

# **SEDA-COUNCIL OF GOVERNMENTS**

## **UNIFIED PLANNING WORK PROGRAM**

# **UPWP**

**FISCAL YEARS 2022-2024**

**(July 1, 2022 through June 30, 2024)**

# **FINAL**

**Adopted November 19, 2021**

# SEDA-COG MPO FY 2022-2024 UPWP BACKGROUND

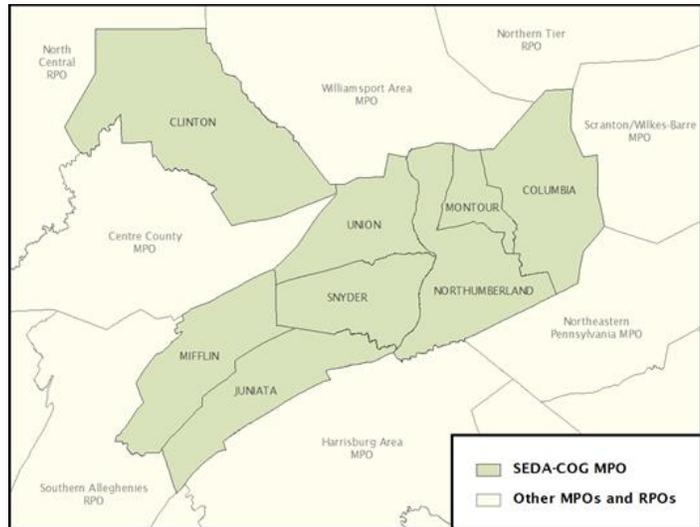
## PURPOSE

This Unified Planning Work Program (UPWP) lists the transportation planning activities to be completed by the SEDA-COG Metropolitan Planning Organization (MPO) between July 1, 2022 and June 30, 2024. This document is a required element of federal metropolitan transportation planning regulations. The UPWP equates to a statement of work identifying the planning priorities and activities to be carried out within the SEDA-COG MPO area. The UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. In Pennsylvania, UPWPs are developed as 2-year programs. This UPWP effectively addresses the key regional transportation and land use issues facing the region. The program, however, is dynamic and may be modified to respond to any emerging priority issue or special need vital to the orderly growth and development of the SEDA-COG MPO region.

## INTRODUCTION

Federal law and regulations require that in all urbanized areas with a population of over 50,000 persons, local and state officials work together to maintain a continuous, cooperative, and comprehensive performance-based multi-modal transportation planning process. This federal mandate is carried out by a formal group called a Metropolitan Planning Organization (MPO), as per 23 CFR § 450.310.

The SEDA-COG MPO was designated by the Commonwealth of Pennsylvania in 2013. The SEDA-COG MPO is the official transportation planning organization for eight (8) central Pennsylvania counties: Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, and Union. These 8 counties were formerly organized for transportation planning purposes as a Rural Planning Organization (RPO) designated by the Pennsylvania Department of Transportation, with essentially the same status and responsibilities as an MPO. However, because of the 2010 Census, a new urbanized area (UZA) of at least 50,000 people was identified for portions of



Columbia, Montour, and Northumberland Counties. This required the designation of an MPO to represent the new UZA named Bloomsburg-Berwick, PA. Therefore, local officials recommended transitioning the 8-county RPO into an 8-county MPO, with the Governor of Pennsylvania’s concurrence.

The SEDA-COG MPO works closely with the Pennsylvania Department of Transportation (PennDOT), local governments, area transit agencies, economic development entities, and other partners to identify and prioritize transportation improvement projects throughout the region. In executing its work, the MPO strives to fulfill its vision of providing a balanced transportation system for the maximum benefit of people, businesses, and communities.

## COMMITTEE STRUCTURE

The decision-making body of the SEDA-COG MPO is the Coordinating Committee, which is responsible for the transportation planning activities mandated in federal laws and regulations. The Coordinating Committee meets six (6) times per year and has 17 voting members representing the following:

### Voting members

Clinton County	Multi-modal Interests
Columbia County	Town of Bloomsburg
Juniata County	Borough of Berwick
Mifflin County	SEDA-COG Board of Directors
Montour County	SEDA-COG Transportation Program
Northumberland County	PennDOT District 2-0 Office (Clearfield)
Snyder County	PennDOT District 3-0 Office (Montoursville)
Union County	PennDOT Central Office (Harrisburg)
Transit Interests	

### Non-voting members

Federal Highway Administration (FHWA)  
Centre County MPO  
Williamsport Area Transportation Study MPO  
Harrisburg Area Transportation Study MPO  
Lackawanna/Luzerne Transportation Study MPO

A Technical Committee provides comments and recommendations to the Coordinating Committee in an advisory role. The Technical Committee is comprised of members from the same organizations represented on the Coordinating Committee and meets only on an as needed basis. Additional MPO committees include a Transportation Alternatives Project Review Committee, an Active Transportation Committee, and ad hoc subcommittees on Local Bridge, Aviation, and Local Access Road issues. MPO staff also support a Central PA Transportation Coalition and a Fixed Route Transit Advisory Group that focus on transit issues.

## RESPONSIBILITIES

The federal Fixing America's Surface Transportation (FAST) Act (Public Law No. 114-94), and federal metropolitan planning regulations promulgated from the FAST Act, specify the roles and responsibilities of MPOs, including development of a long-range transportation plan, a short-range Transportation Improvement Program, and public involvement efforts. The FAST Act identifies 10 planning factors (see below) that must be considered in the metropolitan planning process. Planning activities identified in this UPWP and other MPO documents strive to incorporate these planning factors to create a safe, efficient, and modern regional transportation system. The table on page 3 lists which Planning Factors are addressed by the UPWP main task categories – Task 1: Plans and Programs; Task 2: Data, Tools and Analysis; Task 3: Administration; and Task S1: Local Technical Assistance Program (LTAP).

### Federal Planning Factors

1. Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency;

2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available for people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient transportation system management and operations;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

FAST Act Planning Factors	UPWP Planning Tasks			
	Task 1	Task 2	Task 3	LTAP
Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	
Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X	X	
Increase the accessibility and mobility options available for people and for freight.	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X
Promote efficient transportation system management and operations.	X	X	X	X
Emphasize the preservation of the existing transportation system.	X	X	X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X	X
Enhance travel and tourism.	X	X	X	

The SEDA-COG MPO will monitor current discussions and implement (when appropriate) final acts or rulemaking related to reauthorization of federal transportation legislation, in cooperation with and with guidance provided by FHWA/FTA and PennDOT. The MPO will also monitor new transportation priorities and emphasis areas for the Biden administration and U.S. Department of Transportation leadership.

### Pennsylvania Planning Finding

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) complete a joint review of Pennsylvania's Statewide Transportation Improvement Program (STIP) that is updated every two years. In September 2020, the FHWA and FTA approved the Pennsylvania FFY 2021-2024 STIP, which included the individual TIP for the SEDA-COG MPO. Based on their joint review, the FHWA and FTA also issued a STIP Planning Finding, which is designed to ensure that the STIP and TIPs are developed according to Statewide and metropolitan transportation planning processes consistent with required statutory and regulatory planning provisions. The STIP Planning Finding highlights what works well and opportunities for improvement in a Statewide or metropolitan transportation planning process.

