

READING AREA TRANSPORTATION STUDY

FY 2020 – 2021

And

FY 2021 - 2022

UNIFIED PLANNING WORK PROGRAM

Approved:
Technical Committee: January 9, 2020
Coordinating Committee: January 16, 2020

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The Reading MPO is committed to compliance with nondiscrimination requirements of civil rights statutes, executive orders, regulations and policies applicable to the programs and activities it administers. Accordingly, the MPO is dedicated to ensuring that program beneficiaries receive public participation opportunities without regard to race, color, national origin, sex, age, disability, religious creed or economic status. Meeting facilities are accessible to persons with disabilities and the location is reachable by public transit. The MPO will provide auxiliary services for individuals with language, speech, sight or hearing impediments provided the request for assistance is made by three days prior to the meeting. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Golembiewski at (610) 478-6300 or planning@countyofberks.com . If you believe you have been denied participation opportunities, or otherwise discriminated against in relation to the programs or activities administered by the MPO, you may file a complaint using the procedures provided in our complaint process document or by contacting Michael Golembiewski at (610) 478-6300 or planning@countyofberks.com .

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 2020-21 (July 1, 2020 through June 30, 2021) and Fiscal Year 2021-22 (July 1, 2021 through June 30, 2022) 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.

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 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 amended Chapter 4 – *Recommendations* 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 2020.

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:

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Reduced Project Delivery Delays

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 all of its transportation planning and air quality planning activities. PENNDOT representatives serve on 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 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).

BERKS COUNTY PLANNING COMMISSION

The Berks County Planning Commission (BCPC) provides the staff to the Coordinating Committee. 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 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 (Lancaster County) under the joint management of the SCTA. It is responsible for both its capital and service needs within its service area. 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. They also identify and carry out many of the transit planning activities included in this work program.

SCTA is represented on the Coordinating Committee.

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.

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 the Coordinating Committee as voting members but do serve in an ex-officio capacity.

TITLE VI Compliance

The Reading MPO hereby gives public 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, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all work programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, age, 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 Reading MPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a complaint with the Reading MPO. Any such complaint must be in writing and filed with the Reading MPO's Title VI Compliance Officer within 180 calendar days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please visit our website at: www.co.berks.pa.us/planning or call (610) 478-6300.

WORK PROGRAM FUNDING SOURCES

PL – 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 funding provided by either the County of Berks or SCTA

READING MPO
 FY 20-22 UPWP
 MAJOR PROJECT PRODUCTS AND MILESTONES

<u>Project</u>	<u>Product</u>	<u>Milestones</u>
MPO/TMA Federal Certification Review	Four-year federal review	Fall 2020
Public Participation Plan / Limited English Proficiency PI	Updated documents	Begin work Fall 2020, Adoption Fall 2021
Congestion Management Process	Updated, more detailed document	Begin work Fall 2020, Complete Fall 2021
PennDOT Financial Guidance Work Group	Continued participation, revised guidance for 2023-2026 TIP	Completion late spring 2021
Transportation Improvement Program (TIP)	2-year updated TIP	Begin work Summer 2021, Adoption July 2022
Long Range Transportation Plan (LRTP) update	Updated project/financial guidance chapter	Begin work Summer 2021, Adoption July 2022
Air Quality Conformity	Updated document based on draft FFY 23-26 TIP	Model runs spring 2022; Adoption July 2022
Environmental Justice	Updated document based on draft FFY 23-26 TIP	Begin work Fall 2021, Adoption July 2022
Census 2020 Data Gathering/Analysis	Products/Data to be used in other planning documents	Winter 2021 and forward as data released
Population / Employment Projections	Updated projections for use in Travel Model / LRTP	Begin work Spring 2020; Adoption Spring 2021
Travel Demand Model Validation	Validated travel model for use in Air Quality conformity	Begin vendor selection Summer 2021; Completed Spring 2023
Human Service Transportation Coordination Plan	Updated Document (current, 9/2013)	Begin work Spring 2020; Adoption Spring 2021
PennDOT Connects	Vetting all new projects for TIP/LRTP	Coordinated with FFY 23-26 TIP/LRTP creation
Susquehanna Regional Transportation Partnership (SRT)	Continued participation with Board, Commuter Services progra	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 2021, Adoption Winter 2022
<u>PROPOSED</u> Pedestrian Access to Transit Study	Follow-up to Bike/Ped Plan	Begin work Spring/Summer 2020, Adoption Summer 2021
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

READING MPO
 FY 20-22 UPWP
 PROJECTS AND TIMELINES

1/16/2020 FINAL

Project	<u>SU 20</u>	<u>FA 20</u>	<u>WI 21</u>	<u>SP 21</u>	<u>SU 21</u>	<u>FA 21</u>	<u>WI 22</u>	<u>SP 22</u>
MPO/TMA Federal Certification Review								
Public Participation Plan / Limited English Proficiency Plan								
Congestion Management Process								
PennDOT Financial Guidance Work Group								
Transportation Improvement Program (TIP)								
Long Range Transportation Plan (LRTP) update								
Air Quality Conformity								
Environmental Justice								
Census 2020 Data Gathering/Analysis								
Population / Employment Projections								
Travel Demand Model Validation								
Human Service Transportation Coordination Plan								
PennDOT Connects								
Susquehanna Regional Transportation Partnership (SRTP)								
PennDOT Interagency Consultation Work Group								
Unified Planning Work Program (UPWP)								
<u>PROPOSED</u> Pedestrian Access to Transit Study								
Highway Asset Management System Reports								
Bridge Asset Management System Reports								
SCTA Asset Management Goal Setting/Adoption (Annual)								
SCTA Transit Safety Management Plan (Annual)								
	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN

FY 2020 – 2021
(July 1, 2020 – June 30, 2021)

WORK PROGRAM TASKS

**Reading Area Transportation Study
FY 2020-2021**

WORK AREAS AND TASKS

WORK AREA I - AIR QUALITY

**Task 60.110: Implement the provisions of the Clean Air Act Amendments /
Transportation Conformity Final Rule / State Implementation Plan**

BUDGET	PL	MLF	FTA	LOCAL
\$2,500	\$1,900	\$287	\$125	\$188

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler staff

Primary Roles / Deliverables / Dates

- Integrate the Environmental Protection Agency's (EPA's) emissions model (MOVES) into the transportation conformity process and take advantage of related training opportunities
 - Ongoing as required
 - Training taken as opportunities arise
- Collect data necessary to perform technical analysis of any candidate CMAQ projects, perform that analysis, and submit results to PennDOT staff
 - As required outside of the TIP/LRTP conformity process
- 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
 - As required outside of the TIP/LRTP conformity process
- 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.
 - Ongoing as required
- Participate in quarterly Pennsylvania Interagency Consultation Group (ICG) meetings, workshops and other activities.
 - Quarterly meetings/conference calls
 - More often as necessary during TIP/LRTP development
 - As required during TIP/LRTP amendments

- Participate in workshops, conferences, and/or training sessions aimed at increasing air quality awareness
 - As opportunities arise
- 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
 - As required during TIP/LRTP amendments
- Implement provisions of the Transportation Conformity SIP, including adoption of the interagency consultation/resolution of conflicts Memorandum of Agreement
 - Summer, 2020, as part of TIP/LRTP Adoption Process
- 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.
 - Ongoing as required

WORK AREA II - MANAGEMENT SYSTEMS

Task 60.210: Congestion Management Process

BUDGET	PL	MLF	FTA	LOCAL
\$25,000	\$20,000	\$3,017	N/A	\$1,983

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, GIS Staff, other staff as required
- South Central Transit Authority, Director of Capital Projects/Planning

Primary Roles / Deliverables / Dates

- Maintain and update the Congestion Management Process and ensure that current information is available for project development and prioritization.
 - Fall, 2020 through Fall, 2021
- Monitor and evaluate the Congestion Management Process and conduct detailed Corridor/subarea CMP studies
 - Ongoing as Required
- Partner with PennDOT to advance opportunities to manage travel demand. Travel behavior change should be considered by supporting a broad range of commuting alternatives to single-occupancy vehicle (SOV) travel.
 - Ongoing as required
- Participate on the Susquehanna Regional Transportation Partnership (SRTP) Board and work with their consultants in the promotion of alternatives to single-occupancy vehicles through the Commuter Services program.
 - Bi-monthly meetings throughout the year
 - Additional roles as SRTP Board Chairman through Fall 2020
 - Other participation as commuter-related events arise throughout the year
- As part of the Transportation Systems Management and Operations (TSMO) Initiative, continue to 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. Traffic operations / ITS projects and strategies deployed in a region should be consistent with PennDOT's TSMO and Traffic Operations Policy Guidelines. The projects will be included in an updated Regional Operations Plan (ROP). The updated ROP may include updated the regional ITS architecture, which would be implemented through upcoming TIP's.
 - Updated ROP to be completed Summer 2020 in coordination with the District and Central Office

Task 60.210: Congestion Management Process (continued)

- Continue to work 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. The ROP should continue to be an important tool in improving mobility, enhancing incident management, and integrating with statewide programs such as the PA 511 traveler information program.
 - Fall, 2020 and beyond

Task 60.220: Intermodal Management System

BUDGET	PL	MLF	FTA	LOCAL
\$5,000	\$4,000	\$603	N/A	\$397

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, GIS Staff, other staff as required

Primary Roles / Deliverables / Dates

- BCPC will work to support the improvement of National Highway System (NHS) intermodal freight connections and National Highway Freight Network linkages. BCPC will 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.
 - Fall 2020 through June 2021, participation with Lehigh Valley Freight Work Group and the Pennsylvania State Freight Work Group
 - Fall 2020, begin development of regional freight information for use in future Travel Demand Model validation
- BCPC will maintain an inventory of freight facilities within Berks County and the immediate region and document obstacles for freight movement prior to development of the LRTP
 - Fall 2020, begin development of regional freight information for use in future Travel Demand Model validation
- BCPC will serve as a conduit for intermodal training activities with the support of PENNDOT
 - As requested by PennDOT
- BCPC will address any other intermodal issues (transit/aviation/rail) requiring action by MPO
 - Ongoing as required

