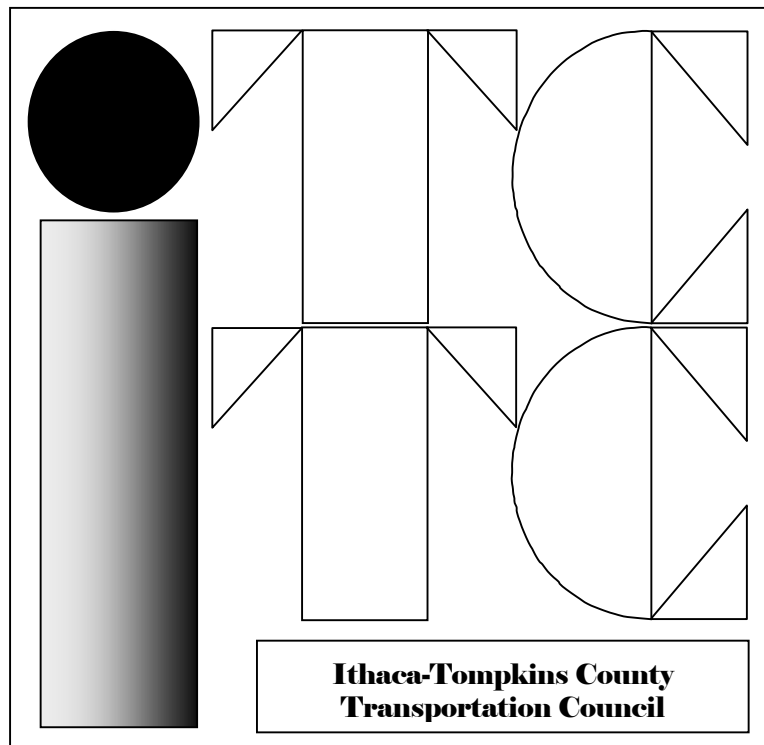


***ITHACA-TOMPKINS COUNTY
TRANSPORTATION
COUNCIL***



***2010/2011
SIMPLIFIED STATEMENT OF WORK
(Unified Planning Work Program)***

March 9, 2010



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

RESOLUTION 2010-02

***APPROVAL OF THE 2010-2011
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 2010-2011 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 2010-2011 Unified Planning Work Program;

Resolution 10-2
Ithaca-Tompkins County
Transportation Council
Page 2

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2010-2011 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 2010-2011 Unified Planning Work Program in cooperation and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 9, 2010.

__Signature on File_____
Herbert J. Engman, Chair

____Signature on File_____
Carl Ford, Secretary

2010/11
SIMPLIFIED STATEMENT OF WORK
UNIFIED PLANNING WORK PROGRAM
TABLE OF CONTENTS

OVERVIEW.....1
 FEDERAL REQUIREMENTS 1
 MPO STRUCTURE 2
 EMPHASIS AREAS FOR THE 2010/11 UPWP 3

2010/11 WORK TASKS.....3
 1.0 PROGRAM COORDINATION 4
 2.0 DATA MANAGEMENT..... 4
 3.0 PLAN APPRAISAL..... 5
 4.0 IMPLEMENTATION PLANNING AND PROGRAMMING 5

PLAN FOR USE OF CARRY-OVER FUNDS6

STATEWIDE SHARED COST INITIATIVES 7

FUNDING SUMMARY9
 FEDERAL AID 9
 RESCISSION ASSISTANCE..... 10
 MATCH FUNDS 10
 PROGRAM SUMMARY 10
 OPERATING BUDGET 10

BUDGET TABLES
 TABLE 1 - 2010/11 PROGRAMMATIC FUNDING SUMMARY 11
 TABLE 2 - 2010/11 ITCTC OPERATING BUDGET 11
 TABLE 3 - 2010/11 FHWA AUDITABLE BUDGET 12
 TABLE 4 - 2010/11 FTA SECTION 5303 AUDITABLE BUDGET 13
 TABLE 5 - 2009/10 FTA SECTION 5303 CARRY-OVER BUDGET..... 14
 TABLE 6 - 2008/09 FTA SECTION 5303 CARRY-OVER BUDGET..... 15
 TABLE 7 - 2007/08 FTA SECTION 5303 CARRY-OVER BUDGET..... 16

"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.



