

2020-2021 Unified Planning Work Program (UPWP)

CALL FOR PROJECT PARTNERSHIPS



GENESEE TRANSPORTATION COUNCIL

September 13, 2019

Table of Contents

	Page
Introduction	2
GTC and the UPWP	2
Who is Eligible to Apply for UPWP Funds?	3
What Types of Projects are Eligible?	3
GTC Goals and Objectives	3
Emerging Issues and Opportunities	5
Example Project Types	5
GTC Implementation Assistance	6
Project Budget and Delivery	6
Public Participation	7
Title VI	8
Regional Significance	8
Selection Process and Criteria	8
Schedule	10
Pre-Application Workshop	10
Application Requirements	10
Representative Recent UPWP-Funded Projects	11

Introduction

The Genesee Transportation Council (GTC) is accepting applications for transportation planning funding requests through the 2020-2021 Unified Planning Work Program or UPWP.

The Unified Planning Work Program (UPWP) provides federal funds for transportation planning activities undertaken by GTC, its member agencies, and on behalf of other municipalities throughout the nine-county Genesee-Finger Lakes Region. For the 2020-2021 fiscal year, which extends from April 1, 2020 to March 31, 2021, GTC expects approximately \$850,000 of these funds to be available for new planning projects. The "awarding" of UPWP funds are not grants in the traditional sense, rather they are an agreement as to how GTC will utilize available planning funds for the following year.

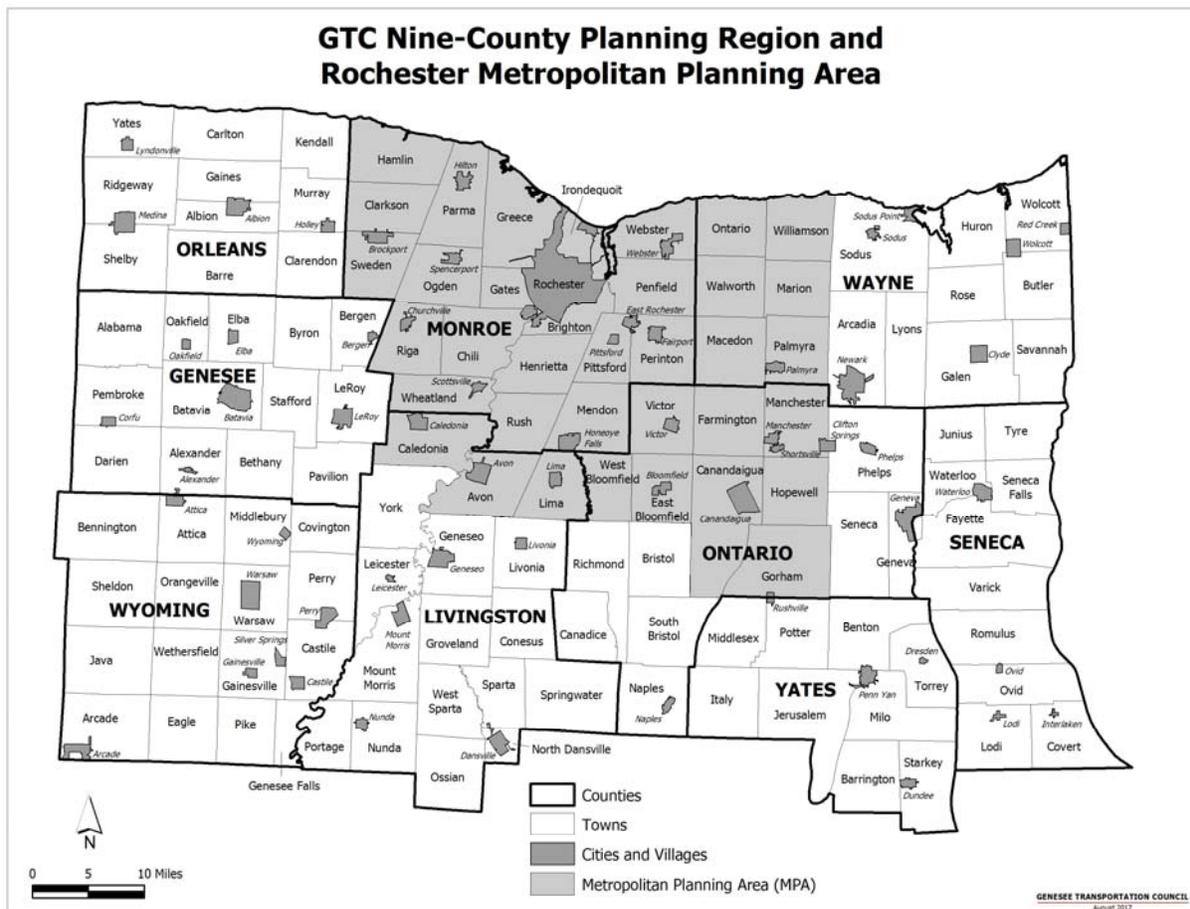
GTC offers planning funds related to three general areas of interest:

1. Physical improvements to the transportation system
2. Non-infrastructure transportation services and programs
3. Integration of transportation and land use

GTC and the UPWP

The Genesee Transportation Council (GTC) is the federally-designated Metropolitan Planning Organization (MPO) for the nine-county Genesee-Finger Lakes Region, which includes Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties. GTC is responsible for conducting transportation planning and investment throughout the region.

GTC's planning efforts focus primarily on Monroe County and the adjacent developed areas of Livingston, Ontario, and Wayne counties, known as the Rochester Metropolitan Planning Area, as shown on the map below.



While GTC is responsible for prioritizing federal transportation funds throughout the region, each of the region's 188 municipalities is responsible for its local planning and development. The UPWP is intended to help integrate strongly-valued local priorities with regional transportation goals.

Who is Eligible to Apply for UPWP Funds?

UPWP applications must be made by a city, town, or village in the Genesee-Finger Lakes Region, or a GTC member organization.

Project partnerships proposed by not-for-profits, neighborhood groups, and other organizations can be considered if the application is sponsored by, submitted by, and involves the participation of a local government with jurisdiction over the project area.

What Types of Projects are Eligible?

The UPWP funds concept-level planning, analysis, and design initiatives. UPWP funds *cannot* be used for property acquisition, site preparation, preliminary engineering, detailed design, operations and management, and/or construction projects.

Project proposals must be consistent with GTC Long Range Transportation Plan (LRTP). The LRTP is a comprehensive plan for maximizing the transportation system's contribution to the social and economic vitality of the region. The LRTP sets the priorities and direction of the region as represented by the goals and objectives. The LRTP does this in the larger context of the guidelines set forth in the Fixing America's Surface Transportation (FAST) Act, the current federal surface transportation legislation enacted in 2015.

GTC Goals and Objectives:

- 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency**
 - A. The transportation system should support balanced community and economic development of the metropolitan area
 - B. The transportation system should be a distinguishing competitive feature of the metropolitan area relative to other areas, serving the needs of existing businesses and enhancing the region's attractiveness to new business
- 2. Increase the safety of the transportation system for motorized and non-motorized users**
 - A. Transportation designs, services, and education programs should enhance and protect life, health, and property
- 3. Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users**
 - A. The transportation system, and its associated programs and services, should support both national and personal security initiatives
- 4. Increase the accessibility and mobility options available to people and freight**
 - A. The transportation system should provide the capacity, coverage and coordination necessary to provide mobility to the region's population and commercial activities in a fashion consistent with the overall intent of Goal 1

- B. Reasonable travel alternatives should be available to all persons in the area regardless of age, physical or mental ability, and/or income

5. Protect and enhance the natural environment, cultural heritage and community appearance, and promote energy conservation

