



Unified Planning Work Program, Fiscal Years 2022-2024

Williamsport Area Transportation Study Metropolitan Planning Organization

Prepared by the Lycoming County Department of Planning and Community Development and River Valley Transit,
Adopted by the WATS Coordinating Committee on November 8, 2021

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UPWP DEVELOPMENT SCHEDULE

June 3, 2021	Coordination Meeting with WATS staff, PennDOT and FHWA
September 2 – October 4, 2021	FHWA Comment Period
October 25, 2021	Review with WATS Technical Committee
November 8, 2021	Adoption with WATS Coordinating Committee

UPWP Development Process

The general procedure for UPWP updates will be as follow. The Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) staff initiate the development process after the UPWP General Procedural Guidance is released. MPO staff hold coordination meetings and maintains communication between PennDOT Engineering District 3-0, PennDOT Center for Program Development and Management, Federal Highways Administration (FHWA), Federal Transit Administration (FTA), and River Valley Transit (RVT). Through these activities, the different partner agencies collaborate on potential project ideas and how projects relate to current planning efforts and projects. Progress on UPWP development will be presented at public meetings of the WATS MPO Technical Committee and Coordinating Committees. Any public comments or feedback from committee members will be incorporated into UPWP development.

At the final WATS MPO Technical Committee and Coordinating Committee meetings of the year in which UPWP development occurs the Committees review the draft UPWP. Following their review, the MPO incorporates any corrections, changes, and final funding tables into a final UPWP document. The Technical Committee recommends adopting the final UPWP document at their first meeting of the following year. The Coordinating Committee then adopts the final UPWP document at their next scheduled public meeting.

After the WATS MPO Coordinating Committee adoption, the MPO submits the final UPWP document to FHWA and PennDOT. The MPO begins working on the adopted UPWP on July 1 of the following year.

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INTRODUCTION

Purpose

The Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Lycoming County [Department of Planning and Community Development \(PCD\)](#) and [River Valley Transit \(RVT\)](#) (with the aid of planning consultants, as necessary) will perform within Lycoming County in State Fiscal Years 2022-2024. PCD and RVT staff jointly developed this work program in coordination with PennDOT District 3-0 and PennDOT Center for Program Development and Management. Within Lycoming County, Pennsylvania, the transportation planning process is conducted through the Williamsport Area Transportation Study (WATS). WATS was established in 1968. The purpose of this document is to describe the transportation planning and programming activities for the period of July 1, 2022 through June 30, 2024 in Lycoming County, and to comply with federal law and regulations.

On October 28, 1993, the [U.S. Department of Transportation](#), under joint sponsorship of the [Federal Highway Administration](#) (FHWA) and the [Federal Transit Administration](#) (FTA), released updated regulations covering the urban transportation planning and programming process. These regulations specified that:

1. Metropolitan Planning Organizations, MPO(s) in cooperation with the State and operators of publicly owned transit shall develop unified planning work programs (UPWPs) that meet the requirements of 23 CFR Part 420, Subpart A and;
2. Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation air quality planning activities (including the corridor and subarea studies discussed in 450.318 of this part) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced;
3. Document planning activities to be performed with funds provided under Title 23, U.S.C., and the Federal Transit Act. (Federal Register, Vol. 58, no. 207, p.58040).

In Pennsylvania, UPWPs are developed as 2-year programs. However, this document is dynamic and may be modified to respond to any emerging priority issue or special need vital to the orderly growth and development of Lycoming County.

The structure of this document will first outline the Williamsport Area Transportation Study Metropolitan Planning Study as an organization, then it will cover the major responsibilities of the MPO, after that it will list the planning priorities of Lycoming County from federal, state, and local guidance, and finally this document will give a detailed description of the work activities and budget for the 2022-2024 work program. All work activities will be organized into “tasks” with individual budget amounts and these tasks will be grouped into general thematic categories.

Williamsport Area Transportation Study Organization

A Metropolitan Planning Organization (MPO) is a planning body composed of elected and appointed officials representing local, state and federal governments or other agencies having an interest or responsibility in the local transportation system. The MPO is responsible for creating a Long Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP). An MPO can be a regional, multicounty organization or a single county. Created in 1968, the Williamsport Area Transportation Study (WATS) is the single county MPO covering Lycoming County,

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and was created based on the population size of the City of Williamsport urbanized area. The role of the WATS MPO is to develop transportation policies, programs and projects, which move people and goods in a safe, efficient manner, promote economic development, protect the environment, and preserve Lycoming County's outstanding quality of life amenities. The Lycoming County PCD staff assumes lead responsibility for undertaking FHWA funded planning tasks while RVT is responsible for undertaking the FTA transit planning tasks contained in this work program. WATS MPO Technical and Coordinating Committee public meetings are now held at least quarterly throughout the year. The WATS MPO Committees review and discuss relevant transportation issues, programs, and projects in Lycoming County. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting.

All WATS Technical and Coordinating Committee meetings are publicly advertised in compliance with the PA Open Meetings Law and WATS Public Participation Plan.

Committee Structure

The WATS Coordinating Committee is the policy-making body of the MPO. The Coordinating Committee consists of 11 voting representatives as follows:

- PennDOT District 3-0 Executive, Chair
- PennDOT Deputy Secretary for Planning
- Lycoming County Commissioner
- Lycoming County Commissioner
- Mayor, City of Williamsport
- Council Member, City of Williamsport
- River Valley Transit General Manager
- SEDA-COG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Representative
- Lycoming County Borough Representative

Non-voting members consist of:

- Federal Highway Administration
- Federal Transit Administration
- US Department of Housing and Urban Development
- PA Department of Community and Economic Development

The WATS Technical Committee reviews all relevant transportation issues, programs and projects in Lycoming County and formulates recommendations to the Coordinating Committee. The Technical Committee consists of 7 voting members as follows:

- PennDOT Program Center Representative, Chair
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit General Manager
- City of Williamsport Engineer
- Williamsport Regional Airport Director

Non-voting members consist of:

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- Federal Highway Administration
- Federal Transit Administration
- PA Department of Community and Economic Development
- Fullington Trailways

Additionally, WATS has advisory committees for transit planning and bicycle/pedestrian planning. The WATS Bicycle and Pedestrian Advisory Committee reviews and provides input and recommendations to the WATS MPO Coordinating Committee and Technical Committee on bicycle and pedestrian safety and mobility needs in Lycoming County. The Bicycle and Pedestrian Committee consists of 11 voting members, as follows:

- Lycoming County Planning and Community Development Department Representative
- PennDOT District 3-0 Representative
- PennDOT Center for Program Development and Management Representative
- Lycoming County Health Improvement Coalition Representative
- Susquehanna Valley Velo Club
- Williamsport Bicycle Club
- PTA/PTO president from a County school district
- River Valley Transit
- STEP, Inc. Office of Aging
- Lycoming College
- Pennsylvania College of Technology

Non-voting members consist of:

- SEDA-COG MPO
- Federal Highway Administration
- PennDOT Bicycle Pedestrian Coordinator
- Pennsylvania Department of Conservation and Natural Resources, Recreation and Parks Regional Advisor
- Lycoming County Association of Township Officials Coordinating Committee Representative
- Lycoming County Borough Representative

WATS staff and contacts

Administrative duties of the WATS MPO are conducted by the Lycoming County Planning and Community Development Department. The primary staff contact for the Department on WATS MPO administrative matters shall be the Lycoming County Transportation Supervisor who will act as WATS Secretary. The Lycoming County Planning and Community Development Department shall be responsible for the following primary WATS MPO administrative duties:

- Develop and conduct all transportation planning work tasks contained in the WATS MPO approved Unified Planning Work Program contract that is executed between the County of Lycoming and PennDOT. The County of Lycoming may subcontract with the City of Williamsport to perform the Federal Transit Administration funded UPWP transit planning work tasks undertaken by River Valley Transit.
- Schedule, publicly advertise and convene all WATS MPO public meetings, as needed, in accordance with the PA Open Records Law and WATS MPO approved Public Participation Plan. All official business of the WATS MPO will take place at publicly advertised meetings to

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ensure opportunity for public comment. Prepare and distribute meeting agendas and related materials for review by WATS MPO members no later than 5 calendar days prior to the public meeting. Prepare meeting minutes for distribution to WATS MPO members for review no later than 15 calendar days following the public meeting. WATS MPO will generally convene public meetings on a quarterly basis (once every three months) at the Lycoming County Commissioners Board Room, Lycoming County Executive Plaza, 330 Pine Street, Williamsport, PA 17701. Exceptions as to meeting dates, times and locations may be considered in order to provide timely response to actions related to WATS MPO duties and responsibilities.

- In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting, and meeting links will be advertised and posted on the [WATS MPO Committees website](#)
- Ensure that all WATS MPO adopted plans, programs and policies are implemented.

Lycoming County Department of Planning and Community Development Contacts

Shannon Rossman, AICP, Director

Telephone: (570) 320-2132

Email: srossman@lyco.org

John Lavelle, AICP, Deputy Director

Telephone: (570) 320-2138

Email: jlavelle@lyco.org

Scott R. Williams, Transportation Supervisor & WATS MPO Secretary

Telephone: (570) 320-2141

Email: swilliams@lyco.org

Austin Daily, Transportation Planner

Telephone: (570) 320-2141

Email: adaily@lyco.org

Mark Murawski, Assistant Transportation Planner

Telephone: (570) 320-8117

Email: mmurawski@lyco.org

Salvatore Vitko, Transportation Planner

Telephone: (570) 320-2140

Email: svitko@lyco.org

WATS information is accessible on the Lycoming County website: www.lyco.org/WATS-MPO

The mailing address for the Lycoming County Department of Planning & Community Development:

48 W 3rd St Williamsport, PA 17701

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Williamsport Area Transportation Study Responsibilities

As an MPO, WATS has a well-defined set of required core responsibilities, products, and activities. Below is a table of the major required products and deliverables of the WATS MPO with the adoption and completion dates of the current effective version and the next update. Following this table are brief descriptions of each product and the update cycle for each.

Plan/Activity Milestones

The below table reflects the milestone dates for major planning documents/requirements/core activities that are addressed by the WATS MPO. The currency of these items is based on the date of *adoption* of this work program November 8, 2021 not the date it becomes effective July 1, 2022.

Product	Update Cycle	Current	Next	
		Adoption/Completion	Required Adoption	Targeted Completion
<u>Unified Planning Work Program (UPWP)</u>	2 Years	November 18, 2019	January 31, 2022	November 8, 2021
<u>Long Range Transportation Plan (LRTP)</u>	5 Years	December 17, 2018	December 17, 2023	December, 2023
<u>Transportation Improvement Program (TIP)</u>	2 Years	June 18, 2018	July 15, 2022	June 30, 2022
<u>Environmental Justice Analysis of Benefits and Burdens</u>	2 Years	December 17, 2018	Updated with PPP	January, 2022
<u>Public Participation Plan (PPP)</u>	As Needed	January 27, 2020	Updated with PPP	January, 2022
<u>Title VI Policy & Procedures</u>	As Needed	January 27, 2020	Updated with PPP	January, 2022
<u>Limited English Proficiency (LEP) Plan</u>	As Needed	January 27, 2020	Updated with PPP	January, 2022
<u>Coordinated Public Transit Plan</u>	As Needed	November 18, 2019	As needed	As needed
<u>Local Technical Assistance Program (LTAP) Annual Report</u>	Annual	August 7, 2021	October 31, 2022	September 30, 2022
<u>Annual List of Federally Obligated Projects</u>	Annual	December 17, 2020	December 31, 2021	December 31, 2021

Unified Planning Work Program (UPWP)

As previously stated, the Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Lycoming County [Department of Planning and Community Development \(PCD\)](#) and [River Valley Transit \(RVT\)](#) (with the aid of planning consultants, as necessary) perform within Lycoming County. These activities are tailored to produce the required deliverables listed above and to address the federal, state, and local planning priorities (discussed in the [next section](#) of this Work Program).

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Examples of work activities performed under previous Work Program

Summary of WATS Priority Planning Activities in FY 2020-2021

- Worked with SEDA-COG MPO to jointly develop the CSVT Special Impact Study
- Continued Participation in PennDOT Connects collaboration activities for initiating new projects and programs

Summary of WATS Priority Planning Activities in FY 2021-2022

- Updated WATS Public Participation Plan
- Developed and Adopted FFY 2022-2024 WATS Transportation Improvement Program
- Continued participation in PennDOT Connects collaboration activities for initiating new projects and programs
- Continued monitoring and reporting performance measures on WATS LRTP
- Finalized the CSVT Special Impact Study

Examples of work activities to be performed under this Work Program

Summary of WATS Priority Planning Activities in FY 2022-2023

- Continue monitoring and reporting performance measures on WATS LRTP
- Develop and Adopt 2025-2028 WATS Transportation Improvement Program
- Participate in PennDOT Connects outreach and implement the Core Elements of Environmental Justice guidance for 2021-2024 WATS TIP projects as necessary
- Initiate data analysis and plan review for 2023 LRTP update
- Continued Participation in PennDOT Connects collaboration activities for initiating new projects and programs
- Complete annual LTAP and Federal Obligated Projects reports

Summary of WATS Priority Planning Activities in FY 2023-2024

- Begin implementation of Special Study On Central Susquehanna Valley Transportation (CSVT) Project Impacts On Land Use And Transportation recommended strategies
- Modify and amend the 2023-2026 TIP as needed
- Continued participation in PennDOT Connects collaboration activities for initiating new projects and programs
- Continue monitoring and reporting performance measures on WATS LRTP
- Complete annual LTAP and Federal Obligated Projects reports
- Develop and adopt the 2025-2028 TIP

Long Range Transportation Plan (LRTP)

The Williamsport MPO adopted a major update to the [WATS Long Range Transportation Plan](#) on December 17, 2018 in fulfillment of federal requirements. The MPO recognizes the strong relationship of transportation planning to land use planning, environmental planning, economic planning and overall comprehensive planning and has begun to address new federal transportation performance measures. In general, terms, the Long Range Plan delineates how the available and projected transportation funds will be spent in Lycoming County over a 20-year period. A staged transportation project listing is included along with estimated costs, funding sources and timeframes to undertake each project phase. The plan is

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fiscally constrained in that project costs do not exceed present and future funding levels reasonably expected to be received during the plan's timeframe. The plan addresses federal requirements to adjust project cost estimates to reflect the Year of Expenditure inflation factors in accordance with PennDOT issued guidance. The Long Range Plan also outlines the MPOs "vision" of fostering efficient mobility and access for people and goods throughout Lycoming County, promoting regional intermodal connectivity, ensuring efficient system performance and adequate preservation and promote the economic development and public safety as well as maintain the County's outstanding quality of life.

In addition, the LRTP's analysis of economic and demographic trends, along with the condition of the multimodal system inventory resulted in the [2018-2038 LRTP four main "focus areas"](#) the future transportation planning and programming efforts. These focus areas outline the future transportation system vision by; describing all existing modes of transportation such as highways, bridges, public transit, air service, rail service and bicycle and pedestrian facilities; address federal planning factors, and provides public policy statements by transportation mode.

A well-established local public involvement process is in place to ensure sufficient opportunities for public input early and often during plan development. The plan also includes a full treatment of how WATS will study and address environmental justice concerns within the transportation planning and programming process. The next plan update is scheduled by the Williamsport MPO for adoption by December 31, 2023 and plan development will begin in 2021.

