

# PLANNING AND COMMUNITY DEVELOPMENT

## Commissioners:

R. Jack McKernan, Chairman  
Tony R. Mussare, Vice Chairman  
Richard Mirabito, Secretary

Location:  
Executive Plaza  
330 Pine Street  
Williamsport Pennsylvania 17701



“Building Partnerships”

Kurt Hausammann, Jr., AICP, Director

Voice: (570) 320-2130  
Fax: (570) 320-2135  
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Mailing Address:  
48 West Third Street  
Williamsport Pennsylvania 17701

March 8, 2018

James D. Ritzman, Deputy Secretary for Planning  
Center for Program Development and Management  
PA Department of Transportation  
Commonwealth Keystone Building, 6<sup>th</sup> Floor  
400 North Street  
Harrisburg, PA 17120

**ATTENTION: Mr. Carey Mullins, Program Center**

**RE: Transmittal of Williamsport MPO FY 2018-2020 Unified Planning Work Program**

Dear Deputy Secretary Ritzman:

On behalf of the Williamsport Area Transportation Study, (WATS) Metropolitan Planning Organization, (MPO) I am pleased to submit five (5) copies of the above-referenced FY 2018-2020 WATS Unified Planning Work Program approved by the WATS MPO at their February 26, 2018 public meeting.

This work program has been developed consistent with the PennDOT UPWP guidance information issued to all PA Planning Partners and also addresses local transportation issues and priorities identified by our MPO. Exhibits 1 and 2 are also attached to facilitate contract work order preparation.

Please forward the new contract work order to my attention for County execution at your earliest convenience.

Please contact me at (570) 320-2138, if you have questions or need additional information.

Sincerely,

Mark R. Murawski  
Lycoming County Transportation Planner

Enclosures

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## WILLIAMSPORT AREA TRANSPORTATION STUDY

### UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2018-2020

(July 1, 2018– June 30, 2020)

*Prepared By*

*Lycoming County Department of Planning and Community Development*

*River Valley Transit*

**Approved By**

**Williamsport Area Transportation Study**

**Metropolitan Planning Organization**

**February 26, 2018**

## PREFACE

On October 28, 1993, the U.S. Department of Transportation, under joint sponsorship of the Federal Highway Administration and the Federal Transit Administration, released updated regulations covering the urban transportation planning and programming process. These regulations specified that

- (1) Metropolitan Planning Organizations, MPO(s) in cooperation with the State and operators of publicly owned transit shall develop unified planning work programs (UPWPs) that meet the requirements of 23 CFR Part 420, Subpart A and;
- (2) Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation air quality planning activities (including the corridor and subarea studies discussed in 450.318 of this part) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced;
- (3) Document planning activities to be performed with funds provided under Title 23, U.S.C., and the Federal Transit Act. (Federal Register, Vol. 58, no. 207, p.58040).

Within Lycoming County, Pennsylvania, the transportation planning process is conducted through the Williamsport Area Transportation Study (WATS). WATS was established in 1968. The purpose of this document is to describe the transportation planning and programming activities for the period of July 1, 2018 through June 30, 2020 in Lycoming County, and to comply with the Federal Planning Regulations identified above.

# WILLIAMSPORT AREA TRANSPORTATION STUDY (WATS) METROPOLITAN PLANNING ORGANIZATION (MPO)

## PROSPECTUS

### *I. Introduction*

The Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Lycoming County Department of Planning and Community Development (PCD) and River Valley Transit (RVT) (with the aid of planning consultants, as necessary) will perform within Lycoming County in State Fiscal Years 2018-2020. The PCD and RVT staff have jointly developed this work program.

### *II. Long Range Transportation Plan*

The Williamsport MPO adopted a major update to the 2013-2033 WATS Long Range Transportation Plan on December 19, 2013 in fulfillment of federal requirements. The MPO recognizes the strong relationship of transportation planning to land use planning, environmental planning, economic planning and overall comprehensive planning and has begun to address new federal transportation performance measures. In general terms, the Long Range Plan delineates how the available and projected transportation funds will be spent in Lycoming County over a 20 year period. A staged transportation project listing is included along with estimated costs, funding sources and timeframes to undertake each project phase. The plan is fiscally constrained in that project costs do not exceed present and future funding levels reasonably expected to be received during the plan's timeframe. The plan addresses federal requirements to adjust project cost estimates to reflect the Year of Expenditure inflation factors in accordance with PennDOT issued guidance. The Long Range Plan also outlines the MPOs "vision" of the future transportation system; describes all existing modes of transportation such as highways, bridges, public transit, air service, rail service and bicycle and pedestrian facilities; addresses federal planning factors, and provides public policy statements by transportation mode. A well established local public involvement process is in place to ensure sufficient opportunities for public input early and often during plan development. The next plan update is scheduled by the Williamsport MPO for adoption by December 31, 2018 and plan development is well underway in compliance with the WATS MPO Public Participation Plan to ensure effective public involvement during plan review.

### *III. Transportation Improvement Program and Clean Air Act Amendments*

The WATS Transportation Improvement Program, (TIP) is a document identifying all highway, bridge and public transit projects containing Federal, State and local funds being programmed within Lycoming County during the next four Federal Fiscal Years. These types of projects cannot proceed until they are included on the TIP. The TIP is developed cooperatively between PennDOT, the Lycoming County PCD and RVT for review and approval by the WATS MPO every two years. Again, an extensive MPO public involvement process is employed during development of the TIP. Projects are identified from the WATS Long Range Plan consistent with financial guidance provided by PennDOT, as the TIP must also be fiscally constrained. Upon

approval by the WATS MPO, the TIP is forwarded to PennDOT and FHWA / FTA for final approval. Modifications or formal amendments to the TIP can be considered by the MPO at any time. The MPO has adopted TIP Administrative Procedures to process TIP modifications and formal amendments. Since Lycoming County is designated as an air quality attainment area currently meeting the Clean Air Act standards, the WATS Long Range Plan and WATS TIP are not subject to an air quality conformity analysis.

#### IV. Committees and Agency Responsibilities

A. The WATS Coordinating Committee is the policy-making body of the MPO. The Coordinating Committee consists of 11 voting representatives as follows:

- PennDOT District 3-0 Executive, Chairman.
- PennDOT Deputy Secretary for Planning
- Lycoming County Commissioner
- Lycoming County Commissioner
- Mayor of Williamsport
- Williamsport City Council Member
- River Valley Transit General Manager
- SEDA-COG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Representative
- Lycoming-Sullivan Boroughs Association Representative

Non Voting Members consist of:

- Federal Highway Administration
- Federal Transit Administration
- US Department of Housing and Urban Development
- PA Department of Community and Economic Development

B. The WATS Technical Committee reviews all relevant transportation issues, programs and projects in Lycoming County and formulates recommendations to the Coordinating Committee. The Technical Committee consists of seven voting members as follows:

- PennDOT Program Center Representative, Chairperson
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit General Manager
- City of Williamsport Engineer
- Williamsport Regional Airport Director

Non voting members consist of:

- Federal Highway Administration
- Federal Transit Administration
- PA Department of Community and Economic Development
- Susquehanna Transit Co.

The role of the WATS MPO is to develop transportation policies, programs and projects which move people and goods in a safe, efficient manner, promote economic development, protect the environment, and preserve Lycoming County's outstanding quality of life amenities. The Lycoming County PCD staff assumes lead responsibility for undertaking FHWA funded planning tasks while RVT is responsible for undertaking the FTA transit planning tasks contained in this work program. WATS public meetings are now held at least quarterly throughout the year. All WATS Technical and Coordinating Committee meetings are publicly advertised in compliance with the PA Open Meetings Law and WATS Public Participation Plan.

#### **SUMMARY OF WATS PRIORITY PLANNING ACTIVITIES IN FY 2018-2019**

- Finalize and adopt 2018-2038 WATS Long Range Transportation Plan Update
- Work with SEDA-COG MPO to jointly develop and adopt Updated Coordinated Human Services Transit Plan
- Continue Participation in PennDOT Connects collaboration activities for initiating new projects and programs

#### **SUMMARY OF WATS PRIORITY PLANNING ACTIVITIES IN FY 2019-2020**

- Update WATS Public Participation Plan
- Develop and Adopt FFY 2021-2024 WATS Transportation Improvement Program
- Continue Participation in PennDOT Connects collaboration activities for initiating new projects and programs
- Continue monitoring and reporting performance measures on WATS LRTP

#### **FOR MORE INFORMATION, PLEASE CONTACT:**

Mr. Mark Murawski, Transportation Supervisor & WATS MPO Secretary  
Lycoming County Planning and Community Development  
48 West Third Street

Williamsport, PA 17701 Telephone: (570) 320-2138

Email: [mmurawski@lyco.org](mailto:mmurawski@lyco.org)

#### **Other Key PCD Transportation Staff Contacts:**

Mr. Kurt Hausammann Jr, AICP PCD Director [khausammann@lyco.org](mailto:khausammann@lyco.org)

Mr. Scott Williams, Transportation Planner [swilliams@lyco.org](mailto:swilliams@lyco.org)

Mr. Lynn Cunningham, Assistant Transportation Planner [lcunningham@lyco.org](mailto:lcunningham@lyco.org)

WATS information is accessible on the Lycoming County website: [www.lyco.org](http://www.lyco.org)

**WILLIAMSPORT AREA TRANSPORTATION STUDY  
METROPOLITAN PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM  
ACTIONS AND PROCEDURES  
TASK DESCRIPTIONS**

**FEDERAL HIGHWAY ADMINISTRATION  
BASE ALLOCATION TASKS**

**Lead agency is Lycoming County Planning and Community Development (PCD)**

**I. ECONOMIC DEVELOPMENT**

Task Description:

***I-A. Transportation Partnerships for Economic Stimulus***

The purpose of this task will be to continue to foster transportation partnership arrangements involving the public and private sectors to accelerate funding of transportation projects that command high local priority for economic development purposes. Emphasis will be placed on funding opportunities to help implement projects contained in the WATS TIP and WATS Long Range Plan. The PA General Assembly enacted P3 legislation to authorize public private transportation partnership opportunities.

**Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD staff worked with the City of Williamsport and Susquehanna Health through their Steering Committee to advance the Pathway to Health project consisting of traffic, pedestrian and streetscape improvements relating to their \$ 250 million hospital campus expansion project in Williamsport. Construction of Phase 2 complete and Phase 3 construction underway.

The County, City and Lycoming College has partnered to undertake a public – private partnership at the east end of Williamsport referred to as the Old City Revitalization Initiative and a two phased Traffic Impact Study evaluating major proposed changes to downtown one way vs two way traffic movements in support of the new Lycoming College Gateway Building at Basin Street is well underway. The the City has received PA DCED Multi-Modal funds to implement various transportation improvement and additional grant applications are pending, such as TAP funds for the Willow Street Pedestrian Corridor improvement project. PA DCED Greenways and Trails funds have also been approved for Phase 1 of the Basin Street – Riverwalk Connector project.

