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**ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION**

***UNIFIED PLANNING WORK PROGRAM  
FISCAL YEAR 2016-2018***

**ACTIONS AND PROCEDURES**

**Prepared by  
Adams County Office of Planning and Development**

**January, 2016**

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## **I. Introduction**

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The Fiscal Year 2016-2018 Unified Planning Work Program (UPWP) for Adams County, Pennsylvania includes planning programs and support activities for the Adams County Transportation Planning Organization (ACTPO) for the period beginning July 1, 2016 and ending June 30, 2018. Staff from the Adams County Office of Planning and Development (ACOPD) will be assigned to carry out the activities included in the Work Program.

Federal laws and regulations require the formation of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a comprehensive and continuing transportation planning program. In 2013 Adams County met this threshold through the extension of the Hanover Urbanized Area and, therefore, transitioned from a Rural Planning Organization (RPO) to a Metropolitan Planning Organization (MPO). The Adams County Board of Commissioners has designated the Adams County Office of Planning and Development as the agency to administer the Metropolitan Planning Organization.

The MPO is governed by a single committee responsible for all decision-making related to transportation planning and programming. The staff of the Adams County Office of Planning and Development performs the required planning tasks to ensure that Adams County is meeting the federal transportation requirements and receiving federal and state funds to make necessary improvements to the transportation infrastructure.

## **II. Committee and Agency Responsibilities**

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Adams County will pursue its FY 2016-2018 work program as a Metropolitan Planning Organization (MPO) under the moniker of the *Adams County Transportation Planning Organization (ACTPO)*.

The ACTPO Committee is comprised of representatives from Penn DOT District 8 (1 vote), PennDOT Central Office (1 vote), Adams County Commissioners (1 vote), Adams County Planning Commission (1 vote), Adams County Boroughs Association (3 votes), Adams County Township Association (3 votes), Adams County Chamber of Commerce (1 vote), Adams County Industrial Development Authority (1 vote) and the York Adams Transportation Authority (1 vote).

Ex officio, non-voting members include elected officials and state and federal agencies, including the National Park Service and the Federal Highway Administration. Other non-voting members include, but are not limited to, representatives from the trucking industry, rail industry, non-motorized transportation, social service providers, and recreation.

The role of ACTPO and other supporting agencies is to promote transportation policies, programs, and projects consistent with a locally adopted transportation plans and transportation improvement programs that are in accord with the FAST Act and any future re-authorization legislation, and the Clean Air Act and all subsequent legislation. ACTPO will also work to promote environmental justice activities and they will work to ensure that everyone, especially low income and minority groups, is involved in the planning and programming process.

Ultimately, ACTPO's goal is to move people and goods in an efficient manner, while preserving environmental integrity and promoting sound economic development.

### **III. Priorities for 2016-2018**

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The top priority for Adams County during the 2016-2018 UPWP will continue be managing the transition from a Rural Planning Organization (RPO) to a Metropolitan Planning Organization (MPO). Efforts will focus on meeting state and federal transportation planning requirements for an MPO. Secondary tasks will include identifying areas where planning activities can be better coordinated on a regional basis with the York County MPO (YAMPO) given the shared areas and network connections between the two counties.

The second priority for Adams County during the 2016-2018 UPWP will be to complete the work on the Local Asset Inventory Program by continuing to collect information on all non-liquid fuels network roads owned by municipalities. This effort continues work started under previous UPWPs.

The third priority for Adams County during the 2016-2018 UPWP will be to adopt and implement the 2017-2020 Transportation Improvement Program (TIP). This will also involve additional coordination with YAMPO as outlined above.

A fourth priority will be to work towards an update of the 2012 Adams County Long Range Transportation Plan in 2017. This will also involve additional coordination with YAMPO as outlined above.

The final priority for Adams County during the 2016-2018 UPWP will be to continue the development and implementation of Title VI Civil Rights Act compliance procedures and documentation.

