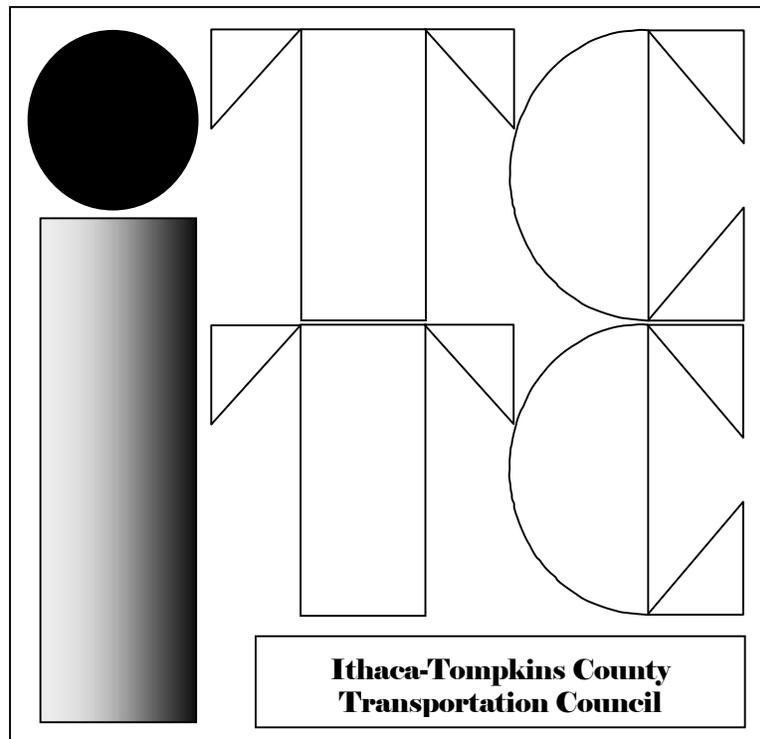


***ITHACA-TOMPKINS COUNTY  
TRANSPORTATION  
COUNCIL***



***2012/2013  
SIMPLIFIED STATEMENT OF WORK  
(Unified Planning Work Program)***

March 6, 2012





*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 2012-02**

---

***APPROVAL OF THE 2012-2013 ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL OPERATING BUDGET***

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

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

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

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has reviewed its proposed 2012-2013 Operating Budget for the period of April 1, 2012 through March 31, 2013;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2012-2013 Operating Budget for the period April 1, 2012 through March 31, 2013 and directs the Host Agency to implement said budget;

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

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby request that the Host Agency take the appropriate actions necessary to cause this adopted budget to be fully implemented without interruption prior to March 31, 2012.

This resolution having been considered and approved on March 6, 2012.

Signature on file  
Herbert J. Engman, Chair

Signature on file  
Carl Ford, P.E., Secretary

**ATTACHMENT A  
RESOLUTION 2012-02**

<b>2012/13 ITCTC Operating Budget</b>				
<b>CODE</b>	<b>DESCRIPTION</b>	<i><b>12/13 FHWA</b></i>	<i><b>12/13 FTA</b></i>	<b>12/13 TOTAL</b>
<b>REVENUES:</b>				
.4959	FEDERAL AID	300,175	41,987	342,162
<b>EXPENSES:</b>				
	COMBINED SALARIES	184,691	23,080	207,771
.8800	FRINGE	104,351	13,040	117,391
.2206	COMPUTER EQUIPMENT	0	500	500
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	0	400	400
.2230	COMPUTER SOFTWARE	0	300	300
.4302	OFFICE SUPPLIES	500	0	500
.4330	PRINTING	383	317	700
.4332	BOOKS/PUBLICATIONS	0	200	200
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	250	500	750
.4412	TRAVEL/TRAINING	750	250	1,000
.4414	LOCAL MILAGE	700	500	1,200
.4416	PROFESSIONAL DUES	300	300	600
.4424	EQUIPMENT RENTAL	3,500	0	3,500
.4425	SERVICE CONTRACTS	800	200	1,000
.4432	RENT	250	250	500
.4442	PROFESSIONAL SERVICE FEES	1,200	650	1,850
.4452	POSTAGE SERVICES	1,000	500	1,500
.4472	TELEPHONE	1,000	500	1,500
.4618	INTERDEPARTMENTAL CHARGE	300	500	800
	<b>TOTAL EXPENSES</b>	<b>300,175</b>	<b>41,987</b>	<b>342,162</b>