- A. Transportation planning and decision making should support and reinforce local land use and development objectives
- B. Transportation planning and decision making should recognize local priorities balanced with broader community goals
- C. Transportation planning and decision making should strive to address issues on a corridor level, recognizing both the multi-jurisdictional component of travel and the interrelationship between transportation and non-transportation policies and investments
- D. The transportation system should encourage the efficient use of non-renewable energy resources and the exploration of renewable alternatives
- E. Transportation planning and decision making should strive to embrace designs and processes that respect the natural environment and enhance the overall contribution of the transportation system to community livability

6. Promote efficient system management and operations

- A. The transportation system should be designed and managed in a fashion that minimizes lifetime maintenance and user costs
- B. Transportation investments should advance the Long Range Transportation Plan's goals and objectives in a fashion which maximizes benefits relative to costs *
- C. Transportation and land use planning should be integrated in a fashion that optimizes the use of existing transportation and other municipal infrastructure
- D. Transportation investments should be guided by cooperative planning, design, and maintenance standards to promote system continuity and uniformity across jurisdictional boundaries

7. Facilitate partnerships in planning, financing, and the execution of transportation initiatives

- A. The transportation planning and decision making process should be multi-jurisdictional, fostering coordination and cooperation among local, county, state, and federal governments, concerned agencies, and the private sector
- B. The transportation planning process should be conducted in as open and visible a manner as possible, encouraging community participation and interaction between and among citizens, professional staff, and elected officials
- C. Financial and non-financial support for transportation initiatives should be provided by all levels of government and the private sector in a fashion which reflects their relative responsibilities for, and/or benefits from, the initiatives and related economic and social impacts
- D. Innovative financing/partnerships for transportation initiatives that reflect the full scope of interests impacted or served should be explored
- E. Transportation and transportation-related information resources should be developed and shared in a fashion that promotes informed public and private sector decision making
- F. Awareness should be promoted regarding the impact of individual, public, and private sector decisions on the quality of mobility and the potential impact of these decisions on others

*Note: Benefits and costs are broadly defined, quantitative as well as qualitative, non-monetary as well as monetary, and involve non-transportation effects as well as those related to the direct provision of transportation services.

Emerging Issues and Opportunities

The current LRTP identifies emerging issues and opportunities that will significantly impact the region's economy and quality of life over the next several decades.

Proposals that address transportation aspects of these emerging issues and opportunities will be given extra consideration in the project selection process:

- The Growing Importance of Seniors: An Economic Engine
- Regional Food System: Stability and Enhancement
- The Transportation System's Role in Public Health: Beyond Safety
- The Larger Mega-Region: Positioning the Region for Success
- The Impacts of Climate Change: Mitigation and Adaptation
- The Future Energy Requirements of the Nation: Undecided Sources
- Connected and Automated Vehicles

Example Project Types

Projects may encompass a corridor, neighborhood, downtown, entire municipality, or group of municipalities. Generally, projects will be expected to strengthen communities through (1) planning for physical improvements to the transportation system; (2) non-infrastructure transportation services and programs; and/or (3) integration of transportation and land use. The following list of examples is not exhaustive. Other activities that meet the selection criteria will be fully considered:

Transportation Infrastructure Planning

- Bicycle and Pedestrian Plans
- Traffic Calming Plans
- Street Connectivity Plans
- Access Management Plans
- Road Diet Plans
- Wayfinding Plans
- Signage Plans
- Streetscape Plans (including gateway treatments)
- Complete Streets Implementation Plans
- Parking Management Plans
- Transit Supportive Development Plans and Ordinances
- Regional Data Development
- Transportation System Management and Operations
- Resiliency Plans
- Goods Movement Plans
- Strategic Divestment Plans

Transportation Services and Programs

- Public or Group Transportation
- Mobility Management

Transportation Services and Programs *continued*

- Education/Encouragement (distracted driving programs, bicycle awareness, etc.)
- Consolidated Purchasing
- Shared Services Cooperative Agreements
- Integrating Travel and Tourism into local transportation plans

