



*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 16-03**

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***APPROVING THE ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL  
2016 MPO SELF-CERTIFICATION***

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

**WHEREAS,** as the designated MPO, the *Ithaca-Tompkins County Transportation Council* is charged with conducting a "*continuing, cooperative, and comprehensive*" transportation planning process; AND

**WHEREAS,** in accordance with the joint Metropolitan Planning Rule, 23 CFR part 450/23 CFR part 613, the *Ithaca-Tompkins County Transportation Council* has conducted an MPO self-certification covering its 2015-2016 program year; AND

**WHEREAS,** the Transportation Policy Committee has reviewed the 2016 Self-Certification narrative prepared and recommended by its Staff Director and Planning Committee;

**NOW THEREFORE BE IT RESOLVED,** that in accordance with 23 CFR 450.334, the *Ithaca-Tompkins County Transportation Council*, the designated Metropolitan Planning Organization for the Ithaca-Tompkins County, New York, Metropolitan Area, hereby certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303 and 23 CFR 450 Subpart C.
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 200d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the Fixing America's Surface Transportation Act (FAST Act - P.L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded planning project;
- (5) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-Aid highway construction contracts;
- (6) The provisions of the American with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27,37 and 38;
- (7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting

- discrimination on the basis of age in programs or activities receiving Federal finance assistance;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
  - (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) AND 49 CFR part 27 regarding discrimination against individuals with disabilities;

**BE IT FURTHER RESOLVED**, that the 2016 MPO Self-Certification Narrative, labeled as "ATTACHMENT A" is hereby made an integral part of this resolution;

**BE IT FURTHER RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* hereby instructs and authorizes its Staff Director to submit this resolution and all necessary documentation to the appropriate State and Federal agencies to ensure timely approval of this certification.

This resolution having been considered and approved on June 21, 2016.

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Kate Supron, Chair

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Kevin Bush, Secretary



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**Ithaca-Tompkins County Transportation Council**  
**2016 MPO Self-Certification Narrative**  
**June 21, 2016**

**A. Required Agreements**

**Narrative:** Below is a status description for the MPO governing agreements.

*Memorandum of Understanding* - between the Governor of the State of New York (NYSDOT Commissioner as designee), New York State Department of Transportation, Tompkins County, the City of Ithaca, the Towns of Ithaca and Dryden (signed Nov. 1996), and the Villages of Lansing and Cayuga Heights. This agreement establishes the MPO and articulates its basic structure and required activities. Dated September 30, 1992.

*Hosting Agreement* - between the State of New York (New York State Department of Transportation) and Tompkins County. This document provides the contractual basis for the use of Federal Highway Administration "PL" and Federal Transit Administration "Section 8" planning funds, as administered by the New York State Department of Transportation. This contract was executed by Tompkins County and NYSDOT on July 13, 2012, and has a term of seven years. The agreement is updated annually to replace estimated budget figures with approved budget totals. Updates have been completed on schedule.

*Unified Operations Plan* - between the participating entities (see *Memorandum of Understanding*, above). This document serves as the "by-laws" for the operation of the MPO and specifies membership for the Planning and Policy Committees. Adopted via formal resolution (Res.1992-3, November 3, 1992) and formally revised in order to expand the MAB boundary and membership (Res.1994-9, December 13, 1994) to cover all of Tompkins County. Section II.A.4 (Policy Committee Officers) was revised by consensus statement (January 17, 1995) in order to clarify length of term, succession of the Chair, and election timing. Section III (Policies and Procedures), addressing travel policy, financial procedures, and federal certifications, was added to the Unified Operations Plan by resolution (Res.1995-9) on November 21, 1995. Additional updates were made by resolution on June 18, 1996 (Res.1996-10), November 19, 1996 (Res.1996-14), March 14, 2000 (Res.2000-04) and May 19, 2015 (Res.2015-03).

