Deliverables
- Local Road Safety Plan implementation (projects to be determined).
- Wayfinding and Signage plan and design guide

Task 2.0 Budget

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Task 3.0 Transit Enhancement

Objectives
This task encompasses planning activities related to oversight and administration 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
- Developed and facilitated the Chemung County Coordinated Plan in 2022.
- Completed the annual 17-A report.
- Prepared and submitted 5311 and 5339 Bus and Bus Facilities Grant applications
- Coordinated submission of two applications for NYSDOT transit funding including Accelerated Transit Capital (ATC) and Modernization and Enhancement Program (MEP).
- Oversight of Chemung County Transportation Center rehabilitation project, anticipated completion in Spring of 2023
- Completed the Disadvantaged Business Enterprise (DBE) program and goal setting for 2022-2024.
- Completed CARES Act drawdowns.
- Completed 5310 State Review.
- Attended Community Rides Stakeholder meetings between Schuyler and Chemung Counties.
- Created sub-recipient monitoring guide
- Held Transit Board meetings with discussions on new initiatives and projects.

Work Plan
1. Public Transit Planning and Oversight
Staff will continue to support the Transit Board that provides oversight for C TRAN, and will provide staffing for Board activities. Staff will conduct quarterly 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 continue with monthly operational and fiscal review meetings.

Staff will monitor transit system ridership and other operational data to determine how the system is performing. In 2021, ECTC and the private operator continued discussions on modifications to the fixed transit routes, with what ridership data was available, observations, and a potential need to shift service within the city and on inter-county routes. Due to changes in ridership as the result of the pandemic, the MPO and transit operator paused this initiative until ridership resumes typical levels.

Staff will work with the transit operator to facilitate the Request for Proposals, consultant selection and Invitation for Bid for renovations to the Transit Bus Garage and Administrative Building in the coming years.

Staff will continue to work with the transit operator on bus and bus shelter replacements, pending a route analysis to ensure ideal placement, in 2023.
2. **Performance Measures**

Staff will review and update service standards and performance measures used to evaluate C TRAN operations and to comply with the safety and State of Good Repair requirement. ECTC adopted the NYSDOT-developed performance measures that meet federal requirements. The Transit Manager 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. **Outreach and Communication**

The Transit Manager and Mobility Manager\(^5\) 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 service. The group convenes several times throughout the year and when ECTC and First Transit have information to share. The Riders Advisory Council met twice in 2022 due to the pandemic, the goal is to meet quarterly throughout the year.

The Transit Manager will continue to 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 Manager and/or the private operator 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 Manager. Using information from the 2022 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.

Staff will work with the Mobility Manager to institute the goals that we developed for the 2022 Chemung County Coordinated Plan.

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

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\(^5\) Section 5310 and Section 5311 grants fund this position.
sensers 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.

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.

5. Route Analysis and Origin/Destination Study
ECTC will conduct public outreach and engagement to identify potential adjustments to the transit system routes. ECTC will procure consultant services to study the existing bus routes and level of service as well as complete an Origin/Destination study. This work will be undertaken alongside the Long Range Transportation Plan.

6. Bus Fleet Transition Plan
ECTC will work with the County Transit contractor to analyze current fleet fuel efficiency and greenhouse gas emissions as well as to conduct a feasibility study and technical procurement assistance for electric bus vehicles and associated infrastructure requirements. ECTC will explore additional funding sources for this work through competitive grants and new programs to be created through the IIJA.

Task 3 Deliverables
- Updated Service Standards/Performance Measures, as needed.
- Finalized project applications for FTA Section 5311 (rural) and Section 5310-funded operating assistance and mobility management projects.
- Complete oversight of the Chemung County Transportation Center, Bus Shelters, and Bus Garage rehabilitation projects.
- Maintain Section 5311 Supportive Employment Services (SES).
- Analysis of Bus Routes and Origin/Destination Study
- Fleet Transition Plan

Task 3.0 Budget

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

Objectives
Implementation of recommendations from the 2040 ECTC Long Range Transportation Plan (LRTP) will continue this year, along with 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
- Adopted NYSDOT performance measures to guide and gauge the effectiveness of the local transportation planning process.
- Planned and commenced upgrades to the Chemung County Transportation Center.
- Worked with municipalities to install electric vehicle charging infrastructure (EV charging stations to come in Downtown Elmira in 2023).
- Continued discussions for pedestrian safety improvements for Clemens Center Parkways with NYS DOT and other stakeholders.

