

READING AREA TRANSPORTATION STUDY

FY 2022 – 2023

And

FY 2023 - 2024

UNIFIED PLANNING WORK PROGRAM

APPROVED:

Technical Committee: January 6, 2022

Coordinating Committee: January 20, 2022

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The Reading Area Transportation Study (RATS) fully complies with Title VI of the Civil Rights Act of 1964, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. RATS' website, www.co.berks.pa.us/planning, may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. RATS' public meetings are always held in ADA-accessible facilities and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven (7) days prior to a meeting. Requests made within seven (7) days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by RATS under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with RATS's Title VI Compliance Officer and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on RATS' Title VI program, or to obtain copies of RATS' Title VI Policies, Complaint Procedures, or Complaint Form, please call (610) 478-6300 x6304, email planning@countyofberks.com, or visit our website at <http://www.co.berks.pa.us/Dept/Planning/Pages/RATSMetingSchedule.aspx>.

Documents will be made available in alternative languages or formats if requested. Persons requiring additional accommodations or those with questions should call 610- 478-6300.

Estos informes y/o documentos estarán disponibles en diversos lenguajes y formatos si es necesario. Personas que necesiten acomodo razonable o con preguntas pueden comunicarse al 610-478-6300.

TABLE OF CONTENTS

PREFACE.....	1
READING AREA TRANSPORTATION STUDY COORDINATING COMMITTEE	2
THE LONG RANGE TRANSPORTATION PLAN FOR BERKS COUNTY.....	3
FEDERAL TRANSPORTATION PLANNING LEGISLATION AND THE CLEAN AIR ACT.....	3
AGENCY ROLES AND RESPONSIBILITIES	5-6
PROJECTS AND TIMELINES	7
MAJOR MILESTONES	8
TITLE VI COMPLIANCE.....	9
NONDISCRIMINATION COMPLIANCE	10
WORK PROGRAM FUNDING SOURCES	11
FY 2022-2023 UNIFIED PLANNING WORK PROGRAM FUNDING SOURCES.....	12
FY 2023-2024 UNIFIED PLANNING WORK PROGRAM FUNDING SOURCES.....	13
WORK AREA I – GENERAL ADMINISTRATION AND COORDINATION.....	14-16
WORK AREA II – PLANS AND PROGRAMS.....	18-26
WORK AREA III – DATA, MAPPING AND TECHNOLOGY	28-31
WORK AREA IV – TRANSIT PLANNING.....	32-33
WORK AREA V – LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP).....	34-35
DOCUMENTATION OF COORDINATION OF EFFORTS FOR THE UPWP	36-42

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PREFACE

The purpose of the Unified Planning Work Program (UPWP) is to describe the transportation planning and programming activities intended to be completed for Fiscal Year 2022-23 (July 1, 2022 through June 30, 2023) and Fiscal Year 2023-24 (July 1, 2023 through June 30, 2024) in Berks County and to comply with the Federal Planning regulations.

Federal law and regulations require the formation and designation by the Governor of a Metropolitan Planning Organization (MPO) for all areas with a population of over 50,000 persons. This group is charged with coordinating a comprehensive and continuing transportation planning process involving federal, state and local officials and the public. Within Berks County, Pennsylvania, the transportation planning process is conducted through the Reading Area Transportation Study Coordinating Committee, the designated MPO. The MPO's primary responsibilities include the development of:

- a Long Range Transportation Plan, and
- a short-range Transportation Improvement Program.

In July 2002, the Reading MPO was redesignated as a Transportation Management Area (TMA) with an urban area population in excess of 200,000 (2010 Census urban area population 313,782). As a TMA, it has additional planning duties beyond those of a smaller MPO. These include:

- the development and maintenance of a Congestion Management Process,
- performance of Air Quality Conformity analyses, and
- the performance of a quadrennial Review and Certification of its transportation planning process by the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration.

The Unified Planning Work Program reflects the policy decisions of the MPO, PennDOT and the U.S. DOT and describes the day-to-day work tasks to be completed by staff and related organizations in the delivery of these planning processes. The top priorities for the RATS MPO as included in the FY 2022-2024 UPWP include (but are not limited to):

- Providing planning support to the MPO
- Ensure adoption and implementation of the Long Range Transportation Plan and Transportation Improvement Program
- Ensure implementation of programs and projects that support federal and state transportation performance measures
- Update the Congestion Management Process, Public Participation Plan, and Limited English Proficiency Plan
- Ensure continued maintenance of the FTA-compliant Title VI Program Plan and continued compliance with other non-discrimination statutes
- Maintain and update the Travel Demand Forecasting Model
- Ensure continued coordination and cooperation with all stakeholders.

READING AREA TRANSPORTATION STUDY COORDINATING COMMITTEE

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 comprehensive and continuing transportation planning program. The Reading Area Transportation Study (RATS) Coordinating Committee is the designated MPO for Berks County. The Coordinating Committee is composed of the following ten members:

- 1 member representing the South Central Transit Authority
- 1 member representing the Reading Regional Airport Authority
- 1 member representing PennDOT Central Office
- 1 member representing PennDOT District 5-0
- 1 member representing the Board of County Commissioners
- 1 member representing the Berks County Planning Commission
- 1 member representing the City of Reading
- 1 member representing Boroughs*
- 1 member representing 1st Class Townships*
- 1 member representing 2nd Class Townships*

* Appointed by Board of County Commissioners

The Chairman of the Committee is elected annually and votes only in the event of a tie. The staff of the Berks County Planning Commission serves as the staff and Secretary to the Coordinating Committee and performs transportation planning activities as defined through annual work programs developed in cooperation with Federal, state, and local priorities.

The Coordinating Committee is assisted in its activities by a Technical Committee. This committee is responsible for providing a technical review of data, plans, and programs at the direction of the Coordinating Committee and for forwarding recommendations for actions by the Coordinating Committee. The Technical Committee is composed of the following eight members:

- 1 member representing PennDOT Central Office
- 1 member representing PennDOT District 5-0
- 2 members representing the Berks County Planning Commission
- 2 members representing the City of Reading
- 1 member representing the South Central Transit Authority
- 1 member representing the Reading Regional Airport Authority

THE LONG RANGE TRANSPORTATION PLAN FOR BERKS COUNTY

The Long Range Transportation Plan is the MPO's plan for at least the next 20 years. The Reading MPO adopted a Long Range Transportation Plan for Berks County in July 2016, and formally updated in July 2018. It follows the philosophy of promoting investment and growth in and around established communities and linking them with appropriate infrastructure.

The Vision of this plan is:

“To provide and maintain a balanced transportation system that will safely and efficiently move people and goods in support of the land use policies of this plan.”

This vision is supported by five goals:

- **Maintenance: Maintain and improve the transportation system and services we enjoy today where financially feasible.**
- **Safety: Keep travelers safe and secure, no matter the mode of transportation.**
- **Economic Development: Invest in projects that strengthen the ability of Berks County commerce to access national and international trade markets, and support regional economic development and tourism opportunities.**
- **Improved Connections and Choices: Give travelers a variety of well-designed transportation choices that are in good condition.**
- **Environmental Sustainability: Enhance the performance of the county transportation system in environmentally sustainable ways that increase resiliency to both climate change and vulnerability to natural disaster.**

An update of the Long Range Transportation Plan is currently under way and scheduled for approval in 2022.

FEDERAL TRANSPORTATION PLANNING LEGISLATION AND THE CLEAN AIR ACT

As the federally-designated Metropolitan Planning Organization (MPO) for the region, the Reading Area Transportation Study Coordinating Committee must respond to the planning requirements of two federal laws: “Fixing America’s Surface Transportation Act” (FAST Act) and the Clean Air Act Amendments of 1990 (CAAA). The FAST Act, adopted in 2015, continues the regional transportation planning programs first advanced in ISTEA and carried forward through TEA-21, SAFETEA-LU and MAP-21. Under the FAST Act, certain highway and transit funds are to be administered by a region’s MPO and the MPO is a partner in the planning for the use of all transportation funds. The FAST Act also requires the MPO to produce and oversee a Transportation Improvement Program (TIP), the region’s short-range investment plan, which must be consistent with and serve to

implement the region’s long range plan. The TIP prioritizes all of Berks County’s transportation-related projects within the constraints of federal and state funding that Pennsylvania can reasonably expect to receive within four years.

The FAST Act identifies seven national performance goals that must be considered in the metropolitan planning process:

1. Safety
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Freight Movement and Economic Vitality
6. Environmental Sustainability
7. Reduced Project Delivery Delays

Additionally, the FAST Act identifies ten (10) Federal Planning Factors that must be incorporated into the Planning Process, along with how they integrate with this UPWP. The table below highlights that integration:

Federal Planning Factor	Work Area I	Work Area II	Work Area III	Work Area IV	Work Area V
Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency	X	X	X	X	X
Increase the safety of the transportation system for motorized and non-motorized users		X	X	X	X
Increase the security of the transportation system for motorized and non-motorized users	X	X		X	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
Enhance travel and tourism	X	X	X	X	X

The Clean Air Act Amendments (CAAA) establish a program and set a timetable for improving the nation's air quality. Berks County has been classified as a non-attainment area for both ozone and fine particulate matter and must attain the mandated air quality standards for these factors. Although the responsibility for attaining the standards falls directly on the state, the MPO is responsible for a key role in developing several programs relating to air quality attainment. All projects listed in the Long Range Transportation Plan and TIP must conform to the state's air quality implementation plans. These projects must not lead to further degradation of the region's air quality, but instead improve the air quality and move us toward meeting the federal clean air standards.