There are three STIP Planning Finding categories: corrective actions, recommendations, and commendations. The FFY 2021-2024 STIP Planning Finding identified the following Recommendations:

1. MPOs should begin the process of updating their Long-Range Transportation Plan (LRTP) at least 30 months in advance of the adoption deadline. Planning Partners should schedule a meeting with PennDOT District(s), PennDOT Central Office, FHWA, and FTA to discuss the methodology, work tasks, budget, schedule, roles, and responsibilities for the LRTP update. LRTPs need to incorporate performance based planning and transportation performance measures.
2. PennDOT should develop and implement a method for communicating the Transportation Asset Management Plan (TAMP) investment strategies and continue to share the Bridge and Pavement Asset Management Systems (BAMS/PAMS) data resources with the MPOs/RPOs so that they can more effectively integrate the TAMP into their TIP and LRTP programs.
3. Reference transit safety performance targets and Public Transportation Agency Safety Plans into STIPs, TIPs, and LRTPs.
4. Better align and use the public outreach efforts that are conducted for the Twelve Year Program with the STIP/TIP development process. Seek to improve public notification, awareness, and access to the STC meetings, agendas, and materials under consideration. Evaluate the effectiveness of Virtual Public Involvement tools and consider adding them to respective Public Participation Plans.
5. PennDOT should further build on progress with the Air Quality (AQ) conformity process by updating the PennDOT Project Review and Classification Guidelines for Regional Air Quality Conformity to document the entire AQ conformity process for TIPs and LRTPs, describe roles and responsibilities, and include new program enhancements. MPOs/RPOs should coordinate closely with PennDOT as they begin their LRTP update process to map out a development timeline that provides for sufficient time to accommodate AQ conformity process and interagency coordination.
6. Continue to expand membership in the State Freight Work Group, including private sector stakeholders, and encourage the Freight Work Group to serve in an advisory role per the guidance in 49 USC 70201.
7. Reference in MPO TIPs any federal transit funds that are used for capital projects on the Keystone Corridor commuter rail service.

## Local Planning Priorities

The SEDA-COG MPO adopted its current Strategic Plan in March 2019. The Strategic Plan is intended to guide the MPO's UPWP and Long-Range Transportation Plan (LRTP). Staff maintains an implementation progress tracker for the actions referenced in the Strategic Plan and works to optimally integrate the actions into the most current UPWP and LRTP versions. Actions included in the 2019 Strategic Plan align with MPO Coordinating Committee priorities to address the following key issues:

- Transportation funding is inadequate and inconsistent;
- Asset management and performance measurement must address local needs;
- System improvements must address resiliency to weather events;
- Modern travel patterns and technology have outdated some corridors;
- Operations are essential to systematic traffic incident management;
- The region's transportation system must be conveniently multimodal and service-supported;
- Integration of the Central Susquehanna Valley Thruway with local land use and transportation.

## Supporting Partners' Planning Activities

SEDA-COG MPO staff engages frequently with studies and plans being conducted within the 8-county MPO region by area planning partners, including PennDOT Districts, county planning departments, municipalities, transit operators, economic development agencies, recreation groups, etc. SEDA-COG MPO staff also coordinate regularly with adjacent MPOs/RPOs to plan for and address cross-cutting transportation issues. Listed below are primary studies/plans that MPO staff will monitor or participate in during FY 2022-24:

- Slide Studies for State Route 120 in Clinton County and SR 103 in Mifflin/Juniata Counties
- PennDOT District 3-0 Wetland Bank Studies
- Implementation of the Central Susquehanna Valley Thruway Special Impact Study, led by the Williamsport Area MPO
- Studies related to I-99 designation and development in Clinton and Lycoming Counties
- Studies and NEPA processes related to the State College Area Connector
- Route 11 Access Management Plan in Montour County (if approved for supplemental funds)
- Downtown Danville Area Circulation Study (if approved for supplemental funds)
- SEDA-COG Regional Economic Development Study (if approved for supplemental funds)
- City of Shamokin Hydrology and Hydraulics Study
- Borough of Lewisburg Signing Plan
- Columbia County Hazard Mitigation Plan
- Union County Hazard Mitigation Plan

## Long-Range Transportation Plan

A main responsibility of the SEDA-COG MPO is to prepare a Long-Range Transportation Plan (LRTP) that covers a minimum twenty-year horizon. The SEDA-COG MPO's Long-Range Transportation Plan (2021-2045) was adopted in June 2021. The LRTP presents a regional overview, strategic directions, trend evaluations, condition assessments, performance measures, and an implementation plan for ongoing management and improvement of the transportation system serving the eight-county MPO region. The Plan's goals mirror the ten federal planning factors expressed in the FAST Act, with the following

overarching vision:

“To create and maintain an integrated intermodal transportation system that facilitates the efficient and safe movement of people and goods while maintaining the region’s character, enhancing the quality of life and economic vitality.”

#### Transportation Improvement Program

A second primary responsibility of the SEDA-COG MPO is to approve funding for highway, bridge, transit, and other transportation projects, through the adoption of a short-range Transportation Improvement Program (TIP). The TIP includes federal funds and state capital funds for specific projects over a four-year period, within specified limits of financial constraint. To be on the TIP, projects must also be consistent with the adopted LRTP. The SEDA-COG MPO works closely with member counties and PennDOT to develop and adopt the TIP, which is updated every two years. Ahead of each new TIP, MPO staff hold meetings with member counties, county bridge engineers, and PennDOT to review local bridge, safety, bike/ped, and other projects to prioritize for funding. The SEDA-COG MPO is currently operating under the 2021-2024 TIP, with a new 2023-2026 TIP scheduled to be adopted in June 2022 and become effective on October 1, 2022. The list of projects on the TIP is identical to the First Four Year segment of the Commonwealth of Pennsylvania's Twelve Year Program (TYP), which is developed at the same time as the TIP and adopted by the State Transportation Commission.

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

Federal transit law requires that projects selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, seniors, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation. In September 2019, the SEDA-COG MPO adopted an update to its Coordinated Public Transit-Human Services Transportation Plan, done as a joint plan with the Williamsport MPO.

#### Public Participation Plan

The Public Participation Plan (PPP) ensures that the SEDA-COG MPO’s public involvement activities comply with applicable Federal and state transportation planning regulations. The PPP includes regional overview information and a framework of goals, objectives, and strategies for accomplishing an effective and compliant public participation process. The PPP includes procedures for implementing public involvement as well as indicators for evaluating the performance of the plan and suggesting future improvements. The PPP is reviewed and updated on a periodic basis, and a significant update was completed in 2014. The PPP specifies that draft plans and programs such as the LRTP and TIP must be made available for public review during a 30-day comment period. The MPO is also required to hold at least one (1) public meeting during this comment period.

