



Elmira-Chemung Transportation Council

# Unified Planning Work Program

[simplified statement of work]

## 2024-2025



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***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, sustain and grow commerce, protect natural resources, and serve communities by providing accessible, efficient, and sustainable transportation infrastructure for all.

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



# 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 Statement of Work (in place of a Unified Planning Work Program) is the basis for all federal funding assistance for ECTC's transportation planning initiatives for Fiscal Year (FY) 2024-25 from April 1, 2024 through March 31, 2025. The annual Statement of Work is one of the major planning products that federal legislation requires MPOs to produce as part of a certifiable transportation process, along with several other deliverables including a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), and an annual list of projects for which Federal transportation funds are obligated<sup>1</sup>.

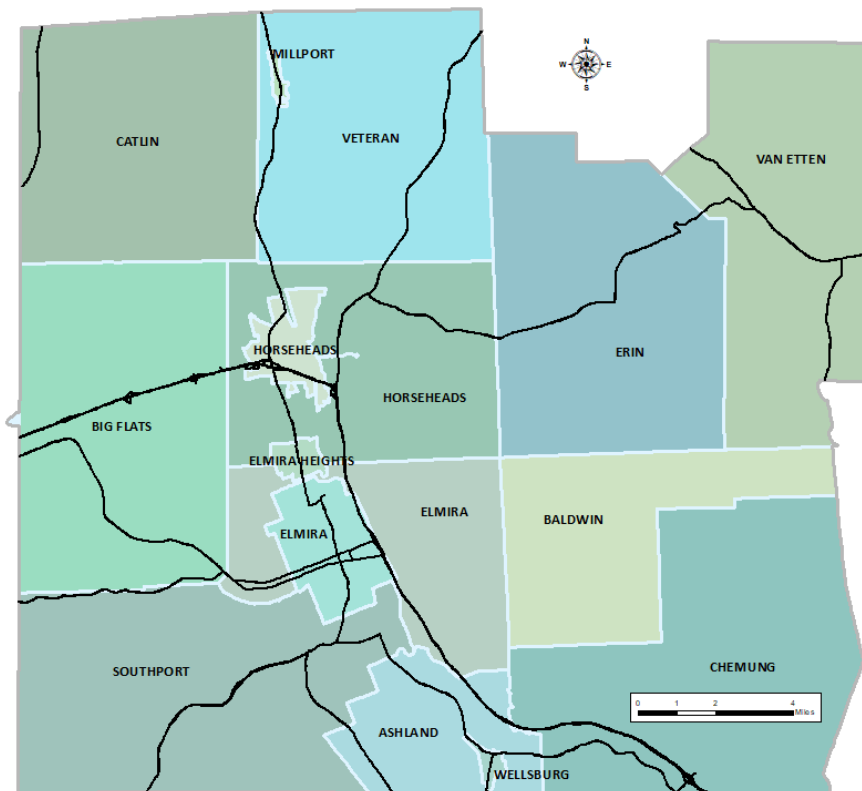


Figure 1: ECTC Planning Area

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

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



implement. ECTC has developed this Simplified Statement of Work/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.

### 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)*, the *Moving Ahead for Progress in the 21st Century Act (MAP-21)*, the *Fixing America's Surface Transportation Act (FAST Act)* and the highway provisions of the *Infrastructure Investment and Jobs Act (IIJA)* (Public Law 117-58, also known as the 'Bipartisan Infrastructure Law') signed November 15, 2021, the Congress of the United States has stated that:

"MPOs designated for each urbanized area are to carry out a continuing, cooperative and comprehensive performance-based multimodal transportation planning process,... that encourages and promote the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution....; and encourages continued development and improvement of metropolitan transportation planning processes guided by planning factors...."

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.