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**TASK I – Administration**

**Responsible Agency:**

Adams County Office of Planning and Development (ACOPD)

<b><u>Estimated Cost:</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>
Federal Highway Administration	\$30,000	\$30,000
Federal Transit Administration	\$10,000	\$10,000
Pennsylvania Department of Transportation	\$ 4,000	\$ 4,000
Local Highway	\$ 3,500	\$ 3,500
Local Transit	<u>\$ 2,500</u>	<u>\$ 2,500</u>
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Task Description:**

**Task 1.1 – Program Administration and Coordination:** ACOPD staff will administer the transportation planning program such that all federal requirements are satisfied. This will include preparing and administering the annual UPWP for 2016-2018, staffing and coordinating all ACTPO meetings, and preparing TIP modifications for approval as needed.

- *Adopt the Adams County Unified Planning Work Program (UPWP) for Fiscal Year 2016-2018 by February 29, 2016. Submit all documents required for contract execution by March 14, 2016, including exhibits “B” and “C” and authorizing resolutions. Also, identify and include transportation projects associated with land use as candidate studies.*
- *Submit quarterly invoices and progress reports to Penn DOT no later than 15 days following the reporting period.*
- *Provide meeting notices and materials for ACTPO in an appropriate and timely fashion. Consider using electronic distribution of materials.*
- *Federal and state planning certification reviews – work and coordinate with FHWA, FTA, PennDOT, transit operators, and others (as appropriate) in the preparation for the planning certification review process in TMA and non-TMA regions. Certification review findings (corrective actions) that were made at the previous planning certification review will be addressed during the intervening years before the next review. Any recommendations from the previous review will also be considered for implementation before the next review. A pilot certification review for a non-TMA area is currently being developed.*
- *Work with FHWA to implement the new OMB Super Circular requirements, effective December 26, 2014. The Super Circular addresses new requirements for monitoring contractors and sub recipients, allowable costs, etc.*
- Review the existing ACTPO membership structure to determine if appropriate regional and modal representation is maintained.
- Attend Planning Partners meetings for various statewide issues that may occur. Also participate in computer and phone based meetings.
- Provide opportunity for ACTPO members to attend transportation related training opportunities and conferences to insure that members remain up-to-date on transportation issues.

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**Task 1.2 – Public Involvement and Outreach:** ACOPD staff will provide public involvement opportunities for various plans, programs, and ACTPO meetings to educate the general public concerning the transportation planning process.

- *Review and evaluate the effectiveness of the procedures and strategies contained in the Public Participation Plan (PPP) and update the Plan accordingly. Maintain the implementation of ACTPO’s Title VI Compliance Plan with updates and changes as they are released.*
- *Provide website linkages to Penn DOT created information, such as the Department’s TIP Visualization application.*
- *Continuously monitor and evaluate procedures used for collecting statistical data (race, sex, national origin/limited English proficiency, age, disability, income, etc.) of participants in, and beneficiaries of transportation programs by tracking participation in public meetings and reviewing new regional census data. Data should be current and accurate. Revisions should be reflected in the Benefits and Burdens Analysis.*
- *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. The expanding use of social media outlets as a primary source of information within communities should be and will be an avenue for contacting and notifying impacted groups. Include ACTPO meeting information as part of the ACTPO website.*
- *Develop and expand the use of the Adams County website to share planning and programming information and the tenets and requirements of federal and state transportation issues with the public. Provide space on the website for the Department to share statewide documents (STIP, LRTP, etc.) with the public for review and comments.*
- *Ensure that Adams County is addressing the requirements for Disadvantaged Business Enterprises (DBE) as part of ACTPO’s contracting practices. Refer to the Pennsylvania Unified Certification Program (PA UCP) website at [www.paucp.com](http://www.paucp.com) for a list of certified DBEs. For information regarding the PA UCP or DBE certification, contact the Department’s Bureau of Equal Opportunity (BEO) at (717) 787-5891 or toll free at (800) 468-4201.*
  - *Deliverables: A listing of all contracts, including the DBE goals established for them, if applicable. You should be able to explain the method used for determining a contract’s DBE goal and provide documentation to that effect. For each work program task, include actual payments to DBE firms. For auditing purposes, you should maintain copies of cancelled checks issued to DBE firms or another appropriate form of payment verification.*
- *Participate in equal opportunity, non-discrimination and DBE trainings offered by PennDOT, FHWA, and FTA. Work with the Bureau of Equal Opportunity and Program Center to provide individual DBE training on site. Training can include other interested local partners that the MPO/RPO may choose to invite. PennDOT DBE training includes all aspects of 49 CFR part 26 and is also fully consistent with DBE procedures for FTA grantees.*
- *Participate in training for the Commonwealth’s Small Business Procurement Initiative (SBPI) and the Small Diverse Business Program (SDZB – formerly the Disadvantages Business Program). The purpose of the SBPI is to increase opportunities for small businesses to compete for award of commonwealth contracts as prime contractors.*