Environmental Justice/Title VI

The SEDA-COG MPO is required to maintain and update a program of activities to address Environmental Justice and Title VI regulations, to prevent or mitigate adverse impacts to areas with concentrations of low income and minority populations. Concentrations of low income and minority households have been identified and mapped based on U.S. Census American Community Survey data. The SEDA-COG MPO analyzes the data to determine how well the benefits and burdens generated by the LRTP, TYP, and TIP projects are balanced between areas with concentrations of minority and low-income populations, and all other areas of the SEDA-COG MPO region. Existing techniques will be refined, and new techniques developed, on an ongoing basis to improve analyses and communication between citizens, agencies, and the MPO. A Title VI Program and a Limited English Proficiency (LEP) Plan facilitate access to the information and services provided by the SEDA-COG MPO.

Plan/Activity Milestones

The below table reflects the milestone dates (as of November 2021) for major planning documents/requirements/core activities that are addressed by the SEDA-COG MPO:

Plan/Activity	Current	Next	
	Adoption/ Completion	Required Adoption	Targeted Completion
Unified Planning Work Program (UPWP)	November 22, 2019	January 2022	November 2021
Long-Range Transportation Plan (LRTP)	June 25, 2021	June 2026	June 2026
Transportation Improvement Program (TIP)	June 19, 2020	June 2022	June 2022
Public Participation Plan (PPP)	December 12, 2014	As needed	June 2022
Coordinated Public Transit Plan	September 20, 2019	As needed	September 2024
Environmental Justice Evaluation of Benefits & Burdens	June 2020	June 2022	April 2022
LRTP Performance Measures Report	March 2021	Annually	April 2022
Local Technical Assistance Program (LTAP) Annual Report	August 2021	Annually	August 2022
MPO Strategic Plan	March 22, 2019	As needed	March 2024
Regional Operations Plan	September 17, 2021		December 2023
Title VI Program	January 27, 2017	As needed	June 2022
Limited English Proficiency Plan	January 27, 2017	As needed	June 2022
Local Bridge Prioritization Scoring	September 2021		September 2023
Middle Susquehanna Regional Bike/Ped Plan	May 17, 2019	As needed	May 2024
Annual List of Federally Obligated Projects	November 2021	Annually	November 2022
MPO Planning Process Review by FHWA/FTA/PennDOT	September 2019		September 2024
Functional Classification Revisions	January 2020		January 2023

## STAFFING AND WORK PROGRAM DEVELOPMENT

Staff support for the SEDA-COG MPO is provided by SEDA-Council of Governments, PennDOT District 2-0 Office (Clearfield), PennDOT District 3-0 Office (Montoursville), and PennDOT Central Office (Harrisburg). These organizations work together to prepare transportation plans and programs, propose project priorities, and complete technical studies to be used by the MPO Coordinating Committee to make policy decisions and fulfill its responsibilities.

The major policy decisions required of the MPO, and the day-to-day work tasks completed by the SEDA-COG staff are detailed in the UPWP. The UPWP is prepared by MPO staff, in cooperation with PennDOT and FHWA, and reviewed and adopted by the MPO Coordinating Committee. SEDA-COG staff initiated the FY 2022-2024 UPWP development process in April 2021. A Coordination meeting with PennDOT and FHWA staff was held on May 27, 2021. A Draft FY 2022-24 UPWP was shared with the full MPO membership, area transit operators, and the Federal Transit Administration in June 2021. In addition to requesting input on the core tasks and descriptions, stakeholders were asked to submit any proposals for supplemental planning studies. Following discussion at the September 17, 2021 MPO meeting, a revised UPWP was submitted for review by PennDOT and FHWA on September 21, 2021. The finalized FY 2022-24 UPWP was adopted by the MPO Coordinating Committee on November 19, 2021 and subsequently submitted to PennDOT for approval. The MPO's resolution approving the FY 2022-24 UPWP is included as Exhibit 1.

Funding to complete the work tasks in the UPWP comes from the Federal Highway Administration, Federal Transit Administration, and the Pennsylvania Department of Transportation. The federal and state funds must be matched by local funds, which are primarily contributed by SEDA-COG, with occasional support from counties, municipalities, and organizations for special studies. The federal and state funds are made available through a legal agreement and work orders executed by PennDOT and SEDA-Council of Governments, on behalf of the SEDA-COG MPO.

The following pages provide details about the transportation planning activities to be completed in Fiscal Years 2022-24. Major priorities to be worked on during this period include:

- Revamping the MPO's Public Participation Plan, Limited English Proficiency Plan, and Title VI Program.
- Supporting PennDOT in implementing the Project Development PennDOT Connects/Local Government Collaboration process, and helping local partners pursue funding opportunities for their planning objectives.
- Implementing and reporting on the priority actions included in the 2019 SEDA-COG MPO Strategic Plan. Consider updating the Plan in 2024.
- Supporting the MPO Active Transportation Committee and implementing the 2019 Middle Susquehanna Regional Bicycle and Pedestrian Plan. Consider updating the Plan in 2024.
- Helping to implement recommendations from the 2020 Danville Area Transportation Study.
- Helping to implement recommendations from the 2021 CSVT Special Impacts Study and support potential Williamsport MPO supplemental planning funded activities for implementation.
- Prioritizing local bridge candidates for the 2025 Transportation Improvement Program.
- Facilitating new vanpool, shared ride, microtransit or fixed-route transit studies/pilot initiatives.

## FOR MORE INFORMATION

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The SEDA-COG MPO website may be accessed at:

<https://seda-cog.org/departments/transportation/seda-cog-metropolitan-planning-organization>

**SEDA-COG MPO FY 2022-24 UPWP**  
**Actions and Procedures**

The following tasks will be completed by SEDA-COG staff. If feasible, consultant assistance might be used for certain high priorities and studies. Unless specified otherwise, the below tasks apply to both years 1 and 2 of the UPWP. Supporting agencies for the below activities include PennDOT, FHWA, counties, municipalities, transit operators, and the SEDA-COG Joint Rail Authority.

**1. PLANS AND PROGRAMS**

Deliver a comprehensive, cooperative, and continuing (3-C) metropolitan transportation planning process for the SEDA-COG planning region, in accordance with the requirements of the FAST Act, in partnership with PennDOT and under the guidance of the Federal Highway Administration.

