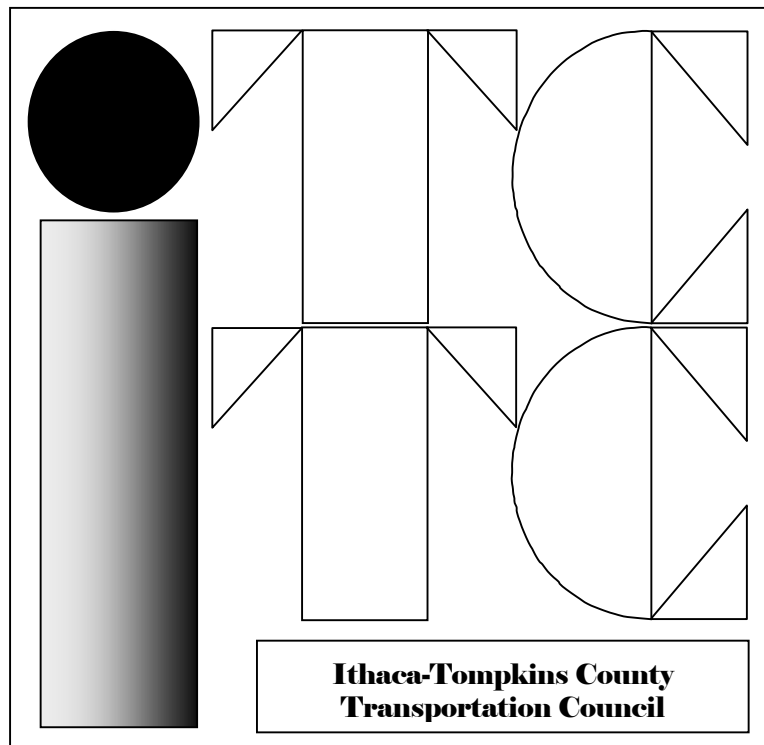
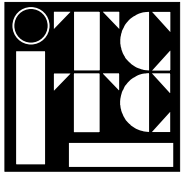


***ITHACA-TOMPKINS COUNTY
TRANSPORTATION
COUNCIL***



***2009/2010
SIMPLIFIED STATEMENT OF WORK
(Unified Planning Work Program)***

March 10, 2009



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

RESOLUTION 2009-02

***APPROVAL OF THE 2009-2010
UNIFIED PLANNING WORK PROGRAM***

- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND
- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* requires Metropolitan Planning Organizations to carry out a "*continuing, cooperative, and comprehensive*" urban transportation planning process that addresses all modes of transportation; AND
- WHEREAS,** in order to implement a continuous, cooperative and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND
- WHEREAS,** the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of *SAFETEA-LU* and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND
- WHEREAS,** in order to support the elements of the 2009-2010 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND
- WHEREAS,** the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 (formerly Section 8) program, under the Federal Transit Administration Section 5307 (formerly Section 9) program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2009-2010 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2009-2010 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

BE IT FURTHER RESOLVED, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2009-2010 Unified Planning Work Program in cooperation and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 10, 2009.

____Signature on file_____
Carolyn K. Peterson, Chair

____Signature on file_____
Carl Ford, Secretary

2009/10
SIMPLIFIED STATEMENT OF WORK
UNIFIED PLANNING WORK PROGRAM
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"This document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation."