Work Plan

1. **Long Range Transportation Plan**

ECTC will develop a Long Range Transportation Plan (LRTP) to replace its previous plan from 2019. The LRTP will outline the long term planning approach for ECTC and will be based on technical analysis of the existing transportation conditions as well as substantial stakeholder participation and community outreach.

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. Examples of such efforts are the Horseheads Connector Road Project, which will provide freight access from I-86 to the Horseheads HOST facility; the City of Elmira Downtown Revitalization Initiative Project that restored some vacant properties in the heart of the downtown district; the conversion of the closed Lake Street bridge to a bicycle and pedestrian facility that will have the ability to host public events in the downtown business district of the City of Elmira.

ECTC may apply for discretionary Federal or State funding. 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 of transportation. Staff will continue to assist with grant applications through the Consolidated Funding Application process to the Regional Economic Development Council (REDC), as needed.

ECTC will contract to study the Northern Arterial Connection to I-86 study in 2023. The study will update a cost-benefit analysis and provide the basis for future grant funding opportunities.
3. **Local and Regional Comprehensive Planning**

In 2023, Chemung County anticipates starting work on a Comprehensive Plan and ECTC will support this project with staff time, GIS coordination, and technical assistance.

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. ECTC will participate in a Chemung County Comprehensive Plan as well as other local and regional planning projects, as requested.

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.

4. **Climate Change Initiative**

ECTC has registered for the Sustainable Transit for a Healthy Planet Challenge and will continue to integrate climate change considerations in the planning and delivery of projects and programs. Adaptation, mitigation, and resilience related work appears throughout other tasks in this UPWP including Long Range Planning. Staff will continue to participate in the NYSAMPO Climate Change Working Group.

5. **Project Evaluation and Project Design Assistance**

ECTC may solicit for non-State transportation projects for future 2024 TIPs. 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.

In 2023, staff will continue to assist in initial project planning, subsequent consultant selection, and design review, including for the E. Water St. project located in the City of Elmira.

6. **Housing and Transit Oriented Development**

ECTC seeks to understand housing and its relationship to transportation and staff will analyze housing within Chemung County and promote transit oriented development through discussions with partner organizations and agencies including:

- Arbor Housing and Development
- The Chemung County Lank Bank
- The Chemung County Planning Department
- City of Elmira Office of Community Development
Task 4 Deliverables

- Local and regional comprehensive plans input, as needed
- Long Range Transportation Plan will be completed by Spring of 2024
- Northern Arterial Connection study update will be completed by Spring of 2024

Task 4.0 Budget

| Total cost | $65,985 |
| FHWA PL   | $54,510 |
| State     | $ 8,607 |
| Local     | $ 2,869 |
Task 5.0 SHORT RANGE PLANNING

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
- Trails

Work Plan
1. DBE support
   Staff will work on promoting DBE certification from local businesses and will continue to seek ways to include DBEs on local transportation projects.

2. Trail Connection
   Staff will work on a study to connect the Lackawanna and Catherine Valley Trails. A consultant engineer will be hired to develop a feasibility study in 2023.

3. Traffic Signal Plan update
   ECTC will procure an engineering consultant to update a traffic signal plan, including cost estimates and considerations for energy efficiency options.

4. Data and Mapping Support
   Staff will assist with data and mapping as needed to support the short range planning of transportation projects. ECTC will participate in the implementation of the countywide digital orthoimagery, which is useful for transportation planning, emergency response, code and zoning, and environmental assessments. ECTC will contribute to efforts to explore and obtain other forms of aerial imagery, including oblique imagery.

5. Design and Construction Coordination
   Improvements to the Transportation Center will continue under ECTC’s oversight and administration. ECTC staff will continue to participate in conceptual design for projects of regional significance, including the E. Water St. project in the City of Elmira.

