
ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION

***UNIFIED PLANNING WORK PROGRAM
FISCAL YEAR 2020-2022***

(July 1, 2020 through June 30, 2022)

ACTIONS AND PROCEDURES

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

Approved: January 22, 2020

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Purpose

The Unified Planning Work Program (UPWP) 23 CFR 450 Definition is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, the responsible party performing the work, timeframes for completing the work, the cost of the work, and the source(s) of funds. In Pennsylvania, UPWPs are developed as 2-year programs. This UPWP will address key regional transportation and land use issues facing Adams County.

Introduction

The Fiscal Year 2020-2022 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, 2020 and ending June 30, 2022. Staff from the Adams County Office of Planning and Development (ACOPD) will 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 Continuing, Comprehensive and Cooperative (“3C”) transportation planning program. In 2013 Adams County met this threshold through the extension of the Hanover Urbanized Area and, as a result ACTPO became an MPO. Prior to becoming an MPO, ACTPO operated as Rural Planning Organization (RPO) from 1998 to 2013. The Adams County Board of Commissioners has designated the ACOPD as the agency to administer the MPO and its Work Program.

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.

UPWP Development Schedule

July 11, 2019	UPWP Planning Priorities Letter received
July 16, 2019	Spring Planning Partners Meeting
August 2019	Communication of UPWP process with PennDOT/FHWA
September 2019	UPWP development discussed with Board of Commissioners
October 25, 2019	Coordinate with YAMPO regarding shared planning efforts
October 24-29, 2019	Coordination with PennDOT/FHWA regarding TDM options
October 30, 2019	Draft UPWP priorities presented to ACTPO Board
November 27, 2019	Draft UPWP submitted for PennDOT/FHWA review.
January 22, 2020	Final Draft presented to ACTPO Board

MPO Structure and Agency Responsibilities

Adams County will pursue its FY 2020-2022 Work Program as a Metropolitan Planning Organization (MPO) under the moniker of the *Adams County Transportation Planning Organization (ACTPO)*. The staff of ACTPO 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 transportation infrastructure.

The MPO is governed by a single committee containing thirteen (13) voting members responsible for all decision-making related to transportation planning and programming. Each voting member is appointed by the organization they represent. Organizations with voting seats include:

- Adams County Boroughs Association (3 members)*
- Adams County Township Association (3 members)**
- Adams County Commissioners (1 member)
- Adams County Planning Commission (1 member)
- Adams County Chamber of Commerce (1 member)
- Adams County Industrial Development Authority (1 member)
- PennDOT District 8 (1 member)
- PennDOT Central Office (1 member)
- York Adams Transportation Authority (1 member)***

* Appointed by Adams County Boroughs Association. A minimum of one (1) Borough voting member must represent a municipality in the Hanover Urbanized Area.

** Appointed by Adams County Townships Association. A minimum of one (1) Township voting member must represent a municipality in the Hanover Urbanized Area.

*** Now known as the Central Pennsylvania Transportation Authority, dba rabbittransit.

Non-voting members include elected officials, Federal and State agencies, School District transportation officials, airport officials, non-motorized transportation organizations, emergency service representatives, social service providers, and neighboring MPO's.

- Federal Highways Administration
- Federal Transit Administration
- Federal and State Elected Officials
 - Pennsylvania 4th Congressional District
 - Pennsylvania 33rd Senate District
 - Pennsylvania 91st Legislative District
 - Pennsylvania 193rd Legislative District
- Adams County Bridge Engineer
- Adams County Emergency Services Department
- Adams County Office for Aging
- Adams County School District Transportation Directors
- Hanover Chamber of Commerce
- Healthy Adams Bicycle Pedestrian Inc.
- Healthy Eastern Adams Rails & Trails
- National Park Service
- PennDOT Maintenance District 8-1
- South Central Community Action Program
- Susquehanna Area Regional Airport Authority

- Franklin County MPO
- Harrisburg Area Transportation Study
- York Area MPO

ACTPO has primary responsibility as an MPO to ensure that the transportation planning process is carried out in accordance with federal and state regulations. ACTPO's secondary responsibility 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 Fixing America's Surface Transportation (FAST) Act and any future re-authorization legislation, and the Clean Air Act and all subsequent legislation. Further, ACTPO also has the responsibility to promote environmental justice activities and 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 a safe and efficient manner, while preserving environmental integrity and promoting sound economic development.