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- *Collaborate with the State Transportation Commission (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. Continue to work with the STC and Department to garner input by encouraging citizens to take the online survey through various methods including meetings, mass email communications, social media, etc.*
- *Assist PennDOT with outreach and training activities targeted to county and local governments and other planning partners. The Office of Planning collaborates with local and county governments, MPO/RPO Planning Partners and the public to plan transportation projects and maintain a multimodal network. The Office of Planning serves as a resource and administers a number of programs to assist local governments, regional and metropolitan planning organizations, and the public.*

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**TASK II – Transportation Data Collection**

**Responsible Agency:**

Adams County Office of Planning and Development (ACOPD)

<b><u>Estimated Cost:</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>
Federal Highway Administration	\$35,000	\$35,000
Federal Transit Administration	\$15,000	\$15,000
Pennsylvania Department of Transportation	\$ 4,665	\$ 4,665
Local Highway	\$ 4,085	\$ 4,085
Local Transit	<u>\$ 3,750</u>	<u>\$ 3,750</u>
<b>TOTAL</b>	<b>\$62,500</b>	<b>\$62,500</b>

**Task Description:**

**Task 2.1 – Local Data Collection:** Provide traffic counting services to Adams County municipalities as requested. In previous years this service has been used by several municipalities for such things as stop sign warrant studies, speed limit studies, and school zone light studies.

**Task 2.2 – Local Asset Inventory Program:** ACOPD staff will collect information on all municipal owned bridges that are less than 20' in length and on all non-liquid fuels roads owned by municipalities.

- *As part of individual MPO/RPO efforts to update the LRTP, include transportation inventories of local transportation assets including:*
  - *Locally owned bridges less than 20 ft.*
  - *Locally owned, non-federal aid roadways, where applicable*
- *ACTPO should develop minimum data collection requirements for additional future inventories:*
  - *Traffic signals*
  - *Freight facilities*
  - *Bicycle/Pedestrian facilities*
  - *Signage, including inventories for retro-reflectivity per FHWA's deadline*
  - *Transit fleets/facilities/routes*
  - *ITS Infrastructure*
  - *Others as determined by ACTPO*

**Task 2.3 – Training and Materials Acquisition:** As needed, staff will attend training sessions on performing traffic counting activities to maintain ACOPD's capability to offer local traffic data collection to its municipalities. Purchase supplies and safety materials as needed.

- Supplies are available on the Commonwealth's Statewide Contract for Traffic Counters (DGS #CN0003724), effective September 1, 2013.

**Task 2.4 – System-wide Data Analysis:** Evaluate the type of data and analysis necessary to maintain and/or update the Adams County Congestion Management Process (CMP), federal function classification designations, the Adams County Travel Demand Model, and air quality conformity analysis as needed.

- *Review existing functional classification designations and recommend changes, Federal-aid system additions or deletions, and National Highway System (NHS) changes, where required.*
- Collect data to update the Adams County Congestion Management Process (System) as well as the Adams Count Travel Demand Model.

