

**LANCASTER COUNTY METROPOLITAN PLANNING ORGANIZATION  
(MPO)**



**UNIFIED PLANNING WORK PROGRAM  
(UPWP)**

**FISCAL YEARS 2022-2024**

July 1, 2022 through June 30, 2024

*Adopted November 22, 2021*

**Lancaster County Metropolitan Planning Organization  
Fiscal Years 2022-2024 Unified Planning Work Program**

**OVERVIEW**

**Purpose**

The Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Lancaster County Planning Department (LCPD) and South Central Transit Authority (SCTA) will perform in State Fiscal Years 2022-2024. It incorporates the transportation planning, programs, and support activities within the county for the period July 1, 2022 through June 30, 2024. The UPWP is a required element of federal metropolitan transportation planning regulations. LCPD and SCTA staff jointly developed this work program. Within Lancaster County, Pennsylvania, the transportation planning process is conducted through the Lancaster County Transportation Coordinating Committee, commonly known as the Lancaster MPO (Metropolitan Planning Organization).

**Introduction**

Federal laws and regulations require the formation of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a cooperative, comprehensive, and continuing transportation planning process. The Lancaster County Transportation Coordinating Committee (LCTCC) was designated by the Governor as the MPO for Lancaster County, Pennsylvania in 1965. With the release of the 2000 Census data, Lancaster County’s MPO became a Transportation Management Area (TMA) because the County’s urbanized area population exceeded 200,000. MPO’s that are designated as a TMA have additional planning requirements compared to smaller MPO’s. These requirements include:

- Review and certification of the MPO transportation planning process every four years by the Federal Highway Administration and the Federal Transit Administration
- Maintenance of a Congestion Management Process
- Performance of an Air Quality/Transportation Conformity Analysis

In addition, all TMA’s are eligible to receive Surface Transportation Urban funds.

**MPO Structure and Committees**

The Lancaster MPO is the decision-making body of the MPO and has 21 voting members. The chart below lists the member organizations and the number of votes that organization has on the MPO.

|   |   |
|---|---|
| Lancaster County Board of Commissioners | 1 |
| Lancaster County Planning Commission    | 9 |

|   |   |
|---|---|
| City of Lancaster                         | 5 |
| Pennsylvania Department of Transportation | 2 |
| South Central Transit Authority (SCTA)    | 1 |
| Lancaster Airport Authority (LAA)         | 1 |
| State Legislators                         | 2 |

PennDOT, the Lancaster County Board of Commissioners, SCTA, LAA, State Legislators, and four of the five representatives from the City of Lancaster are nominated by the organization that they represent. The Mayor of the City of Lancaster is specified as a member in the MPO’s Bylaws, as are the nine Lancaster County Planning Commission members. The MPO Bylaws also stipulate that the Chairperson of the MPO shall be elected annually by the voting members of the MPO. The Federal Highway Administration, Federal Transit Administration, and the Pennsylvania Department of Transportation Bureau of Public Transit are non-voting members.

The Transportation Technical Advisory Committee (TTAC), established by the MPO, advises the MPO on transportation planning matters. TTAC has 19 voting members. The chart below lists the member organizations/interests and shows the number of votes that the organization/interest has on TTAC.

|   |   |
|---|---|
| Lancaster County Planning Commission            | 3 |
| Business and Finance Community                  | 1 |
| Chamber of Commerce                             | 1 |
| Operating Railroad in Lancaster County          | 1 |
| Active Transportation Advisory Committee (ATAC) | 1 |
| Environmental Community                         | 1 |
| Motorized Vehicle Interests                     | 1 |
| South Central Transit Authority (SCTA)          | 1 |
| Lancaster Airport Authority                     | 1 |
| City of Lancaster                               | 1 |
| Lancaster Inter-municipal Committee (LIMC)      | 1 |
| Outer Municipalities (non-LIMC)                 | 1 |
| PennDOT Central Office                          | 1 |
| PennDOT District 8                              | 1 |
| State Legislator                                | 1 |
| Advocate for Persons with Disabilities          | 1 |
| Community Health                                | 1 |

The Chairperson of the Lancaster County Planning Commission nominates three members of the Commission to serve on TTAC. The Mayor of the City of Lancaster nominates one representative of the City. The Lancaster County Board of Commissioners nominates one representative from another municipality, who also represents public works or public safety agencies. PennDOT, the Chamber, ATAC, SCTA, Lancaster Airport Authority, LIMC and State

Legislator representatives are nominated by the organization that they represent. The business and finance community, operating railroad, environmental community, motorized vehicle interests, and advocate for persons with disabilities representatives are solicited from local organizations by Lancaster County Planning staff. The Chairperson and the Vice-Chairperson are elected annually by the voting members of TTAC. Federal Highway Administration is an ex-officio member.

The Active Transportation Advisory Committee (ATAC) advises TTAC on bicycle and pedestrian issues related to transportation system improvements and programs. Members are solicited from the public by Lancaster County Planning staff.

In September 2021, the MPO established a new subcommittee called the Transportation Implementation and Engagement Subcommittee (TIES). The mission of TIES is to ensure quality, effective, and timely implementation of the MPO's Metropolitan Transportation Plan, connects2040 (MTP), Transportation Improvement Program (TIP), and other transportation programs. TIES will have between nine and thirteen members representing a broad cross-section of organizations and stakeholders with an interest in effective implementation of places2040, the comprehensive plan for Lancaster County, through the MTP, the ATP and the TIP.

### **Agency Roles and Responsibilities**

The Lancaster MPO has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. Staffing and administration for the MPO is provided by the County of Lancaster through the Lancaster County Planning Department as host agency. Several other agencies also play key roles in the transportation planning process, as discussed below.

**Pennsylvania Department of Transportation** – Lancaster MPO works cooperatively with the Pennsylvania Department of Transportation (PennDOT) in carrying out transportation and air quality planning activities. PennDOT representatives serve as voting members on the MPO and TTAC. PennDOT is responsible for a number of activities that affect the metropolitan transportation planning process. It is charged with the development of a statewide Transportation Plan and also develops a Statewide Transportation Improvement Program (STIP) which incorporates the TIPs developed by all of the MPO/RPOs in the state. PennDOT actively participates in the process by which projects are prioritized and included in the Lancaster MPO's TIP. PennDOT also serves as the primary intermediary between the Lancaster MPO and federal transportation agencies: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA).

**Pennsylvania Department of Environmental Protection** - The Pennsylvania Department of Environmental Protection (DEP) has overall responsibility for compliance with the Clean Air Act, including development and adoption of air quality plans known as State Implementation Plans (SIPs). DEP relies on the Lancaster MPO as the lead planning agency for highway-related

control measures for air quality in the metropolitan area. As a result, Lancaster MPO provides transportation data used in air quality conformity analyses.