Task 5 Deliverables
- Trail Connection Study, anticipated to be completed by Spring, 2024
- Sidewalk Inventory and Assessment report and geodatabase, anticipated to be completed by Spring, 2024
- Traffic Signal Plan update, anticipated to be completed by Spring, 2024.
Task 5.0 Budget

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Task 6.0 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. The impact that Autonomous Vehicles will have on our transportation system has been an ongoing topic of the New York State Association of Metropolitan Planning Organizations (NYSAMPO) for the past few years and the topic will continue to grow in magnitude as this technology progresses. ECTC will strive to keep current on this topic and its potential impacts on the transportation system, land use and economic development.

Previous Accomplishments
- Coordinated Bicycle Advocacy Committee and Pedestrian Advocacy Committee (BACPAC) meetings.
- Participated in Chemung County Traffic Safety Board (TSB) meetings.
- Coordinated the installation of 6 bicycle repair stations along local trails and community centers.
- ECTC Staff continued another year of hosting a table during Elmira Downtown Development’s summer Wisner Market events beginning late May to through early September. ECTC hosted a tent station and provided pamphlets, brochures and flashing safety buttons to promote the usage of the local trails for bicyclists and pedestrians, as well as provided information on using the local transit system.
- Prepared and submitted grant applications for the installation of public EV charging stations.

Work Plan
1. 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.
- ECTC worked with the County Department of Public Works and County Buildings and Grounds to placed 6 bicycle repair stations in the summer of 2022.
• 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 is developing a Request for Qualifications for a consultant study of the Catharine Valley Trail connection to the Lackawanna Trail. ECTC will fund the study with the expectation that a suitable connection between the 2 trails can be identified. The completion date for the study is Spring of 2024.

• Work with municipalities to apply for grants through USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) and the Transportation Alternatives Program (TAP).

• Assist the City of Elmira in progressing a sidewalk 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 2022 using GIS and field surveys. Also, continue to encourage on-street bicycle networks through striping, sharrows, etc.

• Continue to assist Chemung County 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).

ECTC has been instrumental in the development of two regional trails (Lackawanna Rail Trail and Catharine Valley Trail) 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.

2. Complete Streets
The FAST Act was the first federal legislation that required 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 partner agencies to improve walking and biking routes to area schools; in particular, safe crosswalks to local elementary schools. ECTC staff will assist any municipality in the county that is interested in adopting a Complete Streets policy.

3. 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 (TSB) 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.

4. Alternative Fuels and Electric Vehicle (EV) Charging Stations

As the nation is seeing an increase in electric vehicle options and offerings, ECTC Staff will work with Chemung County and the City of Elmira, and any other interested local municipalities, to find suitable locations for EV charging station infrastructure. This will include helping to determine the most suitable locations, assistance on grant funding and assistance on overseeing that the stations get installed.

Task 6 Deliverables

- Maintenance of bike repair stations, as needed
- Grant funding support for public EV charging stations
- Educational materials for public EV charging stations

Task 6.0 Budget

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Task 7.0 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 2022-2023 UPWP.
- Completed the ECTC 2022-2027 TIP update.
- 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 public outreach including regular social media updates and information tables at various summer events such as Wisner Market.
- Staff participated in a NYSAMPO Public Engagement Community of Practice working group to share ideas and practices on how to improve outreach and gain public comment through social media and various internet-based platforms.

Work Plan
1. **Unified Planning Work Program**
ECTC will prepare its 2023-24 UPWP and incorporate any changes to federal transportation regulations as they are made available.

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 2022-27 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**
With the awareness of the need for social distancing, ECTC will look for opportunities to use technology to meet social distance needs and will ensure that virtual meetings will be made available through its website and Facebook page. ECTC also 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. ECTC will continue to maintain the MPO website and social
Staff will be involved with substantial public participation during the development of the Long Range Transportation Plan.

ECTC staff and the Mobility Manager will continue their 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
- Chemung County Human Relations Commission
- Chemung County Aging and Long-Term Care Advisory Council
- Chemung County Coordinated Transportation Committee
- NYSAMPO Transit Working Group
- Chemung County Planning Department
- Elmira Downtown Development (EDD)
- Elmira Community Cycles
- Chemung County Environmental Management Council
- Chemung County Climate Smart Communities Task Force
- Chemung County Chamber of Commerce

Federal regulations continue the requirement to develop a Public Participation Plan in consultation with interested parties. ECTC updated its public participation plan in 2018 and plans to update again in 2023.