Transportation Improvement Program (TIP) and Clean Air Act Amendments

The WATS Transportation Improvement Program, (TIP) is a document identifying all highway, bridge and public transit projects containing Federal, State and local funds being programmed within Lycoming County during the next four Federal Fiscal Years. These types of projects cannot proceed until they are included on the TIP. The TIP is developed cooperatively between PennDOT, the Lycoming County PCD and RVT for review and approval by the WATS MPO every two years. Again, an extensive MPO public involvement process is employed during development of the TIP. Projects are identified from the WATS Long Range Plan consistent with financial guidance provided by PennDOT, as the TIP must also be fiscally constrained. Upon approval by the WATS MPO, the TIP is forwarded to PennDOT and FHWA / FTA for final approval. Modifications or formal amendments to the TIP can be considered by the MPO at any time. The MPO has adopted TIP Administrative Procedures to process TIP modifications and formal amendments. Since Lycoming County is designated as an air quality attainment area currently meeting the Clean Air Act standards, the WATS Long Range Plan and WATS TIP are not subject to an air quality conformity analysis.

Environmental Justice Analysis of Benefits and Burdens

Presidential Executive Order 12898 states that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." Within the transportation field, environmental justice is guided by three core principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

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- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority or low-income populations.

Because WATS MPO utilizes federal funds to plan and implement transportation, projects the MPO is responsible for undertaking analysis of federally funded projects listed within the LRTP and TIP. In accordance with FHWA/FTA guidance, this process will be “comprehensive and continuous” and include the following “Core Elements”:

1. Identify minority populations and low-income populations
2. Assess conditions and identify needs
3. Evaluate benefits and burdens
4. Identify and address disproportionate and adverse impacts and inform future planning efforts

The outcome of this analysis will also be used to inform the Public Participation process in the WATS MPO. The WATS MPO will also conduct a concurrent, broader “transportation system equity analysis” to identify any disproportionate and adverse impacts to other disadvantaged populations within Lycoming County.

Public Participation Plan (PPP)

Public involvement is essential to good planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that have unintended negative consequences. The fundamental objective of public involvement programs is to make certain that issues of everyone with an interest in transportation decisions are identified and addressed in the development of policies, programs and projects being proposed in Lycoming County. Federal law, (SAFETEA-LU and MAP-21 and FAST Act) require that “the MPO shall develop and use a documented participation plan that defines the process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.” WATS has a Public Participation Plan (PPP) first adopted on December 19, 2013 and amended January 27, 2020. The PPP will be updated and adopted prior to the development of the 2023-2026 TIP and before the Work Program is in effect. The Environmental Justice Plan, Title VI Plan, Americans with Disabilities Act Plan, and the Limited English Proficiency (LEP) Plan will be updated during the PPP update, as they are included in the PPP. The PPP update will also be informed by the conclusions of the aforementioned Environmental Justice Analysis.

Coordinated Public Transit-Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation. On November 18 2019, the Williamsport MPO adopted an update to the joint Coordinated Public Transit-Human Services Transportation Plan.

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Local Technical Assistance Program (LTAP) Annual Report

Williamsport Area Transportation Study MPO has partnered with PennDOT since 2005 to assist in delivery of the LTAP program. The contracting mechanism for MPO involvement is by inclusion of [a task in the WATS Unified Planning Work Program](#). As a part of the delivery of the LTAP program, WATS MPO produces an annual report of LTAP activity in the prior year.

Annual List of Federally Obligated Projects

As a requirement of the Fixing America's Surface Transportation (FAST Act) legislation, MPOs are required to prepare an annual report that lists and summarizes all projects for which funding has been obligated during the prior Federal Fiscal Year (ending September 30). This report must be completed by December 31 of the current year. The Federal Highways Administration (FHWA) defines "obligated" as "the Federal government's promise to pay a State for the Federal share of a project's eligible cost." Funding can also be "de-obligated" in response to lower than expected costs, project cancellation, or other factors, and these released funds are frequently redirected to other projects.

Williamsport Area Transportation Study Planning Priorities

This work program has been specifically tailored to direct the work activities of WATS staff to meet the planning priorities of Lycoming County. These priorities come from a variety of sources. The federal government has developed a list of planning factors to guide transportation planning efforts. PennDOT has a statewide long-range transportation plan with a set of statewide planning goals. Comprehensive and long-range transportation planning efforts have also collected the local needs and emphasis areas. All of these priorities from different geographic scales and sources have been incorporated into the development of this work program.

Federal Planning Factors

Federal transportation legislation defines ten specific planning factors to be considered when an MPO develops transportation plans and program. The planning factors are found in the federal Fixing America's Surface Transportation (FAST) Act (Public Law No. 114-94), and federal metropolitan planning regulations promulgated from the FAST Act. WATS MPO has integrated these planning factors into the current adopted Long Range Transportation Plan and will continue incorporating the ten federal planning factors into the works tasks and resulting products provided for in this UPWP. The ten planning factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility for people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity across and between modes for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

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10. Enhance travel and tourism.

Pennsylvania Department of Transportation Planning Goals

In August of 2016, PennDOT adopted its current statewide long-range transportation plan and comprehensive freight movement plan entitled [PA On Track](#). This document presents a clear vision and strategic direction for transportation planning across Pennsylvania. It has also greatly informed the structure and direction of the WATS 2018-2038 Long Range Transportation Plan. The vision of PA On Track is to “deliver a quality transportation system to support the economy and lifestyles of current and future Pennsylvanians.” This balanced emphasis on quality of life, economic development, and sustainability for future generations harmonizes with the outcomes of Lycoming County comprehensive planning efforts.

PA On Track identifies four general goal areas based on current economic and demographic trends. These goals provide direction to future transportation system investments. The four goals identified are:

1. System preservation by using increasingly good data about the transportation systems in Pennsylvania to develop asset management strategies to maintain the current transportation system at a high level of quality
2. Improvement of safety statewide for all modes and all users
3. To expand and improve personal and freight mobility
4. Emphasize stewardship by increasing efficiency and streamlining processes

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

Local Planning Priorities

County and Municipal Plans

Because WATS is a single county MPO and WATS staff members also function as Lycoming County planners, WATS long range planning and Lycoming County comprehensive planning are closely linked processes. The current Lycoming County Comprehensive Plan was adopted by the Lycoming County Board of Commissioners on June 28, 2018 in conformance with the Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968 as reenacted and amended. This plan serves as a policy document that provides guidance to the County and local municipalities in areas such as land use, transportation, housing, infrastructure, and community development. The plan projects future growth based on data and careful analysis and then proposes the best possible policies and implementation tools to accommodate expected growth while protecting the County’s vast and precious resources. The planning process involved public participation from dozens of stakeholder organizations and the public over several years.

Concurrent with the development of the overall Lycoming County Comprehensive Plan, the Lycoming County Planning Commission engaged in an extensive comprehensive planning process with 28 municipalities of the County’s 52 municipalities to develop six separate [Multi-Municipal Comprehensive Plans](#) for the areas encompassing the designated future growth areas of Lycoming County. Plan development and review was conducted by Planning Advisory Teams (PATs) composed of local government elected officials, emergency services, school districts, community organizations, and others. Consistent with the Pennsylvania Municipal Planning Code, all of the Lycoming County comprehensive plans are subject to a review and validation process at 10-year intervals. The Lycoming County review process began in 2016 and was [completed in 2018](#). While the currently effective plans have all been found

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to remain valid guidance documents, new implementation strategies have been developed within each multi-municipal planning area as well as in-depth reviews of land use and growth areas.

All currently adopted [Lycoming County Comprehensive Plans](#) contain a chapter devoted to transportation planning that connects transportation to other functional areas of planning such as land use, community infrastructure, and public safety. Each plan review document is arranged around a series of “Issues” with a corresponding list of strategies, projects, and initiatives to address the issue. After reviewing all of these currently prioritized issues across all six multi-municipal plans and the countywide comprehensive plan, three major common transportation needs emerge:

1. A need to better accommodate non-motorized modes of transportation. This can involve streetscape enhancements to improve walkability, the construction of multiuse urban trails, the consideration of Amish horse-drawn vehicles, or better planning for bicycles as transportation.
2. A need to address the maintenance needs of transportation infrastructure, in particular poor condition bridges, and ensure a resilient and robust transportation system. There is a specific recognition that poor condition bridges (especially locally owned bridges) require a coordinated solution and a more general need to design and build a transportation system that can withstand our frequent flooding events.
3. A need to better forecast how future economic development and future transportation infrastructure would influence and stimulate each other. This need manifested in several different ways. There is a wide recognition that any economic development (e.g. natural gas drilling) needs to have a concurrent emphasis on preparing for the effects of the development on congestion and physical condition of transportation infrastructure and to ensure that appropriate multimodal transportation capacity is available to accommodate freight and personal mobility. This includes expanding facilities at the [Williamsport Regional Airport](#), ensuring that there are adequate areas of rail-served, developable industrial land, and provided adequate transit service to transport employees and customers. There is also concern about the trickle down effects that the [Central Susquehanna Valley Transportation Project \(CSV T\)](#) will have on traffic flows and on the development potential of both the US-15 and the I-180 corridors.

Other local transportation related studies and activities

- PennDOT District 3-0: Assessment of US-15 north of Williamsport to meet interstate standards for future I-99 designation
- PennDOT District 3-0: Embankment failure monitoring and maintenance
- PennDOT District 3-0: SR 2014 pedestrian crossing and signal study
- CSV T Special Impact Study implementation
- Municipal pedestrian/bicycle facilities planning
- Municipally owned redundant bridge study

WATS 2018-2038 Long Range Transportation Plan focus areas

Analysis of economic and demographic trends along with the condition of the multimodal system inventory of Lycoming County was completed during the [most recent update to the WATS Long Range Transportation Plan](#). The result of this analysis was a set of four main “focus areas” for future transportation planning and programming in Lycoming County:

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1. Economic development in Lycoming County is dependent on both freight movement and the mobility of visitors to our arts, culture, and recreation resources. Therefore, **projects that maintain the ability to move freight or travel to Lycoming County should be a priority.**
2. Our multimodal transportation system is in excellent condition. There are no glaring deficiencies in highways, bridges, transit, rail, or air service. There are no needs for additional capacity. Therefore, **maintenance and safety projects take precedence.**
3. We need more multiuse trail connections between communities as well as improved access to existing facilities. We need more and improved bicycle and pedestrian facilities in Williamsport and the boroughs to better serve our population that will age in place, to appeal to young people, to assist low-income populations, to support economically vibrant downtowns, and to promote the retention and attraction of population. Therefore, **streetscape, walkability, and safety projects located in urbanized areas should be a priority.**
4. As rural populations decrease, we need to consider options that decrease the infrastructure maintenance cost burden on rural municipalities while focusing investment on the infrastructure of the parts of the county where delivery of services is most efficient and cost effective. Therefore, **projects that identify and remove costly functionally redundant infrastructure or improve infrastructure in already densely developed areas should be a priority.**

ACTIONS AND PROCEDURES, FY 2022-2024

Work categories and tasks to be performed under this work program

A full description of the work activities and deliverables within the categories and tasks of this work program will follow in a later section. All categories and tasks of work to be performed are split between tasks to be completed by Lycoming County Department of Planning and Community Development and those to be completed by River Valley Transit. Since some tasks and categories have changed from the prior UPWP, it is worthwhile to provide an outline of the categories and tasks comprising the activities and deliverables of this work program along with the responsible agency:

Category 1: Coordination and Economic Development

Task 1-A: Transportation Partnerships for Economic Stimulus (*PCD*)

Task 1-B: Transit Privatization (Private Enterprise Planning) (*RVT*)

Task 1-C: Coordination (*PCD*)

Task 1-D: Marketing and Economic Development (*RVT*)

Task 1-E: Financial Capacity Planning (*RVT*)

Task 1-F: Project Needs Studies (*PCD*)

Category 2: Transportation Infrastructure

Task 2-A: Transit Programming (*RVT*)

Task 2-B: Highway Programming (*PCD*)

Task 2-C: Air Quality-Monitoring (*PCD*)

Task 2-D: Public Transit Data (Short Term Planning) (*RVT*)

Task 2-E: HPMS Samples (*PCD*)

Category 3: Long Range Planning

Task 3-A: Long Range Transportation Plan Update and Implementation (*PCD*)

Task 3-B: ADA Transit Planning (*RVT*)

Task 3-C: Transportation Development Plan Update (Long-Range Planning) (*RVT*)

Task 3-D: Highway Designations (*PCD*)

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Category 4: Program Management

Task 4-A: Administration (PCD)

Task 4-B: Safety and Drug Control Planning (RVT)

Category 5: Supplemental Tasks

Task 5-A: Local Technical Assistance Program (LTAP) (PCD)

Task 5-C: Statewide Environmental Justice Analysis (PCD)

Matrix of Work Program Tasks and Related Planning Priorities

In order to demonstrate how the work activities of WATS and RVT will reflect the planning priorities identified in the previous section of this document, the following matrix was produced (please refer to list above for task code descriptions):

Planning Priorities		1-A	1-B	1-C	1-D	1-E	1-F	2-A	2-B	2-C	2-D	2-E	3-A	3-B	3-C	3-D	4-A	4-B	5-A	5-C	
		Federal Planning Factors	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	X	X	X	X		X	X	X		X	X	X		X		X		X
Increase the safety of the transportation system for motorized and non-motorized users				X				X	X				X	X	X			X	X		
Increase the security of the transportation system for motorized and non-motorized users				X				X	X				X		X			X	X		
Increase the accessibility and mobility for people and for freight	X		X	X				X	X		X		X	X	X	X				X	
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	X			X					X	X	X		X		X					X	X
Enhance the integration and connectivity across and between modes for people and freight	X		X	X	X			X	X		X		X	X	X	X					X
Promote efficient system management and operation			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Emphasize the preservation of the existing transportation system				X		X		X	X		X		X		X	X				X	
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and				X		X		X	X				X	X		X	X		X	X	
Enhance travel and tourism.	X		X	X	X			X	X		X		X		X						

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Planning Priorities		1-A	1-B	1-C	1-D	1-E	1-F	2-A	2-B	2-C	2-D	2-E	3-A	3-B	3-C	3-D	4-A	4-B	5-A	5-C
		PennDOT Transportation Planning Goals	System preservation by using increasingly good data about the transportation systems in Pennsylvania to develop asset management strategies to maintain the current transportation system at a high level of quality						X	X	X		X	X	X		X	X		
Improvement of safety statewide for all modes and all users				X				X	X				X	X	X			X	X	X
To expand and improve personal and freight mobility				X	X			X	X		X		X	X	X	X			X	X
Emphasize stewardship by increasing efficiency and streamlining processes	X		X	X		X	X	X	X		X		X		X		X	X	X	X
Lycoming Transportation Planning Needs	A need to better accommodate non-motorized modes of transportation			X									X	X	X				X	
	A need to address the maintenance needs of transportation infrastructure, in particular structurally deficient bridges, and ensure a resilient and robust transportation system							X	X		X		X		X				X	
	A need to better forecast how future economic development and future transportation infrastructure will influence and stimulate each other	X	X	X	X	X	X	X			X		X		X	X	X			
WATS LRTP Transportation Planning Emphasis Areas	Projects that maintain the ability to move freight or travel to Lycoming County	X	X	X	X		X	X	X		X		X	X	X	X				X
	Maintenance and safety projects			X			X		X				X					X	X	
	Streetscape, walkability, and safety projects located in urbanized areas			X			X		X				X		X	X				X
	Projects that identify and remove costly functionally redundant infrastructure or improve infrastructure in already densely developed areas			X			X		X				X							X

