

SEDA-COUNCIL OF GOVERNMENTS

UNIFIED PLANNING WORK PROGRAM

UPWP

FISCAL YEAR 2024-2025

(July 1, 2024 through June 30, 2025)

FINAL

Adopted November 17, 2023

SEDA-COG MPO FY 2024-2025 UPWP BACKGROUND

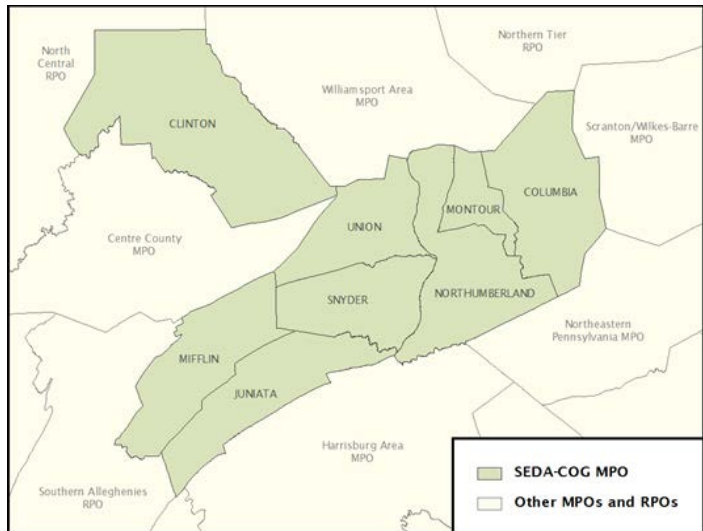
PURPOSE

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, 2024 and June 30, 2025. 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 normally developed as 2-year programs; however, this is a 1-year program to get UPWP development off-cycle from the major TIP development activity. 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.



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, a Public Participation Panel, and ad hoc subcommittees on Local Bridge, Aviation, and Local Access Road issues. MPO staff have also supported a Central PA Transportation Coalition and a Fixed Route Transit Advisory Group that focused on transit issues.

RESPONSIBILITIES

The federal Infrastructure Investment and Jobs Act (Public Law No. 117-58), also known as the Bipartisan Infrastructure Law (BIL), is the current transportation authorizing legislation. The BIL continues almost all of the requirements that applied to the Metropolitan Planning Program under the FAST Act. Federal metropolitan planning regulations promulgated from the Act specify the roles and responsibilities of MPOs, including development of a Long-Range Transportation Plan (LRTP), a short-range Transportation Improvement Program (TIP), and public involvement efforts. The 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.
10. Enhance travel and tourism.

Federal 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 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 Presidential 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 2022, the FHWA and FTA approved the Pennsylvania FFY 2023-2026 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 2023-2026 STIP Planning Finding identified several Recommendations, which are summarized below:

1. PennDOT should review and verify that all projects programmed with Highway Safety Improvement Program (HSIP) funds have been evaluated for eligibility through the HSIP SharePoint Site. PennDOT should also schedule regular coordination meetings with FHWA to discuss obligation challenges for HSIP funds and identify opportunities to improve safety planning, programming, and project delivery.
2. PennDOT should develop and implement a method for communicating the Transportation Asset Management investment strategies and share the Bridge and Pavement Asset Management Systems (BAMS/PAMS) data resources with the MPOs/RPOs so that they can more effectively integrate the asset management systems into their TIP and LRTP programs. PennDOT, MPOs/RPOs, and transit agencies should review and evaluate their planning agreements and internal procedural documents to ensure they are updated to incorporate new requirements and clearly define and document their roles and responsibilities for carrying out 23 U.S.C 134, 23 U.S.C 150, and 23 CFR 450 Subpart C requirements.
3. MPOs should begin the process of updating their Long-Range Transportation Plan (LRTP) at least 30 months in advance of the adoption deadline and schedule a coordination meeting with PennDOT District(s), PennDOT Central Office, FHWA, FTA, and other key partners 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.
4. PennDOT should undertake efforts to not only verify the status of the subrecipients of its Consolidated Planning Grant, but also undertake a proactive and guidance driven approach to supporting the efforts of its subrecipients to be in compliance with the Title VI requirements in accordance with FTA Circular 4702.1B.
5. All MPOs/RPOs, transit agencies, and PennDOT must cooperatively develop an Annual Listing of Obligated Projects for which Federal funds have been obligated in the previous year in accordance with 23 CFR 450.334. PennDOT should work with MPOs/RPOs and transit agencies to ensure this requirement is carried out on an annual basis for all federally funded Highway/Bridge and transit projects.