AGENCY ROLES AND RESPONSIBILITIES

READING AREA TRANSPORTATION STUDY

The Reading Area Transportation Study Coordinating Committee, as the MPO, has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. This includes, but is not limited to, responsibility for the development and maintenance of the MPO's Long Range Transportation Plan and Transportation Improvement Program. Members of the Coordinating Committee are expected to represent the concerns of the respective group which they represent. Several other agencies also play key roles in the transportation planning process, as discussed below.

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (PENNDOT)

The MPO works cooperatively with PENNDOT in carrying out its transportation planning and air quality planning activities. PENNDOT representatives serve on both the Technical Committee and the Coordinating Committee. PENNDOT is also responsible for other activities which affect the metropolitan planning process. They are charged with the development of a statewide long range transportation plan which will include the regional Long Range Transportation Plan developed by the Coordinating Committee. They also develop a Statewide Transportation Improvement Program which must include the appropriate sections of the TIP developed by the MPO for Berks County. As such, PENNDOT participates actively in the development of the local TIP.

PENNDOT also serves as the primary intermediary between the MPO and federal transportation agencies (Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration). PennDOT Central Office staff and District 5-0 staff are represented on both the Technical Committee and the Coordinating Committee.

BERKS COUNTY PLANNING COMMISSION

The Berks County Planning Commission (BCPC) staff serves as staff in support of the Technical and the Coordinating Committees. The BCPC is responsible for the

development of the County's Comprehensive Plan, its long range guide to land use. The BCPC staff is responsible for the maintenance and operation of the County's transportation demand model and, since 1998, the performance of air quality conformity analyses using this model. The BCPC is represented on both the Technical Committee and the Coordinating Committee.

SOUTH CENTRAL TRANSIT AUTHORITY (SCTA)

The South Central Transit Authority is the only provider of public transportation in Berks County. These services are provided in Berks County by the Berks Area Regional Transportation Authority (BARTA) as an operating unit along with the Red Rose Transit Authority (RRTA, Lancaster County) under the joint management of the SCTA. SCTA is responsible for both the capital and service needs within both Berks (BARTA) and Lancaster (RRTA) service areas. SCTA is the principal source of identifying transit projects for inclusion in the transit portion of the Transportation Improvement Program and Long Range Transportation Plan. SCTA also identifies and carries out many of the transit planning activities included in this work program. SCTA is represented on both the Technical and the Coordinating Committees.

PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

The Pennsylvania Department of Environmental Protection has overall responsibility for compliance with the Clean Air Act, including development and adoption of air quality plans known as State Implementation Plans. This agency relies on the MPO as the lead planning agency for highway-related control measures for air quality in the metropolitan area. The MPO also provides transportation data used in emissions inventories and identifies and analyzes potential air quality strategies. The DEP must approve the Air Quality Conformity Analysis prepared in conjunction with both the region's Transportation Improvement Program and the Long Range Transportation Plan. The PA DEP is not directly represented on either the Technical Committee or the Coordinating Committee as voting members but do serve in an ex-officio capacity

FEDERAL HIGHWAY ADMINISTRATION (FHWA) and FEDERAL TRANSIT ADMINISTRATION (FTA)

The United States Department of Transportation's Federal Highway and Transit Administrations have the ultimate jurisdiction in determining compliance with the Federal regulations and in distribution of funding to either PENNDOT or eligible recipients of transit funds. Non-compliance with the regulations can result in the loss of funding. The Federal Highway and Transit Administrations are not directly represented on either the Technical Committee or the Coordinating Committee as voting members but do serve in an ex-officio capacity.

AGENCY COORDINATION AND THE UPWP

Berks County Planning Commission staff, along with staff from PennDOT Central Office, PennDOT District 5-0, Federal Highway Administration, Federal Transit Administration, South Central Transit Authority, and both the Technical and Coordinating Committees all coordinated in the creation of this UPWP. Dates and efforts are detailed at the end of the document.

PROJECTS AND TIMELINES

Project	SU 22	FA 22	WI 23	SP 23	SU 23	FA 23	WI 24	SP 24
Public Participation Plan / Limited English Proficiency Plan								
Environmental Justice								
PennDOT Financial Guidance Work Group								
PennDOT Interagency Consultation Work Group								
Unified Planning Work Program (UPWP)								
Annual Listing of Federally Obligated Projects								
MPO Technical and Coordinating Committee Meetings and Preparation								
Website and Social Media Outreach								
Title VI Program Maintenance/Updates								
PennDOT Annual Planning Partner Meetings								
Congestion Management Process								
Transportation Improvement Program (TIP)								
Long Range Transportation Plan (LRTP) update								
Air Quality Conformity								
PennDOT Connects								
Susquehanna Regional Transportation Partnership (SRTP)								
Highway Asset Management System Reports								
Bridge Asset Management System Reports								
Passenger Rail Study (Unknown at the present time)								
Regional Freight Plan								
U.S. 422 West Shore Bypass								
Census 2020 Data Gathering/Analysis								
Travel Demand Model Validation								
HPMS / TMS Counts								
HPMS Roadway Inventory								
Functional Classification Update								
SCTA Asset Management Goal Setting/Adoption (Annual)								
SCTA Transit Safety Management Plan (Annual)								
Attend SCTA Monthly Board Meetings								
Coordinated Public Transit Human Services Transportation Plan								
SCTA Transit Development Plan								
Market LTAP Courses								
Annual LTAP MPO Meeting								
Quarterly LTAP Report								
Annual LTAP Summary Report								
	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN

NOTE: Shaded areas in charts throughout the document reflect periods when work is scheduled to occur.

MAJOR MILESTONES

Air Quality Conformity	Updated document based on draft FFY 23-26 TIP	Model runs Spring 2022; Adoption July 2022 and Spring 2024 to July 2024
Environmental Justice	Updated document based on draft FFY 23-26 TIP	Begin work Fall 2023, Adoption July 2024
Census 2020 Data Gathering/Analysis	Products/Data to be used in other planning documents	Continuous as data are released
Travel Demand Model Validation	Validated travel model for use in Air Quality conformity	Begin vendor selection Winter 2024, completed Summer/Fall 2024
Human Service Transportation Coordination Plan	Updated Document (current, 9/2013)	Begun work Fall 2021; Adoption Summer 2022
PennDOT Connects	Vetting all new projects for TIP/LRTP	Coordinated with FFY 23-26 TIP/LRTP creation
Susquehanna Regional Transportation Partnership (SRTP)	Continued participation with Board, Commuter Services programs	Ongoing, bi-monthly Board meetings and Executive Committee participation
PennDOT Interagency Consultation Work Group	Continued participation	Ongoing, quarterly meetings
Unified Planning Work Program (UPWP)	Updated Document (FY 22-23 & FY 23-24)	Begin Coordination Spring 2023, Adoption Winter 2024
Highway Asset Management System Reports	Reports necessary for Performance Measures	Consistent with CMP
Bridge Asset Management System Reports	Reports necessary for Performance Measures	Consistent with CMP
SCTA Asset Management Goal Setting/Adoption (Annual)	Reports necessary for Performance Measures	Fall, annually
SCTA Transit Safety Management Plan (Annual)	Reports necessary for Performance Measures	Fall, annually

TITLE VI COMPLIANCE

READING METROPOLITAN PLANNING ORGANIZATION TITLE VI NOTICE TO THE PUBLIC

The Reading Metropolitan Planning Organization (Reading MPO) hereby gives notice that it is the policy of the Reading MPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Reading MPO.

Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Reading MPO. Any such complaint must be in writing and filed with the Reading MPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. A Title VI Discrimination Complaint Form can be obtained from the Reading MPO by:

- Dialing 610-478-6300
- Online by clicking [here](#)
- In Person at the Berks County Planning Commission, 633 COURT STREET
14TH FLOOR, READING PA 19601
- Language assistance is available by calling 610-478-6300

Overall responsibility for this policy is assigned to:

READING AREA TRANSPORTATION STUDY
C/O BERKS COUNTY PLANNING COMMISSION
MICHAEL D GOLEMBIEWSKI, TITLE VI COMPLIANCE OFFICER
633 COURT STREET 14TH FLOOR
READING PA 19601
PHONE: 610-478-6300 Ext. 6304
FAX: 610-478-6316
EMAIL: mgolembiewski@countyofberks.com

The person named above is appointed as the Title VI Compliance Officer and is responsible for the implementation the MPO's Title VI Program. Individuals with questions or requiring additional information relating to this policy or the implementation of the MPO's Title VI Program should contact the Title VI Compliance Officer.

NONDISCRIMINATION COMPLIANCE

READING METROPOLITAN PLANNING ORGANIZATION NONDISCRIMINATION POLICY

It is the policy of the Reading Area Transportation Study (RATS), the federally designated Metropolitan Planning Organization (MPO) for transportation planning in Berks County, in accordance with federal nondiscrimination statutes, to ensure that "no person shall, on the basis of race, color, national origin, income, gender, gender identity, age, religious preference, creed, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity" for which the MPO receives federal financial assistance. Furthermore, it shall be the policy of the MPO to ensure that as a recipient of Federal-aid funding, it will ensure nondiscrimination in all its programs and activities whether Federally funded or not. The MPO is steadfast in its commitment to ensure the uniform adoption of this policy.