**Transit Operator** - The South Central Transit Authority (SCTA) was formed to provide management and administrative services for the Red Rose Transit Authority (RRTA) and the Berks Area Regional Transportation Authority (BARTA) as of January 1, 2015. SCTA through RRTA provides fixed route and paratransit public transportation services in Lancaster County. SCTA is responsible for both the capital and service needs in Lancaster County. It is the principal source for identifying transit projects for inclusion in the transit portion of the Lancaster MPO's Long-Range Transportation Plan and Transportation Improvement Program. It also carries out many of the transit planning activities, including development of the Long Range Public Transportation Plan and Human Services Transportation Plan, funded through Lancaster MPO's regional planning program and other sources.

### **Federal Priorities**

The federal Fixing America's Surface Transportation (FAST) Act (Public Law No. 114-94), and federal metropolitan planning regulations promulgated from the FAST Act, specify the roles and responsibilities of MPOs, including development of a long-range transportation plan, a short-range Transportation Improvement Program, and public involvement efforts. The FAST Act identifies ten planning factors (see below) that must be considered in the metropolitan planning process. Planning activities identified in this UPWP and other MPO documents strive to incorporate these planning factors. The table below lists which Planning Factors are addressed by the UPWP main task categories – Task 1: Plans and Programs; Task 2: Tools and Techniques; Task 3: Administration; Task 4: Transit Planning; and Local Technical Assistance Program (LTAP).

#### Federal Planning Factors

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

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

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

### **State Planning Finding**

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) complete a joint review of Pennsylvania’s Statewide Transportation Improvement Program (STIP) that is updated every two years. In September 2020, the FHWA and FTA approved the Pennsylvania FFY 2021-2024 STIP, which included the individual TIP for the Lancaster MPO. Based on their joint review, the FHWA and FTA also issued a STIP Planning Finding, which is designed to ensure that the STIP and TIPs are developed according to Statewide and metropolitan transportation planning processes consistent with required statutory and regulatory planning provisions. The STIP Planning Finding highlights what works well and what needs improvement in a Statewide or metropolitan transportation planning process.

The FFY 2021-2024 STIP Planning Finding identified several commendations and recommendations that are listed below:

#### **Commendations:**

PennDOT and Planning Partners showed determination and teamwork to overcome unprecedented challenges as part of the 2021 STIP/TIP Update.

Annual Listing of Obligated Projects – *Correction Action resolved*

Significant Improvements to General Procedural Guidance

More collaborative and comprehensive UPWP process and documentation

Integration of new Environmental Justice approach

Transit Asset Management (TAM) Plans

Earlier coordination on Transit TIPs

#### **Recommendations:**

Finalize and Share MPO/RPO LRTP Guidance

Better integrate Performance Based Planning and Programming and the Transportation Asset Management Plan (TAMP)

Update Air Quality Guidance Document

Implement new Statewide Public Participation Plan (PPP) requirements

Continue progress on State Freight Plan update and State Freight Work Group

Incorporate Public Transportation Agency Safety Plan into MTP

Keystone Corridor Funding programmed on TIP

### **Pennsylvania Department of Transportation Planning Goals**

In August of 2016, PennDOT adopted its current statewide long range transportation plan and comprehensive freight movement plan entitled PA On Track. This document presents a clear vision and strategic direction for transportation planning across Pennsylvania. The vision of PA On Track is to “deliver a quality transportation system to support the economy and lifestyles of current and future Pennsylvanians.” PA On Track identifies four general goal areas based on current economic and demographic trends. These goals provide direction to future transportation system investments. The four goals identified are:

1. System preservation by using increasingly good data about the transportation systems in Pennsylvania to develop asset management strategies to maintain the current transportation system at a high level of quality

2. Improvement of safety statewide for all modes and all users
3. To expand and improve personal and freight mobility
4. Emphasize stewardship by increasing efficiency and streamlining processes

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

## **LOCAL PLANNING**

### **Metropolitan Transportation Plan**

The main responsibility of the Lancaster MPO is to prepare a Metropolitan Transportation Plan (MTP) that provides the framework for transportation improvements in the county over the next twenty-five years. The current MTP, connects2040, was adopted in June 2020. The plan was guided by eight policy areas that provide a framework for plan implementation: Safety, Reliable Travel, System Maintenance, Transportation Choices, Environmental Protection, Critical Connections, Quality of Service, and Performance Goals. These directly mirror the policy areas that were used to gauge public opinion through surveys and the strategies presented in the plan are consistent with and build upon policies previously adopted in other county plans, including places2040, the Active Transportation Plan (ATP), the Congestion Management Process (CMP), the South Central Transit Authority's Transit Development Plan, and public feedback. The MTP vision is:

*Equitably meet the mobility needs of residents, businesses, and visitors while strengthening the unique identity of Lancaster County through an environmentally responsible, safe, and reliable multimodal transportation system.*

### **Transportation Improvement Program**

The MPO, PennDOT, and South Central Transit Authority (SCTA) coordinate to develop, adopt, and manage the Transportation Improvement Program (TIP), the county's short-range transportation investment strategy. The TIP prioritizes the county's transportation projects within the constraints of federal, state, and local funding that the county can reasonably expect to receive within the next four years. Projects that are included on the TIP must come from an approved Metropolitan Transportation Plan. All projects must conform to requirements of the Clean Air Act Amendments (CAAA) which state that any proposed transportation project or activity should not lead to further degradation of the county's air quality, but instead, should improve the air quality and move us toward meeting the federal clean air standards. Additionally, there must be adequate public involvement including an advertised public hearing in the development of the TIP.

### **Public Participation Plan**

The Public Participation Plan (PPP) ensures that the MPO's public involvement activities comply with applicable Federal and state transportation planning regulations. The PPP outlines the strategies utilized to provide and receive information from the public on transportation planning



and programming process including funding for projects, studies, plans, and committee actions. The PPP includes procedures for implementing public involvement as well as indicators for evaluating the performance of the plan and suggesting future improvements. The PPP is reviewed every two years prior to a TIP Update and updated as needed. The PPP specifies that draft plans and programs such as the MTP and TIP must be made available for public review during a 30-day comment period. The MPO is also required to hold at least one (1) public meeting during this comment period.

### **Environmental Justice/Title VI**

The Federal Highway Administration and Federal Transit Administration's 2018 Certification Review of the Lancaster Metropolitan Planning Organization's (MPO) transportation planning process cited shortcomings in Lancaster County's environmental justice (EJ) assessment methodology. This methodology should assess whether the MPO's transportation plans and programs have disproportionately high and adverse human health or environmental effects on minority and low-income populations.