Plan Maintenance

- Long-Range Transportation Plan (LRTP)
  - Maintain/amend the current 2021 SEDA-COG Long-Range Transportation Plan (LRTP) as needed in accordance with the current federal transportation legislation requirements.
  - Begin the process of updating the LRTP at least 30 months in advance of the June 2026 adoption deadline.
  - Coordinate with PennDOT, FHWA and FTA on the development of transportation performance measures for both the LRTP and the TIP. (Continue to monitor performance measures for the SEDA-COG MPO region with an annual performance measures report.)
  - Utilize the Project Development PennDOT Connects/Local Government Collaboration meetings to initiate all new projects being considered for inclusion in the LRTP updates and the TIP/Twelve Year Program (TYP).
- Transportation Improvement Program (TIP)
  - Modify/amend the current TIP as required, according to the established TIP MOU provisions. Adopt the Draft FFY 2025-2028 TIP and submit all required information per the TIP Checklist. FHWA and FTA regulations, as well as PennDOT's General and Procedural Guidance require that documentation of the process used by the MPO/RPO for project selection and prioritization for TIP updates be included with the TIP submittal package.
  - Conduct county level meetings, also involving PennDOT District and Central Office staff, to discuss candidate and carry-over projects for the 2025-2028 TIP update.
  - In cooperation with PennDOT and transit operators, prepare Annual Listing of Federally Obligated Projects for TIP Highway and Transit Projects, as required by federal regulation. The listing must be published on the MPO website annually by December 29<sup>th</sup>.
- Other Required Plan updates
  - Maintain additional plans required for the metropolitan transportation planning program, completing a regular review and update process in accordance with state and federal guidelines, including the following activities:
    - Maintain the SEDA-COG Unified Planning Work Program (UPWP). Adopt the FY

2022-2024 UPWP by January 31, 2022. Begin preparation of the FY 2024-2026 UPWP for the next update cycle in 2023.

- Maintain the joint Coordinated Public Transit – Human Services Transportation Plan for the Williamsport and SEDA-COG MPOs.
- Maintain the Title VI/Non-discrimination Policy for the SEDA-COG region and update as required in preparation for the 2023-2026 TIP update.
- Continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking and Limited English Proficiency (LEP), low-income, and disabled populations. As appropriate, develop communication materials to enhance participation of these groups. As needed, use the vendor SEDA-COG currently contracts with for telephone-based interpretation services and procure other LEP services within the confines of the UPWP agreement and state procurement guidelines.
- Ensure compliance with FTA Circular 4702.1B by submitting Title VI Program documents to PennDOT.
- Review and evaluate the effectiveness of the procedures and strategies in the Public Participation Plan and update as required in preparation for the 2023-2026 TIP update and 2026 LRTP.
- Review the Limited English Proficiency Plan, update demographics data and update plan as required in preparation for the 2023 or 2025 TIP updates.
- Maintain and complete updates to locally developed planning products that support the metropolitan planning process, including the SEDA-COG MPO performance measures report, an annual report of the traffic counts completed, the Strategic Plan for the MPO, the Middle Susquehanna Regional Bicycle and Pedestrian Plan, and annual reports for the LTAP program.
- Ensure coordination with local, county and regional planning processes, including the development and maintenance of comprehensive plans, hazard mitigation plans, the SEDA-COG Comprehensive Economic Development Strategy, the PennDOT Regional Operations Plan and other relevant planning efforts. Where requested or appropriate, share data and participate as a stakeholder or steering committee member to facilitate the completion of local plans.

### Planning Process

- Conduct regular meetings for the SEDA-COG MPO to allow for maintenance of the TIP, to keep members informed on the status of the program, on the availability of funding programs, to facilitate member and stakeholder input into the plans and projects at the MPO level and facilitate coordination between state, regional and local planning processes.
  - Where required or requested, facilitate regional scoring and prioritization processes to facilitate member input.
  - Provide meeting notices, agendas, and meeting materials not less than five working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings.
- Maintain, develop, and present orientation materials for new SEDA-COG MPO members or those interested in receiving refreshers on transportation planning processes.

- Conduct county level meetings to identify local priorities for the 2025-2028 TIP update, and as requested to provide information on plans, projects or the planning process.
  - Maintain and update processes for project prioritization, and identification of future projects for the TIP and LRTP.
- Convene meetings and support subcommittees in support of planning efforts.
  - Continue to support the Central Pennsylvania Transportation Coalition and other public transportation assemblies as stakeholder groups for transit issues.
  - Continue to support the Middle Susquehanna Active Transportation Committee focused on bicycle and pedestrian related issues.
  - Provide regular updates on the activities of these groups to the MPO members.
- Where requested and as appropriate, attend regular meetings to provide input, gather information, identify opportunities for cooperation, and report on the activities of the MPO. Continue to participate in regular meetings for groups, including the following:
  - The SEDA-COG Board of Directors
  - The Greater Susquehanna Valley Chamber of Commerce Transportation Committee
  - The Clinton County Economic Partnership Transportation Committee
  - The rabbitransit Transportation Advisory Committee
  - The SEDA-COG Natural Gas Cooperative
  - The WATS MPO Coordinating Committee
  - The WATS MPO Transit Advisory Committee
- Participate in workgroups, committees, and ad-hoc groups at the regional and statewide level in support of the planning process.
  - Participate in equal opportunity, non-discrimination and DBE trainings offered by PennDOT, FHWA and FTA, as well as training for the Commonwealth’s Small Business Procurement Initiative and the Small Diverse Business Program.
  - Participate in semi-annual planning partners meetings.
  - Participate in additional training sessions identified by PennDOT, such as previous sessions on bicycle/pedestrian facilities design, implementation of the PennDOT Connects Initiative and implementation of the OMB Super Circular requirements.
  - Participate in a range of seminars, trainings and conferences to maintain staff credentials, develop skill sets, and increase the state of the practice available to the program.
- Provide technical assistance to PennDOT and other transportation providers as necessary. Assistance may come from non-traditional technical resources, such as county planning, academia, or other public or private planning expertise.
- Document land use planning activities within MPO planning processes and ensure coordination with respective Comprehensive Planning, Long Range Transportation Plans (LRTP), and related Freight plans. Initiate any changes in the process that may be identified as part of the documentation.
- Identify livability, sustainability, and resiliency planning strategies to tie the quality and location of transportation facilities and services to broader opportunities such as: access to employment opportunities, affordable housing, quality schools, safe streets, economic development, social equity, and environmental conservation. Utilize PennDOT’s Extreme Weather Vulnerability Assessment to: incorporate flooding resiliency into TIP projects; enhance County Hazard

Mitigation Planning; and improve emergency preparedness.

- Work with resource agencies to evaluate the impacts of the Marcellus Shale industry as related to asset management strategies in the MPO LRTP. Work with MPO members, SEDA-COG Natural Gas Cooperative members, adjoining counties and other stakeholders to develop strategies and actions to expand sustainable utilization of Marcellus Shale gas.
- Partner with PennDOT to advance opportunities to manage travel demand. Travel behavior change should be considered by supporting a broad range of commuting alternatives to single occupancy vehicle (SOV) travel.
- Integrate cultural resources into the MPO planning process with coordination through, and information from FHWA and the PennDOT Environmental Policy and Development Section.
- Develop intergovernmental planning processes for multi-municipal, corridor-focused land-use/transportation assessments for targeted geographic areas. Areas targeted should be reflective of place-based circumstances, including but not limited to population growth or decline, shifts in human and economic resources, and other regional trends identified in regional Long-Range Plans, and should precede the identification of specific TIP projects. Planning activities should be initiated in collaboration with county, local and PennDOT District stakeholders and should be consistent with available program resources, PennDOT and MPO planning tools. Planning activities shall also be consistent with county, and to the greatest extent possible, municipal comprehensive plans. Planning activities should lead to better consideration of land-use priorities and transportation network operations in the selection and prioritization of highway, bridge, transit, bicycle/pedestrian, and multi-modal projects.