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WATS FY 2022-2023 Budget

The budget for WATS FHWA base allocation tasks in fiscal year 2022-2023 will be as follows:

<u>WATS Base Allocation Tasks</u>	FY 2022-2023			
	FHWA PL (80%)	PennDOT Municipal Liquid Fuels (MLF) (10.6667%)	Local (9.3333%)	TOTAL
1-A Transportation Partnerships	\$4,000	\$533	\$467	\$5,000
1-C Coordination	\$16,000	\$2,133	\$1,867	\$20,000
1-F Project Needs Studies	\$720	\$96	\$84	\$900
2-B Highway Programming	\$3,600	\$480	\$420	\$4,500
2-C Air Quality Monitoring	\$640	\$85	\$75	\$800
2-E HPMS Samples	\$3,360	\$448	\$392	\$4,200
3-A Long Range Planning	\$80,000	\$10,667	\$9,333	\$100,000
3-D Highway Designation	\$3,200	\$427	\$373	\$4,000
4-A Admin	\$53,480	\$7,131	\$6,239	\$66,850
TOTAL	\$165,000	\$22,000	\$19,250	\$206,250

The budget for WATS FHWA supplemental tasks in fiscal year 2022-2023 will be as follows:

WATS Supplemental Tasks	FY 2022-2023			
	FHWA	PennDOT	Local	TOTAL
5-A LTAP	\$15,000	\$0	\$0	\$15,000
5-C Statewide Environmental Justice Study*	\$25,000	\$0	\$0	\$25,000
TOTAL	\$40,000	\$0	\$0	\$40,000

The budget for RVT transit planning tasks in fiscal year 2022-2023 will be as follows:

RVT Transit Planning Tasks	FY 2022-2023		
	Section 5303 Budget		
	Federal MPP	Local	TOTAL
1-B :Transit Privatization (Private Enterprise Planning)	\$1,600	\$400	\$2,000
1-D: Marketing and Economic Development	\$8,000	\$2,000	\$10,000
1-E: Financial Capacity Planning	\$9,600	\$2,400	\$12,000
2-A Transit Programming	\$800	\$200	\$1,000
2-D: Public Transit Data (Short Range Planning)	\$4,000	\$1,000	\$5,000
3-B: ADA Transit Planning	\$2,400	\$600	\$3,000
3-C: Transportation Development Plan Update (Long-Range Planning)	\$30,000	\$7,500	\$37,500
4-B: Safety and Drug Control Planning	\$1,600	\$400	\$2,000
TOTAL	\$58,000	\$14,500	\$72,500

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WATS FY 2023-2024 Budget

WATS Base Allocation Tasks	FY 2023-2024			
	FHWA PL (80%)	PennDOT Municipal Liquid Fuels (MLF) (10.6667%)	Local (9.3333%)	TOTAL
1-A Transportation Partnerships	\$4,000	\$533	\$467	\$5,000
1-C Coordination	\$16,000	\$2,133	\$1,867	\$20,000
1-F Project Needs Studies	\$720	\$96	\$84	\$900
2-B Highway Programming	\$3,600	\$480	\$420	\$4,500
2-C Air Quality Monitoring	\$640	\$85	\$75	\$800
2-E HPMS Samples	\$3,360	\$448	\$392	\$4,500
3-A Long Range Planning	\$80,000	\$10,667	\$9,333	\$104,000
3-D Highway Designation	\$3,200	\$427	\$373	\$4,000
4-A Admin	\$53,480	\$7,131	\$6,239	\$66,850
TOTAL	\$165,000	\$22,000	\$19,250	\$206,250

The budget for WATS FHWA supplemental tasks in fiscal year 2023-2024 will be as follows:

WATS Supplemental Tasks	FY 2023-2024			
	FHWA	PennDOT	Local	TOTAL
5-A LTAP	\$15,000	\$0	\$0	\$15,000
5-C Statewide Environmental Justice Study*	\$25,000	\$0	\$0	\$25,000
TOTAL	\$40,000	\$0	\$0	\$40,000

The budget for RVT transit planning tasks in fiscal year 2023-2024 will be as follows:

RVT Transit Planning Tasks	FY 2023-2024		
	Section 5303 Budget		
	Federal MPP	Local	TOTAL
1-B :Transit Privatization (Private Enterprise Planning)	\$1,600	\$400	\$2,000
1-D: Marketing and Economic Development	\$8,000	\$2,000	\$10,000
1-E: Financial Capacity Planning	\$9,600	2,400	\$12,500
2-A Transit Programming	\$800	\$200	\$1,000
2-D: Public Transit Data (Short Range Planning)	\$4,000	\$1,000	\$5,000
3-B: ADA Transit Planning	\$2,400	\$600	\$3,000
3-C: Transportation Development Plan Update (Long-Range Planning)	\$30,000	\$7,500	\$37,500
4-B: Safety and Drug Control Planning	\$1,600	\$400	\$900
TOTAL	\$58,000	\$14,500	\$72,500

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Federal Highway Administration Base Allocation Tasks - Lead agency is Lycoming County Planning and Community Development (PCD)

Category 1: Coordination and Economic Development

Task 1-A: Transportation Partnerships for Economic Stimulus

Responsible Agency: Lycoming County PCD

The purpose of this task will be to continue to foster transportation partnership arrangements involving the public and private sectors to accelerate funding of transportation projects that command high local priority for economic development purposes. Emphasis will be placed on funding opportunities to help implement projects contained in the WATS TIP and WATS Long Range Transportation Plan. The PA General Assembly enacted P3 (Public-Private Partnership) legislation to authorize public private transportation partnership opportunities.

Major Activities Previously Completed in FY 2020-2022 UPWP

- The County, City and Lycoming College has partnered to undertake a public – private partnership at the east end of Williamsport referred to as the Old City Revitalization Initiative and a two phased Traffic Impact Study evaluating major proposed changes to downtown one way vs two way traffic movements in support of the new Lycoming College Gateway Building at Basin Street is well underway. The City has received PA DCED Multi-Modal funds to implement various transportation improvement and additional grant applications are pending, such as TAP funds for the Willow Street Pedestrian Corridor improvement project. PA DCED Greenways and Trails funds have also been approved for Phase 1 of the Basin Street – Riverwalk Connector project.

Major Activities To Be Completed in FY 2022-2024 UPWP

- Work with PennDOT to promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of community and economic development.
- Continue to partner with the City of Williamsport, Lycoming College, private developers and PennDOT District 3-0 to complete the two phased Traffic Impact Study evaluating proposed transportation system changes in the Old City Revitalization area and implement recommended improvements.
- Continue to identify and implement innovative financing mechanisms for major capital projects such as the Pennsylvania Infrastructure Bank (PIB). Promote the PIB as a tool for financing transportation projects, including community reinvestment projects. Work with PennDOT to identify and support sustainable sources of revenue.
- Work with the Williamsport-Lycoming Chamber of Commerce to identify and advance transportation infrastructure projects and initiatives to promote economic development
- Administer the secured \$7 million PIB loan for local bridge bundling

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Participate in PennDOT District 3-0 SR 2014-84M Two phased Traffic Impact Study Status Meetings (As Scheduled)
- Apply for and administer PIB loans to finance major projects (As Needed)

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Williamsport Area Transportation Study MPO and River Valley Transit

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$4,000	\$4,000	\$8,000
PennDOT Municipal Liquid Fuels (MLF)	\$533	\$533	\$1,066
Local (Lycoming County)	\$467	\$467	\$934
Total	\$5,000	5,000	\$10,000

Task 1-C: Coordination

Responsible Agency: Lycoming County PCD

The purpose of this task is to coordinate regional transportation issues and needs with the SEDA-COG MPO, Northern Tier RPO, Williamsport-Lycoming Chamber of Commerce, local municipalities, The PA Wilds, the PA Lumber Heritage Region, and other key partners and stakeholders in the transportation planning process.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- PCD staff regularly participated as a non-voting member on the SEDA-COG MPO, Williamsport-Lycoming Chamber of Commerce Transportation Committee, WATS Transit Advisory Committee and other forums. Technical assistance and advice is provided to these organizations as needed on a variety of transportation related initiatives.
- PCD Staff Chaired the Central PA Transportation Coalition which is evaluating improved transportation services in a six county area including Lycoming, Union, Snyder, Northumberland, Montour and Columbia counties.
- As a member of the State Transportation Advisory Committee, (TAC), PCD Transportation Supervisor/Assistant Transportation Planner participated in quarterly TAC meetings.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Coordinate with SEDA-COG MPO, Northern Tier Regional Planning and Development Commission RPO, The PA Wilds Planning Committee, the PA Lumber Heritage Region, and Williamsport-Lycoming Chamber of Commerce on regional transportation issues and needs.
- Provide technical assistance to PennDOT and other transportation providers as necessary. Assistance may come from non-traditional technical resources, such as county planning, academia, or other public or private planning expertise.
- When appropriate or where reasonable WATS MPO capacity exists, assist PennDOT with outreach to County or local governments and other planning partners. The Office of Planning collaborates with local and county governments, MPO/RPO Planning Partners and the public to plan transportation projects and maintain a multi-modal 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.
- As part of PennDOT's modernization efforts, continue to expand the use of technology to more efficiently provide the opportunity for coordination and collaboration.
- Participate on the Central PA Transportation Coalition to implement the Regional Transit Needs Assessment Study recommendations and update the Coordinated Human Services Transportation Plan jointly with the SEDA-COG MPO as a regional approach.
- Participate in Williamsport-Lycoming Chamber of Commerce "Grow Lycoming" initiative to assist in identifying and advancing transportation infrastructure improvements as a component of local quality of life enhancements.
- Work with RVT, STEP, other regional transit providers and PennDOT Bureau of Public Transportation to implement the Regional Transit Consolidation Study recommendations.
- Serve on the State Transportation Advisory Committee.

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- Reach out to area and regional stakeholders to explore the formation of a WATS MPO Freight Advisory Committee to provide insight into freight movement needs, issues, and concerns.

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Attend Chamber of Commerce Transportation Committee Meetings (As Scheduled)
- Chair Central PA Transportation Coalition Meetings (As Scheduled)
- Attend SEDA-COG MPO Meetings (As Scheduled)
- Attend Northern Tier RPO Meetings (As Needed)
- Attend Williamsport-Lycoming Chamber of Commerce “Grow Lycoming” Meetings (As Scheduled)
- Attend Lycoming County municipal Meetings (As Scheduled)
- As TAC Member, Attend TAC Quarterly Meetings (As Scheduled)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$16,000	\$16,000	\$32,000
PennDOT Municipal Liquid Fuels (MLF)	\$2,133	\$2,133	\$4,266
Local (Lycoming County)	\$1,867	\$1,867	\$3,734
Total	\$20,000	\$20,000	\$40,000

Task 1-F: Project Needs Studies

Responsible Agency: Lycoming County PCD

The purpose of this task will be to prepare or participate in Project Needs Studies for major transportation projects, assist PennDOT with environmental analyses, identify and implement innovative financing mechanisms for major capital projects and participate in agency coordination meetings as appropriate.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- No special project assistance requested.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Prepare and/or participate in project needs studies for transportation problems identified for further study by the WATS Technical and Coordinating Committees, Programming Advisory Committee or through PennDOT. Work with PennDOT and the environmental resource agencies to gain acceptance for the completion of needs studies as part of the planning process as requested.

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Prepare and / or Participate in Transportation Project Needs Studies (As Requested)
- Coordinate through Agency Coordination Meeting, (ACM) On Needs Studies (As Required)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$720	\$720	\$1,440
PennDOT Municipal Liquid Fuels (MLF)	\$96	\$96	\$192
Local (Lycoming County)	\$84	\$84	\$168
Total	\$900	\$900	\$1,800

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Category 2: Transportation Infrastructure

Task 2-B: Highway Programming

Responsible Agency: Lycoming County PCD

The purpose of this task will be to assist PennDOT in the implementation of the FFY 2023 WATS Transportation Improvement Program, (TIP) as needed in accordance with the PennDOT General Procedural and Financial Guidance documents. Environmental justice activities will be continued and strengthened to ensure that the entire public has the opportunity to become involved in the planning and programming process. The WATS Long Range Plan will be used to identify new funding candidates for inclusion on the 12 Year Program and TIP. PCD Staff will work with PennDOT to modify or amend the FFY 2021 TIP as needed. In addition, PCD staff will also work with PennDOT and FHWA to develop the FFY 2023 draft TIP, the approval of the 2023 TIP, and the development of the FFY 2025 draft TIP.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- PCD staff assisted PennDOT in the development of the FFY 2023 TIP. Linking PennDOT Connects Forms were used to evaluate new project candidates for the FFY 2023 TIP.
- PCD staff assisted PennDOT and RVT in development of the draft FFY 2023 Transit TIP.
- PCD worked with PennDOT District 3-0 to implement the PennDOT Connects Municipal Outreach initiative by convening meetings with local municipal officials and other stakeholder groups that participated in the Lycoming County Multi-Municipal Comprehensive Plan Planning Advisory Teams, (PAT's) to review scopes of work for new TIP projects and secure meaningful local feedback to improve transportation and community linkages.
- Completed 2020 and 2021 annual Federal Obligated Projects reports

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Utilize the Project Development PennDOT Connects/Local Government Collaboration meetings to initiate all new projects being considered for inclusion in the 2023-2043 WATS Long Range Transportation Plan Update and TIP/12 Year Program. These meetings will occur prior to program development. Continue to develop this process for transit projects. Cooperation between the WATS MPO, River Valley Transit and PennDOT Engineering District 3-0 is needed to identify and ensure that implementation is successful and that projects with the best scope and cost are advanced through the WATS Long Range Transportation Plan and TIP. Document the process used by the WATS MPO for the PennDOT Connects Initiative.
- Monitor and advance, in conjunction with PennDOT, the non-traditional projects including Appalachian Regional Commission (ARC) Local Access Road projects identified by WATS, PennDOT, and River Valley Transit and projects programmed on the WATS TIP. The WATS MPO will continue to take an active role in status/coordination with project sponsors to help ensure that the projects are advancing, completed on time, and are within budget.
- Modify/amend FFY 2023-2026 Transportation Improvement Program (TIP) as required. Adopt the Draft FFY 2023-2026 WATS TIP and submit all required 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 WATS MPO for project selection and prioritization for TIP updates be included with the WATS TIP submittal package.
- Develop the draft FFY 2025-2028 TIP.
- Review and evaluate the effectiveness of the procedures and strategies in the WATS Public Participation Plan. Maintain the implementation of the WATS Title VI / Non-discrimination Plan with updates and changes as they are released.
- Expand and improve Environmental Justice (EJ) activities by implementing the Core Elements of Environmental Justice guidance from PennDOT. The expanded use of social media outlets as a primary

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source of information within communities should be and will be an avenue for contacting and notifying impacted groups. WATS meeting information will be posted on the Lycoming County website at www.lyco.org

- Maintain Lycoming County/WATS website linkages to PennDOT TIP Visualization applications.
- Continue to collaborate with the State Transportation Commission, (STC) in the Modernized Twelve Year Program (TYP) Public Outreach Campaign. Continue to work with the STC and PennDOT to garner input by encouraging citizens to take the online survey through various methods including meetings, mass email communications, social media, etc. Data and comments collected through the TYP Public Outreach Campaign will also be considered for inclusion in the WATS Long Range Plan, available via the STC website at www.TalkPATransportation.com
- Advance Lycoming County Local Bridge Bundling Program and ensure the programming of all local bridges on the WATS TIP where appropriate in compliance with PA Act 89 financing requirements (i.e. Act 13 bridge restricted account funds, Road Map Program, PIB loan etc.)