Task 60.230: Highway Performance Monitoring System / Traffic Monitoring System

BUDGET	PL	MLF	FTA	LOCAL
\$26,000	\$20,800	\$3,138	N/A	\$2,062

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, HPMS/Traffic Counting staff, summer Work-Study students

Primary Roles / Deliverables / Dates

- 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 (TMS/H), including supplemental or any additional counts. Assigned counts should not be taken on weekends or holidays and will be submitted to PennDOT monthly (by the last work day of the month in which they were taken).
 - All counts will be collected by November 13, 2020
 - All counts will be submitted by December 4, 2020
- Submit any supplemental traffic counts collected to support other planning activities.
 - All counts collected and submitted as requested
- Recruit, hire and train summer Work-Study employees
 - Winter / Spring 2021
- Purchase traffic counters and counting supplies (road tube, tape, nails, etc.) required to complete traffic counts. These supplies are available on the Commonwealth's Statewide Contract for Traffic Counters.
 - Spring 2021, and as required
- BCPC will comply with PennDOT's Traffic Safety and Assistance Program (TSAP) and purchase safety equipment to support the program (\$900 estimated)
 - Spring 2021, and as required
- Attend the annual Traffic workshop sponsored by PENNDOT
 - Fall, 2020

Task 60.240: HPMS Roadway Inventory

BUDGET	PL	MLF	FTA	LOCAL
\$6,000	\$4,800	\$724	N/A	\$476

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, HPMS/Traffic Counting staff

Primary Roles / Deliverables / Dates

- 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
 - Data to be Submitted to PennDOT by December 4, 2020
 - Attend the annual HPMS workshop sponsored by PennDOT

WORK AREA III - TECHNOLOGICAL INNOVATIONS

Task 60.310 - Transportation Model Development/Maintenance

BUDGET	PL	MLF	FTA	LOCAL
\$5,000	\$4,000	\$603	N/A	\$397

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler

Primary Roles / Deliverables / Dates

- Update and maintain the regional transportation model and provide data necessary for transportation demand and air quality monitoring
 - Ongoing as required
- Provide maintenance of model needs to ensure the integrity of the planning outputs of the model
 - Ongoing as projects are implemented and data are released
- Prepare population and employment projections and other land use inputs for the model to maintain compliance with federal guidance
 - Summer, 2020 through Spring, 2021
- Analyze travel pattern data, including information from the U.S. Census and other sources. BCPC will collect travel data through origin / destination studies, travel surveys, and other techniques.
 - Ongoing as data are released

Task 60.320 - Expanding Technologies

BUDGET	PL	MLF	FTA	LOCAL
\$5,000	\$4,000	\$603	N/A	\$397

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler, GIS Staff, other Transportation Staff as required

Primary Roles / Deliverables / Dates

- 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
 - Ongoing as required
- BCPC will participate in training and issues forums relating to Connected and Autonomous Vehicles (CAV) and their potential impacts on planning and programming activities
 - Attend annual CAV Summit in Fall, 2020
 - Ongoing as opportunities arise

WORK AREA IV – HIGHWAY SYSTEM REVIEW AND MAPPING

Task 60.410 – Highway System Review and Mapping

BUDGET	PL	MLF	FTA	LOCAL
\$500	\$400	\$60	N/A	\$40

Responsible Agencies, Primary Individuals

Berks County Planning Commission, Transportation Planner III, Transportation Modeler, other Transportation staff as necessary

Primary Roles / Deliverables / Dates

- Assist FHWA and PennDOT in updating the statewide inventory of intermodal facilities and the National Highway System of intermodal connectors.
 - As required by Federal Guidance and State requests
- Review the existing routes on the NHS inventory for accuracy and validation as compared to the FHWA Official NHS map to eliminate any discrepancies. This work will be a collaborative initiative between FHWA, PennDOT and the MPO.
 - As required by Federal Guidance and State requests

WORK AREA V - PRESERVATION OF TRANSPORTATION INFRASTRUCTURE

Task 60.510 - Programming

BUDGET	PL	MLF	FTA	LOCAL
\$20,000	\$15,200	\$2,293	\$1,000	\$1,507

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, other Transportation staff, GIS Analyst, other GIS Staff
- South Central Transit Authority

Primary Roles / Deliverables / Dates

- Modify / Amend the current (FFY 2019-2022) TIP
 - Summer, 2020 as determined by PennDOT District staff
- Adopt the Draft FFY 2021-2024 TIP and submit all required supporting information per the TIP checklist. FHWA and FTA regulations, as well as PennDOT's General and Procedural Guidance require that documentation of the process used by the MPO for project selection and prioritization for TIP updates be included with the TIP submittal package.
 - Summer, 2020
- 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. Guidance on fiscal constraint, asset management needs and targets for preservation for the TIP and LRTP project lists are available from PennDOT and FHWA.
 - Ongoing as required
- 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.
 - Monthly as determined by MPO, SCTA and/or PennDOT District staff
- Implement the Program Development and Project Delivery Process to improve the efficiency of project implementation through sound land use / transportation/ economic development linkages.
 - Ongoing as required
- 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.
 - Ongoing as required

Task 60.510 – Programming (continued)

- 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.
 - Summer 2020

- Incorporate / maintain MPO webpage linkages to PennDOT’s TIP Visualization application
 - Ongoing as required

- 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.
 - Fall 2020/early Winter 2021

Task 60.520 - Transportation Alternatives Set-Aside Program

BUDGET	PL	MLF	FTA	LOCAL
\$8,000	\$6,400	\$965	N/A	\$635

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III, Transportation Planner II

Primary Roles / Deliverables / Dates

- 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. The MPO and PennDOT shall 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.
 - During project selection opportunities as determined by PennDOT
 - Ongoing monitoring / coordination of existing projects

Task 60.530 - Long Range Planning (continued)

BUDGET	PL	MLF	FTA	LOCAL
\$210,125	\$168,100	\$25,358	N/A	\$16,667

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, all Transportation staff, all GIS staff and, when appropriate, Land Use staff

Primary Roles / Deliverables / Dates

- Maintain / update the MPO's Long Range Transportation Plan in accordance with the current federal transportation legislation (FAST Act, et seq.) at least every four years. (Last update was in July 2020.)
 - Summer, 2020 through Spring, 2021 (maintain existing LRTP)
- Work with PennDOT, FHWA, and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions; accelerated project delivery / environmental streamlining; and the Transportation Alternatives Set-Aside Program.
 - Ongoing as required
- Review PennDOT's annual safety performance measure targets and establish the MPO's targets within 180 days of PennDOT establishing its statewide targets.
 - By February 2021
- Update / maintain the regional Long Range Transportation Plan (LRTP) by prioritizing / staging all capital projects with a strong emphasis on preservation and operational efficiency of the existing infrastructure for all major modes to ensure consistency between the comprehensive plan, LRTP and TIP. This should also be consistent with specific highway and transit financial guidance.
 - Summer, 2020 through Spring, 2021
- 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. The expanding use of social media outlets as a primary source of information within communities should be and will be an avenue for contacting and notifying impacted groups.
 - Ongoing as required
- Continue to collaborate with the State Transportation Commission (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. BCPC will continue to work with the STC to garner input by encouraging citizens to take the on-line survey through various methods, including meetings, mass e-mail communications, and social media. Data and comments collected through the TYP Public Outreach Campaign will also be considered for inclusion in regional plans.

Task 60.530 - Long Range Planning (continued)

- In conjunction with the STC's update of the Commonwealth's TYP (Winter 2020 through Spring 2021), ensure that FHWA / FTA are provided with an opportunity to participate in the LRTP development process. At a minimum, FHWA / FTA will be provided with a copy of draft LRTP documents for review prior to adoption by the MPO.
 - Summer, 2020

- 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. Guidance on fiscal constraint, asset management needs and targets for preservation for the LRTP project lists are available from the Department and FHWA.
 - Summer, 2020 through Spring, 2021 (maintain existing LRTP)

- 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 and/or official maps
 - Ongoing as required
 - In conjunction with updates to Joint Local comprehensive plans

- Coordinate with PennDOT and FHWA on the development of transportation performance measures for both the LRTP and TIP. FHWA has also requested that additional documentation be included in the LRTPs, if not already included, as follows:
 - Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies
 - Document operational and management strategies to improve the performance of existing transportation facilities from regional operational plans (reducing bottlenecks, reducing congestion – including non-recurring congestion, improving mobility and safety), 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
 - Document utilization of visualization in planning techniques
 - Document project selection and project prioritization
 - Document performance based planning and programming
 - Document air quality conformity determinations
 - Commit to periodic review of public participation plans (PPP) to ensure any required modifications are included to engage the public.
 - Ongoing as required

Task 60.530 - Long Range Planning (continued)

- Align Pennsylvania's Long Range Transportation Plan goals and objectives with regional and local long-range planning initiatives, programming, and other activities and will work with PennDOT to implement various actions developed in the plan
 - Ongoing as required
- 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.
 - In conjunction with updates to Joint Local comprehensive plans
- 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. Planning activities should be consistent with County and municipal comprehensive plans. Planning activities should lead to better consideration of land-use priorities and transportation network operations in the selection and prioritization of highway, bridge, transit and multi-modal projects.
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
- 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. BCPC / PennDOT will identify infrastructure preservation projects for the first six years of the regional LRTP. Line items may be used for years seven and beyond.
 - Ongoing as required
- BCPC, PennDOT, FTA and others will 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. The network provides the integral core connections for moving people and freight across the state, linking businesses and residents to regional and international destinations.
 - Ongoing as required

Task 60.530 - Long Range Planning (continued)

- Updated LRTPs must include transportation and environmental inventories of local transportation assets including:
 - o Locally owned bridges less than 20 feet long
 - o Locally owned, non-federal aid roadways (See Task 60.540)

- Coordinate with PennDOT to prepare and update Highway and Bridge Asset Management System Reports.
 - Fall, 2020 through Fall, 2021

- 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. A Safety Planning Workgroup has been established to help implement safety initiatives.
 - Ongoing as required
 - Ongoing participation in PennDOT's Safety Planning Workgroup (July 2020 through June 2021)

- Work with FHWA and PENNDOT to better 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.
 - Ongoing as required

- BCPC will continue to participate with DVRPC in the maintenance / implementation of the Transportation Plan for the Pottstown Metropolitan Area
 - Ongoing as required

- Strive to implement the results of landuse studies that were completed in conjunction with major transportation projects
 - Ongoing as required

- 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

Task 60.530 - Long Range Planning (continued)

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.