***Ithaca-Tompkins County  
Transportation Council***

**RESOLUTION 2012-03**

---

***APPROVAL OF THE 2012-2013  
UNIFIED PLANNING WORK PROGRAM***

- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND
- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* requires Metropolitan Planning Organizations to carry out a "*continuing, cooperative, and comprehensive*" urban transportation planning process that addresses all modes of transportation; AND
- WHEREAS,** in order to implement a continuous, cooperative and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND
- WHEREAS,** the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of *SAFETEA-LU* and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND
- WHEREAS,** in order to support the elements of the 2012-2013 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND
- WHEREAS,** the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 (formerly Section 8) program, under the Federal Transit Administration Section 5307 (formerly Section 9) program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2012-2013 Unified Planning Work Program;

**Resolution 12-03**  
**Ithaca-Tompkins County**  
**Transportation Council**  
**Page 2**

**NOW THEREFORE BE IT RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2012-2013 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

**BE IT FURTHER RESOLVED**, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2012-2013 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 6, 2012.

Signature on file  
Herbert J. Engman, Chair

Signature on file  
Carl Ford, P.E., Secretary

*2012/13*  
**SIMPLIFIED STATEMENT OF WORK**  
**UNIFIED PLANNING WORK PROGRAM**

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

# OVERVIEW

## FEDERAL REQUIREMENTS

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

*"It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities), which will function as an intermodal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be **continuing, cooperative, and comprehensive** to the degree appropriate, based on the complexity of the transportation problems."*

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

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

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



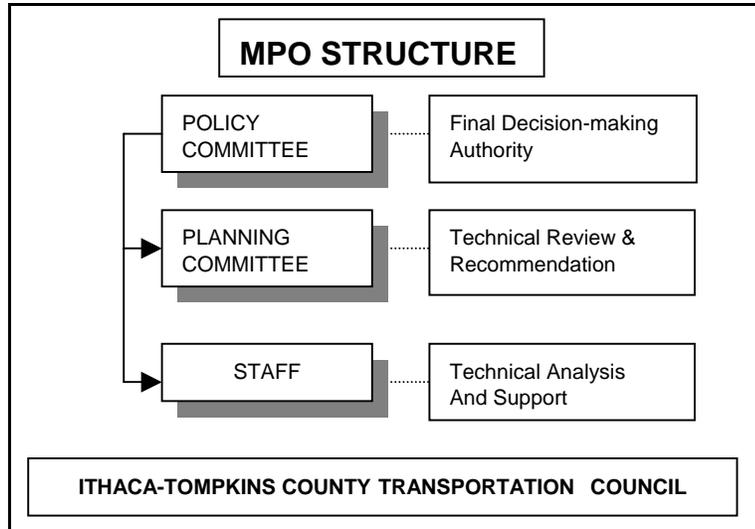
## MPO STRUCTURE

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

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

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

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



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



## **EMPHASIS AREAS FOR THE 2012/13 UPWP**

The 2012/13-program year is the twentieth year (April 1, 2012- March 31, 2013) 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 2012/13:

- Implement selected recommendations from the 2030 Long-Range Transportation Plan (LRTP).
- Monitor development of federal transportation legislation and any associated rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Manage project activity in the Transportation Improvement Program. Coordinate with NYSDOT and local project sponsors regarding TIP maintenance activities and a planned update in the fall of 2012.
- Assemble, collect and/or distribute necessary data to support the transportation infrastructure decision-making processes. This effort will include work assembling and/or distributing accident and traffic count data.
- Manage implementation of the Regional Transportation Study project.
- Manage implementation of the NYSERDA funded project to provide online ridesharing services in Tompkins County.
- Participate in implementation of the Southern Tier Sustainability Plan under the Cleaner Greener NY program.
- 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.
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
  - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan
  - Implementation of travel demand management strategies in cooperation with the Way2Go program.
  - Cornell Community Investment Initiative
- Participate in efforts to address issues of "community livability" and "social justice". In particular:
  - Cooperate with the Tompkins County Planning Department in implementation of action items from the Tompkins County Countywide Comprehensive Plan.
  - Cooperate with local municipalities and community groups in development of transportation plans and other efforts that support the goals and objectives in the LRTP.
  - Provide continued emphasis and support for the development of transportation modes and programs that provide alternatives to the private automobile:
    - trail development
    - public transportation
    - bicycling initiatives
    - pedestrian initiatives
    - car sharing
    - ride sharing
    - van pooling
    - guaranteed ride home
    - others
  - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens.



## 2012/13 WORK TASKS

ITCTC staff will be primarily responsible for implementation of the work tasks described in this UPWP. The work tasks are divided into four sub-areas as described and defined in the following sections. The work will be performed in coordination and with support from ITCTC Committee members, the staff of member agencies, and interested community partners and organizations. At times ITCTC staff will pay for specialized services, i.e. printing, binding, data analysis, map production, surveys, meeting facilitation, etc., in support of its responsibilities. Any project where implementation is primarily consultant based will be clearly identified. The only such projects planned for 2012-13 are: 1. Implementation of the NYSEERDA grant for online ridesharing services in Tompkins County; 2. Managing implementation of the Regional Transportation Study TIP project. In both these cases the projects are funded from sources outside UPWP planning funds, but will require ITCTC staff time and effort for implementation.

### **1.0 PROGRAM COORDINATION**

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

- Activities:
- Perform basic grant administration functions, including contract management and reimbursement requests.
  - Facilitate day-to-day administrative operations (e.g., purchasing, bookkeeping, budgeting).
  - Provide support for the timely renewal and implementation of the host agency agreement between Tompkins County and NYDOT.
  - Monitor evolving federal transportation legislation, rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
  - Assist and cooperate with Tompkins County, as host agency for the ITCTC, in fulfilling the requirement of its Hosting Agreement with NYSDOT. This includes assisting with implementation of the annual single audit performed by Tompkins County.
  - Provide clerical and administrative support to the ITCTC Committees and Sub-committees. Specifically, finalize work Complete Streets Ad Hoc committee.
  - Develop and administer the Unified Planning Work Program (2012/13 and 2013/14).
  - Administer and manage the Unified Operations Plan as necessary.
  - Review and, where necessary, respond to various regulations, guidance, and correspondence from Federal, State, and Local agencies and organizations. This includes: preparing semi-annual FTA and FHWA Reports; and meeting requirements for MPO Self Certification.
  - Participate in various professional organizations for the benefit of the ITCTC, including the New York State Association of MPOs (NYSMPO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association, and the Institute of Transportation Engineers. [Note: The ITCTC acknowledges that it has contributed \$429 for AMPO membership dues through a revision in the FHWA PL allocation that allows the Binghamton Metropolitan Transportation Study MPO to pay the dues on behalf of all MPOs in New York State including the ITCTC.]
  - Attend various meetings, workshops, and conferences associated with implementing the MPO planning process.
  - Conduct training and orientation for MPO participants, as necessary.



## **2.0 DATA MANAGEMENT**

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

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

## **3.0 PLAN APPRAISAL**

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

- Activities:
- Prepare and process amendments to the 2030 LRTP in accordance with the principles and rules of SAFETEA-LU and the policies and procedures of the ITCTC.
  - Monitor the authorization activities for Federal transportation legislation. As appropriate, amend the LRTP and other ITCTC operating documents to meet new Federal requirements.
  - Facilitate and promote local government efforts to develop and implement bicycle/pedestrian and multi-use trail plans that promote increased mobility.