To address these shortcomings, the Lancaster MPO participated in the development of the "South Central PA MPO Environmental Justice (EJ) Unified Process and Methodology Guide". This initiative was a cooperative effort among all the MPOs in PennDOT District 8-0 to develop a uniform methodology for assessing benefits and burdens on EJ populations. The Federal Highway Administration and Federal Transit Administration identified Core Elements which represent an effective EJ analysis for planning. The FHWA and FTA Core Elements are:

- Identify EJ Populations,
- Assess Conditions and Identify Needs,
- Evaluate Burdens and Benefits, and
- Identify and address Disproportionate and Adverse Impacts.

The Core Elements were used to evaluate EJ issues in development of the Metropolitan Transportation Plan (MTP) and 2021-2024 Transportation Improvement Program (TIP). The Lancaster MPO will continue to use the Core Elements process.

### **Coordinated Human Services Transportation Plan**

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation. An update of the Coordinated Human Services Transportation Plan is anticipated in 2022/2023.

### Annual List of Obligated Projects

As a requirement of the FAST Act, MPOs are required to prepare annual reports that list and summarize all highway, bridge, and transit projects for which funding has been obligated during the prior Federal Fiscal Year (ending September 30). FHWA defines “obligated” as “the Federal government’s promise to pay a State for the Federal share of a project’s eligible cost.” These reports should be completed by December 31<sup>st</sup> of each calendar year and posted on the MPO’s website.

### Plan/Activity Milestones

The table below reflects the milestone dates for major planning documents/activities that are completed by the Lancaster MPO:

| Plan/Activity   | Update Cycle | Current              | Next              |                     |
|---|--------------|----------------------|-------------------|---------------------|
|   |              | Adoption/ Completion | Required Adoption | Targeted completion |
| Unified Planning Work Program (UPWP)                    | 2 years      | 11/25/2019           | 1/31/2022         | 11/22/2021          |
| Metropolitan Transportation Plan (MTP)                  | 4 years      | June 22, 2020        | July 2024         | June 17, 2024       |
| Transportation Improvement Plan (TIP)                   | 2 years      | June 22, 2020        | July 2022         | June 27, 2022       |
| Public Participation Plan (PPP)                         | 2 years      | June 25, 2018        | As needed         | June 27, 2022       |
| Environmental Justice Benefits & Burdens                | 2 years      | June 22, 2022        | July 2022         | June 27, 2022       |
| Local Technical Assistance Program (LTAP) Annual Report | Yearly       | September 1, 2019    |                   | December 31, 2021   |
| Title VI Policy & Procedures                            | As needed    | 2016                 | As needed         | 2022                |
| Limited English Proficiency Plan                        | As needed    | 2018                 | As needed         | June 27, 2022       |
| Active Transportation Plan (ATP)                        | 5 years      | April 22, 2019       | April 2024        | 2023/2024           |
| Annual List of Federally Obligated Projects             | Yearly       | 2020                 | January 2022      | Dec. 31, 2021       |
| MPO Federal Certification Review                        | 4 years      | August 17, 2018      |                   | 2022                |
| Coordinated Human Services Transportation Plan          | As needed    | 2012                 | As needed         | 2022/2023           |
| Congestion Management Process (CMP)                     | 2 years      | 2020                 | As needed         | 2022                |
| Air Quality Conformity Determination                    | 2 years      | April 21, 2020       | July 2022         | April 2022          |

### Work Program Development

The UPWP is prepared by LCPD staff, in cooperation with SCTA, PennDOT Central Office, PennDOT District 8-0, FHWA, and FTA. The FY 2022-2024 UPWP development process began on July 16, 2021 when PennDOT Central Office released the final UPWP Planning Priorities Actions and Procedures and funding distributions. LCPD staff discussed the UPWP Guidance with PennDOT District 8 on July 22, 2021. An overview of the guidance was presented to TTAC on

September 13, 2021 and to the MPO on September 27, 2021. LCPD coordinated with SCTA in October to review the draft 22-24 UPWP and include SCTA revisions before the draft was shared with committee members. A draft FY 2022-24 UPWP was presented to TTAC on November 8, 2021 and adopted by the MPO on November 22, 2021. The draft UPWP was also submitted for review by PennDOT and FHWA. Based on comments received from PennDOT, FHWA, or FTA, a revised UPWP will be presented at a future committee meeting

### **MPO Priorities for 2022-2024**

The Lancaster MPO has identified several priority tasks that will be completed during the 2022-2024 UPWP. These include:

- Implementation of *connects2040 – the Metropolitan Transportation Plan*.
- Revisions to the 2023-2026 Transportation Improvement Program.
- Implementation of the Active Transportation Plan.
- Addressing recommendations from the 2022 Lancaster MPO Federal Certification Review.
- Ongoing collaboration with municipalities through the PennDOT Connects process.
- Update the Coordinated Human Services Transportation Plan
- Develop the 2025-2028 Transportation Improvement Program
- Update the Metropolitan Transportation Plan

UPWP Task Categories Outline:

Task I – Transportation Planning and Programming

Task II- Planning Tools and Techniques

Task III- Administration

Task IV- Transit Planning

Task V- Special Tasks

**Lancaster MPO UNIFIED PLANNING WORK PROGRAM  
FY2022-2024 WORK TASKS**

**I. TRANSPORTATION PLANNING & PROGRAMMING**

*Transportation planning and programming are core functions of the Lancaster MPO that result in a cooperative, comprehensive, and continuing transportation planning process. Activities under this work program category seek a comprehensive approach by linking transportation with land use and other community planning topics, building relationships with Lancaster County municipalities and citizens to cooperatively develop programs, and developing sound solutions to transportation needs through sustained efforts. These activities address all modes of transportation, the needs of all users, including underserved groups, and the overall quality of life in the community.*

Responsible Agency

Lancaster County Planning Department (LCPD)

| <u>Funding Source</u>          | <b>YEAR 1</b> | <b>YEAR 2</b> |
|--------------------------------|---------------|---------------|
| Federal Highway Administration | \$424,320     | \$424,320     |
| PennDOT                        | \$53,778      | \$53,778      |
| Local Highway                  | \$52,302      | \$52,302      |
| Federal Transit Administration | \$32,136      | \$32,136      |
| Local Transit                  | \$8,034       | \$8,034       |
| TOTAL                          | \$570,570     | \$570,570     |

Task Descriptions

A. Modal Planning

1. Continue to work on implementation of the Active Transportation Plan. Expand the number and diversity of ATAC membership. Continue to provide technical assistance to municipalities for Complete Streets.