OVERVIEW

FEDERAL REQUIREMENTS

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

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

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

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

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



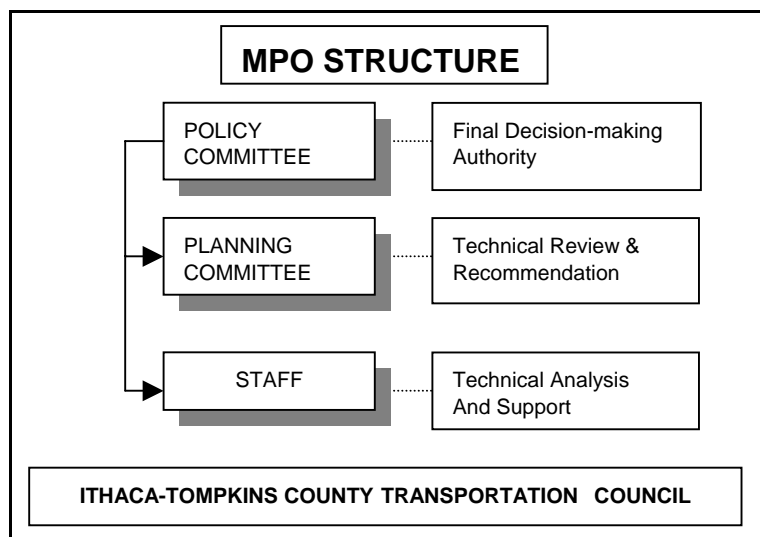
MPO STRUCTURE

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

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

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

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



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



EMPHASIS AREAS FOR THE 2009/10 UPWP

The 2009/10-program year is the seventeenth year (April 1, 2009- March 31, 2010) for which federal planning funds are available to the Ithaca area under the metropolitan planning program. This UPWP will continue to focus on the general goal of preserving and sustaining the core MPO activities and requirements with a focus on the following emphasis areas for 2009/10:

- Implement selected recommendations from the 2025 Long-Range Transportation Plan (LRTP).
- Monitor federal rules and guidelines for implementation of SAFETEA-LU and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Complete the LRTP update, due December 2009:
 - Advance data collection, analysis and forecasting efforts
 - Prepare plan drafts
 - Implement a public participation strategy
 - Complete LRTP approval process
- Collect and distribute necessary data to support the transportation infrastructure decision-making processes.
- Develop an automated accident mapping process.
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
 - Implementation of Economic Recovery federal legislation
 - Complete implementation of the *SR-96 Corridor Management Study*
 - Development of the Coordinated Public Transit-Human Services Transportation Plan
 - Transportation Improvement Program Update
 - Cornell Community Investment Initiative
- Participate in efforts to address issues of "community livability" and "social justice". In particular:
 - Cooperate with the Tompkins County Planning Department in implementation action items of the Tompkins County Countywide Comprehensive Plan.
 - Cooperate with local municipalities and community groups in development of transportation plans and other efforts that support the goals and objectives on the LRTP.
 - Provide continued emphasis on the development of transportation modes and programs that provide alternatives to the private automobile:
 - trail development
 - car sharing
 - public transportation
 - bicycle and pedestrian facilities
 - others
 - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens.

2009/10 WORK TASKS

ITCTC staff will be primarily responsible for implementation of the work tasks described in this UPWP. The work will be performed in coordination and with support from ITCTC Committee members and the staff of member agencies. At times ITCTC staff will pay for specialized services, i.e. printing, binding, data analysis, map production, surveys, meeting facilitation, etc., in support of its responsibilities. Any project where implementation is primarily consultant based will be clearly identified. No such project is currently underway or planned for 2009-10. However, the ITCTC is host to a Shared Cost Initiative project for the NY State Association of MPOs that will be completed in calendar year 2009. More details in the *Statewide Shared Cost Initiatives* section of the UPWP.



1.0 PROGRAM COORDINATION

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

- Activities:
- Perform basic grant administration functions, including contract management and reimbursement requests.
 - Facilitate day-to-day administrative operations (e.g., purchasing, bookkeeping, budgeting).
 - Provide support for the timely renewal and implementation of the host agency agreement between Tompkins County and NYDOT.
 - Assist and cooperate with Tompkins County, as host agency for the ITCTC, in fulfilling the requirement of its Hosting Agreement with NYSDOT. This includes assisting with implementation of the annual single audit performed by Tompkins County.
 - Provide clerical and administrative support to the *ITCTC* Committees and Sub-committees.
 - Develop and administer the Unified Planning Work Program (2009/10 and 2010/11).
 - Administer and manage the Unified Operations Plan as necessary.
 - Review and, where necessary, respond to various regulations, guidance, and correspondence from Federal, State, and Local agencies and organizations. This includes: preparing semi-annual FTA and FHWA Reports; and the annual MPO Self Certification.
 - Participate in various professional organizations for the benefit of the *ITCTC*, including New York State Association of MPOs (NYSMPO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association, and the Institute of Transportation Engineers. [*Note: The ITCTC acknowledges that it has contributed \$462 for AMPO membership dues through a revision in the FHWA PL allocation that allows the Binghamton Metropolitan Transportation Study MPO to pay the dues on behalf of all MPOs in New York State including the ITCTC.*]
 - Attend various meetings, workshops, and conferences associated with implementing the MPO planning process.
 - Conduct training and orientation for MPO participants, as necessary.