A. Federal Highway Administration

ACTPO is served by FHWA Pennsylvania Division Office. The FHWA Division Office provides leadership, guidance, and direction to State Departments of Transportation and MPOs in the planning, construction and maintenance of transportation projects. Working collaboratively with State partners, FHWA Division Offices ensure that the nation's roads, bridges and tunnels are safe and continue to support economic growth and environmental sustainability.

B. Federal Transit Administration

The FTA field offices, organized by Region, help transit operators, MPOs and state DOTs plan, apply, execute, and complete transit projects in their region. Their primary role is to oversee federal funding, provide grant support and program management as well as guidance on environmental, planning and other critical elements of transit projects. ACTPO is served by the FTA Region III Office (Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia).

C. Pennsylvania Department of Transportation

ACTPO works cooperatively with the Pennsylvania Department of Transportation (PennDOT) in carrying out all of its transportation planning activities. PennDOT representatives serve on the ACTPO Board. PennDOT is responsible for many activities that affect the metropolitan planning process. It is charged with the development of a statewide long-range plan, which will include the Long Range Transportation Plan (LRTP) developed by ACTPO. PennDOT also develops a Statewide Transportation Improvement Program (STIP) that must embody the Transportation Improvement Program (TIP) developed and approved by ACTPO for Adams County. Accordingly, PennDOT participates actively in the process by which projects are prioritized and included in the ACTPO TIP. PennDOT also serves as the primary intermediary between ACTPO and federal transportation agencies: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA).

D. Transit Operator

Central Pennsylvania Transportation Authority, *dba rabbittransit*, is the primary provider of public transportation in Adams County, including ride-sharing programs and handicap accessible vans. This agency is responsible for both the capital and service needs in its service area. It is the principal source for identifying transit projects for inclusion in the transit portion of the ACTPO Long Range Transportation Plan. It also carries out many of the transit planning activities, both funded through ACTPO's regional planning program and other sources.

Planning Factors, Goals, Priorities and Findings

A. Pennsylvania Department of Transportation Planning Goals

In August of 2016, PennDOT adopted its current statewide long-range transportation plan and comprehensive freight movement plan entitled PA On Track. This document presents a clear vision and strategic direction for transportation planning across Pennsylvania. The vision of PA On Track is to “deliver a quality transportation system to support the economy and lifestyles of current and future Pennsylvanians.” This approach on quality of life, economic development, and sustainability for future generations coincides with the county and municipal planning principles developed during comprehensive planning efforts throughout Adams County.

PA On Track identifies four general goal areas based on current economic and demographic trends. These goals provide direction to future transportation system investments. The four goals are:

1. System preservation by using increasingly good data about the transportation systems in Pennsylvania to develop asset management strategies to maintain the current transportation system at a high level of quality;
2. Improvement of safety statewide for all modes and all users;
3. To expand and improve personal and freight mobility;
4. Emphasize stewardship by increasing efficiency and streamlining processes.

For each of these goals, PennDOT has established specific objectives and performance measures to track progress and identified specific strategies to improve within these aspects of the Commonwealth’s transportation system. The tasks outlined in this Work Program will support these goals.

B. Federal Planning Factors

The federal FAST Act (Public Law No. 114-94), and federal metropolitan planning regulations from the FAST Act, specify the roles and responsibilities of MPOs. The FAST Act identifies ten planning factors that must be considered in the metropolitan planning process, which ACTPO has incorporated into their LRTP, TIP, and Public Participation Plan (PPP) among others. Additionally, the U.S. Department of Transportation (USDOT), Federal Highway Administration must certify that a “3C” planning process is being carried out on all transportation projects receiving federal funding. Planning activities identified in this UPWP and other MPO documents strive to incorporate these planning factors, which include:

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

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

C. MPO Priorities for 2020-2022

During the 2020-2022 UPWP, the organizational goal in all ACTPO activities will continue to focus on meeting state and federal transportation planning requirements for an MPO. The primary goal is to ensure these required activities are completed. A secondary goal is to align all required MPO plans and planning requirements with the release of the Decennial Census data to ensure that the most up-to-date data is being used to drive the required “3C” planning process. Special emphasis will be focused on identifying areas where planning activities can be better coordinated on a regional basis with the York County MPO (YAMPO) given the shared Hanover Urbanized Area and transportation network connections between the two counties. ACTPO’s specific priorities for the 2020-2022 UPWP have been organized into three distinct tiers.