## Major Tasks to Be Completed in FY 2018-2020 UPWP

- **Work with PennDOT to promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of community and economic development.**
- Continue to work with Susquehanna Health, City of Williamsport, PennDOT, and other stakeholders to complete the Pathway to Health.
- Continue to partner with the City of Williamsport, Lycoming College, private developers and PennDOT District 3-0 to complete the two phased Traffic Impact Study evaluating proposed transportation system changes in the Old City Revitalization area and implement recommended improvements.
- **Continue to identify and implement innovative financing mechanisms for major capital projects such as the Pennsylvania Infrastructure Bank (PIB). Promote the PIB as a tool for financing transportation projects, including community reinvestment projects. Work with PennDOT to identify and support sustainable sources of revenue.**

## DELIVERABLES

- ✓ **Continue to Chair Pathway to Health Steering Committee Meetings (As Scheduled)**
- ✓ **Participate in PennDOT District 3-0 SR 2014-84M Status Meetings (As Scheduled)**
- ✓ **Apply for and administer PIB loans to finance major projects (As Needed)**

*Responsible Agency: Lycoming County PCD*

## BUDGET

SFY 2018-19

Total Estimated Cost	\$ 7,000
Federal Highway Administration	\$ 5600
PennDOT MLF	\$ 747
Local (County)	\$ 653

SFY 2019-20

Total Estimated Cost	\$ 7,000
Federal Highway Administration	\$ 5600
PennDOT MLF	\$ 747
Local (County)	\$ 653



## **Task Description**

### ***I-C. Highway Designations***

The purpose of this task will be to review and update highway designations which include but are not limited to the Enhanced National Highway System, Federal Functional Classification System, Critical Urban and Rural Freight Corridors and Scenic Byways designations when appropriate.

### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

A comprehensive update of WATS functional classification mapping was initiated with a regional work group consisting of PennDOT District 3-0, SEDA-COG MPO and Northern Tier RPO meeting quarterly to review progress and ensure consistency of road classifications across county boundaries.

WATS submitted data and mapping to establish Critical Urban and Rural Freight Corridors which is under review by PennDOT Central Office.

### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- **Complete review and update of existing WATS Functional Classification Roadway Designation maps and make recommended changes approved by WATS MPO. Review National Highway System, National Highway Freight Network, NHS intermodal connectors, and urbanized boundary updates for the WATS area, at a minimum every ten years in conjunction with the Census.**

## **DELIVERABLES**

- ✓ WATS MPO adoption of Lycoming County Updated Functional Class Maps (12/31/18)
- ✓ Revise NHS Related Mapping (As per PennDOT Schedule To Be Determined)
- ✓ Identify and Apply for Federal or State Scenic Byways Designations (As needed)

*Responsible Agency: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost:	\$ 6,000
Federal Highway Administration	\$ 4,800
PennDOT MLF	\$ 640
Local (County)	\$ 560

SFY 2019-20

Total Estimated Cost:	\$ 6,000
Federal Highway Administration	\$ 4,800
PennDOT MLF	\$ 640
Local (County)	\$ 560

**Task Description**

*I-D. Coordination*

The purpose of this task is to coordinate regional transportation issues and needs with the SEDA-COG MPO, Northern Tier RPO, Williamsport-Lycoming Chamber of Commerce, local municipalities, and other key partners and stakeholders in the transportation planning process.

**Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD staff regularly participated as a non-voting member on the SEDA-COG MPO, Williamsport-Lycoming Chamber of Commerce Transportation Committee, WATS Transit Advisory Committee and other forums. Technical assistance and advice is provided to these organizations as needed on a variety of transportation related initiatives.

PCD Staff Chaired the Central PA Transportation Coalition which is evaluating improved transportation services in a six county area including Lycoming, Union, Snyder, Northumberland, Montour and Columbia counties.

As a member of the State Transportation Advisory Committee, (TAC), PCD Transportation Supervisor participated in quarterly TAC meetings.

## Major Tasks To Be Completed in FY 2018-2020 UPWP

- Coordinate with SEDA-COG MPO, Northern Tier Regional Planning and Development Commission RPO and Williamsport-Lycoming Chamber of Commerce on regional transportation issues and needs.
- **Provide technical assistance to PennDOT and other transportation providers as necessary. Assistance may come from non-traditional technical resources, such as county planning, academia, or other public or private planning expertise.**
- **When appropriate or where reasonable WATS MPO capacity exists, assist PennDOT with outreach to County or 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 multi-modal 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.**
- **As part of PennDOT's modernization efforts, continue to expand the use of technology to more efficiently provide the opportunity for coordination and collaboration.**
- Participate on the Central PA Transportation Coalition to implement the Regional Transit Needs Assessment Study recommendations and update the Coordinated Human Services Transportation Plan jointly with the SEDA-COG MPO as a regional approach.
- Work with RVT, STEP, other regional transit providers and PennDOT Bureau of Public Transportation to implement the Regional Transit Consolidation Study recommendations.
- Serve on the State Transportation Advisory Committee.

### DELIVERABLES

- ✓ Attend Chamber of Commerce Transportation Committee Meetings (As Scheduled)
- ✓ Chair Central PA Transportation Coalition Meetings (As Scheduled)
- ✓ Attend SEDA-COG MPO Meetings (As Scheduled)
- ✓ Attend Northern Tier RPO Meetings (As Needed)
- ✓ As TAC Member, Attend TAC Quarterly Meetings and Participate on TAC Study Committee on State Passenger Rail Service Assessment (As Scheduled)
- ✓ Ensure WATS MPO Adoption of Joint Coordinated Human Services Transportation Plan with SEDA-COG MPO (6/30/19)

*Responsible Agency: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 12,500
Federal Highway Administration	\$ 10,000
PennDOT MLF	\$ 1,333
Local (County)	\$ 1,167

SFY 2019-20

Total Estimated Cost	\$ 12,500
Federal Highway Administration	\$ 10,000
PennDOT MLF	\$ 1,333
Local (County)	\$ 1,167

**II. MANAGEMENT SYSTEMS PLANNING**

**Task Description**

***II-A. Congestion Management System Planning***

The purpose of this task will be to continue monitoring the WATS Congestion Management System network and conducting detailed corridor / subarea CMS studies as required.

**Major Tasks Previously Completed in FY 2016-2018 UPWP**

WATS completed the Muncy Area Corridor Access Management Plan which identified congestion and level of service deficiencies at 20 intersections and highway segments in the study area based on future growth forecasts. Limiting the amount of new development allowed under current local land use ordinances along with access management are key strategies to avoid transportation congestion identified in the plan.

**Major Tasks To Be Completed in FY 2018-2020 UPWP**

- **Update and maintain the WATS Congestion Management Process (CMP). Ensure that current information is available for project development and prioritization. Continue to monitor and evaluate the CMP and to conduct detailed corridor / sub-area congestion management studies as needed.**

- **Update and maintain WATS Growth Area VISUM travel demand model to ensure the integrity of the planning outputs of the model especially in regard to monitoring traffic congestion at key locations contained in the Lycoming County Growth Area Land Use and Transportation Plan. 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 establish performance targets and assess performance in future years.**
- Continue to implement the Muncy Area Corridor Access Management Plan recommendations.

**DELIVERABLES**

- ✓ Update WATS Growth Area VISUM Travel Demand Model (As Needed)
- ✓ Implement Muncy Area Corridor Access Management Plan (Ongoing)
- ✓ Conduct CMP Corridor Management Studies (As Needed)

*Responsible Agency: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 2,500
Federal Highway Administration	\$ 2,000
PennDOT MLF	\$ 266
Local (County)	\$ 234

SFY 2019-20

Total Estimated Cost	\$ 2,500
Federal Highway Administration	\$ 2,000
PennDOT MLF	\$ 266
Local (County)	\$ 234

## **Task Description**

### ***II-B. Intermodal Management System Planning***

The purpose of this task will be to continue Intermodal Management System planning as per the PennDOT Management System Business Plan and IMS Workbook. PCD staff works to address transit, aviation, rail, bikeways / pedestrian facility needs and issues and interfaces activities with highway and land use planning to ensure system connectivity.

#### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD and WATS assisted the Airport Authority to help secure funding and initiate a project to replace the aging and space constrained airport terminal building which is now under construction with a planned opening of the new terminal in September, 2018.

WATS coordinated regularly with the SEDA-COG Joint Rail Authority and local industries to ensure the provision of cost competitive and reliable rail service within Lycoming County.

WATS coordinated with the Susquehanna Greenway Partnership that includes 22 member counties formed to develop a 400 mile Genesee-Susquehanna Greenway system from New York to Maryland. The Susquehanna Riverwalk and Pine Creek Rail Trail represents the major components of this regional greenway system in Lycoming County.

#### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- Coordinate with the Airport Authority to preserve and expand commercial air services, including securing improved service to respond to business needs, and coordinate as needed to complete the Airport Terminal Building Replacement Project.
- Continue to participate on the PA Aviation Advisory Committee.
- Coordinate with SEDA-COG Joint Rail Authority, Norfolk Southern and local industries on rail service needs, review Rail Freight Assistance Program and Rail Transportation Assistance Program applications and attend PUC Field Investigations on rail / highway grade crossing alterations. Identify rail safety project candidates for programming under the rail safety TIP line item. Identify and evaluate additional opportunities to develop rail served industrial sites,
- Implement Lycoming County Greenways, Recreation and Open Space Plan and Susquehanna Trail Feasibility Study recommendations by advancing the Phase 1 Susquehanna Trail project between the Riverwalk at Maynard Street and Susquehanna State Park and coordinate with the Susquehanna Greenway Partnership on regional greenway initiatives such as the proposed Genesee – Susquehanna Greenway.

- **Jointly identify and integrate a prioritization concept that identifies critical multi-modal transportation facilities and intermodal connectors 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 Montoursville Borough, Airport Authority, Rail Authority and PennDOT District 3-0 to advance a federal earmark funded project to improve access to the Williamsport Regional Airport along Montour Street.
- Continue to participate on the City of Williamsport Bike/Ped Committee to implement the new City Bike Route map and complete streets ordinance adopted by Williamsport City Council in 2017.

**DELIVERABLES**

- ✓ As a Member, Attend PA Aviation Advisory Committee Meetings (As Scheduled)
- ✓ Attend PA PUC Field Investigations on highway/rail crossings (As Scheduled)
- ✓ Attend SEDA-COG Joint Rail Authority Board Meetings (As Scheduled)
- ✓ Attend Williamsport Regional Airport Authority Meetings (As Scheduled)
- ✓ Attend Susquehanna Greenway Partnership Meetings (As Needed)
- ✓ Assist in Advancement of Genesee-Susquehanna Greenway Project Development Activities (As Requested)
- ✓ Assist in Advancement of Montour Street Extension Project Development To Improve Access to New Williamsport Regional Airport Terminal. (As requested)
- ✓ Develop and Prioritize Critical Multi-Modal Facilities and Connectors (As per PennDOT Guidance and Schedule)
- ✓ Attend City of Williamsport Bike/Ped Committee Meetings (As Scheduled)

*Responsible Agency: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Costs	\$ 15,000
Federal Highway Administration	\$ 12,000
PennDOT MLF	\$ 1,600
Local (County)	\$ 1,399

SFY 2019-20

Total Estimated Costs	\$ 15,000
Federal Highway Administration	\$ 12,000
PennDOT MLF	\$ 1,600
Local (County)	\$ 1,399

### **III. SYSTEM MAINTENANCE AND PRESERVATION**

#### **Task Description**

#### ***III-B. Highway Programming***

The purpose of this task will be to assist PennDOT in the implementation of the FFY 2019 WATS Transportation Improvement Program, (TIP) as needed in accordance with the PennDOT General Procedural and Financial Guidance documents. Environmental justice activities will be continued and strengthened to ensure that the entire public has the opportunity to become involved in the planning and programming process. The WATS Long Range Plan will be used to identify new funding candidates for inclusion on the 12 Year Program and TIP. PCD Staff will work with PennDOT to modify or amend the FFY 2019 TIP as needed. The WATS MPO will also develop the FFY 2021 draft TIP.

#### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD staff assisted PennDOT in the development of the FFY 2017 TIP. PCD Staff also participated on the PennDOT Financial Guidance Work Group to develop financial guidance for MPO's / RPO's to use in developing the FFY 2017 TIP and draft FFY 2019 TIP. Linking Planning and NEPA Screening Forms were used to evaluate new project candidates for the FFY 2015 TIP.

PCD staff assisted PennDOT and RVT in development of the draft FFY 2019 TIP.

PCD worked with PennDOT District 3-0 to launch the new PennDOT Connects Municipal Outreach initiative by convening meetings with local municipal officials and other stakeholder groups that participated in the Lycoming County Multi-Municipal Comprehensive Plan Planning Advisory Teams, (PAT's) to review scopes of work for new TIP projects and secure meaningful local feedback to improve transportation and community linkages.



## Major Tasks To Be Completed in FY 2018-2020 UPWP

- **Utilize the Project Development PennDOT Connects/Local Government Collaboration meetings to initiate all new projects being considered for inclusion in the 2018-2038 WATS Long Range Transportation Plan Update and TIP/12 Year Program. These meetings will occur prior to program development. Continue to develop this process for transit projects. Cooperation between the WATS MPO, River Valley Transit and PennDOT Engineering District 3-0 is needed to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the WATS Long Range Transportation Plan and TIP. Document the process used by the WATS MPO for the PennDOT Connects Initiative.**
- **Monitor and advance, in conjunction with PennDOT, the non-traditional projects including Appalachian Regional Commission (ARC) Local Access Road projects identified by WATS, PennDOT, and River Valley Transit and projects programmed on the WATS TIP. The WATS MPO will continue to take an active role in status/coordination with project sponsors to help ensure that the projects are advancing, completed on time, and are within budget.**
- **Modify/amend FFY 2019-2022 Transportation Improvement Program (TIP) and LRTP as required. Adopt the Draft FFY 2021-2024 WATS TIP and submit all required information per the TIP checklist. FHWA and FTA regulations, as well as PennDOT's General and Procedural Guidance require that documentation of the process used by the WATS MPO for project selection and prioritization for TIP updates be included with the WATS TIP submittal package.**
- **Review and evaluate the effectiveness of the procedures and strategies in the WATS Public Participation Plan. Maintain the implementation of the WATS Title VI / Non-discrimination Plan with updates and changes as they are released.**
- **Expand and improve Environmental Justice (EJ) activities to ensure that all stakeholders have the opportunity to become involved in the WATS 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. WATS meeting information will be posted on the Lycoming County website at [www.lyco.org](http://www.lyco.org)**
- **Maintain Lycoming County/WATS website linkages to PennDOT TIP Visualization applications.**
- **Continue to collaborate with the State Transportation Commission, (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. Continue to work with the STC and PennDOT to garner input by encouraging citizens to take the online survey through various methods including meetings, mass email**

**communications, social media, etc. Data and comments collected through the TYP Public Outreach Campaign will also be considered for inclusion in the WATS Long Range Plan, available via the STC website at [www.TalkPATransportation.com](http://www.TalkPATransportation.com)**

- Advance Lycoming County Local Bridge Bundling Program and ensure the programming of all local bridges on the WATS TIP where appropriate in compliance with PA Act 89 financing requirements (i.e. Act 13 bridge restricted account funds, Road Map Program, PIB loan etc.)

**DELIVERABLES**

- ✓ Support Implementation of PennDOT Connects Project Development / Local Government Collaboration Process and Attend Key Meetings (As Scheduled)
- ✓ Modify and Amend FFY 2019-2022 WATS TIP (As Required)
- ✓ Work With PennDOT, RVT and Municipal Officials to Develop and Adopt FFY 2021-2024 WATS TIP and submit TIP checklist package for STC/FHWA/FTA approval (As Per PennDOT General and Procedural Guidance Schedule)
- ✓ Update WATS Public Participation Plan for WATS MPO Adoption (6/30/20)
- ✓ Advance Lycoming County Local Bridge Bundling Program Activities (As per County Schedule and Ensure Compliance With PA Act 89 Requirements)

*Responsible Agency: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 5,000
Federal Highway Administration	\$ 4,000
PennDOT MLF	\$ 532
Local (County)	\$ 469

SFY 2019-20

Total Estimated Cost	\$ 5,000
Federal Highway Administration	\$ 4,000
PennDOT MLF	\$ 532
Local (County)	\$ 469

## **Task Description**

### ***III-C Air Quality Monitoring***

Lycoming County is currently designated as an Air Quality Attainment Area for all six pollutants under the Federal Clean Air Act. In the event Lycoming County is designated as a non-attainment area due to changes in the Federal Clean Air Act standards or changes in Lycoming County's air quality, it may be appropriate for the WATS MPO transportation planning program priorities to be adjusted accordingly to provide sufficient support and technical assistance to PennDOT to ensure compliance with air quality standards.

### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

LCPC staff monitored Lycoming County's air quality status in relation to new standards. Since there have been no changes to Lycoming County's air quality attainment status, no action has been needed to respond to new standards at this time.

### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- Continue to monitor Lycoming County air quality attainment status and new Federal requirements and respond accordingly.
- **Where appropriate, work with PennDOT and the PA Department of Environmental Protection (DEP) to monitor and evaluate greenhouse gas emissions in Lycoming County, and assist in implementing Pennsylvania's Climate Change Action Plan.**
- Support a re-evaluation of vehicle emissions testing requirements in air quality attainment areas.

## **DELIVERABLES**

- ✓ Initiate Process to Ensure Conformity Analysis on LRTP/TIP Projects in the event Lycoming County falls into non-attainment status for regulated pollutants (As Required)
- ✓ Assist in monitoring greenhouse gas emissions and implementing PA Climate Change Action Plan (As Requested and In Accordance With PennDOT/DEP Schedule)

*Responsible Agency: Lycoming County PCD*

## **BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 1,000
Federal Highway Administration	\$ 800
PennDOT MLF	\$ 106
Local (County)	\$ 94

SFY 2019-20

Total Estimated Cost	\$ 1,000
Federal Highway Administration	\$ 800
PennDOT MLF	\$ 106
Local (County)	\$ 94

### **Task Description**

#### ***III-E1. HPMS & III-E-2 Traffic Counts***

The purpose of these tasks will be to verify and update Highway Performance Monitoring System, (HPMS) data to monitor highway traffic volumes and performance levels along selected segments at the direction of PennDOT in fulfillment of federal requirements. PCD Staff will also assist PennDOT in compiling and expanded and current traffic count database for Lycoming County by taking supplemental (to HPMS) vehicle classification and / or volume counts. Traffic count locations will be identified by PennDOT and the PCD so that overall transportation planning as well as specific project planning data needs are met. **Deliverables include:**

- Updated traffic counts to be used to support transportation planning and programming activities.
- Updated traffic counts that will aid in the maintenance and enhancement of the existing transportation infrastructure in Lycoming County.
- Supplemental traffic counts, if taken, also used to support planning activities.
- Adequate level of safety equipment and supplies for traffic counting activities.
- Updated and verified HPMS data to be used for assessing and reporting highway system performance under the FHWA's strategic planning process.

## **Major Tasks Previously Completed in FY 2016-2018 UPWP**

The PCD Staff collected and entered 144 traffic counts as well as verified and updated roadway inventory and performance measures on 234 sample sections in support of the HPMS program. All data was entered into the PennDOT Roadway Management System ahead of schedule.

## **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- **Verify and update roadway inventory and performance measures on 115 Highway Performance Monitoring System, (HPMS) sample sections, including any additional segments that may be required based upon revised urban boundary revisions, in accordance with HPMS manual specifications. Submit HPMS data to PennDOT by the first Friday in December of each calendar year.**
- **Collect and submit 72 traffic counts of which 22 (30%) will be classification counts in support of HPMS and the Commonwealth's Traffic Monitoring System for Highways (TMS/H), including supplemental and any additional counts. The specific number and type of counts, (volume, machine classification, or manual classification) will be determined by PennDOT. Assigned counts should not be taken on weekends or holidays, and will be submitted to PennDOT monthly (i.e. the last workday of the month in which the counts were taken). All traffic counts will be collected by the Thursday before Thanksgiving each calendar year and all data submitted by the first Friday In December each calendar year.**
- **In support of the above, appropriate PCD staff will attend one HPMS and one Traffic Workshop sponsored by PennDOT.**
- **Comply with PennDOT's Traffic Safety and Assistance Program (TCSAP) procedures. Purchase safety equipment, as needed, for traffic counting requirements.**
- **Collect additional traffic count data as needed to support the WATS transportation planning program.**

## **DELIVERABLES**

- ✓ **Complete HPMS Sample Sections and Submit Data to PennDOT (12/7/18)**
- ✓ **Complete HPMS and TMS/H Traffic Counts Data Collection (11/15/18)**
- ✓ **Submit all HPMS and TMS/H Traffic Count Data to PennDOT (12/7/18)**
- ✓ **Attend PennDOT HPMS and Traffic Workshops (As Scheduled)**
- ✓ **Collect Additional Traffic Count Data in Support of WATS Program (As Needed)**

*Responsible Organization: Lycoming County PCD*

**BUDGET**

III-E-1: HPMS Samples

SFY 2018-19

Total Estimated Cost	\$ 7,000
Federal Highway Administration	\$ 5,600
PennDOT MLF	\$ 745
Local (County)	\$ 655

SFY 2019-20

Total Estimated Cost	\$ 7,000
Federal Highway Administration	\$ 5,600
PennDOT MLF	\$ 745
Local (County)	\$ 655

III-E-2 – Traffic Counts

SFY 2018-19

Total Estimated Costs	\$ 20,000
Federal Highway Administration	\$ 16,000
PennDOT MLF	\$ 2,134
Local (County)	\$ 1,866

SFY 2019-20

Total Estimated Costs	\$ 0
Federal Highway Administration	\$ 0
PennDOT MLF	\$ 0
Local (County)	\$ 0

**(NOTE: For SFY 2019-2020 the WATS MPO will cease participation in this task.)**

## IV. LONG RANGE PLANNING

### Task Description

#### *IV-A. Long Range Plan Update*

The purpose of this task will be to update the 2018-2038 WATS Long Range Transportation Plan by prioritizing / staging all multi-modal transportation capital projects as required in accordance with the process improvements recommended during the reengineering of the planning and programming process. It may also be necessary to revise plan policies. The actions contained in the Lycoming County Comprehensive Plan Update as well as the six Joint Municipal Comprehensive Plans as part of the WATS Long Range Plan will be advanced toward phased implementation. The PCD is addressing environmental justice requirements and providing opportunities for public involvement early and often during the plan update process.

#### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD initiated the process to update the Lycoming County Comprehensive Plan and has completed the associated six Multi-Municipal Plans in the designated growth areas in accordance with PA Municipalities Planning Code, (PA MPC) requirements that were adopted by 26 municipalities. Six Planning Area Teams and eight focus groups were formed to guide the plan update process. The WATS MPO served as the transportation focus group.

#### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- **The WATS Long Range Transportation Plan will be maintained and updated as needed in accordance with the current federal transportation legislation requirements – at least every five years as Lycoming County is designated as an air quality attainment area. Accordingly, the WATS Long Range Plan Update is scheduled for adoption by the WATS MPO by December 31, 2018.**
- **Develop Multi-Municipal Growth Area Land Use / Transportation Access Management Plans with priority assigned to preparation of plans for the I-99/US 220 and US 15 South Planning Advisory Team, (PAT) growth areas and incorporate plans with WATS Long Range Transportation Plan Update to ensure future growth does not cause significant impacts to transportation system in terms of public safety, system preservation and operational efficiency that would require major public investments to correct. Work closely with municipalities having land use jurisdiction to implement plan recommendations.**
- **Work with PennDOT, FHWA and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions;**

**accelerate project delivery/environmental streamlining; and Transportation Alternatives Set-Aside Program.**

- **Ensure that FHWA and FTA are provided with an opportunity to participate in the WATS LRTP development process. At a minimum, provide FHWA and FTA with a copy of the draft WATS LRTP documents for review prior to adoption by the WATS MPO.**
- **The WATS Long Range Transportation Plan project listing should reflect a prioritization / staging of all capital projects with a strong emphasis on preservation and operating efficiency of the existing infrastructure for all of the modes to ensure consistency between the WATS LRTP, Lycoming County Comprehensive Plan , six Multi-Municipal Comprehensive Plans and the WATS TIP consistent with specific Highway and Transit financial guidance.**
- **Establish and document a process to coordinate changes to the WATS LRTP and WATS TIP 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 WATS LRTP project lists are available from PennDOT and FHWA.**
- **Coordinate with PennDOT, FHWA and FTA on the development of transportation performance measures for both the WATS LRTP and the WATS TIP. FHWA has also requested that additional documentation be included in the LRTP's, if not already part of the current document, as follows:**
  - **Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies.**
  - **Document operational and management strategies to improve the performance of existing transportation facilities from regional operational plans (reducing bottlenecks, reducing congestion-including non-recurring congestion, improving mobility and safety) and Vehicle Miles Traveled (VMT) reduction, and energy savings.**
  - **Document and assess capital investment and other strategies to preserve the existing transportation infrastructure**
  - **Document and assess Benefits and Burdens Analysis**
  - **Document utilization of visualization in planning techniques**
  - **Document project selection and project prioritization**
  - **Conduct performance based planning and programming**
  - **Document air quality conformity determinations, where required**
  - **Commit to periodic review of the WATS Public Participation Plan to ensure any needed modifications are included to engage the public**
- **Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.**



- **Document land use planning activities within the WATS planning process and ensure coordination with Lycoming County Comprehensive Plan, six Multi-Municipal Comprehensive Plans and WATS Long Range Transportation Plan, and related freight plans. Initiate any changes in the process that may be identified as part of the documentation.**
- **Provide input to PennDOT in 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, PennDOT One Map, functional classification, HPMS and traffic counting, PennDOT Connects Forms, , access management, transit oriented development, healthy communities, compliance with the Americans with Disabilities Act, (ADA) connectivity, interchange area development, transportation impact fees and energy savings.**
- **Partner with PennDOT to advance opportunities to manage travel demand. Travel behavior change should be considered by supporting a broad range of commuting alternatives to single occupancy vehicle (SOV) travel.**
- **Where appropriate, work to support the improvement of National Highway System, (NHS) intermodal freight connections and National Highway Freight linkages through the WATS Long Range Transportation Plan . Enhance the visibility and effectiveness of freight planning in Lycoming County through the WATS Long Range Transportation Plan, freight plans freight advisory committees and development of regional freight inventories.**
- **Identify livability and sustainability and resiliency planning strategies to tie the quality and location of transportation facilities and services to broader opportunities such as; access to employment opportunities, affordable housing, quality schools, safe streets, economic development, social equity, and environmental conservation. As a pilot county, utilize PennDOT's Extreme Weather Vulnerability Assessment to: incorporate flooding resiliency into WATS TIP projects; enhance the Lycoming County Hazard Mitigation planning process; and improve emergency preparedness in coordination with the Lycoming County Department of Public Safety, EMS responders and integrate with Lycoming County and municipal Emergency Operations Plans. Advance Muncy Resiliency Initiative.**
- **Participate in Transportation Impact Studies (TISs) and review of Highway Occupancy Permits (HOPs) to ensure planned development is coordinated with sound land use / transportation linkages / economic development, and that all transportation modes have been adequately considered.**
- **Work with PennDOT 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, and/or developing official maps.

- **Partner with PennDOT in developing strategies to advance to conclusion, modify, or implement plans and projects that are outside of the WATS MPO fiscal constraint based on cash flow.**
- **Work with resource agencies to evaluate the impact of Marcellus shale industry as related to asset management strategies in the WATS LRTP. These strategies and their application, along with strategies related to climate change, should be included in the WATS LRTP.**
- **Develop intergovernmental planning processes for multi-municipal, corridor-focused land use / transportation assessments for targeted geographic areas. Areas targeted should be reflective of placed-based circumstances, including but not limited to population growth or decline, shifts in human and economic resources, and other regional trends identified in the WATS Long Range Transportation Plan and should precede the identification of specific WATS TIP projects. Planning activities should be initiated in collaboration with County, local and PennDOT District 3-0 stakeholders and should be consistent with available program resources, PennDOT / WATS MPO planning tools. Planning activities shall also, be consistent with the Lycoming County Comprehensive Plan and the Multi-Municipal Comprehensive Plans. Planning activities should lead to better consideration of land use priorities and transportation network operations in the selection and prioritization of highway, bridge, transit and multi-modal projects.**
- **As part of Transportation Systems Management and Operations Initiative, (TSMO) continue to assess the need and appropriateness of traffic operations and Intelligent Transportation Systems (ITS) elements through the WATS Long Range Plan and Transportation Improvement Program. Traffic operations / ITS projects and strategies deployed in the WATS MPO region should be consistent with PennDOT's TSMO and Traffic Operations Policies and Guidelines. The projects should be included in the Northcentral Regional Operations Plan, (ROP). Update regional ITS architecture, where appropriate.**
  - **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. The WATS MPO will consider road safety audit study(s) through the WATS UPWP in collaboration / consultation with PennDOT District 3-0. A safety planning workgroup has been established to help implement safety initiatives.**
  - **Continuously monitor and evaluate procedures used for collecting statistical data (race, sex, national origin/limited English, age, disability, income, etc.) of participants in, and beneficiaries of transportation programs by tracking participation in public meetings and reviewing new regional census data. Data**

will be current and accurate. Revisions will be reflected in the Benefits and Burdens Analysis.

➤ As part of WATS MPO efforts to assist PennDOT with asset management activities, include transportation inventories of local transportation assets:

- Locally owned bridges less than 20ft.
- Locally owned, non-federal aid roadways, where applicable

As part of additional considerations for inventories, WATS should develop minimum data collection requirements for inventories identified and work with PennDOT to refine these requirements

- Signage, including inventories for retro-reflectivity per FHWA's requirements
- Traffic signals
- Freight facilities
- Bicycle / Pedestrian facilities (To avoid data duplication, WATS will confer with DCNR prior to data compilation)
- Transit fleets/facilities/routes
- ITS Infrastructure
- Others as determined by WATS

For FY 2018-20 WATS will consider the development of potential pilots for Freight and Bicycle / Pedestrian facilities data collection; including consideration of purchasing data collection equipment for such facilities, if required. If appropriate, establish work groups to ensure consistency of data collection statewide.

### **DELIVERABLES**

- ✓ Ensure WATS MPO adoption of Long Range Transportation Plan Update (12/31/18)
- ✓ Initiate Update of WATS 2023-2043 Long Range Transportation Plan (6/30/20)
- ✓ Monitor and Report on Performance Measures Included In the WATS 2018-2038 Long Range Transportation Plan (As Required)
- ✓ Use Available Data Sources and Work With PennDOT and FHWA to Analyze Safety, Pavement/Bridge System and Freight Performance Measures and Targets (As Required)
- ✓ Amend WATS 2018-2038 WATS Long Range Transportation Plan (As Needed)
- ✓ Complete US 15 South PAT Growth Area Land Use/ Transportation Plan (6/30/20)
- ✓ Complete US 220/I-99 PAT Growth Area Land Use /Transportation Plan (6/30/20)
- ✓ Complete Environmental Justice Benefits and Burdens Analysis (As Required)

*Responsible Agency: Lycoming County PCD*

## **BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 91,750
Federal Highway Administration	\$ 73,400
PennDOT MLF	\$ 10,123
Local (County)	\$ 8,227

SFY 2019-20

Total Estimated Cost	\$ 111,750
Federal Highway Administration	\$ 89,400
PennDOT MLF	\$ 12,257
Local (County)	\$ 10,093

## **V. MAJOR TRANSPORTATION PROJECTS**

### **Task Description**

#### ***V-A. Project Needs Studies***

The purpose of this task will be to prepare or participate in Project Needs Studies for major transportation projects, assist PennDOT with environmental analyses, identify and implement innovative financing mechanisms for major capital projects and participate in agency coordination meetings as appropriate.

#### **Major Tasks Previously Completed in FY 2016-2018 UPWP**

No special project assistance requested.

#### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- Prepare and / or participate in project needs studies for transportation problems identified for further study by the WATS Technical and Coordinating Committees, Programming Advisory Committee or through PennDOT. Work with PennDOT and the environmental resource agencies to gain acceptance for the completion of needs studies as part of the planning process as requested.

### **DELIVERABLES**

- ✓ Prepare and / or Participate in Transportation Project Needs Studies (As Requested)
- ✓ Coordinate through Agency Coordination Meeting, (ACM) On Needs Studies (As Required)

Responsible Agency: Lycoming County PCD

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 1,000
Federal Highway Administration	\$ 800
PennDOT MLF	\$ 106
Local (County)	\$ 94

SFY 2019-20

Total Estimated Cost	\$ 1,000
Federal Highway Administration	\$ 800
PennDOT MLF	\$ 106
Local (County)	\$ 94

**VI. PROGRAM MANAGEMENT**

**Task Description**

***VI-A. Administration***

The purpose of this task will be to ensure timely and effective administration of the WATS transportation planning program through development of the Unified Planning Work Program, submission of quarterly progress reports and invoices, preparation of the LCPC / WATS annual report and ensuring adherence to the MPO public involvement procedures and environmental justice requirements in all planning related activities.

**Major Tasks Previously Completed in FY 2016-2018 UPWP**

PCD and RVT staff prepared the FY 2016-2018 WATS Unified Planning Work Program (UPWP).