2.0 DATA MANAGEMENT

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

- Activities:
- Collect, maintain, and analyze socio-economic, land use, and travel pattern data.
 - Participate in local GIS planning projects in order to create and maintain necessary geographic-based data sets.
 - Conduct and analyze special transportation studies as necessary.
 - Collect, maintain and analyze traffic data and facility condition information in cooperation and conjunction with participating local and state entities.
 - Compile available existing traffic count data from municipal, state and private sources. Prepare annual traffic volume reports that track traffic volumes across a sample of roadways in Tompkins County.
 - Assist Tompkins County in the maintenance of a computerized highway inventory.
 - Collect and maintain data needed to update the bicycling suitability map for Tompkins County and explore web-based opportunities to improve access to related data by the general public.
 - Participate in various data collection and analysis training activities as conducted by NYSDOT, USDOT, the Cornell Local Roads Program, the NY State Association of MPOs



- and/or other pertinent organizations.
- Maintain an address database to assure the inclusion of Title VI and Environmental Justice (EJ) constituencies in the transportation planning decision-making process.
 - Under the Title VI and EJ initiatives use Census data to identify geographic areas and populations that may be impacted by transportation projects.
 - Work with the US Census bureau, NYSDOT and other appropriate agencies to define the Ithaca Urbanized Area and Traffic Analysis Zones in Tompkins County.
 - Maintain and operate the existing ITCTC TransCAD travel demand model. This effort includes updating the model input data, calibrating the model using the latest available traffic counts, expanding the model capabilities (i.e. adding additional modes, such as transit, to the model) and providing for continuing training for staff in the maintenance and operation of the TransCAD software.

3.0 PLAN APPRAISAL

Purpose: To implement activities that support the monitoring, revision, implementation and update of the 2025 Long Range Transportation Plan (LRTP) and its goals, objectives, and other recommended actions.

- Activities:
- Plan and implement research, public outreach, multi-jurisdictional planning coordination, and other activities in support of development of the 2030 LRTP, in accordance with *SAFETEA-LU* requirements. The LRTP update has a deadline of December 2009.
 - Prepare and process amendments to the 2025 LRTP in accordance with the principles and rules of *SAFETEA-LU* and the policies and procedures of the *ITCTC*.
 - Facilitate and promote local government efforts to develop and implement coordinated bicycle/pedestrian and multi-use trail plans that promote increased mobility and the use of alternative modes of transportation.
 - Where possible, assist community and participating entities implementing projects and activities that support LRTP goals and objectives (e.g., trail development, transit improvements, enhanced transportation safety, car share, van pooling, scenic byways, consideration of new technologies, etc.).
 - Assist and facilitate the efforts of community and participating entities to undertake projects and activities that are in accordance with the principles of *SAFETEA-LU* (e.g., land use/transportation planning, transit accessibility, safety, etc.).
 - Increase efforts to assess the transportation, land use, and community development issues as related to the metropolitan transportation system.

4.0 IMPLEMENTATION PLANNING AND PROGRAMMING

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

- Activities:
- Participate in transportation planning efforts conducted by ITCTC partners, as appropriate.
 - Continue coordination and assistance to local governments in trail development efforts as supported by the ITCTC Transportation Trail/Corridor Study and the 2025 LRTP.
 - Work cooperatively with the Tompkins County, the Tompkins Consolidated Area Transit, Inc. and other affected parties in the development of a Coordinated Public Transit-Human Services Transportation Plan in accordance with SAFETEA-LU Requirements.
 - Work cooperatively with the Tompkins Consolidates Area Transit and its partners in advancing completion of the Transit Development Plan project.
 - Participate in the development and approval of the *2009-2014 ITCTC Transportation Improvement Program (TIP)* and the *State TIP* in coordination with NYSDOT and other