Tier 1 Short-term Priorities

1. Long Range Transportation Plan (LRTP)

The Adams County LRTP must be updated by July 26, 2022. Since the current LRTP was prepared as a minor update, the next LRTP will be done as a full revision. Therefore, the planning process for a LRTP will be the top priority during the 2020-2022 UPWP. The target year for this LRTP will be 2050. In addition to the required elements of a LRTP, a number of additional MPO plans and document will be updated at the same time. These include:

- Public Participation Plan
- Title VI Policy & Procedures
- Limited English Proficiency Plan
- Bicycle & Pedestrian Plan
- Congestion Management Process
- Travel Demand Model

While some of these documents may be adopted prior to the July 26, 2022 target, the overall goal is to have all of plans and documents in place by then. This will ensure that all relevant planning requirements for an MPO are on the same time schedule for future updates. Additionally, due to the shared Hanover Urbanized Area, several of the required LRTP elements will need to be coordinated with the York MPO (YAMPO). Since this planning process is anticipated to be lengthy, final adoption will likely occur during the 2022-2024 UPWP.

2. Transportation Improvement Program (TIP)

ACTPO will be operating under two separate TIP's during the 2020-2022 UPWP. The 2019-2024 TIP will conclude during Year 1 of the 2020-2022 UPWP. The 2021-2024 TIP is scheduled to be adopted in June 2020 and become effective in October 2020. Additionally, development of the 2023-2026 TIP will begin during Year 2 of the 2020-2022 UPWP. Work activities will include, development and project selection, public outreach (including PennDOT Connects), fiscal management (modifications and amendments), project coordination and implementation, and adoption.

TIP Years Covered	Public Outreach	Development/Project Selection	Fiscal Adoption	Fiscal Management	Project Coordination
2019-2022	X	--	--	X	X
2021-2024	X	X	X	X	X
2023-2026	X	X	--	--	--

3. Environmental Justice Benefits and Burdens

Presidential Executive Order 12898 states that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” Within the transportation field, environmental justice is guided by three core principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority or low-income populations.

Since ACTPO utilizes federal funds to plan and implement transportation projects it is responsible for undertaking analysis of federally funded projects listed within the LRTP and TIP. This analysis will be conducted in accordance with FHWA/FTA guidance as well as the Environmental Justice Benefits and Burdens process developed by the MPO's in PennDOT District 8-0. The outcomes of this analysis will also be used to inform the Public Participation process for the LRTP and TIP's developed by ACTPO.

4. Coordinated Public Transit-Human Services Transportation Plan

The transit provider within Adams County, the Central Pennsylvania Transportation Authority (CPTA), *dba rabbittransit*, also covers a number of counties in the surrounding region. As a result, this involves coordination with multiple MPO's. It is anticipated that an update to the Coordinated Public Transit-Human Services Transportation Plan will be updated through the same transit operator-led, multi-MPO participating planning process that was done to develop the current version. It is anticipated that this will occur during the 2020-2022 UPWP.

Tier 2 Long-term Priorities

1. Roadway Functional Classification

The Roadway Functional Classification network for Adams County was last updated in 2016 following the transition from RPO to MPO. In order to meet the stated goal of aligning all required MPO plans and planning requirements with the release of Decennial Census data, the Roadway Functional Classification will be update upon the release of the updated Urbanized Area data from the 2020 Census. While this would ordinarily be a short-term priority, the unknown timeframe for the release of the necessary Census data means that the timing of this update may cross into the 2022-2024 UPWP.

2. 2022-2024 UPWP

Given the lead time required to prepare documents and processes to comply with federal and state requirements, it is anticipated that the development of the 2022-2024 UPWP will begin during the later stages of the 2020-2022 UPWP.

3. ACTPO Bylaws

It is anticipated that a review and update of the ACTPO bylaws will occur following the release of updated Urbanized Area data from the 2020 Census to ensure that voting seats are fully representative of the entire Adams County MPO region. While this would ordinarily be a short-term priority, the unknown timeframe for the release of the necessary Census data means that the timing of this update may cross into the 2022-2024 UPWP.

Tier 3 Recurring Priorities

1. Administrative Duties

In addition to the multitude state and federal transportation planning requirements facing an MPO, ACTPO staff performs a number of other duties in support of those requirements. These include:

- Staff support for ACTPO meetings,
- UPWP billing and financial management,
- Participation in statewide MPO/RPO meetings and training opportunities,
- Attendance and participation on Susquehanna Regional Transportation Partnership (S RTP) Board, the Transportation Demand Management (TDM) organization for Central Pennsylvania,
- Review of Traffic Impact Studies/Highway Occupancy Permits on behalf of ACTPO,
- TIP and non-TIP transportation project development and public involvement with municipal officials and citizens,
- Non-motorized transportation planning,
- Safety planning,
- Other transportation related meetings, training and planning related activities as necessary to implement other UPWP priorities.