Overall responsibility for this policy is assigned to:

READING AREA TRANSPORTATION STUDY
C/O BERKS COUNTY PLANNING COMMISSION
MICHAEL D GOLEMBIEWSKI, TITLE VI COMPLIANCE OFFICER
633 COURT STREET 14TH FLOOR
READING PA 19601
PHONE: 610-478-6300 Ext. 6304
FAX: 610-478-6316
EMAIL: mgolembiewski@countyofberks.com

The person named above is appointed as the Title VI Compliance Officer and is responsible for the implementation the MPO's Title VI and other Nondiscrimination Programs. Individuals with questions or requiring additional information relating to this policy should contact the person listed above.

WORK PROGRAM FUNDING SOURCES

PL – Planning funds provided through the Federal Highway Administration

PL/SPR – Supplemental planning funds provided through the Federal Highway Administration

MLF – Motor License Funds provided by the Pennsylvania Department of Transportation

FTA / MPP – Planning funds provided by the Federal Transit Administration

Local – Local match funding provided by either the County of Berks or SCTA

FY 2022-2023 UNIFIED PLANNING WORK PROGRAM - BERKS COUNTY PLANNING COMMISSION

	Budget	HIGHWAY			TRANSIT		
		PL	MLF	Local	MPP	Local	
		0.800000	0.114286	0.085714	0.800000	0.200000	
I. General Administration	\$155,000	\$117,800	\$16,829	\$12,621	\$6,200	\$1,550	
62.110 - ADMINISTRATION	\$100,000	\$76,000	\$10,857	\$8,143	\$4,000	\$1,000	95/5*
62.120 - COORDINATION	\$55,000	\$41,800	\$5,971	\$4,479	\$2,200	\$550	95/5*
II. Plans and Programs	\$326,000	\$259,800	\$37,114	\$27,836	\$1,000	\$250	
62.210 - LONG RANGE PLANNING	\$190,400	\$152,320	\$21,760	\$16,320	\$0	\$0	100/0*
62.220 - TRANSPORTATION IMPROVEMENT PROGRA	\$22,000	\$16,720	\$2,389	\$1,791	\$880	\$220	95/5*
62.230 - CONGESTION MANAGEMENT SYSTEM	\$44,600	\$35,680	\$5,097	\$3,823	\$0	\$0	100/0*
62.240 - IMPLEMENT CAAA / CONF. / SIP	\$3,000	\$2,280	\$326	\$244	\$120	\$30	95/5
62.250 - TRANS. ALTERNATIVES PROGRAM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0*
62.260 - INTERMODAL MANAGEMENT SYSTEM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0*
62.270 - PROJ. NEEDS ANAL. / PROJ. SUPPORT	\$52,500	\$42,000	\$6,000	\$4,500	\$0	\$0	100/0*
62.280 - U.S. 422 WEST SHORE BYPASS	\$3,500	\$2,800	\$400	\$300	\$0	\$0	100/0*
III. Data, Mapping and Technology	\$53,000	\$42,400	\$6,057	\$4,543	\$0	\$0	
62.310 - HPMS / TMS COUNTS	\$28,000	\$22,400	\$3,200	\$2,400	\$0	\$0	100/0*
62.320 - HPMS ROADWAY INVENTORY	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0*
62.330 - TRANSPORTATION MODEL DEV. /MAINT.	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0*
62.340 - EXPANDING TECHNOLOGY	\$2,500	\$2,000	\$286	\$214	\$0	\$0	100/0*
62.350 - HIGHWAY SYSTEM REVIEW AND MAPPING	\$3,000	\$2,400	\$343	\$257	\$0	\$0	100/0*
62.360 - LOCAL ASSET INVENTORY	\$500	\$400	\$57	\$43	\$0	\$0	100/0*
62.370 - SOCIO-ECONOMIC DATA	\$8,000	\$6,400	\$914	\$686	\$0	\$0	100/0*
IV. Transit Assistance	\$127,250	\$0	\$0	\$0	\$101,800	\$25,450	
62.410 - TRANSIT DEV. PLAN MAINT. / IMPL.	\$127,250	\$0	\$0	\$0	\$101,800	\$25,450	0/100*
BCPC SUB-TOTAL	\$661,250	\$420,000	\$60,000	\$45,000	\$109,000	\$27,250	
V. Local Technical Assistance Program (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	
62.510 - LOCAL TECH. ASSIST. PROG. (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	100/0 PL/SPR
BCPC GRAND TOTAL	\$676,250	\$435,000	\$60,000	\$45,000	\$109,000	\$27,250	

* HIGHWAY/TRANSIT FUNDING SPLIT

FY 2023-2024 UNIFIED PLANNING WORK PROGRAM - BERKS COUNTY PLANNING COMMISSION

	Budget	HIGHWAY			TRANSIT		
		PL	MLF	Local	MPP	Local	
		0.800000	0.114286	0.085714	0.800000	0.200000	
I. General Administration	\$150,000	\$114,000	\$16,286	\$12,214	\$6,000	\$1,500	
63.110 - ADMINISTRATION	\$95,000	\$72,200	\$10,314	\$7,736	\$3,800	\$950	95/5*
63.120 - COORDINATION	\$55,000	\$41,800	\$5,971	\$4,479	\$2,200	\$550	95/5*
II. Plans and Programs	\$328,000	\$260,860	\$37,266	\$27,949	\$1,540	\$385	
63.210 - LONG RANGE PLANNING	\$183,000	\$146,400	\$20,914	\$15,686	\$0	\$0	100/0*
63.220 - TRANSPORTATION IMPROVEMENT PROGRA	\$31,000	\$23,560	\$3,366	\$2,524	\$1,240	\$310	95/5*
63.230 - CONGESTION MANAGEMENT SYSTEM	\$40,000	\$32,000	\$4,571	\$3,429	\$0	\$0	100/0*
63.240 - IMPLEMENT CAAA / CONF. / SIP	\$7,500	\$5,700	\$814	\$611	\$300	\$75	95/5
63.250 - TRANS. ALTERNATIVES PROGRAM	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0*
63.260 - INTERMODAL MANAGEMENT SYSTEM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0*
63.270 - PROJ. NEEDS ANAL. / PROJ. SUPPORT	\$52,000	\$41,600	\$5,943	\$4,457	\$0	\$0	100/0*
63.280 - U.S. 422 WEST SHORE BYPASS	\$3,500	\$2,800	\$400	\$300	\$0	\$0	100/0*
III. Data, Mapping and Technology	\$56,425	\$45,140	\$6,449	\$4,836	\$0	\$0	
63.310 - HPMS / TMS COUNTS	\$28,000	\$22,400	\$3,200	\$2,400	\$0	\$0	100/0*
63.320 - HPMS ROADWAY INVENTORY	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0*
63.330 - TRANSPORTATION MODEL DEV. /MAINT.	\$10,425	\$8,340	\$1,191	\$894	\$0	\$0	100/0*
63.340 - EXPANDING TECHNOLOGY	\$2,500	\$2,000	\$286	\$214	\$0	\$0	100/0*
63.350 - HIGHWAY SYSTEM REVIEW AND MAPPING	\$1,000	\$800	\$114	\$86	\$0	\$0	100/0*
63.360 - LOCAL ASSET INVENTORY	\$500	\$400	\$57	\$43	\$0	\$0	100/0*
63.370 - SOCIO-ECONOMIC DATA	\$8,000	\$6,400	\$914	\$686	\$0	\$0	100/0*
IV. Transit Assistance	\$126,825	\$0	\$0	\$0	\$101,460	\$25,365	
63.410 - TRANSIT DEV. PLAN MAINT. / IMPL.	\$126,825	\$0	\$0	\$0	\$101,460	\$25,365	0/100*
BCPC SUB-TOTAL	\$661,250	\$420,000	\$60,000	\$45,000	\$109,000	\$27,250	
V. Local Technical Assistance Program (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	
63.510 - LOCAL TECH. ASSIST. PROG. (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	100/0 PL/SPR
BCPC GRAND TOTAL	\$676,250	\$435,000	\$60,000	\$45,000	\$109,000	\$27,250	

* HIGHWAY/TRANSIT FUNDING SPLIT

WORK AREA I – GENERAL ADMINISTRATION AND COORDINATION

Work Area I Costs and Funding Sources - FY2022-2023

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.114286)	(0.085714)	(0.80000)	(0.20000)	
62.110-ADMINISTRATION	\$100,000	\$76,000	\$10,857	\$8,143	\$4,000	\$1,000	95/5
62.120-COORDINATION	\$55,000	\$41,800	\$5,971	\$4,479	\$2,200	\$550	95/5

Work Area I Costs and Funding Sources - FY2023-2024

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
63.110-ADMINISTRATION	\$95,000	\$72,200	\$10,314	\$7,736	\$3,800	\$950	95/5
63.120-COORDINATION	\$55,000	\$41,800	\$5,971	\$4,479	\$2,200	\$550	95/5

Work Area I Timeline

Project	<u>SU</u> <u>22</u>	<u>FA</u> <u>22</u>	<u>WI</u> <u>23</u>	<u>SP</u> <u>23</u>	<u>SU</u> <u>23</u>	<u>FA</u> <u>23</u>	<u>WI</u> <u>24</u>	<u>SP</u> <u>24</u>
Public Participation Plan / Limited English Proficiency Plan								
Environmental Justice								
PennDOT Financial Guidance Work Group								
PennDOT Interagency Consultation Work Group (Quarterly)								
Unified Planning Work Program (UPWP)								
Annual Listing of Federally Obligated Projects								
MPO Technical and Coordinating Committee Meetings and Preparation (Monthly)								
Website and Social Media Outreach (Continuous)								
Title VI Program Maintenance/Updates								
PennDOT Annual Planning Partner Meetings								
PennDOT Planning Partner Annual Meeting Assistance								
	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN

Carryover Projects from FY20-22 UPWP

- Public Participation Plan / Limited English Proficiency Plan
- PennDOT Planning Partner Annual Meeting Assistance

Work Area I Deliverable Products

- FFY 2022 – 2024 Unified Planning Work Program (UPWP)
- Public Participation Plan
- Limited English Proficiency Plan
- Environmental Justice Summary (FFY 2025-2027 TIP)
- Annual Listing of Federally Obligated Projects
- Title VI Program Plan Updates

Work Area I Responsible Agencies

- Berks County Planning Commission staff (primary)
- PennDOT (secondary)

(6x.110) - MPO and General Administration

- Prepare and distribute RATS agendas, materials, and minutes within five (5) days prior to meetings. Prepare and distribute draft minutes of all RATS meetings within thirty (30) working days of those meetings. Post all on RATS website.
- Review, evaluate and update the Public Participation Plan, Limited English Proficiency Plan, and current public participation opportunities and challenges and update as necessary.
- Maintain and implement an FTA-compliant Title VI Program along with other applicable non-discrimination policies and procedures.
- Ensure requirements for monitoring contractors and sub-recipients and allowable costs are addressed through continuous action. Ensure that the requirements for Disadvantaged Business Enterprises (DBEs) are incorporated as a part of its contracting practices. Document DBE goals and provide a listing of all contracts, documenting DBE goals and DBE participation for each work task. Participate in equal opportunity, non-discrimination and DBE training offered by PennDOT, FHWA and FTA.
- Review the MPO Bylaws as required.
- Maintain the current UPWP over the period of the agreement. Submit progress reports and invoices to PENNDOT within thirty (30) days of end of each quarterly billing period. Begin preparation for the 2024-2026 UPWP, including required coordination with all stakeholders.

(6x.120) - Coordination

- Provide information to the public and undertake necessary community participation activities, including environmental justice outreach efforts. Publish an Annual Report of RATS activities. Coordinate with other area agencies on general transportation needs and questions. Use social media platforms to share MPO, PennDOT and FHWA information.

- Maintain and expand the Transportation / MPO section of the BCPC web site. Provide space on the MPO web site for PennDOT to share statewide documents (STIP, LRTP, etc.) and other outreach efforts for public review and comment. Enhance Social Media use for MPO purposes. Use PennDOT's SharePoint website for document sharing.
- Attend and participate in monthly RATS Technical and Coordinating Committee Meetings. Participate in bi-monthly PennDOT Planning Partner conference calls and other Planning Partner gatherings as requested. Continue to participate on State-wide work groups. Coordinate with PennDOT Central Office staff and other Planning Partners to prepare the agenda for the annual Fall Planning Partners Meetings
- Work with PennDOT, FHWA, FTA, SCTA and surrounding MPO's 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.

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WORK AREA II – PLANS AND PROGRAMS

Work Area II Costs and Funding Sources - FY2022-2023

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
62.210-LONG RANGE PLANNING	\$190,400	\$152,320	\$21,760	\$16,320	\$0	\$0	100/0
62.220-TRANSPORTATION IMPROVEMENT PROGRAM	\$22,000	\$16,720	\$2,389	\$1,791	\$880	\$220	95/5
62.230-CONGESTION MANAGEMENT SYSTEM	\$44,600	\$35,680	\$5,097	\$3,823	\$0	\$0	100/0
62.240-IMPLEMENT CAAA / CONF. / SIP	\$3,000	\$2,280	\$326	\$244	\$120	\$30	95/5
62.250-TRANS. ALTERNATIVES PROGRAM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0
62.260-INTERMODAL MANAGEMENT SYSTEM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0
62.270-PROJ. NEEDS ANALYSIS AND PROJ. SUPPORT	\$52,500	\$42,000	\$6,000	\$4,500	\$0	\$0	100/0
62.280-U.S. 422 WEST SHORE BYPASS	\$3,500	\$2,800	\$400	\$300	\$0	\$0	100/0

Work Area II Costs and Funding Sources - FY2023-2024

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
63.210-LONG RANGE PLANNING	\$183,000	\$146,400	\$20,914	\$15,686	\$0	\$0	100/0
63.220-TRANSPORTATION IMPROVEMENT PROGRAM	\$31,000	\$23,560	\$3,366	\$2,524	\$1,240	\$310	95/5
63.230-CONGESTION MANAGEMENT SYSTEM	\$40,000	\$32,000	\$4,571	\$3,429	\$0	\$0	100/0
63.240-IMPLEMENT CAAA / CONF. / SIP	\$7,500	\$5,700	\$814	\$611	\$300	\$75	95/5
63.250-TRANS. ALTERNATIVES PROGRAM	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0
63.260-INTERMODAL MANAGEMENT SYSTEM	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0

63-270-PROJ. NEEDS ANALYSIS AND PROJ. SUPPORT	\$52,000	\$41,600	\$5,943	\$4,457	\$0	\$0	100/0
63.280-U.S. 422 WEST SHORE BYPASS	\$3,500	\$2,800	\$400	\$300	\$0	\$0	100/0

Work Area II Timeline

Project	<u>SU</u> <u>22</u>	<u>FA</u> <u>22</u>	<u>WI</u> <u>23</u>	<u>SP</u> <u>23</u>	<u>SU</u> <u>23</u>	<u>FA</u> <u>23</u>	<u>WI</u> <u>24</u>	<u>SP</u> <u>24</u>
Congestion Management Process								
Transportation Improvement Program (TIP)								
Long Range Transportation Plan (LRTP) update								
Air Quality Conformity								
PennDOT Connects								
Susquehanna Regional Transportation Partnership (SRTP)								
Highway Asset Management System Reports								
Bridge Asset Management System Reports								
Passenger Rail Study (Tentative)								
Regional Freight Plan								
U.S. 422 West Shore Bypass								
	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN

Carryover Projects from FY20-22 UPWP

- Transportation Improvement Program adoption
- Long Range Transportation Plan adoption
- Congestion Management Process
- Regional Freight Study
- Passenger Rail Study (potential)
- U.S. 422 West Shore Bypass project support

Work Area II Deliverable Products

- Congestion Management Process
- FFY 2025-2028 Transportation Improvement Program
- FFY 2025-2050 Long Range Transportation Plan
- Air Quality Conformity Report
- Highway and Bridge Asset Management Reports

Work Area II Responsible Agencies

- Berks County Planning Commission staff (primary)
- PennDOT (secondary)
- SouthCentral Transportation Authority (SCTA) (secondary)

(6x.210) - Long Range and Regional Planning

- Maintain / update the MPO's Long Range Transportation Plan in accordance with the current federal transportation legislation at least every four years. Ensure consistency with the Commonwealth's Long Range Transportation Plan, the Twelve Year Program, Comprehensive Freight Management Plan, the Berks County Comprehensive Plan, and local planning efforts. Coordinate with PennDOT, FHWA and FTA on the development and inclusion of appropriate transportation performance measures and targets. Include transportation and environmental inventories of local transportation assets. Identify cost estimates for all phases of projects identified in the first six years of the regional LRTP and for major capital improvements beyond the sixth year in coordination with PennDOT. Identify infrastructure preservation projects for the first six years of the regional LRTP. Line items may be used for years seven and beyond.
- Prior to adoption of any revision or plan element, consult with environmental resource agencies and initiate public outreach efforts that address environmental justice and ensure that the entire public has the opportunity to become involved in the planning and programming process. 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. Explore the use of Social Media. Collaborate with the State Transportation Commission (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. Participate in the TYP Public Outreach Focus Group, and use TYP public input as input to the TIP and LRTP development.
- Establish and document a process to coordinate changes to the TIP and LRTP to ensure fiscal constraint, to strengthen the linkage between planning and programming, and to expedite the project delivery process.
- Work with PENNDOT and local governments to implement access control measures in highway corridors as an alternative to future capacity improvements such as preserving right-of-way and implementing transportation impact fees. Document land use planning activities within the planning process and ensure coordination with respective Comprehensive Planning, LRTP, and freight plans. BCPC will initiate any changes in the process that may be identified as a part of the documentation. Develop intergovernmental planning processes for multi-municipal, corridor- focused land use / transportation assessments of targeted geographic areas. Areas targeted should be reflective of place-based circumstances, including, but not limited to, population growth or decline, shifts in human and economic resources, and other regional trends identified in the MPO's LRTP, and should precede the identification of specific TIP projects.

Planning activities should be initiated in collaboration with County, local and PennDOT District stakeholders and should be consistent with available program resources and PennDOT and MPO planning tools. Ensure activities are consistent with County and municipal comprehensive plans and lead to better consideration of land-use priorities and transportation network operations in the selection and prioritization of highway, bridge, transit and multi-modal projects.