2. Assist SCTA with updating and advancing the recommendations of the Coordinated Human Services Transportation Plan and with development and implementation of the recommendations of the 2022 Transit Development Plan, including a bus stop location inventory and analysis.

3. Integrate freight planning on a local and regional scale consistent with recommendations from the Lancaster MPO's Metropolitan Transportation Plan (June 2020) and best practices from PennDOT's Freight Planning Guidance (October 2020).
  - A. Expand upon the preliminary analysis of commercial truck trip characteristics and connections in the Metropolitan Transportation Plan.
  - B. Use freight data to identify and evaluate freight needs and strategies to prioritize transportation investments.
  - C. Share this information with our freight stakeholders and increase input from the economic development community.

4. Continue to participate in regional freight planning efforts, such as the creation of an action plan following the South Central Pennsylvania Truck Parking Summit with FHWA and the other PennDOT District 8-0 MPOs in March/April 2021. Initial activities include data collection, such as an inventory of available truck parking spaces in the region.

5. Actively participate as a Metropolitan Planning Organization (MPO) representative on the Board of Directors of the Susquehanna Regional Transportation Partnership (SRTP), a multi-county agency comprised of MPO's, transit agencies and chambers of commerce. The mission of this organization is to utilize Transportation Demand Management (TDM) industry best practices to promote a commuter mode shift from single occupant vehicles to non-drive alone options such as carpooling, vanpooling, transit, walking, biking and telecommuting. This program works directly with employers and community organizations to educate commuters about the options to remove vehicle miles traveled (VMT) from regional roadways and to improve air quality. The TDM program of the SRTP, Commuter Services of Pennsylvania, combines professional staffing with a no cost turn-key approach to businesses and community organizations for the purpose of assisting employees and commuters to find a more economical, healthier and environmentally friendly mode of transportation to and from work. A key component of Commuter Services of Pennsylvania is the Commute PA program, a website and app based platform allowing commuters to find rideshare opportunities, track their non-drive alone commute trips, obtain rewards and incentives for participation and record specific TDM data to document mode shift success across the region.

B. Long-Range Planning

1. Continue implementation of *connects2040*, the Lancaster MPO's current Metropolitan Transportation Plan.
2. Establish and document a process to coordinate changes to the TIP and MTP 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 MTP project lists are available from PennDOT and FHWA.

3. Update the Metropolitan Transportation Plan by June 2024. Actively coordinate with PennDOT, SCTA, FHWA and FTA during the plan update.
4. Integrate Cultural Resources into the MPO planning process with coordination through, and information from FHWA and the PennDOT Environmental Policy and Development Section (Bureau of Project Delivery). Continue the Network of Environmental Stakeholders in Transportation (NEST) committee that was formed during the creation of the MTP.

C. Transportation Improvement Program (TIP)

1. Modify/amend the 2023-2026 TIP in coordination with PennDOT and SCTA, according to the established TIP MOU provisions. Conduct analyses for Air Quality Conformity, Environmental Justice Benefits and Burdens, and resiliency planning strategies.
2. Utilize the PennDOT Connects process to ensure collaboration with local planning. Participate in PennDOT Connects activities, including outreach to, scheduling of, and attendance at collaboration meetings with municipalities, PennDOT and other stakeholders; preparation of documentation; follow-up communications; collaboration with PennDOT District 8-0 and municipalities in preparation of Project Initiation Forms for projects proposed for the Metropolitan Transportation Plan and Transportation Improvement Program; participation in PennDOT Connects training opportunities, and encouraging municipalities to use the technical assistance and training resources available through the PennDOT Connects Hub.
3. Continue to use and refine the MPO's project evaluation criteria to identify projects for the MTP and TIP.
4. Assist PennDOT in implementing the Program Development and Project Delivery Process to ensure that all projects are advancing, completed on time, and within budget. Participate in Scoping Field Views; Design Field Views; status, advisory committee, and public meetings; and other activities associated with ongoing project implementation.
5. 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 Department 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 regional plans, available via the STC website at: [www.TalkPATransportation.com](http://www.TalkPATransportation.com)

6. Evaluate potential effects on low-income and minority populations utilizing the South Central PA MPO Environmental Justice Unified Process and Methodology Guide that identifies FHWA/FTA Core Elements to be included in the analysis of the TIP and MTP. Conduct outreach to low-income and minority populations, representatives, and other traditionally underserved populations. Update the Public Participation Plan to reflect new outreach strategies, as needed. Participate in after action discussions or work groups to discuss how to better integrate and improve EJ analysis, as needed. Share findings from planning EJ analysis with PennDOT to better inform project level EJ analysis in NEPA as needed.

7. Develop and adopt the 2025-2028 TIP in coordination with PennDOT and SCTA, according to the established TIP MOU provisions. Conduct analyses for Air Quality Conformity, Environmental Justice Benefits and Burdens, and resiliency planning strategies.

- E. Continue to monitor, evaluate, and update the Congestion Management Process (CMP) and to conduct detailed corridor/sub-area congestion management studies as necessary.
- F. Participate in activities associated with planning, development, and delivery of projects advanced through the PennDOT and PA Department of Community and Economic Development (DCED) Multimodal Transportation Fund (MTF) Program. Provide technical assistance to municipalities that are submitting applications.
- G. Monitor and advance, in conjunction with PennDOT, non-traditional projects identified by the MPO, PennDOT, and SCTA, and projects programmed on the TIP. Typically, non-traditional projects are those administered through the TIP for which funding is provided outside of the fiscal constraint provided in Financial Guidance. Examples include competitive discretionary grants, Transportation Alternatives and Smart Growth Transportation projects. The Lancaster MPO will take an active role in the status/coordination with project sponsors to help ensure that projects are advancing, completed on time, and are within budget.
- H. Participate on various boards of directors and committees to represent the goals and policies of the County and MPO, such as the Susquehanna Regional Transportation Partnership (SRTP)/Commuter Services of PA, LancasterBikes!, Coalition for Smart Growth,, PennDOT Planning Partners Work Groups, and the State Pedalcycle and Pedestrian Advisory Committee (PPAC).
- I. Implement the findings and recommendations provided in the MPO certification review report from FHWA and FTA. Describe how work program activities are being used to address findings and recommendations from these reviews.