The latest final Metropolitan Planning Rule (23 CFR Part 450 and 49 CFR Part 613, Federal Register Volume 81, No.103, Friday May 27, 2016) requires that each MPO develop a Unified Planning Work Program (UPWP) (23 CFR §450.308(b)). 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.***" ECTC, in developing this Simplified Statement of Work, is exercising this regulatory mechanism. The Simplified Statement of Work describes "the major activities to be performed the next one-year period, who will perform the work, the resulting work products, and a summary of total amounts and sources of 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 federally funded 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 detail how each fund source will be utilized. This permits the UPWP to act as a grant application for federal funds and as a management tool for directing staff activities.



## 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):

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility of people and freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and,
- Enhance travel and tourism<sup>2</sup>

ECTC considers these factors in each of its planning products, including this UPWP and the Long-Range Transportation Plan (LRTP). The table on page 10 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:

- **Public Involvement** – engage in early, effective, and continuous public involvement to bring diverse viewpoints into the decision-making process.
- **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.
- **Data in Transportation Planning** – incorporating data sharing and management in transportation planning.
- **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

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



weather events and other disasters resulting from the increasing effects of climate change.

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



**Table 1: Planning Factors and Corresponding Actions**

	PLANNING FACTORS									
	Economic Vitality	Safety	Security	Accessibility & Mobility	Environment & Quality of Life	Integration & Connectivity	Efficiency	Preservation of Existing System	Resiliency	Travel & Tourism
<b>Task 1: Transportation Asset Management</b>										
1.1 Traffic Count Program								x		
1.2 Transportation Asset Management				x		x	x	x		
1.3 Technical Support Services						x	x	x		
1.4 Crash Reporting		x	x			x				
1.5 Sidewalk Inventory and Assessment		x		x	x	x		x		x
<b>Task 2: Mobility Enhancement</b>										
2.1 Safety Monitoring and Planning Process		x								
2.2 Interstate 86	x			x		x				x
2.3 Local Road Safety Action Plan	x	x		x	x	x	x			
2.4 Regional Coordination				x		x				
2.5 Wayfinding and Signage	x			x	x	x	x			x
2.6 Emergency Evacuation Planning		x	x	x		x	x		x	x
<b>Task 3: Transit Enhancement</b>										
3.1 Public Transit Planning and Oversight		x	x	x	x	x	x	x	x	x
3.2 Performance Measures		x	x				x			
3.3 Outreach and Communications	x			x		x				x
3.4 Human Service and 5310				x	x			x		
3.5 Route Analysis and Origin-Destination Study	x			x			x	x		x
3.6 Transit Transition Plan					x		x	x		
3.7 Microtransit Feasibility	x			x	x	x	x			
<b>Task 4: Long Range Planning (&gt;5years)</b>										
4.1 Long Range Transportation Plan	x	x	x	x	x	x	x	x	x	x
4.2 Regional Economic Development and Planning	x			x	x	x			x	x
4.3 Local and Regional Comprehensive Planning	x	x	x	x	x	x	x	x	x	x
4.4 Resiliency Planning	x	x	x	x	x	x	x	x	x	x
4.5 Project Evaluation and Design Assistance	x	x	x	x	x	x	x	x	x	x
4.6 Housing and Transit Oriented Development	x	x		x	x	x	x	x	x	
<b>Task 5: Short Range Planning (&lt;5 years)</b>										
5.1 DBE support	x				x	x	x		x	
5.2 Trail Connection	x			x	x	x		x	x	x
5.3 Data and Mapping support	x	x	x	x	x	x	x	x	x	x
5.4 Design and Construction Coordination		x	x	x		x	x			
<b>Task 6: Transportation Alternatives</b>										
6.1 Bicycle and Pedestrian Facilities and Programs	x	x	x	x	x	x	x		x	x
6.2 Complete Streets	x	x	x	x	x	x	x	x	x	x
6.3 Public Education		x			x		x			
6.4 Alternative Fuels and EVs	x		x	x	x	x	x	x	x	x
<b>Task 7: Public Participation &amp; Program Administration</b>										
7.1 Unified Planning Work Program (UPWP)	x	x	x	x	x	x	x	x	x	x
7.2 Status Reporting						x	x			
7.3 Transportation Improvement Program (TIP)						x	x	x		
7.4 Public Participation	x			x			x			
7.5 NYSAMPO	x						x			
7.6 Equal Opportunity and Environmental Justice	x	x	x	x	x	x	x	x	x	x
7.7 Staff Development	x	x	x	x	x	x	x	x	x	x