- Coordinate with PennDOT and FHWA on the development and adoption of transportation performance measures and targets for both the LRTP and TIP, specifically those listed in 23 CFR 450.324(f)(3).
- Document operational and management strategies to improve the performance of existing transportation facilities from regional operational plans (reducing bottlenecks, reducing congestion – including non-recurring congestion, improving mobility and safety), Vehicle Miles traveled (VMT) reduction, and energy savings. Document and assess capital investment and other strategies to preserve the existing transportation infrastructure. Document and assess Benefits Burdens Analysis, utilization of visualization in planning techniques, project selection and project prioritization, Performance Based Planning and Programming (PBPP), and air quality conformity determinations. Commit to periodic review of public participation plans (PPP) to ensure any required modifications are included to engage the public.
- Jointly identify and integrate a prioritization concept that identifies critical multimodal transportation facilities and intermodal connectors that support the state's economy and connect the regions of the state to important employment centers, workforce catchment areas and national and international markets.
- Coordinate with PennDOT to prepare and update Highway and Bridge Asset Management System Reports
- Work with PENNDOT / FHWA / FTA to ensure that safety and security are considered in the development of plans, programs and projects. Participate in data driven safety planning activities and road safety audits that lead to better consideration of safety in the selection and prioritization of highway and transit projects. The MPO is encouraged to consider road safety audit studies through the UPWP in collaboration / consultation with the PennDOT District. Participate in PennDOT's Safety Planning Work Group. Incorporate safety planning into the existing planning process by collaboratively partnering in the completion of an MPO Safety Review. This review will:
 - 1) engage the participation of the PENNDOT District Safety Engineer into the MPO transportation planning process;
 - 2) conduct on-site safety reviews at high crash corridors / intersections to gain a better understanding of safety issues and concerns, and
 - 3) aid in the prioritization and selection of safety improvement projects in the Long Range Transportation Plan and TIP while providing a clear and defined linkage to the MPO's safety goals.

- Participate with DVRPC in the maintenance / implementation of the Transportation Plan for the Pottstown Metropolitan Area.
- 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, connectivity, interchange area development, transportation impact fees, and energy savings.
- Identify livability, sustainability and resiliency planning strategies to tie the quality and location of transportation facilities to broader opportunities such as access to employment opportunities, affordable housing, quality schools, safe streets, economic development, social equity, and environmental conservation. Utilize PennDOT's Extreme Weather Vulnerability Assessment (see links below) to: incorporate flooding resiliency into LRTP / TIP projects; enhance County Hazard Mitigation Planning; and improve emergency preparedness.
- Coordinate with local governments and non-profit agencies to implement the Bicycle and Pedestrian Transportation Plan. Promote the use of Roadway Safety Audits for bicycle and pedestrian improvements. Coordinate local bicycle and pedestrian planning with the MPO Bicycle and Pedestrian Transportation Plan.
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
 - During Transportation Alternatives Project solicitation
 - During Multimodal Transportation Fund application reviews
- Coordinate with SCTA staff, local governments and non-profit agencies to undertake a Pedestrian Access to Transit Study as a follow-up to the Bicycle and Pedestrian Transportation Plan
- Update BCPC's GIS layers to reflect current needs and inventories. Layers include, but are not limited to:
 - Bicycle / Pedestrian accommodations
 - Historic Features
 - Land Use
 - Environmental Features
 - Highway and Bridge infrastructure
- Update and maintain the BCPC's Historic Features online database (<http://gis.co.berks.pa.us/historicresources/>)
-

(6x.220) - Transportation Improvement Program

- Adopt the FFY 2023-2026 TIP and submit all required supporting information per the TIP checklist. Modify / Amend the current TIP as required. Prepare the FFY 2025-2028 TIP, including all Public Participation, Environmental Justice, municipal coordination, and other associated outreach activities. Maintain and document the processes used to coordinate changes to the TIP to ensure fiscal constraint, strengthen the linkage between planning and programming, and expedite the project delivery process. Ensure that the MPO TIP and State TIP (STIP) provide detailed information in the project description / narrative fields of the Public Report version. Each project or project phase shall contain sufficient descriptive material to identify the type of work / improvement, termini, length, location, scope of work, funding source, and project sponsor. In addition, for projects programmed with federal "SFX" funds, the source of the funding (i.e. SAFETEA-LU, PA ID#) shall be included.
 - TIP Updates based on Commonwealth-determined cycle
- Assist PennDOT in developing strategies to advance to conclusion, modify, or implement plans or projects that are outside of the region's fiscal constraint based upon cash flow. Coordinate with PENNDOT to produce standard program products, to more fully automate/computerize all processes and to conduct program/project monitoring in real time through the sharing of data among all parties by way of MPMS.
 - Monthly as determined by MPO, SCTA and/or PennDOT District staff
 - Ongoing as required
- Incorporate / maintain MPO webpage linkages to PennDOT's TIP Visualization applications. Compile and publish the Annual Listing of Federally Obligated Highway/Bridge Projects on the RATS website, along with the list of transit projects provided by SCTA.
 - Ongoing as required
 - Annual Listing published annually in Fall/Winter

(6x.230) - Congestion Management Process

- Maintain and update the Congestion Management Process and ensure that current information is available for project development and prioritization.
 - As planned
- Monitor, evaluate and update the Congestion Management Process and conduct detailed Corridor/subarea CMP studies. Partner with PennDOT to advance opportunities to manage travel demand through modes other than single-occupancy vehicle (SOV) use. Participate on the Susquehanna Regional Transportation Partnership (SRTP) Board and work with their consultants in the promotion of the Commuter Services program.
 - Ongoing as Required
 - Update CMP by end of 2022
 - Bi-monthly SRTP meetings throughout the year
 - Additional roles as SRTP Board Chairman through Fall 2022

- Coordinate with PennDOT to refine and implement the Regional Operations Plan as a tool to define a uniform strategic transportation operations plan for the region and expand cooperative relationships with transportation operators and Planning Partners. Coordinate with PennDOT District staff to assess the needs and appropriateness of traffic operations and Intelligent Transportation Systems (ITS) elements through the LRTP and TIP. Work with PENNDOT / FHWA / FTA to include the consideration of management and operations of transportation infrastructure and systems as a part of the planning process. Traffic operations / ITS projects and strategies deployed in a region should be consistent with PennDOT's TSMO and Traffic Operations Policy Guidelines.

(6x.240) - Air Quality and Transportation Conformity

- Integrate the Environmental Protection Agency's (EPA's) emissions model (MOVES) into the Travel Demand Forecasting Model and take advantage of related training opportunities. Collect data necessary to perform technical analysis of any candidate CMAQ projects, perform that analysis, and submit results to PennDOT staff. Identify and evaluate project-specific data required to perform conformity analysis for non-exempt TIP amendments, perform that analysis, and submit results to PennDOT staff. Evaluate, along with SCTA/BARTA and Commuter Services of Pennsylvania, various Transportation Control Measure (TCM) strategies as contingencies to offset VMT growth. Evaluations will be performed and results will be shared with Transit system staff, Commuter Services staff, and PennDOT staff.
- Participate in quarterly Pennsylvania Interagency Consultation Group (ICG) meetings, workshops, subcommittees, and other activities. Participate in workshops, conferences, and/or training sessions aimed at increasing air quality awareness.
- Coordinate public participation activities, including Environmental Justice efforts, necessary for conformity analysis adoption by the MPO for non- exempt TIP and / or Long Range Transportation Plan updates and amendments. Implement provisions of the Transportation Conformity SIP, including adoption of the interagency consultation/resolution of conflicts Memorandum of Agreement. Coordinate with PennDOT, DEP and other applicable agencies to monitor and evaluate greenhouse gas emissions in the region and assist in the implementation of Pennsylvania's Climate Change Action Plan where applicable

(6x.250) - Transportation Alternatives Set-Aside and Multimodal Fund Programs

- Along with PennDOT, participate in the development, selection and programming on the TIP of non-traditional projects identified under the Transportation Alternatives Set-Aside Program. Take an active role in monitoring project status and coordination with project sponsors to help ensure that the projects are advancing, completed on time and within budget. Review project funding applications for both the TA-SA and State Multimodal Funding Programs (PennDOT and DCED).
 - During project selection opportunities as determined by PennDOT

- Ongoing monitoring / coordination of existing projects
- As applications are received

(6x.260) - Intermodal Management System

- Support the improvement of National Highway System (NHS) intermodal freight connections and National Highway Freight Network linkages. Enhance the visibility and effectiveness of freight planning in the region through the Long Range Transportation Plan, freight plans, freight advisory committees, and development of regional freight inventories. Develop and maintain an inventory of freight facilities within Berks County and the immediate region and document obstacles for freight movement. BCPC will serve as a conduit for intermodal training activities with the support of PENNDOT. Address any other intermodal issues (transit/aviation/rail) requiring action by MPO. Participate in Regional Passenger Rail forums and working groups.
 - Ongoing participation with Lehigh Valley Freight Work Group and the Pennsylvania State Freight Work Group, including coordination with northeast PA MPO's and PennDOT District 4-0 and 5-0 in the completion of a regional Freight Study
 - Summer 2022 and ongoing, begin development of regional freight information for use in future Travel Demand Model validation
 - Other ongoing efforts as required