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 fourteen 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. 7

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

7 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 (NYS), the NYS Department of Health (NYSDOH), Cornell Local Roads Program, and NYS Department of Motor Vehicles (NYSDMV).
### NYSAMPO fees

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<td>$150,000 (FHWA PL) $100,000 (NYSDOT SPR)</td>
<td>Capital District Transportation Committee</td>
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<td>NYSAMPO Staff Training (to provide relevant training and professional development opportunities for MPO staff and member agencies)</td>
<td>$73,795 (FHWA PL) $104,345 FTA MPP / $26,086 (NYSDOT IKS)</td>
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<td>AMPO Dues (to ensure that MPOs are aware of and considered in the development of national transportation policy)</td>
<td>$53,605 (FHWA PL)</td>
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<td>Shared Transit Service Planning and Analytics Initiative (to support a set of collaborative pilot applications of common transit mobility planning and analysis tools)</td>
<td>$458,590 (FTA §5303 MPP) $114,648 (NYSDOT IKS)</td>
<td>Capital District Transportation Committee</td>
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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 strives to promote the development of a more equitable transportation system through its goals and actions.

ECTC will use its host arrangement in the County Planning Dept., to facilitate outreach efforts with Human Service Constituents, such as the Chemung County Coordinated Transportation Committee and the Chemung County Poverty Reduction Coalition. The Chemung County Poverty Reduction Coalition is group of community leaders that work to increase awareness and understanding of poverty, and to identify the needs, available resources, and actions to reduce poverty in the community. ECTC, through it’s working arrangements will attend meetings of the Chemung County Human Relations Commission.
and Chemung County Poverty Reduction Coalition, helping to identify unmet transit and other surface transportation needs at that time.\(^8\)

**Task 7 Deliverables**

- 2024-25 UPWP
- Semiannual Progress Reports
- TIP revisions/updates, as needed
- Annual Federal Obligations Listing

**Task 7.0 Budget**

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\(^8\) The Chemung County Human Relations Commission (HRC) promotes the value of diversity and equal opportunity within the workplace and the community. The Chemung County Poverty Reduction Initiative engages local community leaders around activities and policies affecting poverty in the area.
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, 2023 to March 31, 2024, the allocation of FHWA PL to ECTC is $427,083. However, ECTC acknowledges and concurs with a 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 $426,381 ECTC is reprogramming $246,209 in PL backlog for 2023-24 for staffing and consultants. After these adjustments, the FHWA PL funds used for the 2023-24 ECTC Operating will be $672,570.

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, 2023 to March 31, 2024, an estimated $57,333 in Section 5303 funds has been allocated to ECTC, all of which the MPO will use in the 2023-24 period.

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 $106,195 for the FHWA PL program and $10,750 for the Section 5303 program, making the total State match for the 2023-24 UPWP $116,945.

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 $35,398 for the FHWA PL program and $3,583 for the Section 5303 program. Therefore, the total local support for the 2023-24 UPWP is $38,982 (see table below).

Program Summary
Table 2: Summary Table, below, presents the overall resources for the 2023-24 UPWP by funding program. ECTC also received $21,688 in FHWA PL set-aside funds (100% Federal share) from IIJA Section 11206(b)(2) for increasing safe and accessible transportation options. This available funding is listed in the UPWP to document the funding is available, but eligible UPWP tasks will be identified and added in to the UPWP via the MPO process in the future. The total value of the 2023-24 UPWP FHWA PL & FTA MPP grant funds including match is $885,830 which increases to $907,518 available in 2023-24 when the FHWA PL set-aside funds are added to the total.
Table 2: Summary Table

**Programmatic Funding Summary**

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**2023-24 Available Operating Funds**

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**2023-24 Available Funds-Other FTA Funds (Carryover)**

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**2023-24 Total Available Operating Funds**