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 2024-25:

- Slide Studies for SR 120 in Clinton County and SR 1002 in Mifflin County
- Hogan Boulevard Drainage Study in Clinton County
- PennDOT District 3-0 Wetland Bank Studies
- Implementation of the Central Susquehanna Valley Thruway Special Impact Study and US Route 15 Corridor Improvements Study that were led by the Williamsport Area MPO
- US 522 and US 15 Roundabout Studies
- Studies related to I-99 designation and development in Clinton and Lycoming Counties
- Studies and NEPA processes related to the State College Area Connector
- City of Shamokin Independence Street Streetscape Plan
- Snyder County Greenway & Open Space 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, 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 2023-2026 TIP, with a new 2025-2028 TIP scheduled to be adopted in June 2024 and become effective on October 1, 2024. 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 2022. 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, while the PPP itself must be made available for a 45-day comment period. The MPO is also required to hold at least one (1) public meeting for each plan during the respective public comment periods.

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 and to ensure that no one is excluded from

participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, or national origin. Related nondiscrimination statutes pertain to preventing sex, age, or disability discrimination. 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 on an ongoing basis to improve analyses and communication between citizens, agencies, and the MPO. A Title VI Program and component Limited English Proficiency (LEP) Plan, updated in 2022, work to prevent discrimination in the MPO's programs and activities and facilitate meaningful access to the information and services provided by the SEDA-COG MPO.

Plan/Activity Milestones

The below table reflects the milestone dates (as of October 2023) for major planning documents/requirements/core activities that are addressed by the SEDA-COG MPO:

Plan/Activity	Current Adopted or Completed Date	Next Adoption or Completion Due	Commence Update Work
Unified Planning Work Program (UPWP)	11/18/2022	1/31/2024	9/1/2023
Long-Range Transportation Plan (LRTP)	6/25/2021	6/25/2026	1/1/2024
Transportation Improvement Program (TIP)	6/10/2022	6/30/2024	2/1/2023
Public Participation Plan (PPP)	6/10/2022	6/10/2025	1/1/2025
Coordinated Public Transit Plan	9/20/2019	As needed	9/1/2023
Environmental Justice Evaluation of Benefits and Burdens for TIP Projects	6/1/2022	6/1/2024	10/1/2023
Title VI Program	6/10/2022	6/10/2025	1/1/2025
Limited English Proficiency Plan	6/10/2022	6/10/2025	1/1/2025
Middle Susquehanna Regional Bike/Ped Plan	5/17/2019	As needed	5/1/2024
LRTP Performance Measures Dashboard	7/10/2023	7/10/2024	3/1/2024
Local Technical Assistance Program (LTAP) Annual Report	8/21/2023	8/31/2024	7/1/2024
MPO Strategic Plan	3/22/2019	As needed	9/1/2023
Regional Operations Plan	9/17/2021		12/1/2023
Local Bridge Prioritization Scoring	9/15/2023		2/1/2025
Annual List of Federally Obligated Projects	12/14/2022	12/29/2023	10/1/2023
MPO Planning Process Review by FHWA/FTA/PennDOT	9/20/2019		PennDOT-led
Roadway Safety Reviews	4/28/2023		10/1/2024
Functional Classification Revisions	1/2/2020		11/1/2023