- participating entities.
- Assist NYSDOT and participating entities in maintaining the 2007-2012 and the 2009-2014 ITCTC TIPs and the State TIP.
- Assist Tompkins Consolidated Area Transit, Inc. in conducting technical analyses associated with transit system planning activities.
- Provide a reasonable level of on-call technical assistance to ITCTC partners and the general public.
- Cooperate with the Tompkins County Planning Department efforts to implement actions items found in the Tompkins County Comprehensive Plan.
- Cooperate with Tompkins County, the City of Ithaca and the Towns of Ithaca and Ulysses in implementation of the “SR-96 Corridor Management Study”.
- Continue to maintain and enhance the Regional ITS Architecture for Tompkins County.
- Participate in the implementation of NYSMPO Shared Costs Initiatives.
- Participate in the development and implementation of Cayuga Lake Scenic Byway initiatives and programs.
- Continue to work cooperatively with local interested parties in enhancing the car share program in the Ithaca urbanized area.
- Continue to work cooperatively with local and state partners to increase the modal share of the bicycle in the Ithaca urbanized area and Tompkins County.
- Continue to work cooperatively with local interested parties in developing a vanpool program to serve employment destinations in Tompkins County.
- Work cooperatively with local agencies to address the transportation related needs of special populations, specifically the elderly, youth and disabled.
- Work with NYSDOT and other New York MPOs to address transportation safety issues. Continue participation in the NYSMPO Safety Working Group, a group of MPO and NYSDOT staff members who work to identify ways to better coordinate statewide safety planning efforts.
- Monitor federal rules and guidelines for implementation of SAFETEA-LU and ensure the ITCTC meets all federal requirements of the metropolitan planning process.

PLAN FOR USE OF CARRY-OVER FUNDS

FHWA P.L. FUNDS

Over the years the ITCTC, like other MPOs statewide, has accumulated a backlog of unused FHWA P.L. funds. As of January 2009 the carry-over funds available for reprogramming total approximately **\$107,357**. The Transportation Planning and Policy Committees, following review and approval, may reprogram carry-over funds in an as-needed basis to fulfill the implementation of the UPWP and further the goals and objectives of the Long Range Transportation Plan.

Use of carry-over funds are planned as follows:

- Statewide Shared Cost Initiative (SCI) project – FHWA contribution **\$2,500**. These funds were included in the 2008/2009 UPWP but will not be spent until the 2009/2010 fiscal year. Therefore the funds are being reprogrammed in this UPWP. This amount is included as part of the 2008/09 Operating Budget in the SCI line. For more information on the SCI program please go to the next section of this document. For more information on the SCI project see the next section of the UPWP - *Statewide Shared Costs Initiatives*.

Carry-over funds available for reprogramming after deducting funds for the above-listed programs equal **\$104,857**.



Other activities that may be implemented over the 2008/09 fiscal year with the use of carry-over funds include:

- Activities related to the Long-Range Transportation Plan update, including public outreach and information, costs of printed materials, advertisements, technical assistance, etc.
- Upgrading the TRANSCAD travel demand model to a multi-modal format so that transit service can be included in analyses.
- Facilitating implementation of an automated traffic accident location reporting system.
- Providing for development of the Coordinated Public Transit-Human Services Transportation Plan.

FTA FUNDS

Unlike FHWA P.L. funds, which need to be reprogrammed into the operating budget before being used, carry-over FTA grant funds remain available for use for up to four years without the need for reprogramming. The FTA carry-over funds are generally used to supplement the agency's operating budget in support of primary transit related work tasks in the UPWP. For the 2009/10 fiscal year the FTA carry over funds will be used to supplement the supplies, equipment, travel expenses and other budget areas in support of implementation of UPWP work tasks. FTA carry-over is shown in **TABLE 2** as part of the operating budget.

STATEWIDE SHARED COST INITIATIVES

SUMMARY

The ITCTC is participating, along with all other New York MPOs, in a series of statewide planning initiatives under an award-winning program called the Shared Cost Initiatives (SCI). For this program, New York's MPOs pool FHWA-P.L. and FTA funds to accomplish joint activities. The SCI program has been in operation since FY 99/00.

Each MPO's contribution to the Shared Cost Initiatives (SCI) program is designed to be proportional to the agency's overall share of FHWA and FTA federal funding allocation to New York MPOs. This figure varies slightly from year to year. In SFY 08/09 the ITCTC SCI contribution is 1.15% of the statewide FHWA allocation and .53% of the statewide FTA allocation. The resulting ITCTC contribution to the SFY 08/09 SCI program set-aside is approximately \$3,980 out of a total *statewide* SCI contribution of \$400,000.

Due to the current economic uncertainty the NY MPOs have decided to withhold contributions for the SCI program for SFY 09/10. This does not indicate a lack of interest or commitment to this program, however all NY MPOs thought it prudent to postpone contributions until MPO funding levels become more predictable. Ongoing projects with dedicated funding will continue to be implemented to completion.