J. Safety

1. Work with PennDOT and FHWA to better incorporate safety planning into transportation planning. Work with PennDOT to improve the process for identifying projects for Highway Safety Improvement Program (HSIP) funding.
2. In an advisory role, review proposed subdivision and land development plans, including Transportation Impact Studies (TIS) and road vacations for safety of access and egress. Participate in PennDOT-required Transportation Impact Studies (TIS) and Highway Occupancy Permits (HOP) meetings to ensure planned development is coordinated with sound land use/transportation linkages/economic development, and that all transportation modes have been adequately considered.
3. Participate in data driven safety planning activities, safety reviews or road safety audits (RSA) that lead to better consideration of safety in the selection and prioritization of highway and transit projects. Coordinate with PennDOT District 8 Traffic Safety Unit to conduct one RSA per year.

K. Public Involvement and Outreach

1. Review and evaluate the effectiveness of the procedures and strategies in the MPO Public Participation Plan and update the Plan accordingly, prior to an update of the MTP or TIP. Utilize website, visualization, social media, and online surveys.
2. Add MPO website linkages to PennDOT TIP Visualization applications. Provide space on the MPO website for PennDOT to share statewide documents (STIP, LRTP, etc.) with the public for review and comments. Use social media for MPO public outreach efforts.
3. Update the MPO Title VI/Non-Discrimination Compliance Plan and Limited English Proficiency (LEP) plan in coordination with PennDOT through the Bureau of Equal Opportunity (BEO), Bureau of Public Transportation (BPT), and Center for Program Development and Management (CPDM), as well as with FTA and FHWA, as needed, for guidance, resources and assistance in maintaining compliance.
4. Develop and expand the use of the MPO website and develop and integrate processes to share planning and programming information and the tenets and requirements of current federal legislation in a timely manner with the public and Tribal governments when developing the MTP, TIP, PPP, and other major planning documents.
5. 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 should be current and accurate. Revisions should be reflected in the Benefits and Burdens Analysis.

6. Expand and improve Environmental Justice (EJ) activities to ensure that all stakeholders have the opportunity to become involved in the region's planning and programming process. Use social media as a primary source of information for contacting and notifying impacted groups.
  7. 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 UPWP agreement and state procurement guidelines.
  8. Coordinate with PennDOT and SCTA to publish an Annual List of Obligated Projects for Highway and Transit on the MPO website by December 29th of each year. Share lists with TTAC and MPO committees.
  9. Continue to update the MPO and LCPD websites to be more user-friendly, accessible, including translation and search features.
  10. Although there are no areas in Pennsylvania currently under the jurisdiction of Tribal governments, PennDOT recognizes the importance of Tribal consultation and considers federally-recognized Tribes and Nations to be interested parties. Therefore, PennDOT and the MPO shall consult with federally-recognized Tribes and Nations that have regions of interests in Pennsylvania to provide opportunities for review and comment on key planning documents, such as the TIP, MTP, and PPP. The MPO website should be utilized in addition to specific outreach strategies which should be defined the MPO's Public Participation Plan.
  11. 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.
- L. Review and update MOUs with other MPOs, PennDOT, and SCTA to account for performance data, targets, and data collection for National Highway System (NHS). Where appropriate, work with PennDOT and local Transit Operators to review and update their cooperative Planning Agreements to accurately document their

collaborative planning process and determine their respective and mutual roles, responsibilities, and procedures governing their cooperative efforts in carrying out the federal and state required transportation planning processes.

M. Assist PennDOT with Asset Management activities, work with PennDOT on determining how this data will be used and maintained. Consider developing minimum data collection requirements for the inventories identified below and work with PennDOT to refine these requirements:

- Traffic signals
- Transit fleets/facilities/routes – coordinate with Capital Planning Tool
- ITS Infrastructure – coordinate with Regional Operations Plans
- Freight Facilities
- Others as determined by the MPO

Coordinate with PennDOT on data requirements for consistency before starting any data collection. Participate in work groups to ensure consistency of data collection statewide.

N. Land Use Planning

1. Identify strategies that tie the quality of location of transportation facilities and services to broader opportunities in employment, housing, schools, safe streets, economic development, social equity, and environmental conservation.

- Focus planning efforts on priority places (communities, corridors, and landscapes) identified on the Lancaster County Future Land Use and Transportation Map (FLUTM) in *places2040*. Communities include designated growth areas, cities, and boroughs. Corridors include regional road, rail, and trail corridors that residents identified as a priority. Landscapes are large, significant areas of land with common characteristics – places defined by shared natural, historic, and cultural features.
- Develop a guide for each character zone (transect zone) identified on the FLUTM. These guides will describe and illustrate the features typical for each zone, and outline appropriate development and conservation activities within that zone.
- Work with public, private, and nonprofit partners to align their policies and plans with the goals (“big ideas”) and policies in *places2040*.

2. Coordinate land use planning activities with local comprehensive plans, Long Range Transportation Plans (LRTP), and related freight plans.

- Initiate the *places2040* part 2 planning process highlighting six planning areas within Lancaster County. The process will involve data analysis, online surveys,

and citizen engagement to identify which policies each region will emphasize in *places2040* implementation. The end result will be a plan (modeled on *places2040*) for each of the planning areas.

- Work with municipalities in each planning area to consider adopting that plan as a multi-municipal comprehensive plan, or adopting their own plans following this model.
- Develop implementation plan for *connects2040*, a Metropolitan Transportation Plan for Lancaster County, that is consistent with the big ideas and policies in *places2040*.
- Update the Smart Growth Transportation program for consistency with countywide implementation of *connects2040* and *places2040*, the transportation and land use plans for Lancaster County.

3. Identify training and planning activities targeted to county and local governments, conservation districts and community stakeholders.

- Work with internal and external teams to implement the 7 catalytic tools and strategies identified in *places2040*: place-based planning, simply zoning, official maps, complete streets, infrastructure, collaborate, and align resources.

4. Develop intergovernmental planning processes for multi-municipal, corridor-focused land-use/transportation assessments for targeted geographic areas.

- Complete a plan for Old Philadelphia Pike focusing on desired changes in land use, zoning, and transportation between Bridgeport and the Lancaster/Chester County line.
- Initiate other plans focusing on specific multi-municipal communities, corridors, and landscapes.