- Where possible, assist community and participating entities implementing projects and activities that support LRTP goals and objectives (e.g., trail development, transit improvements, enhanced transportation safety, use of information technologies in support of improved mobility, support for alternatives to single occupancy vehicle use, scenic byways, consideration of new technologies, etc.).
- Assist and facilitate the efforts of community and participating entities to undertake projects and activities that are in accordance with the principles of SAFETEA-LU (e.g., land use/transportation planning, transit accessibility, safety, etc.).
- Support efforts to assess the transportation, land use, and community development issues related to the metropolitan transportation system.

#### **4.0 IMPLEMENTATION PLANNING AND PROGRAMMING**

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

- Activities:
- Participate in transportation planning efforts conducted by ITCTC partners, as appropriate.
  - Continue coordination and assistance to local governments in trail development efforts as indicated in the ITCTC Transportation Trail/Corridor Study and the 2030 LRTP.
  - Work cooperatively with Tompkins County, Tompkins Consolidated Area Transit, Inc. (TCAT), Gadabout and other involved parties in the implementation of the Coordinated Public Transit-Human Services Transportation Plan in accordance with SAFETEA-LU Requirements.
  - Work cooperatively with local agencies to address the needs of transportation-disadvantaged populations, specifically the elderly, youth, disabled and those with low income.
  - Work cooperatively with TCAT and its partners in advancing service and operational improvements to the transit system.
  - Assist TCAT and other interested agencies in conducting technical analyses associated with transit system planning activities.
  - Assist NYSDOT and participating entities in managing the 2011-2015 ITCTC TIP and the State TIP.
  - Participate in the development and approval of the 2014-2019 ITCTC Transportation Improvement Program (TIP) and the State TIP in coordination with NYSDOT and other participating agencies and local partners.
  - Provide a reasonable level of on-call technical assistance to ITCTC partners and the general public.
  - Cooperate with the Tompkins County Planning Department efforts to implement actions items found in the Tompkins County Comprehensive Plan.
  - Cooperate with Tompkins County, the City of Ithaca, the Towns of Ithaca and Ulysses, the NY State Office of Parks, Recreation and Historic Preservation (OPRHP) and other local community support groups in advancing development and constructions of the Black Diamond Trail.
  - Continue to maintain and enhance the Regional ITS Architecture for Tompkins County.
  - Serve as project manager for the TIP funded Regional Transportation Study.
  - Participate actively in New York State Association of MPOs programs and initiatives.
  - Participate in the development and implementation of Cayuga Lake Scenic Byway and the Blue Way Trail initiatives and programs.
  - Continue to work cooperatively with local interested parties in enhancing the car share program in the Ithaca urbanized area.
  - Continue to work cooperatively with local and state partners to increase the modal share of the bicycle in the Ithaca urbanized area and Tompkins County.
  - Continue to work cooperatively with local interested parties in enhancing the web based ride



share program to serve Tompkins County. The ITCTC serves as project manager for a NYSEDA grant to provide online rideshare services in Tompkins County.

- Continue to work cooperatively with local interested parties in developing a vanpool program to serve Tompkins County.
- Continue to work cooperatively with local interested parties in supporting the mission and programs of the Way2Go transportation information initiative housed at Cornell Cooperative Extension.
- Work with NYSDOT and other New York MPOs to address transportation safety issues. Continue participation in the NYSMPO Safety Working Group, a group of MPO and NYSDOT staff members who work to identify ways to better coordinate statewide safety planning efforts.
- Continue to work cooperatively with Tompkins County Area Development and other local interested parties in an ongoing effort to attract Automated Transit Network systems research and development activities to the Ithaca-Tompkins County area.
- Work cooperatively with Way2Go, Cornell Cooperative Extension and other participating agencies in the “Get Your Greenback” program, which promotes sustainable practices in the areas of transportation, food production, waste management, building heat and lighting for residents and businesses in the Ithaca-Tompkins County area.