In the past NYSDOT has used Statewide Planning and Research (SPR) funds to help fund SCI projects. Starting on FY07/08 NYSDOT agreed to fund 50% of SCI projects using SPR funds with the exception of the staff services contract project, which benefits NYSMPO exclusively.

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

ITCTC PARTICIPATION



ITCTC agreed to host an SCI project for the first time during FY 07/08. Project implementation was delayed so that the project started implementation during FY 08/09 and will be completed during FY 09/10. The project, called *Regional Transportation Plan (RTP) Financial Planning*, will research how different MPOs are meeting fiscal constraint requirements, identify good practices, and create a guide with recommendations for developing a financial plan. The total budget for this project has been set at **\$85,000**. For this particular project 50% percent of the project is funded with FHWA/FTA funds that have been assigned to the ITCTC, the other half with SPR funds that are managed by NYSDOT. The \$42,500 in FHWA and FTA funds were split as follows: FHWA = \$2,500, FTA = \$40,000. This project is ongoing and payments have been made to the consultant. In addition, the ITCTC has received \$8,400 or 15% of the project contract to cover project implementation administrative costs. At the time of preparing the current budget there remained **\$9,080** of unspent FTA funds and **\$2,500** from FHWA. These funds appear in the ITCTC operating budget with a dedicated budget line - *SCI*. The SPR contribution of **\$42,500** will be billed directly to NYSDOT and is included in this UPWP in **TABLE 5-2007/08 Statewide Planning and Research Budget**. SPR funds are also included in the operating budget under a column labeled *08/09 SPR*.

The *SCI Program* project status list is presented below:

Past shared-cost-initiatives include the following projects:

- Statewide attitudinal and preference survey – completed
- Statewide Application of Advanced Technologies to Data Collection for Transportation Planning-Phase 1 – completed
- Transportation and Community Design Phase I - completed
- Statewide Long-Term Funding Needs Assessment for Transportation – completed
- Statewide Data Collection – Phase I – completed
- Travel Behavior Factors - completed
- (Congestion Management System) CMS Research – completed
- Innovative Approaches to Plan Implementation - completed

The following are scheduled and ongoing SCI projects:

- Staff support for the NYS MPO association - implemented and ongoing
- Staff Training – various topics - ongoing
- Regional Transportation Plan Financial Planning - ongoing
- NYS Metropolitan Planning Self-Assessment - ongoing
- Transit Supportive Development - ongoing
- Safety Audit Process - ongoing
- Transportation and Community Design Phase II - ongoing
- Development of Post Processors for Travel Demand Modeling - proposed
- Public Transit-Human Services Transportation Plan - proposed
- Project Data System for NYS MPOs – proposed
- Mitigation Cost Sharing for Transportation Projects – proposed
- Software Standardization for Visualization & Desktop Publishing – proposed
- Technical Services/Speed Data Contract – funded 08/09
- Future Transportation Revenues: Beyond Federal & State Sources – funded 08/09



FUNDING SUMMARY

FEDERAL AID

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

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

For the period April 1, 2009 - March 31, 2010, a total of \$263,905 in P.L. funds have been allocated to the Ithaca-Tompkins County Transportation Council; however, the ITCTC acknowledges and concurs with a \$462 takedown for the purposes of paying one year of membership dues to the Association of Metropolitan Planning Organizations (AMPO). This revision in the FHWA PL allocation allows the Binghamton Metropolitan Transportation Study (BMTS), the MPO for the Binghamton, NY area, to pay the dues on behalf of all the NYS MPOs. After this adjustment the current year P.L. allocation to the 2009/10 ITCTC Operating Budget is **\$263,443**.

A total of **\$2,500** in FHWA funds are included in the SCI budget line as partial funding for the Shared Cost Initiative project being hosted by the ITCTC (see the *Statewide Shared Cost Initiatives* section above for more information).