Transportation and Land Use Coordination

- Downtown Plans
- Neighborhood Plans
- Corridor Plans
- Transportation-Related Updates to Adopted Comprehensive Plans
- New or Revised *Transportation-Related Zoning Ordinances and/or Design Standards* (enabling, for example, non-automobile alternatives, mixed-use, live/work spaces, on-street and shared parking, parking maximums)
- Universal Design Standards
- Aging in Place Standards
- Planning for Local Food Production and Distribution

Representative projects from recent UPWPs are listed on page 11, for your information.

GTC Implementation Assistance

To help municipalities implement their projects, eligible capital improvements recommended in UPWP planning activities receive additional consideration for funding through the Transportation Improvement Program (TIP).

In addition, once draft recommendations have been identified, GTC will continue to be a liaison between the municipality(ies), the New York State Department of Transportation, and the Rochester Genesee Regional Transportation Authority, as appropriate, to discuss the recommendations and their implementation.

Project Budget and Delivery

The UPWP is funded with federal transportation planning funds. These funds are allocated to GTC by New York State. The use of these funds come with requirements at both the federal and state levels. If funding is awarded, in addition to the requirements outlined below, detailed budget and delivery guidance will be provided to project sponsors. Failure to meet these requirements may result in funding being revoked.

All proposals must meet the following budget requirements:

- Applicants must provide a minimum of 10 percent of the total project budget in either cash or documented in-kind services. For example, an applicant applying to fund a project costing a total of \$50,000 must commit at least \$5,000, cash or in-kind. The total requested UPWP funding would then be \$45,000.

Please note that federal funds, except Community Development Block Grant funds, are not eligible for a cash match. State, county, and local funds may be used, as well as funds from private and not-for-profit groups with a direct connection or interest in the project. In-kind contributions from applicants and other connected or interested parties' staff time are expected to be provided as match through participation on a project steering committee, attendance at public meetings, review of consultant work products, and/or other project-related services.

- All cash match is required to be billed out in full, prior to completion of the project. The dollar amount of cash match will determine the method used to spend down the match. Specific guidance will be provided to successful applicants.
- Applicants are encouraged to provide more than 10 percent of the total project budget, if possible. The ability to leverage additional resources is one of the selection criteria used in reviewing project applications.
- UPWP funds may be used for concept-level planning, analysis, and design initiatives. UPWP funds cannot be used for property acquisition, site preparation, preliminary engineering, detailed design, operations and management, or construction projects.
- UPWP funds cannot be used to pay for staff or services that are already funded through other sources, but can be used to supplement those staff or services beyond existing funding.
- UPWP funds are provided on a reimbursement basis. Project sponsors must incur and document expenses before requesting reimbursement from GTC. In addition, project sponsors are required to submit quarterly reports to GTC that are provided to our funding agents.
- All reasonable project-related expenses are eligible for reimbursement, including professional services (consultant) and other contracts, supplies and materials, postage, travel, technical planning activities conducted by staff, etc.
- Projects requiring consultant services must comply with the GTC professional services solicitation and consultant selection process. In most instances GTC will hold the contract on behalf of the project sponsor and therefore, conduct the consultant selection process.
- With limited exceptions, all project tasks and deliverables must be completed within two years of the contract date.
- GTC may recapture funds if satisfactory progress is not being made according to the scope of work. Applicants should not submit applications if they do not expect to initiate the project within a reasonable time after executing a contract and complete the project within two years.