## 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<sup>3</sup>. The LRTP planning process incorporated many opportunities for input from the public, transportation stakeholders and partners. ECTC will implement the LRTP while keeping the following goal statements in mind:

- **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.
- **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.

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



## 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. The construction of this project began in early Spring of 2022 and the project was completed in the spring of 2024.
- 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 supported Chemung County with a Transportation Alternatives Program grant application 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 New York State Association of Metropolitan Planning Organizations (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 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.



# 2024-2025 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 2024-25. 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 2024-25 staffing plan, which ECTC anticipates will remain consistent with current staffing levels.

## 2023-2024 in Review

ECTC completed a feasibility 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. A Housing Market Study was completed to understand potential for transit-oriented development (TOD), and a Transit Sustainability Report was also prepared.

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.



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## Task 1: TRANSPORTATION ASSET MANAGEMENT

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### 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

- ECTC and County and City DPW staff photo logged 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.
- 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.
- Sidewalk Inventory and Assessment- ECTC assessed the sidewalks and right of way conditions in the City of Elmira and prepared a written report of the findings.
- A Natural Resource Inventory was compiled and shared publicly as an ESRI Story Map (<https://chemungcountyny.gov/198/Chemung-County-Natural-Resources-Map>).
- 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, County Planning, County Buildings and Grounds Dept, Chemung County Emergency Management Office, 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.

### Work Plan

#### Traffic Count Program

NYSDOT staff and contractors will conduct traffic counts for 2024 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.

#### 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 2024. 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.

### **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.

### **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.

### **Sidewalk Inventory and Assessment**

ECTC will work to develop an assessment of sidewalks and right of way conditions in other municipalities, such as Town of Elmira, Village of Elmira Heights and Village of Horseheads.

## **Task 1: Deliverables**

- 2024 Road Conditions Report and GIS Viewer
- Chemung County Crash Report update
- Sidewalk Inventory and Assessment update

## **Task 1.: Budget**

Total cost	\$75,225
FHWA PL	\$62,142
State	\$9,812
Local	\$3,271



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## Task 2: MOBILITY ENHANCEMENT

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### 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.
- 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 as well as in the City of Elmira to improve safety and mobility for all modes of transportation including pedestrians and bicyclists.

### Work Plan

#### 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.

#### 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.

#### 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.

#### 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.

### **Wayfinding & Signage**

ECTC will support the City of Elmira with planning for sign design and placement for transportation facilities such as the downtown parking garage.

### **Emergency Evacuation Plan**

ECTC will work with Chemung County and City of Elmira to develop an evacuation plan and routes for the urban area.

## **Task 2: Deliverables**

- Wayfinding & Signage Support for the City of Elmira
- Emergency Evacuation Plan

## **Task 2: Budget**

Total cost	\$113,091
FHWA PL	\$93,423
State	\$14,751
Local	\$4,917



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## Task 3: TRANSIT ENHANCEMENT

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### 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

- Completed the annual 17-A report
- Prepared and submitted 5311 and 5339 Bus and Bus Facilities Grant applications
- Submitted applications for NYSDOT transit funding including Accelerated Transit Capital (ATC) and Modernization and Enhancement Program (MEP). The grants will provide \$468,277 State funds with no local match to help fund ongoing renovations to the maintenance and administrative building, bus shelters and benches, the ongoing transportation center rehab and reduce the overall cost of a new bus.
- Oversight of Chemung County Transportation Center rehabilitation project.
- Ordered five Ford Cutaway buses to replace Arbocs that have reached their useful life.
- Prepared, submitted and was awarded the Areas of Persistent Poverty Grant, which will be used to help fund a transition feasibility study.
- Participated in coordinated transit and transportation meetings with adjacent counties
- Attended Transit 101 held by New York Public Transit Association (NYPTA) and New York State Department of Transportation (NYSDOT)
- Received proposals for a MicroTransit Feasibility Study, Transition Plan Study, and Marketing and Rebranding.
- Completed a Bus Shelter Inventory and Improvement Plan.
- Completed a Sustainability Report & Greenhouse Gas Inventory for CTRAN Operations.
- Held Transit Board meetings with discussions on new initiatives and projects.