- Ongoing as required
- 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.
 - Fall, 2020 through Fall, 2021 in conjunction with CMP update
 - In conjunction with updates to Joint Local comprehensive plans
- 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.
<http://s3.amazonaws.com/tmp-map/climate/doc/ExecSummary-PAVulnerabilityStudy-ver040317.pdf>
<http://s3.amazonaws.com/tmp-map/climate/doc/StudyReport-PAVulnerabilityStudy-ver040317.pdf>
 - Ongoing as required
- Work with PENNDOT / FHWA / FTA to ensure that safety and security are considered in the development of plans, programs and projects
 - Ongoing as required
- 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
 - Ongoing as required
 - Summer, 2020 in conjunction with updated District 5 ROP
- 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.
 - As required

Task 60.530 - Long Range Planning (continued)

- Coordinate with local governments and non-profit agencies to implement the Bicycle and Pedestrian Transportation Plan
 - Ongoing starting Summer, 2020
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
 - During Transportation Alternatives Project solicitation

- 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
 - Summer, 2020 through Summer, 2021

- 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
 - Ongoing updates as required

- Update and maintain the BCPC's Historic Features online database (<http://gis.co.berks.pa.us/historicresources/>)
 - Maintain/update as needed

Task 60.540 – Local Transportation Asset Inventory

BUDGET	PL	MLF	FTA	LOCAL
\$500	\$400	\$60	N/A	\$40

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, various Transportation staff

Primary Roles / Deliverables / Dates

- Work with PennDOT and local municipalities to develop a local transportation asset inventory
 - As required based on inventory update needs
- Current guidance states that updated LRTPs must include transportation and environmental inventories of local transportation assets including:
 - o Locally owned bridges less than 20 feet
 - o Locally owned, non-federal aid roadways, where applicable.

Additional considerations for inventories – BCPC will develop minimal data collection requirements for the following additional inventories and work with PennDOT to refine these requirements:

- o Traffic Signals
- o Freight Facilities
- o Bicycle and Pedestrian facilities
- o Signage, including inventories for retro-reflectivity per FHWA Deadline
- o Transit Fleets / Facilities / Routes
- o ITS Infrastructure
- o Others as determined by the MPO
 - As required based on inventory needs and PennDOT requests
- Consider the development of potential pilots for Freight and Bicycle / Pedestrian Facilities data collection; including consideration of purchasing data collection equipment for such facilities, if required.
 - Ongoing as required
- Participate in a workgroup consisting of PennDOT and MPO/RPO stakeholders to ensure that there is uniform collection of data for these assets.
 - Ongoing as required

WORK AREA VI – IMPLEMENTATION OF MAJOR TRANSPORTATION PROJECTS

Task 60.610 - Project Needs Analysis/Project Support

BUDGET	PL	MLF	FTA	LOCAL
\$52,500	\$42,000	\$6,336	N/A	\$4,164

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, various Transportation staff
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Utilize 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). These meetings should occur prior to program development. Continue to develop this process for transit projects. Cooperation between the MPO / SCTA and PennDOT District Offices is required to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the LRTP / TIP. BCPC will document the process used by the MPO for the PennDOT Connects Initiative.
 - Meetings held ongoing based on project needs
- Work with PennDOT District staff to schedule and hold PennDOT Connects Municipal training
 - 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. Current major projects include but are not limited to: PA 61 North corridor; the US 422 West Shore Bypass, and US 222 North corridor.
- (US 422 West Shore Bypass is covered in Task 68.620)
- - 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.
 - Ongoing based on project needs and implementation schedules
 - After completion of District 5 ROP
- 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. BCPC to monitor and participate in Agency Coordination Meeting (ACM) activities for regional projects
 - Ongoing based on project needs and implementation schedules

- 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.
 - Ongoing as TIS's and HOP's are submitted;
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- 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.
 - As determined by District staff

- 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
 - Ongoing as required

- Work with PENNDOT to promote public/private partnerships (P3's) and incentive/innovative financing in support of economic development opportunities.
 - Ongoing as required

- Serve as liaison with regional/county economic development staff to become familiar with high profile projects, either ongoing or planned.
 - Ongoing as required

- Continue to identify and implement innovative financing mechanisms for major capital projects and promote the Pennsylvania Infrastructure Bank (PIB) as a tool for financing transportation projects, including community reinvestment projects.
 - Ongoing as required

- Work with PennDOT to identify and support sustainable sources of revenue.
 - Ongoing as required

- Identify projects that will have potential impacts on land use and identify candidate land use studies for possible funding in the planning work program under the transportation projects/land use program.
 - Ongoing as required

- Assist PENNDOT in promoting right-of-way preservation with local governments
 - Ongoing as required
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- Attend meetings with PENNDOT where Pennsylvania Byways or Scenic Byways are discussed and help promote Byways by providing requested information. BCPC will participate in the selection of Byways and support the corridors as candidates in the TIP development process.
 - Ongoing as required

- 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.
 - Ongoing as required

Task 60.620 – US 422 West Shore Bypass

BUDGET	PL	MLF	FTA	LOCAL
\$3,000	\$2,400	\$362	N/A	\$238

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III

Primary Roles / Deliverables / Dates

- 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
 - Ongoing through project development

- Consider the investigation of innovative funding solutions for the U.S. 422 West Shore Bypass. The US 422 West Shore Bypass constitutes the most significant reconstruction need facing the region. The US 422 West Shore Bypass between the Penn Street / Penn Ave (SR 3422) Interchange and the I-176 Interchange currently carries traffic ranging from 60,000 vehicles per day on the eastern side to nearly 82,000 vehicles per day on the western end. This highway serves as the principal arterial through the urban area and provides the primary regional access to the City of Reading. Improvements to this corridor will need to be sensitive to balancing both the transportation and land use issues.
 - Ongoing through project development

Task 60.630 - Socioeconomic Data Collection

BUDGET	PL	MLF	FTA	LOCAL
\$8,000	\$6,400	\$965	N/A	\$635

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler, other Transportation staff as required

Primary Roles / Deliverables / Dates

- 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, including evaluations of Environmental Justice and Title VI.
 - Ongoing as required
- Coordinate with U.S. Bureau of Census in updating transportation-relevant data bases
 - Ongoing as Census Bureau programs are released
- Gather, analyze and incorporate 2020 Census data for use in LRTP, TIP, Benefits/Burdens Analysis, Public Participation Plan, Limited English Proficiency Plan, and Travel Demand Model applications
 - Ongoing starting Winter, 2021 as 2020 Decennial Census data are released
- 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. Data should be current and accurate. Revisions should be reflected in the Benefits and Burdens Analysis.
 - Ongoing as Census Bureau data are released
- Maintain an assessment of Benefits / Burdens Analysis of the TIP and LRTP based on collected data.
 - Ongoing as Census Bureau data are released

WORK AREA VII - TRANSIT SYSTEM EVALUATION

Task 60.710 – Transit Development Plan Maintenance / Implementation

	BUDGET	PL	MLF	FTA	LOCAL
TOTAL	\$123,375	N/A	N/A	\$98,700	\$24,675
BCPC	\$6,169	N/A	N/A	\$4,935	\$1,234
SCTA	\$117,206	N/A	N/A	\$93,765	\$23,441

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler, other Transportation staff
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Maintain and implement BARTA's current Transit Development Plan
 - Ongoing as required
- Develop, maintain and implement Performance Based Planning and Programming in accordance with guidelines issued by the FTA
 - Ongoing as required
- Develop, maintain and implement a Transit Asset Management (TAM) Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2020
- Develop, maintain and implement a Transit Security Management Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2020
- Develop, maintain and implement a Transit Safety Management Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2020
- Develop, maintain and implement an updated Coordinated Public Transit – Human Services Plan
 - Summer, 2020 through Spring, 2021
- Provide the MPO with an annual Listing of Obligated Transit Projects to be posted on the RATS MPO website
 - Fall 2020/early Winter 2021
- 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.

- Ongoing as opportunities arise
- Provide technical support to local municipal officials regarding corridor planning, transit services and facilities (e.g. bus stops), access management and accessibility
 - Ongoing as requested by local officials
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
- Attend SCTA/BARTA monthly Board meetings and coordinate with SCTA staff
 - Monthly meeting attendance
 - Ongoing coordination as required

Task 60.720 - Financial Capacity Analysis

	BUDGET	PL	MLF	FTA	LOCAL
SCTA	\$7,000	N/A	N/A	\$5,600	\$1,400

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Prepare required documentation to comply with FTA C-7005.1 related to development / maintenance of the TIP / LRTP, including coordination with surrounding providers if applicable.
 - Ongoing as required

WORK AREA VIII - PROGRAM MANAGEMENT

Task 60.810 - Administration

BUDGET	PL	MLF	FTA	LOCAL
\$85,000	\$64,600	\$9,745	\$4,250	\$6,405

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, All Transportation staff

Primary Roles / Deliverables / Dates

- Maintain the FY 2020 – 2022 UPWP over the period of the agreement.
 - Ongoing as required.
- Begin preparation for the 2022-2024 UPWP, including required coordination with all stakeholders,
 - Spring, 2021
- Submit progress reports and invoices to PENNDOT within thirty (30) days of end of billing period
 - Quarterly
- Distribute RATS agenda, materials, and minutes within five (5) days prior to meetings. BCPC will investigate using electronic distribution of materials to MPO membership / meeting attendees and posting on the MPO web site.
 - Monthly
- Prepare and distribute draft minutes of all RATS meetings within thirty (30) working days of those meetings. Agendas and approved minutes will be posted to the MPO web site.
 - Monthly
- Work and coordinate with the FHWA, FTA, PennDOT, SCTA and others as appropriate in preparation for the Planning Certification Review process. Any Certification review findings (Corrective Actions) that were made at the previous Planning Certification Review in 2016 will be addressed. Any Recommendations from the previous review will also be considered for implementation before the next review in 2020.
 - Summer/Fall, 2020
- Work with PennDOT, FTA and SCTA 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.
 - Ongoing as required