STAFFING AND WORK PROGRAM DEVELOPMENT

Staff support for the SEDA-COG MPO is provided by SEDA-Council of Governments, in cooperation with PennDOT District 2-0, PennDOT District 3-0, and PennDOT Central Office. 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 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 began composing the FY 2024-2025 UPWP in early September 2023, but it is influenced by an array of collaborative meetings that staff attend throughout the year. A draft version of the FY 2024-25 UPWP was presented to the SEDA-COG MPO at its meeting on September 15, 2023. A coordination meeting with PennDOT and FHWA staff was held on September 26, 2023. The draft UPWP was revised, and budget numbers were prepared following release of PennDOT's UPWP Development Guidance on October 10, 2023. The revised FY 2024-25 UPWP was shared with the full MPO membership, area transit operators, and the Federal Transit Administration on October 15, 2023. In addition to requesting input on the core tasks and descriptions, stakeholders were asked to submit any proposals for supplemental planning studies. The finalized FY 2024-25 UPWP was adopted by the MPO Coordinating Committee on November 17, 2023 and subsequently submitted to PennDOT for approval. The MPO's resolution approving the FY 2024-25 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 other 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 Year 2024-25. Major priorities to be worked on during this period include:

- Updating the MPO's Long-Range Transportation Plan (LRTP).
- Implementing and reporting on the priority actions included in the 2024 SEDA-COG MPO Strategic Plan.
- Implementing recommendations from the 2024 Electric Vehicle Charging Stations Study and Implementation Plan.
- Supporting the MPO Active Transportation Committee and implementing the 2019 Middle Susquehanna Regional Bicycle and Pedestrian Plan.
- Supporting PennDOT in implementing the PennDOT Connects/Local Government Collaboration process, and helping local partners pursue funding opportunities for their planning objectives.
- Helping to implement recommendations from the 2021 CSVT Special Impacts Study and subsequent US 15 Corridor Improvements Study, in partnership with the Williamsport MPO.
- Evaluating the need for updates to the MPO's Title VI Program.
- Prioritizing local bridge candidates for the 2027 Transportation Improvement Program.
- Facilitating vanpool, shared ride, microtransit, or fixed-route transit studies/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 2024-25 UPWP
Actions and Procedures

The following tasks will be led and completed by SEDA-COG staff. If feasible, consultant assistance might be used for certain high priorities and studies. Supporting agencies for the below activities include PennDOT, FHWA, counties, municipalities, transit operators, and the SEDA-COG Joint Rail Authority.

Task 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 and the current IJJA/BIL, in partnership with PennDOT and under the guidance of the Federal Highway Administration.

Plan Maintenance

- Long-Range Transportation Plan (LRTP)
 - Modify/amend the LRTP as required. Maintain/update the current 2021 SEDA-COG LRTP as needed in accordance with the current federal transportation legislation requirements.
 - Continue the process of updating the LRTP 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 online dashboard.)
 - 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. FHWA and FTA regulations, as well as PennDOT's General and Procedural Guidance require that documentation of the process used by the MPO for project selection and prioritization for TIP updates be included with the TIP submittal package.
 - Complete Environmental Justice evaluation of Benefits and Burdens for TIP projects.
 - Conduct county level meetings, also involving PennDOT District/Central Office and FHWA staff, to discuss candidate and carry-over projects for the 2027-2030 TIP update.
 - In cooperation with PennDOT and transit operators, prepare the Annual Listing of Federally Obligated Projects for TIP Highway and Transit Projects, as required by federal regulation. Publish the listing on the MPO website annually by December 29th.
- 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) and amend it as

needed. Begin preparation of the FY 2025-2027 UPWP for the next update cycle in 2024 and adopt it by January 31, 2025.