### Work Plan

#### Public Transit Planning and Oversight

ECTC staff will continue to support the Transit Board that provides oversight for C TRAN, and will provide staffing for Board activities. Staff will conduct bi-annually 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.

ECTC staff will plan for installation of new bus shelters to ensure equitable distribution and prioritization.

#### Performance Measures

ECTC 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 requirements. 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 review safety performance with the private transit operator.

### **Outreach and Communication**

ECTC will continue their outreach and mobility efforts. ECTC staff will continue to be involved in the Transit Riders Advisory Council outreach efforts to hear service concerns. The group convenes several times throughout the year when ECTC and TransDev have information to share. The Riders Advisory Council will continue to meet at least quarterly. The Transit Manager will work with the Mobility Manager on ways to increase rider involvement in the Advisory Council.

ECTC staff will continue participating in meetings with regional mobility managers to gain insight into best practices and regional coordination planning efforts. ECTC staff 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 staff 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.

ECTC staff will coordinate with potential employers on Section 5311 Supportive Employment Services (SES) applications. Potential new or expanded projects may exist on several inter-county routes, such as Elmira-Owego and Elmira-Corning. New services will help promote economic mobility through employment opportunities for residents.

ECTC staff will work with a selected consultant firm to improve accessibility of the CTRAN public transit system website and update branding of CTRAN.

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

ECTC staff will continue to work with the Chemung County Coordinated Transportation Committee. Staff will work with the Mobility Manager to institute our goals from the 2022 Chemung County Coordinated Plan. Staff will also work on improving involvement from new community members in the Coordinated Committee to make sure we are hearing from different members of the community.

With program management provided by the Mobility Manager, Chemung County will continue to operate Access Chemung, a transit service tailored to meet the essential health care and employment needs of seniors and persons with disabilities. ECTC and TransDev 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.

### **Route Planning Analysis and Origin/Destination Study**

ECTC has completed a Request for Proposals for a Route Planning Study that will be funding with ARPA funds. This study will help identify where the current system might be lacking or underserving. ECTC will work with the selected firm to conduct public outreach and engagement to identify potential adjustments to the transit system routes. With the use of PassioGo, the new software that has automated passenger counting, we will be able to get a better



understanding of where people are using the buses to get to and from. This work will be undertaken alongside the Long-Range Transportation Plan.

### **Transit Transition Plan**

ECTC was awarded \$282,000 through the FTA Areas of Persistent Poverty Grant program to do a Transition Study. The study will consist of 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.

### **Microtransit Feasibility**

ECTC will conduct a microtransit feasibility study to understand potential for microtransit service in Chemung County.

### **Task 3: Deliverables**

- Updated Service Standards/Performance Measures, as needed
- New public transit website and branding for CTRAN
- Finalized project applications for FTA Section 5311 (rural) and Section 5310-funded operating assistance and mobility management projects
- Maintain Section 5311 Supportive Employment Services (SES).
- Complete microtransit feasibility study
- Complete Bus Route Planning and Origin/Destination Study
- Complete Bus Garage Facility Transition Feasibility Study

### **Task 3: Budget**

Total cost	\$	66,749
Federal	\$	53,399
State	\$	10,012
Local	\$	3,337



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## Task 4: LONG RANGE PLANNING

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### 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.
- In 2023, ECTC updated the cost estimate and produced a cost-benefit analysis for the Northern Arterial Extension project (extending Clemens Center Pkwy to the I86).
- In 2023, ECTC began work on a Long Range Transportation Plan by hiring a consultant support team and starting preliminary data analysis and public outreach.
- A Transit Sustainability Report and GHG Inventory was completed by ECTC staff in 2023. The report looks at the emissions generated through public transit operations and ECTC intends to update this report every year to monitor emissions and work towards reduction targets.
- A housing market study was completed in 2023 to understand housing conditions and encourage affordable housing development and transit oriented development.