2. Local Technical Assistance Program (LTAP)

ACTPO has partnered with PennDOT since 2007 to assist in delivery of the LTAP program by supporting training classes and technical assistance opportunities within Adams County. This is anticipated to continue in the 2020-2022 UPWP. Additional focus will be placed on promoting Technical Assistance to municipalities as a means of addressing specific technical or safety concerns. This is anticipated to be an ongoing effort for the entire 2020-2022 UPWP.

3. Performance Measures

The Moving Ahead for Progress in the 21st Century Act (MAP-21) introduced requirements for performance-based planning and integrated performance management into many federal-aid transportation programs. Under MAP-21, states and regions were required to establish measurable performance targets in support of national goals for Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement and Economic Vitality, Environmental Sustainability, and Reducing Delays in Project Delivery. These requirements are continued in the Fixing America's Surface Transportation (FAST) Act. MPO's are required to establish and adopt performance measure targets for Safety (PM-1), Asset Management (PM-2) and System Performance (PM-3) on a one, two and four year schedule respectively. During the 2020-2022 UPWP, ACTPO will continue to establish and adopted these performance measures as required and ensure they are applied systematically in the regular, ongoing transportation planning and programming process.

4. Annual List of Federally Obligated Projects

As a requirement of the FAST Act legislation, MPOs are required to prepare an annual report that lists and summarizes all projects for which funding has been obligated during the prior Federal Fiscal Year (ending September 30). This is anticipated to be published and distributed annually by ACTPO.

D. Pennsylvania Planning Findings

The FHWA and FTA complete a joint review of Pennsylvania's Statewide Transportation Improvement Program (STIP) that is updated every two years. In September 2018, the FHWA and FTA approved the Pennsylvania FFY 2019-2022 STIP, which included the individual TIP for ACTPO. Based on their joint review, the FHWA and FTA also issued a STIP Planning Finding, which is designed to ensure that the STIP and TIPs are developed according to Statewide and metropolitan transportation planning processes consistent with required statutory and regulatory planning provisions. The STIP Planning Finding highlights what works well and what needs improvement in a Statewide or metropolitan transportation planning process.

The FFY 2019-2022 STIP Planning Finding identified one Corrective Action: all MPOs must develop an Annual Listing of Obligated Projects for which Federal funds have been obligated in the previous year in accordance with 23 CFR 450.334. The FFY 2019-2022 STIP identified the following Recommendations:

1. Adapt existing planning processes for meeting new federal requirements for Performance Based Planning and Programming.
2. Revamp PennDOT's Planning Priorities Letter for ensuring that Unified Planning Work Programs are customized, collaborative, and focused on deliverables/tasks.
3. MPOs should begin the process of updating their Long Range Transportation Plan (LRTP) at least 30 months in advance of the adoption deadline. Planning Partners should schedule a meeting with PennDOT District(s), PennDOT Program Center, and FHWA to discuss the methodology, work tasks, budget, and schedule for the LRTP update process – the PennDOT

- and FHWA staff should actively participate in the LRTP update. LRTPs need to ensure that investment decisions are performance-driven and outcome based.
4. Develop a Work Group and Action Plan describing how the FFY 2019 STIP Planning Findings will be considered and/or achieved.
 5. Continue to expand membership in the State Freight Work Group, including private stakeholders, and encourage the Freight Work Group to serve in an advisory role per the guidance in 49 USC 70201.
 6. Incorporate Transit Asset Management performance targets and performance-based plans into MPO TIPs.
 7. Reference in MPO TIPs any federal transit funds that are used for capital projects on the Keystone Corridor commuter rail service.

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Task I: Administration

Responsible Agency

Adams County Office of Planning and Development (ACOPD)

Cost and Funding Sources

UPWP Year	FHWA	FTA	PennDOT	Local Highway	Local Transit	Total
2020-2021	\$25,000	\$10,000	\$4,000	\$2,250	\$2,500	\$43,750
2021-2022	\$25,000	\$10,000	\$4,000	\$2,250	\$2,500	\$43,750
Total	\$50,000	\$20,000	\$8,000	\$4,500	\$5,000	\$87,500

Task I Description

Task I.1 – Program Administration and Coordination: ACOPD staff will administer the transportation planning program such that all federal requirements are satisfied. This will include:

- A. **2020-2022 UPWP:** Administration of the 2020-2022 UPWP, including submitting quarterly invoices and progress reports, scope adjustments, and contract compliance.
- B. **2022-2024 UPWP:** Development and adoption of the 2022-2024 UPWP.
- C. **ACTPO:** Provide meeting notices and materials including agendas, locations, minutes and other requirements as necessary. Increase web availability of ACTPO meeting materials.
- D. **Statewide Planning Partner Meetings:** Attend and participate in Statewide Planning Partners meetings, committees, and training opportunities for various District and statewide issues that may occur. Also participate in computer and phone based meetings.
- E. **Annual Listing of Obligated Projects:** Work with PennDOT to develop an annual listing of obligated projects for each Fiscal Year that meets the requirements and provides explanatory detail for the public.
- F. **Title VI Annual Compliance Report:** Documentation of the Federal Transportation Planning Process, including the annual report of actions.
- G. **ACTPO By-laws:** Review bylaws and adjust membership representation following release of updated Urbanized Area designations from 2020 Census.

Task I.2 – Public Involvement and Outreach: ACOPD staff will provide public involvement opportunities for various plans, programs, and ACTPO meetings to educate the general public about the transportation planning process.

Task I Deliverables:

- 2022-2024 UPWP
- Annual Listing of Obligated Projects
- Updated ACTPO Bylaws
- Attend Statewide PennDOT Planning Partners Events
- Title VI Annual Compliance Report

Task I Timeline

Task	Completion Target
2020-2022 UPWP	Ongoing
2022-2024 UPWP	January 2022
ACTPO	Quarterly
Planning Partners Meetings	Ongoing
Annual Listing of Obligated Projects	Annually
Title VI Compliance Report	Annually
ACTPO Bylaws	Following 2020 Census Data Release

Task II: Transportation Data Collection

Responsible Agency

Adams County Office of Planning and Development (ACOPD)

Cost and Funding Sources

UPWP Year	FHWA	FTA	PennDOT	Local Highway	Local Transit	Total
2020-2021	\$38,000	\$18,000	\$4,000	\$5,500	\$4,500	\$70,000
2021-2022	\$38,000	\$18,000	\$4,000	\$5,500	\$4,500	\$70,000
Total	\$76,000	\$36,000	\$8,000	\$11,000	\$9,000	\$140,000

Task II Description

Task II.1 – Data Collection and Analysis: Evaluate the type of data and analysis necessary to ensure a “3C” transportation planning process is carried out in accordance with federal and state regulations. Data collection on non-local roads is not anticipated and is specifically not provided for in this task. This will include:

- A. **Local Transportation Network:** Provide transportation data collection services to Adams County municipalities as requested to support municipal transportation planning efforts. Purchase supplies and safety materials as needed.
- B. **MPO Related Planning Efforts:** A data analysis related to the following plans/projects:
 - Long Range Transportation Plan
 - Congestion Management Plan
 - Travel Demand Model
 - Bicycle & Pedestrian Plan
 - Coordinated Public Transit-Human Services Transportation Plan
 - Roadway Functional Classification
 - Environmental Justice Benefits and Burdens
 - Performance Measures
 - Performance Based Planning and Programming
- C. **Geographic Information Systems (GIS) Analysis:** Create, analyze, update and maintain GIS layers and data in support of transportation planning efforts.

Task II.2 – Training: Staff will attend training and educational sessions on transportation related data collection and analysis tools related to the plans, programs and projects identified in Task 1 above.

Task II Deliverables:

- Traffic counts for Adams County Municipalities on an as requested basis.
- Data collection and analysis in support of a “3C” transportation planning process.

Task II Timeline

Task	Completion Target
Local Transportation Network	Ongoing as requested by municipalities.
MPO Related Planning Efforts	Recurring during entire UPWP
GIS Analysis	Recurring during entire UPWP
Training	Recurring during entire UPWP.

Task III: Transportation System Planning

Responsible Agency

Adams County Office of Planning and Development (ACOPD)

Cost and Funding Sources

UPWP Year	FHWA	FTA	PennDOT	Local Highway	Local Transit	Total
2020-2021	\$85,000	\$25,000	\$11,000	\$10,250	\$6,250	\$137,500
2021-2022	\$85,000	\$25,000	\$11,000	\$10,250	\$6,250	\$137,500
Total	\$170,000	\$50,000	\$22,000	\$20,500	\$12,500	\$275,000

Task III Description

Task III.1 – Tools, Techniques and Analysis: ACPOD staff will develop, maintain, and update available transportation planning tools using all available data sources in support of a “3C” transportation planning process. Make full use of available PennDOT information database(s) including MPMS, RMS, BMS, accident data, etc. within Adams County.