- Maintain the joint Coordinated Public Transit – Human Services Transportation Plan for the Williamsport and SEDA-COG MPOs.
- Maintain the Title VI/Non-discrimination Policy and Title VI Program for the SEDA-COG MPO region and update as required.
- 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 individuals. 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 MPO Public Participation Plan and update as needed.
- Review the Limited English Proficiency Plan and update as needed.
- 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 prepare 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 2027-2030 TIP update and discretionary programs, 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.
- Participate in meetings with municipalities to review TIP project priorities.
- Convene meetings and support subcommittees in support of planning efforts.
 - Continue to support the Middle Susquehanna Active Transportation Committee focused on bicycle and pedestrian related issues.
 - Continue to support the Central Pennsylvania Transportation Coalition and other public transportation assemblies as stakeholder groups for transit 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 SEDA-COG Natural Gas Cooperative
 - The SEDA-COG Joint Rail Authority
 - The Greater Susquehanna Valley Chamber of Commerce Transportation Committee
 - The Clinton County Economic Partnership Transportation Committee
 - The rabbitransit People with Disabilities Advisory Committee
 - The Williamsport MPO Coordinating Committee
 - The Williamsport 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 bi-monthly Planning Partners calls and annual meetings.
 - Participate in additional training sessions identified by PennDOT, such as 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 transportation 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 PennDOT and the Department of Environmental Protection to monitor and evaluate greenhouse gas emissions in the MPO region and assist in implementing Pennsylvania's Climate Change Action Plan, as appropriate.
- Where appropriate, work to support the improvement of National Highway System intermodal freight connections and National Highway Freight Network linkages in the region. Enhance the visibility and effectiveness of freight planning in the region.
- Coordinate with FHWA, FTA, and PennDOT to integrate Planning and Environmental Linkages (PEL) as part of the transportation planning and environmental review processes.
- 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.
- Support PennDOT, where appropriate, with implementation and information sharing for the Pennsylvania State Plan for the National Electric Vehicle Infrastructure (NEVI) formula program.
- 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 Division.
- 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.
- Coordinate with state and local officials interested in transit feasibility studies or related initiatives in the region and provide data, mapping, and reviews to support these efforts; explore innovative options with PennDOT, transit operators, and human service agencies for meeting regular public transportation needs.
- Consider subcontracting with individual transit operators for using federal transit planning funds.

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.

- Support PennDOT in implementing the Project 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 view meetings; design field view meetings; status, advisory committee, and public meetings; and other activities associated with ongoing project implementation. Provide context determinations and facilitate local input into the PennDOT Connects project screening forms and project development process. Assist PennDOT with completing Connects Project Initiation/Proposal Forms and attend Connects municipal outreach meetings on new TIP projects. Facilitate Connects technical assistance for area municipalities. Support implementing recent PennDOT Connects supplemental planning studies for Hogan Boulevard Bicycle/Pedestrian Improvements and Route 522 Corridor Improvements. Participate in PennDOT Connects Steering Committee meetings and virtual Drop-ins.

- 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 or competitive discretionary grants identified or secured by the MPO, PennDOT and Transit operators.
- 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) Programs.
- 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.
- 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.
- 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, as appropriate, with Traffic Operations and TSMO Program staff in regular coordination calls and meetings.

- 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.
- Coordinate with PennDOT, FHWA, and area stakeholders on issues related to the Central Susquehanna Valley Transportation (CSVT) Project.
- Participate in Agency Coordination Meetings.
- Maintain Bridge Funding Handbook for Local Governments available on MPO website.
- Support the PennDOT Major Bridge Public-Private Partnerships Reconstruction and Rehabilitation Program and larger PennDOT Pathways Program funding initiative.

Task 1. Plans and Programs	Total Budget	Fed. PL	Fed. MPP	State MLF	Local FHWA	Local FTA
FY 2024-25	\$398,400	\$273,120	\$45,600	\$34,560	\$33,720	\$11,400

Major tasks completed in previous FY 2022-24 UPWP:

- Modified and amended the 2023-2026 TIP as needed. Developed new webmaps to guide MPO members through the modifications considered at each meeting.
- Prepared Annual List of Federally Obligated Projects.
- Completed and adopted 2025-2028 TIP.
- Completed new LRTP Regional Performance Measures Online Dashboard via Esri Hub site.
- Prepared FY 2024-25 UPWP and Exhibits.
- Implemented 2019 Coordinated Transit Plan and prepared an update to this plan.
- Updated LEP Employee Resource Manual and surveyed all SEDA-COG staff about LEP person interactions.
- Updated SEDA-COG MPO Strategic Plan.
- Supported consultant team in developing US 15 Corridor Improvements Study.
- Supported consultant team in developing Electric Vehicle Charging Stations Study.
- Supported Mifflin County with developing a Capital Bridge Plan.
- 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, ARC Local Access Road projects, and Bipartisan Infrastructure Law discretionary grant applications.
- Participated as members of several PennDOT planning and funding work groups.