*MPO, NYSDOT, Public Transportation Operator (Tompkins Consolidated Area Transit-TCAT) Joint Cooperative Planning Agreement* – The ITCTC, per 23 CFR §450.314, worked with NYSDOT and TCAT to prepare a joint agreement that includes provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan and the TIP. Provisions also address the development of an annual listing of obligated projects. This joint agreement was signed on 2010.

*Multiple MPOs* - the *Ithaca-Tompkins County Transportation Council* represents a discrete metropolitan planning area. Therefore no multiple MPO agreements are necessary.

## **B. Planning/Technical**

The documents currently in effect meet the requirements for a non-TMA MPO. These documents effectively describe the federally funded transportation planning activities to be conducted by the participating entities during the certification period.

### **1. Unified Planning Work Program (Simplified Statement of Work):**

**Narrative:** The *2016-2017 Unified Planning Work Program* was promulgated and reviewed by the MPO in accordance with the requirements of the joint planning regulations (23 CFR §450) and was formally adopted on March 8, 2016 via Resolution 2016-02 *Approval of the 2016-2017 Unified Planning Work Program*. The Federal 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 cooperation with the State and the public transportation operator, in lieu of an UPWP", that 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". The *ITCTC* exercised this regulatory mechanism in developing its UPWP.

On April 2014 the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly issued Planning Emphasis Areas (PEAs). On March 18, 2015 FHWA and FTA requested that MPOs reiterate and emphasize the PEAs in their 2016 planning work programs. The three PEAs are: MAP-21& FAST Act Implementation-Transition to Performance Based Planning and Programming (PB); Models of Regional Planning Cooperation (RP; and Ladders of Opportunity (LO). There are numerous projects, efforts and initiatives included in the 2016-17 UPWP that support the different PEAs. As appropriate, the planning emphasis areas, work tasks and initiatives described in other sections of the UPWP are identified with the acronyms of each of the PEAs as indicated above: PB, RP, LO. These labels identify the related PEA associated with each UPWP activity.

The 2016-2017 program year is the twenty-fourth year (April 1, 2016-March 31, 2017) for which federal planning funds are available to the Ithaca area under the metropolitan planning program. This UPWP will continue to focus on the general goal of preserving and sustaining the core MPO activities and requirements with a focus on the following emphasis areas for 2016-2017:

- Implement selected recommendations from the 2035 Long-Range Transportation Plan (LRTP).
- Implement the process for collecting and organizing data for the performance based planning process in the 2035 LRTP. (PB)
- Continue to monitor development of the MAP-21/FAST Act federal regulations and guideline as they apply to MPO operations, the Long Range Transportation Plan and the Transportation Improvement Program and the performance based planning process. In particular, coordinate with federal and state partners on work leading to establishing procedures and measures for performance based planning. (PB)
- Monitor development of rules and guidelines associated with the FAST Act, to ensure the ITCTC meets all federal requirements of the metropolitan planning process.

- Manage project activity in the last months of the 2014-18 Transportation Improvement Program (TIP). Maintain the TIP and provide appropriate updates to the State TIP in coordination with state and federal partners.
- Coordinate with NYSDOT and local project sponsors regarding TIP maintenance activities, review of project proposals, public participation and other activities leading to completion of the TIP update process and to final approval of the updated TIP covering the period from FFY 2017-2021.
- Manage implementation of the NYSERDA grant funded Electric Vehicle Infrastructure Plan project.
- Assemble, collect and/or distribute necessary data to support the transportation infrastructure decision-making processes including: assembling and/or distributing accident and traffic count data.
- Together with regional partners, work to implement recommendations generated from the multi-county Regional Transportation Study project. (RP)
- Participate in implementation efforts for the Regional Economic Development Council of the Southern Tier's *Strategic Economic Development Plan*, particularly as related to transportation initiatives. (RP)
- Continue to support Tompkins County, the City of Ithaca and Cornell University as major partners of TCAT in their efforts to provide continuity and enhancements to public transportation services. (PB)
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
  - Enhance coordination between Tompkins County, as designated recipient of FTA grants, and grant sub-recipients in Tompkins County.
  - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan. (LO)
  - Implementation of travel demand management strategies in cooperation with the Way2Go program, the Downtown Ithaca Alliance and other community partners.
  - Cornell Community Investment Initiative, a Cornell University program that facilitates collaboration between the university and community partners in the development of infrastructure, particularly transportation infrastructure.
- Participate in efforts to address transportation aspects of "community livability" and "social justice". In particular:
  - Cooperate and work with the Tompkins County Planning Department in implementation of action items from the Tompkins County Countywide Comprehensive Plan.
  - Support local municipalities and community groups in development of transportation plans and other efforts that support the goals and objectives in the LRTP. (LO, PB)
  - Support community programs/initiatives that encourage increased use of active transportation (walking, bicycling, transit, shared transport). (LO, PB)
  - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens. (LO)