- A. **Roadway Functional Classification:** Update the Roadway Functional Classification for Adams County upon the release of the updated Urbanized Area data from the 2020 Census.
- B. **Travel Demand Model:** Update the Travel Demand Model for Adams County as part of the LRTP update process. This could take the form of an update to the existing Adams County Travel Demand Model or via the incorporation of Adams County into the South Central Regional Travel Demand Model.
- C. **Performance Measures:** Per the requirements of the FAST Act, establish and adopt performance measure targets for Safety (PM-1), Asset Management (PM-2) and System Performance (PM-3) on a one, two and four year schedule respectively. Historically ACTPO has used, and will continue to use, the provided statewide targets.
- D. **Environmental Justice Benefits and Burdens Analysis (EJ):** Prepare Environmental Justice Benefits and Burdens analysis as part of the LRTP update and TIP development processes.

Task III.2 – Plans, Policies and Procedures: Development of plans, policies, procedures 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.

- A. **Long Range Transportation Plan (LRTP):** Prepare a comprehensive update to the existing Adams County LRTP to be adopted by July 26, 2022. This update will also include the review and potential update of many of the plans, policies, procedures and analyses identified in Task III.
- B. **Transportation Improvement Program (TIP):** Conduct development and project selection, public outreach, fiscal management, project coordination and adoption actions for the 2019-2022, 2021-2024, and 2023-2026 Adams County TIPs.

- C. **Coordinated Public Transit-Human Services Transportation Plan:** Work with YAMPO and *rabbittransit* to develop a plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes and provides strategies for meeting those needs.
- D. **Congestion Management Process (CMP):** Incorporate the results of a Travel Demand Model into an updated CMP and prepare a report on congestion as appropriate to identify the results. The scope and timeline for delivery of an updated CMP will be determined based on when Adams County is incorporated into the South Central Regional TDM and when outputs from the TDM will be available.
- E. **Bicycle/Pedestrian Plan:** Complete the analysis and recommendation portions of the Countywide Bicycle/Pedestrian Plan as a part of the updated LRTP. A decision will be made on the Bicycle/Pedestrian Plan during the scoping of the LRTP Update whether it will be a standalone document or incorporated into the LRTP.
- F. **Title VI Policies and Procedures and Limited English Proficiency Plan (LEP):** Review and update the Title VI and LEP documents as appropriate upon the release of updated data from the 2020 Census. This will be completed in conjunction with the update of the PPP and the LRTP.
- G. **Public Participation Plan (PPP):** Conduct a review of the existing public participation efforts. Evaluate and update the PPP to ensure that public outreach activities are appropriate to reach the intended targets.

Task III.3 – Land Use and Transportation Outreach: ACOPD 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. 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.

- A. **Susquehanna Regional Transportation Partnership (SRTP):** Attendance and participation on Susquehanna Regional Transportation Partnership (SRTP) Board, the Transportation Demand Management (TDM) organization for Central Pennsylvania.
- B. **Project Development and Involvement:** Participate in the planning processes, project development, implementation and public involvement process for TIP and non-TIP transportation projects in Adams County. This will involve meeting participation at the local, regional and state levels. Specific meetings include, but are not limited to:
 - District 8 Traffic Impact Study/HOP Scoping meetings
 - Municipal Planning Commission and Supervisor/Council meetings
 - Municipal land use implementation tool meetings
 - PennDOT and Local lead project meetings
 - Discussions between District 8 Planner and MPOs
 - PennDOT Connects meetings
 - Adams County Council of Government meetings
 - Bicycle and pedestrian advocacy groups
 - Transit provider meetings

- C. **Safety Planning:** Participate in local safety planning efforts and Roadway Safety Audits (RSA) as programmed by PennDOT on the 2021 and 2023 TIPs and safety reviews for the LRTP update.

Task III Deliverables:

- Update LRTP (due by July 26, 2022)
- Conduct Public Outreach for the 2021-2024 and 2023-2026 TIPs.
- Modify and Amend the 2019-2022 and 2021-2024 TIPs
- Develop 2023-2026 TIP
- Prepare and EJ Benefits and Burdens analysis for the 2021-2024 and 2023-2026 TIPs and the 2050 LRTP
- Updated Coordinated Public Transit-Human Services Transportation Plan
- Adopt and report on performance measures as identified by state and federal planning efforts.
- Review Public Participation Plan and update as needed.
- Attend regional transportation meetings as appropriate.
- Complete Adams County Bicycle/Pedestrian Plan
- Attend District 8 Highway Occupancy Permit (HOP)/Traffic Impact Study (TIS) meetings as needed.
- Attend local meetings to discuss/promote land use and transportation planning policies within Adams County.