## **PLAN FOR USE OF CARRY-OVER FUNDS**

### **FHWA P.L. FUNDS**

Over the years the ITCTC, like other MPOs statewide, has accumulated a backlog of unused FHWA P.L. funds. As of January 2012 the carry-over funds available for reprogramming total approximately **\$75,200**. The Transportation Planning and Policy Committees, following review and approval, may reprogram carry-over funds in an as-needed basis to fulfill the implementation of the UPWP and further the goals and objectives of the Long Range Transportation Plan.

Use of carry-over funds are planned as follows:

- Reprogrammed funds to help meet shortfalls of the 2012-2013 FHWA P.L. grant = **\$28,404**. These funds are distributed through the operating budget.

Carry-over funds available for reprogramming after deducting funds for the above-listed use equal **\$46,796**. Because of the fiscal uncertainty of transportation programs at the Federal level it is prudent that the carry-over balance be kept in reserve to meet possible budget shortfalls in 2013-2014. Therefore, no additional projects are recommended for use of these funds during the current fiscal year.

### **FTA FUNDS**

Unlike FHWA P.L. funds, which need to be reprogrammed into the operating budget before being used, carry-over FTA grant funds remain available for use for up to four years without the need for reprogramming. The FTA carry-over funds are generally used to supplement the agency’s operating budget in support of primary transit related work tasks in the UPWP. For the 2012/13 fiscal year the FTA carry over funds will be used to supplement the supplies, equipment, travel expenses and other budget areas in support of implementation of UPWP work tasks. FTA carry-over is shown as part of **TABLE 2: 2012-2013 Available Funding for ITCTC Operations**; and the carry-over budgets in **TABLES 5** through **7**.



# STATEWIDE SHARED COST INITIATIVES

## SUMMARY

As part of UPWP development each year, the 13 MPOs in New York State, working as the NY State Association of MPOs (NYSAMPO), collectively reserve a limited amount of federal transportation planning funds to fund a series of statewide shared cost initiatives (SCIs) and pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). As available, NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. The SCI program has been in operation since FY 99/00.

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

The following are ongoing SCI activities:

### **NYSAMPO Staff Support**

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$175,000 (FHWA PL and FTA MPP)

Lead Agency: Capital District Transportation Committee

### **NYSAMPO Staff Training**

Objective: Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.

Cost: \$25,000 (FTA MPP)

Lead Agency: Genesee Transportation Council

### **AMPO Dues**

Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.

Cost: \$40,236 (FHWA PL)

Lead Agency: Binghamton Metropolitan Transportation Study



# FUNDING SUMMARY

## **FEDERAL AID**

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

***Federal Highway Administration "P.L." program:*** Federal legislation stipulates that 1% of the Surface Transportation Program (STP) funds shall be used to support metropolitan transportation planning efforts (Title 23 USC, Section 104(f)). These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match.

For the period April 1, 2012 - March 31, 2013, a total of \$272,199 in P.L. funds have been allocated to the Ithaca-Tompkins County Transportation Council; however, the ITCTC acknowledges and concurs with a \$429 takedown for the purposes of paying one year of membership dues to the Association of Metropolitan Planning Organizations (AMPO). This revision in the FHWA PL allocation allows the Binghamton Metropolitan Transportation Study (BMTS), the MPO for the Binghamton, NY area, to pay the dues on behalf of all the NYS MPOs. After this adjustment the P.L. allocation for the 2012/13 ITCTC Operating Budget is **\$271,771**.

A total of **\$28,404** in FHWA funds are being reprogrammed as described in the *Plan For Use Of Carry-Over Funds* section above. This total is distributed across budget lines to help cover expenses.