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**TASK III – Transportation System Planning**

**Responsible Agency:**

Adams County Office of Planning and Development (ACOPD)

<b><u>Estimated Cost:</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>
Federal Highway Administration	\$ 85,000	\$ 85,000
Federal Transit Administration	\$ 25,000	\$ 25,000
Pennsylvania Department of Transportation	\$ 11,335	\$ 11,335
Local Highway	\$ 9,915	\$ 9,915
Local Transit	<u>\$ 6,250</u>	<u>\$ 6,250</u>
<b>TOTAL</b>	<b>\$137,500</b>	<b>\$137,500</b>

**Task Descriptions:**

**Task 3.1 – Tools and Techniques:** Staff will develop, maintain, and update available transportation planning tools using all available data sources. These tools include, a Congestion Management Process, a Travel Demand Model, Intelligent Transportation Systems (ITS). Additionally, staff will advocate for and develop strategies for using transportation related policy tools, including access management, context sensitive design, etc. with municipal officials, developers, and design professionals as part of the project development process. Make full use of available Penn DOT information database(s) including MPMP, RMS, BMS, accident data, etc. within Adams County.

- *Update/maintain the Congestion Management Process (CMP) to ensure that current information is available for project development and prioritization. Continue to monitor the CMP and continue to conduct detailed corridor/subarea congestion management studies as necessary.*
- *Update and maintain the Adams County Travel Demand Model (TDM) to ensure the integrity of the planning outputs of the model. Analyze travel pattern data, including information from the American Community Survey (ACS), U.S. Census, and other sources. Collect travel pattern data through origin/destination studies, travel surveys, and other techniques. This data should help to establish performance targets and assess performance in future years.*
- *Continue to assess the need and appropriateness of traffic operations and Intelligent Transportation Systems (ITS) elements through the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Continue to advance ITS projects in conjunction with the ITS Strategic Plan and the Regional Operations Plan.*
- *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. Participate in safety field views of high crash locations and assist in the development of potential solutions and funding source to address the identified safety concerns. Consider road safety audit study(s) in consultation with District 8-0.*
- *Identify and implement innovative financing mechanisms for major capital projects. Promote the Pennsylvania Infrastructure Bank (PIB) as a tool for financing transportation projects, including community reinvestment projects. Work with Penn DOT to identify and support sustainable sources of revenue.*
- *As part of Penn DOT's NextGen/Modernization efforts, consider the use/increased use of web-conferencing for meeting participation/collaboration for the sake of efficiency and cost savings.*

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**Task 3.2 – Plans and Programs:** Use current and future plans and programs to address the implementation of federal, state, and local transportation goals, recommendations and projects, including but not limited to system preservation, reducing structurally deficient bridges, improved safety, reduced congestions, lower emissions, increased livability, and programmatic funding.