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Support Implementation of PennDOT Connects Project Development/Local Government Collaboration Process and Attend Key Meetings (As Scheduled)
- Modify and Amend FFY 2023-2026 WATS TIP (As Required)
- Work With PennDOT, RVT and Municipal Officials to Develop and Adopt FFY 2025-2028 WATS TIP and submit TIP checklist package for STC/FHWA/FTA approval (As Per PennDOT General and Procedural Guidance Schedule)
- Update WATS Public Participation Plan, Title VI Policy & Procedure Plan, Limited English Proficiency (LEP) Plan, Americans with Disabilities Act Plan, and Environmental Justice Plan for WATS MPO. These deliverables will be updated during the FFY 2025-2028 WATS TIP update Adoption (1/31/24)
- Advance Lycoming County Local Bridge Bundling Program Activities (As per County Schedule and Ensure Compliance With PA Act 89 Requirements)
- Completed 2022 and 2023 annual Federal Obligated Projects reports

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$3,600	\$3,600	\$7,200
PennDOT Municipal Liquid Fuels (MLF)	\$480	\$480	\$960
Local (Lycoming County)	\$420	\$420	\$840
Total	\$4,500	\$4,500	\$9,000

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Task 2-C: Air Quality Monitoring

Responsible Agency: Lycoming County PCD

Lycoming County is currently designated as an Air Quality Attainment Area for all six pollutants under the Federal Clean Air Act. In the event Lycoming County is designated as a non-attainment area due to changes in the Federal Clean Air Act standards or changes in Lycoming County's air quality, it may be appropriate for the WATS MPO transportation planning program priorities to be adjusted accordingly to provide sufficient support and technical assistance to PennDOT to ensure compliance with air quality standards.

Major Tasks Previously Completed in FY 2020-2022UPWP

- LCPC staff monitored Lycoming County's air quality status in relation to new standards. Since there have been no changes to Lycoming County's air quality attainment status, no action has been needed to respond to new standards at this time.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Continue to monitor Lycoming County air quality attainment status and new Federal requirements and respond accordingly.
- Where appropriate, work with PennDOT and the PA Department of Environmental Protection (DEP) to monitor and evaluate greenhouse gas emissions in Lycoming County, and assist in implementing Pennsylvania's Climate Change Action Plan.
- Support a re-evaluation of vehicle emissions testing requirements in air quality attainment areas.

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Initiate Process to Ensure Conformity Analysis on LRTP/TIP Projects in the event Lycoming County falls into non-attainment status for regulated pollutants (As Required)
- Assist in monitoring greenhouse gas emissions and implementing PA Climate Change Action Plan (As Requested and In Accordance With PennDOT/DEP Schedule)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$640	\$640	\$1,280
PennDOT Municipal Liquid Fuels (MLF)	\$85	\$85	\$170
Local (Lycoming County)	\$75	\$75	\$150
Total	\$800	\$800	\$1,600

Task 2-E: HPMS Samples

Responsible Agency: Lycoming County PCD

The purpose of these tasks will be to verify and update Highway Performance Monitoring System, (HPMS) data to monitor highway traffic volumes and performance levels along selected segments at the direction of PennDOT in fulfillment of federal requirements. PCD Staff will also assist PennDOT in compiling, expanded, and updating current traffic count database for Lycoming County by taking supplemental (to HPMS) vehicle classification and / or volume counts. Traffic count locations will be identified by PennDOT and the PCD so that overall transportation planning as well as specific project planning data needs are met.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- The PCD Staff met with PennDOT Bureau of Planning and Research staff to conduct Quality Assurance review on selected segments prior to performing the annual HPMS data collection.

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- The PCD Staff verified and updated roadway inventory and performance measures on 115 sample sections in support of the HPMS program. All data was entered into the PennDOT Roadway Management System ahead of schedule.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Verify and update roadway inventory and performance measures on 115 Highway Performance Monitoring System, (HPMS) sample sections, including any additional segments that may be required based upon revised urban boundary revisions, in accordance with HPMS manual specifications. Submit HPMS data to PennDOT by the first Friday in December of each calendar year.
- In support of the above, appropriate PCD staff will attend one HPMS and one Traffic Workshop sponsored by PennDOT.

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Updated and verified HPMS data to be used for assessing and reporting highway system performance under the FHWA's strategic planning process.
- Complete 2022 HPMS Sample Sections and Submit Data to PennDOT
- Complete 2023 HPMS Sample Sections and Submit Data to PennDOT
- Attend PennDOT HPMS and Traffic Workshops (As Scheduled)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$3,360	\$3,360	\$6,720
PennDOT Municipal Liquid Fuels (MLF)	\$448	\$448	\$896
Local (Lycoming County)	\$392	\$392	\$784
Total	\$4,200	\$4,200	\$8,400

Category 3: Long Range Planning

Task 3-A: Long Range Transportation Plan Update and Implementation

Responsible Agency: Lycoming County PCD

The purpose of this task will be to implement and update the WATS Long Range Transportation Plan as necessary by prioritizing/staging all multi-modal transportation capital projects as required in accordance with the process improvements recommended during the reengineering of the planning and programming process. It may also be necessary to revise plan policies. The actions contained in the Lycoming County Comprehensive Plan Update as well as the six Joint Municipal Comprehensive Plans as part of the WATS Long Range Plan will be advanced toward phased implementation. The PCD is addressing environmental justice requirements and providing opportunities for public involvement early and often during the plan update process.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- WATS staff continue to monitor and analyze the 2018-2038 WATS Long Range Transportation Plan including a full analysis of planning priorities, demographic trends, environmental justice analysis, system condition, and other key factors.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Begin the WATS Long Range Transportation Plan update process. Coordinate with FHWA and PennDOT for LRTP update schedule and draft review.
- Develop and adopt the 2023-2043 Long Range Transportation Plan

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- Develop Multi-Municipal Growth Area Land Use/Transportation Access Management Plans with priority assigned to preparation of plans for the I-99/US 220 and US 15 South Planning Advisory Team, (PAT) growth areas and incorporate plans with WATS Long Range Transportation Plan Update to ensure future growth does not cause significant impacts to transportation system in terms of public safety, system preservation and operational efficiency that would require major public investments to correct. Work closely with municipalities having land use jurisdiction to implement plan recommendations.
- Work with PennDOT, FHWA and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions; accelerate project delivery/environmental streamlining; and Transportation Alternatives Set-Aside Program.
- Ensure that FHWA and FTA are provided with an opportunity to participate in the WATS LRTP development process. At a minimum, provide FHWA and FTA with a copy of the draft WATS LRTP documents for review prior to adoption by the WATS MPO.
- The WATS Long Range Transportation Plan project listing should reflect a prioritization / staging of all capital projects with a strong emphasis on preservation and operating efficiency of the existing infrastructure for all of the modes to ensure consistency between the WATS LRTP, Lycoming County Comprehensive Plan, six Multi-Municipal Comprehensive Plans and the WATS TIP consistent with specific Highway and Transit financial guidance.
- Establish and document a process to coordinate changes to the WATS LRTP and WATS TIP 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 WATS LRTP project lists are available from PennDOT and FHWA.
- Coordinate with PennDOT, FHWA and FTA on the development of transportation performance measures for both the WATS LRTP and the WATS TIP. FHWA has also requested that additional documentation be included in the LRTP's, if not already part of the current document, as follows:
 - Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies.
 - Participate in PennDOT updates to statewide plans as requested.
 - 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) and 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 and Burdens Analysis
 - Document utilization of visualization in planning techniques
 - Document project selection and project prioritization
 - Conduct performance based planning and programming
 - Document air quality conformity determinations, where required
 - Commit to periodic review of the WATS Public Participation Plan to ensure any needed modifications are included to engage the public (during UPWP update process)
- Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.
- Document land use planning activities within the WATS planning process and ensure coordination with Lycoming County Comprehensive Plan, six Multi-Municipal Comprehensive Plans and WATS Long Range Transportation Plan, and related freight plans. Initiate any changes in the process that may be identified as part of the documentation.
- Provide input to PennDOT in efforts to identify any training and planning activities targeted to County and local governments, conservation districts and community stakeholders; examples include Smart Growth, Complete Streets, implementation tools, PennDOT One Map, functional classification, HPMS and traffic counting, PennDOT Connects Forms, access management, transit oriented development, healthy

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communities, compliance with the Americans with Disabilities Act, (ADA) connectivity, interchange area development, transportation impact fees and energy savings.

- 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.
- Where appropriate, work to support the improvement of National Highway System, (NHS) intermodal freight connections and National Highway Freight linkages through the WATS Long Range Transportation Plan. Support the Pennsylvania Comprehensive Freight Movement Plan. Enhance the visibility and effectiveness of freight planning in Lycoming County through the implementation of the WATS Long Range Transportation Plan.
- Participate in development of freight plans, freight advisory committees, and development of regional freight inventories.
- Support the Pennsylvania Comprehensive Freight Movement Plan.
- Identify livability, sustainability, and resiliency planning strategies to tie the quality and location of transportation facilities and services to broader opportunities such as access to employment opportunities, affordable housing, quality schools, safe streets, economic development, social equity, and environmental conservation.
- As a pilot county, utilize PennDOT's Extreme Weather Vulnerability Assessment to: incorporate flooding resiliency into WATS TIP projects; enhance the Lycoming County Hazard Mitigation planning process; and improve emergency preparedness in coordination with the Lycoming County Department of Public Safety, EMS responders and integrate with Lycoming County and municipal Emergency Operations Plans.
- Develop and implement analysis of natural hazard risk to transportation infrastructure especially flooding and landslides.
- Participate in Transportation Impact Studies (TISs) and review of 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.
- 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, implementing transportation impact fees, and/or developing official maps.
- Partner with PennDOT in developing strategies to advance to conclusion, modify, or implement plans and projects that are outside of the WATS MPO fiscal constraint based on cash flow.
- Develop intergovernmental planning processes for multi-municipal, corridor-focused land use/transportation assessments for 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 WATS Long Range Transportation Plan and should precede the identification of specific WATS TIP projects. Planning activities should be initiated in collaboration with County, local and PennDOT District 3-0 stakeholders and should be consistent with available program resources, PennDOT / WATS MPO planning tools. Planning activities shall also, be consistent with the Lycoming County Comprehensive Plan and the Multi-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.
- As part of Transportation Systems Management and Operations (TSMO), continue to assess the need and appropriateness of traffic operations and Intelligent Transportation Systems (ITS) elements through the WATS Long Range Plan and Transportation Improvement Program. Traffic operations / ITS projects and strategies deployed in the WATS MPO region should be consistent with PennDOT's TSMO and Traffic Operations Policies and Guidelines. The projects should be included in the Northcentral Regional Operations Plan, (ROP). Update regional ITS architecture, where appropriate.
- Assist in implementation of the Regional Operations Plan as required.
- Conduct analysis of PennDOT reportable crash data as it is released to identify trends and temporal/spatial patterns to assist in developing sound, data-driven safety projects. Participate in other data driven safety

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planning activities and road safety audits that lead to better consideration of safety in the selection and prioritization of highway and transit projects. The WATS MPO will consider road safety audit study(s) through the WATS UPWP in collaboration / consultation with PennDOT District 3-0. A safety planning workgroup has been established to help implement safety initiatives.

- Continuously monitor and evaluate procedures used for collecting statistical data (race, sex, national origin/limited English, age, disability, income, etc.) of participants in, and beneficiaries of transportation programs by tracking participation in public meetings and reviewing new regional census data. Data will be current and accurate. Revisions will be reflected in the Benefits and Burdens Analysis.
- Explore the development of transportation system equity analysis and development of recommendations to be included in the 2023-2043 Long Range Transportation Plan
- As part of WATS MPO efforts to assist PennDOT with asset management activities, include transportation inventories of local transportation assets:
 - Locally owned bridges less than 20ft.
 - Locally owned, non-federal aid roadways, where applicable
- As part of additional considerations for inventories, WATS should develop minimum data collection requirements for inventories identified and work with PennDOT to refine these requirements:
 - Signage, including inventories for retro-reflectivity per FHWA's requirements
 - Traffic signals
 - Freight facilities
 - Bicycle / Pedestrian facilities (To avoid data duplication, WATS will confer with DCNR prior to data compilation)
 - Transit fleets/facilities/routes
 - ITS Infrastructure
 - Others as determined by WATS
- For FY 2022-2024 WATS will 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. If appropriate, establish work groups to ensure consistency of data collection statewide.
- For FY 2022-2024 WATS will consider the development of corridor based studies of traffic patterns and volumes and acquire software and training as necessary to support these activities
- Coordinate with the Airport Authority to preserve and expand commercial air services including securing improved service to respond to business needs.
- Continue to participate on the PA Aviation Advisory Committee.
- Coordinate with SEDA-COG Joint Rail Authority, Norfolk Southern and local industries on rail service needs, review Rail Freight Assistance Program and Rail Transportation Assistance Program applications and attend PUC Field Investigations on rail / highway grade crossing alterations. Identify rail safety project candidates for programming under the rail safety TIP line item. Identify and evaluate additional opportunities to develop rail served industrial sites,
- Implement the existing Lycoming County Greenways, Recreation and Open Space Plan and Susquehanna Trail Feasibility Study recommendations by advancing the Susquehanna Greenway Trail project between Williamsport and Jersey Shore.
- Coordinate with the Susquehanna Greenway Partnership on regional greenway initiatives such as the proposed Genesee – Susquehanna Greenway.
- Trails and multiuse paths are considered core transportation infrastructure within the Lycoming County multimodal transportation system and are noted as such within the WATS 2018-2038 WATS Long Range Transportation Plan. Development of these assets is primarily achieved through implementation of the 2008 Lycoming County Comprehensive Recreation, Parks, Open Space & Greenway Plan. WATS staff will take a lead role in initiating a review and update to this document in order to support the following federal planning factors:
 - *Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency*

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- *Increase the safety of the transportation system for motorized and non-motorized users*
- *Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns*
- *Enhance the integration and connectivity across and between modes for people and freight*
- *Enhance travel and tourism.*

This update will also support local and state planning goals by providing coordinated development of safe, accessible multiuse infrastructure for non-motorized mobility.

- Jointly identify and integrate a prioritization concept that identifies critical multi-modal 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, national and international destinations.
- Assist municipal governments and other local entities with developing and implementing bicycle and pedestrian safety audits.
- Work with Montoursville Borough, Airport Authority, Rail Authority and PennDOT District 3-0 to advance a federal earmark funded project to improve access to the Williamsport Regional Airport along Montour Street.
- Continue to participate on municipal and regional bicycle/pedestrian planning committees to develop and implement active transportation projects and initiatives.