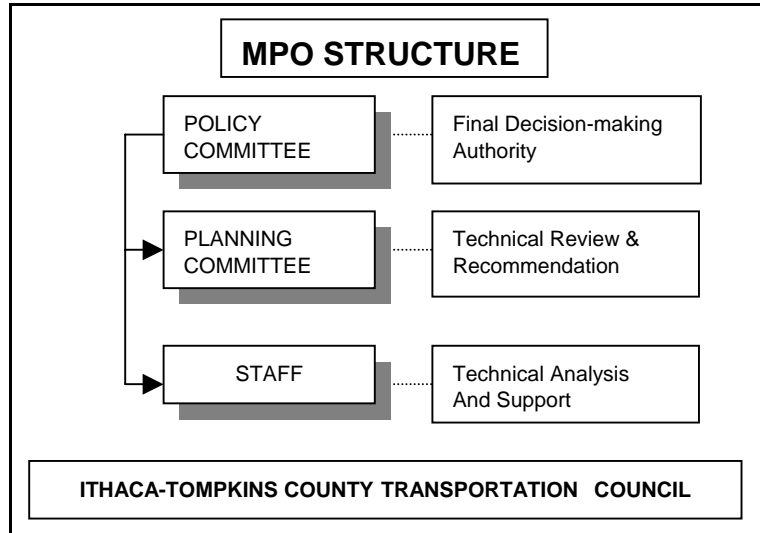
MPO STRUCTURE

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 2010/11 UPWP

The 2010/11-program year is the eighteenth year (April 1, 2010- March 31, 2011) 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 2010/11:

- Implement selected recommendations from the 2030 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.
- Update the Transportation Improvement Program
- Assemble, collect and/or 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
 - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan
 - 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
 - public transportation
 - bicycle
 - pedestrian
 - car sharing
 - ride sharing
 - van pools
 - guaranteed ride home
 - others
 - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens.

2010/11 WORK TASKS

ITCTC staff will be primarily responsible for implementation of the work tasks described in this UPWP. The work tasks are divided in to four sub-areas as described and defined in the following sections. The work will be performed in coordination and with support from ITCTC Committee members 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. The only such project planned for 2010-11 is an update of the Ithaca-Tompkins County Bike map, which will involve map design, production and printing.



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 (2010/11 and 2011/12).
 - Administer and manage the Unified Operations Plan as necessary.
 - Review and, where necessary, respond to various regulations, guidance, and correspondence from Federal, State, and Local agencies and organizations. This includes: preparing semi-annual FTA and FHWA Reports; and meeting requirements for MPO Self Certification.
 - Participate in various professional organizations for the benefit of the *ITCTC*, including the New York State Association of MPOs (NYSMPO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association, and the Institute of Transportation Engineers. [*Note: The ITCTC acknowledges that it has contributed \$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 and/or assemble, maintain, and analyze socio-economic, land use, and travel pattern data.
 - Participate in local GIS planning projects in order to create and maintain necessary geographic-based data sets.
 - Conduct and analyze special transportation studies as necessary.
 - Collect, maintain and analyze traffic data and facility condition information in cooperation and conjunction with participating local and state entities.
 - Compile available existing traffic count data from municipal, state and private sources. Prepare annual traffic volume reports that track traffic volumes across a sample of roadways in Tompkins County.
 - Assist Tompkins County in the maintenance of a computerized highway inventory.
 - Collect and maintain data needed to update the bicycling suitability map for Tompkins County and explore web-based opportunities to improve access to related data by the general public.
 - Participate in various data collection and analysis training activities as conducted by



NYSDOT, USDOT, the Cornell Local Roads Program, the NY State Association of MPOs and/or other pertinent organizations.

- Maintain an address database to assure the inclusion of Title VI and Environmental Justice (EJ) constituencies in the transportation planning decision-making process.
- Under the Title VI and EJ initiatives use Census data to identify geographic areas and populations that may be impacted by transportation projects.
- Work with the US Census bureau, NYSDOT and other appropriate agencies 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 2030 Long Range Transportation Plan (LRTP) and its goals, objectives, and other recommended actions.