- *Work with Penn DOT, FHWA, and FTA to implement FAST Act provisions including performance management measures and targets; freight provisions; accelerate project delivery/ environmental streamlining; and Transportation Alternatives.*
- *Maintain the Adams County Long Range Transportation Plans (LRTPs) and update as needed in accordance with current federal transportation legislation.*
- *Ensure that FHWA and FTA are provided with an opportunity to participate in the LRTP development process. At a minimum, provide FHWA and FTA with a copy of draft LRTP documents for review prior to adoption by ACTPO*
- *Update the regional LRTP project list to prioritize/stage all capital projects with a strong emphasis on preservation and operating efficiency of the existing infrastructure for all of the major modes to ensure consistency between the LRTP and TIP. This should be consistent with specific Highway and Transit financial guidance.*
- *Establish and document a process to coordinate changes to the TIP and LRTP to ensure fiscal constraint, to strengthen the linkage between planning and programming, and to expedite the project delivery process. Guidance on fiscal constraint, asset management needs and targets for preservation for the LRTP project lists are available from the Department and FHWA.*
- *Coordinate with Penn DOT, FHWA, and FTA on the development of transportation performance measures for both the LRTP and the TIP. FHWA has also requested that additional documentation be included in the LRTPs, if not already part of your current document, as follows:*
  - *Incorporate key elements from USDOT's new strategic plan, Transportation for a New Generation.*
  - *Current and projected transportation demand of persons and goods.*
  - *Crash inventory and safety measures that support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies*
  - *Operational and management strategies to improve the performance of existing transportation facilities (reducing bottlenecks, reducing congestion – including non-recurring congestion, improving mobility and safety) and VMT reduction, and energy savings.*
  - *Assessment of capital investment and other strategies to preserve the existing transportation infrastructure.*
  - *Assessment and application of Benefits and Burdens Analysis.*
  - *Document utilization of visualization in planning techniques.*
  - *Document project selection, project prioritization and performance measures.*
  - *Document air quality conformity determinations, where required.*
  - *Periodically review the public participation plan (PPP) to ensure any needed modifications are included to engage the public.*
- *Modify/amend the current TIP and LRTP as required. Adopt the Draft FFY 2017-2020 TIP and submit all required supporting information per the TIP Checklist. FHWA and FTA regulations, as well as Penn DOT's General and Procedural Guidance require that documentation of the process used by ACTPO for project selection and prioritization for TIP updates be included with your TIP submittal package.*

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- *Work with Penn DOT and the Governor's Action Team to promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of Economic Development.*
- *Evaluate projects in the TIP that are likely to cause region-wide work zone impacts and participate in the development of transportation management plans (TMPs) for such projects, as requested.*
- *Work with Penn DOT and DEP to monitor and evaluate greenhouse gas emissions in Adams County and assist in the implementation of Pennsylvania's Climate Action Plan.*
- *Provide technical assistance to Penn DOT staff 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.*
- *Monitor and advance in conjunction with the Department, the non-traditional projects (including ARC Local Access Projects) identified by ACTPO, Penn DOT and transit providers, and projects programmed on the TIP. The planning partner should take a more active role in status/coordination with project sponsors to help ensure that the projects are advancing, completed on time, and are within budget.*
- *Jointly identify and integrate a prioritization concept that identifies critical multimodal transportation facilities that support the state's economy and connect the regions of the state to important employment centers, workforce catchment areas and national and international markets. The network (to be defined through the prioritization process) provides the integral core connections for moving people and freight across the state, linking businesses and residents to regional, national and international destinations.*
- *Work with PennDOT and local Transit Operators to review and update their cooperative Planning Agreements to accurately document their collaborative planning process and determine their respective and mutual roles, responsibilities, and procedures governing their cooperative efforts in carrying out the federal and state required transportation planning processes.*
- *Participate in statewide transportation planning training and information sharing initiatives, and within the context of South-Central Pennsylvania, participate in multi-county and regional transportation planning studies, projects and initiatives.*
- *Work with municipalities and local advocacy groups to advance specific projects or advocacy positions with ACTPO, Penn DOT, FHWA or other state or federal entities as necessary.*
- *Liaison with regional/county economic development staff, where appropriate, to become familiar with high profile projects, either ongoing or planned.*
- *Continue to identify projects and policies to encourage expansion of non-motorized forms transportation (bicycle, pedestrian, etc.), promote energy efficiency, and reduce energy consumption.*
- *Monitor and participate in Agency Coordination Meeting activities for regional projects, as necessary.*

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**Task 3.3 – Land Use and Transportation:** Under this task staff will continue to advance linkages between county and municipal comprehensive planning policies, including land use, economic development, environmental resources, etc., and federal, state, and local transportation policies and initiatives. Identify projects that will have potential impacts on the transportation network.