- Provide continued emphasis and support for the development of transportation modes and programs that provide alternatives to the private automobile as a primary mode of transportation including (LO, PB):
  - trail development
  - bicycling initiatives
  - car sharing
  - van pooling
  - transportation demand management
  - public transportation
  - pedestrian initiatives
  - ride sharing
  - guaranteed ride home

## 2. Transportation Plan:

**Narrative:** On December 16, 2014 the *Ithaca-Tompkins County Transportation Council* formally adopted resolution 2014-06, *Approval of the 2035 Long-Range Transportation Plan* (LRTP). This resolution marked the completion of a one and a half year Long-Range Transportation Plan update process performed by the ITCTC. The 2030 LRTP will need to be updated by December 2019.

The LRTP conforms to the State Implementation Plan (SIP) and, as required, is fiscally constrained. The LRTP includes all the federally required elements and planning factors. The Ithaca-Tompkins County metropolitan area is classified as an air quality attainment area under all National Ambient Air Quality Standards (NAAQS). Therefore, a conformity approval of the LRTP was not required. The LRTP includes an analysis of current and projected demographic information, a transportation infrastructure assessment, as well as data on travel trends and characteristics. A variety of activities programmed in the 2016/17 UPWP *Sections 3.0 Plan Appraisal and 4.0 Implementation Planning and Programming* are aimed at monitoring and implementing the LRTP.

The ITCTC followed its Public Involvement Procedures during the LRTP update. Any activity concerning the development or update of the LRTP will be done in following the Public Involvement Procedures and in consultation with all required contact agencies and organizations in addition to the list of local contacts maintained by the ITCTC.

## 3. Transportation Improvement Program (TIP):

**Narrative:** The *2014-2018 Transportation Improvement Program* will be in effect until September 30, 2016. The *2014-2018 Transportation Improvement Program* was formally approved by the MPO via resolution 2013-07, *Adopting the 20014-2018 Transportation Improvement Program*, on June 18, 2013, following a 30-day public comment period and public meeting. This five-year, prioritized, and fiscally constrained program was approved and accepted by USDOT. The *2014-2018 Transportation Improvement Program* was developed through the coordinated participation of all project sponsors, including NYSDOT. The process followed, which recognized the direct linkage between the regional and MPO programs, resulted in a TIP that meets all federal requirements and is consistent with the Long Range Transportation Plan. The TIP includes a financial plan and project descriptions showing the type of work to be accomplished, project termini, responsible local sponsor, funding sources, etc. The project tables include detailed financial information related to project phases, date of implementation, costs and share distribution.

Census 2100 data and its updates were used to assess the distribution of transportation project impacts on different socioeconomic groups. Local countywide data were also used to analyze the potential impact of proposed projects on important natural and historical resources.

The Ithaca-Tompkins County metropolitan area is classified as an air quality attainment area under all National Ambient Air Quality Standards (NAAQS). Therefore, a conformity approval of the TIP and its projects was not required.

The ITCTC is currently completing the 2017-2021 TIP update per Resolution 2016-03 *Adopting the 2017-2021 Transportation Improvement Program*. This resolution will be considered by the ITCTC on the same date as the self-certification, June 21, 2016. The 2017-2021 TIP will go into effect on October 1, 2016. The TIP update process included a 30 day public comment period, a public meeting and outreach per the ITCTC Public Involvement Procedures. All maps and project impact analysis were updated using the latest available Census data. The 2017-2021 TIP includes a financial plan and a performance measures analysis.