### Project Development and Delivery

Work with PennDOT Districts and MPO members to advance projects on the TIP and LRTP, and to identify candidate projects for future updates. Where needed, collaborate with members to identify other funding sources for advancing local transportation projects.

- Assist PennDOT in implementing the Program Development and Project Delivery Process to ensure that all projects are advancing, completed on time, and within budget. Participate in PennDOT Connects collaboration meetings; scoping field views; design field views; status, advisory committee, and public meetings; and other activities associated with ongoing project implementation. Provide context determination and facilitate local input into the PennDOT Connects project screening forms and project development process.
- Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.
- Partner with PennDOT in developing strategies to advance to conclusion, modify, or implement plans and projects that are outside of the region's fiscal constraint based upon cash flow.
- Monitor and advance, in conjunction with PennDOT, non-traditional projects including Appalachian Regional Commission (ARC) Local Access Road Projects, competitive discretionary awards, etc. identified by the MPO, PennDOT and Transit operators, and projects programmed on the TIP.
- Participate in activities associated with planning, development, and delivery of projects advanced through the PennDOT and PA Department of Community and Economic Development

Multimodal Transportation Fund (MTF) Program.

- Work with PennDOT to promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of community and economic development.
- Identify and implement innovative financing mechanisms for major capital projects, such as the Pennsylvania Infrastructure Bank (PIB). Promote the PIB as a tool for financing transportation projects, including community reinvestment projects. Work with PennDOT to identify and support sustainable sources of revenue.
- Establish and document a process to coordinate changes to the TIP and LRTP to ensure fiscal constraint, to strengthen the linkage between planning and programming, and to expedite the project delivery process. Guidance on fiscal constraint, asset management needs and targets for preservation for the LRTP project lists are available from PennDOT and FHWA.
- Participate in Transportation Impact Studies (TISs) and review of Highway Occupancy Permits (HOPs) to ensure planned development is coordinated with sound land use/transportation linkages/economic development, and that all transportation modes have been adequately considered.
- Provide input to PennDOT in efforts to identify any training and planning activities targeted to county and local governments, conservation districts and community stakeholders [e.g., Smart Growth, Complete Streets, implementation tools, PennDOT One Map, functional classification, HPMS and traffic counting, PennDOT Connects forms, access management, compliance with the Americans with Disabilities Act (ADA), connectivity, interchange area development, transportation impact fees, and energy savings].
- As part of the Transportation Systems Management and Operations Initiative (TSMO), continue to assess the need and appropriateness of traffic operations and Intelligent Transportation Systems (ITS) elements through the LRTP and TIP. Traffic operations/ITS projects and strategies deployed in a region should be consistent with PennDOT’s TSMO and Traffic Operations Policies and Guidelines. The projects should also be supportive of the Regional Operations Plan (ROP).
- Participate in data driven safety planning activities and road safety audits that lead to better consideration of safety in the selection and prioritization of highway and transit projects.

<b>Task 1. Plans and Programs</b>	<b>Total Budget</b>	<b>Fed. PL</b>	<b>Fed. MPP</b>	<b>State MLF</b>	<b>Local FHWA</b>	<b>Local FTA</b>
<b>FY 2022-23</b>	\$470,250.00	\$314,020.69	\$62,179.31	\$43,124.66	\$35,380.51	\$15,544.83
<b>FY 2023-24</b>	\$435,250.00	\$290,648.60	\$57,551.40	\$39,914.95	\$32,747.20	\$14,387.85

Major tasks completed in previous FY 2020-22 UPWP:

- Modified and amended the 2021-2024 TIP as needed.
- Approved administrative modifications and amendments to the 2021-2024 TIP.
- Prepared Annual List of Federally Obligated Projects.
- Completed and adopted 2023-2026 TIP.
- Completed and adopted 2021-2045 LRTP.
- Completed LRTP Regional Performance Measures Annual Reports.
- Prepared FY 2022-24 UPWP and Exhibits.
- Implemented SEDA-COG MPO 2019-2023 Strategic Plan.
- Implemented 2019 Coordinated Transit Plan.

- Supported consultant team in developing CSVT Special Impacts Study.
- Supported consultant team in developing Hogan Boulevard Bike and Pedestrian Safety Study.
- Supported consultant team in developing Route 522 Corridor Study.
- Prepared notices, agendas, minutes, and summaries for meetings.
- Participated in meetings of various local organizations and committees.
- Organized PennDOT Connects training/technical assistance for local governments.
- Provided assistance to sponsors of several Transportation Alternatives, Green Light-Go, Multimodal Fund, ARLE, and ARC Local Access Road projects. Served on panel for user testing of new TA Set Aside application built on same environment as Connects.
- Participated as members of several PennDOT planning and funding work groups.

Major tasks to be completed in FY 2022-24 UPWP:

- Modify and amend the 2023-2026 TIP as needed.
- Work with PennDOT, local officials, and other stakeholders to prepare and adopt the 2025-2028 TIP by June 30, 2024.
- Prepare Annual List of Federally Obligated Projects by December 29, 2022 and December 29, 2023; post these listings on the SEDA-COG website.
- Continue annual monitoring and reporting on performance measures included in the 2021-2045 LRTP.
- Amend the 2021-2045 LRTP as needed; initiate work on the next LRTP update (2026-2050).
- Support implementation of the Project Development PennDOT Connects/Local Government Collaboration process.
- Implement and track progress for 2019 SEDA-COG Strategic Plan actions.
- Assist with implementing recommendations from the 2020 Danville Area Transportation Study.
- Assist with implementing recommendations from the 2021 CSVT Special Impacts Study.
- Facilitate public transit feasibility studies and pilot initiatives.
- Document and track PennDOT Connects collaboration meetings, project scoping field views, project design field views, and related project meetings attended by SEDA-COG staff.

## 2. DATA, TOOLS AND ANALYSIS

### Local Data Coordination

Work with counties and other stakeholders in the region to assemble, maintain and refresh regional GIS data for the region. Facilitate regular updates and quality reviews of the data produced. Promote use of the data in planning and land use analysis efforts.

- Maintain locally created data layers, including the following:
  - Major employers
  - Critical facilities
  - Locally owned bridges less than 20 ft. long
  - Regional freight and intermodal facilities
  - Official and unofficial park and ride locations
  - Sewer and water service areas
  - Industrial parks
- As appropriate, convene annual sessions for regional GIS users to discuss tools, techniques and data available.
- Publicize opportunities to provide local input into processes to improve data at the state and national level, such as efforts surrounding the American Community Survey.
- Work to develop additional data sets as needed. Conduct analysis and research to identify data sources and issues.
- Ensure that the MPO has access to PennDOT's SharePoint website for efficient document and information sharing purposes.
- Maintain or pursue access to other data tools and sources within PennDOT systems as appropriate.