- Activities:
- Prepare and process amendments to the 2030 LRTP in accordance with the principles and rules of *SAFETEA-LU* and the policies and procedures of the *ITCTC*.
 - Monitor the authorization activities for Federal transportation legislation. Amend the LRTP and other ITCTC operating documents to meet new Federal requirements.
 - 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, use of information technologies in support of improved mobility, support for alternatives to single occupancy vehicle use, scenic byways, consideration of new technologies, etc.).
 - Assist and facilitate the efforts of community and participating entities to undertake projects and activities that are in accordance with the principles of *SAFETEA-LU* (e.g., land use/transportation planning, transit accessibility, safety, etc.).
 - 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 2030 LRTP.
 - Work cooperatively with Tompkins County, Tompkins Consolidated Area Transit, Inc. (TCAT) and other affected parties in the implementation of the Coordinated Public Transit-Human Services Transportation Plan in accordance with SAFETEA-LU Requirements.
 - Work cooperatively with the TCAT and its partners in advancing improvements to the transit system, including recommendations of the Transit Development Plan.



- Participate in the development and approval of the *2011-2015 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 2010-2015 ITCTC TIPs and the State TIP.
- Assist TCAT 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” recommendations.
- Continue to maintain and enhance the Regional ITS Architecture for Tompkins County.
- Participate in the implementation of NYSMPO programs, including its Shared Costs Initiatives program.
- 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 ride share program to serve Tompkins County.
- Continue to work cooperatively with local interested parties in developing a vanpool program to serve Tompkins County.
- Continue to work cooperatively with local interested parties in developing and implementing the Way2Go transportation information program housed at Cornell Cooperative Extension.
- 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 2010 the carry-over funds available for reprogramming total approximately **\$116,892**. 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:

- Update the Bicycle Suitability map for Tompkins County – design and printing. The cost of this project is estimated at **\$8,000**. This amount is included as part of the 2010/11 Operating Budget in the



Program Expense line.

- Reprogrammed funds to help meet shortfalls of the 2010-2011 FHWA P.L. grant = **\$10,221**. These funds are distributed through the operating budget.

Carry-over funds available for reprogramming after deducting funds for the above-listed programs equal **\$98,621**.

Other activities that may be implemented over the 2010/11 fiscal year with the use of carry-over funds include:

- Upgrading the TRANSCAD travel demand model to a multi-modal format so that transit service can be included in analyses.
- Upgrading travel demand modeling capabilities, including staff training, to include greenhouse gas emission factors analysis. This is a potential requirement of Federal regulations currently under consideration.
- Providing for implementation 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 2010/11 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 has varied slightly from year to year being approximately 1.15% of the statewide FHWA allocation and .53% of the statewide FTA allocation. 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.

Due to the current economic uncertainty the NY MPOs have decided to withhold contributions for the SCI program for SFY 10/11. 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.

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 was completed during FY 09/10. The project, called *Regional Transportation Plan (RTP) Financial Planning*, researched how different MPOs are meeting fiscal constraint requirements, identified good practices, and created a guide with recommendations for developing financial plans for the metropolitan planning process. The total budget for this project was set at \$85,000. The project was completed early in 2010.

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
- Regional Transportation Plan Financial Planning - completed
- NYS Metropolitan Planning Self-Assessment - completed
- Transit Supportive Development - completed
- Safety Audit Process - completed

The following are scheduled and ongoing SCI projects:

- Staff support for the NYS MPO association - implemented and ongoing
- Staff Training – various topics - ongoing
- Transportation and Community Design Phase II - ongoing
- Future Transportation Revenues: Beyond Federal & State Sources – 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 – proposed

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, 2010 - March 31, 2011, 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. A second reduction in the P.L. funds resulted from the latest Federally mandated rescission of funds, which was recently expanded to include funds from the metropolitan transportation planning program. This latest rescission resulted in a loss of \$1,314 from the P.L. allocation. After these adjustments the P.L. allocation for the 2010/11 ITCTC Operating Budget is **\$262,129**.