MPO TIP amendment procedures were reviewed for compliance with the definitions of amendments and administrative modifications in the final planning regulations and updated to reflect these on September 2012.

#### **4. Technical Areas:**

**Narrative:** The *Unified Planning Work Program* identifies technical studies and activities designed to provide timely information for decision-making on relevant current and future issues. Specific efforts were made to collect information on the condition and utilization of the existing transportation system so as to provide the basis for rational programmatic decision-making and revisions to the LRTP.

##### Planning Efforts –

- The ITCTC is working with a number of local partners providing input and technical support in their planning efforts.
- The ITCTC will lead a collaborative NYSERDA funded project to develop an Electric Vehicle Infrastructure Plan for Tompkins County. Participating in the project's steering committee are: the City and Town of Ithaca, Cornell University, Way2Go, Tompkins County Planning and the ITCTC. This project is expected to last approximately one year, through May 2017.

##### Trails -

The ITCTC has worked closely with the staff of the Cayuga Waterfront Trail Initiative to facilitate implementation of this important City of Ithaca project. The Cayuga Waterfront Trail was completed and opened to the public in the summer of 2015. ITCTC staff has also assisted the joint efforts of the Towns of Ithaca, Dryden and Lansing, the City of Ithaca, the NY State Office of Parks, Recreation and Historic Preservation, Cornell University and various community groups to advance development of other multi-use trails. The ITCTC continues to be interested in implementing the recommendations of its 1996 Transportation Trail/Corridor Study and the Tompkins County Priority Trails Strategy developed in 2014, so as to realize the benefits of having a countywide, interconnected network of multi-use trails. In addition, the ITCTC continues to be an active partner in the development of the NY State-designated Cayuga Lake Scenic Byway.

#### Traffic Count Program –

The ITCTC prepares annual Traffic Count Reports, which include AADT (Annual Average Daily Traffic) and peak hour (5-6 PM) traffic count information for the state, county and local roads in Tompkins County for which traffic count data were obtained in the previous year. Traffic count reports exist for years 2006 through 2011 plus a combined 2012/2013 report. This is a continuing program. Although the intent is to produce annual reports, the frequency will vary depending on data availability for State and local sources.

#### Traffic Accident Analysis –

On May 27, 2015 and revised on December 30, 2015, the ITCTC published a data analysis report titled ‘Summary Report of High Crash Road Segments and Intersections in Tompkins County’. The 2015 report is similar to an initial report produced on March 2013. This document summarized data that was downloaded for each municipality in Tompkins County from the New York State Department of Transportation (NYSDOT)’s ALIS database (Accident Location Information System) for the years 2008 through 2013. This database utilizes information collected for all crashes reported to the Department of Motor Vehicles (DMV). The Summary Report is part of an effort to establish measurable safety parameters for roadways in Tompkins County.

#### Bicycle Suitability Map –

In 2007 ITCTC staff evaluated a network of roadways in Tompkins County for its suitability for bicycling. Factors such as road width, condition, traffic volumes, and grade were included in a formula for scoring roadways. The first Bicycle Suitability Map for Tompkins County was released that year. Additional editions of the map including corrections and updated road information were completed in 2008, 2010 and 2013. The ITCTC has performed another road network evaluation and is currently planning to produce a map update for distribution during the summer 2016. This map has been very well received by the community.

#### Coordinated Public Transit-Human Service Transportation Plan-

The ITCTC adopted the Coordinated Public Transit–Human Service Transportation Plan (Coordinated Plan) in October 2007 (<http://tccordinatedplan.weebly.com/index.html>). The plan’s priorities are amended and updated in an annual basis. The Coordinated Plan process has been very successful in engaging the human services community and creating a dialog between these agencies, transit providers and transportation planners. The ITCTC and the Tompkins County Department of Social Services are the lead agencies in the Coordinated Plan process.