Task 60.810 – Administration (continued)

- Review and evaluate the effectiveness of the procedures and strategies in the MPO's Public Participation Plan and update the Plan as necessary
 - Ongoing monitoring and implementation
 - Updated plan creation, Fall, 2020 through Fall, 2021
- Update, maintain and implement a Limited-English Proficiency (LEP) Plan. To meet the spirit and intent of Title VI, BCPC will continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking and Limited-English Proficiency (LEP), and low-income groups. As appropriate, BCPC will develop communication materials to enhance participation of these groups. As required, BCPC will procure LEP services within confines of the UPWP agreement and state procurement guidelines.
 - Ongoing monitoring and implementation
 - Updated Plan creation, Fall 2020 through Fall 2021
- Maintain and implement a Title VI / Non-Discrimination Compliance Plan.
 - Ongoing monitoring and implementation
- Work with the FHWA to implement the new OMB Super Circular requirements which went into effect December 24, 2014. The Super Circular addresses new requirements for monitoring contractors and sub-recipients, allowable costs, etc.
 - Ongoing as required
- Ensure that the requirements for Disadvantaged Business Enterprises (DBEs) are incorporated as a part of its contracting practices. BCPC will refer to the Pennsylvania Unified Certification Program (PA UCP) website at www.paucp.com for a list of certified DBEs.
 - Ongoing as required
- Document DBE goals and provide a listing of all contracts, documenting DBE goals and DBE participation for each work task. BCPC will use the new DBE reporting form and state deliverable dates.
 - Quarterly
- Participate in equal opportunity, non-discrimination and DBE training offered by PennDOT, FHWA and FTA. BCPC will work with the Bureau of Equal Opportunity and the Program Center to provide DBE training on site. Training can include other interested local partners (including transit providers and airports) at the MPO's invitation. PennDOT DBE training includes all aspects of 49 CFR Part 26 and is fully consistent with DBE procedures for FTA grantees.
 - Ongoing as opportunities arise

Task 60.810 - Administration (continued)

- Participate in training for the Commonwealth's Small Business Procurement Initiative (SBPI) and the Small Diverse Business Program (SDB – formerly the Disadvantaged Business Program). The purpose of the SBPI is to increase opportunities for small businesses to compete for commonwealth contracts as prime contractors.
 - Ongoing as required

- MPO will review the existing structure of the Coordinating Committee to determine if appropriate representation is attained and, if not, seek to add representation or consider establishing specific advisory committees.
 - Ongoing as required

- Consider the increased use of web-conferencing for meeting participation and collaboration for the sake of efficiency and cost savings
 - Ongoing as required

Task 60.820 –Coordination

BUDGET	PL	MLF	FTA	LOCAL
\$60,000	\$45,600	\$6,879	\$3,000	\$4,251

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, All Transportation staff

Primary Roles / Deliverables / Dates

- Provide information to the public and undertake necessary community participation activities, including environmental justice outreach efforts
 - Ongoing as required
- Publish an Annual Report of RATS activities to be published on the MPO website and shared with the MPO
 - Winter 2021,
- Coordinate with other area agencies on general transportation needs and questions
 - Ongoing as required
- Continue to maintain and expand the use of the BCPC web site to share planning and programming information and the tenets and requirements of current federal legislation (FAST Act) with the public and applicable tribal governments.
 - Ongoing as required
- Continue to participate on State-wide work groups
 - Ongoing as requested (current workgroup participation noted in individual tasks)
- Provide space on the MPO web site for PennDOT to share statewide documents (STIP, LRTP, etc.) with the public for review and comment. BCPC will also utilize social media in its public outreach efforts.
 - Ongoing as required
- Attend and participate in RATS Technical and Coordinating Committee Meetings
 - Monthly/Bi-Monthly
- Participate in PennDOT Planning Partner conference calls and other Planning Partner gatherings as requested
 - Bi-monthly conference calls
 - Spring and Fall meetings
- Coordinate with PennDOT Central Office staff and other Planning Partners to prepare the agenda for the 2020 Fall Planning Partners Meeting
 - Summer/Fall 2020

Task 60.820 –Coordination

- To the extent possible, assist PennDOT’s Office of Planning with outreach to County and local governments, other planning partners, and the public. The Office of Planning collaborates with local and county governments, MPO/RPO Planning Partners and the public to plan transportation projects and maintain a multimodal network. The Office of Planning serves as a resource and administers a number of programs to assist local governments, regional and metropolitan planning organizations, and the public.
 - Ongoing as required

- Ensure that MPO staff has access to PennDOT’s SharePoint website for efficient document and information sharing purposes.
 - Ongoing as required

- Continue participation in the Statewide Financial Guidance Work Group
 - January 2021 through May 2021

Task 60.910 – Local Technical Assistance Program (LTAP)

BUDGET	PL/SPR	MLF	FTA	LOCAL
\$15,000	\$15,000	N/A	N/A	N/A

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Intergovernmental Planner III

Primary Roles / Deliverables / Dates

- Work with PennDOT and the municipalities of Berks County to develop a priority training list that identifies training needs within the County. Using the priority training list, the MPO will work with PennDOT to schedule training dates.
 - Ongoing
- Advertise training to all municipalities and PennDOT’s Municipal Services representatives through letters, e-mails, etc. announcing the training dates and locations. All registrations for training courses will be coordinated directly through the MPO. The MPO will provide PennDOT with registration information one week prior to the scheduled course date(s).
 - Ongoing for each course
- Market the value of PennDOT’s LTAP and its long term impact on the workforce. BCPC will provide a mechanism for municipalities to contact the MPO with issues that LTAP can assist with by offering training or technical assistance and ascertain from the municipalities what format is the most beneficial for receiving the local technical assistance.
 - Ongoing
- Participate in an annual LTAP MPO meeting and other PennDOT meetings as required. MPO staff will attend LTAP and participate in at least one technical assistance on-site visit in the MPO region.
 - Annual LTAP-MPO meeting
 - Attendance at each LTAP course
- Submit quarterly reports detailing all LTAP project activities and expenditures to PennDOT Project Managers. BCPC will 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.
 - Quarterly reporting
 - Annual Summary Report

2020 - 2021 UNIFIED PLANNING WORK PROGRAM - BERKS COUNTY PLANNING COMMISSION

	Budget	HIGHWAY			TRANSIT		
		PL (0.80000)	MLF (0.120681)	Local (0.079319)	MPP (0.80000)	Local (0.20000)	
I. AIR QUALITY	2500	1900	287	188	100	25	
60.110 - IMPLEMENT CAAA / CONF. / SIP	2500	1900	287	188	100	25	95/5
II. MANAGEMENT SYSTEMS	62000	49600	7482	4918	0	0	
60.210 - CONGESTION MANAGEMENT SYSTEM	25000	20000	3017	1983	0	0	100/0*
60.220 - INTERMODAL MANAGEMENT SYSTEM	5000	4000	603	397	0	0	100/0*
60.230 - HPMS / TMS COUNTS	26000	20800	3138	2062	0	0	100/0*
60.240 - HPMS ROADWAY INVENTORY	6000	4800	724	476	0	0	100/0*
III. TECHNOLOGICAL INNOVATION	10000	8000	1207	793	0	0	
60.310 - TRANSPORTATION MODEL DEV. /MAINT.	5000	4000	603	397	0	0	100/0*
60.320 - EXPANDING TECHNOLOGY	5000	4000	603	397	0	0	100/0*
IV. HIGHWAY SYSTEM REVIEW AND MAPPING	500	400	60	40	0	0	
60.410 - HIGHWAY SYSTEM REVIEW AND MAPPING	500	400	60	40	0	0	100/0*
V. PRES. OF TRANS. INFRASTRUCTURE	238625	190100	28677	18848	800	200	
60.510 - PROGRAMMING	20000	15200	2293	1507	800	200	95/5*
60.520 - TRANS. ALTERNATIVES PROGRAM	8000	6400	965	635	0	0	100/0*
60.530 - LONG RANGE PLANNING	210125	168100	25358	16667	0	0	100/0*
60.540 - LOCAL ASSET INVENTORY	500	400	60	40	0	0	100/0*
VI. IMPL. OF MAJOR TRANS. PROJECTS	63500	50800	7663	5037	0	0	
60.610 - PROJ. NEEDS ANAL. / PROJ. SUPPORT	52500	42000	6336	4164	0	0	100/0*
60.620 - U.S. 422 WEST SHORE BYPASS	3000	2400	362	238	0	0	100/0*
60.630 - SOCIO-ECONOMIC DATA	8000	6400	965	635	0	0	100/0*
VII. TRANSIT SYSTEM EVALUATION	130375	0	0	0	104300	26075	
60.710 - TRANSIT DEV. PLAN MAINT. / IMPL.	123375	0	0	0	98700	24675	0/100*
60.720 - FINANCIAL CAPACITY ANAL.	7000	0	0	0	5600	1400	0/100*
VIII. PROGRAM MANAGEMENT	145000	110200	16624	10926	5800	1450	
60.810 - ADMINISTRATION	85000	64600	9745	6405	3400	850	95/5*
60.820 - COORDINATION	60000	45600	6879	4521	2400	600	95/5*
BCPC SUB-TOTAL	652500	411000	62000	40750	111000	27750	
60.910 - LOCAL TECH. ASSIST. PROG. (LTAP)	15000	15000	0	0	0	0	100/0 PL/SPR
BCPC GRAND TOTAL	667500	426000	62000	40750	111000	27750	

* HIGHWAY/TRANSIT FUNDING SPLIT

FY 2021 – 2022
(July 1, 2021 – June 30, 2022)

WORK PROGRAM TASKS

**Reading Area Transportation Study
FY 2021-2022**

WORK AREAS AND TASKS

WORK AREA I - AIR QUALITY

**Task 61.110: Implement the provisions of the Clean Air Act Amendments /
Transportation Conformity Final Rule / State Implementation Plan**