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<td>$31,265</td>
</tr>
<tr>
<td>Fringe</td>
<td>$213,665</td>
<td>$177,099</td>
<td>$18,556</td>
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<tr>
<td>Travel</td>
<td>$11,375</td>
<td>$10,650</td>
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<td>$725</td>
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<tr>
<td>Equipment</td>
<td>$2,326</td>
<td>$2,326</td>
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<td>-</td>
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<tr>
<td>Supplies</td>
<td>$8,569</td>
<td>$8,569</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contractual</td>
<td>$122,410</td>
<td>$122,410</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Indirect</td>
<td>$29,308</td>
<td>$24,766</td>
<td>$4,542</td>
<td>-</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$779,903</strong></td>
<td><strong>$672,570</strong></td>
<td><strong>$57,333</strong></td>
<td><strong>$50,000</strong></td>
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**Task Budget**

<table>
<thead>
<tr>
<th>FHWA PL &amp; FTA MPP Funds Only</th>
<th>Total</th>
<th>FHWA PL &amp; FTA MPP</th>
<th>State</th>
<th>Local</th>
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<tbody>
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<td>Transp Asset Mgmt</td>
<td>$66,451</td>
<td>$54,894</td>
<td>$8,668</td>
<td>$2,889</td>
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<tr>
<td>Mobility Enhancement</td>
<td>$72,795</td>
<td>$60,135</td>
<td>$9,495</td>
<td>$3,165</td>
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<tr>
<td>Transit Enhancement</td>
<td>$71,666</td>
<td>$57,333</td>
<td>$10,750</td>
<td>$3,583</td>
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<tr>
<td>LRP &amp; Performance Data/Target Setting</td>
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<td>$54,510</td>
<td>$8,607</td>
<td>$2,869</td>
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<tr>
<td>Short Range Planning</td>
<td>$285,643</td>
<td>$235,966</td>
<td>$37,258</td>
<td>$12,419</td>
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<tr>
<td>Transp Alternatives</td>
<td>$178,341</td>
<td>$147,325</td>
<td>$23,262</td>
<td>$7,754</td>
</tr>
<tr>
<td>Public Participation &amp; Program Admin</td>
<td>$144,948</td>
<td>$119,740</td>
<td>$18,906</td>
<td>$6,302</td>
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<td><strong>Total</strong></td>
<td><strong>$885,830</strong></td>
<td><strong>$729,903</strong></td>
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Table 3: 2023-24 FHWA PL Funds

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<th>PL Total</th>
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<th>State</th>
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<td>44.20.01 Personnel</td>
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<td>44.20.04 Equipment</td>
<td>$2,448</td>
<td>$2,326</td>
<td>-</td>
<td>$122</td>
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<td>44.20.05 Supplies</td>
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<td>$8,569</td>
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<tr>
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<tr>
<td>44.20.07 Other</td>
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<td>Toll Credits</td>
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<td>$106,195</td>
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<td>Total</td>
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<td>$672,570</td>
<td>$106,195</td>
<td>$35,398</td>
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</table>

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<tr>
<th>Task Budget</th>
<th>PL Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
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</thead>
<tbody>
<tr>
<td>Task 1.0 Transp Asset Mgmt</td>
<td>$66,451</td>
<td>$54,894</td>
<td>$8,668</td>
<td>$2,889</td>
</tr>
<tr>
<td>Task 2.0 Mobility Enhancement</td>
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<td>$60,135</td>
<td>$9,495</td>
<td>$3,165</td>
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<td>Task 4.0 LRP &amp; Performance Data</td>
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<tr>
<td>Task 5.0 Short Range Planning</td>
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<td>$235,966</td>
<td>$37,258</td>
<td>$12,419</td>
</tr>
<tr>
<td>Task 6.0 Transp Alternatives</td>
<td>$178,341</td>
<td>$147,325</td>
<td>$23,262</td>
<td>$7,754</td>
</tr>
<tr>
<td>Task 7.0 Public Participation/Program Admin</td>
<td>$144,948</td>
<td>$119,740</td>
<td>$18,906</td>
<td>$6,302</td>
</tr>
<tr>
<td>Total</td>
<td>$814,164</td>
<td>$672,570</td>
<td>$106,195</td>
<td>$35,398</td>
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</table>
Table 4: 2023-24 FTA Section 5303 Metropolitan Planning Program (MPP) funds