#### Implementation of Mobility Programs/Projects-

The LRTP identified the need to help migrate trips from single occupancy vehicles (SOV) to more efficient shared or non-motorized modes. The ITCTC has been active in efforts to expand the menu of transportation options available to the traveling public in Tompkins County. In addition, the ITCTC is working with various local partners to help promote alternatives to SOV use. The more prominent ongoing activities are described below.

#### Way2Go-

The Way2Go program (<http://ccetompkins.org/community/way2go>), launched early in 2010, is housed at the Cornell Cooperative Extension Tompkins County office and partly funded through an FTA grant. Through its website, educational programs, transportation dialog and collaborative projects, Way2Go helps people take charge of transportation in their lives and communities. Way2Go helps people consider the many different ways to get around, overcome transportation barriers, and make transportation choices that:

- Save money
- Support health and well-being
- Reduce pollution and climate change inducers
- Promote a strong, equitable community

The ITCTC provides technical and other support for Way2Go to fulfill its mission of providing transportation information and outreach. The ITCTC will continue to help Way2Go evolve into a primary source of transportation information and resources for all residents and visitors to Tompkins County.

#### Car Share -

The ITCTC supports local car sharing in the Ithaca area. In other cities, car sharing has proven to be a successful part of the mix of transportation options that communities need to have available for residents in order to make multimodal transportation the norm. Ithaca Carshare, Inc. ([www.ithacacarshare.org](http://www.ithacacarshare.org)) has been in operation since 2008. The not-for-profit company has been successful in introducing the car sharing concept to the Ithaca community. Outreach efforts continue to make car sharing more readily available to more people in the Ithaca urban area including low income and senior populations through the ‘Easy Access’ program. The ITCTC will continue to provide support in this effort.

#### Vanpooling -

The ITCTC is supportive of local efforts to implement a vanpool system in the community. The vanpool system is principally an initiative of TCAT and Cornell University. The ITCTC has participated in planning meetings and provided technical support.

#### Ridesharing –

The ITCTC together with other community partners (Cornell Univ., Ithaca College, Tompkins Cortland Community College, Tompkins County, Way2Go) have formed a Ridesharing Coalition to introduce a community wide ridesharing program to cover all of Tompkins County. The Coalition was successful in securing a NYSERDA/NYS DOT grant to fund the first three years of an internet based ridesharing program. Implementation started in January 2011 and has been well received in the community and particularly by college students in Tompkins County. The NYSERDA funded project ended in the fall of 2013. The Rideshare Coalition has worked to develop a framework for ridesharing that will be financially and operationally sustainable. A new Rideshare Coalition format that will expand to a multi county region is expected to be implemented in 2016.

## 5. Special Considerations in Transportation Planning Process:

### a) Title VI -

#### Narrative:

The ITCTC Policy Committee formally adopted Resolution 1993-10, *Approving and Authorizing Certification with Title VI of the Civil Rights Act of 1964*, and Resolution 1993-7, *Approving and Authorizing Certification that the Ithaca-Tompkins County Transportation Council will Comply with all Federal Statutes, Regulations, Executive Orders, and Administrative Requirements applicable to applications made to and Grants Received from the Federal Transit Administration*, on June 8, 1993. These resolutions remain in effect.

#### Environmental Justice (EJ):

The 2007-2012, 2011-2015, 2014-18 and 2017-21 TIPs include a section titled Impact Analysis that reviews and evaluates the impact of TIP projects on environmental and historic resources, and

determines their potential effects on minority, low-income, and elderly populations. The TIP includes the maps generated as part of this analysis.