Public Participation

All UPWP-funded planning/policy projects which are expected to result in recommendations or actions with direct or indirect impact on the public must provide for public input and participation according to the following requirements:

- Prior to starting an approved project, applicants must develop a scope of work, including public input, for GTC Planning Committee approval. The magnitude of a project determines the extent of the public input component.
- A steering/advisory committee must be formed and meet during the planning process. All community stakeholders and affected GTC member agencies should be given the opportunity to participate, including any facility owners. The applicant, in consultation with other member agencies and GTC staff, should decide who to include on the steering/advisory committee.
- A public meeting must be conducted early in the process to seek public input on goals and objectives, opportunities and issues, and initial alternatives and concepts to be investigated.
- A public meeting must be held to review draft findings and recommendations and give the public the opportunity to provide input on these before finalizing the study.

- Meetings should be designed for attendance by all citizens in the project area. Efforts must be made to identify interested parties prior to conducting the public meetings. Applicants should try to engage groups that have not traditionally been involved in transportation projects but have a vested interest in the outcome of the project. Applicants must respond to the impact of a project on disadvantaged populations.
- Public meetings should be advertised with a variety of methods, such as newspapers, flyers, notices, and social media, in compliance with the New York State Open Meetings Law.
- Efforts should be made to provide meeting materials and project-related information on the applicant's website.

Projects that are designed exclusively to help GTC staff carry out its day-to-day administrative functions, that are of a technical nature, and/or focus on data collection efforts (such as pavement condition monitoring) do not require public input.

Title VI

It is GTC's policy to actively consider and include the disadvantaged populations of the region — low-income, minority, limited-English proficiency, disabled — in compliance with the letter and spirit of Title VI. Title VI is the term given to a series of federal laws and directives, beginning with Title VI of the 1964 Civil Rights Act, that are designed to ensure that transportation facilities and services do not have a disproportionately negative effect on any group regardless of race, color, national origin, disability, age, gender, or income status.

Planning is where we first "know where the identified problems are and how best to address them before design and construction takes place," according to the New York State Department of Transportation's Office of Civil Rights.

Therefore, successful applicants for UPWP funds are expected to make concerted efforts to have broad and meaningful public participation across all affected parties in their planning processes.

Regional Significance

Prospective applicants are encouraged to generate new ideas, address challenges in a new way, and partner with other municipalities and organizations. A proposal is considered regionally significant if:

- The project and its expected results span two or more municipalities in the region; and/or
- The anticipated results are likely to be readily transferable and highly beneficial to other areas in the region, thereby reducing the need for similar UPWP projects in the future.

Applicants are encouraged to submit proposals that supplement or complement - *but not duplicate* - previous UPWP-funded activities.

Selection Process and Criteria

Initial review of proposals is conducted by the UPWP Development Committee (UDC), consisting of representatives from the Rochester Metropolitan Planning Area counties (Livingston, Monroe, Ontario, and Wayne), City of Rochester, New York State Department of Transportation, Rochester Genesee Regional Transportation Authority, and Genesee/Finger Lakes Regional Planning Council. The UDC is facilitated by GTC staff and recommends projects to the GTC Planning Committee, which develops a draft program of projects for public review. Final project selection is made by the GTC Board, taking into consideration Planning Committee recommendations and public comments.

Projects are selected on a competitive basis, based on a review of the completed application, according to the following selection criteria:

Project Character (45 points)

- Demonstrated need.
- Provides knowledge transfer to other communities in the region.
- Multi-municipal project.
- Advances one or more of the LRTP Emerging Issues and Opportunities.

Transportation System Advancement (45 points)

- Improves or enhances the safety of transportation services and/or facilities.
- Enhances quality of life and economic opportunity.
- Increases the efficiency of the existing system or expands travel choices.

Implementation Capacity (60 points)

- Ability of project sponsor to manage project and prior record of performance.
- Ability to leverage non-UPWP funds for planning and implementation of recommendations.
- Degree of private sector interest and involvement.
- Degree of community involvement.
- Will municipality commit to officially adopting plan/regulations that result from the project?
- Are implementation tools in place to support project, such as zoning, capital improvement programs, etc.?
- Is the project included in an adopted comprehensive plan?