(6x.270) - Project Needs Analysis / Project Support

- Use the Project Development PennDOT Connects / Local Government Collaboration meetings to initiate all new projects being considered for inclusion in the Long Range Transportation Plan updates and the TIP / Twelve Year Program (TYP). Continue to develop this process for transit projects. Provide documentation of attendance/coordination where appropriate. Work with PennDOT District staff to schedule and hold PennDOT Connects Municipal training
 - Meetings held ongoing based on project needs
 - As determined by District staff
- Prepare and/or participate in the development / implementation of project needs studies for transportation projects as identified by the Metropolitan Planning Organization (MPO) and PennDOT. Attend meetings and prepare data / information for individual projects as required.
 - Ongoing based on project needs
- Work with PennDOT to evaluate projects in the TIP that are likely to cause region-wide work zone impacts and participate in the development of transportation management plans (TMPs) for such projects. Participate in review of Transportation Impact Studies (TISs) and Highway Occupancy Permits (HOPs) to ensure planned development is

coordinated with sound land use / transportation linkages / economic development and that all transportation modes have been adequately considered. Identify projects that will have potential impacts on land use and identify candidate land use studies for possible funding in the planning work program. Assist PENNDOT in promoting right-of-way preservation with local governments

- Ongoing based on project needs and implementation schedules
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
- Work with PENNDOT and the environmental resource agencies to gain acceptance for the completion of the needs studies as a part of the planning process. Monitor and participate in Agency Coordination Meeting (ACM) activities for regional projects. Assist PennDOT with any training activities targeted to county and local governments, conservation districts, and non-profit organizations regarding environmental data, stewardship, mitigation, and compliance. Attend meetings where Pennsylvania Byways or Scenic Byways are discussed and help promote Byways by providing requested information. Participate in the selection of Byways and support the corridors as candidates in the TIP development process.
- Coordinate with PennDOT District staff on the development of projects for consideration in the Long Range Transportation Plan, Twelve Year Program, and Transportation Improvement Program with the emphasis on preservation of infrastructure of all the major modes. Work with PENNDOT to promote public/private partnerships (P3's) and incentive/innovative financing in support of economic development opportunities. Serve as liaison with regional/county economic development staff to become familiar with high profile projects, either ongoing or planned. Work with PennDOT to identify and implement innovative and sustainable financing mechanisms for major capital projects.
- Provide technical assistance to PennDOT and other transportation providers. Assistance may come from non-traditional technical resources such as county planning, academia, or other public or private planning expertise.

(6x.280) - US 422 West Shore Bypass

- Work with PENNDOT, its consultants and municipalities to provide local coordination through the design and implementation of improvements to the US 422 West Shore Bypass, as well as serving on a Community Advisory Team. Explore alternative funding solutions and project phasing.

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WORK AREA III – DATA, MAPPING AND TECHNOLOGY

Work Area III Costs and Funding Sources - FY2022-2023

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
62.310-HPMS / TMS COUNTS	\$28,000	\$22,400	\$3,200	\$2,400	\$0	\$0	100/0
62.320-HPMS ROADWAY INVENTORY	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0
62.330-TRANSPORTATION MODEL DEV. /MAINT.	\$5,000	\$4,000	\$571	\$429	\$0	\$0	100/0
62.340-EXPANDING TECHNOLOGY	\$2,500	\$2,000	\$286	\$214	\$0	\$0	100/0
62.350-HIGHWAY SYSTEM REVIEW AND MAPPING	\$3,000	\$2,400	\$343	\$257	\$0	\$0	100/0
62.360-LOCAL ASSET INVENTORY	\$500	\$400	\$57	\$43	\$0	\$0	100/0
62.370-SOCIO-ECONOMIC DATA	\$8,000	\$6,400	\$914	\$686	\$0	\$0	100/0

Work Area III Costs and Funding Sources - FY2023-2024

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
63.310-HPMS / TMS COUNTS	\$28,000	\$22,400	\$3,200	\$2,400	\$0	\$0	100/0
63.320-HPMS ROADWAY INVENTORY	\$6,000	\$4,800	\$686	\$514	\$0	\$0	100/0
63.330-TRANSPORTATION MODEL DEV. /MAINT.	\$10,425	\$8,340	\$1,191	\$894	\$0	\$0	100/0
63.340-EXPANDING TECHNOLOGY	\$2,500	\$2,000	\$286	\$214	\$0	\$0	100/0
63.350-HIGHWAY SYSTEM REVIEW AND MAPPING	\$1,000	\$800	\$114	\$86	\$0	\$0	100/0
63.360-LOCAL ASSET INVENTORY	\$500	\$400	\$57	\$43	\$0	\$0	100/0
63.370-SOCIO-ECONOMIC DATA	\$8,000	\$6,400	\$914	\$686	\$0	\$0	100/0

Work Area III Timeline

<u>Project</u>	<u>SU</u> <u>22</u>	<u>FA</u> <u>22</u>	<u>WI</u> <u>23</u>	<u>SP</u> <u>23</u>	<u>SU</u> <u>23</u>	<u>FA</u> <u>23</u>	<u>WI</u> <u>24</u>	<u>SP</u> <u>24</u>
Census 2020 Data Gathering/Analysis								
Travel Demand Model Validation								
HPMS / TMS Counts								
HPMS Roadway Inventory								
Functional Classification Update								
	JUL- SEP	OCT- DEC	JAN- MAR	APR- JUN	JUL- SEP	OCT- DEC	JAN- MAR	APR- JUN

Carryover Projects from FY20-22 UPWP

- Census 2020 Data Gathering and Analysis

Work Area III Deliverable Products

- Census 2020 Reports for use in LRTP, EJ preparation
- Validated Travel Demand Model
- Completed HPMS/RMS Traffic Counts
- Verified HPMS Roadway Segments
- Updated Federal Functional Classification System and Intermodal Connectors

Work Area III Responsible Agencies

- Berks County Planning Commission staff (primary)

(6x.310) - Highway Performance Monitoring System / Traffic Monitoring System

- Collect and submit approximately 75 traffic counts, of which approximately 30% will be classification counts, in support of HPMS and the Commonwealth’s Traffic Monitoring System for Highways, per established guidelines. Submit supplemental traffic counts collected to support other planning activities. Recruit, hire and train summer Work-Study employees to support these efforts. Purchase traffic counters, safety and other supplies as needed. Attend the annual Traffic workshop sponsored by PENNDOT

(6x.320) - HPMS Roadway Inventory

- Verify and update roadway inventory and performance measures on approximately 167 Highway Performance Monitoring System (HPMS) sample sections, including any additional segments that may be required based on Urban Boundary revisions, in accordance with HPMS manual specifications. Attend the annual HPMS workshop sponsored by PennDOT.

(6x.330) - Transportation Model Development/Maintenance

- Update and maintain the regional transportation model and provide network and zonal data necessary for transportation demand and air quality monitoring. Analyze travel pattern data, including information from the U.S. Census and other sources. Begin process to undertake Model Validation efforts.

(6x.340) - Expanding Technology

- BCPC will review and assess current capabilities to determine the need for new or expanded technological applications such as Geographic Information Systems (GIS), computer access to transportation data bases, hardware capabilities, and transportation modeling. Participate in training and issues forums relating to Electric Vehicles (EV), Connected and Autonomous Vehicles (CAV) and their potential impacts on planning and programming activities.

(6x.350) - Highway System Review and Mapping

- Assist FHWA and PennDOT in updating the statewide inventory of intermodal facilities and the National Highway System of intermodal connectors. Review the existing routes on the NHS inventory for accuracy and validation. On release of Census Urbanized Area data from the 2020 Census, review and update the Federal Functional Classification of the roadway network.

(6x.360) - Local Asset Inventory

- Work with PennDOT and local municipalities to develop and maintain a local transportation asset inventory, including required roadway and bridge data. Develop minimal data collection requirements for the additional inventories and work with PennDOT to refine these requirements. These may include Freight, Bicycle and Pedestrian, Signage, Transit Fleets / Facilities / Routes, ITS Infrastructure, and other facilities as determined by the MPO. Coordinate with PennDOT efforts to make facility data available.

(6x.370) - Socioeconomic Data Collection

- Gather, analyze and incorporate 2020 Census data for use in LRTP, TIP, Benefits/Burdens and Environmental Justice Analyses, Public Participation Plan, Limited English Proficiency Plan, and Travel Demand Model applications. Coordinate with U.S. Bureau of Census in updating transportation-relevant data bases. Prepare necessary reports which impact the provision of transportation plans, projects or services based on data made available by the U.S. Bureau of Census and PA State Data Center.

- Monitor and evaluate procedures used for collecting statistical data (race, sex, national origin / limited English proficiency, age, disability, income, etc.) of participants in and beneficiaries of transportation programs by tracking participation in public meetings and reviewing new regional census data. Maintain and prepare an Environmental Justice Analysis of the TIP and LRTP based on collected data.