A total of **\$18,221** in FHWA funds are being reprogrammed as described in the *Plan For Use Of Carry-Over Funds* section above. Of this total, \$8,000 are shown in the Program Expense line of the operating budget for the *Bicycle Suitability Map* project. The balance is distributed across the other budget lines to help cover expenses.

In summary, after the adjustments indicated above, the total FHWA P.L. allocation to the 2010/11 ITCTC Operating Budget is **\$280,350** (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, 2010 - March 31, 2011 a total of **\$42,034** 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**).

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, 2010 – December 31, 2010 the local transit operators have programmed **\$20,000** from Section 5307 for short-term transit planning activities.

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 **\$52,566** for the "P.L." program and **\$7,881** for the "Section 5303" program, making the total State contribution for the 2010/11 UPWP **\$60,447** (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 **\$17,522** for the "P.L." program and **\$2,627** for the "Section 5303" program. Therefore, the total local support for the 2010/11 UPWP is **\$20,149** (see **TABLE 1**).

PROGRAM SUMMARY

The total value of the 2010/11 Unified Planning Work Program is **\$427,980**. Of this amount, **\$342,384** (80%) comes from the various Federal programs; **\$64,197** (15%) comes from the New York State Department of Transportation; and Local Participants provide **\$21,399** (5%). **TABLE 1** presents the overall resources for the 2010/11 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 2010/11 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.*



2010/11 PROGRAMMATIC FUNDING SUMMARY

TABLE 1

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
FHWA "P.L."	\$280,350	\$52,566	\$17,522	\$350,438
FTA 5303	\$42,034	\$7,881	\$2,627	\$52,542
ITCTC Subtotal	\$322,384	\$60,447	\$20,149	\$402,980
FTA 5307 (TCAT)	\$20,000	\$3,750	\$1,250	\$25,000
TOTAL	\$342,384	\$64,197	\$21,399	\$427,980

2010/11 ITCTC OPERATING BUDGET

TABLE 2

CODE	DESCRIPTION	10/11 FHWA	10/11 FTA	10/11 TOTAL	09/10 FTA	08/09 FTA	07/08 FTA	TOTAL
.4959	REVENUES: FEDERAL AID	\$280,350	\$42,034	\$322,384	\$11,711	\$7,150	\$12,729	\$353,974
	EXPENSES: COMBINED SALARIES	186,661	23,359	210,020	0	0	0	210,020
.8800	FRINGE	75,598	9,460	85,058	0	0	0	85,058
.2206	COMPUTER EQUIPMENT	0	500	500	1,000	2,500	0	4,000
.2210	OTHER EQUIPMENT	0	0	0	500	1,000	0	1,500
.2214	FURNITURE & FIXTURES	0	400	400	500	500	0	1,400
.2230	COMPUTER SOFTWARE	0	300	300	500	1,000	0	1,800
.4302	OFFICE SUPPLIES	0	0	0	511	0	1,200	1,711
.4330	PRINTING	0	750	750	400	500	300	1,950
.4332	BOOKS/PUBLICATIONS	0	200	200	300	0	329	829
.4400	PROGRAM EXPENSE	8,000	0	8,000	0	0	0	8,000
.4402	LEGAL ADVERTISING	0	750	750	500	0	400	1,650
.4412	TRAVEL/TRAINING	500	1,000	1,500	1,500	1,000	3,000	7,000
.4414	LOCAL MILAGE	256	1,000	1,256	500	500	800	3,056
.4416	PROFESSIONAL DUES	300	300	600	400	0	0	1,000
.4424	EQUIPMENT RENTAL	3,500	0	3,500	500	0	0	4,000
.4425	SERVICE CONTRACTS	250	750	1,000	300	0	1,000	2,300
.4432	RENT	250	250	500	500	0	300	1,300
.4442	PROFESSIONAL SERVICE FEES	1,135	865	2,000	1,100	0	3,000	6,100
.4452	POSTAGE SERVICES	500	500	1,000	1,000	150	1,000	3,150
.4472	TELEPHONE	400	1,150	1,550	1,200	0	1,000	3,750
.4618	INTERDEPARTMENTAL CHARGE	0	500	500	500	0	400	1,400
.4905	CENTRALLY DISTRIBUTED ITEMS	3,000	0	3,000	0	0	0	3,000
	TOTAL EXPENSES	\$280,350	\$42,034	\$322,384	\$11,711	\$7,150	\$12,729	\$353,974