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Ensure WATS MPO implementation of 2018-2038 Long Range Transportation Plan (As required)
- Monitor and Report on Performance Measures Included In the WATS 2018-2038 Long Range Transportation Plan (As Required)
- Use Available Data Sources and Work With PennDOT and FHWA to Analyze Safety, Pavement/Bridge System and Freight Performance Measures and Targets (As Required)
- Adopting the 2023-2043 WATS Long Range Transportation Plan (December 2023)
- Update WATS 2023-2043 WATS Long Range Transportation Plan (As Needed)
- Complete Environmental Justice Benefits and Burdens Analysis and complete, update, and amend the "Core Elements" of Environmental Justice for WATS LRTP and TIP (As Required)
- As a Member, Attend PA Aviation Advisory Committee Meetings (As Scheduled)
- Attend PA PUC Field Investigations on highway/rail crossings (As Scheduled)
- Attend SEDA-COG Joint Rail Authority Board Meetings (As Scheduled)
- Attend Williamsport Regional Airport Authority Meetings (As Scheduled)
- Attend Susquehanna Greenway Partnership Meetings (As Needed)
- Assist in Advancement of Genesee-Susquehanna Greenway Project Development Activities (As Requested)
- Assist in Advancement of Montour Street Extension Project Development To Improve Access to New Williamsport Regional Airport Terminal. (As requested)
- Develop and Prioritize Critical Multi-Modal Facilities and Connectors (As per PennDOT Guidance and Schedule)
- Attend City of Williamsport and other regional and local Bicycle/Pedestrian Committee Meetings (As Scheduled)
- Coordinate through Agency Coordination Meeting (ACM) on Long Range Transportation Plan (As Required)

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BUDGET

Funding Source	FY 2022-2023	FY 2022-2023	TOTAL
FHWA PL	\$80,000	80,000	\$160,000
PennDOT Municipal Liquid Fuels (MLF)	\$10,667	\$10,667	\$21,334
Local (Lycoming County)	\$9,333	\$9,333	\$18,666
Total	\$100,000	\$100,000	\$200,000

Task 3-D: Highway Designations

Responsible Agency: Lycoming County PCD

The purpose of this task will be to review and update highway designations, which include but are not limited to the Interstate Systems, the Enhanced National Highway System, Federal Functional Classification System, Critical Urban and Rural Freight Corridors, and Scenic Byways designations when appropriate.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- A comprehensive update of WATS functional classification mapping was initiated with a regional work group consisting of PennDOT District 3-0, SEDA-COG MPO and Northern Tier RPO meeting quarterly to review progress and ensure consistency of road classifications across county boundaries. WATS submitted data and mapping with suggested changes to current system.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Finalize update of existing WATS Functional Classification Roadway Designation maps and make recommended changes approved by WATS MPO. Review National Highway System, National Highway Freight Network, NHS intermodal connectors, and urbanized boundary updates for the WATS area, at a minimum every ten years in conjunction with the Census.
- Work with PennDOT as requested to complete evaluation process to support eventual I-99 designation for US-15 north from the terminus of I-180 to the New York state line.

Major Deliverables to be completed in FY 2022-2024 UPWP

- WATS MPO adoption of Lycoming County Updated Functional Class Maps (12/31/2022)
- Revise NHS Related Mapping (As per PennDOT Schedule To Be Determined)
- Identify and Apply for Federal or State Scenic Byways Designations (As needed)
- Assist PennDOT with review of the Metropolitan Planning Area and urbanized area boundaries as a result of US Census data (As needed)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$3,200	\$3,200	\$6,400
PennDOT Municipal Liquid Fuels (MLF)	\$427	\$427	\$854
Local (Lycoming County)	\$373	\$373	\$746
Total	\$4,000	\$4,000	\$8,000

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Category 4: Program Management

Task 4-A: WATS MPO Administration

Responsible Agency: Lycoming County PCD

The purpose of this task will be to ensure timely and effective administration of the WATS transportation planning program through development of the Unified Planning Work Program, submission of quarterly progress reports and invoices, preparation of the LCPC / WATS annual report, scheduling and holding WATS Technical, Coordinating, and Transit Advisory Committee meetings, and ensuring adherence to the MPO public involvement procedures and environmental justice requirements in all planning related activities.

Major Tasks Previously Completed in FY 2020-2022 UPWP

- PCD and RVT staff prepared the FY 2022-2024 WATS Unified Planning Work Program (UPWP).
- PCD prepared and submitted eight quarterly progress reports and invoices to PennDOT detailing progress on transportation planning activities contained in the UPWP.
- PCD ensured compliance with the MPO adopted public involvement procedures and environmental justice requirements.
- The 2020 and 2021 LCPC/ WATS annual report was prepared and submitted to all planning partners and stakeholder organizations.

Major Tasks To Be Completed in FY 2022-2024 UPWP

- Develop and adopt the FY 2024-2026 WATS Unified Planning Work Program, including the following
 - Submit all documents required for contract execution, including Exhibits “2” and “3” and authorizing signature resolutions. Begin preparation of the FY 2024-2026 UPWP in accordance with the next two-year update cycle.
 - Identify carryover/ongoing supplemental planning tasks as candidates when the UPWP is updated.
 - Provide separate budget tables for each year of the UPWP and document as part of the two-year agreement. Identify specific work program tasks in the appropriate fiscal year.
- Submit progress reports and invoices to PennDOT not later than 30 days following the reporting period.
- Completion of timesheets, expense forms, and reports documenting completion of work activities within this work program.
- Scheduling, set-up, and assistance with all in-person and virtual WATS MPO meetings, WATS MPO committee meetings, and public meetings.
- Provide meeting notices, agendas and meeting materials to WATS Committee members not less than 5 working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings. Continue using electronic distribution of materials to WATS membership/meeting attendees and post on the county website www.lyco.org/wats-mpo
 - **WATS Technical Committee**
 - **WATS MPO Coordinating Committee**
 - **WATS MPO Transit Advisory Committee**
 - **WATS MPO Bicycle & Pedestrian Advisory Committee**
- If the WATS MPO Freight Advisory Committee is formed, provide meeting notices, agendas and meeting materials to WATS Committee members not less than 5 working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings. Continue using electronic distribution of materials to WATS membership/meeting attendees and post on the county website www.lyco.org/wats-mpo
- WATS members to submit agenda materials to LCPC. (Not less than 10 working days prior to meetings.)

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- Assist with the research, evaluation, recommendation, and procurement of supplies and equipment for the WATS MPO.
- Assist with the submission and processing of contractor/vendor invoices for various MPO projects or studies.
- Ensure the WATS MPO has access to PennDOT's SharePoint website for efficient document and information sharing purposes. PennDOT utilizes this site as a resource to provide documents to Planning Partners.
- Ensure space is provided on the county website for PennDOT to share statewide documents (STIP, LRTP, etc...) with the public for review and comment. WATS will continue the use of social media for its public outreach efforts and seek opportunities to expand the use of social media. This and other forms of public outreach for MPO planning documents and other MPO activities are performed in accordance with the WATS MPO Public Participation Plan.
- Administer and maintain the WATS MPO social media pages.
- As appropriate, work with FHWA to implement the new OMB Super Circular requirements, which went into effect December 26, 2014. The Super Circular addresses new requirements for monitoring contractors and sub recipients, allowable costs, etc.
- Prepare and submit the WATS MPO Annual Reports to PennDOT, other planning partners and stakeholder organizations.
- Continue to develop and expand the use of the www.lyco.org, the Lycoming County website, to share planning and programming information and the tenets and requirements of current federal legislation with the public and tribal governments.
- Ensure that WATS is addressing the requirements for Disadvantaged Business Enterprises (DBE) as part of its contracting practices. Refer to the Pennsylvania Unified Certification Program (PA UCP) website at www.paucp.com for a list of certified DBEs. For information regarding the PA UCP or DBE certification, contact the PennDOT Bureau of Equal Opportunity (BEO) at (717) 787-5891 or toll free at (800) 468-4201. Deliverables: A listing of all contracts, including DBE goals established for them, if applicable. The WATS MPO should be able to explain the method used for determining a contract's DBE goal and provide documentation to that effect. For each work program task, including actual payments to DBE firms. For auditing purposes, maintain copies of cancelled checks issued to DBE firms or another appropriate form of payment verification. Utilize the new DBE reporting form and state deliverable dates on a quarterly basis. The DBE form is located on the Office of Planning's SharePoint website under Program Center, Financial / Contract Management, Financial and Contracts. Participate in equal opportunity, non-discrimination and DBE trainings offered by PennDOT, FHWA and FTA. Work with the Bureau of Equal Opportunity and Program Center to provide WATS MPO training on site. WATS will invite other interested local partners (including RVT, STEP and the Williamsport Regional Airport) to participate in these trainings. PennDOT DBE training includes all aspects of 49 CFR Part 26 and is fully consistent with DBE procedures for FTA grantees.
- 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 award of Commonwealth contracts as prime contractors. Please refer to www.dotsbe.pa.gov for more information.
- Where appropriate, work with PennDOT and RVT 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, including performance measures implementation.
- To meet the spirit and intent of Title VI, continue to facilitate opportunities for all populations to participate in the planning and programming process, including minority, non-English speaking and Limited English Proficiency (LEP), and low-income groups. As appropriate, develop communication

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materials to enhance participation of these groups. As needed, procure LEP services within the confines of the WATS UPWP Agreement and state procurement guidelines.

- Support staff development through relevant conferences, workshops, and seminars. Research, register, and attend training events and activities to enhance the abilities of WATS staff to implement the activities described within this work program if not specifically identified within another task.
- Submit all documents for American Planning Association dues, AICP testing and AICP application fees for MPO staff to obtain AICP.
- Attend PennDOT Planning Partners' and other statewide meetings

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Ensure WATS MPO Adoption of FY 2024-2026 UPWP (11/8/2023)
- Submit all documents including Exhibits "2" and "3" and Authorizing Resolution for FY 2024-2026 UPWP Contract Execution (3/14/24)
- Submit WATS Quarterly Progress Reports and Invoices (Within 30 Calendar Days Following Reporting Period)
- Email WATS Meeting Packets to Members (Not Less Than 5 Calendar Days Prior To Meeting)
- Distribute WATS Meeting Minutes to Members (Within 30 Calendar Following Meeting)
- Submit 2022 LCPC/WATS Annual Report to PennDOT 9/30/23
- Submit 2023 LCPC/WATS Annual Report to PennDOT (9/30/24)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA PL	\$53,480	\$53,480	\$106,960
PennDOT Municipal Liquid Fuels (MLF)	\$7,131	\$7,131	\$14,262
Local (Lycoming County)	\$6,239	\$6,239	\$12,478
Total	\$66,850	\$66,850	133,700

Category 5: Supplemental Tasks

Task 5-A: Local Technical Assistance Program (LTAP) Administration

Responsible Agency: Lycoming County PCD

The PennDOT Local Technical Assistance Program, PennDOT LTAP, is part of a national initiative to transfer transportation technology through training, technical assistance, and other customer services to municipal elected officials and their staff. PennDOT LTAP provides technical information and proven technologies to meet the growing demands on municipal governments. In an effort to expand and promote LTAP services to the 52 municipalities within the single county region, WATS proposes to assist PennDOT with facilitating LTAP training during FY 2022-2024.

This planning effort will be undertaken as outlined below:

- Develop a priority-training list that identifies training needs within the municipality. Using the priority-training list, WATS will work with PennDOT to schedule training dates. WATS will then provide a facility for training courses on the selected date(s) of training.
- Advertise training to all 52 municipalities and PennDOT's Municipal Service Representatives through letters, course brochures, emails, etc..., announcing the training dates and locations. All registrations for training courses will be coordinated directly through WATS. Provide PennDOT registration information one week prior to the scheduled course date(s).
- Market the value of PennDOT's LTAP and its long-term impact on the workforce. Provide a mechanism for municipalities to contact WATS with issues that LTAP can assist with by offering training or tech assists and ascertain from the municipalities what format is most beneficial for them to receive local technical assistance.

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- D. Attend county conventions such as the Lycoming County Association of Township Officials and Lycoming-Sullivan Boroughs Association, West Branch COG equipment show, municipal meetings, etc..., as needed to market LTAP services. Utilize the www.lyco.org county website to market LTAP as well.
- E. Participate in an annual LTAP MPO/RPO meeting and other PennDOT meetings as required. Attend LTAP training courses and participate in at least one technical assistance on-site visit in Lycoming County.
- F. Submit quarterly reports detailing all LTAP project activities and expenditures to PennDOT Project Managers. Prepare an annual report that summarizes the evaluations in a report detailing the process used to market LTAP in Lycoming County. Summarize the outcomes and recommendations for future activities with LTAP in Lycoming County.

Major Tasks Previously Completed In FY 2020-2022

- Scheduled, Marketed and Facilitated 8 in-person LTAP Training Courses In Lycoming County
- Marketed 75 LTAP Virtual Courses and Drop-In webinars
- Trained 116 Municipal Officials Attending LTAP Courses In Lycoming County
- Developed LTAP Budget, Travel and Marketing Plans
- Completed LTAP 2020 and 2021 Annual Reports
- Participated In Lycoming County Association of Township Officials, West Branch COG Equipment Shows, and other conferences/events to Market LTAP Programs and Services
- Attended LTAP Annual Planning Partner Meetings
- Participated in Tech Assists With Municipal Officials

Major Tasks To Be Completed in FY 2022-2024

- Continue Identifying Priority Training Needs and Scheduling LTAP Courses
- Continue Promoting LTAP Technical Assistance Offerings and Attending On Site Visits
- Continue Marketing LTAP Through Newsletters, Flyers, Email Alerts, Press Releases, Social Media Posts, Website Content and Attendance At Municipal Conventions and Equipment Shows
- Integrate LTAP With Other Transportation Activities and Programs

Major Deliverables To Be Completed in FY 2022-2024 UPWP

- Issue Municipal Training Needs Survey and Compile Results (12/31/22, 12/31/23)
- Schedule and facilitate 2022 LTAP Training Classes Within Lycoming County (7/31/22)
- Schedule and facilitate 2023 LTAP Training Classes Within Lycoming County (6/30/23)
- Complete Marketing and Other Preparations To Support Strong Municipal Attendance at LTAP Classes (Within 10 Days of Class)
- Work with municipalities to schedule and promote Technical Assistance visits (As needed)
- Attend Tech Assists (As Scheduled)
- Attend Lycoming County Association of Township Officials Spring and Fall Conventions, West Branch COG Equipment Shows, and other conferences/events To Market LTAP (As Scheduled)
- Attend PennDOT LTAP Planning Partner Meetings (As Scheduled)
- Submit LTAP / WATS 2022 and 2023 Annual Reports (By July 31 of Each Year)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA	\$15,000	\$15,000	\$30,000
PennDOT	\$0	\$0	\$0
Local (Lycoming County)	\$0	\$0	\$0
Total	\$15,000	\$15,000	\$30,000

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Task 5-C: Statewide Environmental Justice (EJ) Study

Responsible Agency: Lycoming County PCD

Environmental Justice Study Purpose

To develop a single consistent EJ analysis that can be applied statewide, the South Central MPOs in PennDOT District 8 generated a proposed methodology to evaluate the potential impacts of transportation plans and programs on EJ populations. The South Central PA MPO EJ Study, referred to as the Unified EJ Guide, includes several noteworthy practices adopted from MPOs around the country. As part of the 2021 TIP Environmental Justice Committee After Action Review (AAR), some aspects of the Unified EJ Guide will be modified and will be updated by November 2021.