In summary, after the adjustments indicated above, the total FHWA P.L. allocation to the 2009/10 ITCTC Operating Budget is **\$265,943** (see **TABLES 1,2 and 3**)

Federal Transit Administration Section 5303 program (formerly referred to as "Section 8"): The Federal Transit Act provides that an amount equal to approximately 0.135% of FTA capital/operating programs will be provided for metropolitan transportation planning efforts (Title 49 USC). These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match. For the period April 1, 2009 - March 31, 2010 a total of **\$41,983** in Section 5303 funds are allocated to the *Ithaca-Tompkins County Transportation Council*. In addition, prior year funds are available until expended (see **TABLES 1,2 and 4**; and the carry-over budgets in **TABLES 5 through 7**). Prior year funds include **\$9,080** remaining funds for the ongoing Shared Cost Initiative project being hosted by the ITCTC (see the *Statewide Shared Cost Initiatives* section above for more information).

Federal Transit Administration Section 5307 program (formerly referred to as "Section 9"): The Federal Transit Act provides for an annual distribution of General Funds for the operation, planning, and capital acquisition/rehabilitation of transit services in urbanized areas (Title 49 USC, Section 5307). Section 5307 funds for small urban areas are administered by NYSDOT on behalf of the Governor and are distributed directly to Designated Recipients within the urbanized areas on a formula basis. The use of Section 5307 funds for planning activities requires a 20% non-federal match. For the period January 1, 2009 – December 31, 2010 the local transit operators have programmed **\$140,000** from Section 5307 for short-term transit planning activities.



RESCISSION ASSISTANCE FUNDS

In the 2007 Energy Act Congress made MPO planning funds susceptible to federal fund rescissions. This resulted in serious impacts to the operating budget of many MPOs, particularly the larger ones. In total, NY State MPOs lost \$2,921,182 in funding. The ITCTC lost \$9,311, which were taken directly from carry-over funds. To help mitigate the impact to MPOs, NYSDOT made available to each MPO on a one-time only basis Statewide Planning Research (SPR) federal funds to restore one-half of the 08 FHWA Rescission. As a result, the ITCTC has received **\$4,656**, which is included in the *09/10 SPR* column of the operating budget. This is accompanied by \$873 State and \$291 local match in the form of in-kind services. The Rescission Assistance Funds will be used to support different aspects of the Long Range Transportation Plan update.

MATCH FUNDS

New York State Department of Transportation: NYSDOT provides a share of the non-federal match funds for the "P.L." and "Section 5303" programs. NYSDOT provides a 15% (or 75% of the non-federal 20% share) match in the form of "in-kind services" for both the "P.L." and "Section 5303" programs. The amounts allocated for *ITCTC* programs are **\$49,864** for the "P.L." program and **\$7,872** for the "Section 5303" program, making the total State contribution for the 2009/10 UPWP **\$57,736** (see **TABLE 1**).

Local Participants: The local government participants, particularly the "Host" agency (Tompkins County), also provide a share of the non-federal match funds for the "P.L." and "Section 5303" programs. The Local Participants provide a 5% match (or 25% of the non-federal 20% share), usually in the form of "in-kind" goods and services. These amounts are **\$16,621** for the "P.L." program and **\$2,624** for the "Section 5303" program. Therefore, the total local support for the 2009/10 UPWP is **\$19,245** (see **TABLE 1**).

PROGRAM SUMMARY

The total value of the 2009/10 Unified Planning Work Program is **\$559,908**. Of this amount, **\$447,926** (80%) comes from the various Federal programs; **\$83,986** (15%) comes from the New York State Department of Transportation; and Local Participants provide **\$27,995** (5%). **TABLE 1** presents the overall resources for the 2009/10 UPWP by funding program.

OPERATING BUDGET

The staff and operations of the *ITCTC* are administratively "hosted" by Tompkins County. Under a formal agreement with the State of New York, Tompkins County provides "first instance" funding to the *ITCTC*, which is reimbursed by NYSDOT on an invoice basis. As such, the "Operating Budgets" of the *ITCTC* are incorporated as a single "budgeting unit" in the County's budget. Only federal dollars are represented in the operating budgets. The UPWP includes the *ITCTC*'s 2009/10 Operating Budget (**TABLE 2**). All costs identified in the budget are direct costs. *MPO approval of the Operating Budget is implicit in the adoption of this UPWP document.*



2009/10 PROGRAMMATIC FUNDING SUMMARY

TABLE 1

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
FHWA "P.L."	\$265,943	\$49,864	\$16,621	\$332,428
FTA 5303	\$41,983	\$7,872	\$2,624	\$52,479
SPR	\$4,656	\$873	\$291	\$5,820
<i>ITCTC Subtotal</i>	\$312,582	\$58,609	\$19,536	\$390,727
FTA 5307 (TCAT)	\$140,000	\$26,250	\$8,750	\$175,000
TOTAL	\$452,582	\$84,859	\$28,286	\$565,727