Major tasks to be completed in FY 2024-25 UPWP:

- Modify and amend the 2025-2028 TIP as needed.
- Work with PennDOT, local officials, and other stakeholders to begin developing the 2027-2030 TIP due to be adopted by June 30, 2026.

- Prepare Annual List of Federally Obligated Projects by December 29, 2024; post the listing on the SEDA-COG website.
- Continue annual monitoring and reporting on performance measures included in the 2021-2045 LRTP and other local priorities included in the LRTP performance measures online dashboard.
- Amend the 2021-2045 LRTP as needed; continue work on the next LRTP update (2026-2050) due in June 2026.
- Support implementation of the Project Development PennDOT Connects/Local Government Collaboration process.
- Implement and track progress for 2024 SEDA-COG Strategic Plan actions.
- Assist with implementing recommendations from the 2020 Danville Area Transportation Study, 2022 Hogan Boulevard Bike/Ped Study, and 2022 US Route 522 Corridor Improvements Study.
- Assist with implementing recommendations from the 2021 CSVT Special Impacts Study and 2024 US 15 Corridor Improvements Study.
- Facilitate public transit feasibility studies, sustainability assessments, and other public transit or human services transportation initiatives.
- Document and support PennDOT Connects collaboration meetings, project scoping field views, project design field views, and related project meetings attended by SEDA-COG staff.

Task 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. 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 lot locations
 - Sewer and water service areas
 - Industrial parks
 - Sidewalks
- As appropriate, convene annual sessions for regional GIS users to discuss tools, techniques, and data.
- 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 One Map and 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 (e.g., INRIX data, Traffic Operations Analytics Portal, Project Builder, etc.)
- Work with SEDA-COG Economic Development department to update data, text, and mapping for the region's Comprehensive Economic Development Strategy (CEDS).

Data Collection

- Collect traffic count data to support project prioritization and functional classification designation efforts. Share and publish traffic counts.
- 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 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.
- Continue and expand regional bicycle and pedestrian count data collection program.
- Use drone to collect asset data and support mapping or public involvement initiatives.
- 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 urban 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 22-24 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.
- Consider MS4 related improvements that need to be made in conjunction with transportation system improvements.
- 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; 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. Approve supporting the state PM-1, PM-2 and PM-3 targets by planning and programming projects that contribute to meeting or making significant progress toward the established PennDOT performance targets.

- 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 EJ 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 analysis and tools, such as the ArcGIS Hub sites developed for the LRTP update and Performance Measures, trail counting initiative StoryMap, the regional transit resources online map, area zoning district webmap, 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.
- Continue to maintain and develop data and mapping for the Middle Susquehanna Regional Bicycle and Pedestrian Plan.
- Use task management software as a service for tracking status of planning program activities.
- Support and complete Road Safety Reviews involving multidisciplinary teams to improve traffic safety at locations throughout the MPO region.

Public Involvement and Outreach

Collaborate with PennDOT, FHWA, FTA, 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. Update SEDA-COG transportation webpages to include meeting minutes, agendas, packets, resource links, publications, and calendar of events listings.
- Consult with federally recognized Tribes and Nations that have regions of interest to provide opportunities for review and comment on key planning documents (e.g., LRTP, TIP, PPP).
- Provide space on MPO website for PennDOT to share statewide documents (STIP, SLRTP, etc.) with the public for review and comments.
- 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.
- Support Justice40 as an opportunity to address gaps in transportation infrastructure and public services by working toward the goal of at least 40% of the benefits from covered programs flowing to disadvantaged communities.
- Pursue additional virtual public involvement tools to solicit input and expand the reach of the regional transportation planning process.
- Provide timely information in response to requests from the public and news media.
- Use social media for MPO public outreach efforts, regularly posting MPO and Transportation Program news items and promoting transportation meetings via Facebook events feature.
- Develop and issue quarterly MPO newsletters.
- Support the new SEDA-COG MPO Public Participation Panel.
- Update the MPO interested parties contacts database.
- Designate a staff person as a point of contact responsible for the efforts and compliance with the Americans with Disabilities Act (ADA).