In summary, after the adjustments indicated above, the total FHWA P.L. allocation to the 2012/13 ITCTC Operating Budget is **\$300,175** (see **TABLES 1,2** and **3**)

***Federal Transit Administration Section 5303 program*** (formerly referred to as "Section 8"): The Federal Transit Act provides that an amount equal to approximately 0.135% of FTA capital/operating programs will be provided for metropolitan transportation planning efforts (Title 49 USC). These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match. For the period April 1, 2012 - March 31, 2013 a total of **\$41,987** in Section 5303 funds are allocated to the *Ithaca-Tompkins County Transportation Council*. In addition, as described in the *Plan For Use Of Carry-Over Funds* section above, prior year funds are available until expended (see **TABLES 2** and **4**; and the carry-over budgets in **TABLES 5** through **7**).

***Federal Transit Administration Section 5307 program*** (formerly referred to as "Section 9"):  
The Federal Transit Act provides for an annual distribution of General Funds for the operation, planning, and capital acquisition/rehabilitation of transit services in urbanized areas (Title 49 USC, Section 5307). Section 5307 funds for small urban areas are administered by NYSDOT on behalf of the Governor and are distributed directly to Designated Recipients within the urbanized areas on a formula basis. The use of Section 5307 funds for planning activities requires a 20% non-federal match. For the period January 1, 2012 – December 31, 2013 the local transit operators have programmed **\$16,000** from Section 5307 for short-term transit planning activities. This amount and is associated non-federal match totaling **\$20,000**, is listed as part of the total program funding summary in **TABLE 1**.



## **MATCHFUNDS**

**New York State Department of Transportation:** NYSDOT provides a share of the non-federal match funds for the "P.L." and "Section 5303" programs. NYSDOT provides a 15% (or 75% of the non-federal 20% share) match in the form of "in-kind services" for both the "P.L." and "Section 5303" programs. The amounts allocated for *ITCTC* programs are **\$56,283** for the "P.L." program and **\$7,873** for the "Section 5303" program, making the total State contribution for the 2012/13 UPWP **\$64,155** (see **TABLE 1**).

**Local Participants:** The local government participants, particularly the "Host" agency (Tompkins County), also provide a share of the non-federal match funds for the "P.L." and "Section 5303" programs. The Local Participants provide a 5% match (or 25% of the non-federal 20% share), usually in the form of "in-kind" goods and services. These amounts are **\$18,761** for the "P.L." program and **\$2,624** for the "Section 5303" program. Therefore, the total local support for the 2012/13 UPWP is **\$21,385** (see **TABLE 1**).

## **PROGRAM SUMMARY**

The total value of the 2012/13 Unified Planning Work Program is **\$447,703**. Of this amount, **\$358,162** (80%) comes from the various Federal programs; **\$67,155** (15%) comes from the New York State Department of Transportation; and Local Participants provide **\$22,385** (5%). **TABLE 1** presents the overall resources for the 2012/13 UPWP by funding program including State and Local match contributions.

## **OPERATING BUDGET**

The staff and operations of the *ITCTC* are administratively "hosted" by Tompkins County. Under a formal agreement with the State of New York, Tompkins County provides "first instance" funding to the *ITCTC*, which is reimbursed by NYSDOT on an invoice basis. As such, the "Operating Budgets" of the *ITCTC* are incorporated as a single "budgeting unit" in the County's budget. Only federal dollars are represented in the operating budgets. The UPWP includes the *ITCTC*'s 2012/13 Operating Budget in **TABLE 2: 2012-2013 Available Funding for ITCTC Operations**. All costs identified in the budget are direct costs. *MPO approval of the Operating Budget is implicit in the adoption of this UPWP document.*



**2012/13 PROGRAMMATIC FUNDING SUMMARY**

**TABLE 1**

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
<b>FHWA "P.L."</b>	\$300,175	\$56,283	\$18,761	\$375,219
<b>FTA 5303</b>	\$41,987	\$7,873	\$2,624	\$52,484
<b><i>ITCTC Subtotal</i></b>	\$342,162	\$64,155	\$21,385	\$427,703
<b>FTA 5307 (TCAT)</b>	\$16,000	\$3,000	\$1,000	\$20,000
<b>TOTAL</b>	\$358,162	\$67,155	\$22,385	\$447,703