- *Document land use planning activities within ACTPO planning processes and ensure coordination with respective Comprehensive Planning and LRTP documents. Initiate any changes in the process that may be identified as part of the documentation.*
- *Partner with Penn DOT 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.*
- *Provide input to Penn DOT on efforts to identify any training and planning activities targeted to county and local governments, conservation districts and community stakeholders: examples include Smart Growth, Complete Streets, implementation tools, MPMS/GIS-IQ, functional classification, HPMS and traffic counting, Linking Planning and NEPA, access management, transit oriented development, healthy communities, compliance with the Americans with Disabilities Act, connectivity, interchange area development, transportation impact fees, and energy savings.*
- *Work to support the improvement of intermodal freight connections and network linkages in Adams County and surrounding areas. Enhance the visibility and effectiveness of freight planning in Adams County and surrounding areas through the LRTP and development of freight inventories.*
- *Identify livability and sustainability strategies to tie the quality and location of transportation facilities to broader opportunities such as access to good jobs, affordable housing, quality schools, safe streets, economic development, social equity, and environmental conservation.*
- *Participate in Penn DOT-required Transportation Impact Studies (TISs) and 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.*
- *Work with Penn DOT and local governments to implement access control measures in highway corridors as an alternative to future capacity improvements such as, preserving right-of-way, implementing transportation impact fees (TIF) and/or official maps.*
- *Partner with Penn DOT in developing strategies to advance, modify, or advance to conclusion plans and projects that are outside of the region's fiscal constraint based upon cash flow.*
- *Work with Penn DOT, municipalities and other organizations toward implementing recommendations set forth in Comprehensive Plans and other planning studies as necessary. Coordinate with Penn DOT and local municipalities with regard to design, financing, and other related issues regarding plan recommendations involving Adams County.*

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**Task 3.4 – Linking Planning and NEPA Programs:** Work with municipalities and other stakeholders to identify transportation issues through the Linking Planning and NEPA process using the Level One form. Collect additional information as needed for Level 2 forms.

- *Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.*
- *Participate with the Department to identify and implement Linking Planning and NEPA initiatives within your region when adding new projects, including transit, to the TIP. Cooperation between the MPOs/RPOs, Transit Operators, and Penn DOT's District Offices is needed to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the TIP.*
- *Utilize the Project Development Linking Planning and NEPA (LPN) Screening Forms to initiate all new projects, including transit, being considered for inclusion in LRTP updates and the TIP. This screening should occur prior to program development. Continue to develop this process for transit projects. Cooperation between the MPOs/RPOs, Transit Operators, and PennDOT's District Offices is needed to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the LRTP/TIP. Document the process used by the MPO/RPO for LPN.*
- Prepare and/or participate in studies for transportation problems identified for further study by ACTPO, Penn DOT, and/or local governments. Work with the Department and the environmental resource agencies to gain acceptance for the completion of needs studies as part of the planning process.
- Assist Penn DOT in completing various environmental analyses such as EISs, EAs, and CEs, associated with major capital projects, especially trend analyses for traffic, land use, and economic development and secondary/cumulative effect analyses.
- Work with Penn DOT to identify and implement initiatives to streamline the programming, environmental and project development processes. Assist Penn DOT with piloting any identified initiatives.

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**TASK IV – Local Technical Assistance Program (LTAP)**

**Responsible Agency:**

Adams County Office of Planning and Development (ACOPD)

<b><u>Estimated Cost:</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>
Federal Highway Administration	\$ 5,000	\$ 5,000
Federal Transit Administration	\$ 0	\$ 0
Pennsylvania Department of Transportation	\$ 0	\$ 0
Local Highway	\$ 0	\$ 0
Local Transit	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

**Task Descriptions:**

**Task 4.1 – LTAP Course Programming:** Identify municipal road crew and management training needs by developing a priority list that identifies training needs within Adams County based on historical data, knowledge of region, district municipal services representatives input. Incorporate this information into an annual calendar. Use this calendar to work with Penn DOT LTAP to schedule training dates and training site locations. Also perform class responsibilities, including logistics, registration, room set-up, food, etc.