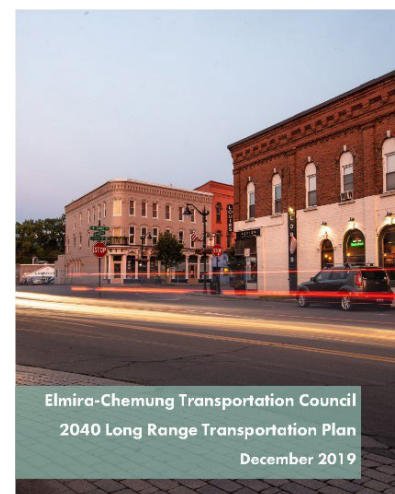
### Work Plan

#### 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.

#### 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.

### **Local and Regional Comprehensive Planning**

In 2024, Chemung County will be working 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.

### **Resiliency Planning**

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.

A Hazard Mitigation Plan and a County Resiliency Plan will be developed in parallel to the Long Range Transportation Plan and will inform each other with a shared understanding of current conditions, future climate change impacts, and establish goals and objectives towards mitigating and adapting to these hazards and impacts.

ECTC will update its Transit Sustainability Report and GHG Inventory for the previous year's data.

### **Project Evaluation and Project Design Assistance**

ECTC may solicit non-State transportation projects for future 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.

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.

### **Housing and Transit Oriented Development**

ECTC seeks to understand housing and its relationship to transportation and staff will continue to 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**

- 2023 Transit Sustainability Report and GHG Inventory
- A Long-Range Transportation Plan will be completed by the end of December 2024

#### **Task 4: Budget**

Total cost	\$255,763
FHWA PL	\$211,283
State	\$33,360
Local	\$11,120



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## Task 5: SHORT RANGE PLANNING

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### 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

- Held a Disadvantaged Business Enterprise (DBE) workshop and prepared DBE informational materials with the transit operator to encourage DBE's to participate in local contract opportunities.
- Completed a Chemung Canal Connector Trail feasibility study for connecting the existing Catherine Valley Trail with the Lackawanna Rail Trail. A Transportation Alternatives Program (TAP) grant was prepared by ECTC to fund the final design and construction of this important project.
- Completed a traffic signal plan cost estimate update.
- Provided data and mapping support to other agencies, including County Sheriff, Health Department, and the Chemung County Department of Public Works.

### Work Plan

#### 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.

#### Trail Connection

Staff will continue to work with the County Department of Public Works and others to connect the Lackawanna and Catherine Valley Trails with a new connector trail.

#### 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.

#### 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

- Completed Church & Water St. Gateway Study for City of Elmira
- Prepare RFP for final detailed design of the trail connection project



## Task 5: Budget

Total cost	\$150,449
FHWA PL	\$124,284
State	\$19,624
Local	\$6,541



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## Task 6.0 TRANSPORTATION ALTERNATIVES

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### 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

#### 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:

- ECTC will continue to work with municipalities to apply for grants through USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) and the Transportation Alternatives Program (TAP), and other competitive transportation related funding opportunities.
- ECTC will continue coordination and leadership 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 will maintain and/or relocate bicycle repair stations, as needed.
- ECTC will work with groups such as Friends of the Catharine Valley Trail and Lackawanna Rail Trail Committee to establish a work plan for regional trail network development, building on the success of these trails.



