Leveraging UPWP Funds at a Mid-Sized MPO to Support Local Planning

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Major Work Products

- **Long Range Transportation Plan** for the Genesee-Finger Lakes Region 2040
- **Unified Planning Work Program** (UPWP)
- **Transportation Improvement Program** (TIP)

**Strategic Direction (LRTP)** → **Concept Development (UPWP)** → **Investment Decisions (TIP)**
Beyond the Requirements

- GTC uses UPWP funds to support municipal transportation planning projects
  - Beyond the MPA: funds available to the entire nine-county planning region
  - Advance regional *and* local municipal transportation priorities

- 40-50% of annual PL fund allocation set aside for municipal planning projects
  - Funds are not “granted” to municipalities

- New York is a “home-rule” state
  - Cities, towns and village have responsibility for planning and zoning
Accomplishments

- Over the most recent three federal fiscal years, GTC has programmed approximately:
  - $3.1 million PL funds to local projects
  - Leveraged $260,000 in local cash matches
  - Leveraged $300,000 in in-kind contributions
- 38 municipal planning projects completed in the past three years (2016-2018)
Accomplishments

- Average of 13 projects per year completed since 2013

- Range of project types:
  - Active Transportation
  - Area/Corridor
  - Data Collection
  - Freight
  - Land Use
  - Operations (ITS)
  - Safety
  - Transit
Data Collection Projects

Regional Projects
Unified Planning Work Program

- Annual program of federally-funded transportation planning activities in the region
- ~$1M awarded in Fiscal Year 2019-2020
- Activities must be consistent with and advance:
  - FAST Act planning factors
  - Long Range Transportation Plan
  - Local plans and policies
- Eligible projects include concept-level planning, analysis, and design initiatives
Eligible Activities

Representative project types:

- Infrastructure
  - Active Transportation/Trails
  - Street Connectivity/Access Management
  - Complete Streets/Wayfinding
  - Intelligent Transportation Systems

- Services & Programs
  - Public Transportation
  - Safety/Public Education & Outreach

- Integrated Transportation & Land Use
  - Area/Corridor
  - Transit Supportive Design
  - Universal Design/Aging in Place
Eligible Project Areas & Applicants

- Regional
- Intermunicipal (including counties)
- Municipal (including counties)
- Corridor (multi-jurisdictional)
- Downtown/Neighborhood/District

- Any county, city, town, or village in the region, as well as state agencies
  - Not-for-profit and private entities can partner with a public agency to apply
Sample UPWP Development Schedule

- Call for Project Partnerships: September
- Applicant workshop: October
- Project proposals due: October
- Review of proposals: November-December
- Draft UPWP approved: January
- Public review conducted: January-February
- Public comments considered: February
- Final UPWP adopted: March
- Sponsor Funding available: April
Application Requirements

- Minimum ten percent contribution to total project budget
  - Cash, in-kind, or a combination

- Projects are expected to be completed within two years of commencement

- Project Classification
  - Administrative
  - Technical/Data Collection
  - Planning/Policy (Public Outreach Requirements)

2019-2020 UPWP Application Form
Genese Transportation Council

Please limit responses to the spaces provided. If a question is not applicable to your project, use N/A.

General Information
- Project Name
- Applicant/Lead Agency
- Other Involved Agencies
- Contact Person and Title
- Address
- Phone
- E-Mail
- Will consultant services be procured/required for this project? Yes or No.
- Project Priority – If submitting more than one project proposal, designate the priority of each proposal relative to the other(s) (highest priority = 1)
- Project Start Date
- Project End Date

Project Character
1. Provide a brief summary statement that describes the project, including its location, objectives, and what will be achieved if the project is selected. The project’s objective(s) should not convey or implicitly assume a predetermined result or recommendation. 5 points
How are Projects Selected?

- UPWP Development Committee (UDC) guides the project selection process:
  - Livingston, Monroe, Ontario, and Wayne (MPA) counties
  - City of Rochester
  - New York State Department of Transportation
  - Rochester Genesee Regional Transportation Authority
  - Genesee/Finger Lakes Regional Planning Council
  - GTC staff
Key Considerations

- GTC Planning Committee approves project scope
  - Ensures consistency with proposals

- GTC professional services procurement process is used
  - Assures that solicitation is open and transparent
  - Request for Proposals (RFP) or Request for Qualifications (RFQ)
  - Qualifications-Based Selection (QBS)

- GTC typically holds project contracts

- GTC Board (Policy Committee) accepts the final report as evidence of project completion
  - Ensures consistency with Long Range Transportation Plan

- Municipal boards typically adopt the final report
Project Implementation Process

- **Scope of Work**
  - Reviewed and approved by GTC Planning Committee

- **Develop and issue RFP/RFQ**
  - Evaluate/score consultant proposals
  - Select preferred consultant

- **Contracting**
  - Negotiate final scope

- **Periodic Steering Committee Meetings**
  - Local officials (elected and staff)
  - State and County agencies (planning & transportation)
  - Business groups, civic/neighborhood associations
  - Other relevant stakeholders
Project Administration

- **GTC Staff Role – Project Guidance**
  - Staff assigned as liaison to project sponsor to ensure federal funding requirements are met
  - Provide data/technical support
  - Provide input on draft alternatives
  - Help coordinate project activities
  - Ensure consistency with LRTP & other regional plans and policies

- Project deliverables include final report and executive summary

- Planning Committee and Board Review
Public Participation

- **Project Classification – Planning/Policy**
  - Requires formal public outreach process

- **Minimum of two public meetings:**
  - Identify issues and opportunities
  - Input on alternatives

- **Additional meetings/events can be held**

- **Range of outreach techniques:**
  - Traditional meetings
  - Open houses/workshops
  - Community events
  - Social Media/Surveys
Conclusion & Key Takeaways

- The GTC Planning Process:
  - Leverages local resources
  - Integrates municipal planning priorities with regional transportation policy
  - Advances Long Range Transportation Plan recommendations
  - Supports local transportation planning activities that might not otherwise be conducted due to limited budgets