2009/10 ITCTC OPERATING BUDGET

TABLE 2

CODE	DESCRIPTION	Current Year Funds				Carry-Over FTA Funds				TOTAL
		<i>09/10 FHWA</i>	<i>09/10 FTA</i>	<i>09/10 SPR</i>	<i>09/10 TOTAL</i>	<i>08/09 SPR</i>	<i>08/09 FTA</i>	<i>07/08 FTA</i>	<i>06/07 FTA</i>	
.4959	REVENUES: FEDERAL AID	\$265,943	\$41,983	\$4,656	\$312,582	\$42,500	\$7,150	\$24,208	\$7,449	\$393,889
	EXPENSES: COMBINED SALARIES	180,731	24,645		205,376		0	0	0	205,376
.8800	FRINGE	65,063	8,872		73,935		0	0	0	73,935
.2206	COMPUTER EQUIPMENT	0	0		0		0	3,500	0	3,500
.2210	OTHER EQUIPMENT	0	0		0		0	1,000	0	1,000
.2214	FURNITURE & FIXTURES	500	0		500		0	500	0	1,000
.2230	COMPUTER SOFTWARE	0	0		0		300	1,000	0	1,300
.4302	OFFICE SUPPLIES	750	750		1,500		400	828	1,000	3,728
.4330	PRINTING	500	500		1,000		300	300	0	1,600
.4332	BOOKS/PUBLICATIONS	800	0		800		200	300	0	1,300
.4400	PROGRAM EXPENSE	0	0		0		0	0	0	0
.4486	SCI	2,500	0		2,500	42,500	0	9,080	0	54,080
.4601	RESCISSION RELIEF			4,656	4,656		0	0	0	4,656
.4402	LEGAL ADVERTISING	2,000	0		2,000		400	700	354	3,454
.4412	TRAVEL/TRAINING	1,000	1,500		2,500		1,500	1,500	2,000	7,500
.4414	LOCAL MILAGE	750	750		1,500		700	500	800	3,500
.4416	PROFESSIONAL DUES	200	500		700		300	0	800	1,800
.4424	EQUIPMENT RENTAL	3,500	0		3,500		550	0	0	4,050
.4425	SERVICE CONTRACTS	1,000	0		1,000		0	0	995	1,995
.4432	RENT	1,000	0		1,000		300	500	0	1,800
.4442	PROFESSIONAL SERVICE FEES	1,000	1,000		2,000		0	3,000	0	5,000
.4452	POSTAGE SERVICES	534	1,466		2,000		1,000	600	500	4,100
.4472	TELEPHONE	615	1,500		2,115		1,000	600	1,000	4,715
.4618	INTERDEPARTMENTAL CHARGE	500	500		1,000		200	300	0	1,500
.4905	CENTRALLY DISTRIBUTED ITEMS	3,000	0		3,000		0	0	0	3,000
	TOTAL EXPENSES	\$265,943	\$41,983	\$4,656	\$312,582	\$42,500	\$7,150	\$24,208	\$7,449	\$393,889



**2009/10 FHWA AUDITABLE BUDGET
PIN # P209-15-881**

TABLE 3

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	53,189	29,919	16,621	99,729
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	53,189			53,189
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	53,189			53,189
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	53,189			53,189
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	5,319			5,319
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	13,297	14,959		28,256
44.26.09	PLANNING EMPHASIS AREA	34,573	4,986		39,559
44.27.00	OTHER ACTIVITIES				
TOTAL		265,943	49,864	16,621	332,429
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	180,731	27,425		208,156
44.20.02	FRINGE/LEAVE	65,063	14,959		80,022
44.20.03	TRAVEL	1,750			1,750
44.20.04	EQUIPMENT	500			500
44.20.05	SUPPLIES/REPRODUCTION	1,250			1,250
44.20.06	CONTRACTUAL - SCI	2,500			2,500
44.20.07	OTHER	14,149	7,480	16,621	38,250
44.20.08	INDIRECT CHARGES				
TOTAL		265,943	49,864	16,621	332,429