The Long Range Transportation Plan ([www.tompkinscountyny.gov/itctc/lrtp](http://www.tompkinscountyny.gov/itctc/lrtp)) – An important dynamic described by the Census data used to develop the LRTP is the multimodal nature of the work commute for minority and low income populations (LRTP Chapter 2 – page 2.13, FIGURES 2.13, 2.14 and 2.15). These populations are more dependent on modes other than the privately owned vehicle for the critical ‘trip to work’. This speaks strongly to the equity impacts of transportation decisions. Minority populations use transit and walk at a much higher rate than white (non-hispanics) for their work based trip. A similar pattern appears for low income households. The proportion of households reporting driving alone increases with household income. The LRTP’s emphasis on multi-modal transportation through the provision of enhanced transit, bicycle and pedestrian facilities, along with support for shared transportation services and transportation technology applications help reduce car dependency and strengthen mobility for populations with limited car access.

#### Limited English Proficiency (LEP):

The ITCTC is hosted by Tompkins County. As such, the ITCTC will coordinate with and use Tompkins County’s Title VI program, including the Limited English Proficiency Plan, which is available at:

[http://www.tompkinscountyny.gov/files/ctyadmin/Grants/LEP%20Plan%20Final\\_1.pdf](http://www.tompkinscountyny.gov/files/ctyadmin/Grants/LEP%20Plan%20Final_1.pdf).

The LEP Plan details procedures to identify persons who may need language assistance, the ways in which assistance is provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In determining the extent of obligation to provide LEP services, Tompkins County undertook a U.S. Department of Transportation four-factor LEP analysis, which is described in the LEP Plan. The ITCTC will work with Tompkins County to coordinate future updates of the LEP Plan.

#### American with Disabilities Act (ADA):

The identification of actions necessary to comply with the Americans with Disabilities Act of 1990 and U.S. DOT Regulations "Transportation for Individuals with Disabilities" (49 CFR parts 27, 37,38) is an activity that has been carried out principally by the local transit provider, *TCAT*, and the MPO’s Host Agency (Tompkins County). The MPO, through the Coordinated Public Transit-Human Services Transportation Plan, works closely with transit providers and representatives of numerous community agencies, groups and non-profits to develop and implement programs and projects that meet the needs of persons with disabilities, elderly, low income and other population groups needing specialized transportation services (see section B.5.f. below).

The MPO Public Involvement Procedures (PIP), initially approved on December 14, 1993, updated on June 17, 2003 (Resolution 2003-10, *Approving The Update To The Public Involvement Procedures For The Ithaca-Tompkins County Transportation Council*), and most recently on June 26, 2007 as part of the SAFETEA-LU compliance revisions (Resolution 2007-05, *Approving the 2006-2007 Annual Self-Certification and the SAFETEA-LU Compliance Revisions to the 2025 Long-Range Transportation Plan and the Public Involvement Procedures*) include statements of compliance and articulate proactive methods to include and provide opportunity to participate to all persons within the metropolitan area, regardless of race, color, sex, national origin, or physical ability. These methods include efforts to invite participation through meeting notifications, including notices to individuals/groups that represent "traditionally underserved" populations (see Section

B.5.e below).

ITCTC offices, as well as the location of all ITCTC meetings and other activities, meet ADA accessibility standards. Interpretation or other assistance for the vision and hearing impaired will be provided on request.

The ITCTC is coordinating with its host agency, Tompkins County, in current efforts to develop a Title VI Plan and an update of their ADA Transition Plan. This work is ongoing.

**Disadvantaged Business Enterprise (DBE):**

MPO staff has responded to all requests for information from the NYSDOT Civil Rights Bureau including submission of semi-annual DBE reports. The ITCTC is a signatory under the NYSDOT's DBE Plan. Tompkins County is the Host Agency for the ITCTC. The ITCTC is subject to the Host's procurement policy. No discrimination complaints or litigation are pending.

***b) Private Operators -***

**Narrative:** Private transportation providers and transit operators are encouraged to participate in all planning activities of the MPO. The principal mechanism for encouraging regular involvement is the regular mailing of meeting notices and announcements MPO activities to various transportation providers. The process of developing the Coordinated Public Transit-Humans Services Transportation Plan has served to involve many of the private transportation providers in the transportation planning process.