**2012-2013 AVAILABLE FUNDING FOR ITCTC OPERATION**

**TABLE 2**

2012/13 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	DESCRIPTION	12/13 FHWA	12/13 FTA	12/13 TOTAL	09/10 FTA	10/11 FTA	11/12 FTA	FTA Sub-Total	GRAND TOTAL
<b>REVENUES:</b>									
.4959	FEDERAL AID	\$300,175	\$41,987	\$342,162	\$7,218	\$8,000	\$5,827	\$21,045	\$363,207
<b>EXPENSES:</b>									
	COMBINED SALARIES	184,691	23,080	207,771	0	0	0	0	207,771
.8800	FRINGE	104,351	13,040	117,391	0	0	0	0	117,391
.2206	COMPUTER EQUIPMENT	0	500	500	0	1,500	1,000	2,500	3,000
.2210	OTHER EQUIPMENT	0	0	0	300	500	0	800	800
.2214	FURNITURE & FIXTURES	0	400	400	0	0	0	0	400
.2230	COMPUTER SOFTWARE	0	300	300	0	1,000	300	1,300	1,600
.4302	OFFICE SUPPLIES	500	0	500	1,000	0	477	1,477	1,977
.4330	PRINTING	383	317	700	0	0	200	200	900
.4332	BOOKS/PUBLICATIONS	0	200	200	218	100	200	518	718
.4342	FOOD	200	0	200	300	0	100	400	600
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	250	500	750	0	100	300	400	1,150
.4412	TRAVEL/TRAINING	750	250	1,000	2,000	1,200	750	3,950	4,950
.4414	LOCAL MILAGE	700	500	1,200	500	1,000	500	2,000	3,200
.4416	PROFESSIONAL DUES	300	300	600	0	0	300	300	900
.4424	EQUIPMENT RENTAL	3,500	0	3,500	0	0	400	400	3,900
.4425	SERVICE CONTRACTS	800	200	1,000	0	0	300	300	1,300
.4432	RENT	250	250	500	0	0	300	300	800
.4442	PROFESSIONAL SERVICE FEES	1,200	650	1,850	1,500	1,500	0	3,000	4,850
.4452	POSTAGE SERVICES	1,000	500	1,500	600	500	250	1,350	2,850
.4472	TELEPHONE	1,000	500	1,500	600	500	250	1,350	2,850
.4618	INTERDEPARTMENTAL CHARGE	300	500	800	200	100	200	500	1,300
	<b>TOTAL EXPENSES</b>	<b>300,175</b>	<b>41,987</b>	<b>342,162</b>	<b>\$7,218</b>	<b>\$8,000</b>	<b>\$5,827</b>	<b>\$21,045</b>	<b>\$363,207</b>



**2012/13 FHWA AUDITABLE BUDGET**  
**PIN # P212-15-881**

**TABLE 3**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	60,035	33,770	18,761	112,566
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	60,035			60,035
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	60,035			60,035
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	60,035			60,035
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	6,003			6,003
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	15,009	16,885		31,894
44.26.14	PLANNING EMPHASIS AREA	39,023	5,628		44,651
44.27.00	OTHER ACTIVITIES				
	<b>TOTAL</b>	<b>300,175</b>	<b>56,283</b>	<b>18,761</b>	<b>375,219</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	184,691	30,956		215,647
44.20.02	FRINGE/LEAVE	104,351	16,885		121,236
44.20.03	TRAVEL	1,450			1,450
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	883			883
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	8,800	8,442	18,761	36,003
44.20.08	INDIRECT CHARGES				
	<b>TOTAL</b>	<b>300,175</b>	<b>56,283</b>	<b>18,761</b>	<b>375,219</b>