2010/11 FHWA AUDITABLE BUDGET
PIN # P210-15-881

TABLE 3

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	56,070	31,539	17,522	105,131
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	56,070			56,070
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	56,070			56,070
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	56,070			56,070
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	5,607			5,607
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	14,018	15,770		29,788
44.26.09	PLANNING EMPHASIS AREA	36,445	5,257		41,702
44.27.00	OTHER ACTIVITIES				
TOTAL		\$280,350	\$52,566	\$17,522	\$350,438
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	186,661	28,911		215,572
44.20.02	FRINGE/LEAVE	75,598	15,770		91,368
44.20.03	TRAVEL	756			756
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	0			0
44.20.06	CONTRACTUAL	8,000			8,000
44.20.07	OTHER	9,335	7,885	17,522	34,742
44.20.08	INDIRECT CHARGES				
TOTAL		\$280,350	\$52,566	\$17,522	\$350,438



**2010/11 FTA Section 5303 AUDITABLE BUDGET
GRANT # NY-80-X019/ PIN # P210-15-80A**

TABLE 4

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT ADMINISTRATION	8,407	4,729	2,627	15,763
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	8,407			8,407
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	8,407			8,407
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	8,407			8,407
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	841			841
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	2,102	2,364		4,466
44.26.09	PLANNING EMPHASIS AREA	5,463	788		6,251
44.27.00	OTHER ACTIVITIES	0			0
TOTAL		\$42,034	\$7,881	\$2,627	\$52,542
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	23,359	4,335		27,694
44.20.02	FRINGE/LEAVE	9,460	2,364		11,824
44.20.03	TRAVEL	2,000			2,000
44.20.04	EQUIPMENT	1,200			1,200
44.20.05	SUPPLIES/REPRODUCTION	750			750
44.20.06	CONTRACTUAL				
44.20.07	OTHER	5,265	1,182	2,627	9,074
44.20.08	INDIRECT CHARGES				
TOTAL		\$42,034	\$7,881	\$2,627	\$52,542



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

TABLE 5

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	2,342	1,317		3,659
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	2,342			2,342
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	2,342			2,342
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	2,342			2,342
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	234			234
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	587	659		1,246
44.26.14	PLANNING EMPHASIS AREA	1,522	220		1,742
44.27.00	OTHER ACTIVITIES	0			0
TOTAL		11,711	2,196	0	13,907
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL		1,208		1,208
44.20.02	FRINGE/LEAVE		659		659
44.20.03	TRAVEL	2,000			2,000
44.20.04	EQUIPMENT	2,500			2,500
44.20.05	SUPPLIES/REPRODUCTION	911			911
44.20.06	CONTRACTUAL				
44.20.07	OTHER	6,300	329		6,629
44.20.08	INDIRECT CHARGES				
TOTAL		11,711	2,196	0	13,907



2008/09 FTA Section 5303 AUDITABLE BUDGET

TABLE 6

GRANT # NY-80-X017/ PIN # P208-15-80A

As of March 31, 2009(estimated & unaudited)

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,430	804		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
44.26.14	PLANNING EMPHASIS AREA	929	135		1,064
44.27.00	OTHER ACTIVITIES				
TOTAL		7,150	1,341	0	8,491
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL		737		737
44.20.02	FRINGE/LEAVE		403		403
44.20.03	TRAVEL	1,500			1,500
44.20.04	EQUIPMENT	5,000			5,000
44.20.05	SUPPLIES/REPRODUCTION	500			500
44.20.06	CONTRACTUAL				
44.20.07	OTHER	150	201		351
44.20.08	INDIRECT CHARGES				
TOTAL		7,150	1,341	0	8,491