***c) Planning Factors -***

**Narrative:** The *ITCTC* has and will continue to make a "good faith" effort to consider and address the planning factors identified in federal regulations at a level of detail and complexity that is in accordance with the size, complexity, and resources available to the *ITCTC* planning program. The adopted *2035 Long-Range Transportation Plan* (Chapter 6) includes a specific assessment of how the *ITCTC* is addressing the eight planning factors. The LRTP is closely coordinated with the Tompkins County Comprehensive Plan, incorporating its proposals for future settlement patterns in the county, plans for greenhouse gas emission reductions, etc.  
(<http://www.tompkinscountyny.gov/itctc/lrtp>).

***d) Congestion Management Process -***

**Narrative:** As a non-TMA, no Congestion Management Process (CMP) is required. However, the *ITCTC* continues to collect data and assist member agencies in their efforts to develop strategies, plans, and projects that address issues of congestion in Tompkins County.

***e) Participation Plan -***

**Narrative:** The *ITCTC* Policy Committee has formally adopted Public Involvement Procedures via Resolution 1993-27, December 14, 1993; updated by Res. 2003-10 on June 17, 2003 and Res. 2007-05 on June 26, 2007 ([www.tompkinscountyny.gov/files/itctc/public\\_procedures.pdf](http://www.tompkinscountyny.gov/files/itctc/public_procedures.pdf)).

The *ITCTC* seeks to involve the public in its planning processes. To this end it implements efforts that include staff/member outreach (e.g., attending meetings, hosting/participating at local community events, providing various documents/reports for public use, etc.), maintaining an up to date regular mailing list, and other means as appropriate. The *ITCTC* mailing list is reviewed periodically to ensure that representatives of traditionally underrepresented communities are notified and aware of the metropolitan transportation planning process. The agency's mailing lists have also

been updated to include the expanded list of local, State and Federal contacts as required to meet the interagency consultation requirements pursuant to federal regulations. The ITCTC is actively involved in community efforts to promote the use of bicycles and walking for transportation. Technical staff and community members involved in promoting these modes are notified of ITCTC activities and kept informed the agency's planning efforts.

The ITCTC has been a co-sponsor of several activities intended to promote the general education of sound transportation and land use planning activities, including hosting transportation related workshops, an active transportation film festival, and activities such as Streets Alive (see [www.streetsaliveithaca.com](http://www.streetsaliveithaca.com)) webinars and lectures. In addition, ITCTC staff has participated in conferences, a variety of community meetings, and radio and television interviews, in an effort to reach out to diverse audiences.

ITCTC staff uses various visualization techniques when presenting information to the public. The ITCTC works cooperatively with Tompkins County in their maintenance and use of Geographic Information Systems technology. As a result the ITCTC planning documents include numerous maps and graphics to assist in the interpretation of data.

The ITCTC internet web site is actively managed to present updated and new information. All ITCTC documents and information, including the 2035 LRTP, the latest versions of the UPWP and TIP and links to project specific reports and data (i.e. Annual Traffic County Report, Commuter Survey Reports, maps, etc.) are available at the ITCTC web site:  
(<http://www.tompkinscountyny.gov/itctc>).

***f) Coordinated Public Transit-Human Service Agency Transportation Plan (Coordinated Plan) - Narrative:*** The *ITCTC* in coordination with the Tompkins County Department of Social Services are the lead agencies for the development of the Coordinated Plan in Tompkins County. Meetings with participating agencies have been held regularly since May 20, 2007. The Coordinated Plan was approved by the ITCTC and is updated via annual resolutions. A Coordinated Plan website has been developed to provide information on the Coordinated Plan planning process and to include all related documentation and news (<http://tccordinatedplan.weebly.com/>).

## **C. Administrative/Management**

### **1. Progress Reports:**

**Narrative:** Comprehensive UPWP Progress Reports are prepared semi-annually on-time and distributed to the appropriate agencies, FTA, FHWA, and NYSDOT. Additional documentation is provided as part of the reimbursement package prepared for and submitted to NYSDOT.