Task III Timeline

Task	Completion Target
2050 LRTP	July 26, 2022
2021-2024 TIP	Ongoing during entire UPWP
2023-2026 TIP	June 2022
Performance Measures	As required by FAST Act
EJ Benefits and Burdens Analysis	As required with TIP and LRTP Updates
Coordinated Public Transit-Human Services Plan	December 2021
Travel Demand Model	TBD based on South Central TDM development
Congestion Management Process	TBD based on South Central TDM development
Bicycle/Pedestrian Plan	July 2022
Public Participation Plan	Following 2020 Census Data Release
Title VI Policies and LEP Plan	Following 2020 Census Data Release
Updated Functional Classification	Following 2020 Census Data Release
SRTP Board Work	Bi-monthly.
Project Development and Involvement	Recurring during entire UPWP
Safety Planning	Recurring during entire UPWP

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Task IV: Local Technical Assistance Program (LTAP)

Responsible Agency

Adams County Office of Planning and Development (ACOPD)

Cost and Funding Sources

UPWP Year	FHWA	FTA	PennDOT	Local Highway	Local Transit	Total
2020-2021	\$5,000	\$0	\$0	\$0	\$0	\$5,000
2021-2022	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Total	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Task IV Description

Task IV.1 – LTAP Course Programming: Identify municipal road crew and management training needs within Adams County based on municipal feedback, historical data, knowledge of region, and district municipal services representatives input. Incorporate this information into an annual calendar. Use this calendar to work with PennDOT to schedule training dates and training site locations. Perform class responsibilities, including logistics, registration, room set-up, food, etc.

Task IV.2 –Marketing and Research: In conjunction with the PennDOT, develop a plan to market the value of LTAP training, technical assistance, promote upcoming classes and LTAP outreach activities throughout the region.

Task IV.3 – Administration and Reporting: Work with PennDOT Project Manager to develop a budget, including costs for outreach activities. Participate in conference calls and statewide meetings to maintain regular communication with PennDOT. 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.

Task IV Deliverables:

- LTAP Annual Report

Task IV Timeline

Task	Completion Target
LTAP Course Programming	Recurring over entire UPWP timeframe.
Marketing and Research	Recurring over entire UPWP timeframe.
Administration and Reporting	Recurring over entire UPWP timeframe.

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Plan/Activity Milestones

The following table identifies ACTPO, Federal and State required activities as part of the transportation planning process. The following tables highlight the range of state and federal planning requirements for an MPO to help track priorities from one UPWP to the next.

Plans	Required Update Cycle	Current Status		Future Status			Responsible Entities	
		Fiscal Year(s) Covered	Adoption/ Completion	Required Adoption	Fiscal Year(s) Covered	Targeted Completion	Lead Agencies	Support Agencies
<i>Long Range Transportation Plan (LRTP)</i>	5 Years	2017 - 2040	July 26, 2017	July 26, 2022	2022 - 2050	June/July 2022	ACTPO	PennDOT, FHWA
<i>Transportation Improvement Program (TIP)</i>	2 Years	2019 - 2022	June 27, 2018	July 2020 July 2022	2021 - 2024 2023 - 2026	July 2020 July 2022	ACTPO PennDOT	FHWA
<i>Unified Planning Work Program (UPWP)</i>	2 Years	2018 - 2020	March 28, 2018	January 2020	2020 - 2022	January 22, 2020	ACTPO	PennDOT, FHWA
<i>Congestion Management Process (CMP) Plan</i>	<i>Optional</i>	--	1996	A timeline will be determined based on when Adams County is incorporated into the South Central Regional TDM and when outputs from the TDM will be available.			ACTPO (coordinate w/YAMPO)	PennDOT, FHWA, Regional D-8 MPO's
<i>Countywide Bicycle and Pedestrian Plan</i>		--	--	Timing will be determined during scoping of the LRTP Update. Could proceed as a standalone document or be incorporated as a component of the LRTP.			ACTPO	PennDOT
<i>Coordinated Public Transit Plan</i>		--	July 31, 2013	December 2021 or as determined in conjunction with <i>rabbittransit</i> and YAMPO.			<i>rabbittransit</i> / ACTPO/ YAMPO	PennDOT, FHWA, FTA