Task 2. Data, Tools and Analysis	Total Budget	Fed. PL	Fed. MPP	State MLF	Local FHWA	Local FTA
FY 2024-25	\$182,600	\$125,180	\$20,900	\$15,840	\$15,455	\$5,225

Major tasks completed in previous FY 2022-24 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.
- 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, StoryMap, and Hub site related to the 2019 Middle Susquehanna Regional Bicycle and Pedestrian Plan.
- Worked with PennDOT’s PA Crash Information Tool and .csv downloads for querying crash and injury data and worked with the new FHWA My Street planning tool for systemic analysis and

identifying priority areas to improve pedestrian safety and generate Pedestrian Safety Action Plans to discuss with other parties.

- Completed Road Safety Reviews for use with TIP projects and HSIP funding.
- Maintained access to and worked with PennDOT's ePermitting System for reviewing HOP and TIS submissions from the region.
- Acquired access to PennDOT's Bridge Management System for reviewing important bridge inspection information.
- Acquired and deployed six TRAFx trail counters on three area trails during 2022-23 and collaborated with a Bucknell University professor to install, retrieve, analyze, and publicize the data collected over a year-long period. Deployed the counters to two additional trails for data collection during 2023-24.
- 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.
- Collected data and performed quality assurance reviews of HPMS samples. Used new HPMS mobile application for more efficient sample data entries and workflow management.
- Used graphics software to create social media graphics, flyers, and newsletter visuals.
- Established a Public Participation Panel that met for the first time in September 2023. This panel will be relied upon for major plan updates and to solicit input from traditionally underserved populations.

Major tasks to be completed in FY 2024-25 UPWP:

- Continue maintaining regional data layers clearinghouse annually.
- Prepare crash mapping and coordinate with PennDOT, FHWA, and local officials on analyzing traffic safety concerns.
- Become fully credentialed and effectively use new drone for data collection, mapping, and public engagement activities.
- 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 Reliability, Transit, and Freight performance measures and targets.
- Begin extensive analysis and public outreach activities related to updating the 2021 LRTP.
- 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 regional trail usage count program and pursue expanding this initiative to benefit more communities and bike/ped facility stewards.
- Continue to maintain and improve GIS tools such as ArcGIS StoryMaps and Hub sites.
- Continue innovative and virtual public involvement efforts.

Task 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 detailed budget tables for each year of the UPWP document.
 - Identify carryover/ongoing supplemental planning tasks as candidates when the UPWP is developed/supplemented.
 - Complete timesheets, expense forms, and reports that will allow UPWP billing to occur.
 - Work with FHWA and PennDOT to implement 2 CFR 200, which addresses requirements for 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 DBE reporting form to report a listing of all contracts, DBE goals, and payments.
- Provide FHWA/FTA with any proposed federally funded amendments to the current UPWP for advance review at least 15 days prior to MPO Coordinating Committee consideration.
- Assist stakeholders in the completion of studies and projects undertaken with Supplemental Planning Funds, including projects carried over from the 2022-2024 UPWP.
- Develop the FY 2025-2027 UPWP and related agreements.
- Coordinate with FHWA, FTA, PennDOT, transit operators, and others in preparation for the next state planning process review per the schedule established by FHWA and PennDOT.
- Review updates to the PennDOT MPO/RPO Planning Partner Invoice Process Guidebook.
- Support staff development through relevant conferences, workshops, and seminars. Research, register, and attend training events and activities to enhance the abilities of MPO staff to implement the activities described within this work program if not specifically identified within another task. Renew staff American Planning Association and AICP memberships.
- Attend PennDOT Planning Partners’ and other statewide meetings.
- Maintain on-call consulting contracts with selected consultant teams to provide a wide range of support services related to transportation planning, with particular attention to maintenance, updates, and support of existing plans.
- Solicit and supervise the work of interns.
- Implement recommendations from the 2022 SEDA-COG MPO Staffing and Organizational Assessment.
- Review Transportation Planning department budget updates with SEDA-COG management.