### Data Collection

- Collect traffic count data to support prioritization and designation efforts. Publish traffic counts collected on an annual basis.
- Assist PennDOT with Asset Management activities, including inventories of locally owned bridges less than 20 ft., locally owned non-federal aid roadways, sidewalks, traffic signals, etc.
- Work with PennDOT and other MPOs/RPOs to develop minimum data collection requirements for freight facilities and bicycle/pedestrian facilities, including consideration of purchasing data collection equipment for such facilities.
- Verify and update roadway inventory and performance measures on Highway Performance Monitoring System (HPMS) sample sections. Submit HPMS data to PennDOT by the first Friday in December of each calendar year. In support of HPMS, appropriate MPO staff will attend the annual HPMS workshop sponsored by PennDOT and participate in bi-annual quality reviews.
- Collect and conduct QA reviews for HPMS samples.
- Comply with PennDOT's Traffic Counting Safety and Assistance Program (TCSAP) procedures. Purchase safety equipment, as needed.

- Continuously monitor and evaluate procedures used for collecting statistical data (race, sex, national origin/limited English, age, disability, income, etc.) of participants in, and beneficiaries of, transportation programs by tracking participation in public meetings and reviewing new regional Census data.

### Tools and Analysis

Develop analysis methodologies and tools to support the planning process. Maintain data used and share results, tools and methodologies as appropriate.

- Conduct geographic analysis to support scoring processes for local bridge prioritization, LRTP project selection, and regional input into TA Set Aside and other appropriate programs.
- Continue to use regional GIS data and locally developed tools to support context determination for the PennDOT Connects and project development process.
- Review existing Functional Classification Roadway Designation maps and make recommended changes for roadway functional classification, National Highway System, National Highway Freight Network, NHS intermodal connectors, and urbanized boundary updates for MPO, at a minimum of every 10 years in conjunction with the Census.
  - Continue analysis, meetings with local officials/surrounding planning partners, and technical submissions that need to carry over from FY 20-22 UPWP. Repeat these efforts in conjunction with the decennial Census, at a minimum.
  - Coordinate with PennDOT as requested to jointly identify and integrate a prioritization concept that identifies critical multimodal transportation facilities and intermodal connectors that support the state's economy and that connects the regions of the state to important employment centers, workforce catchment areas and national and international markets.
- Upon release of the official urbanized areas based on the 2020 Census, review the need to smooth out irregularities in the SEDA-COG MPO's urbanized area boundary.
- Consider MS4 related improvements inside the urbanized area boundary that need to be made in conjunction with transportation system improvements.
- When requested, use Decision Lens or other prioritization tools to provide comparative analysis of projects and strategies to support transportation decision making.
- Work with PennDOT, FHWA, and FTA to implement provisions of the current federal legislation, including performance measures and targets; freight provisions; accelerated project delivery/environmental streamlining; and implementation of the Transportation Alternatives Set-Aside Program. Monitor current discussions and implement (when appropriate) final rulemaking/legislation as related to reauthorization of transportation legislation in cooperation with, and with guidance provided by FHWA/FTA and PennDOT. Maintain data and procedures for a local performance based planning process, and work with PennDOT and FHWA/FTA to refine the process and synchronize it with statewide and federal requirements.
- Work with PennDOT and local Transit operators to review and update cooperative Planning Agreements or MOUs to accurately document the collaborative planning process and determine respective and mutual roles, responsibilities, and procedures governing cooperative efforts in carrying out the federal and state required transportation planning processes. The review/update should occur every four to five years or if there has been a change in the

structure/relationship among the operators or a change in federal responsibilities/ requirements. Similarly, cooperate biennially to develop the MOU for TIP revisions.

- Reuse and refine processes developed for plan updates, such as the benefits and burdens analysis and cluster analysis of State Transportation Commission (STC) survey responses, with a focus on safety, mobility, and operations issues.
- Support MPO members, municipalities and programs within SEDA-COG in the development of techniques to use GIS and other analytical tools to improve decision making processes.
- Develop land analysis tools, such as the ArcGIS Hub site developed for the LRTP update, the regional transit resources online map or the Targeted Impact Area analysis conducted for the Regional Gas Utilization Study, to guide transportation and economic development decision making. As requested, share the data, outcomes, and methodologies to support local land use, transportation, and economic development planning.

### Public Involvement and Outreach

Collaborate with PennDOT, FHWA, MPO members and local stakeholders to share information on the planning process. Provide information on outcomes and opportunities to participate in the planning process.

- Develop and expand the use of the MPO website and develop and integrate processes to share planning and programming information and the tenets and requirements of current federal legislation in a timely and meaningful manner with the public and tribal governments when developing the LRTP, TIP, PPP, and other major planning documents and public outreach activities.
- Provide space on MPO website for PennDOT to share statewide documents (STIP, LRTP, etc.) with the public for review and comments. Continue using social media for MPO public outreach efforts.
- Consider development of MPO website linkages to PennDOT TIP Visualization applications.
- Continue to collaborate with the State Transportation Commission (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. Continue to work with the STC and PennDOT to garner input by encouraging citizens to take the online survey through various methods including meetings, mass email communications, social media, etc.
- Expand and improve Environmental Justice (EJ) activities to ensure that all stakeholders have the opportunity to become involved in the region's planning and programming process. Continue including MPO meeting information as part of the MPO website.
- To evaluate potential effects on low-income and minority populations, the MPO should conduct an EJ analysis on both the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The EJ Core Elements approach recommends that specific tasks be included in the analysis. The MPO may include the following tasks:
  - Conduct EJ Core Elements analysis on the TIP and LRTP as part of the update process.
  - Conduct outreach to low-income and minority populations, representatives, and other traditionally underserved populations.
  - Update the Public Participation Plan to reflect new outreach strategies, as needed.
  - Participate in after action discussions or work groups to discuss how to better integrate and improve EJ analysis, as needed.

- Share findings from planning EJ analysis with PennDOT to better inform project level EJ analysis in NEPA as needed.
- Continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking, Limited English Proficiency (LEP), and low-income groups. As appropriate, develop communication materials to enhance participation of these groups. As needed, procure LEP services within the confines of the UPWP agreement and state procurement guidelines.
- Provide timely information in response to requests from the public and news media.

<b>Task 2. Data, Tools and Analysis</b>	<b>Total Budget</b>	<b>Fed. PL</b>	<b>Fed. MPP</b>	<b>State MLF</b>	<b>Local FHWA</b>	<b>Local FTA</b>
<b>FY 2022-23</b>	\$138,150.00	\$92,252.97	\$18,267.03	\$12,669.16	\$10,394.08	\$4,566.76
<b>FY 2023-24</b>	\$138,150.00	\$92,252.97	\$18,267.03	\$12,669.16	\$10,394.08	\$4,566.76

Major tasks completed in previous FY 2020-22 UPWP:

- Maintained and refined locally created data layers (major employers, critical facilities, etc.) that were shared with local officials and used for evaluating transportation projects.
- Convened GIS practitioners’ meetings for regional GIS users to discuss tools, techniques, and available data.
- Supported the SEDA-COG Joint Rail Authority (JRA) in the development of a database to manage information related to the right-of-way and rail infrastructure in the JRA system.
- Created data layers, project matrices, and mapping related to implementing the 2019 Middle Susquehanna Regional Bicycle and Pedestrian Plan.
- Worked with PennDOT’s PA Crash Information Tool for querying crash and injury data.
- Acquired access to and worked with PennDOT’s ePermitting System for reviewing HOP and TIS submissions from the region.
- Used Decision Lens software for prioritizing bridge repairs, transportation alternatives projects, and for supporting coordination between transportation, land use, and economic development.
- Reviewed existing Functional Classification Roadway Designation maps and recommended changes for MPO area.
- Coordinated with U.S. Census Bureau and local officials on input for 2020 Census.
- Collected data and performed quality assurance reviews of HPMS samples.
- Developed initial ArcGIS Hub site, a cloud platform that organizes people, data, and tools, as part of 2021 LRTP.
- Used graphics software to create social media graphics, flyers, and newsletter visuals.
- Began using virtual public involvement techniques and added MPO meetings to new SEDA-COG YouTube channel.