BUDGET	PL	MLF	FTA	LOCAL
\$7,500	\$5,700	\$888	\$375	\$537

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler staff

Primary Roles / Deliverables / Dates

- Perform new air quality conformity analyses for the FFY 2023 - 2026 TIP, prepare the Air Quality Conformity Report, and submit to required agencies for review/approval.
 - Spring, 2022
- Perform new air quality conformity analyses for the FFY 2023 - 2045 LRTP, prepare the Air Quality Conformity Report, and submit to required agencies for review/approval.
 - Spring, 2022
- Integrate the Environmental Protection Agency's (EPA's) emissions model (MOVES) into the transportation conformity process and take advantage of related training opportunities
 - Ongoing as required
 - Training taken as opportunities arise
- Collect data necessary to perform technical analysis of any candidate CMAQ projects, perform that analysis, and submit results to PennDOT staff
 - Winter-Spring, 2022, as part of TIP/LRTP Conformity Analysis
 - As required outside of the TIP/LRTP conformity process
- 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
 - As required outside of the TIP/LRTP conformity process

- 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.
 - Ongoing as required
- Participate in quarterly Pennsylvania Interagency Consultation Group (ICG) meetings, workshops and other activities.
 - Quarterly meetings/conference calls
 - More often as necessary during TIP/LRTP development
 - As required during TIP/LRTP amendments
- Participate in workshops, conferences, and/or training sessions aimed at increasing air quality awareness
 - As opportunities arise
- 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
 - As required during TIP/LRTP amendments
- 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.
 - Ongoing as required

WORK AREA II - MANAGEMENT SYSTEMS

Task 61.210: Congestion Management Process

BUDGET	PL	MLF	FTA	LOCAL
\$22,500	\$18,000	\$2,804	N/A	\$1,696

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, GIS Staff, other staff as required
- South Central Transit Authority, Director of Capital Projects/Planning

Primary Roles / Deliverables / Dates

- Maintain and update the Congestion Management Process (CMP) and ensure that current information is available for project development and prioritization.
 - Fall, 2021 through Fall, 2022
- Monitor and evaluate the CMP and conduct detailed Corridor/subarea CMP studies
 - Fall, 2021, and beyond after completion of CMP update
 - Ongoing as required
- Partner with PennDOT to advance opportunities to manage travel demand. Travel behavior change should be considered by supporting a broad range of commuting alternatives to single-occupancy vehicle (SOV) travel.
 - Ongoing as required
- Participate on the Susquehanna Regional Transportation Partnership (SRTP) Board and work with their consultants in the promotion of alternatives to single-occupancy vehicles through the Commuter Services program.
 - Bi-monthly meetings throughout the year
 - Additional roles as SRTP Board Chairman through Fall 2022
- As part of the Transportation Systems Management and Operations (TSMO) Initiative, continue to 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. Traffic operations / ITS projects and strategies deployed in a region should be consistent with PennDOT's TSMO and Traffic Operations Policy Guidelines. The projects will be included in an updated Regional Operations Plan (ROP). The updated ROP may include updated the regional ITS architecture, which would be implemented through upcoming TIP's.
 - Ongoing, in conjunction with updated District 5 ROP

Task 61.210: Congestion Management Process (continued)

- Continue to work with PennDOT to refine and implement the ROP as a tool to define a uniform strategic transportation operations plan for the region and expand cooperative relationships with transportation operators and Planning Partners. The ROP should continue to be an important tool in improving mobility, enhancing incident management, and integrating with statewide programs such as the PA 511 traveler information program.
 - Fall, 2021 to June 2022

Task 61.220: Intermodal Management System

BUDGET	PL	MLF	FTA	LOCAL
\$5,000	\$4,000	\$623	N/A	\$377

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, GIS Staff, other staff as required

Primary Roles / Deliverables / Dates

- BCPC will work to support the improvement of National Highway System (NHS) intermodal freight connections and National Highway Freight Network linkages. BCPC will 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.
 - Fall 2021 through June 2022, participation with Lehigh Valley Freight Work Group and the Pennsylvania State Freight Work Group
 - Fall 2021, begin development of regional freight information for use in future Travel Demand Model validation
- BCPC will maintain an inventory of freight facilities within Berks County and the immediate region and document obstacles for freight movement prior to development of the LRTP
 - Fall 2021, begin development of regional freight information for use in future Travel Demand Model validation
- BCPC will serve as a conduit for intermodal training activities with the support of PENNDOT
 - As requested by PennDOT
- BCPC will address any other intermodal issues (transit/aviation/rail) requiring action by MPO
 - Ongoing as required

Task 61.230: Highway Performance Monitoring System / Traffic Monitoring System

BUDGET	PL	MLF	FTA	LOCAL
\$26,000	\$20,800	\$3,240	N/A	\$1,960

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, HPMS/Traffic Counting staff, summer Work-Study students

Primary Roles / Deliverables / Dates

- 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 (TMS/H), including supplemental or any additional counts. Assigned counts should not be taken on weekends or holidays and will be submitted to PennDOT monthly (by the last work day of the month in which they were taken).
 - All counts will be collected by November 12, 2021
 - All counts will be submitted by November 3, 2021.
- Submit any supplemental traffic counts collected to support other planning activities.
 - All counts collected and submitted as requested
- Recruit, hire and train summer Work-Study employees
 - Winter / Spring 2022
- Purchase traffic counters and counting supplies (road tube, tape, nails, etc.) required to complete traffic counts. These supplies are available on the Commonwealth's Statewide Contract for Traffic Counters.
 - Spring 2022, and as required
- BCPC will comply with PennDOT's Traffic Safety and Assistance Program (TSAP) and purchase safety equipment to support the program (\$900 estimated)
 - Spring 2022, and as required
- Attend the annual Traffic workshop sponsored by PENNDOT
 - Fall, 2021

Task 61.240: HPMS Roadway Inventory

BUDGET	PL	MLF	FTA	LOCAL
\$6,000	\$4,800	\$748	N/A	\$452

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, HPMS/Traffic Counting staff

Primary Roles / Deliverables / Dates

- 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
 - Data to be Submitted to PennDOT by December 3, 2021
 - Attend the annual HPMS workshop sponsored by PennDOT
 - Annually as scheduled

WORK AREA III - TECHNOLOGICAL INNOVATIONS

Task 61.310 - Transportation Model Development/Maintenance

BUDGET	PL	MLF	FTA	LOCAL
\$10,000	\$8,000	\$1,246	N/A	\$754

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler

Primary Roles / Deliverables / Dates

- Update and maintain the regional transportation model and provide data necessary for transportation demand and air quality monitoring
 - Winter 2021/Spring 2022
- Provide maintenance of model needs to ensure the integrity of the planning outputs of the model
 - Ongoing as projects are implemented and data are released
- Analyze travel pattern data, including information from the U.S. Census and other sources. BCPC will collect travel data through origin / destination studies, travel surveys, and other techniques.
 - Ongoing as data are released

Task 61.320 - Expanding Technologies

BUDGET	PL	MLF	FTA	LOCAL
\$5,000	\$4,000	\$623	N/A	\$377

Responsible Agencies, Primary Individual(s)

- Berks County Planning Commission, Transportation Modeler, GIS Staff, other Transportation Staff as required

Primary Roles / Deliverables / Dates

- 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
 - Ongoing as required
- BCPC will participate in training and issues forums relating to Connected and Autonomous Vehicles and their potential impacts on planning and programming activities
 - Attendance annual CAV Summit in Fall, 2021
 - Ongoing as training opportunities arise

WORK AREA IV – HIGHWAY SYSTEM REVIEW AND MAPPING

Task 61.410 – Highway System Review and Mapping

BUDGET	PL	MLF	FTA	LOCAL
\$2,000	\$1,600	\$249	N/A	\$151

Responsible Agencies, Primary Individuals

Berks County Planning Commission, Transportation Planner III, Transportation Modeler, other Transportation staff as necessary

Primary Roles / Deliverables / Dates

- Assist FHWA and PennDOT in updating the statewide inventory of intermodal facilities and the National Highway System of intermodal connectors.
 - As required by Federal Guidance and State requests
- Review the existing routes on the NHS inventory for accuracy and validation as compared to the FHWA Official NHS map to eliminate any discrepancies. This work will be a collaborative initiative between FHWA, PennDOT and the MPO.
 - As required by Federal Guidance and State requests
- Work with PennDOT and FHWA in requesting any additional functional classification changes, Federal-Aid system additions or deletions, and NHS changes.
 - Spring, 2022

WORK AREA V - PRESERVATION OF TRANSPORTATION INFRASTRUCTURE

Task 61.510 - Programming

BUDGET	PL	MLF	FTA	LOCAL
\$35,000	\$26,600	\$4,144	\$1,750	\$2,506

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III, Transportation Modeler, other Transportation staff, GIS Analyst, other GIS Staff
- South Central Transit Authority

Primary Roles / Deliverables / Dates

- Approve modifications / amendments to the current (FFY 2021-2024) TIP
 - Monthly or as needed in order to advance projects and meet the requirements of the statewide and/or regional MOU.
- Move towards adoption of the Draft FFY 2023-2026 TIP and gather all required supporting information per the TIP checklist. FHWA and FTA regulations, as well as PennDOT's General and Procedural Guidance require that documentation of the process used by the MPO for project selection and prioritization for TIP updates be included with the TIP submittal package.
 - Summer, 2021 – Summer, 2022
- 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. Guidance on fiscal constraint, asset management needs and targets for preservation for the TIP and LRTP project lists are available from PennDOT and FHWA.
 - Ongoing as required
- 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.
 - As needed by MPO, SCTA and/or PennDOT District staff
- Implement the Program Development and Project Delivery Process to improve the efficiency of project implementation through sound land use / transportation / economic development linkages.
 - Ongoing as required
- 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.
 - Ongoing as required

Task 61.510 – Programming (continued)

- 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.
 - Summer, 2021 – Summer, 2022
- Incorporate / maintain MPO webpage linkages to PennDOT’s TIP Visualization application
 - Ongoing as required
- 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.
 - Fall 2021/early Winter 2022