- *Advertise training to all municipalities and Penn DOT’s Municipal Service representatives through letters, e-mails, etc., announcing the training dates and locations. All registrations for training courses will be coordinated directly through Adams County. Provide Penn DOT registration information one week prior to the scheduled course date(s).*

**Task 4.2 –Marketing and Research:** In conjunction with the Penn DOT Project Manager, develop a plan to market the value of LTAP training, technical assistance, promote upcoming classes and LTAP outreach activities throughout the region.

- *Develop a priority training list that identifies training needs within the. Use this list to work with Penn DOT to schedule training dates.*
- *Market the value of Penn DOT’s LTAP and its long term impact on the workforce. Provide a mechanism for municipalities to contact the Adams County MPO with issues that LTAP can assist with by offering training or tech assists and ascertain from the municipalities what format is the most beneficial for them to receive local technical assistance.*
- *Attend county conventions, equipment shows, municipal meetings, etc., as needed to market LTAP services. Utilize your website to market LTAP as well.*

**Task 4.3 – Administration and Reporting:** Work with Penn DOT Project Manager to develop a budget, including costs for outreach activities. Participate in conference calls and maintain regular communication with Penn DOT Project Manager. Submit quarterly reports. Develop and submit annual report that details an evaluation of training, marketing and outreach activities, and recommendations for future activities with LTAP in the region.

- *Participate in an annual LTAP MPO/RPO meeting and other Penn DOT meetings as required. Attend LTAP training courses and participate in at least one (1) technical assistance on-site visit in your area.*

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ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT 2016-2018 UPWP Budget Summary						
Federal ID #236003030						
Penn DOT Agreement 520909 WO #7						
UPWP - Task	Budget Amount	Highway			Transit	
		FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>I. Administration</b>	\$100,000.00	\$60,000.00	\$8,000.00	\$7,000.00	\$20,000.00	\$5,000.00
<b>II. Transportation Data Collection</b>	\$125,000.00	\$70,000.00	\$9,330.00	\$8,170.00	\$30,000.00	\$7,500.00
<b>III. Transportation System Planning</b>	\$275,000.00	\$170,000.00	\$22,670.00	\$19,830.00	\$50,000.00	\$12,500.00
<b>Subtotal</b>	\$500,000.00	\$300,000.00	\$40,000.00	\$35,000.00	\$100,000.00	\$25,000.00
		0.6000	0.0800	0.0700	0.2000	0.0500

Supplemental Planning Funds	Budget Amount	FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>IV. Local Technical Assistance Program (LTAP)</b>	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROGRAM TOTAL</b>	\$510,000.00	\$310,000.00	\$40,000.00	\$35,000.00	\$100,000.00	\$25,000.00

<b>TOTAL REVENUES</b>						
<b>A. Federal-State Revenues</b>						
i. Federal	\$410,000.00					
ii. State	\$40,000.00					
<b>B. Non-Federal Share</b>						
i. Local	\$60,000.00					
<b>C. Total Revenues</b>	\$510,000.00					

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<b>ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT 2016-2018 UPWP Budget Summary - FY 2016-17</b>
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Federal ID #236003030
Penn DOT Agreement 520909 WO #7

UPWP - Task	Budget Amount	Highway			Transit	
		FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>I. Administration</b>	\$50,000.00	\$30,000.00	\$4,000.00	\$3,500.00	\$10,000.00	\$2,500.00
<b>II. Transportation Data Collection</b>	\$62,500.00	\$35,000.00	\$4,665.00	\$4,085.00	\$15,000.00	\$3,750.00
<b>III. Transportation System Planning</b>	\$137,500.00	\$85,000.00	\$11,335.00	\$9,915.00	\$25,000.00	\$6,250.00
<b>Subtotal</b>	\$250,000.00	\$150,000.00	\$20,000.00	\$17,500.00	\$50,000.00	\$12,500.00
	\$250,000	\$150,000	\$20,000	\$17,500	\$50,000	\$12,500
		80%	10.67%	9.33%	80%	20%