**2009/10 FTA Section 5303 AUDITABLE BUDGET
GRANT # NY-80-X018/ PIN # P209-15-80A**

TABLE 4

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT ADMINISTRATION	8,397	4,723	2,624	15,744
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	8,397			8,397
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	8,397			8,397
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	8,397			8,397
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	840			840
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	2,099	2,362		4,461
44.26.09	PLANNING EMPHASIS AREA	5,458	787		6,245
44.27.00	OTHER ACTIVITIES	0			0
TOTAL		41,983	7,872	2,624	52,479
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	24,645	4,329		28,974
44.20.02	FRINGE/LEAVE	8,872	2,362		11,234
44.20.03	TRAVEL	2,250			2,250
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	1,250			1,250
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	4,966	1,181	2,624	8,771
44.20.08	INDIRECT CHARGES				
TOTAL		41,983	7,872	2,624	52,479



**2009/10 Statewide Planning and Research (SPR) BUDGET
PIN #**

TABLE 5

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION				
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING				
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL				
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL				
44.24.00	SHORT RANGE TRANSPORTATION PLANNING				
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM				
44.26.14	PLANNING EMPHASIS AREA				
44.27.00	OTHER ACTIVITIES	4,656	873	291	5,820
TOTAL		4,656	873	291	5,820
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL				
44.20.02	FRINGE/LEAVE				
44.20.03	TRAVEL				
44.20.04	EQUIPMENT				
44.20.05	SUPPLIES/REPRODUCTION				
44.20.06	CONTRACTUAL				
44.20.07	OTHER	4,656	873	291	5,820
44.20.08	INDIRECT CHARGES				
TOTAL		4,656	873	291	5,820

**State contribution is IKS match.*



TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION				
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING				
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL				
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL				
44.24.00	SHORT RANGE TRANSPORTATION PLANNING				
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM				
44.26.14	PLANNING for Transit Systems Management/Operations to Increase Ridership Through Effective Systems Planning.				
44.27.00	OTHER ACTIVITIES	34,000	*8,500		42,500
TOTAL		34,000	*8,500		42,500
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL				
44.20.02	FRINGE/LEAVE				
44.20.03	TRAVEL				
44.20.04	EQUIPMENT				
44.20.05	SUPPLIES/REPRODUCTION				
44.20.06	CONTRACTUAL	34,000	*8,500		42,500
44.20.07	OTHER				
44.20.08	INDIRECT CHARGES				
TOTAL		34,000	*8,500		42,500

**State contribution is a cash match.*



2008/09 FTA Section 5303 AUDITABLE BUDGET
GRANT # NY-80-X017/ PIN # P208-15-80A
As of March 31, 2009(estimated & unaudited)

TABLE 7

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,430	804	0	2,234
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,430			1,430
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,430			1,430
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,430			1,430
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	143			143
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	358	402		760
44.26.09	PLANNING EMPHASIS AREA	930	134		1,064
44.27.00	OTHER ACTIVITIES	0			0
TOTAL		7,150	1,341	0	8,491
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	0	737		737
44.20.02	FRINGE/LEAVE	0	402		402
44.20.03	TRAVEL	2,200			2,200
44.20.04	EQUIPMENT	300			300
44.20.05	SUPPLIES/REPRODUCTION	700			700
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	3,950	201	0	4,151
44.20.08	INDIRECT CHARGES				
TOTAL		7,150	1,341	0	8,491



2006/07 FTA Section 5303 CARRY-OVER BUDGET

TABLE 9

GRANT # NY-80-X015 / PIN # P206-15-80A

As of March 31, 2009 (estimated & unaudited)

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,490	838	0	2,328
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,490			1,490
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,490			1,490
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,490			1,490
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	149			149
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	372	419		791
44.26.09	PLANNING EMPHASIS AREA	968	140		1,108
44.27.00	OTHER ACTIVITIES	0			0
TOTAL		7,449	1,397	0	8,846
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL		768		768
44.20.02	FRINGE/LEAVE		419		419
44.20.03	TRAVEL	2,800			2,800
44.20.04	EQUIPMENT				
44.20.05	SUPPLIES/REPRODUCTION	1,000			1,000
44.20.06	CONTRACTUAL				
44.20.07	OTHER	3,649	210	0	3,859
44.20.08	INDIRECT CHARGES				
TOTAL		7,449	1,397	0	8,846