### **Major Deliverables/Products:**

- Support implementation of PennDOT Connects Project Development/Local Government Collaboration Process (As Scheduled)
- Modify and Amend FFY 2023-2026 TIP (As Required)
- Prepare Annual List of Federally Obligated Projects by Dec. 29<sup>th</sup> of each year.
- Continue implementation of the MTP (ongoing)
- Prepare 2025-2028 TIP for adoption in June 2024
- Complete one RSA each year.
- Update CMP by June 2023
- Update LEP by June 2022
- Update PPP by June 2022
- Update MOUs by June 2022

## II. Planning Tools and Techniques

*Planning tools and techniques are important and necessary work program components that support the transportation planning and programming process. The Lancaster MPO undertakes a variety of ongoing activities that enable a well-informed, data driven process. These include update and maintenance of a county travel demand model, collection of data for both municipal needs and the FHWA Highway Performance and Monitoring System (HPMS), and advancing the state of the practice for the County's use of technology to better operate and maintain the transportation system.*

### Responsible Agency

Lancaster County Planning Department (LCPD)

| <u>Funding Source</u>          | <b>YEAR 1</b> | <b>YEAR 2</b> |
|--------------------------------|---------------|---------------|
| Federal Highway Administration | \$182,680     | \$182,680     |
| PennDOT                        | \$23,153      | \$23,153      |
| Local Highway                  | \$22,517      | \$22,517      |
| Federal Transit Administration | \$13,835      | \$13,835      |
| Local Transit                  | \$3,459       | \$3,459       |
| TOTAL                          | \$245,644     | \$245,644     |

### Task Descriptions

- A. Update and maintain the county's travel demand model to ensure the integrity of the planning outputs of the model. Utilize the travel demand model for Air Quality Conformity Analysis and for forecasting county wide, regional, and corridor studies. As needed, utilize a consultant for assistance with the travel demand model.
- B. Work with PennDOT District 8 and the other District 8 MPOs to develop a regional travel demand model that provides for use of a common modeling platform and consistent definition and use of model elements and data.
- C. Collaborate with FHWA and PennDOT to establish a project selection process and performance measures for Congestion Mitigation and Air Quality (CMAQ) funding.
- D. Coordinate with PennDOT on projects and strategies deployed through its Transportation Systems Management and Operations Initiative (TSMO) and Intelligent

Transportation Systems (ITS). Work with PennDOT to implement the Regional Operations Plan (ROP) for PennDOT's Eastern Region (Districts 4, 5, and 8).

- E. Provide GIS mapping and data support/collection/analysis related to transportation plans, projects, studies, etc. Develop/update/maintain databases for the transportation planning program.
- F. Perform advisory reviews of municipal subdivision/land development ordinances and plans, comprehensive plans, and zoning ordinances. Provide technical support to local municipal officials regarding transportation planning issues. Examples include Complete Streets, official maps, traffic calming, and transit. Attend Lancaster County Planning Commission and municipal meetings.
- G. Utilize visualization techniques to assist in the transportation planning process.
- H. Verify and update roadway inventory and performance measures on HPMS sample sections, including any additional segments that may be required based upon urban boundary revisions in accordance with HPMS manual specifications.
- I. Collect and submit traffic counts of which approximately 40 percent 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. In support of the above, staff will attend one HPMS and one Traffic Workshop sponsored by PennDOT. Purchase traffic counters and traffic counting supplies as needed to complete traffic counts. Comply with PennDOT's Traffic Safety and Assistance Program (TCSAP) procedures.
- J. Begin a countywide bicycle and pedestrian count data collection program. It includes short-duration or recurring counts, permanent or continuous counts, and special study counts (request-driven or one-time counts). Procure, deploy, and maintain counting equipment. Program data management activities include: monitor data, calibrate or validate data, clean and edit data, analyze data, and share data with stakeholders.
- K. Utilize PennDOT's Extreme Weather Vulnerability Assessment to: incorporate flooding resiliency into TIP projects; enhance County Hazard Mitigation Planning; and improve emergency preparedness.
- L. 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.
- M. Review existing Functional Classification Roadway Designation maps and make recommended changes for roadway functional classification, National Highway System (NHS), National Highway Freight Network, NHS intermodal connectors, and urbanized

boundary updates. The new defined boundaries will become available in the Spring/Summer of 2022. After the urbanized boundary review has been completed and approved, functional classification and the NHS should be reviewed. PennDOT's Bureau of Planning and Research (BPR) must have all MPO/RPO submitted urbanized boundaries information submitted to FHWA by April 2024. This is an important land use and transportation planning tool that establishes a hierarchy of roads based upon use and relates to mobility and access and impacts design standards.

- N. As recommended in the 2018 MPO Certification Review, review identified Federal-Aid Route roads in the county and suggest changes. Coordinate with PennDOT and FHWA.

**Major Deliverables/Products:**

- Complete collection of updated and verified HPMS data to be used for assessing and reporting highway system performance under the FHWA's performance-based planning and programming process.
  - Complete 2022 HPMS Sample Sections and Submit Data to PennDOT
  - Complete 2023 HPMS Sample Sections and Submit Data to PennDOT
  - Complete annually the number of required traffic counts specified by PennDOT.
- Attend PennDOT HPMS and Traffic Workshops (As Scheduled)
- Maintain Travel Demand Forecasting Model (ongoing)
- Advance the implementation of a District 8-0 regional travel demand model. (ongoing)
- Complete data collection for bicycle and pedestrian count program,

### III. ADMINISTRATION

*Administration of the UPWP is undertaken in compliance with the Office of Management and Budget Super Circular as codified at 2 CFR Part 200. This ensures that transportation planning funding is spent in accordance with all applicable rules and regulations and effectively supports the purposes of the transportation planning and programming process. Activities include providing appropriate notices and records of meetings, ensuring that invoices are submitted and expenses paid on time, and coordinating, as needed, with FHWA and PennDOT.*

Responsible Agency

Lancaster County Planning Department (LCPD)

| <u>Funding Source</u>          | <b>YEAR 1</b> | <b>YEAR 2</b> |
|--------------------------------|---------------|---------------|
| Federal Highway Administration | \$40,000      | \$40,000      |
| PennDOT                        | \$5,069       | \$5,069       |
| Local Highway                  | \$4,931       | \$4,931       |
| Federal Transit Administration | \$3,029       | \$3,029       |
| Local Transit                  | \$757         | \$757         |
| TOTAL                          | \$53,786      | \$53,786      |

Task Descriptions

A. Adopt the FY 2022-2024 UPWP on November 22, 2021. Submit all documents required for contract execution by March 31, 2022, including Exhibits "2" (Purchase Register List) and "3" (Salary Schedule) and authorizing signature resolutions.

B. Provide meeting notices, minutes of prior meeting, and agenda materials prior to the meetings. All meetings of the Lancaster County Transportation Coordinating Committee, its Technical Advisory Committee, and other committees and task forces will be held at locations in downtown Lancaster or other accessible locations. Provide meeting notices and materials not less than five working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings. Provide notification of meeting additions or cancellations through legal advertisements in the newspaper and the LCPD/MPO websites.