Supplemental Planning Funds	Budget Amount	FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>IV. Local Technical Assistance Program (LTAP)</b>	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROGRAM TOTAL</b>	\$255,000.00	\$155,000.00	\$20,000.00	\$17,500.00	\$50,000.00	\$12,500.00

<b>TOTAL REVENUES</b>						
<b>A. Federal-State Revenues</b>						
i. Federal	\$205,000.00					
ii. State	\$20,000.00					
<b>B. Non-Federal Share</b>						
i. Local	\$30,000.00					
<b>C. Total Revenues</b>	\$255,000.00					

**ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION (ACTPO)  
Fiscal Year 2016-2018 Unified Planning Work Program**

<b>ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT 2016-2018 UPWP Budget Summary - FY 2017-18</b>
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Federal ID #236003030
Penn DOT Agreement 520909 WO #7

UPWP - Task	Budget Amount	Highway			Transit	
		FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>I. Administration</b>	\$50,000.00	\$30,000.00	\$4,000.00	\$3,500.00	\$10,000.00	\$2,500.00
<b>II. Transportation Data Collection</b>	\$62,500.00	\$35,000.00	\$4,665.00	\$4,085.00	\$15,000.00	\$3,750.00
<b>III. Transportation System Planning</b>	\$137,500.00	\$85,000.00	\$11,335.00	\$9,915.00	\$25,000.00	\$6,250.00
<b>Subtotal</b>	\$250,000.00	\$150,000.00	\$20,000.00	\$17,500.00	\$50,000.00	\$12,500.00
	\$250,000	\$150,000	\$20,000	\$17,500	\$50,000	\$12,500
		80%	10.67%	9.33%	80%	20%

Supplemental Planning Funds	Budget Amount	FHWA Funds	Penn DOT Funds	Local Funds	FTA Funds	Local Funds
<b>IV. Local Technical Assistance Program (LTAP)</b>	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROGRAM TOTAL</b>	\$255,000.00	\$155,000.00	\$20,000.00	\$17,500.00	\$50,000.00	\$12,500.00

<b>TOTAL REVENUES</b>						
<b>A. Federal-State Revenues</b>						
i. Federal	\$205,000.00					
ii. State	\$20,000.00					
<b>B. Non-Federal Share</b>						
i. Local	\$30,000.00					
<b>C. Total Revenues</b>	\$255,000.00					

**ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION (ACTPO)  
Fiscal Year 2016-2018 Unified Planning Work Program**

ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT 2016-2018 UPWP Overhead		
Federal ID #236003030		
Penn DOT Agreement 520909 WO #7		
Overhead Category	2015 Expenditure	Total UPWP Amount*
<b>Electricity</b>	\$7,883.98	\$486.82
<b>Gas</b>	\$868.84	\$53.65
<b>Phone</b>	\$1,013.68	\$62.59
<b>Internet</b>	\$3,015.39	\$186.20
<b>Postage</b>	\$2,298.74	\$141.94
<b>Supplies</b>	\$6,191.38	\$382.31
<b>Contracted Services</b>	\$31,246.87	\$1,929.44
<b>Vehicle Expenses</b>	\$2,201.81	\$135.96
<b>Rent</b>	\$48,424.00	\$2,990.11
<b>Miscellaneous</b>	\$0.00	\$0.00
<b>Total</b>	\$103,144.69	\$6,369.02
<b>Total Quarterly Overhead Charge**</b>		\$1,592.26

**Total Non-Local 2015 UPWP Revenues:** \$93,666.82  
**Total ACOPD 2015 Budget:** \$1,516,910.57  
**Percentage UPWP Revenues / ACOPD Budget:** 6.17%

\* This figure is derived by taking 8.25% of the total 2013 Expenditure in each overhead category.

\*\* This amount will be charged each quarter. It will be split among those tasks with billed expenses.

Notes:

- 1) Contracted Services includes Equipment Repair and Copier expenditures.
- 2) Vehicle Expenses includes maintenance and fuel costs.