Task 61.520 - Transportation Alternatives Set-Aside Program

BUDGET	PL	MLF	FTA	LOCAL
\$3,000	\$2,400	\$374	N/A	\$226

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III, Transportation Planner II

Primary Roles / Deliverables / Dates

- 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. The MPO and PennDOT shall 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.
 - During project selection opportunities as determined by PennDOT
 - Ongoing monitoring / coordination of existing projects

Task 61.530 - Long Range Planning (continued)

BUDGET	PL	MLF	FTA	LOCAL
\$197,375	\$157,900	\$24,597	N/A	\$14,878

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, all Transportation staff, all GIS staff and, when appropriate, Land Use staff

Primary Roles / Deliverables / Dates

- Maintain / update the MPO's Long Range Transportation Plan (LRTP) in accordance with the current federal transportation legislation (FAST Act, et seq.) at least every four years. (New LRTP adoption date July, 2020.)
 - Summer, 2021 through Spring, 2022 (maintain existing LRTP)
 - Summer, 2021 through Spring, 2022 (Plan updates)
- Work with PennDOT, FHWA, and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions; accelerated project delivery / environmental streamlining; and the Transportation Alternatives Set-Aside Program.
 - Ongoing as required
- Update / maintain the regional LRTP by prioritizing / staging all capital projects with a strong emphasis on preservation and operational efficiency of the existing infrastructure for all major modes to ensure consistency between the comprehensive plan, LRTP and TIP. This should also be consistent with specific highway and transit financial guidance.
 - Summer, 2021 through Spring, 2022
- 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. The expanding use of social media outlets as a primary source of information within communities should be and will be an avenue for contacting and notifying impacted groups.
 - Ongoing as required
- Ensure that FHWA / FTA are provided with an opportunity to participate in the LRTP development process. At a minimum, FHWA / FTA will be provided with a copy of draft LRTP documents for review prior to adoption by the MPO.
 - Summer, 2021 through Spring, 2022
- 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. Guidance on fiscal constraint, asset management needs and targets for preservation for the LRTP project lists are available from the Department and FHWA.
 - Summer, 2021 through Spring, 2022 (maintain existing LRTP)

Task 61.530 - Long Range Planning (continued)

- Summer, 2021 through Spring, 2022 (Plan updates)
- 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 and/or official maps
 - Ongoing as required
 - In conjunction with updates to Joint Local comprehensive plans
- Coordinate with PennDOT and FHWA on the development of transportation performance measures for both the LRTP and TIP. FHWA has also requested that additional documentation be included in the LRTPs, if not already included, as follows:
 - Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies
 - Document operational and management strategies to improve the performance of existing transportation facilities from regional operational plans (reducing bottlenecks, reducing congestion – including non-recurring congestion, improving mobility and safety), 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
 - Document utilization of visualization in planning techniques
 - Document project selection and project prioritization
 - Document performance based planning and programming
 - Document air quality conformity determinations
 - Commit to periodic review of public participation plans (PPP) to ensure any required modifications are included to engage the public.
 - Ongoing as required
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates

Task 61.530 - Long Range Planning (continued)

- Align Pennsylvania's Long Range Transportation Plan goals and objectives with regional and local long-range planning initiatives, programming, and other activities and work with PennDOT to implement various actions developed in the plan
 - Ongoing as required
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates

- 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.
 - In conjunction with updates to Joint Local comprehensive plans

- 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. Planning activities should be consistent with County and municipal comprehensive plans. Planning activities should lead to better consideration of land-use priorities and transportation network operations in the selection and prioritization of highway, bridge, transit and multi-modal projects.
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- 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. BCPC / PennDOT will identify infrastructure preservation projects for the first six years of the regional LRTP. Line items may be used for years seven and beyond.
 - Ongoing as required
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates

BCPC, PennDOT, FTA and others will 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. The network (to be defined through the prioritization process) provides the integral core connections for moving people and freight across the state, linking businesses and residents to regional and international destinations

Task 61.530 - Long Range Planning (continued)

- Updated LRTPs must include transportation and environmental inventories of local transportation assets including:
 - o Locally owned bridges less than 20 feet long
 - o Locally owned, non-federal aid roadways (See Task 68.540)
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates
- Coordinate with PennDOT to prepare and update Highway and Bridge Asset Management System Reports.
 - Fall, 2021 through June 2022
- 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. A Safety Planning Workgroup has been established to help implement safety initiatives.
 - Ongoing as required
 - Continuing Participation in Safety Planning Workgroup as requested by PennDOT (July 2021 through June 2022)
- Work with FHWA and PENNDOT to better incorporate safety planning into the existing planning process by collaboratively partnering in the completion of an MPO Safety Review. This review will:
 - 4) engage the participation of the PENNDOT District Safety Engineer into the MPO transportation planning process;
 - 5) conduct on-site safety reviews at high crash corridors / intersections to gain a better understanding of safety issues and concerns, and
 - 6) 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.
 - Ongoing as required
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates
- BCPC will continue to participate with DVRPC in the maintenance / implementation of the Transportation Plan for the Pottstown Metropolitan Area
 - Ongoing as required
- Strive to implement the results of landuse studies that were completed in conjunction with major transportation projects
 - Ongoing as required
- 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

Task 61.530 - Long Range Planning (continued)

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.

- Ongoing as required
- 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.
 - Ongoing
 - In conjunction with updates to Joint Local comprehensive plans
- 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. <http://s3.amazonaws.com/tmp-map/climate/doc/ExecSummary-PAVulnerabilityStudy-ver040317.pdf>
<http://s3.amazonaws.com/tmp-map/climate/doc/StudyReport-PAVulnerabilityStudy-ver040317.pdf>
 - Ongoing as required
- Work with PENNDOT / FHWA / FTA to ensure that safety and security are considered in the development of plans, programs and projects
 - Ongoing as required
- 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
 - Ongoing as required
- 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.
 - Winter / Spring, 2022 in conjunction with TIP/LRTP updates

Task 61.530 - Long Range Planning (continued)

- Coordinate with local governments and non-profit agencies to implement the Bicycle and Pedestrian Transportation Plan
 - Ongoing starting Summer, 2020
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans
 - During Transportation Alternatives Project solicitation

- 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
 - Summer, 2020 through Summer, 2021

- 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
 - Ongoing updates as required

- Update and maintain the BCPC's Historic Features online database (<http://gis.co.berks.pa.us/historicresources/>)
 - Maintain/update as needed

Task 61.540 – Local Transportation Asset Inventory

BUDGET	PL	MLF	FTA	LOCAL
\$500	\$400	\$62	N/A	\$38

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, various Transportation staff

Primary Roles / Deliverables / Dates

- Work with PennDOT and local municipalities to develop a local transportation asset inventory
 - As required based on inventory update needs
- Current guidance states that updated LRTPs must include transportation and environmental inventories of local transportation assets including:
 - o Locally owned bridges less than 20 feet
 - o Locally owned, non-federal aid roadways, where applicable.

Additional considerations for inventories – BCPC will develop minimal data collection requirements for the following additional inventories and work with PennDOT to refine these requirements:

- o Traffic Signals
- o Freight Facilities
- o Bicycle and Pedestrian facilities
- o Signage, including inventories for retro-reflectivity per FHWA Deadline
- o Transit Fleets / Facilities / Routes
- o ITS Infrastructure
- o Others as determined by the MPO
 - As required based on inventory needs and PennDOT requests
- Consider the development of potential pilots for Freight and Bicycle / Pedestrian Facilities data collection; including consideration of purchasing data collection equipment for such facilities, if required.
 - Ongoing as required
- Participate in a workgroup consisting of PennDOT and MPO/RPO stakeholders to ensure that there is uniform collection of data for these assets.
 - Ongoing as required

WORK AREA VI – IMPLEMENTATION OF MAJOR TRANSPORTATION PROJECTS

Task 61.610 - Project Needs Analysis/Project Support

BUDGET	PL	MLF	FTA	LOCAL
\$50,000	\$40,000	\$6,231	N/A	\$3,769

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, various Transportation staff
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Utilize 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). These meetings should occur prior to program development. Continue to develop this process for transit projects. Cooperation between the MPO / SCTA and PennDOT District Offices is required to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the LRTP / TIP. BCPC will document the process used by the MPO for the PennDOT Connects Initiative.
 - Meetings held ongoing based on project needs
- Work with PennDOT District staff to schedule and hold PennDOT Connects Municipal training
 - 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. Current major projects include but are not limited to: PA 61 North corridor; the US 422 West Shore Bypass, and US 222 North corridor.
- (US 422 West Shore Bypass is covered in Task 68.620)
- - 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.
 - Ongoing based on project needs and implementation schedules
 - After completion of District 5 ROP
- 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. BCPC to monitor and participate in Agency Coordination Meeting (ACM) activities for regional projects
 - Ongoing based on project needs and implementation schedules

- 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.
 - Ongoing as TIS's and HOP's are submitted;
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- 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.
 - As determined by District staff

- 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
 - Ongoing as required
 - Summer, 2021 – Summer, 2022, in conjunction with TIP/LRTP updates

- Work with PENNDOT to promote public/private partnerships (P3's) and incentive/innovative financing in support of economic development opportunities.
 - Ongoing as required

- Serve as liaison with regional/county economic development staff to become familiar with high profile projects, either ongoing or planned.
 - Ongoing as required

- Continue to identify and implement innovative financing mechanisms for major capital projects and promote the Pennsylvania Infrastructure Bank (PIB) as a tool for financing transportation projects, including community reinvestment projects.
 - Ongoing as required

- Work with PennDOT to identify and support sustainable sources of revenue.
 - Ongoing as required

- Identify projects that will have potential impacts on land use and identify candidate land use studies for possible funding in the planning work program under the transportation projects/land use program.
 - Ongoing as required

- Assist PENNDOT in promoting right-of-way preservation with local governments
 - Ongoing as required
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- Attend meetings with PENNDOT where Pennsylvania Byways or Scenic Byways are discussed and help promote Byways by providing requested information. BCPC will participate in the selection of Byways and support the corridors as candidates in the TIP development process.
 - Ongoing as required