- ECTC will assist with inventorying and analyzing sidewalk conditions as recommended in the 2019 LRTP, to support bicycle/pedestrian and Safe Routes to School projects. Also, ECTC will continue to encourage on-street bicycle networks through striping, sharrows, etc.
- ECTC will continue to assist Chemung County and local municipalities with the design and construction of the North-South Bicycle-friendly corridor and other alternative transportation planning, design, and implementation projects.

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.

### **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. ECTC will continue working with partner agencies to improve walking and biking routes to area schools. ECTC staff will assist any municipality in the county that is interested in adopting a Complete Streets policy.



### **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.

### **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, trails, or other alternative transportation projects
- Educational materials and information on alternative transportation



## Task 6: Budget

Total cost	\$75,225
FHWA PL	\$62,142
State	\$9,812
Local	\$3,271



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## Task 7: PUBLIC PARTICIPATION & PROGRAM ADMINISTRATION

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### 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 2023-2024 UPWP.
- 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

#### Unified Planning Work Program

ECTC will prepare its 2024-25 UPWP and incorporate any changes to federal transportation regulations as they are made available.

#### 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.

#### 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.

#### 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



media.<sup>6</sup> 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.

### **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.<sup>7</sup>

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

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



Shared Cost Initiatives (SCIs)

NYSAMPO (purpose)	Cost	Lead Agency
NYSAMPO Staff Support (to provide administrative and technical support for NYSAMPO efforts, including working groups)	\$300,000 (\$200,000 FHWA PL/ \$40,000 toll credits) \$80,000 (FHWA SPR) \$20,000 (State Match)	Capital District Transportation Committee
NYSAMPO Staff Training (to provide relevant training and professional development opportunities for MPO staff and member agencies)	\$140,636 total \$45,953 (FHWA PL/ \$9,191 toll credits) \$94,683 (FTA MPP) \$23,671 (NYS DOT IKS)	Genesee Transportation Council
AMPO Dues (to ensure that MPOs are aware of and considered in the development of national transportation policy)	\$55,222 total (\$55,222 FHWA PL/\$11,044 toll credits)	Binghamton Metropolitan Transportation Study

**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.<sup>4</sup>

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<sup>4</sup> 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.



### Staff Development P

ECTC will undertake training and education to support staff professional development, stay up to date on contemporary transportation planning topics, and enhance skills to provide the greatest service to the public.

### Task 7: Deliverables

- 2025-26 UPWP
- Semiannual Progress Reports
- TIP revisions/updates, as needed
- Annual Federal Obligations Listing

### Task 7: Budget

Total cost	\$72,225
FHWA PL	\$62,142
State	\$9,812
Local	\$3,271



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## FUNDING SUMMARY – DRAFT ESTIMATE

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### 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, 2024 to March 31, 2025, the allocation of FHWA PL to ECTC is \$416,455. 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 \$415,763. ECTC is reprogramming \$199,653 in PL backlog for 2024-25 for staffing and hiring of consultants. After these adjustments, the FHWA PL funds used for the 2024-25 ECTC Operating will be \$615,416.

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, 2024 to March 31, 2025, an estimated \$57,333 in Section 5303 funds has been allocated to ECTC, all of which the MPO will use in the 2024-25 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 \$97,171 for the FHWA PL program and \$10,750 for the Section 5303 program, making the total State match for the 2024-25 UPWP \$107,921.

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 \$32,390 for the FHWA PL program and \$3,337 for the Section 5303 program. Therefore, the total local support for the 2024-25 UPWP is \$35,727 (see table below).

### Program Summary

Table 2: Summary Table, below, presents the overall resources for the 2024-25 UPWP by funding program. ECTC also received \$32,488 in FHWA PL set-aside funds (100% Federal share) from IJIA 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 2024-25 UPWP FHWA PL & FTA MPP grant funds including match is \$811,725 which increases to \$844,213 available in 2024-25 when the FHWA PL set-aside funds are added to the total.