<table>
<thead>
<tr>
<th>FTA Code</th>
<th>Task Category</th>
<th>Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.24.00</td>
<td>Transit Enhancement</td>
<td>$71,666</td>
<td>$57,333</td>
<td>$10,750</td>
<td>$3,583</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$71,666</strong></td>
<td><strong>$57,333</strong></td>
<td><strong>$10,750</strong></td>
<td><strong>$3,583</strong></td>
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<table>
<thead>
<tr>
<th>FTA Code</th>
<th>Auditable Budget</th>
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<th></th>
<th></th>
<th></th>
</tr>
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<tr>
<td>44.20.01</td>
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<td>Travel</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>44.20.04</td>
<td>Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>44.20.05</td>
<td>Supplies</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>44.20.06</td>
<td>Contractual</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>44.20.07</td>
<td>Other</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>44.20.08</td>
<td>Indirect Charges</td>
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<td>$1,460</td>
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<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$71,666</strong></td>
<td><strong>$57,333</strong></td>
<td><strong>$10,750</strong></td>
<td><strong>$3,583</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>FTA Code</th>
<th>Task Budget</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>44.24.00</td>
<td>Short Range Trans Planning</td>
<td>$71,666</td>
<td>$57,333</td>
<td>$10,750</td>
<td>$3,583</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$71,666</strong></td>
<td><strong>$57,333</strong></td>
<td><strong>$10,750</strong></td>
<td><strong>$3,583</strong></td>
</tr>
</tbody>
</table>
Appendix: ECTC 2023-2024 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.

B. 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.

C. 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 ECTC Director is responsible for planning and programming ECTC work activities, directing resources, and providing supervision of the Central Staff. 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 within the Planning Department. 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.

ECTC Central Staff are led by a Director and consists of 3.5 full-time professional positions that carry out the activities and obligations of the Metropolitan Planning Organization.
Table 5: Staffing Plan

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>0.5</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>1</td>
</tr>
<tr>
<td>Transit Manager</td>
<td>1</td>
</tr>
<tr>
<td>GIS Transportation Analyst</td>
<td>1</td>
</tr>
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</table>
D. 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 2023 budget.

Table 6: Statement of Available Funds

<table>
<thead>
<tr>
<th></th>
<th>2023-2024 Allocation</th>
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<tr>
<td>FTA §5303 – Federal funds only</td>
<td>Unexpended balance (estimated as of January 2023)</td>
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<td><strong>Total §5303 Available</strong></td>
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<td>FHWA PL – Federal funds only</td>
<td>2023-2024 Allocation</td>
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<td>FHWA PL backlog/savings programmed</td>
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<tr>
<td></td>
<td>*FHWA PL set-aside for complete streets *</td>
<td>$21,688</td>
</tr>
<tr>
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<td><strong>Total FHWA-PL Available</strong></td>
<td><strong>$694,258</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total funds available for programming</strong></td>
<td><strong>$791,591</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total funds programmed, 2022-2023 UPWP</strong></td>
<td><strong>$907,518</strong></td>
</tr>
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</table>

*I*IIA (Pub. L. 117-58) Section 11206(b)(2) provides FHWA PL set-aside funding for increasing safe and accessible transportation options. Eligible ECTC UPWP tasks will be charged to this fund source that is 100% Federal share in the future.

ECTC Policy Committee

Christopher Moss, Chemung County Executive, Chair
Robert Sweet, Empire State Development Corporation
Brian Kelly, Regional Director, New York State Department of Transportation, Region 6
Mark Margeson, Chemung County Legislature
Daniel Mandell, Mayor, City of Elmira
Chelsea Robertson, Southern Tier Central Regional Planning and Development Board

ECTC Planning Committee

Andrew Avery, Public Works Commissioner, Chemung County/City of Elmira, Chair
Adam Moore, General Manager, First Transit
Robert Sweet, Empire State Development Corporation
Carl Martel, Department of Public Works, Chemung County/City of Elmira
Chelsea Robertson, Executive Director, Southern Tier Central Regional Planning and Development Board
Todd Stauring, Acting Regional Planning and Program Manager, New York State Department of Transportation, Region 6
Kevin Meindl, Planning Commissioner, Director of ECTC

ECTC Central Staff

Kevin Meindl, Director
Michael Perry, Deputy Director
Courtney Dunn, Transit Manager
Courtney Taylor, GIS Transportation Analyst