PCD prepared and submitted eight quarterly progress reports and invoices to PennDOT detailing progress on transportation planning activities contained in the UPWP.

PCD ensured compliance with the MPO adopted public involvement procedures and environmental justice requirements.

The 2016 and 2017 LCPC/ WATS annual report was prepared and submitted to all planning partners and stakeholder organizations.

### **Major Tasks To Be Completed in FY 2018-2020 UPWP**

- **Adopt the FY 2020-2022 WATS Unified Planning Work Program.**
- **Submit all documents required for contract execution, including Exhibits “2” and “3” and authorizing signature resolutions. Begin preparation of the FY 2022-2024 UPWP in accordance with the next two year update cycle.**
- **Identify carryover/ongoing supplemental planning tasks as candidates when the UPWP is updated.**
- **Provide separate budget tables for each year of the UPWP and document as part of the two year agreement. Identify specific work program tasks in the appropriate fiscal year.**
- **Submit progress reports and invoices to PennDOT not later than 30 days following the reporting period.**
- **Provide meeting notices, agendas and meeting materials to WATS Committee members not less than 5 working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings. Continue using electronic distribution of materials to WATS membership/meeting attendees and post on the county website [www.lyco.org](http://www.lyco.org)**
- **WATS members to submit agenda materials to LCPC. (Not less than 10 working days prior to meetings.)**
- **Ensure the WATS MPO has access to PennDOT’s SharePoint website for efficient document and information sharing purposes. PennDOT utilizes this site as a resource to provide documents to Planning Partners.**
- **Ensure space is provided on the county website for PennDOT to share statewide documents (STIP, LRTP, etc...) with the public for review and comment. WATS will continue the use of social media for its public outreach efforts.**
- **As appropriate, work with FHWA to implement the new OMB Super Circular requirements, which went into effect December 26, 2014. The Super Circular addresses new requirements for monitoring contractors and sub recipients, allowable costs, etc.**
- **Submit LCPC / WATS 2018 and 2019 Annual Reports to PennDOT, other planning partners and stakeholder organizations.**

- Continue to develop and expand the use of the [www.lyco.org](http://www.lyco.org). County website to share planning and programming information and the tenets and requirements of current federal legislation with the public and tribal governments.
  
- Ensure that WATS is addressing the requirements for Disadvantaged Business Enterprises (DBE) as part of its 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 PennDOT Bureau of Equal Opportunity (BEO) at (717) 787-5891 or toll free at (800) 468-4201.
  
- Deliverables: A listing of all contracts, including DBE goals established for them, if applicable. The WATS MPO 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, including actual payments to DBE firms. For auditing purposes, maintain copies of cancelled checks issued to DBE firms or another appropriate form of payment verification. Utilize the new DBE reporting form and state deliverable dates on a quarterly basis. The DBE form is located on the Office of Planning's SharePoint website under Program Center, Financial / Contract Management, Financial and Contracts.
  
- 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 WATS MPO training on site. WATS will invite other interested local partners (including RVT, STEP and the Williamsport Regional Airport) to participate in these trainings. 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 (SDB – formerly the Disadvantaged Business Program). The purpose of the SBPI is to increase opportunities for small businesses to compete for award of Commonwealth contracts as prime contractors. Please refer to [www.dotsbe.pa.gov](http://www.dotsbe.pa.gov) for more information.
  
- Where appropriate, work with PennDOT and RVT 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, including performance measures implementation.

- To meet the spirit and intent of Title VI, continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking and Limited English Proficiency (LEP), and low income groups. As appropriate, develop communication materials to enhance participation of these groups. As needed, procure LEP services within the confines of the WATS UPWP Agreement and state procurement guidelines.
- Finalize development of WATS MPO staff transition plan and training to respond to anticipated retirements of PCD transportation planner and assistant transportation planner.

**DELIVERABLES**

- ✓ Ensure WATS MPO Adoption of FY 2020-2022 UPWP (2/28/20)
- ✓ Submit all documents including Exhibits “2” and “3” and Authorizing Resolution for FY 2020-2022 UPWP Contract Execution (3/14/20)
- ✓ Submit WATS Quarterly Progress Reports and Invoices (Within 30 Calendar Days Following Reporting Period)
- ✓ Email WATS Meeting Packets to Members (Not Less Than 5 Calendar Days Prior To Meeting)
- ✓ Distribute WATS Meeting Minutes to Members (Within 30 Calendar Following Meeting)
- ✓ Submit 2018 LCPC/WATS Annual Report to PennDOT (6/30/19)
- ✓ Submit 2019 LCPC/WATS Annual Report to PennDOT (6/30/20)

*Responsible Organization: Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 25,000
Federal Highway Administration	\$ 20,000
PennDOT MLF	\$ 2,668
Local (County)	\$ 2,332

SFY 2019-20

Total Estimated Cost	\$ 25,000
Federal Highway Administration	\$ 20,000
PennDOT MLF	\$ 2,668
Local (County)	\$ 2,332



## Task VII-A

### Local Technical Assistance Program (LTAP) Assistance

#### I. JUSTIFICATION

##### **PennDOT LTAP:**

The PennDOT Local Technical Assistance Program, PennDOT LTAP, is part of a national initiative to transfer transportation technology through training, technical assistance, and other customer services to municipal elected officials and their staff. PennDOT LTAP provides technical information and proven technologies to meet the growing demands on municipal governments. In an effort to expand and promote LTAP services to the 52 municipalities within the 1 county region, WATS proposes to assist PennDOT with facilitating LTAP training during FY 2018-2020.

#### II. SCOPE OF WORK

**This planning effort will be undertaken as outlined below:**

- A. Develop a priority training list that identifies training needs within the municipality. Using the priority training list, WATS will work with PennDOT to schedule training dates. WATS will then provide a facility for training courses on the selected date(s) of training.**
- B. Advertise training to all 52 municipalities and PennDOT's Municipal Service Representatives through letters, course brochures, emails, etc., announcing the training dates and locations. All registrations for training courses will be coordinated directly through WATS. Provide PennDOT registration information one week prior to the scheduled course date(s).**
- C. Market the value of PennDOTs LTAP and its long term impact on the workforce. Provide a mechanism for municipalities to contact WATS with issues that LTAP can assist with by offering training or tech assists and ascertain from the municipalities what format is most beneficial for them to receive local technical assistance.**
- D. Attend county conventions such as the Lycoming County Association of Township Officials and Lycoming-Sullivan Boroughs Association, West Branch COG equipment show, municipal meetings, etc., as needed to market LTAP services. Utilize the [www.lyco.org](http://www.lyco.org) county website to market LTAP as well.**
- E. Participate in an annual LTAP MPO/RPO meeting and other PennDOT meetings as required. Attend LTAP training courses and participate in at least one technical assistance on-site visit in Lycoming County.**
- F. Submit quarterly reports detailing all LTAP project activities and expenditures to PennDOT Project Managers. Prepare an annual report**

that summarizes the evaluations in a report detailing the process used to market LTAP in Lycoming County. Summarize the outcomes and recommendations for future activities with LTAP in Lycoming County.

#### **Major Tasks Previously Completed In FY 2016-2018**

- Scheduled, Marketed and Facilitated 12 LTAP Training Classes In Lycoming County
- Trained 180 Municipal Officials Attending LTAP Courses In Lycoming County
- Developed LTAP Budget, Travel and Marketing Plans
- Completed LTAP 2015 and 2016 Annual Reports
- Participated In Lycoming County Association of Township Officials, Lycoming-Sullivan Boroughs Association Conventions and West Branch COG Equipment Shows to Market LTAP Programs and Services
- Attended LTAP Annual Planning Partner Meetings
- Participated in Tech Assists With Municipal Officials

#### **Major Tasks to be Completed in FY 2018-2020**

- Continue Identifying Priority Training Needs and Scheduling LTAP Courses
- Continue Promoting LTAP Technical Assistance Offerings and Attending On Site Visits
- Continue Marketing LTAP Through Newsletters, Flyers, Email Alerts, Press Releases, Social Media Posts, Website Content and Attendance At Municipal Conventions and Equipment Shows
- Integrate LTAP With Other Transportation Activities and Programs

#### **DELIVERABLES**

- ✓ Issue Municipal Training Needs Survey and Compile Results (12/31/18)
- ✓ Schedule 2019 LTAP Training Classes Within Lycoming County (2/28/19)
- ✓ Schedule 2020 LTAP Training Classes Within Lycoming County (2/28/20)
- ✓ Complete Marketing and Other Preparations To Support Strong Municipal Attendance at LTAP Classes (Within 10 Days of Class)
- ✓ Attend Tech Assists (As Scheduled)
- ✓ Attend Lycoming County Association of Township Officials Spring and Fall Conventions, Lycoming-Sullivan Boroughs Association Meetings and West Branch COG Equipment Shows To Market LTAP (As Scheduled)
- ✓ Attend PennDOT LTAP Planning Partner Meetings (As Scheduled)
- ✓ Submit LTAP / WATS 2018 and 2019 Annual Reports (By July 31 of Each Year)

*Responsible Organization Lycoming County PCD*

**BUDGET**

SFY 2018-19

Total Estimated Cost	\$ 15,000
Federal Highway Administration	\$ 15,000
State MLF	\$ 0
Local	\$ 0

SFY 2019-20

Total Estimated Cost	\$ 15,000
Federal Highway Administration	\$ 15,000
State MLF	\$ 0
Local	\$ 0

**RIVER VALLEY TRANSIT**  
**2018 - 2020 UNIFIED PLANNING WORK PROGRAM**

**Contract #1**

**IV. LONG RANGE PLANNING**

**IV-C. Transportation Development Plan Update (Long-Range Planning)**

*Monitor and update River Valley Transit's (RVT's) 2019 and 2020 Performance Report and Plan Updates in terms of the overall system performance, capital improvements, service regionalization plan and the maintenance program.*

**Previous Results:**

RVT has completed a draft 2017 Performance Report and Plan Update highlighting RVT's performance during the year. RVT performed a farebox survey during the fiscal year in which data was downloaded from the electronic fareboxes on a trip-by-trip basis to allow for a more detailed analysis of performance on individual routes. Also, RVT has evaluated our performance against other public transit systems in the Commonwealth on a variety of performance indicators. Business continued to grow at RVT's public Fast-Fill CNG Fueling Facility the only public facility in Lycoming County. RVT has become increasingly committed to promoting transit friendly development throughout the Williamsport area with the completion of the Trade & Transit Centre II Project. In terms of transit regionalization, RVT continued to manage the Endless Mountains Transportation Authority (EMTA), a three-county rural transportation system, and participated on the Central PA Transportation Coalition, a regional transit study committee working to provide connectivity among communities in Columbia, Lycoming, Northumberland, Snyder, Montour, and Union Counties. RVT submitted a demonstration grant to PennDOT to provide fixed-route service to Clinton County. Last, RVT completed a six-year capital improvement program for FY 2018 - FY 2023.