### **2. Bills:**

**Narrative:** The MPO staff/host agency has institutionalized and automated the process of generating bills. Requests for reimbursement are prepared by the *ITCTC* staff and authorized by the signature of the County Finance Director/Comptroller. The ITCTC has a fine record of paying bills in a timely manner.

### **3. Audits:**

**Narrative:** The Host Agency, Tompkins County, audits the MPO's financial activity annually as part of their comprehensive single-audit process. To date, NYSDOT has accepted all of these reports without material weakness.

#### **4. Annual Program:**

**Narrative:** The ITCTC annual program is routinely closed out in a timely manner. Deadlines for budget preparation and UPWP development have been met with the cooperation of member agencies and in coordination with the Host Agency.

#### **5. Budget:**

**Narrative:** The MPO staff has adequately administered the annual operations budget in compliance with the policies of the *ITCTC* Policy Committee and the Host Agency.

#### **6. Consultant Selection:**

**Narrative:** The ITCTC follows a procurement process based on the Host Agency's procedures, with additional input and assistance from NYSDOT. The ITCTC has no authority to issue contracts with consultants; however, at the request of the ITCTC the Host Agency (Tompkins County) will enter into contracts on behalf of the MPO. DBE candidate firms are encouraged to respond to all RFQs and RFPs. The ITCTC follows the provisions of the Tompkins County Affirmative Action Plan. In addition, the ITCTC is a signatory to the NYSDOT DBE plan and follows the provisions of that plan during its consultant selection process.

#### **7. Central Staff/Host Relations:**

**Narrative:** The relationship between the *ITCTC* staff and the Host Agency has been constructive and positive. The administrative and procedural agreements between the Host Agency and the ITCTC have not resulted in significant impediments to the accomplishment of the objectives identified in the UPWP. The Host Agency has been supportive of ITCTC staffing decisions. There are no pending staffing or recruiting issues.

#### **8. Decision-Making:**

**Narrative:** Committees are adequately structured and staffed, with reasonable decisions usually reached in a timely fashion. Committee members are active participants who understand and value the metropolitan planning process.

#### **9. Governance:**

**Narrative:** As described above in Section A. *Required Agreements*, all foundation documents of the ITCTC including the initial MOU, Unified Operations Plan and the Hosting Agreement are updated and reflect current MPO structure and operations. As stated above, ITCTC-Host Agency (Tompkins County) relations are stable. Currently all routine MPO-Host functions are handled in an efficient manner. The ITCTC has well-structured access to the decision-making processes of the County to address any issues and concerns relating to the Host Agency.

The Staff Director meets at least annually with an Administrative Oversight Committee (Policy and Planning Committee Chairs, Tompkins County liaison and NYSDOT Representative) to discuss operations, budget and staff issues.

The ITCTC has enjoyed a relatively stable membership, which leads to a substantial amount of Committee experience dealing with the requirements and programs of the MPO. New members are given copies of the LRP, UPWP, and Unified Operations Plan and meet with the Staff Director to be briefed about ITCTC operations and programs. The ITCTC's consensus-based decision-making process supports the independent and unbiased work of the agency. Staff strives to maintain a professional and unbiased approach in the performance of its duties. As a result, the ITCTC continues to be held in high esteem and is considered an important asset in the community.

## 10. Procurement:

**Narrative:** The ITCTC has addressed the FTA procurement requirements applicable to FTA subrecipients to the extent required. There have been no procurements by ITCTC in the past three years. The FTA planning funds are used to cover operation expenses as described in the operating budget found in the ITCTC's Unified Planning Work Program Table 2 (see: [www.tompkinscountyny.gov/itctc/upwp](http://www.tompkinscountyny.gov/itctc/upwp)). There are no plans to utilize FTA funds for procurement. However, if there are any FTA funded procurements in the future the ITCTC will:

- Comply with Circular Guidance 4220 1F, Third Party Contracting Requirements & the most current FTA master agreement.
- Maintain a written record of all FTA funded procurements and;
- Incorporate clauses and certification required for FTA program assistance funding.