- 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.
 - Ongoing as required

Task 61.620 – US 422 West Shore Bypass

BUDGET	PL	MLF	FTA	LOCAL
\$3,000	\$2,400	\$374	N/A	\$226

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Planner III

Primary Roles / Deliverables / Dates

- 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
 - Ongoing through project development

- Consider the investigation of innovative funding solutions for the U.S. 422 West Shore Bypass. The US 422 West Shore Bypass constitutes the most significant reconstruction need facing the region. The US 422 West Shore Bypass between the Penn Street / Penn Ave (SR 3422) Interchange and the I-176 Interchange currently carries traffic ranging from 60,000 vehicles per day on the eastern side to nearly 82,000 vehicles per day on the western end. This highway serves as the principal arterial through the urban area and provides the primary regional access to the City of Reading. Improvements to this corridor will need to be sensitive to balancing both the transportation and land use issues.
 - Ongoing through project development

Task 61.630 - Socioeconomic Data Collection

BUDGET	PL	MLF	FTA	LOCAL
\$8,000	\$6,400	\$997	N/A	\$603

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler, other Transportation staff as required

Primary Roles / Deliverables / Dates

- 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, including evaluations of Environmental Justice and Title VI.
 - Ongoing as required
 - Summer, 2021 – Spring, 2022, in conjunction with TIP/LRTP updates
- Coordinate with U.S. Bureau of Census in updating transportation-relevant data bases
 - Ongoing as Census Bureau programs are released
- Gather, analyze and incorporate 2020 Census data for use in LRTP, TIP, Benefits/Burdens Analysis, Public Participation Plan, Limited English Proficiency Plan, and Travel Demand Model applications
 - Ongoing starting Winter, 2021 as 2020 Decennial Census data are released
- 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. Data should be current and accurate. Revisions should be reflected in the Benefits and Burdens Analysis.
 - Ongoing as Census Bureau data are released
 - Summer, 2021 through Spring, 2022, Benefits and Burdens / Environmental Justice Analysis prepared in conjunction with TIP/LRTP update
- Maintain an assessment of Benefits / Burdens Analysis of the TIP and LRTP based on collected data.
 - Ongoing as Census Bureau data are released
 - Summer, 2021 through Spring, 2022, Benefits and Burdens / Environmental Justice Analysis prepared in conjunction with TIP/LRTP update

WORK AREA VII - TRANSIT SYSTEM EVALUATION

Task 61.710 – Transit Development Plan Maintenance / Implementation

	BUDGET	PL	MLF	FTA	LOCAL
TOTAL	\$117,125	N/A	N/A	\$93,700	\$23,425
BCPC	\$5,856	N/A	N/A	\$4,685	\$1,171
SCTA	\$111,269	N/A	N/A	\$89,015	\$22,254

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler, other Transportation staff
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Maintain and implement BARTA's current Transit Development Plan
 - Ongoing as required
- Develop, maintain and implement Performance Based Planning and Programming in accordance with guidelines issued by the FTA
 - Ongoing as required
- Develop, maintain and implement a Transit Asset Management (TAM) Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2021
- Develop, maintain and implement a Transit Security Management Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2021
- Develop, maintain and implement a Transit Safety Management Plan in accordance with FTA guidelines, and take part in Asset Management Goal Setting & Adoption.
 - Summer/Fall 2021
- Develop, maintain and implement an updated Coordinated Public Transit – Human Services Plan
 - Summer, 2020 through Spring, 2021
- 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.
 - Ongoing as opportunities arise

- Provide technical support to local municipal officials regarding corridor planning, transit services and facilities (e.g. bus stops), access management and accessibility
 - Ongoing as requested by local officials
 - In conjunction with updates to Joint Local comprehensive plans
 - During staff reviews of Land Development plans

- Attend SCTA/BARTA monthly Board meetings and coordinate with SCTA staff
 - Monthly meeting attendance
 - Ongoing coordination as required

Task 61.720 - Financial Capacity Analysis

	BUDGET	PL	MLF	FTA	LOCAL
SCTA	\$7,000	N/A	N/A	\$5,600	\$1,400

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Transportation Modeler
- South Central Transit Authority, various staff

Primary Roles / Deliverables / Dates

- Prepare required documentation to comply with FTA C-7005.1 related to development / maintenance of the TIP / LRTP, including coordination with surrounding providers if applicable.
 - Summer, 2021 through Spring, 2022 in conjunction with TIP/LRTP update

WORK AREA VIII - PROGRAM MANAGEMENT

Task 61.810 - Administration

BUDGET	PL	MLF	FTA	LOCAL
\$65,000	\$49,400	\$7,695	\$3,250	\$4,655

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, All Transportation staff

Primary Roles / Deliverables / Dates

- Maintain the FY 2020 – 2022 UPWP over the period of the agreement.
 - Ongoing as required.
- Prepare, including required coordination with all stakeholders, the 2022-2024 UPWP
 - July, 2021 through Winter, 2022
- Submit progress reports and invoices to PENNDOT within thirty (30) days of end of billing period
 - Quarterly
- Distribute RATS agenda, materials, and minutes within five (5) days prior to meetings. BCPC will investigate using electronic distribution of materials to MPO membership / meeting attendees and posting on the MPO web site.
 - Monthly
- Prepare and distribute draft minutes of all RATS meetings within thirty (30) working days of those meetings. Agendas and approved minutes will be posted to the MPO web site.
 - Monthly
- Work and coordinate with FHWA, FTA, PennDOT, SCTA and others as appropriate in implementing or correcting any Certification review findings and/or Corrective Actions that were made at the previous Planning Certification Review in 2020. Any Recommendations from the previous review will also be considered for implementation before the next review.
 - Ongoing as required
- Work with PennDOT, FTA and SCTA 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.
 - Ongoing as required

Task 61.810 – Administration (continued)

- Review and evaluate the effectiveness of the procedures and strategies in the MPO's Public Participation Plan and update the Plan as necessary
 - Ongoing monitoring and implementation
 - Updated plan creation, Fall, 2020 through Fall, 2021
- Update, maintain and implement a Limited-English Proficiency (LEP) Plan. To meet the spirit and intent of Title VI, BCPC will continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking and Limited-English Proficiency (LEP), and low-income groups. As appropriate, BCPC will develop communication materials to enhance participation of these groups. As required, BCPC will procure LEP services within confines of the UPWP agreement and state procurement guidelines.
 - Ongoing monitoring and implementation
 - Updated Plan creation, Fall 2020 through Fall 2021
- Maintain and implement a Title VI / Non-Discrimination Compliance Plan.
 - Ongoing monitoring and implementation
- Work with the FHWA to implement the new OMB Super Circular requirements which went into effect December 24, 2014. The Super Circular addresses new requirements for monitoring contractors and sub-recipients, allowable costs, etc.
 - Ongoing as required
- Ensure that the requirements for Disadvantaged Business Enterprises (DBEs) are incorporated as a part of BCPC's contracting practices. BCPC will refer to the Pennsylvania Unified Certification Program (PA UCP) website at www.paucp.com for a list of certified DBEs.
 - Ongoing as required
- Document DBE goals and provide a listing of all contracts, documenting DBE goals and DBE participation for each work task. BCPC will use the new DBE reporting form and state deliverable dates.
 - Quarterly
- Participate in equal opportunity, non-discrimination and DBE training offered by PennDOT, FHWA and FTA. BCPC will work with the Bureau of Equal Opportunity and the Program Center to provide DBE training on site. Training can include other interested local partners (including transit providers and airports) at the MPO's invitation. PennDOT DBE training includes all aspects of 49 CFR Part 26 and is fully consistent with DBE procedures for FTA grantees.
 - Ongoing as opportunities arise

Task 61.810 - Administration (continued)

- Participate in training for the Commonwealth's Small Business Procurement Initiative (SBPI) and the Small Diverse Business Program (SDB – formerly the Disadvantaged Business Program). The purpose of the SBPI is to increase opportunities for small businesses to compete for commonwealth contracts as prime contractors.
 - Ongoing as required

- MPO will review the existing structure of the Coordinating Committee to determine if appropriate representation is attained and, if not, seek to add representation or consider establishing specific advisory committees.
 - Ongoing as required

- Consider the increased use of web-conferencing for meeting participation and collaboration for the sake of efficiency and cost savings
 - Ongoing as opportunities arise

Task 61.820 –Coordination

BUDGET	PL	MLF	FTA	LOCAL
\$60,000	\$45,600	\$7,104	\$3,000	\$4,296

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, All Transportation staff

Primary Roles / Deliverables / Dates

- Provide information to the public and undertake necessary community participation activities, including environmental justice outreach efforts
 - Ongoing as required
- Publish an Annual Report of RATS activities to be published on the MPO website and shared with the MPO
 - Winter 2022
- Coordinate with other area agencies on general transportation needs and questions
 - Ongoing as required
- Continue to maintain and expand the use of the BCPC web site to share planning and programming information and the tenets and requirements of current federal legislation (FAST Act) with the public and applicable tribal governments.
 - Ongoing as required
- Continue to participate on State-wide work groups
 - Ongoing as requested (current workgroup participation noted in individual tasks)
- Provide space on the MPO web site for PennDOT to share statewide documents (STIP, LRTP, etc.) with the public for review and comment. BCPC will also utilize social media in its public outreach efforts.
 - Ongoing as required
- Attend and participate in RATS Technical and Coordinating Committee Meetings
 - Monthly
- Participate in PennDOT Planning Partner conference calls and other Planning Partner gatherings as requested
 - Bi-monthly conference calls
 - Spring and Fall annual meetings

Task 61.820 –Coordination

- To the extent possible, assist PennDOT's Office of Planning with outreach to County and local governments, other planning partners, and the public. The Office of Planning collaborates with local and county governments, MPO/RPO Planning Partners and the public to plan transportation projects and maintain a multimodal network. The Office of Planning serves as a resource and administers a number of programs to assist local governments, regional and metropolitan planning organizations, and the public.
 - Ongoing as required

- Ensure that MPO staff has access to PennDOT's SharePoint website for efficient document and information sharing purposes.
 - Ongoing as required

Task 61.910 – Local Technical Assistance Program (LTAP)