**Actions & Procedures:**

1. Complete RVT's 2018 and 2019 Performance Report and Plan Updates to monitor RVT's operations and performance on an ongoing basis, identify trends and issues that may impact the system in the future, and to analyze options for preserving and enhancing public transportation in the Williamsport area.  
(06/30/2019 & 6/30/2020)
2. Conduct a passenger-oriented survey during a regular weekday of service and a farebox survey utilizing the ridership data from RVT's Data Point farebox program in order to track usage patterns and evaluate route changes and recent service expansions.  
(12/31/2018 & 12/31/2019)

3. Monitor the progress and continue to plan and promote transit friendly development throughout RVT's service area including the development of the Connect Williamsport Project which is a multi-modal revitalization and infrastructure improvement project in the eastern section of the Central Business District. This project supports PennDOT's Connect Initiative for enhanced collaboration throughout the planning phase of this project. RVT will continue to work with the County, City, Lycoming College and PennDOT to revitalize this key neighborhood in the CBD and promote public/private partnerships (P3s) opportunities that enhance access to jobs, affordable housing, and economic development. (Ongoing)
4. RVT will work on the action items identified in PennDOT's Performance Review Report, as well as, RVT's 2018-2022 Strategic Plan that incorporates goals, targets, and performance measures regarding services, customers, financial viability, organization and management, and stakeholder engagement to help guide decisions and actions over the next three to five years in order to strengthen overall organization performance. (6/30/2018 & 6/30/2019)
5. RVT will analyze various congestion management strategies which include, working with the Marcellus Shale industries, encouraging greater use of transit services by all transportation users, establishing and promoting park-n-ride facilities from regional areas and urban fringes including Clinton County, and expanding RVT's transit pass programs to major employers in our service area and supporting commuting alternatives to single occupancy vehicle travel. (Ongoing)
6. RVT will work with FTA and PennDOT to implement MAP-21 and Act 44 provisions including performance management measures and targets, as well as, updating RVT's long range transportation plan and WATS MPO Long-Range Transportation Plan. (Ongoing)
7. RVT will continue with planning activities related to the management and administration of the Williamsport Parking Authority and Hiawatha, Inc. operations in order to coordinate support service delivery as effectively and efficiently as possible to support travel and tourism in our service area. (Ongoing)
8. RVT will update our six-year capital improvement program (2019-2022) to ensure a high level of quality service including the operation of the compressed natural gas (CNG) fueling facility and the continual purchase of CNG transit vehicles to reduce our dependence on foreign oil and improve air quality in the region by reducing greenhouse gas emissions. RVT will continue to work with the PA Department of Environmental Protection to monitor and evaluate greenhouse gas emissions in our service area and apply for AFIG grants when applicable. (12/31/2019)

9. RVT will schedule semi-annual public transit advisory committee meetings to provide the public an opportunity to participate in the development of all transportation program and services provided by RVT. RVT will continue to develop communication strategies by expanding the use of our website ([www.ridervt.com](http://www.ridervt.com)) and other social media outlets to improve our public participation activities to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process including RVT's UPWP, TIP, Six-Year Capital Improvement Program, ADA, DBE and Title VI programs. (Ongoing)
10. RVT will coordinate transportation needs with STEP, Inc. including the provision of ADA paratransit service to maintain compliance with the Americans with Disabilities Act (ADA). (Ongoing)
11. In terms of transit regionalization, RVT will continue to manage the Endless Mountains Transportation Authority (EMTA), a three county rural transportation system, and will participate on the Central PA Transportation Coalition, a regional transit study committee working to provide connectivity among communities in Columbia, Lycoming, Northumberland, Snyder, Montour, and Union Counties. RVT will continue to work on expanding fixed route service to Clinton County to manage travel demand along the US 220 Corridor between Williamsport and Lock Haven. Transportation performance measures for this new service will be developed and evaluated annually for this proposed service. (Ongoing)
13. RVT will continue to update our FTA Title VI Program to remain in compliance with FTA regulations. To better accommodate LEP patrons, RVT will develop communication strategies to expand and improve activities to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process. RVT's Title VI Program includes non-English speaking and Limited English Proficiency (LEP) and low-income groups. RVT's Title VI Plan was submitted to FTA in 2017 and is currently under review by FTA. (12/31/2018)
14. RVT will continue to update our FTA approved DBE Program to remain in compliance. RVT's DBE Plan is valid until with FTA until 2019 and contains a Small Business Participation Element and utilizes the Pennsylvania Unified Certification Program (PA UCP). RVT will continue to report DBE utilization semi-annually to FTA. (9/30/2019)

## Contract #2

### I. ECONOMIC DEVELOPMENT

#### I-B. Transit Privatization (Private Enterprise Planning)

*Coordinate activities between the public and private transportation providers to reduce overall operating expenses, meet RVT's established maintenance goal for private sector utilization, and promote public/private partnerships with developers.*

##### Previous Results:

RVT continues to coordinate transportation activities with the local private carrier (Susquehanna Transit), as well as, utilize the private sector in the provision of maintenance services. RVT has been working with private enterprises on the requirements and feasibility of having maintenance facilities become "CNG compliant". RVT submitted quarterly charter reports to FTA.

##### Actions & Procedures:

1. Evaluate existing and potential new service in terms of possible contracting opportunities in order to reduce overall operating expenses. (Ongoing)
2. Coordinate charter activities with local private carrier in response to the revised FTA Charter Service Regulations 49 CFR Part 604 and submit quarterly reports to FTA. (Quarterly)
3. Investigate contracting opportunities for demand responsive carriers to provide complementary paratransit service for RVT to meet the ADA service requirements. (Ongoing)
4. Continue to utilize the private sector in several areas of vehicle maintenance which have proven to be less costly than if RVT provided the services directly. Meet an established goal of spending at least twenty-five percent (25%) of RVT's maintenance budget on contracts with private enterprise. Continue to work with the private sector in terms of CNG technology on RVT's CNG transit vehicles. (Ongoing)
5. RVT continue to work with PennDOT in support of the PennDOT Connects initiative on the transit friendly development projects such as Old City / East Third Street Redevelopment Project through continuing, cooperative, and comprehensive planning process with public and private entities. (Ongoing)

6. RVT will explore transportation demand management strategies and encourage local municipalities and private sector participation in identifying measures to reduce congestion and evaluate the impacts of the Marcellus shale industries.  
(Ongoing)

#### **I-E. Marketing and Economic Development**

*Develop a marketing plan for the fixed route system, the ADA complementary paratransit service and the Williamsport Historic Trolleys to encourage additional ridership and improve the public awareness of mass transportation, as well as, enhance travel and tourism in Lycoming County. Promote the Peter Herdic Transportation Museum to preserve and promote the social and technological history of surface transportation in Lycoming County. Expand the use of social media outlets in all marketing activities as an avenue for outreach and public participation.*

#### **Previous Results:**

RVT issued a *Ride Guide* in 2014 and update the website ([www.ridervt.com](http://www.ridervt.com)). This easy-to-read pamphlet provides passengers and others with complete information on all RVT bus routes and schedules as well as general information on how to use the transit system and related services. RVT extended the "Senior Bonus Bucks" and "Rider Bucks" promotions which were designed to increase both senior citizen (60+) and non-senior ridership. RVT began promoting marketing activities utilizing social media outlets to reach the younger/college ridership market. To accommodate our LEP patrons, RVT implemented an "I. Speak" card program designed to help drivers identify the preferred language of any rider seeking assistance.

RVT provided special transit services to support a wide variety of activities and community events in our service area, including event such as the Lycoming County Fair, Little League World Series including the MLB/Little League Classic, Williamsport Crosscutters games, Fourth of July celebration and fireworks display, Lycoming College and Penn College events. RVT, in conjunction with Lycoming College and Penn College, continued the college pass program (LycoPass and PennPass) that allows full-time students unlimited free access to all RVT routes. This style promotion was extended to UPMC employees and Lycoming County employees to manage travel demand to and from work in our service area. RVT's website and social media outlets are constantly updated to provide the public with transportation information and input. All marketing activities were targeted toward increasing passenger utilization and overall public transit system services.



## Actions & Procedures:

1. RVT continues to promote our public image and expanded range of services to attract new passengers and improve overall ridership. Proactive marketing measures will include updating RVT's website, developing a social media strategy, implement a quarterly e-news letter to various stakeholders, update RVT's outreach programs, and update and publish an annual ride guide. (Ongoing)
2. RVT will continue to develop communication strategies by expanding the use of our website ([www.ridervt.com](http://www.ridervt.com)) and other social media outlets to expand and improve public participation activities to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process including RVT's UPWP, TIP, Six-Year Capital Improvement Program, ADA, DBE, Title VI programs as well as provide opportunities to request reasonable accommodations. (Ongoing)
3. Continue to develop exhibit space within the Peter Herdic Transportation Museum, as well as, promote the entire historic district to strengthen tourism services. (Ongoing)
4. Continue to promote and update RVT's new "my ride" app which provides bus passengers with real time information about bus arrival and departure times at individual bus stops via online connections. (Ongoing)
5. To better accommodate LEP patrons, RVT will continue to develop communication strategies to expand and improve activities to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process. RVT will analyze Census tract statistical data on patrons' race, sex, national origin/limited English, age, disability, income, etc. to properly market activities to meet the needs of our customers. (Ongoing)
6. RVT will evaluate past promotional activities for the fixed route service, as well as, the marketing campaigns for Williamsport Historic Trolleys, Hiawatha Paddlewheel Riverboat and other specialized services for their effectiveness for promoting travel and tourism in Lycoming County. (Ongoing)
7. Continue planning activities that will maximize current economic development in the downtown Williamsport and the surrounding urbanized area as it relates to the development of the Connect Williamsport multi-modal infrastructure improvements in the Central Business District as part of the Williamsport Connects - Old City / East Third Street Revitalization Project. (Ongoing)

## **I-F. Financial Capacity Planning**

*Utilize RVT's accounting/financial management system and non-financial (operating) management information system to monitor RVT's financial capacity and develop an ongoing financial plan.*

### **Previous Results:**

RVT presented an operating budget to the City of Williamsport and participating municipalities for Calendar Years 2017 & 2018 which were adopted. RVT continued to follow the four-year 2015-2018 Financial Plan for RVT. RVT's FY 2016 & 2017 audits, as well as, RVT's FY 2016 & FY 2017 NTD Report were completed. RVT submitted federal and state grant applications and quarterly operating and capital financial reports, including DBE reports, to FTA and PennDOT.