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Policies and Procedures	Required Update Cycle	Current Status		Future Status			Responsible Entities	
		Fiscal Year(s) Covered	Adoption/ Completion	Required Adoption	Fiscal Year(s) Covered	Targeted Completion	Lead Agencies	Support Agencies
<i>Title VI Policy & Procedures</i>	With LTRP	Ongoing	November 6, 2013	Timing based on 2020 Census Data availability			ACTPO	PennDOT, FHWA
<i>Public Participation Plan (PPP)</i>	With LTRP	Ongoing	April 22, 2015	Timing based on 2020 Census Data availability			ACTPO	PennDOT, FHWA
<i>Limited English Proficiency Plan (LEP)</i>	With LTRP	Ongoing	June 25, 2014	Timing based on 2020 Census Data availability			ACTPO	PennDOT, FHWA
<i>ACTPO Bylaws</i>	After Census	Ongoing	June 25, 2014	Ongoing			ACTPO	--

Programs and Analysis	Required Update Cycle	Current Status		Future Status			Responsible Entities	
		Fiscal Year(s) Covered	Adoption/ Completion	Required Adoption	Fiscal Year(s) Covered	Targeted Completion	Lead Agencies	Support Agencies
<i>Local Technical Assistance Program (LTAP)</i>	N/A	Ongoing		Recurring over entire UPWP timeframe.			PennDOT	ACTPO
<i>Roadway Functional Classification Update</i>	After Census	Ongoing	August 17, 2016	Timing based on 2020 Census Data availability			ACTPO	PennDOT, FHWA
<i>Travel Demand Model (TDM)</i>	With CMP/ L RTP	Ongoing	September 2008	Incorporate Adams County into South Central Regional TDM			Regional	
<i>Environmental Justice (EJ) Benefits and Burdens</i>	With TIP/L RTP	--	--	July 2020 July 2022 July 2022	2021 - 2024 2023 - 2026 2023 - 2050	July 2020 July 2022 July 2022	ACTPO	PennDOT, FHWA

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Performance Measures	Required Update Cycle	Current Status		Future Status			Responsible Entities	
		Fiscal Year(s) Covered	Adoption/ Completion	Required Adoption	Fiscal Year(s) Covered	Targeted Completion	Lead Agencies	Support Agencies
<i>Annual List of Federally Obligated Projects</i>	Yearly	Ongoing	April 24, 2019	Annually per timeline established by 23 CFR 450.334			PennDOT	ACTPO, FHWA
<i>Safety Performance Measures (PM-1)</i>	Yearly	Ongoing	January 23, 2019	Annually at January ACTPO Meeting			PennDOT	ACTPO, FHWA
<i>Pavement & Bridge Performance Measures (PM-2)</i>	2 Years	Ongoing	October 31, 2018	October 2020	--	October 2020	PennDOT	ACTPO, FHWA
<i>System Performance Measures (PM-3)</i>	4 Years	Ongoing	October 31, 2018	October 2022	--	October 2022	PennDOT	ACTPO, FHWA

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Budget Summary

2020 – 2021 UPWP		Highway			Transit	
Tasks	Total Budget	FHWA	PennDOT	Local Highway	FTA	Local Transit
I. Administration	\$43,750	\$25,000	\$4,000	\$2,250	\$10,000	\$2,500
II. Transportation Data Collection	\$70,000	\$38,000	\$4,000	\$5,500	\$18,000	\$4,500
III. Transportation System Planning	\$137,500	\$85,000	\$11,000	\$10,250	\$25,000	\$6,250
Subtotal	\$251,250	\$148,000	\$19,000	\$18,000	\$53,000	\$13,250
Supplemental Planning Funds						
IV. Local Technical Assistance Program (LTAP)	\$5,000	\$5,000	\$0	\$0	\$0	\$0
PROGRAM TOTAL	\$256,250	\$153,000	\$19,000	\$18,000	\$53,000	\$13,250

2021 – 2022 UPWP		Highway			Transit	
Tasks	Total Budget	FHWA	PennDOT	Local Highway	FTA	Local Transit
I. Administration	\$43,750	\$25,000	\$4,000	\$2,250	\$10,000	\$2,500
II. Transportation Data Collection	\$70,000	\$38,000	\$4,000	\$5,500	\$18,000	\$4,500
III. Transportation System Planning	\$137,500	\$85,000	\$11,000	\$10,250	\$25,000	\$6,250
Subtotal	\$251,250	\$148,000	\$19,000	\$18,000	\$53,000	\$13,250
Supplemental Planning Funds						
IV. Local Technical Assistance Program (LTAP)	\$5,000	\$5,000	\$0	\$0	\$0	\$0
PROGRAM TOTAL	\$256,250	\$153,000	\$19,000	\$18,000	\$53,000	\$13,250