Major tasks to be completed in FY 2022-24 UPWP:

- Continue maintaining regional data layers clearinghouse annually.
- Prepare crash mapping and coordinate with PennDOT, FHWA, and local officials on analyzing traffic safety concerns.

- Complete Environmental Justice Core Elements analysis as part of TIP and LRTP updates.
- Use available data sources and work with PennDOT and FHWA to analyze Safety, Pavement/Bridge, System, and Freight performance measures and targets.
- Collect traffic count data to support project prioritization and planning efforts.
- Continue annual collection and quality assurance reviews of HPMS sample locations by the first Friday in December of each year.
- Continue to maintain and improve GIS tools such as the ArcGIS Hub site developed for the 2021-2045 LRTP update and the regional transit resources map.
- Continue innovative and virtual public involvement efforts.

### 3. ADMINISTRATION

Administer the metropolitan transportation planning program under the master agreement and guidelines provided by PennDOT.

- Provide regular invoices and activity reports for the program, observing the following requirements:
  - Submit progress reports to PennDOT no later than 30 days following the reporting period;
  - Provide separate budget tables for each year of the UPWP document;
  - Identify carryover/ongoing supplemental planning tasks as candidates when the UPWP is updated/supplemented;
  - Complete timesheets, expense forms, and reports that will allow UPWP billing to occur;
  - As appropriate, work with FHWA and PennDOT to implement 2 CFR 200 (OMB Super Circular requirements), which address monitoring contractors and sub-recipients, allowable costs, Indirect Cost Allocation Plans, etc.;
  - Ensure that the program is carried out addressing the requirements for Disadvantaged Business Enterprises (DBE) as part of contracting practices. Utilize the new DBE reporting form to report a listing of all contracts, DBE goals and payments on a quarterly basis.
- As requested, participate in Federal Non-Certification Reviews and state Planning Process Reviews – work and coordinate with FHWA, FTA, PennDOT, transit operators, and others in preparation for the state planning process reviews.
- Assist stakeholders in the completion of studies and projects undertaken with Supplemental Planning Funds, including projects carried over from the 2018-2020 or 2020-2022 UPWPs.
- Support staff development through relevant conferences, workshops, and seminars.
- Attend PennDOT Planning Partners’ and other statewide meetings.

<b>Task 3. Administration</b>	<b>Total Budget</b>	<b>Fed. PL</b>	<b>State MLF</b>	<b>Local FHWA</b>
<b>FY 2022-23</b>	\$128,600.00	\$102,880.00	\$14,128.64	\$11,591.36
<b>FY 2023-24</b>	\$128,600.00	\$102,880.00	\$14,128.64	\$11,591.36

Major tasks completed in previous FY 2020-22 UPWP:

- Completed progress reports, invoices, and budget revisions.

- Provided administrative support for sponsors of supplemental planning studies.
- Helped to implement the new OMB Super Circular requirements.
- Considered SEDA-COG MPO Planning Process Review recommendations included in summary findings.
- Executed two (2) work orders for on-call consulting contracts.
- Assisted the American Planning Association (APA) as a reviewer of Emerging Transportation and Infrastructure proposals submitted for the 2021 APA National Planning Conference.

Major tasks to be completed in FY 2022-24 UPWP:

- Continue preparing quarterly progress reports and invoices.
- Implement recommendations included in summary findings from 2019 SEDA-COG MPO Planning Process Review.
- Assist with completing and implementing projects approved for supplemental planning funds.
- Close out two on-call consulting work orders.

## **S1. Local Technical Assistance Program (LTAP)**

The PennDOT Local Technical Assistance Program, PennDOT LTAP, is part of a national initiative to transfer transportation technology through training, technical assistance, and other customer services to municipal elected officials and their staff. PennDOT LTAP provides technical information and proven technologies to meet the growing demands on municipal governments. To expand and promote LTAP services to the 212 municipalities within its 9-county LTAP planning region (Centre, Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, and Union counties), SEDA-COG proposes to assist PennDOT with facilitating LTAP training during Fiscal Years 2022-2024.

### Identify Regional Training Needs

- Develop a priority training list that identifies training needs within the region based on historical data, knowledge of region, shifting trends, and PennDOT Municipal Services representatives' input.
- Using the priority training list, work with PennDOT to schedule training dates.
- In coordination with PennDOT LTAP Director, identify training course locations. Responsibilities to include: logistics, class locations, registration, room set-up, food, etc.
- Identify new regional training or technology issues and provide to the PennDOT LTAP Director for consideration.

### LTAP Program Marketing and Outreach

- In conjunction with PennDOT LTAP Director, develop a plan to market the value of LTAP training and technical assistance in the region. Examples of marketing activities may include: integration of LTAP into MPO outreach programs, promotion of technical assistance through the distribution of brochures, targeting municipalities that have not taken advantage of LTAP services, etc. The plan should be developed no later than September 12, 2022.
- Advertise training to all municipalities and PennDOT's Municipal Services representatives. Promote upcoming LTAP activities at least six (6) weeks prior to the scheduled LTAP class sessions. Promotional activities may include: emails, letters, brochures, website updates, newsletters, postcards, social media, etc.
- In coordination with the PennDOT LTAP Director, develop a plan for LTAP outreach in the region, such as equipment shows, Advisory Committee, COG meetings, etc. Outreach activities should be coordinated with PennDOT LTAP Director and Municipal Services representatives to insure there is no duplication in outreach efforts.

### Administration and Reporting

- Work with PennDOT LTAP Director to develop an annual travel budget, which includes costs and justification for outreach activities, for pre-approval no later than August 29, 2022.
- Participate in scheduled conference calls with PennDOT LTAP Director. Determine a regular communication method that will work best for all parties.
- Participate in an annual LTAP MPO/RPO meeting and other PennDOT meetings as required.

Attend LTAP training courses and participate in technical assistance on-site visits in region.

- Participate in regular PennDOT LTAP Advisory Committee meetings.
- Submit quarterly reports detailing all LTAP project activities and expenditures to the PennDOT LTAP Director.
- Develop and submit an annual report that summarizes LTAP activities and details the process used to market LTAP in the region no later than August 31 of each year. The annual report should include an evaluation of training, marketing, and outreach activities, and recommendations for future activities with LTAP in the region.