### **Actions & Procedures:**

1. Update RVT's management information system for non-financial data which includes ridership data, vehicle hours, vehicle miles, fuel usage, driver hours, and other operational information. (Ongoing)
2. Evaluate RVT's financial stability utilizing the data collected and the anticipated levels of federal, state, and local funding levels for the next four years. This assessment will include transit costs (capital, operating, maintenance, modernization) to use in making service decisions as indicated in RVT's Financial Plan. (Ongoing)
3. RVT will continue to take a cautiously optimistic approach to make every effort to hold the line on cost increases while developing contingency plans to reduce service levels selectively and institute incremental fare increases if such actions become necessary. (Ongoing)
4. RVT will pursue new federal funding sources through MAP-21 opportunities and other discretionary transportation grant opportunities, as well as, state and local funding sources for the funding of fixed route public transportation service. RVT will evaluate the Pennsylvania Infrastructure Bank (PIB) as a tool for financing major capital transportation projects such as future purchases of CNG replacement transit vehicles. (Ongoing)
5. Promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of the economic development. (Ongoing)
6. To reduce costs and increase employee efficiency, RVT will increase the utilization web-conferencing, webinars, and other electronic outreach methods in meeting public participation, as well as, employee training. (Ongoing)

### **III. TRANSPORTATION INFRASTRUCTURE**

#### **III-A. Transit Programming**

*Maintain and preserve RVT's existing transit facilities and services consistent with WATS Long Range Plan policies and economic development efforts.*

##### **Previous Results:**

RVT worked on projects included in the current FFY 2015-2018 Transportation Improvement Plan (TIP) for Transit and finalized a six-year (2017-2022) capital improvement program for approval by the various funding sources. RVT submitted federal and state grant applications for projects programmed in FY 2017 and modified the TIP accordingly. All capital projects are included in the 2016 Performance Report and Plan Update and the draft 2017 Performance Report and Plan Update.

##### **Actions & Procedures:**

1. Pursue projects listed on RVT's FFY 2017-2020 Transportation Improvement Program (TIP) for Transit, which includes Capital, Planning, and Operating Assistance programs and amend the current TIP when necessary. (Ongoing)
2. RVT will develop a FFY 2019-2022 TIP for review and approval by the WATS Technical and Coordinating Committees. (9/30/2018)
3. Develop a six-year capital improvement program (2019-2024) for approval by the various funding sources to be included in the 2018 & 2019 Performance Report and Plan Updates. (06/30/2019 & 6/30/2020)

#### **III-D. Public Transit Data (Short-Range Planning)**

*Update RVT's time series data, ADA paratransit service data, operating data for each individual route and complete the annual National Transit Database Report.*

##### **Previous Results:**

During Fiscal 2017, RVT updated its computerized system-wide time series data set for both the fixed route and paratransit service. RVT utilized ridership data from the Omni Point Database program, which provides real-time analysis of farebox data and streamlines the retrieval of farebox data, to determine ridership levels on all RVT routes. This program was utilized to conduct the annual route performance survey and an analysis of this data was completed and included 2016 as well as the draft 2017 Performance Report and Plan Updates.

## **Actions & Procedures:**

1. Collect ridership data from the Omni Point Database program, which provides real-time analysis of farebox data and streamlines the retrieval of farebox data, to determine ridership levels on all RVT routes and provide a detailed examination of the efficiency, productivity, and financial performance on an individual route basis. (12/31/2018 & 12/31/2019)
2. Update RVT's computerized system-wide time series data set. (06/30/2019 & 6/30/2020)
3. Collect monthly ADA paratransit passenger data. (Ongoing)
4. Compile the necessary statistical information needed to complete RVT's annual National Transit Database Report for FY 2018 and FY 2019. (10/30/2018 & 10/30/2019)
5. RVT will utilize PennDOT's Capital Planning Tool (CPT) asset management system to manage RVT's assets that include rolling stock, facilities, and equipment. This system was designed to make it easier for the Bureau of Public Transit and transit agencies to share and exchange information related to assets, projects, funding, and grants. (Ongoing)
6. RVT will annually certify that all data reported is accurate by performing quality/accuracy checks of data used to calculate Act 44 grant awards. RVT will have procedures in place to test and analyze data for quality/accuracy prior to submission into dotGrants. (12/31/2018 & 12/31/2019)

## **IV. LONG RANGE PLANNING**

### **IV-B. ADA Planning**

*Maintain full compliance with the Americans with Disabilities Act of 1990 and DOT regulations and assure that the ADA paratransit service is responsive to the needs of its intended clients.*

### **Previous Results:**

River Valley Transit Plus (RVT+) completed its 25<sup>th</sup> year of providing complementary demand response paratransit service as required by the Americans with Disabilities Act of 1990 (ADA). RVT has an agreement with STEP, Inc. to provide the service during the weekdays (6 AM – 6 PM). RVT provides the service after 6 PM weekdays and all day on Saturdays. RVT+ remains in full compliance with all six of the ADA paratransit service requirements, including periodic meetings of the WATS ADA/Transit Advisory Committee. RVT maintained consultation and outreach activities with ADA eligible clients and continues to serve on various committees involving persons with disabilities. RVT provided voter registration opportunities for individuals with disabilities to make it more convenient for eligible citizens to vote in compliance with the "motor voter law." A lift-use survey was conducted in which a count is recorded each time the operators use a lift or ramp to load or unload a passenger during regular fixed route service to monitor usage. RVT continued working with Hope Enterprises, Inc. and the Williamsport Area High School Life Skills Class on providing fixed route transit service to the sheltered workshop for employment and the Williamsport Hospital campus for job training, respectively.

### **Actions & Procedures:**

1. Continue to meet periodically throughout the fiscal year with the WATS Transit Advisory Committee to provide guidance, assistance, and oversight at a policy level to RVT, STEP, Lycoming County and the WATS Technical and Coordinating Committees in the interest of assuring effective and equitable paratransit service for persons with disabilities. The Transit Advisory Committee will review all transportation related projects and services to provide public involvement and outreach to all stakeholders in the transportation planning process, as well as, rating the transportation service being provided. (Ongoing)
2. Continue to maintain informal consultation and outreach activities regarding ADA on an ongoing basis and be responsible for (1) certifying ADA eligible clients, (2) coordinating scheduling and service delivery with STEP, (3) monitoring ridership and operating expenses on a monthly basis, and (4) providing liaison with social service agencies and advocacy groups concerning all transportation services provided by RVT to disabled patrons. (Ongoing)
3. Conduct a lift use survey in which the operators record the number of times they operate the wheelchair lift/ramp during the day. (05/31/2019 & 5/31/2020)
4. Execute a service delivery contract for operating RVT+ complementary paratransit service, if required. (3/1/2019)

5. Disseminate brochures and provide information on the website regarding RVT+ to individuals and relevant organizations, counseling with individual clients and in some cases with social service agencies about particular needs of certain clients, and resolving questions and complaints regarding ADA related services. (Ongoing)
6. Provide voter registration opportunities for individuals with disabilities in compliance with the National Voter Registration Act of 1993 ("motor voter law") and the 1995 Pennsylvania Voter Registration Act. (Ongoing)
7. Continue to coordinate with STEP on the ADA paratransit service. (Ongoing)
8. Continue informal consultation and outreach activities regarding services for persons with disabilities. (Ongoing)

## **VI. PROGRAM MANAGEMENT**

### **VI-B. Safety and Drug Control Planning**

*Maintain compliance with the Omnibus Employee Testing Act of 1991; provide on-going safety training for all employees especially in light of RVT's compressed natural gas equipment and facility. Also, continue to manage transportation safety and security issues on a daily basis and on all RVT construction projects.*

#### **Previous Results:**

RVT's continued to conduct random and post-accident tests as well as pre-employment drug screening as part of RVT's Substance Abuse Policy which remains in compliance with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. RVT met monthly with the City of Williamsport's Safety Committee. As part of RVT's ongoing Safety and Training Program, all new operators and maintenance personnel will be given extensive training on the operation of CNG equipment. RVT continues to equip new transit vehicles with surveillance equipment, as well as, upgrade and increase the number of surveillance cameras at the Trade & Transit Centre complex, RVT's Garage & Office Facility, and the Church Street Transportation Center for better safety and security. RVT continued to coordinate with PennDOT in safety planning activities related to improvements along the S.R. 220 corridor between Williamsport and Jersey Shore and all other safety corridor initiatives.

RVT has entered into agreements with numerous local municipalities, school districts, and selected assisted living centers and nursing homes in the area to provide emergency transportation services in the event of natural disasters or other crisis situations.

**Actions & Procedures:**

1. Maintain compliance with the FTA's Omnibus Transportation Employee Testing Act of 1991 as outlined in regulations 49 CFR Part 655 and 40 which includes: Pre-Employment, Reasonable Suspicion, Random, Post-Accident, Return-to-Duty, and Follow-up. (Ongoing)
2. Implement comprehensive safety and risk management strategies which include elements involving risk reduction, risk avoidance, and risk transfer (i.e., insurance). (Ongoing)
3. Continue to acquire safety and security equipment on RVT transit vehicles and facilities as part of RVT's policies related to the transit-related terrorism act. (Ongoing)
4. RVT will continue to participate with PennDOT on safety planning activities related to improvements along the S.R. 220 corridor between Williamsport and Jersey Shore and other corridors in Lycoming County. (Ongoing)
5. Continue established safety, award and training programs for all RVT's employees. (Ongoing)

upwp / 2018-2020 UPWP

RIVER VALLEY TRANSIT				
2018 - 2020 UNIFIED PLANNING WORK PROGRAM				
FY 2018-19 (Year 1)				
CONTRACT #1				
	Section	Federal	Local	
	5309	MPP	Share	
IV-C TDP Update	Budget	Funding	Funding	
Personnel	\$20,000			
Fringe Benefits	0			
Transit Consultant	5,500			
Non-Professional-Surveyors	2,000			
Travel & Subsistence	4,000			
<b>TOTAL BUDGET CONTRACT #1</b>	<b>\$31,500</b>	<b>\$25,200</b>	<b>\$6,300</b>	
CONTRACT #2				
I-B Transit Privatization				
Personnel	\$700			
Fringe Benefits	0			
	\$700	\$560	\$140	
I-E Marketing and Economic Develop.				
Personnel	\$10,466			
Fringe Benefits	0			
Contractual Services	0			
	\$10,466	\$8,373	\$2,093	
I-F Financial Capacity Planning				
Personnel	\$8,195			
Fringe Benefits	0			
Transit Consultant	4,000			
Equipment	0			
Supplies	0			
Travel & Subsistence	3,885			
	\$11,080	\$8,864	\$2,216	
III-A Transit Programming				
Personnel	\$900			
Fringe Benefits	0			
	\$900	\$720	\$180	
III-D Public Transit Data				
Personnel	\$5,875			
Fringe Benefits	0			
Computer Support Services	0			
Supplies	0			
	\$5,875	\$4,700	\$1,175	
IV-B E & H Service Planning (ADA)				
Personnel	\$3,000			
Fringe Benefits	0			
	\$3,000	\$2,400	\$600	
VI-B Safety & Drug Control Planning				
Personnel	\$854			
Fringe Benefits	0			
	\$854	\$683	\$171	
<b>TOTAL BUDGET CONTRACT #2</b>	<b>\$32,875</b>	<b>\$26,300</b>	<b>\$6,575</b>	
<b>TOTAL 2018 - 2020 UPWP BUDGET</b>	<b>\$64,375</b>	<b>\$51,500</b>	<b>\$12,875</b>	
(FY 2018-19 Year 1)				
Funding Sources		Section 5309 (MPP)		
Federal Funding		\$51,500		
Local Share - County		6,438		
Local Share - City		6,437		
<b>Total Funding</b>		<b>\$64,375</b>		