FHWA PA Division and FTA Region III reviewed the MPO Unified Guide, and identified Core Elements of an effective approach to meet the intent of Executive Order 12898, Environmental Order 5610.2(a), FHWA Order 6640.23A, and FTA's Environmental Justice Circular 4703.1. As part of the 2021 STIP/TIP update, PennDOT and many MPOs/RPOs incorporated this approach into their EJ analysis. For the TIP EJ Analysis, MPOs/RPOs should conduct the following steps:

- Identify low-income and minority populations
- Assess conditions and identify needs
- Develop the draft Program
- Evaluate benefits and burdens of the Program
- Identify and avoid, minimize, or mitigate any disproportionate and adverse impacts

As a continuation of the statewide analysis approach started with the 2021 TIP, Lycoming County Planning Commission will be completed the first two steps (Identification of Low-Income and Minority Populations and assessment of conditions and identification of needs for bridges, pavements and crashes) for all areas of the State for the 2023 TIP update. The results will be made available to each MPO/RPO in the Environmental Justice folder in SharePoint. MPOs/RPOs should work with the PennDOT Districts, CPDM, and WATS MPO to review, discuss and interpret the data and document the benefits and burdens analysis. The burdens and benefits analysis and the identification and addressing of disproportionate and adverse impacts will be unique to each area and examples may be found in the Unified EJ Guide.

Major Study Tasks

- Lycoming County PCD staff will update all environmental justice analyses each year in the spring/early summer whenever the newest US Census Bureau American Community Survey data becomes available.
- Data acquisition and processing. Each year, Lycoming County PCD staff will acquire and process the most recent version of all data sets.
- Lycoming County PCD staff will work collaboratively with other planning partners, PennDOT, and FHWA to identify any additional data sets to be acquired and included in future analyses.
- Lycoming County PCD staff will coordinate with PennDOT and FHWA on the final formatting of the data and informational products to best meet the needs of the Planning Partners for inclusion in their 2025-2027 TIP documentation and other planning products.
- Lycoming County PCD staff will coordinate with PennDOT Central Office and planning partners on uploading data and informational products to Sharepoint and through OneMap.
- Lycoming County PCD staff will participate in multiple virtual meetings/calls with PennDOT, FHWA, and planning partners to explain the analysis methodology and how to best employ informational products.
- Lycoming County PCD staff will make themselves available for one-on-one consultation with staff from other planning partners to assist with interpretation and implementation of environmental justice informational products.

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- Lycoming County PCD staff will amend, revise, or append to the statewide environmental justice analysis methodology, data, and informational products as deemed necessary according to feedback from planning partners, PennDOT, and FHWA.

Environmental Justice Study Data Collection

This analysis was conducted completely on “fresh” data acquired from the below identified sources in April 2021.

Topic	Data Set	Table
Census Block Group Boundaries	US Census Bureau, 2019 State Level Geodatabase for Pennsylvania	
Census County Boundaries	US Census Bureau, 2019 State Level Geodatabase for Pennsylvania	
Race	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	B03002 Hispanic or Latino Origin by Race
Minority	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	B03002 Hispanic or Latino Origin by Race
Low-Income Households	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	B17017 Poverty Status in the Past 12 Months by Household Type by Age of Householder
Low-Income Population	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	S1701 Poverty Status in the Past 12 Months
Minority Populations by Low-Income Status	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	S1701 Poverty Status in the Past 12 Months
Limited English Proficiency (LEP)	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP02 Selected Social Characteristics in the United States
Persons with a Disability	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP02 Selected Social Characteristics in the United States
Elderly (65 years or older)	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP05 ACS Demographic and Housing Estimates
Carless Households	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP04 Selected Housing Characteristics
Computer-less Households	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP04 Selected Housing Characteristics
Internet-less Households	US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates	DP04 Selected Housing Characteristics
Crashes	PennDOT Crash Data	Statewide Crash Data for 2015 , 2016 , 2017 , 2018 , and 2019
Federal Aid Segment Miles	PennDOT RMS	FED_AID_PRIM_IND field = Y
Bridges	PennDOT BMS 2	

All US Census Bureau, 2015-2019 American Community Survey datasets were acquired for all Pennsylvania Counties and for all Pennsylvania Census Block Groups. Relevant columns from the Census tables were extracted

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into a two new tables to produce flat table profiles. These tables were then joined to the relevant Census geography features.

Environmental Justice Study Identifying EJ Populations

Minority and low-income population analysis will be conducted substantially according to the methodology outlines in the South Central Pennsylvania Unified Environmental Justice Process and Methodology document distributed to Planning Partners ahead of the 2021-2024 TIP update cycle. As such, please refer the reader to Appendix A and Appendix B of the South Central Pennsylvania Unified Environmental Justice Process and Methodology for detailed step-by-step recipes of how to bake the data ingredients into an analysis cake. However, this process will differ in one crucial but important aspect that is necessary to allow a statewide uniform analysis.

The process followed for the 2021-2024 program update classified low income and minority population percentages based on natural breaks of the percentages of those populations present within the block groups of each county in Pennsylvania. The result of this was to create a custom classification of symbol intervals for each county. The presence of 67 different interval scales would lead to conducting 67 separate analyses downstream in the workflow.

Instead, we found that when Census block groups were classified into natural breaks intervals based on the **ratio** of census block group minority/low income percentage to county minority/low income percentage (i.e. a ratio of “1” indicates a census block group has the same minority or low income percentage as the county average) that we were able to produce a uniform scale usable across all counties in the state. Additionally, the natural breaks intervals for both minority and low income were very close to more easily interpreted numbers and were rounded off to make life easier for the end users. For example, the natural break for the first interval was a ratio of 0.4922: this was rounded to 0.5 so the interval could be defined as “census blocks with a low income/minority population less than half the county low income/minority population.”

One side effect of this approach is that it resulted in some counties not having all intervals. As an example, based on the data we found interval “5” as being all census block groups with a minority population percentage more than 4 times the county percentage. The result is that any counties with no census block groups that fit that criterion do not have that interval. By standardizing the intervals across the state we are able to make apples-to-apples comparisons between counties and scale the analysis up to larger geographic scales which gives us a stronger analytical product. This should make this product more useful for conducting analysis for multicounty planning partners and across PennDOT districts if we wanted to scale the analysis up to be more regional.

Definition of Minority Population and Low Income Population Concentration

Minority Intervals	Ratio of Minority Population Percentage in Census Block Group to County or Planning Partner Minority Population Percentage
1	Census Block Minority Population Percentage / County or Planning Partner Minority Population Percentage ≤ 0.5 (Census block group minority population percentage less than or equal to half of countywide or regional minority population percentage)
2	Census Block Minority Population Percentage / County or Planning Partner Minority Population Percentage > 0.5 and ≤ 1 (Census block group minority population percentage greater than half and less than or equal to countywide or regional minority population percentage)
3	Census Block Minority Population Percentage / County or Planning Partner Minority Population Percentage > 1 and ≤ 2 (Census block group minority population percentage greater than County Minority Population Percentage and less than or equal to twice the countywide or regional minority population percentage)
4	Census Block Minority Population Percentage / County or Planning Partner Minority Population Percentage > 2 and ≤ 4 (Census block group minority population percentage greater than twice and less than or equal to four times the countywide or regional minority population percentage)
5	Census Block Minority Population Percentage / County or Planning Partner Minority Population Percentage > 4 (Census block group minority population percentage greater than four times the countywide minority population percentage)

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Low Income Intervals	Ratio of Low Income Population Percentage in Census Block Group to County or Planning Partner Low Income Population Percentage
1	Census Block Low Income Population Percentage / County Low Income Population Percentage ≤ 0.5 (Census block group Low Income population percentage less than or equal to half of countywide or regional Low Income population percentage)
2	Census Block Low Income Population Percentage / County Low Income Population Percentage > 0.5 and ≤ 1 (Census block group Low Income population percentage greater than half and less than or equal to countywide or regional Low Income population percentage)
3	Census Block Low Income Population Percentage / County Low Income Population Percentage > 1 and ≤ 2 (Census block group Low Income population percentage greater than County Low Income Population Percentage and less than or equal to twice the countywide or regional Low Income population percentage)
4	Census Block Low Income Population Percentage / County or Planning Partner Low Income Population Percentage > 2 and ≤ 4 (Census block group Low Income population percentage greater than twice and less than or equal to four times the countywide or regional Low Income population percentage)
5	Census Block Low Income Population Percentage / County Low Income Population Percentage > 4 (Census block group minority population percentage greater than four times the countywide minority population percentage)

Assessing Conditions

Assessment of conditions analysis was only conducted for components of the transportation system for which statewide datasets are available (namely pavement conditions of the Federal Aid System, bridges, and reportable crashes). All of these data are freely available from the PennDOT Open Data Portal (<https://data-pennshare.opendata.arcgis.com/>). Additional data that should be considered by planning partners would be walkway networks, transit stops, and bicycle infrastructure. If statewide datasets become available for these components of the state transportation system, they could be easily incorporated into future iterations of the analysis.

To perform the assessment of conditions analysis, two important steps were conducted:

1. A map layer was created from dissolving together block groups of the same interval classification within each county and region for low income and minority concentration. These “interval areas” describe the contiguous areas within a county that fall within the same classification.
2. Transportation assets and crash locations were considered in the analysis of an interval area if located within 50 meters of the boundary of the dissolved interval area. In other words, the dissolved interval areas were buffered 50 meters for the analysis. This would allow the capture of features on the border of block groups or providing access to them.

All analysis was conducted within ArcGIS Pro and any attempt to verify or replicate this analysis would most appropriately begin on that platform. As such, instead of trying to produce a written procedure of the analytical steps the next page shows the ArcGIS Pro model used to daisy chain together the various geospatial processing tools that processed the data. In a general sense, the following aspects of the transportation system were summarized by county and low income and minority concentration interval:

- Federal aid segment miles with “excellent,” “good,” “fair,” “poor,” or “other” pavement condition
- Number and bridge deck area of poor/not poor bridges
- Reportable crashes occurring 2015-2019. The 5-year totals are provided in the data extract and can be divided by 5 to get the average annual amounts. Crashes of the following types were analyzed:
 - Total Crashes

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- Total Persons Involved in Crashes
- All Bicycle Crashes
- Bicycle Crash Fatalities
- Bicycle Crash Suspected Serious Injuries
- All Pedestrian Crashes
- Pedestrian Crash Fatalities
- Pedestrian Crash Suspected Serious Injuries
- All Non-motorized Crashes
- Non-motorized Fatalities
- Non-motorized Suspected Serious Injuries
- All Horse and Buggy Crashes
- Total Crash Fatalities
- Total Crash Suspected Serious Injuries

Statewide Environmental Justice Study Products

The following products will be produced and updated annually upon the release of new US Census American Community Survey 5-year estimates at the census block group level

- Microsoft Excel Workbook with county-level summaries of transportation system conditions summarized by low income and minority population concentration interval as defined above
- County demographic profile data
- Microsoft Excel Workbook with planning partner level summaries of transportation system conditions summarized by low income and minority population concentration interval as defined above
- Microsoft Excel Workbook with PennDOT engineering district level summaries of transportation system conditions summarized by low income and minority population concentration interval as defined above
- County level maps identifying low income and minority populations, displaying minority and low income population concentrations, and overlaying road, bridge, and safety data on the concentration data
- Planning partner level maps identifying low income and minority populations and displaying minority and low income population concentrations
- ArcGIS Pro project files with all base data used in the analyses

Environmental Justice Study Budget

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FHWA State Planning Research (SPR) Funds	\$25,000	\$25,000	\$50,000
Local (Lycoming County)	\$0	\$0	\$0
Total	\$25,000	\$25,000	\$50,000

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Transit Tasks - Lead Agency is River Valley Transit (RVT)

Category 1: Coordination and Economic Development

Task 1-B: Transit Privatization (Private Enterprise Planning)

Responsible Agency: River Valley Transit (RVT)

Coordinate activities between public and private transportation providers to reduce overall operating expenses, meet RVT's established maintenance goal for private sector utilization, and promote potential public / private partnerships

Actions & Procedures:

1. Evaluate existing and potential new service in terms of possible contracting opportunities in order to reduce overall operating expenses. (Ongoing)
2. Coordinate charter activities with local private carrier in response to the revised FTA Charter Service Regulations 49 CFR Part 604 and submit quarterly reports to FTA. (Quarterly)
3. Investigate contracting opportunities for demand responsive carriers to provide complementary paratransit service for RVT to meet the ADA service requirements. (Ongoing)
4. Continue to utilize the private sector in several areas of vehicle maintenance, which have proven to be less costly than if RVT provided the services directly. Meet an established goal of spending at least twenty-five percent (25%) of RVT's maintenance budget on contracts with private enterprise. Continue to work with the private sector in terms of CNG technology on RVT's CNG transit vehicles. (Ongoing)
5. RVT will continue to work with PennDOT in support of the PennDOT Connects initiative on transit friendly development projects through continuing, cooperative, and comprehensive planning processes with public and private entities. (Ongoing)
6. RVT will explore transportation demand management strategies and encourage local municipalities and private sector participation in identifying measures to reduce traffic congestion. (Ongoing)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$1,600	\$1,600	\$3,200
Local (City of Williamsport)	\$400	\$400	\$800
Total	\$2,000	\$2,000	\$4,000

Task 1-D: Marketing and Economic Development

Responsible Agency: River Valley Transit (RVT)

Create marketing plans for the fixed route system, the ADA complementary paratransit service and the Williamsport Historic Trolleys to encourage additional ridership and improve the public awareness of mass transportation. Design and implement campaigns and events that include promotion on many social media platforms to encourage additional interaction and public input and participation in River Valley Transit's operations. Outreach opportunities will be developed to be more involved in the community.

Actions & Procedures:

1. RVT continues to promote our public image and expanded range of services to attract new passengers and improve overall ridership. Marketing initiatives include timely updating and continued maintenance of RVT's website, Digital screen advertising for bus service promotion,

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- integrating social media with Avail Technologies FRITS system, developing a social media strategy, updating RVT’s outreach programs, and creation of an annual ride guide publication. (Ongoing)
2. RVT will continue to enhance communication strategies by expanding the use of our website (www.ridervt.com) and other social media outlets to expand and improve public participation activities to ensure that all stakeholders have the opportunity to become involved in RVT’s planning and programming process including RVT’s UPWP, TIP, Six-Year Capital Improvement Program, ADA, DBE, Title VI programs as well as provide opportunities to request reasonable accommodations. (Ongoing)
 3. Continue to promote and update RVT’s “My Ride” app, which provides bus passengers with real-time information about bus arrival and departure times at individual bus stops via online connections. (Ongoing)
 4. To better accommodate LEP patrons, RVT will continue to develop communication strategies to expand and improve activities to ensure that all stakeholders have the opportunity to become involved in RVT’s planning and programming process. RVT will analyze Census track statistical data on patrons’ race, sex, national origin/limited English, age, disability, income, etc. to properly market activities to meet the needs of our customers. (Ongoing)
 5. RVT will evaluate past promotional activities for the fixed route service, as well as, the marketing campaigns for bus service including Williamsport Historic Trolleys, Little League World Series, Lycoming County Fair, MLB Games, and City of Williamsport’s Recreation Department. (Ongoing)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$8,000	\$8,000	\$16,000
Local (City of Williamsport)	\$2,000	\$2,000	\$4,000
Total	\$10,000	\$10,000	\$20,000

Task 1-E: Financial Capacity Planning

Responsible Agency: River Valley Transit (RVT)

Utilize RVT’s accounting/financial management system and non-financial (operating) management information system to monitor RVT’s financial capacity and develop an ongoing financial plan.