Table 2: Summary Table

Programmatic Funding Summary				
Program	Federal	State	Local	Total
FHWA PL	\$ 415,763	\$ 65,647	\$ 21,882	\$ 503,292
FTA 5303	\$ 53,399	\$ 10,012	\$ 3,337	\$ 66,749
<b>TOTAL</b>	<b>\$ 469,162</b>	<b>\$ 75,659</b>	<b>\$ 25,220</b>	<b>\$ 570,041</b>
2024-25 Available Operating Funds				
REVENUES	FHWA PL	FTA 5303	Total	
Federal-Aid Grant	\$ 415,763	\$ 53,399	\$ 469,162	
Reprogrammed Funds	\$ 199,653	\$ -	\$ 199,653	
<b>Total Revenues</b>	<b>\$ 615,416</b>	<b>\$ 53,399</b>	<b>\$ 668,815</b>	
2024-25 Available Funds-Other FTA Funds (Carryover)				
REVENUES*	FTA PA grant	Total		
Federal-Aid Grant	\$ -	\$ -		
Reprogrammed Funds**	\$ 50,000	\$ 50,000		
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>		
2024-25 Total Available Operating Funds				
<b>Total Federal-Aid</b>			<b>\$ 718,815</b>	
EXPENSES	Total	FHWA PL	FTA 5303	Other FTA
Personnel	\$ 315,500	\$ 250,000	\$ 34,235	\$ 31,265
Fringe	\$ 161,566	\$ 125,000	\$ 18,556	\$ 18,010
Travel	\$ 11,375	\$ 10,650	\$ -	\$ 725
Equipment	\$ 5,000	\$ 5,000	\$ -	\$ -
Supplies	\$ 5,000	\$ 5,000	\$ -	\$ -
Contractual	\$ 195,000	\$ 195,000	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Indirect	\$ 29,308	\$ 24,766	\$ 4,542	\$ -
<b>Total</b>	<b>\$ 722,749</b>	<b>\$ 615,416</b>	<b>\$ 57,333</b>	<b>\$ 50,000</b>
Task Budget				
FHWA PL & FTA MPP Funds Only	Total	FHWA PL & FTA MPP	State	Local
Transp Asset Mgmt	\$ 75,225	\$ 62,142	9,812	\$ 3,271
Mobility Enhancement	\$ 113,091	\$ 93,423	14,751	\$ 4,917
Transit Enhancement	\$ 66,749	\$ 53,399	10,012	\$ 3,337
LRP & Performance Data/Target Settir	\$ 255,763	\$ 211,283	33,360	\$ 11,120
Short Range Planning	\$ 150,449	\$ 124,284	19,624	\$ 6,541
Transp Alternatives	\$ 75,225	\$ 62,142	9,812	\$ 3,271
Public Participation & Program Admir	\$ 75,225	\$ 62,142	9,812	\$ 3,271
<b>Total</b>	<b>\$ 811,725</b>	<b>\$ 668,815</b>	<b>107,183</b>	<b>\$ 35,728</b>