WORK AREA IV - TRANSIT PLANNING

Work Area IV Costs and Funding Sources - FY2022-2023

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
62.410-TRANSIT PLANNING	\$127,250	\$0	\$0	\$0	\$101,800	\$25,450	0/100

Work Area IV Costs and Funding Sources - FY2023-2024

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
63.410-TRANSIT PLANNING	\$126,825	\$0	\$0	\$0	\$101,460	\$25,365	0/100

Work Area IV Timeline

<u>Project</u>	<u>SU</u> <u>22</u>	<u>FA</u> <u>22</u>	<u>WI</u> <u>23</u>	<u>SP</u> <u>23</u>	<u>SU</u> <u>23</u>	<u>FA</u> <u>23</u>	<u>WI</u> <u>24</u>	<u>SP</u> <u>24</u>
SCTA Asset Management Goal Setting/Adoption (Annual)								
SCTA Transit Safety Management Plan (Annual)								
Attend SCTA Monthly Board Meetings (Monthly)								
Coordinated Public Transit Human Services Transportation Plan								
SCTA Transit Development Plan								
	JUL- SEP	OCT- DEC	JAN- MAR	APR- JUN	JUL- SEP	OCT- DEC	JAN- MAR	APR- JUN

Carryover Projects from FY20-22 UPWP

- Coordinated Public Transit Human Services Transportation Plan
- SCTA Transit Development Plan
- SCTA Transit Safety Management Plan

Work Area IV Deliverable Products

- Annual Asset Management Goals and Performance Measures
- Annual Safety Management Goals and Performance Measures
- Coordinated Public Transit Human Services Transportation Plan
- SCTA Transit Development Plan

Work Area IV Responsible Agencies

- South Central Transportation Authority (SCTA) staff (primary)
- Berks County Planning Commission staff (secondary)

(6x.410) - Transit Planning Maintenance, Implementation and Coordination

- Maintain, implement and update BARTA's current Transit Development Plan.
- Develop, maintain and implement Performance Based Planning and Programming in accordance with guidelines issued by the FTA.
- Maintain and implement the Transit Asset Management (TAM) Plan and take part in appropriate setting of Performance Targets and adoption.
- Maintain and implement the Transit Safety Management Plan and take part in appropriate setting of Performance Targets and adoption.
- Update, maintain and implement an updated Coordinated Public Transit – Human Services Plan
- Provide the MPO with an annual Listing of Obligated Transit Projects to be posted on the RATS MPO website.
- Continue to monitor and plan changes to the fixed route and paratransit systems.
- Work with surrounding transit agencies in the development / maintenance of transit development plans for any extensions of their service areas into Berks County, extensions of SCTA's service areas beyond Berks County, and consideration of any other coordination / consolidation efforts.
- Provide technical support to and share available resources (e.g. "Building Better Bus Stops Resource Guide") with local municipal officials regarding corridor planning, transit services and facilities (e.g. bus stops), access management and Accessibility.
- Attend SCTA/BARTA monthly Board meetings and coordinate with staff as needed.

WORK AREA V - LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)

Work Area V Costs and Funding Sources - FY2022-2023

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
62.510-LOCAL TECH. ASSIST. PROG. (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	100/0 PL/SPR

Work Area V Costs and Funding Sources - FY2023-2024

	Budget	HIGHWAY			TRANSIT		SPLIT
		PL	MLF	Local	MPP	Local	
		(0.80000)	(0.124623)	(0.075377)	(0.80000)	(0.20000)	
63.510-LOCAL TECH. ASSIST. PROG. (LTAP)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	100/0 PL/SPR

Work Area V Timeline

<u>Project</u>	<u>SU 22</u>	<u>FA 22</u>	<u>WI 23</u>	<u>SP 23</u>	<u>SU 23</u>	<u>FA 23</u>	<u>WI 24</u>	<u>SP 24</u>
Market LTAP Courses								
Annual LTAP MPO Meeting								
Quarterly LTAP Report								
Annual LTAP Summary Report								
	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN

Carryover Projects from FY20-22 UPWP

- None

Work Area V Deliverable Products

- LTAP Marketing Materials to Municipal Governments
- Quarterly LTAP Course Reports
- Annual LTAP Summary Course Report

Work Area V Responsible Agencies

- Berks County Planning Commission staff (Primary)

(6x.510) - Local Technical Assistance Program (LTAP)

- Work with PennDOT and municipalities to develop a priority training list of topics, and schedule appropriately. Advertise training to municipalities and PennDOT’s Municipal Services representatives using available means, coordinate registrations, and provide to

- PennDOT. Market the value of PennDOT's LTAP courses. Provide a mechanism for municipalities to contact the MPO with issues that LTAP can assist with

- Participate in an annual LTAP MPO meeting and other PennDOT meetings as required. Attend LTAP sessions and participate in at least one technical assistance on-site visit in the MPO region. Coordinate training sites and other amenities as necessary. Submit quarterly reports to PennDOT detailing all LTAP project activities and expenditures. Prepare an annual report that summarizes the evaluations, details the process used to market LTAP in the region, and summarizes the outcomes for future LTAP activities in the region.

**READING AREA TRANSPORTATION STUDY,
FY 2022 – 2023 and FY 2023 – 2024
UNIFIED PLANNING WORK PROGRAM**

Documentation of Coordination Efforts (as of 12/20/2021)

- 7/29/2021 Attendance at PennDOT Planning Partners Spring Meeting where updated UPWP Guidance was discussed at-length.
- 8/2/2021 Internal UPWP staff meeting held between Alan Piper (Transportation Planner III), David Hunter, AICP (Planning Director), Ashley Showers (Asst. Planning Director) and Michael Golembiewski (Transportation Modeler). Mr. Piper has historically generated the UPWP, but has passed that responsibility to Mr. Golembiewski again this year. Mr. Hunter and Ms. Showers are both new to the UPWP document and process. General discussions were held regarding the document and contents, associated processes, projects, and calculation of funding. Obtained and reviewed other MPO UPWP documents.
- 8/17/2021 Internal staff meeting held regarding document and Work Task reorganization and format. Additionally, planning for upcoming UPWP Coordination meeting, including possible agenda, attendees and times was undertaken.
- 9/2/2021 Presented initial draft UPWP to RATS Technical Committee. Via MS Teams, screen-shared current Work Task chart and status on projects to-date and initial goals for next two years. Continued presenting draft document layout, including reorganization of Work Areas and Tasks and consolidation layout. While some general discussion took place, PennDOT Central Office staff raised concerns that the reduction of Work Areas and Tasks would not allow sufficient documentation for invoice approval. Staff agreed to investigate further with other MPO's.
- The Technical Committee made a recommendation to the Coordinating Committee to allow staff to proceed with formulating the draft FY 22-24 UPWP, subject to responding to PennDOT's concerns.
- 9/16/2021 Presented initial draft UPWP to RATS Coordinating Committee. Via MS Teams, staff attempted to screen-share current Work Task chart and status on projects to-date and initial goals for next two years. An update to MS Teams would not allow staff to screen-share, but staff described what was to be discussed (similar to Technical Committee presentation on 9/2). Continued presenting draft document layout, including reorganization of Work Areas and Tasks and consolidation layout. General discussion took place, and the Committee agreed that the new layout was easier to use. Staff mentioned PennDOT Central Office's concerns and how they would be addressed. It was mentioned that there was a possibility that the upcoming Technical Committee meeting would be cancelled, but that time would be

used as a UPWP Stakeholder Coordinating meeting. Staff related the Technical Committee's recommendation to proceed, and the Coordinating Committee directed staff to continue with preparing the Draft.

9/21/2021

Email communication to Technical Committee and stakeholders regarding scheduling UPWP Coordination meeting in place of regularly scheduled October Technical Committee meeting. Meeting tentatively scheduled for 10/7/2021 in place of the RATS Technical Committee meeting. Email sent to other MPO staff, PennDOT Central Office staff, PennDOT District Planning & Programming staff, PennDOT District Planner, transit agency staff, and FHWA Planner assigned to Reading MPO. Mostly positive responses received.

10/7/2021

UPWP Coordination Meeting (via Microsoft Teams) held in place of monthly RATS Technical Committee meeting. Attendees included:

- South Central Transit Agency: David Kilmer, Kevin Hessler, Jeff Glisson, Greg Downing;
- Berks County Planning Commission: Alan Piper, Michael Golembiewski, Devon Hain, Laura Mursch, Amanda Timochenko, David Hunter,
- PennDOT District 5-0: Vanessa Koenigkramer, Amanda Leindecker, Michael Donchez
- PennDOT Central Office: Jim Mosca
- Federal Transit Administration: Chelsea Beytas
- City of Reading: none
- Federal Highway Administration: none

Mr. Golembiewski welcomed everybody and thanked them for making time for this coordination session. He discussed the purpose of this meeting, including discussions regarding the new federal guidelines regarding UPWP creation. Notable among them is the need for more frequent and documented coordination, more detail in the document related to projects, processes, staff requirements, timing, and deliverables (even more detail than was required in the FY20-22 UPWP).

Mr. Golembiewski screen-shared and discussed a number of documents. First was a review (using the Projects and Quarterly Progress chart) of where we currently stand as far as products/processes in the current UPWP vs. what has or has not had progress made and why. Second was a discussion on planned products going forward into the draft FY 22-24 UPWP. Participants were asked for any questions or concerns; none were mentioned. There was general agreement among all that the listings of Projects, Products and Timelines as presented for the Draft were acceptable and staff was given the approval to continue.

Next, discussions revolved around the document itself. Staff feels that the

document is too large, unwieldy, duplicative and difficult to read/use. We are hoping to scale it down by 1.) Reducing the number of Work Areas from nine to five; 2.) Reassigning the individual 20 Tasks within the revised five Work Areas; 3.) Removing the duplicative text (typically two separate years' worth of Task descriptions); and 4.) Revising the billing/invoicing processes. PennDOT Central Office staff reiterated their concerns that the reduction of Work Areas and Tasks would not allow sufficient documentation for invoice approval. Staff mentioned that we were modeling our draft UPWP off of York County's UPWP. Staff was directed to contact York County staff and clarify their billing codes and procedures against their UPWP and ensure our draft would be sufficient.

There was general consensus among the group that, assuming documentation and invoicing concerns could be sufficiently addressed, that the revised format of the draft document was satisfactory and staff was directed to continue its creation. Attendees were reminded of the next steps, including the required Federal review that would take place after the November Coordinating Committee meeting with adoption in January 2022. The meeting lasted approximately one hour.