BUDGET	PL/SPR	MLF	FTA	LOCAL
\$15,000	\$15,000	N/A	N/A	N/A

Responsible Agencies, Primary Individuals

- Berks County Planning Commission, Intergovernmental Planner III

Primary Roles / Deliverables / Dates

- Work with PennDOT and the municipalities of Berks County to develop a priority training list that identifies training needs within the County. Using the priority training list, the MPO will work with PennDOT to schedule training dates.
 - Ongoing
- Advertise training to all municipalities and PennDOT's Municipal Services representatives through letters, e-mails, etc. announcing the training dates and locations. All registrations for training courses will be coordinated directly through the MPO. The MPO will provide PennDOT with registration information one week prior to the scheduled course date(s).
 - Ongoing for each course
- Market the value of PennDOT's LTAP and its long term impact on the workforce. BCPC will provide a mechanism for municipalities to contact the MPO with issues that LTAP can assist with by offering training or technical assistance and ascertain from the municipalities what format is the most beneficial for receiving the local technical assistance.
 - Ongoing
- Participate in an annual LTAP MPO meeting and other PennDOT meetings as required. MPO staff will attend LTAP and participate in at least one technical assistance on-site visit in the MPO region.
 - Annual LTAP-MPO meeting
 - Attendance at each LTAP course
- Submit quarterly reports detailing all LTAP project activities and expenditures to PennDOT Project Managers. BCPC will 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.
 - Quarterly reporting
 - Annual Summary Report

2021 - 2022 UNIFIED PLANNING WORK PROGRAM - BERKS COUNTY PLANNING COMMISSION

	Budget	HIGHWAY			TRANSIT		
		PL (0.80000)	MLF (0.124623)	Local (0.075377)	MPP (0.80000)	Local (0.20000)	
I. AIR QUALITY	7500	5700	888	537	300	75	
61.110 - IMPLEMENT CAAA / CONF. / SIP	7500	5700	888	537	300	75	95/5
II. MANAGEMENT SYSTEMS	59500	47600	7415	4485	0	0	
61.210 - CONGESTION MANAGEMENT SYSTEM	22500	18000	2804	1696	0	0	100/0*
61.220 - INTERMODAL MANAGEMENT SYSTEM	5000	4000	623	377	0	0	100/0*
61.230 - HPMS / TMS COUNTS	26000	20800	3240	1960	0	0	100/0*
61.240 - HPMS ROADWAY INVENTORY	6000	4800	748	452	0	0	100/0*
III. TECHNOLOGICAL INNOVATION	15000	12000	1869	1131	0	0	
61.310 - TRANSPORTATION MODEL DEV. /MAINT.	10000	8000	1246	754	0	0	100/0*
61.320 - EXPANDING TECHNOLOGY	5000	4000	623	377	0	0	100/0*
IV. HIGHWAY SYSTEM REVIEW AND MAPPING	2000	1600	249	151	0	0	
61.410 - HIGHWAY SYSTEM REVIEW AND MAPPING	2000	1600	249	151	0	0	100/0*
V. PRES. OF TRANS. INFRASTRUCTURE	235875	187300	29177	17648	1400	350	
61.510 - PROGRAMMING	35000	26600	4144	2506	1400	350	95/5*
61.520 - TRANS. ALTERNATIVES PROGRAM	3000	2400	374	226	0	0	100/0*
61.530 - LONG RANGE PLANNING	197375	157900	24597	14878	0	0	100/0*
61.540 - LOCAL ASSET INVENTORY	500	400	62	38	0	0	100/0*
VI. IMPL. OF MAJOR TRANS. PROJECTS	61000	48800	7602	4598	0	0	
61.610 - PROJ. NEEDS ANAL. / PROJ. SUPPORT	50000	40000	6231	3769	0	0	100/0*
61.620 - U.S. 422 WEST SHORE BYPASS	3000	2400	374	226	0	0	100/0*
61.630 - SOCIO-ECONOMIC DATA	8000	6400	997	603	0	0	100/0*
VII. TRANSIT SYSTEM EVALUATION	124125	0	0	0	99300	24825	
61.710 - TRANSIT DEV. PLAN MAINT. / IMPL.	117125	0	0	0	93700	23425	0/100*
61.720 - FINANCIAL CAPACITY ANAL.	7000	0	0	0	5600	1400	0/100*
VIII. PROGRAM MANAGEMENT	125000	95000	14799	8951	5000	1250	
61.810 - ADMINISTRATION	65000	49400	7695	4655	2600	650	95/5*
61.820 - COORDINATION	60000	45600	7104	4296	2400	600	95/5*
BCPC SUB-TOTAL	630000	398000	62000	37500	106000	26500	
61.910 - LOCAL TECH. ASSIST. PROG. (LTAP)	15000	15000	0	0	0	0	100/0 PL/SPR
BCPC GRAND TOTAL	645000	413000	62000	37500	106000	26500	

* HIGHWAY/TRANSIT FUNDING SPLIT

READING AREA TRANSPORTATION STUDY, FY 2020 – 2021 and FY 2021 – 2022
UNIFIED PLANNING WORK PROGRAM

Documentation of Coordination Efforts (as of 11/1/2019)

- 7/16/2019 Attendance at PennDOT Planning Partners Summer Meeting where updated FHWA UPWP Guidance was discussed at-length.
- 8/15/2019 Discussion with Gene Porochniak, PennDOT Central Office, prior to the RATS Technical Committee meeting regarding MPO staff's status on preparing the UPWP update. Informed that, since new staff were assigned to this process, there was currently research being undertaken.
- 8/26/19 Internal UPWP staff meeting held between Alan Piper (Transportation Planner III) and Michael Golembiewski (Transportation Modeler). Mr. Piper has historically generated the UPWP, but has passed that responsibility to Mr. Golembiewski. General discussions were held regarding content, projects, and calculation of funding.
- 9/4/2019 Numerous email communications between MPO staff and Gene Porochniak, PennDOT Central Office, regarding upcoming UPWP Coordination meeting, including possible agenda, attendees and times.
- 9/17/2019 Email communication regarding scheduling UPWP Coordination meeting. Meeting tentatively scheduled for 10/3/19 after the RATS Technical Committee meeting. Email sent to other MPO staff, PennDOT Central Office staff, PennDOT District Planning & Programming staff, PennDOT District Planner, and FHWA Planner assigned to Reading MPO. Mostly positive responses received; only
- 9/25/2019 Separate email communication sent to South Central Transit Authority staff to confirm their attendance at the 10/3 Coordination meeting. Positive response received 10/26/19.
- 10/3/2019 UPWP Coordination Meeting held directly after monthly RATS Technical Committee meeting. Attendees included:
- Andrea Ebur, FHWA
 - Gene Porochniak, PennDOT Central Office
 - Jeff Glisson, SCTA/BARTA (Transit operator)
 - Tim Krall, City of Reading
 - Chris Kufro, PennDOT District 5-0 Asst. District Engineer – Design, RATS Technical Committee Chairman
 - Alan D. Piper, Transportation Planner III, Berks County Planning Commission
 - Michael D. Golembiewski, Transportation Modeler, Berks County Planning Commission

Mr. Golembiewski welcomed everybody and thanked them for remaining after the RATS meeting 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.

Mr. Golembiewski distributed two documents: A text outline of (tabular form) of major Projects, Products and Milestones; and a Projects and Timelines sheet that highlighted the timing of major projects. These were discussed among all regarding any major projects or new requirements that may have been missed, timing of important document updates, and other activities proposed to be undertaken. After discussing the standard products and timelines, some adjustments were made to the tables. Additionally, new required documents and proposed projects – both MPO and Transit – were added

There was general agreement among all that the listings of Projects, Products and Timelines in the UPWP were acceptable and staff was given approval to continue. The agreed-upon date for Draft UPWP presentation to the Technical Committee was their November 7, 2019 meeting. On a recommendation from the Technical Committee, the Draft UPWP will be forwarded to the Coordinating Committee for review at their November 21, 2019 meeting. At that point, given a positive review, the Draft UPWP will be forwarded to FHWA officials for their requested 45-day Review and Comment period.

The meeting lasted approximately one hour.

- 10/23/2019 Email from Gene Porochniak checking on the progress of the Draft UPWP and informing staff that, at the appropriate time, he will share it with the appropriate PennDOT Bureau of Public Transit staff, who will, in turn, coordinate with FTA staff.
- 11/1/2019 Draft UPWP forwarded to the RATS Technical Committee for review prior to the November 7, 2019 meeting.
- 11/13/2019 Email from Gene Porochniak, PennDOT Central Office, with a copy of the Draft UPWP containing proposed changes/corrections and comments along with some questions.
- 12/4/2019 Email from Gene Porochniak forwarding the Draft UPWP to Andrew Batson, PennDOT Bureau of Public Transit, and requesting his coordination with Federal Transit Administration officials.
- 12/9/2019 Email from Andrea Ebur, FHWA, providing comments. The majority of corrections were spelling/grammatical in nature; nothing substantive was to be changed, added or removed. Quoting her email,
Mike,

Once again, thank you so much for all of your hard work in producing this document. I appreciate you incorporating my previous comments so quickly and embracing the changes to the UPWP development process this year. The final product is very comprehensive and easy to follow. My only comments/suggestions at this point are addressing grammatical fixes that you may have missed from Gene's review. These are attached for your consideration.
Barring any additional major changes and your incoming financial information, please consider this FHWA's final review of RATS Draft FY20-21 and FY 21-22 UPWP.

Should you have any questions, please don't hesitate to get ahold of me.

All the best,
Andrea
- 12/13/2019 Staff met in-house to prepare updated budgetary information for individual task codes by program year.
- 12/19/2019 Updated Draft UPWP forwarded to Gene Porochniak and Andrea Ebur containing updated financial information, the recommended corrections, and addressing Mr. Porochniak's questions.
- 1/9/2020 Draft UPWP reviewed by RATS Technical Committee. Committee had no changes or negative comments and, by approved motion, forwarded the Draft UPWP to the Coordinating Committee (MPO Board) with a recommendation for adoption.
- 1/16/2020 Draft UPWP reviewed by RATS Coordinating Committee. Committee had no changes or negative comments and, by approved motion, adopted the Draft UPWP and forwarded to FHWA.