**2012/13 FTA Section 5303 AUDITABLE BUDGET**  
**GRANT # NY-80-X021/ PIN # P212-15-80A**

**TABLE 4**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT ADMINISTRATION	8,397	4,724	2,624	15,745
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	8,397			8,397
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	8,397			8,397
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	8,397			8,397
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	841			841
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	2,099	2,362		4,461
44.26.14	PLANNING EMPHASIS AREA	5,459	787		6,246
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>41,987</b>	<b>7,873</b>	<b>2,624</b>	<b>52,484</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	23,080	4,330		27,410
44.20.02	FRINGE/LEAVE	13,040	2,362		15,402
44.20.03	TRAVEL	750			750
44.20.04	EQUIPMENT	1,200			1,200
44.20.05	SUPPLIES/REPRODUCTION	317			317
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	3,600	1,181	2,624	7,405
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>41,987</b>	<b>7,873</b>	<b>2,624</b>	<b>52,484</b>



**2011/12 FTA Section 5303 AUDITABLE BUDGET**

**TABLE 5**

**GRANT # NY-80-X020/ PIN # P211-15-80A**

**As of March 31, 2012(estimated & unaudited)**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT ADMINISTRATION	1,165	656	100	1,921
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	1,165			1,165
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,165			1,165
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,165			1,165
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	118			118
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	291	328		619
44.26.14	PLANNING EMPHASIS AREA	758	109		867
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>5,827</b>	<b>1,093</b>	<b>100</b>	<b>7,020</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL		601		601
44.20.02	FRINGE/LEAVE		328		328
44.20.03	TRAVEL	1,250			1,250
44.20.04	EQUIPMENT	1,300			1,300
44.20.05	SUPPLIES/REPRODUCTION	677			677
44.20.06	CONTRACTUAL				
44.20.07	OTHER	2,600	164	100	2,864
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>5,827</b>	<b>1,093</b>	<b>100</b>	<b>7,020</b>



**2010/11 ETA Section 5303 AUDITABLE BUDGET**  
**GRANT # NY-80-X019/ PIN # P210-15-80A**  
**As of March 31, 2012(estimated & unaudited)**

**TABLE 6**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,600	900	0	2,500
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,600			1,600
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,600			1,600
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,600			1,600
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	160			160
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	400	450		850
44.26.14	PLANNING EMPHASIS AREA	1,040	150		1,190
44.27.00	OTHER ACTIVITIES				0
<b>TOTAL</b>		<b>8,000</b>	<b>1,500</b>	<b>0</b>	<b>9,500</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	0	825		825
44.20.02	FRINGE/LEAVE	0	450		450
44.20.03	TRAVEL	2,200			2,200
44.20.04	EQUIPMENT	3,000			3,000
44.20.05	SUPPLIES/REPRODUCTION	0			0
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	2,800	225	0	3,025
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>8,000</b>	<b>1,500</b>	<b>0</b>	<b>9,500</b>



**2009/10 FTA Section 5303 AUDITABLE BUDGET**

**TABLE 7**

**GRANT # NY-80-X018/ PIN # P209-15-80A**

**As of March 31, 2012(estimated & unaudited)**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,444	812		2,256
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,444			1,444
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,444			1,444
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,444			1,444
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	145			145
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	360	406		766
44.26.14	PLANNING EMPHASIS AREA	937	135		1,072
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>7,218</b>	<b>1,353</b>	<b>0</b>	<b>8,571</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL		744		744
44.20.02	FRINGE/LEAVE		406		406
44.20.03	TRAVEL	2,500			2,500
44.20.04	EQUIPMENT	300			300
44.20.05	SUPPLIES/REPRODUCTION	1,000			1,000
44.20.06	CONTRACTUAL				
44.20.07	OTHER	3,418	203		3,621
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>7,218</b>	<b>1,353</b>	<b>0</b>	<b>8,571</b>