<b>Local Technical Assistance Program (LTAP)</b>	<b>Total Budget</b>	<b>Fed. PL</b>	<b>State MLF</b>	<b>Local FHWA</b>
<b>FY 2022-23</b>	\$35,000.00	\$35,000.00	-	-
<b>FY 2023-24</b>	\$35,000.00	\$35,000.00	-	-

Major tasks completed in previous FY 2020-22 UPWP:

- Scheduled, marketed, and facilitated over 20 LTAP safety & maintenance courses.
- Trained over 300 students attending LTAP courses.
- Developed LTAP budget, travel, and marketing plans.
- Completed LTAP annual reports.
- Participated in county conventions and regional equipment shows.
- Conducted training interest surveys.
- Participated in LTAP statewide Advisory Committee.
- Revamped LTAP hard copy newsletter format and issued e-newsletters via Constant Contact.
- Sponsored and organized Equipment Operator Training workshops in conjunction with Pennsylvania College of Technology.
- Supported the pivot to virtual training in response to the COVID-19 pandemic.

Major tasks to be completed in FY 2022-24 UPWP:

- Continue identifying priority training lists.
- Schedule and facilitate LTAP course training.
- Continue promoting LTAP technical assistance offerings and attend tech assist on-site visits.
- Continue marketing LTAP through newsletters, flyers, emails, press releases, social media posts, website content, and attendance at county conventions, equipment shows, etc.
- Complete LTAP Annual Report by August 31, 2022 and August 31, 2023.
- Further integrate LTAP with related transportation activities and programs.
- Seek to again sponsor hands-on Equipment Operator Training workshops.

## S2. Plan Updates and Support

Enlist consultant support for updates, support, and implementation related to regional plans and needs. Specific uses are yet to be determined, but may include efforts to support implementation of the recommendations of the 2021 CSVT Special Impacts Study, the planned update to the 2019 MPO Strategic Plan, the planned update to the Coordinated Public Transit Plan, technical assistance in the development of safety projects, technical assistance in developing a regional performance measures dashboard, and/or data collection to support the local bridge prioritization process.

<b>Task S2. Plan Updates and Support</b>	<b>Total Budget</b>	<b>Fed. PL</b>	<b>Fed. MPP</b>	<b>State MLF</b>	<b>Local FHWA</b>	<b>Local FTA</b>
<b>FY 2022-23</b>	\$11,750.00	\$7,846.34	\$1,553.66	\$1,077.54	\$884.05	\$388.41
<b>FY 2023-24</b>	\$46,750.00	\$31,218.43	\$6,181.57	\$4,287.25	\$3,517.36	\$1,545.39

Major tasks completed in previous consultant work orders:

- Prepared the 2016 and 2021 SEDA-COG Long-Range Transportation Plans.
- Revised the LRTP project identification and selection process to include a viability model, major projects identified in the regional transportation asset management process, and retaining the innovations accomplished in the 2016 update.
- Updated LRTP performance measures content to reflect current legislation, data, and practices.
- Updated the benefits and burdens methodology to incorporate current guidance such as the EJ Core Elements Methodology.
- Developed a new Corridors of Opportunity approach for the LRTP.
- Developed new LRTP public engagement techniques and products: online survey, ArcGIS Hub site, ArcGIS Storymap, and virtual meetings.
- Created an implementation plan to guide staff and stakeholder efforts through to the next LRTP update.

Major tasks to be completed in future consultant work orders for plan updates and support:

- May include public outreach support for the planned update to the Coordinated Public Transit Plan.
- May include facilitation services provided in support of the update to the MPO Strategic Plan.
- May include facilitation services provided in support of the planned 2026 update to the LRTP, coordination for which will have to begin in January 2024.

**SEDA-COUNCIL OF GOVERNMENTS  
FY 2022-2023 UPWP  
BUDGET SUMMARY**

<b>Work Task</b>	<b>Total Task Budget</b>	<b>Funding Sources</b>				
		<b>Federal PL</b>	<b>Federal MPP</b>	<b>State MLF</b>	<b>Local FHWA</b>	<b>Local FTA</b>
1. Plans and Programs	\$470,250.00	\$314,020.69	\$62,179.31	\$43,124.66	\$35,380.51	\$15,544.83
2. Data, Tools and Analysis	\$138,150.00	\$92,252.97	\$18,267.03	\$12,669.16	\$10,394.08	\$4,566.76
3. Administration	\$128,600.00	\$102,880.00		\$14,128.64	\$11,591.36	
<b>Base Program Total</b>	<b>\$737,000.00</b>	<b>\$509,153.66</b>	<b>\$80,446.34</b>	<b>\$69,922.46</b>	<b>\$57,365.95</b>	<b>\$20,111.59</b>
S1. Local Technical Assistance Program (LTAP)	\$35,000.00	\$35,000.00				
S2. Plan Updates and Support	\$11,750.00	\$7,486.34	\$1,553.66	\$1,077.54	\$884.05	\$388.41
<b>Supplemental Program Total</b>	<b>\$46,750.00</b>	<b>\$42,846.34</b>	<b>\$1,553.66</b>	<b>\$1,077.54</b>	<b>\$884.05</b>	<b>\$388.41</b>
<b>TOTAL BUDGET</b>	<b>\$783,750.00</b>	<b>\$552,000.00</b>	<b>\$82,000.00</b>	<b>\$71,000.00</b>	<b>\$58,250.00</b>	<b>\$20,500.00</b>

**SEDA-COUNCIL OF GOVERNMENTS  
FY 2023-2024 UPWP  
BUDGET SUMMARY**

Work Task	Funding Sources					
	Total Task Budget	Federal PL	Federal MPP	State MLF	Local FHWA	Local FTA
1. Plans and Programs	\$435,350.00	\$290,648.60	\$57,551.40	\$39,914.95	\$32,747.20	\$14,387.85
2. Data, Tools and Analysis	\$138,150.00	\$92,252.97	\$18,267.03	\$12,669.16	\$10,394.08	\$4,566.76
3. Administration	\$128,600.00	\$102,880.00		\$14,128.64	\$11,591.36	
<b>Base Program Total</b>	<b>\$702,000.00</b>	<b>\$485,781.57</b>	<b>\$75,818.43</b>	<b>\$66,712.75</b>	<b>\$54,732.64</b>	<b>\$18,954.61</b>
S1. Local Technical Assistance Program (LTAP)	\$35,000.00	\$35,000.00				
S2. Plan Updates and Support	\$46,750.00	\$31,218.43	\$6,181.57	\$4,287.25	\$3,517.36	\$1,545.39
<b>Supplemental Program Total</b>	<b>\$81,750.00</b>	<b>\$66,218.43</b>	<b>\$6,181.57</b>	<b>\$4,287.25</b>	<b>\$3,517.36</b>	<b>\$1,545.39</b>
<b>TOTAL BUDGET</b>	<b>\$783,750.00</b>	<b>\$552,000.00</b>	<b>\$82,000.00</b>	<b>\$71,000.00</b>	<b>\$58,250.00</b>	<b>\$20,500.00</b>