C. Attend Planning Directors' Workshops, Planning Partner meetings, and other PennDOT meetings and trainings.

- D. Complete weekly timesheets, monthly expense forms, and monthly reports which will allow UPWP billing to occur. Prepare and submit monthly reports and invoices to PennDOT no later than 30 days following the end of each month.
- E. Begin preparation of the FY2024-2026 UPWP for the next update cycle.
- F. Work with PennDOT and SCTA to continue execution, implementation, and modification of the FY 2023 TIP and utilize the eSTIP process for approving TIP amendments.
- G. Track staff time and administrative costs associated with the PennDOT Connects process.
- H. Support staff development through relevant conferences, workshops, and seminars. Research, register, and attend training events and activities to enhance the abilities of LCPC staff to implement the activities described within this work program if not specifically identified within another task.
- I. As appropriate, continue to work with FHWA to implement 2CFR200, which addresses requirements for monitoring contractors and sub-recipients, allowable costs, Indirect Cost Allocation Plans (ICAP), etc.
- J. Participate in equal opportunity, non-discrimination and DBE trainings offered by PennDOT, FHWA, and FTA. Work with the Bureau of Equal Opportunity and Program Center to provide individual MPO/RPO DBE training on site. MPOs/RPOs are encouraged to invite other interested local partners (including transit operators and airports) 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.
- K. Ensure that the MPO is addressing the requirements for Disadvantaged Business Enterprises (DBE) as part of contracting practices. Coordinate with PennDOT's Bureau of Equal Opportunity (BOE).
  - Deliverables: A listing of all contracts, including the DBE goals established for them, if applicable. Explain the method used for determining a contract's DBE goal and provide documentation to that effect. For each work program task, include actual payments to DBE firms. For auditing purposes, 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.

**Major Deliverables/Products:**

- Submit Progress Reports and Invoices to PennDOT Program Center on a monthly basis.



- Utilize the eSTIP process to approve TIP amendments (on-going)
- Hours and costs documented for PennDOT Connects process (on-going)

**IV. TRANSIT PLANNING**

*Transit planning is a critical component of the Lancaster MPO’s overall transportation planning program. Our ability to raise the profile and increase usage of transit in the future will be an important means of managing congestion on our highway network and meeting the transportation needs of people in the community who are transit dependent. Transit planning is led by South Central Transit Authority but integrated into the planning of the Lancaster MPO and undertaken cooperatively. Advancing the community’s understanding of the complementary relationship between transit and land use is essential to ensuring transit’s future success.*

Responsible Agency

South Central Transit Authority (SCTA)

| <u>Funding Source</u>          | <b>YEAR 1</b>   | <b>YEAR 2</b>   |
|--------------------------------|-----------------|-----------------|
| Federal Transit Administration | <u>\$65,000</u> | <u>\$65,000</u> |
| Local Transit                  | <u>\$16,250</u> | <u>\$16,250</u> |
| TOTAL                          | <u>\$81,250</u> | <u>\$81,250</u> |

Task Descriptions

- A. Coordinate with and assist LCPD, PennDOT, FHWA and/or FTA as appropriate with any tasks listed in this work program, particularly Task I, Transportation Planning & Programming.
- B. Continue to monitor and plan changes to the fixed route and paratransit systems.
- C. Actively participate on the Board of Directors of the Susquehanna Regional Transportation Partnership (SRTP), a multi-county agency comprised of MPO’s, transit agencies and chambers of commerce. The mission of this organization is to utilize Transportation Demand Management (TDM) industry best practices to promote a commuter mode shift from single occupant vehicles to non-drive alone options such as carpooling, vanpooling, transit, walking, biking and telecommuting. This program works directly with employers and community organizations to educate commuters about the options to remove vehicle miles traveled (VMT) from regional roadways and to improve air quality. The TDM program of the SRTP, Commuter Services of Pennsylvania, combines professional staffing with a no cost turn-key approach to businesses and community organizations for the purpose of assisting employees and commuters to find a more economical, healthier and environmentally friendly mode of transportation to and from work. A key component of Commuter Services of Pennsylvania is the

Commute PA program, a website and app based platform allowing commuters to find rideshare opportunities, track their non-drive alone commute trips, obtain rewards and incentives for participation and record specific TDM data to document mode shift success across the region.

- D. Implement the Transit Asset Management Plan (TAMP) and Safety Plan in accordance with FTA guidelines and the tasks described in each plan. Develop the annual TAMP performance measure targets and the annual update to the Safety Plan and Safety Performance Targets.
- E. Coordinate with LCPD to implement Performance Based Planning and Programming in accordance with the guidelines issued by the FTA.
- F. Initiate and advance an update to the SCTA Transit Development Plan.
- G. Update and advance the recommendations from the Coordinated Human Services Transportation Plan.
- H. Coordinate with planning staffs, county commissioners and transit agencies from surrounding counties and PennDOT on improved transit services/connections among counties in south central PA.
- I. Continue analysis of bus stop locations and signage and review municipal ordinances related to bus shelters.
- J. Participate in the implementation of the recommendations from places2040, the Lancaster Active Transportation Plan and other approved county-wide or municipal plans related to and impacting public transportation.
- K. Provide technical support to local municipal officials regarding corridor planning, transit services and facilities (e.g., bus stops, train stations), access management and accessibility.
- L. Submit quarterly progress reports to LCPD for UPWP billing.
- M. Review and update MOUs with other MPOs, and PennDOT, to account for performance data, targets, and data collection for National Highway System (NHS).
- N. Coordinate with LCPD to make available the “Better Bus Stops Resource Guide” and supplemental SCTA and Lancaster County information that will advance the community’s understanding of the role of transit in managing transportation and land use and provide tools for municipalities to undertake transit supportive activities and

facilities.

- O. Develop concepts for Mobility Hubs.
- P. Develop ongoing public relations campaign to encourage greater use of transit.

**Major Deliverables/Products:**

- Update the Coordinated Human Services Transportation Plan (UPWP-Year 2)
- Updated MOUs
- Quarterly reports submitted to LCPD for UPWP billing (ongoing)
- Updated Transit Development Plan (UPWP-Year 1 with completion in UPWP-Year 2)

**V. SPECIAL TASKS**

*The Lancaster MPO performs some tasks on behalf of PennDOT to support the overall effective implementation of transportation activities in the County. The Local Technical Assistance Program is an example of that type of task. This program provides training to local municipalities on the planning, programming, operation and maintenance of their transportation systems. The program is highly regarded by our municipalities and a popular source of high-quality training.*

**A. LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)**

Responsible Agency

Lancaster County Planning Department (LCPD)

| <u>Funding Source</u>          | <b>YEAR 1</b> | <b>YEAR 2</b> |
|--------------------------------|---------------|---------------|
| Federal Highway Administration |               |               |
| Supplemental Planning Funds    | \$10,000      | \$10,000      |
| TOTAL                          | \$10,000      | \$10,000      |

Task Descriptions

1. Develop a priority training list that identifies training needs within the county. Using the priority training list, work with PennDOT to schedule training dates.
2. Advertise training to all municipalities and PennDOT’s Municipal Service representatives through letters, e-mails, etc., announcing the training dates and locations. All registrations for training courses will be coordinated directly through MPOs/RPOs. Provide PennDOT registration information one week prior to the scheduled course date(s).
3. Market the value of PennDOT’s LTAP and its long term impact on the workforce. Provide a mechanism for municipalities to contact the MPO with issues that LTAP can assist with by offering training or tech assists and ascertain from the municipalities what format is the most beneficial for them to receive local technical assistance.
4. 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 Lancaster County.