RIVER VALLEY TRANSIT				
2018 - 2020 UNIFIED PLANNING WORK PROGRAM				
FY 2019-20 (Year 2)				
CONTRACT #1				
	Section	Federal	Local	
	5309	MPP	Share	
IV-C TDP Update	Budget	Funding	Funding	
Personnel	\$20,000			
Fringe Benefits	0			
Transit Consultant	6,500			
Non-Professional-Surveyors	2,000			
Travel & Subsistence	4,000			
<b>TOTAL BUDGET CONTRACT #1</b>	<b>\$31,500</b>	<b>\$25,200</b>	<b>\$6,300</b>	
CONTRACT #2				
<b>I-B Transit Privatization</b>				
Personnel	\$700			
Fringe Benefits	0			
	\$700	\$560	\$140	
<b>I-E Marketing and Economic Develop.</b>				
Personnel	\$10,466			
Fringe Benefits	0			
Contractual Services	0			
	\$10,466	\$8,373	\$2,093	
<b>I-F Financial Capacity Planning</b>				
Personnel	\$3,196			
Fringe Benefits	0			
Transit Consultant	4,000			
Equipment	0			
Supplies	0			
Travel & Subsistence	3,885			
	\$11,080	\$8,864	\$2,216	
<b>III-A Transit Programming</b>				
Personnel	\$900			
Fringe Benefits	0			
	\$900	\$720	\$180	
<b>III-D Public Transit Data</b>				
Personnel	\$5,875			
Fringe Benefits	0			
Computer Support Services	0			
Supplies	0			
	\$5,875	\$4,700	\$1,175	
<b>IV-B E &amp; H Service Planning (ADA)</b>				
Personnel	\$3,000			
Fringe Benefits	0			
	\$3,000	\$2,400	\$600	
<b>VI-B Safety &amp; Drug Control Planning</b>				
Personnel	\$854			
Fringe Benefits	0			
	\$854	\$683	\$171	
<b>TOTAL BUDGET CONTRACT #2</b>	<b>\$32,875</b>	<b>\$26,300</b>	<b>\$6,575</b>	
<b>TOTAL 2018 - 2020 UPWP BUDGET</b>	<b>\$64,375</b>	<b>\$51,500</b>	<b>\$12,875</b>	
<b>(FY 2019-20 Year 2)</b>				
<b>Funding Sources</b>		<b>Section 5309 (MPP)</b>		
	Federal Funding	\$51,500		
	Local Share - County	6,437		
	Local Share - City	6,438		
	<b>Total Funding</b>	<b>\$64,375</b>		

**WILLIAMSPORT AREA TRANSPORTATION STUDY  
FY 2018-2019 UNIFIED PLANNING WORK PROGRAM  
BUDGET SUMMARY TABLE**

WORK TASK	TOTAL BUDGET			FED SECT. 9			STATE MLF			LOCAL			LOCAL		
	Funding shares	100%	FED PL	FED MPP	80%	FHWA = 9.33%	10.67%	20%	FTA MPP	20%	FTA Section 9	20%			
<b>I. ECONOMIC DEVELOPMENT</b>															
A. Transportation Partnerships	\$99,730.00	\$20,400.00	\$17,797.00	\$41,588.00	\$2,720.00	\$2,380.00	\$4,449.00	\$0.00	\$0.00	\$0.00	\$10,397.00				
B. Transit Privatization	\$2,044.00	\$0.00	\$560.00	\$1,075.00	\$0.00	\$653.00	\$140.00	\$0.00	\$0.00	\$269.00	\$0.00				
C. Highway Designations	\$6,000.00	\$4,800.00	\$0.00	\$0.00	\$640.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
D. Coordination	\$12,500.00	\$10,000.00	\$0.00	\$0.00	\$1,333.00	\$1,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
E. Transit Marketing/Econ. Develop.	\$34,953.00	\$0.00	\$8,373.00	\$19,590.00	\$0.00	\$0.00	\$2,093.00	\$0.00	\$0.00	\$4,897.00	\$0.00				
F. Transit Financial Capacity Planning	\$37,233.00	\$0.00	\$8,864.00	\$20,923.00	\$0.00	\$0.00	\$2,216.00	\$0.00	\$0.00	\$5,231.00	\$0.00				
<b>II. CONGESTION MANAGEMENT</b>															
A. CMS Planning	\$2,500.00	\$2,000.00	\$0.00	\$0.00	\$266.00	\$234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
B. IMS Planning	\$15,000.00	\$12,000.00	\$0.00	\$0.00	\$1,600.00	\$1,399.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>III. TRANSPORTATION INFRASTRUCTURE</b>															
A. Transit Programming	\$57,519.00	\$26,400.00	\$5,420.00	\$14,195.00	\$3,517.00	\$3,084.00	\$1,355.00	\$0.00	\$0.00	\$3,549.00	\$0.00				
B. Highway Programming	\$2,181.00	\$0.00	\$720.00	\$1,025.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$256.00	\$0.00				
C. Air Quality Monitoring	\$5,000.00	\$4,000.00	\$0.00	\$0.00	\$532.00	\$469.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
D. Public Transit Data	\$1,000.00	\$800.00	\$0.00	\$0.00	\$106.00	\$94.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
E. 1 HPMS Samples	\$22,338.00	\$0.00	\$4,700.00	\$13,170.00	\$0.00	\$0.00	\$1,175.00	\$0.00	\$0.00	\$3,293.00	\$0.00				
E. 2 Traffic Counts	\$7,000.00	\$5,600.00	\$0.00	\$0.00	\$745.00	\$655.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>IV. LONG RANGE PLANNING</b>															
A. Long Range Plan Update	\$20,000.00	\$16,000.00	\$0.00	\$0.00	\$2,134.00	\$1,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
B. ADA Transit Planning	\$178,864.00	\$73,400.00	\$27,600.00	\$42,091.00	\$10,123.00	\$8,227.00	\$6,900.00	\$0.00	\$0.00	\$10,523.00	\$0.00				
C. Transit Development Plan Update	\$91,750.00	\$73,400.00	\$0.00	\$0.00	\$10,123.00	\$8,227.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>V. MAJOR TRANSPORTATION PROJECTS</b>															
A. Project Needs Studies	\$81,109.00	\$0.00	\$25,200.00	\$39,687.00	\$0.00	\$0.00	\$6,300.00	\$0.00	\$0.00	\$9,922.00	\$0.00				
<b>VI. PROGRAM MANAGEMENT</b>															
A. Administration	\$1,000.00	\$800.00	\$0.00	\$0.00	\$106.00	\$94.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
B. Transit Safety/Drug Control	\$28,512.00	\$20,000.00	\$683.00	\$2,127.00	\$2,668.00	\$2,332.00	\$171.00	\$0.00	\$0.00	\$532.00	\$0.00				
<b>TOTAL BASE ALLOCATION</b>	\$383,125.00	\$155,000.00	\$51,500.00	\$100,000.00	\$21,000.00	\$17,750.00	\$12,875.00	\$0.00	\$0.00	\$25,000.00	\$0.00				
<b>VII. SUPPLEMENTAL PLANNING</b>															
VII-A Local Technical Assistance Program	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>TOTAL PROGRAM</b>	\$398,125.00	\$170,000.00	\$51,500.00	\$100,000.00	\$21,000.00	\$17,750.00	\$12,875.00	\$0.00	\$0.00	\$25,000.00	\$0.00				



**Lycoming County Planning Commission  
2018-2019 Indirect Costs Proposal**

**Effective Date July 1, 2018**

**Actual Rates  
As of  
12/31/16**

<b>County Fringe Rate:</b>	<b>47.342%</b>
<b>County Indirect Rate:</b>	<b>29.134%</b>
<b>Total Applied Rate 2018-2019</b>	<b>76.476%</b>

**Lycoming County Planning Commission  
2016 County Cost Allocation Plan Indirects**

	<b>2016 CAP</b>
<b>County Allocated Indirect Costs</b>	
Retirement	189,942.00
Social Security	78,244.00
Hospitalization	206,589.00
Prescription Drug	30,739.00
Life Insurance	600.00
Unemployment	477.00
Workers Compensation	155.00
<b>Total Employee Benefits</b>	<b>506,746.00</b>
Custodial And Utilities	21,004.00
Depreciation Buildings	9,895.00
Maintenance	10,963.00
Telephone Equip and Service	6,092.00
Equipment Depreciation	0.00
<b>Total Occupancy Expense</b>	<b>47,954.00</b>
Mail Service	889.00
Printing, Photocopy	5,529.00
Human Resources	21,349.00
Accounting, Fiscal Control and Budgeting	106,739.00
Solicitor	710.00
Treasurer	4,143.00
Central Store Warehousing	330.00
Controller, Auditing	5,459.00
File Retention	965.00
Purchasing	1,478.00
Computer Support Services	105,938.00
Payroll	4,898.00
Auto Insurance	594.00
Direct Charges (Grants Management)	4,871.00
<b>Total In-house Services</b>	<b>263,892.00</b>
Refunds to Central Services	0.00
<b>Total County Allocated Indirects</b>	<b>818,592.00</b>
County Allocated Indirects Year Ending December 2016	818,592.00
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<b>Adjusted 2016 Salary per Cost Allocation Plan</b>	<b>1,070,384.00</b>

<b>76.476%</b>
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**Lycoming County Planning Commission  
Salary and Indirect Costs Rates 2018**

**7.369% Part time**

**As of January 1, 2018**

**47.342% 29.134%**

	<b>Salary Rate</b>	<b>County Fringe</b>	<b>County Indirect</b>	<b>Costing Rate</b>	<b>Billing Rate</b>
Bennett, Deborah	27.028	12.795	7.874	47.697	82.000
Billings, Joshua	28.389	13.440	8.271	50.099	86.000
Cunningham, Lynn	28.600	13.540	8.332	50.472	86.000
Daily, Austin	18.481	8.749	5.384	32.615	56.000
Feigles, Edward	30.319	14.354	8.833	53.506	91.000
Fry, Amy	27.755	13.140	8.086	48.981	84.000
Hausammann Jr., Kurt	50.669	23.988	14.762	89.419	153.000
Heimbach II, Richard	18.208	8.620	5.305	32.133	55.000
Hubbard, David	20.133	9.532	5.866	35.531	61.000
Kelly, William	41.183	3.035	11.998	56.216	124.000
Krajewski, Thomas	20.442	9.678	5.956	36.076	62.000
Lavelle, John	27.819	13.170	8.105	49.093	84.000
Lewis, Stacy	19.837	9.391	5.779	35.008	60.000
Magyar, Jane	20.891	9.890	6.086	36.867	63.000
McJunkin, Frances	33.565	15.890	9.779	59.234	101.000
Murawski, Mark	37.539	17.772	10.937	66.248	113.000
Murphy Richard	28.600	13.540	8.332	50.472	86.000
Picciano, Jennifer	24.836	11.758	7.236	43.830	75.000
Schnitzlein, Joshua	22.090	10.458	6.436	38.983	67.000
Strunk, Dana	17.256	8.169	5.027	30.453	52.000
Sweeting, Stacy	10.940	0.806	3.187	14.933	33.000
Wheeler, Kim	37.785	17.888	11.008	66.682	114.000
Williams, Scott	23.548	11.148	6.860	41.556	71.000
<b>TOTAL STAFF</b>	<b>615.915</b>	<b>270.751</b>	<b>179.441</b>	<b>1066.106</b>	<b>1859.000</b>