Table 3: 2024-25 FHWA PL Funds

FHWA PL					
<b>Auditable Budget</b>					
		<b>PL Total</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
44.20.01	Personnel	\$ 263,158	\$ 250,000	\$ -	\$ 13,158
44.20.02	Fringe	\$ 131,579	\$ 125,000	\$ -	\$ 6,579
44.20.03	Travel	\$ 11,210	\$ 10,650	\$ -	\$ 561
44.20.04	Equipment	\$ 5,263	\$ 5,000	\$ -	\$ 263
44.20.05	Supplies	\$ 5,263	\$ 5,000	\$ -	\$ 263
44.20.06	Contractual	\$ 205,263	\$ 195,000	\$ -	\$ 10,263
44.20.07	Other	\$ -	\$ -	\$ -	\$ -
44.20.08	Indirect	\$ 26,069	\$ 24,766	\$ -	\$ 1,303
	Toll Credits	\$ 97,171	\$ -	\$ 97,171	\$ -
	<b>Total</b>	<b>\$ 744,977</b>	<b>\$ 615,416</b>	<b>\$ 97,171</b>	<b>\$ 32,390</b>
<b>Task Budget</b>					
		<b>PL Total</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
Task 1.0	Transp Asset Mgmt	\$ 75,225	\$ 62,142	\$ 9,812	\$ 3,271
Task 2.0	Mobility Enhancement	\$ 113,091	\$ 93,423	\$ 14,751	\$ 4,917
Task 4.0	LRP & Performance Data	\$ 255,763	\$ 211,283	\$ 33,360	\$ 11,120
Task 5.0	Short Range Planning	\$ 150,449	\$ 124,284	\$ 19,624	\$ 6,541
Task 6.0	Transp Alternatives	\$ 75,225	\$ 62,142	\$ 9,812	\$ 3,271
Task 7.0	Public Participation/Program Admin	\$ 75,225	\$ 62,142	\$ 9,812	\$ 3,271
	<b>Total</b>	<b>\$ 744,977</b>	<b>\$ 615,416</b>	<b>\$ 97,171</b>	<b>\$ 32,390</b>



Table 4: 2024-25 FTA Section 5303 Metropolitan Planning Program (MPP) funds

2024-25 FTA Section 5303					
FTA Code	Task Category	Total	Federal	State	Local
44.24.00	Transit Enhancement	\$ 66,749	\$ 53,399	\$ 10,012	\$ 3,337
<b>FTA Code Auditable Budget</b>					
44.20.01	Personnel	\$ 39,025	\$ 34,235	\$ 3,592	\$ 1,198
44.20.02	Fringe Benefits	\$ 22,259	\$ 18,556	\$ 2,778	\$ 925
44.20.03	Travel	\$ -	\$ -	\$ -	\$ -
44.20.04	Equipment	\$ -	\$ -	\$ -	\$ -
44.20.05	Supplies	\$ -	\$ -	\$ -	\$ -
44.20.06	Contractual	\$ -	\$ -	\$ -	\$ -
44.20.07	Other	\$ -	\$ -	\$ -	\$ -
44.20.08	Indirect Charges	\$ 10,383	\$ 4,542	\$ 4,380	\$ 1,460
	<b>Subtotal</b>	<b>\$ 71,666</b>	<b>\$ 57,333</b>	<b>\$ 10,750</b>	<b>\$ 3,583</b>
<b>FTA Code Task Budget</b>					
44.24.00	Short Range Trans Planning	\$ 67,486	\$ 53,399	\$ 10,750	\$ 3,337
	<b>Total</b>	<b>\$ 67,486</b>	<b>\$ 53,399</b>	<b>\$ 10,750</b>	<b>\$ 3,337</b>



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## Appendix: ECTC 2024-2025 STAFFING PLAN

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### Overview

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

### Role of the Host Agency

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

### Financing of Central Staff

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

The 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 4.5 full-time professional positions that carry out the activities and obligations of the Metropolitan Planning Organization.



Table 5: Staffing Plan

<b>Title</b>	<b>Number of Positions</b>
Director	0.5
Deputy Director	1
Transit Manager	1
GIS Transportation Analyst	1
Transportation Planner	1



## 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 - ESTIMATE**

FTA §5303 – Federal funds only	2024-2025 Allocation	\$53,399
	Unexpended balance (estimated as of January 2024)	\$40,000
	<b>Total §5303 Available</b>	<b>\$93,399</b>
FHWA PL – Federal funds only	2024-2025 Allocation	\$415,763
	FHWA PL backlog/savings programmed	\$199,653
	<i>*FHWA PL set-aside for complete streets</i>	<i>\$32,488</i>
	<b>Total FHWA-PL Available</b>	<b>\$647,904</b>
<b>Total funds available for programming</b>		<b>\$741,303</b>
<b>Total funds programmed, 2024-2025 UPWP</b>		<b>\$844,213</b>

*\*IIJA (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  
Omar Sanders, 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  
Vacant, Transportation Planner