Proposals need not meet all of the selection criteria. The highest possible score is 150.

Applications will be evaluated and ranked by type—planning/policy and technical/data collection.

2020-2021 UPWP Application Form
Genesee 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 = 2)	
Project Start Date	Project End Date

Project Character

1. Provide a brief summary statement that describes the project, including its location, objective(s), 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**



Schedule

GTC is now requiring electronic application submittals. All applications must be received electronically by GTC by 4:00 pm, October 18, 2019. Late electronic submittals will not be accepted, applications received via mail or fax will also not be accepted. The GTC Board will select the final projects at its February 27, 2020 meeting.

The schedule for 2020-2021 UPWP process follows below:

Friday, September 13, 2019	Call for Projects issued
Tuesday, September 24, 2019	UPWP applicant workshop
Friday, October 18, 2019	Project proposal submittal deadline
November - December 2019	UPWP Development Committee review
Monday, January 13 - Tuesday, February 11, 2020*	30-day public review period
Thursday, February 13, 2020*	GTC Planning Committee review
Thursday, February 27, 2020*	GTC Board action
Sunday, April 1, 2020	Funding becomes available

** Dates subject to change*

Pre-Application Workshop

A Pre-Application Workshop is scheduled for 10:00 am, Tuesday, September 24, 2019 at the Henrietta Town Hall (475 Calkins Road, Henrietta New York 14467). GTC staff will make a brief presentation on the UPWP, answer questions about the process, and discuss potential proposals with interested parties. This workshop is not mandatory, but project applicants are strongly encouraged to attend.

Application Requirements

1. A brief, signed cover letter that includes a list of projects for which applications are being submitted.
2. The completed application form for each project (download fillable form from www.gtcmpo.org). Responses must fit in the spaces allocated; additional sheets of information will not be considered.
3. One 8½ x 11 black and white map illustrating project location and boundaries for each project.
4. Letters indicating commitment of project partners (optional). Do not include general letters of endorsement.

Please email completed applications to: Joseph Bovenzi at jbovenzi@gtcmpo.org. You are encouraged to request a read receipt to confirm delivery of your application.

Applications received after 4:00 pm on October 18, 2019 will not be accepted. Applications received via mail or fax will not be accepted. Applications that do not adhere to the above requirements will not be accepted.

For application questions, please contact Joseph Bovenzi at 585-232-6240 or jbovenzi@gtcmpo.org.

Representative Recent UPWP-Funded Projects

<u>Project Name</u>	<u>Total Cost</u>
JOSANA Trail Feasibility Study	\$50,000
Geneseo Active Transportation Plan	\$60,000
Rochester Bicycle Boulevard Plan	\$65,000
City of Rochester Monroe Avenue Parking Study	\$60,000
Livingston County Transportation Connectivity Plan	\$118,000
County Road 16 Pedestrian & Bicycle Accommodations Feasibility Study	\$70,000
Monroe County Guiderail Inventory Program	\$100,000
Center City Pedestrian Circulation and Wayfinding Study	\$60,000
Rochester East Main Arts & Market District Plan	\$100,000
Lake Ontario State Parkway Transportation Alternatives Feasibility Study	\$55,000
Regional Walkability Improvement Program	\$100,000
RTS Bus Stop Optimization Study	\$100,800
Ontario County Freight Corridor Development Plan: Area 1—Town of Manchester	\$88,800
St. Paul and North Clinton Two-Way Conversion Study	\$65,000
Penn Yan Circulation, Accessibility, and Parking (CAP) Study	\$80,000
Regional Critical Transportation Infrastructure Vulnerability Assessment	\$120,000
Rochester Area Vanpool Feasibility Study	\$82,200
Uptown Canandaigua Mixed-Use & Transportation Corridor Feasibility Study	\$98,800
Seneca County Safe Passing Zone Survey	\$36,900
Genesee County Horizontal Curve Sign Study	\$40,000