Actions & Procedures:

1. Develop a long-term financial strategy to reduce operating expenses and improve financial sustainability. Evaluate RVT’s current financial stability utilizing system wide data collected and the anticipated levels of federal, state, and local funding for the next four years. This assessment will include transit costs (capital, operating, and maintenance, modernization) to use in making service decisions. (12/31/2022 & 12/31/2023)
2. RVT will review our fare adjustment policy and evaluate current farebox recovery levels to identify an optimal price point for passenger fares and discounted fare media. (Ongoing)
3. RVT will pursue new federal funding sources through MAP-21 opportunities and other discretionary transportation grant opportunities, as well as, state, local and other alternative funding sources for the funding of fixed route public transportation service. (Ongoing)
4. To reduce costs and increase employee efficiency, RVT will increase the utilization of web-conferencing, webinars, and other electronic outreach methods in meeting public participation, as well as, employee training. (Ongoing)

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5. RVT intends to deploy a comprehensive fleet management program to replace numerous systems including fuel management, inventory management, building maintenance and procurement management. This program will streamline various processes and procedures increasing employee efficiency and bridging antiquated tasks between operations, maintenance and finance. (12/31/2022)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$9600	\$9,600	\$19,200
Local (City of Williamsport)	\$2,400	\$2,400	\$4,800
Total	\$12,000	\$12,000	\$24,000

Category 2: Transportation Infrastructure

Task 2-A: Transit Programming

Responsible Agency: River Valley Transit (RVT)

Maintain and preserve RVT's existing transit facilities and services consistent with WATS Long Range Plan policies and economic development efforts.

Actions & Procedures:

1. Pursue projects listed on RVT's FFY 2022-2025 Transportation Improvement Program (TIP) for Transit, which includes Capital, Planning, and Operating Assistance programs and amend the current TIP when necessary. (Ongoing)
2. RVT will develop a FFY 2023-2028 TIP for review and approval by the WATS Technical and Coordinating Committees. (9/30/2022)
3. Develop a six-year capital improvement program (2021-2026) for approval by the various funding sources to be included in the 2022 & 2023 Performance Report and Plan Updates. (06/30/2023 & 6/30/2024)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$800	\$800	\$1,600
Local (City of Williamsport)	\$200	\$200	\$400
Total	\$1,000	\$1,000	\$2,000

Task 2-D: Public Transit Data (Short-Range Planning)

Responsible Agency: River Valley Transit (RVT)

Update RVT's time series data, ADA paratransit service data, operating data for each individual route and complete the annual National Transit Database Report.

Actions & Procedures:

1. Collect ridership data from the FRITS program, which provides real-time analysis of farebox data and streamlines the retrieval of farebox data, to determine ridership levels on all RVT routes and provide a detailed examination of the efficiency, productivity, and financial performance on an individual route basis. (12/31/2022 & 12/31/2023)

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2. Collect monthly ADA paratransit passenger data. (Ongoing)
3. Compile the necessary statistical information needed to complete RVT's annual National Transit Database Report for FY 2022 and FY 2023. (10/30/2022 & 10/30/2023)
4. RVT will utilize PennDOT's Capital Planning Tool (CPT) asset management system to manage RVT's assets that include rolling stock, facilities, and equipment. This system was designed to make it easier for the Bureau of Public Transit and transit agencies to share and exchange information related to assets, projects, funding, and grants. (Ongoing)
5. RVT will annually certify that all data reported is accurate by performing quality/accuracy checks of data used to calculate Act 44 grant awards. RVT will have procedures in place to test and analyze data for quality/accuracy prior to submission into dotGrants. (12/31/2022 & 12/31/2023)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$4,000	\$4,000	\$8,000
Local (City of Williamsport)	\$1,000	\$1,000	\$2,000
Total	\$5,000	\$5,000	\$10,000

Category 3: Long Range Planning

Task 3-B: ADA Planning

Responsible Agency: River Valley Transit (RVT)

Maintain full compliance with the Americans with Disabilities Act of 1990 and DOT regulations and assure that the ADA paratransit service is responsive to the needs of its intended clients.

Actions & Procedures:

1. Continue to meet periodically throughout the fiscal year with the WATS Transit Advisory Committee to provide guidance, assistance, and oversight at a policy level to RVT, STEP, Lycoming County and the WATS Technical and Coordinating Committees in the interest of assuring effective and equitable paratransit service for persons with disabilities. The Transit Advisory Committee will review all transportation related projects and services to provide public involvement and outreach to all stakeholders in the transportation planning process, as well as, rating the transportation service being provided. (Ongoing)
2. Continue to maintain informal consultation and outreach activities regarding ADA on an ongoing basis and be responsible for (1) certifying ADA eligible clients, (2) coordinating scheduling and service delivery with STEP, (3) monitoring ridership and operating expenses on a monthly basis, and (4) providing liaison with social service agencies and advocacy groups concerning all transportation services provided by RVT to disabled patrons. (Ongoing)
3. Conduct a lift use survey in which the operators record the number of times they operate the wheelchair lift/ramp during the day. (05/31/2023 & 5/31/2024)
4. Execute a service delivery contract for operating RVT+ complementary paratransit service, if required. (8/1/2022 & 8/1/2023)
5. Disseminate brochures and provide information on the website regarding RVT+ to individuals and relevant organizations, counseling with individual clients and in some cases with social service agencies about particular needs of certain clients, and resolving questions and complaints regarding ADA related services. (Ongoing)

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6. Provide voter registration opportunities for individuals with disabilities in compliance with the National Voter Registration Act of 1993 (“motor voter law”) and the 1995 Pennsylvania Voter Registration Act. (Ongoing)
7. Continue to coordinate with STEP on the ADA paratransit service. (Ongoing)
8. Continue informal consultation and outreach activities regarding services for persons with disabilities. (Ongoing)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$2,400	\$2,400	\$4,800
Local (City of Williamsport)	\$600	\$600	\$1,200
Total	\$3,000	\$3,000	\$6,000

Task 3-C: Transportation Development Plan Update (Long-Range Planning)

Responsible Agency: River Valley Transit (RVT)

Monitor and update River Valley Transit’s (RVT’s) 2023 and 2024 Performance Report and Plan Updates in terms of the overall system performance, capital improvements, service regionalization plan and the maintenance program.

Actions & Procedures:

1. Complete RVT’s 2022 and 2023 Performance Report and Plan Updates to monitor RVT’s operations and performance on an ongoing basis, identify trends and issues that may affect the system in the future, and to analyze options for preserving and enhancing public transportation in the Williamsport area. (12/31/2022 & 12/31/2023)
2. Conduct annual customer service satisfaction surveys to receive data and identify common trends in customer satisfaction and dissatisfaction to identify potential service improvements. Utilize data from Avail Technologies *F.R.I.T.S. (Fixed Route Intelligent Transportation System)* technology platform to track usage patterns and monitor current route KPI to identify inefficiencies and low performing routes. Seek and evaluate alternative Fixed Route Transit models including Micro-Transit corridors to replace low performing standard fixed route service. (06/30/2023 & 06/30/2024)
3. RVT will work on the action items identified in PennDOT’s most recent Act 44 Performance Review Report including the identification of an active governing body, whether through the City of Williamsport or establishing an independent authority. RVT will develop a new 5-year Strategic Plan that provides definitive roles of RVT as public transit provider, identifies strategic goals and objectives for long-term financial sustainability and community buy-in, establishes performance measures for development of future strategic goals and identifies Management roles and responsibilities for implementation of the plan. (6/30/2023 & 06/30/2024)
4. RVT will analyze various congestion management strategies, which include, encouraging greater use of transit services by all transportation users, establishing and promoting park-n-ride facilities from regional areas and urban fringe areas and investigate the feasibility of alternative fixed route service models. RVT will continue to work with surrounding counties to develop and implement regional connector routes to major employers and healthcare facilities to the west and south of Lycoming County. (Ongoing)
5. RVT will work with FTA and PennDOT to implement MAP-21 and Act 44 provisions including performance management measures and targets, as well as, updating RVT’s long-range transportation plan and WATS MPO Long-Range Transportation Plan. (Ongoing)
6. RVT will update our six-year capital improvement program (2023-2028) to ensure a high level of quality service including the continued operation of the compressed natural gas (CNG) fueling facility and the

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continual purchase of CNG transit vehicles. RVT's Fixed Route rolling stock will be 98% CNG fueled by FY24. RVT will continue to work with the PA Department of Environmental Protection to monitor and evaluate greenhouse gas emissions in our service area and apply for AFIG grants when applicable. (12/31/2023)

7. RVT will schedule semi-annual public transit advisory committee meetings to provide the public an opportunity to participate in the development of all transportation program and services provided by RVT. RVT will continue to develop communication strategies by expanding the use of our website (www.ridervt.com) and other social media outlets to improve our public participation activities. This is to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process including RVT's UPWP, TIP, Six-Year Capital Improvement Program, ADA, DBE and Title VI programs. (Ongoing)
8. RVT will coordinate transportation needs with STEP, Inc. including the provision of ADA paratransit service to maintain compliance with the Americans with Disabilities Act (ADA). (Ongoing)
9. In terms of transit regionalization, RVT will continue to manage the Endless Mountains Transportation Authority (EMTA), Bradford, Sullivan, and Tioga counties fixed route and shared ride provider. RVT will continue participation in the Central PA Transportation Coalition, a regional transit study committee working to provide connectivity among communities in Columbia, Lycoming, Northumberland, Snyder, Montour, and Union Counties. RVT will continue to participate in seeking alternative transportation solutions for Clinton County and Transportation performance measures will be developed and evaluated annually for any pilot service (Ongoing)
10. RVT will continue to update our FTA Title VI Program to remain in compliance with FTA regulations. To better accommodate LEP patrons, RVT will develop communication strategies to expand and improve activities to ensure that all stakeholders have the opportunity to become involved in RVT's planning and programming process. RVT's Title VI Program includes non-English speaking and Limited English Proficiency (LEP) and low-income groups. (Ongoing)
11. RVT will continue to update our FTA approved DBE Program to remain in compliance. RVT's DBE Plan will be renewed with the beginning of FY2023. This DBE Plan contains a Small Business Participation Element and utilizes the Pennsylvania Unified Certification Program (PA UCP). RVT will continue to report DBE utilization semi-annually to FTA. (Ongoing)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$30,000	\$30,000	\$60,000
Local (City of Williamsport)	\$7,500	\$7,500	\$15,000
Total	\$37,500	\$37,500	\$75,000

Category 4: Program Management

Task 4-B: Safety and Drug Control Planning

Responsible Agency: River Valley Transit (RVT)

Maintain compliance with the Omnibus Employee Testing Act of 1991 and Public Transportation Safety Plan requirements.

Actions & Procedures:

1. Maintain compliance with the FTA's Omnibus Transportation Employee Testing Act of 1991 as outlined in regulations 49 CFR Part 655 and 40, which includes Pre-Employment, Reasonable Suspicion, Random, Post-Accident, Return-to-Duty, and Follow-up. (Ongoing)

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2. Maintain RVT's Public Transportation Agency Safety Plan as required by 49 CFR Part 673. This includes a top down, organizational wide approach to managing safety risk and ensuring the effectiveness of a transit agency's safety risk mitigation. (Ongoing)
3. Continue to acquire safety and security equipment on RVT transit vehicles and facilities as part of RVT's policies related to the transit-related terrorism act. Utilize available training programs from TSA for Bus Operations and Supervisors. (Ongoing)
4. RVT will continue to participate with PennDOT on safety planning activities related to highway and traffic improvements in Lycoming County and surrounding areas. (Ongoing)

BUDGET

Funding Source	FY 2022-2023	FY 2023-2024	TOTAL
FTA Metropolitan Planning Program (MPP)	\$1,600	\$1,600	\$3,200
Local (City of Williamsport)	\$400	\$400	\$800
Total	\$2,000	\$2,000	\$4,000

Appendices

- [Appendix A: WATS Bylaws](#)
- [Appendix B: List of Acronyms](#)
- [Appendix C: Resources used to develop planning priorities](#)
- [Appendix D: Combined PCD/RVT Budget Tables](#)
- [Appendix E: Cost Allocation Plan](#)
- [Appendix F: WATS Salary Schedule](#)
- [Appendix G: Summary of Public Comments](#)

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APPENDIX A: WATS Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1: The name of the organization shall be the Williamsport Area Transportation Study, (WATS) Metropolitan Planning Organization, (MPO) hereinafter referred to as the WATS MPO.

Section 2: The purpose of the WATS MPO shall be to serve as the official transportation planning organization for the County of Lycoming, designated by the Governor of the Commonwealth of Pennsylvania under current and applicable federal laws and regulations. The entire geographical coverage area of the County of Lycoming, PA shall be defined as the planning area. Such federal laws and regulations establish five core functions of an MPO that include the following:

1. Establish a setting: Establish and manage a fair and impartial setting for effective regional decision-making in the planning area.
2. Identify and evaluate alternative transportation improvement options: Use data and planning methods to generate and evaluate alternatives. Planning studies and evaluations are included in the MPO Unified Planning Work Program, (UPWP).
3. Prepare and maintain a Metropolitan Transportation Plan: Develop and update a long range transportation plan for the planning area covering a planning horizon of at least 20 years that fosters: (1) Mobility and access for people and goods, (2) Efficient system performance and preservation, and (3) Good quality of life.
4. Develop a Transportation Improvement Program (TIP): Develop a short-range (four-year) program of transportation improvements based on the long-range transportation plan. The TIP should be designated to achieve the area's goals, using spending, regulating, operating, management and financial tools.
5. Involve the public: Continually involve the general public and other affected constituencies in the essential functions listed above.

ARTICLE II: MEMBERSHIP

Section 1: The parties hereby establish the governing body of the WATS MPO as the Coordinating Committee. The Coordinating Committee shall consist of eleven (11) voting members, as follows:

- PennDOT Engineering District 3-0 Executive
- PennDOT Deputy Secretary for Planning
- Lycoming County Commissioner
- Lycoming County Commissioner
- Mayor, City of Williamsport
- Council Member, City of Williamsport
- River Valley Transit General Manager
- SEDA-COG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Representative
- Lycoming County Boroughs Representative

The PennDOT Engineering District 3-0 Executive shall serve as Chair of the Coordinating Committee.

The Coordinating Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual(s) serving on the Coordinating Committee as their voting member(s) at the beginning of each calendar year and provide written documentation to the WATS MPO Chairman for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated voting member in the case where the designated voting member is unable to attend a specific meeting.