Task 3. Administration	Total Budget	Fed. PL	Fed. MPP	State MLF	Local FHWA	Local FTA
FY 2024-25	\$99,600	\$68,280	\$11,400	\$8,640	\$8,430	\$2,850

Major tasks completed in previous FY 2022-24 UPWP:

- Completed progress reports, invoices, and budget revisions.
- Hired a fiscal analyst for invoice preparation and changed to a monthly invoicing process.
- Implemented best practices from PennDOT's new MPO/RPO Invoice Process Guidebook and used new Keystone Login Partner Portal for invoice submissions.
- Provided administrative support for sponsors of supplemental planning studies.
- Helped to implement the OMB Super Circular requirements.
- Considered SEDA-COG MPO Planning Process Review recommendations included in summary findings.
- Implemented recommendations from 2022 MPO Staffing & Organizational Assessment.
- Used on-call consulting contracts for delivering five work order assignments.
- Assisted the American Planning Association (APA) as a reviewer of Transportation and Infrastructure workshop proposals submitted for the 2023 and 2024 APA National Planning Conferences.

Major tasks to be completed in FY 2024-25 UPWP:

- Continue preparing monthly progress reports and invoices.
- Prepare FY 2025-27 UPWP and execute related agreements.
- 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 on-call consulting contracts and issue a new RFQ for consulting services.

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 2024-2025.

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, targeting municipalities that have not taken advantage of LTAP services, etc. The plan should be developed no later than September 12, 2024.
- 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, 2024.
- Participate in conference calls with PennDOT LTAP Director and PSATS training specialists. 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,

including regular PennDOT LTAP Advisory Committee meetings.

- Attend LTAP training courses and participate in technical assistance on-site visits in region.
- Submit monthly reports detailing all LTAP project activities and expenditures to PennDOT.
- 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.

Task S1. Local Technical Assistance Program (LTAP)	Total Budget	Fed. PL
FY 2024-25	\$35,000	\$35,000

Major tasks completed in previous FY 2022-24 UPWP:

- Scheduled, marketed, and facilitated over 25 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.
- Issued LTAP e-newsletters via Constant Contact.
- Sponsored and organized Equipment Operator Training workshops in conjunction with Pennsylvania College of Technology.
- Sponsored and organized Chainsaw Safety Training workshops in conjunction with Pennsylvania College of Technology.
- Supported PennDOT LTAP with developing new LTAP classes on Drones and GIS.

Major tasks to be completed in FY 2024-25 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, PSATS conferences, etc.
- Complete LTAP Annual Report by August 31, 2024.
- Further integrate LTAP with related transportation activities and programs.
- Seek to again sponsor hands-on Equipment Operator Training and Chainsaw Safety 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 and other recent PennDOT Connects studies, new PennDOT Connects related studies, the update to the Coordinated Public Transit Plan, the planned update to the Long-Range Transportation Plan, the planned update to the Middle Susquehanna Regional Bike/Ped Plan, technical assistance in the development of safety projects, data collection to support the local bridge prioritization process, etc.

Task S2. Plan Updates and Support	Total Budget	Fed. PL	Fed. MPP	State MLF	Local FHWA	Local FTA
FY 2024-25	\$149,400	\$102,420	\$17,100	\$12,960	\$12,645	\$4,275

Major tasks completed in previous FY 2022-24 UPWP:

- Updated LRTP performance measures content to reflect current legislation, data, and practices. Prepared an interactive performance measures dashboard via an ArcGIS Hub site.
- Developed new public engagement techniques and products: online surveys, ArcGIS Hub site, ArcGIS StoryMap, and virtual meetings.
- Created an implementation plan to guide staff and stakeholder efforts through to the next LRTP update.
- Supported the 2022 MPO Title VI Program.
- Developed an Electric Vehicle Charging Stations Study and Implementation Plan.
- Updated the 2019 MPO Strategic Plan.
- Updated the 2019 MPO Coordinated Transit Plan.