5. Submit quarterly reports detailing all LTAP project activities and expenditures to PennDOT Project Managers. Prepare an annual report that summarizes the evaluations and details the process used to market LTAP in the region. Summarize the outcomes and recommendations for future activities with LTAP in the region.

**Major Deliverables/Products:**

- Identify priority training lists and facilitating delivery of LTAP courses.
- Promote LTAP technical assistance offerings and attending tech assist on-site visits.
- Market LTAP through newsletters, flyers, emails, press releases, social media posts, and website content.
- Participate in annual LTAP MPO/RPO meeting (September 2023 and September 2024)

**LANCASTER COUNTY MPO**  
**FY2022-2024 UNIFIED PLANNING WORK PROGRAM**  
**BUDGET SUMMARY - YEAR 1**  
**(July 1, 2022 – June 30, 2023)**

|                             |   |                  | FED HWY          | STATE           | LOCAL           | FED TRANSIT      | LOCAL           |
|-----------------------------|---|------------------|------------------|-----------------|-----------------|------------------|-----------------|
| BASE WORK TASKS             |   |                  | PL               | MLF             | HIGHWAY         | MPP              | TRANSIT         |
| I.                          | TRANSPORTATION PLANNING AND PROGRAMMING   | \$570,570        | \$424,320        | \$53,778        | \$52,302        | \$32,136         | \$8,034         |
| II.                         | PLANNING TOOLS AND TECHNIQUES             | \$245,644        | \$182,680        | \$23,153        | \$22,517        | \$13,835         | \$3,459         |
| III.                        | ADMINISTRATION                            | \$53,786         | \$40,000         | \$5,069         | \$4,931         | \$3,029          | \$757           |
| IV.                         | TRANSIT PLANNING                          | \$81,250         |                  |                 |                 | \$65,000         | \$16,250        |
| TOTAL BASE UPWP FUNDS       |   | \$951,250        | \$647,000        | \$82,000        | \$79,750        | \$114,000        | \$28,500        |
|                             |   |                  |                  |                 |                 |                  |                 |
|                             |   |                  | FED HWY          | STATE           | LOCAL           | FED TRANSIT      | LOCAL           |
| V. Special Tasks            |   |                  | PL               | MLF             | HIGHWAY         | MPP              | TRANSIT         |
| A.                          | Local Technical Assistance Program (LTAP) | \$10,000         | \$10,000         |                 |                 |                  |                 |
| TOTAL Special Tasks         |   | \$10,000         | \$10,000         |                 |                 |                  |                 |
|                             |   |                  |                  |                 |                 |                  |                 |
| <b>TOTAL ALL UPWP FUNDS</b> |   | <b>\$961,250</b> | <b>\$657,000</b> | <b>\$82,000</b> | <b>\$79,750</b> | <b>\$114,000</b> | <b>\$28,500</b> |

EXPLANATION OF FUNDING SOURCES:

**PL** = Planning funds from Federal Highway Administration

**SPR** = State Planning and Research funds from Federal Highway Administration

**MLF** = Motor License Funds from Pennsylvania DOT

**Local Highway** = Funds from Lancaster County

**MPP** = Metropolitan Planning Program Funds from Federal Transit Administration

**Local Transit** = Funds from either Lancaster County or South Central Transit Authority

**LANCASTER COUNTY MPO**  
**FY2022-2024 UNIFIED PLANNING WORK PROGRAM**  
**BUDGET SUMMARY - YEAR 2**  
**(July 1, 2023 – June 30, 2024)**

|      |   |                  | FED HWY          | STATE           | LOCAL           | FED TRANSIT      | LOCAL           |
|------|---|------------------|------------------|-----------------|-----------------|------------------|-----------------|
|      | BASE WORK TASKS                           |                  | PL               | MLF             | HIGHWAY         | MPP              | TRANSIT         |
| I.   | TRANSPORTATION PLANNING AND PROGRAMMING   | \$570,570        | \$424,320        | \$53,778        | \$52,302        | \$32,136         | \$8,034         |
| II.  | PLANNING TOOLS AND TECHNIQUES             | \$245,644        | \$182,680        | \$23,153        | \$22,517        | \$13,835         | \$3,459         |
| III. | ADMINISTRATION                            | \$53,786         | \$40,000         | \$5,069         | \$4,931         | \$3,029          | \$757           |
| IV.  | TRANSIT PLANNING                          | \$81,250         |                  |                 |                 | \$65,000         | \$16,250        |
|      | TOTAL BASE UPWP FUNDS                     | \$951,250        | \$647,000        | \$82,000        | \$79,750        | \$114,000        | \$28,500        |
|      |   |                  |                  |                 |                 |                  |                 |
|      |   |                  | FED HWY          | STATE           | LOCAL           | FED TRANSIT      | LOCAL           |
| V.   | <b>Special Tasks</b>                      |                  | PL               | MLF             | HIGHWAY         | MPP              | TRANSIT         |
| A.   | Local Technical Assistance Program (LTAP) | \$10,000         | \$10,000         |                 |                 |                  |                 |
|      | TOTAL Special Tasks                       | \$10,000         | \$10,000         |                 |                 |                  |                 |
|      |   |                  |                  |                 |                 |                  |                 |
|      | <b>TOTAL ALL UPWP FUNDS</b>               | <b>\$961,250</b> | <b>\$657,000</b> | <b>\$82,000</b> | <b>\$79,750</b> | <b>\$114,000</b> | <b>\$28,500</b> |

**EXPLANATION OF FUNDING SOURCES:**

**PL** = Planning funds from Federal Highway Administration

**SPR** = State Planning and Research funds from Federal Highway Administration

**MLF** = Motor License Funds from Pennsylvania DOT

**Local Highway** = Funds from Lancaster County

**MPP** = Metropolitan Planning Program Funds from Federal Transit Administration

**Local Transit** = Funds from either Lancaster County or South Central Transit Authority