It should be noted that, through email communications, City of Reading representatives could not attend the meeting but expressed no concerns with the draft Program or document.

- 10/7-8/2021 Communications with William Clark, York County MPO staff representative, regarding their UPWP and billing. Mr. Clark forwarded their most-recent invoice to PennDOT detailing their billing system. Although their UPWP appears to contain less textual detail, they still use a large number of individual billing codes in order to generate sufficient documentation for their invoices. After informing Mr. Piper of this, it is decided to continue creation of the draft UPWP that retains the current 20 individual Tasks, though within the narrowed five Work Areas.
- 10/12/2021 Spoke with Jen Crobak, FHWA, regarding draft UPWP (she was unable to attend 10/7 session). Spoke at length regarding the 10/7 session, what staff is proposing, and PennDOT's billing concerns. Mentioned the potential resolution to the PennDOT's concerns. Ms. Crobak reviewed various items that needed to be included per federal guidance, but otherwise had no questions or comments regarding the draft.
- 10/28/2021 Draft UPWP forwarded to the RATS Technical Committee for review prior to the November 4, 2021 meeting.
- 11/4/2021 Presented final Draft FY 22-24 UPWP to the RATS Technical Committee. Discussed 10/7 Coordination meeting, reviewed again changes that were made, discussed PennDOT's invoicing concerns and how they were

addressed (document is changed, but the number of Work Tasks billed-to would not be reduced from present), and necessary timeline for adoption. Reminded Committee members that today's action would make a recommendation to the Coordinating Committee to forward this draft to FHWA, FTA, and PennDOT for the required FHWA 30-day Review period. Committee unanimously made the recommendation.

11/10/2021 Draft UPWP forwarded to the RATS Coordinating Committee for review prior to the November 18, 2021 meeting.

11/18/2021 Presented final Draft FY 22-24 UPWP to the RATS Coordinating Committee. Discussed 10/7 Coordination meeting, reviewed again changes that were made, discussed PennDOT's invoicing concerns and how they were addressed (document is changed, but the number of Work Tasks billed-to would not be reduced from present), and necessary timeline for adoption. Reminded Committee members that today's action would forward this draft to FHWA, FTA, and PennDOT for the required FHWA 30-day Review period. Technical Committee reviewed the draft and recommended that the Coordinating Committee forward the draft for agency review. The Coordinating Committee unanimously voted in favor of forwarding the draft for required agency review.

11/19/2021 Forwarded the draft UPWP electronically for review. Recipients included: Jennifer Crobak (FHWA), Chelsea Beytas (FTA), Jim Mosca and David Alas (PennDOT Central Office), Michael Rebert, Chris Kufro and Vanessa Keonigkramer (PennDOT District 5-0). Email read,

Good morning:

By action at their regularly scheduled meeting on November 18, 2021, the Reading Area Transportation Study (RATS) Coordinating Committee has authorized the release of the attached DRAFT FY 2022-2023 and FY 2023-2024 Unified Planning Work Program (UPWP) for review and comment. This Draft is being released to the Federal Highway Administration, Federal Transit Administration, PennDOT Central Office, and PennDOT District 5-0. This particular Draft is different from prior RATS UPWP documents in that it is more streamlined, has reorganized Work Areas and Tasks, and has more detail in the individual Work Area Timelines and Products. A few items of note:

- 1. Staff is aware of some formatting needs, particularly with the various tables. These will be addressed.*
- 2. Page numbers and a Table of Contents will be added to the final document.*
- 3. Budget figures will be added to the final document based on internal staff discussions that are currently taking place.*
- 4. The final adopted document will include, per FHWA requirements, a Section documenting the UPWP coordination and adoption process and timeline.*

In order for staff to incorporate any comments received from reviewers in time

for our January 6, 2022 Technical Committee meeting, we would respectfully ask for all comments to be submitted no later than the Close of Business (COB) on Friday, December 31, 2021. The Reading MPO Coordinating Committee is scheduled to formally adopt the draft UPWP at their meeting on Thursday, January 20, 2022.

Thank you for your time reviewing this draft UPWP, and please feel free to contact me in the interim with any questions or concerns you may have.

11/30/2021

Email from Jim Mosca, PennDOT Central Office, providing comments. The majority of corrections were spelling/grammatical in nature, though he did note some required items that were missing, specifically overall financial charts, overall Timeline charts, and references to the Ten Federal Planning Factors. Quoting his email,

Good afternoon:

Attached, please find a copy of the draft Reading MPO FY 2022-2024 Unified Planning Work Program with my comments included (comment boxes added to the .pdf that was provided for review). Thank you for your sharing the draft document in a timely manner for review – overall, the document is comprehensive and well-conceived. Please contact me with any questions on the comments/recommended changes provided. Also, please continue to refer to the UPWP Guidance information provided on 7/15/2021 to all of our MPOs/RPOs and stakeholders as you work to finalize the document and prepare for submission for contract execution after approval.

Thank you!

Jim M.

Staff replied to Mr. Mosca's email by acknowledging him for his quick review and assurances that his comments would be addressed.

12/2/2021

Email from Jen Crobak, FHWA, providing comments. She echoed Mr. Mosca's comments, along with inclusion of Carryover Projects, and also included (as attachments) the FHWA UPWP Checklist. Quoting her email,

Good afternoon Mike,

Thanks for the opportunity to review the RATS UPWP. Overall, great job on the UPWP. In addition to Jim's comments, I added some items for your review. I've also included our review checklist which notes the various items that are still in process.

I met with Chelsea Beytas today to coordinate our review and FTA will be providing comments soon.

If you have any questions, please contact me at 717-221-3440. Thank you, Jen

Staff replied to Ms. Crobak's email by acknowledging her for her quick review and assurances that her comments would be addressed.

12/3/2021

Email from Chelsea Beytas, FTA, providing comments. Many of Ms. Beytas' comments were grammatical/typographical in nature, but she also acknowledged various statutes that needed to be referenced in the document. Two copies of the reviewed draft were included, one with general comments and another with positive notes. Quoting her email,

Hi Mike,

Thank you sharing RATS' FY 2022-2024 UPWP draft with FTA to review.

Like mentioned earlier in this e-mail thread, RATS is successful in condensing the content of their UPWP without diminishing relevant information in each section.

Kudos to RATS' incredibly detailed work items listed under each task. I find the inclusion of a graphic timeline to highlight the schedule of the work items a really nice means to visualize RATS' work schedule for their transportation planning and programming activities. Each Task section is concise and very clear on budget (funding sources), agencies responsible for the work activities, in-text description of the schedule of the activities, as well as, mentioned above, the activity items. RATS also includes nice background sections in their UPWP.

Attached are two PDFs of my comments. One PDF is in relationship to Jim and Jen's comments ("...-JFM & FHWA & FTA") (for a lowercase PennDOT-FHWA-FTA "consolidated" review comments). My highlights are in purple or red.

The other PDF ("...- FTA clean") are my same comments plus general notes of recognition of the good elements RATS has in their UPWP draft (which would have been too busy for the lowercase "consolidated" comments of the review).

My review of RATS' 2022-2024 UPWP draft is based off of the Federal requirements laid out in

- [23 CFR § 450.308](#) - Funding for transportation planning and unified planning work programs (the planning of the individual planning products in the UPWP should adhere to [23 CFR Subpart C](#) - Metropolitan Transportation Planning and Programming)
- [Circular 8100.1D](#) - Program Guidance for Metropolitan Planning and State Planning and Research Program Grants
 - Particularly to
 - Chapter II, Section 4, Unified Planning Work Program (UPWP), beginning on II-3 (page 23)
 - Chapter II, Section 2, Eligibility beginning on II-1 (page 21)

Summary of comments

(In addition to the comments already provided by Jim and Jen)

- *Does RATS anticipate any carryover of work elements from RATS' FY 2020-2022 UPWP into RATS' FY 2022-2024 UPWP? (FTA Circular 8100.1D (p. II-4, item 4f))*
- *Minor grammatical / formatting finds*

Thank you Mike and RATS for a well-developed UPWP! Please let me know if you have any questions regarding my comments. I hope you all have a nice weekend!

*Regards,
Chelsea*

Staff replied to Ms. Beytas' email by acknowledging her for her timely review and assurances that her comments would be addressed.

- | | |
|------------|---|
| 12/21/2021 | Participated in bi-weekly internal Transportation Staff meeting where final Draft was discussed, including comments received and how addressed. Final budget figures were calculated and tables revised appropriately. |
| 12/30/2021 | Draft FY 22-24 UPWP forwarded to RATS Technical Committee. |
| 1/6/2022 | RATS Technical Committee reviewed final Draft that incorporated comments received from FHWA, FTA and PennDOT. By unanimous voice vote, the Technical Committee forwarded the final Draft to the Coordinating Committee with a recommendation to adopt. |
| 1/20/2022 | RATS Coordinating Committee reviewed the final Draft as forwarded by the Technical Committee. By unanimous voice vote, the Coordinating Committee adopted the UPWP and directed staff to forward to the appropriate agencies. |
| 1/21/2022 | Per PennDOT instructions, MPO staff electronically forwarded the adopted UPWP to PennDOT Central Office staff who will be filing all of the approved documents on their SharePoint web location and providing FHWA with access for their final backcheck/review via a transmittal letter/email from Kristen Mulkerin (PennDOT Manager of Transportation Program Development). |