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

- May include support related to the Coordinated Public Transit Plan update.
- 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 begin in January 2024.
- May include support for the next update to the Middle Susquehanna Regional Bike/Ped Plan.
- May include facilitation services toward implementing recent PennDOT Connects studies.
- May include facilitation services provided in support of an update to the MPO Title VI Program, including its Public Participation Plan and Limited English Proficiency Plan components.
- May include tools, studies, and analysis related to Carbon Reduction, NEVI, PROTECT, and other Bipartisan Infrastructure Law funding programs or planning requirements.

S3. Increasing Safe and Accessible Transportation Options

The Bipartisan Infrastructure Law includes a new section for Increasing Safe and Accessible Transportation Options. This section requires states and metropolitan planning organizations to use not less than 2.5 percent of SPR and PL funds on “Complete Streets planning activities.” The term “Complete Streets standards or policies” in this section means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

To increase safe and accessible options across multiple travel modes for people of all ages and abilities, the SEDA-COG MPO may use these funds toward the following activities:

- Educating municipalities and sharing best practices for Complete Streets standards or policies.
- Helping municipalities or other stakeholders to develop or maintain plans and studies that create a network of active transportation facilities connecting people to daily needs.
- Conducting walkability/bikeability audits or vulnerable road user safety assessments.
- Helping public transportation providers to integrate active transportation facilities with public transportation services, improve access to public transportation, or increase public transportation ridership.
- Implementing and revising Complete Streets standards or policies for the SEDA-COG MPO.
- Developing a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects.
- Supporting work of the Middle Susquehanna Active Transportation Committee and an update to the Middle Susquehanna Regional Bicycle and Pedestrian Plan or facilitating planning work prioritized in the Plan’s project matrix for improving the safety of bicyclists and pedestrians.
- Developing road diet plans.
- Completing sidewalk inventories relative to developing plans to improve pedestrian safety or provide access to public transportation.

Consultant assistance may be used for performing the above tasks.

Task S3. Increasing Safe and Accessible Transportation Options	Total Budget	Fed. PL
FY 2024-25	\$16,000	\$16,000

Major tasks completed in previous FY 2022-24 UPWP:

- Developed and adopted an MPO Complete Streets Policy.
- Developed template Complete Streets Policy for consideration by municipalities.
- Prepared Complete Streets project matrix and mapping for the MPO region.
- Provided technical assistance for the Town of Bloomsburg’s Pedalcycle ordinance.

**SEDA-COUNCIL OF GOVERNMENTS
FY 2024-2025 UPWP
BUDGET SUMMARY**

Work Task	Total Task Budget	Funding Sources				
		Federal PL	Federal MPP	State MLF	Local FHWA	Local FTA
1. Plans and Programs	\$398,400	\$273,120	\$45,600	\$34,560	\$33,720	\$11,400
2. Data, Tools and Analysis	\$182,600	\$125,180	\$20,900	\$15,840	\$15,455	\$5,225
3. Administration	\$99,600	\$68,280	\$11,400	\$8,640	\$8,430	\$2,850
Base Program Total	\$680,600	\$466,580	\$77,900	\$59,040	\$57,605	\$19,475
S1. Local Technical Assistance Program (LTAP)	\$35,000	\$35,000				
S2. Plan Updates and Support	\$149,400	\$102,420	\$17,100	\$12,960	\$12,645	\$4,275
S3. Increasing Safe and Accessible Transportation Options	\$16,000	\$16,000				
Supplemental Program Total	\$200,400	\$153,420	\$17,100	\$12,960	\$12,645	\$4,275
TOTAL BUDGET	\$881,000	\$620,000	\$95,000	\$72,000	\$70,250	\$23,750