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At the final scheduled public meeting within a calendar year, the Coordinating Committee will set a public meeting schedule for the upcoming year. Prior to this meeting, the WATS Secretary will contact all Lycoming County boroughs and solicit interest in participating in the committee in the upcoming year. The WATS Secretary will present the interested boroughs and a recommendation to the WATS Technical Committee who will nominate a borough to represent the interests of all boroughs in the county to serve on the WATS Coordinating Committee. The WATS Coordinating Committee will then vote on whether to accept the recommendation of the WATS Technical Committee. A borough shall not serve as a representative on the WATS Coordinating Committee in consecutive years unless no other boroughs indicate interest. The selected borough will be responsible for designating the individual representing them on the committee. If, for any reason, the WATS Technical Committee and WATS Coordinating Committee are unable to complete this procedure at the final meeting of a calendar year the committees will complete the appointment procedure at the next practical public meeting times. The previously appointed borough will continue to serve until reappointed or another borough is appointed.

Section 2: In addition to the 11 voting members, the Coordinating Committee shall include four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- US Department of Housing and Urban Development
- PA Department of Community and Economic Development

Non-voting members of the Coordinating Committee shall receive WATS MPO reports and meeting notices and agendas, shall be entitled to participate in WATS MPO discussions, but shall serve without vote.

Section 3: The parties hereby establish a Technical Committee, which shall provide recommendations to the Coordinating Committee for approval related to transportation strategies, plans and projects, using technical analysis, specialized knowledge, and citizen input on specific issues. The Technical Committee shall consist of seven (7) voting members, as follows:

- PennDOT Center for Program Development and Management Representative
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit General Manager
- Williamsport Regional Airport Executive Director
- City of Williamsport Engineer/Community Development Director

The PennDOT Center for Program Development and Management Representative shall serve as Chair of the Technical Committee. The Technical Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual serving on the Technical Committee as their voting member at the beginning of each calendar year and provide written documentation to the WATS MPO Chairman for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

At the final scheduled public meeting within a calendar year, the Technical Committee will set a public meeting schedule for the upcoming year.

Section 4: In addition to the 7 voting members, the Technical Committee shall include four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration

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- PA Department of Community and Economic Development
- Fullington Trailways Company

Non-voting members of the Technical Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

Section 5: The WATS MPO Coordinating Committee may establish advisory committees, ad hoc work groups, special purpose task forces or steering committees to gather specialized experience, technical advice and input that may be needed to help carry forth transportation planning related activities under the jurisdiction of the WATS MPO transportation planning process. The WATS MPO has established a Transit Advisory Committee that is comprised of WATS members, transit providers and various social service organizations to provide input and recommendations to the WATS MPO on public transit issues and needs in Lycoming County. The WATS MPO has also established a Bicycle and Pedestrian Advisory Committee comprised of public officials and private organizations and consumers to provide input and recommendations to the WATS MPO on bicycle and pedestrian safety and mobility needs in Lycoming County.

Section 6: The WATS MPO has established a Transit Advisory Committee that is comprised of WATS members, transit providers and various social service organizations to provide input and recommendations to the WATS MPO on public transit issues and needs in Lycoming County.

Section 7: The WATS MPO has also established a Bicycle and Pedestrian Advisory Committee comprised of public officials and private organizations and consumers to provide input and recommendations to the WATS MPO Coordinating Committee and Technical Committee on bicycle and pedestrian safety and mobility needs in Lycoming County.

The Bicycle and Pedestrian Advisory Committee shall consist of eleven (11) voting members, as follows:

- Lycoming County Planning and Community Development Department Representative
- PennDOT District 3-0 Representative
- PennDOT Center for Program Development and Management Representative
- Lycoming County Health Improvement Coalition Representative
- Susquehanna Valley Velo Club
- Williamsport Bicycle Club
- PTA/PTO president from a Lycoming County school district school
- River Valley Transit
- STEP, Inc. Office of Aging
- Lycoming College
- Pennsylvania College of Technology

In addition to the 11 voting members, the Bicycle and Pedestrian Advisory Committee shall include six (6) non-voting members, as follows:

- SEDA-COG MPO
- Federal Highways Administration
- PennDOT Bicycle Pedestrian Coordinator
- Pennsylvania Department of Conservation and Natural Resources, Recreation and Parks Regional Advisor
- Lycoming County Association of Township Officials Coordinating Committee Representative
- Lycoming County Boroughs Representative

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Bicycle and Pedestrian Advisory Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

Non-voting members of the Bicycle and Pedestrian Advisory Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

ARTICLE III. AUTHORITY

Section 1: It shall be the duty and responsibility of the WATS MPO to direct and control the policies and objectives of the transportation planning and programming process, with due regard to the requirements and recommendations of its represented agencies of government, in order to accomplish and maintain the WATS MPO's eligibility for federal and state transportation funds, and help implement the WATS MPO Long Range Transportation Plan, Transportation Improvement Program and other plans and programs under WATS MPO responsibility.

Section 2: Actions of the WATS MPO shall be by a majority vote of designated voting members or their alternates present at a publicly held meeting and entitled to vote, provided that a quorum is present at the beginning of the meeting. For the Coordinating Committee, a voting quorum shall be met with six (6) voting members or their alternates present at the public meeting. For the Technical Committee, a voting quorum shall be met with four (4) voting members or their alternates present at the public meeting. In the event of a tie vote, the Chairman of each respective committee casts the tie-breaking vote within that committee. As such, the Chair of each respective committee is counted as part of a quorum. No quorum is necessary to convene meetings of advisory committees unless determined by the Coordinating Committee.

Section 3: On occasions when formal actions need to be expedited without convening a public meeting, an electronic mail ballot and / or phone ballot may be conducted in accordance with the WATS MPO approved Public Participation Plan. The Lycoming County Planning and Community Development Department staff will determine the appropriateness of the voting technique used to poll WATS voting members. The result of the vote will not be considered valid until a voting majority has been obtained. All WATS voting members will be afforded five business days to review information provided and cast their vote. The Lycoming County Planning and Community Department Staff will notify all WATS voting members of the result. The voting action will be re-affirmed by vote at the next regularly scheduled WATS MPO public meeting.

Section 4: The WATS MPO may recess into executive session only for purposes authorized under the PA Open Records Act and shall be conducted in the manner prescribed by the Act.

ARTICLE IV: PROVISIONS

Section 1: Vacancies on the WATS MPO Coordinating or Technical Committees shall be filled by an appointment by the responsible member organization, as more fully discussed in Article II – Membership.

Section 2: Removal of any member, or their representative, of the WATS MPO Coordinating Committee or the Technical Committee, due to failure to attend meetings, or for other reasons, shall be at the discretion of the appointing authority. Absence from three (3) consecutive meetings or less than 50% attendance over a twelve (12) month period will result in a letter being issued by the WATS Coordinating Committee Secretary to the appointing authority apprising them of the situation.

ARTICLE V: ADMINISTRATIVE DUTIES

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Section 1: The administrative duties of the WATS MPO shall be conducted by the Lycoming County Planning and Community Development Department. The primary staff contact for the Department on WATS MPO administrative matters shall be the Lycoming County Transportation Supervisor who will act as WATS Secretary.

Section 2: The Lycoming County Planning and Community Development Department shall be responsible for the following primary WATS MPO administrative duties.

- Develop and conduct all transportation planning work tasks contained in the WATS MPO approved Unified Planning Work Program contract that is executed between the County of Lycoming and PennDOT. The County of Lycoming may subcontract with the City of Williamsport to perform the Federal Transit Administration funded UPWP transit planning work tasks undertaken by River Valley Transit.
- Schedule, publicly advertise and convene all WATS MPO public meetings, as needed, in accordance with the PA Open Records Law and WATS MPO approved Public Participation Plan. All official business of the WATS MPO will take place at publicly advertised meetings to ensure opportunity for public comment. Prepare and distribute meeting agendas and related materials for review by WATS MPO members no later than 5 calendar days prior to the public meeting. Prepare meeting minutes for distribution to WATS MPO members for review no later than 15 calendar days following the public meeting. WATS MPO will generally convene public meetings on a quarterly basis (once every three months) at the Lycoming County Commissioners Board Room, Lycoming County Executive Plaza, 330 Pine Street, Williamsport, PA 17701. Exceptions as to meeting dates, times and locations may be considered in order to provide timely response to actions related to WATS MPO duties and responsibilities.
- Ensure that all WATS MPO adopted plans, programs and policies are implemented.
- The WATS MPO website will be maintained at www.lyco.org.
- All WATS MPO administrative records and files shall be maintained at the Lycoming County Planning and Community Development Department, 48 West Third Street, Williamsport, PA 17701.
- WATS MPO administrative related costs borne by the County of Lycoming and the City of Williamsport shall be reimbursable in accordance with the WATS MPO approved UPWP related contract terms and conditions executed between the County of Lycoming, PennDOT and City of Williamsport.

ARTICLE VI. AMENDMENT

Proposed amendment to these bylaws shall be reviewed by the WATS Technical Committee and then distributed to the WATS MPO Coordinating Committee for an official vote of approval by a voting majority of members present at a publicly advertised meeting convened by the WATS MPO where a voting quorum is achieved.

These foregoing bylaws were adopted by the WATS MPO Coordinating Committee at a public meeting held the 25th day of January 2021.

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Williamsport Area Transportation Study MPO and River Valley Transit

APPENDIX B: List of Acronyms

AADT: Annual Average Daily Traffic
AASHTO: American Association of State Highway and Transportation Officials
ACM: Agency Coordination Meeting
ADA: Americans with Disabilities Act of 1990
ADT: Average Daily Traffic
ACS: American Community Survey
AIP: Airport Improvement Program
ALP: Airport Layout Plan
APA: American Planning Association
ARFF: Aircraft Rescue and Firefighting
ARLE: Automated Red Light Enforcement
ATCT: Air Traffic Control Tower
BMP: Best Management Practice
BMS: Bridge Management System
CBD: Central Business District
CCAP: County Commissioners Association of Pennsylvania
CFMP: Comprehensive Freight Management Plan
CMA: Congestion Management Agency
CMAQ: Congestion Mitigation and Air Quality
CMP: Congestion Management Process
CNG: Compressed Natural Gas
COFC: Container on Flat Car
CSVT: Central Susquehanna Valley Transportation Project
DCED: Department of Community and Economic Development
DCNR: Department of Conservation and Natural Resources
DEP: Department of Environmental Protection
DOI: Decade of Investment
DVMT: Daily Vehicle Miles Traveled
ECMS: Engineering and Construction Management System
EJ: Environmental Justice
EMC: Emergency Management Coordinator
ENS: Emergency Notification System
EOC: Emergency Operations Center
EOP: Emergency Operations Plan
EPA: Environmental Protection Agency
FAA: Federal Aviation Administration
FAST: Fixing America's Surface Transportation Act
FBO: Fixed Base Operator
FD: Final Design
FEMA: Federal Emergency Management Agency
FFY: Federal Fiscal Year
FHWA: Federal Highways Administration
FRA: Federal Railroad Administration
FTA: Federal Transit Administration
GIS: Geographic Information Systems
GWA: Greater Williamsport Alliance Planning Area
HAT: Height Above Terrain
HOP: Highway Occupancy Permit

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HPMS: Highway Performance Monitoring System
HSIP: Highway Safety Improvement Program
ILS: Instrument Landing System
ISTEA: Intermodal Surface Transportation Efficiency Act
IRI: International Roughness Index
ITE: Institute of Transportation Engineers
ITS: Intelligent Transportation System
JACIP: Joint Automated Capital Improvement Program
JRA: Joint Rail Authority (SEDA-COG)
LCPC: Lycoming County Planning Commission
LEP: Limited English Proficiency
LOLD: Letter of Local Determination
LOS: Level of Service
LPN: Linking Planning & NEPA
LRTP: Long Range Transportation Plan
LTAP: Local Technical Assistance Program
LUTED: Land Use, Transportation, and Economic Development
LVRR: Lycoming Valley Railroad
MALSR: Medium Intensity Approach Lighting System
MAP-21: Moving Ahead for Progress in the 21st Century Act
MATP: Medical Assistance Transportation Program
MLF: Municipal Liquid Fuels Program
MOU: Memorandum of Understanding
MPC: Municipalities Planning Code
MPMS: Multimodal Project Management System
MPO: Metropolitan Planning Organization
MSA: Metropolitan Statistical Area
MTF: Multimodal Transportation Fund
NACTO: National Association of City Transportation Officials
NAICS: North American Industry Classification System
NBIS: National Bridge Inspection Program
NEPA: National Environmental Policy Act
NHPP: National Highway Performance Program
NHS: National Highway System
NIMS: National Incident Management System
NPIAS: National Plan of Integrated Airport Systems
NPS: Nonpoint Source
NWI: National Wetlands Inventory
OPI: Overall Pavement Index
P3: Public Private Partnership
PAC: Program Advisory Committee
PAPI: Precision Approach Indicators
PAT: Planning Advisory Team
PCT: Pennsylvania College of Technology
PE: Preliminary Engineering
PEMA: Pennsylvania Emergency Management Agency
PennDOT: Pennsylvania Department of Transportation
PHMC: Pennsylvania Historical & Museum Commission
PNDI: Pennsylvania Natural Diversity Inventory
PPP: Public Participation Plan

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Williamsport Area Transportation Study MPO and River Valley Transit

PSAB: Pennsylvania State Association of Boroughs
PSATS: Pennsylvania State Association of Township Supervisors
PSP: Pennsylvania State Police
PUC: Pennsylvania Public Utility Commission
RAISE: Rebuilding American Infrastructure with Sustainability and Equity
RLR: Rail Line Relocation and Improvement
RMS: Roadway Management System
ROP: Regional Operations Plan
ROW: Right of Way
RPO: Rural Planning Organization
RRIF: Railroad Rehabilitation & Improvement Financing
RTAP: Rail Transportation Assistance Program
RVT: River Valley Transit
SAFETEA-LU: Safe, Accountable, Flexible, Efficient, Transportation Equity Act - A Legacy For Users
SD: Structurally Deficient
SEDA-COG: Susquehanna Economic Development Association Council of Governments
SHSP: Strategic Highway Safety Plan
SOV: Single Occupancy Vehicle
STAMPP: Systematic Techniques to Analyze and Manage PA Pavements
STC: State Transportation Commission
STIP: Statewide Transportation Improvement Program
STP: Surface Transportation Program
TAP: Transportation Alternatives Program
TEA-21: Transportation Equity Act for the 21st Century
TIA: Transportation Impact Assessment
TIS: Transportation Impact Study
TIP: Transportation Improvement Program
TMA: Transportation Management Area
TMDL: Total Maximum Daily Load
TOFC: Trailer on Flat Car
TRB: Transportation Research Board
TSA: Transportation Security Administration
TSMO: Transportation System Management & Operations
TYP: Twelve-Year Program
UPWP: Unified Planning Work Program
USDOT: United States Department of Transportation
VASI: Visual Approach Slope Indicators
VMT: Vehicle Miles Traveled
WATS: Williamsport Area Transportation Study

Unified Planning Work Program, Fiscal Years 2022-2024

Williamsport Area Transportation Study MPO and River Valley Transit

APPENDIX C: Resources used to develop planning priorities

United States federal government planning priorities

United States Department of Transportation, Federal Highways Administration. [MAP-21](#).

United States Department of Transportation, Federal Highways Administration. [Fixing America's Surface Transportation Act or "FAST Act"](#).

Pennsylvania statewide planning priorities

PennDOT. [PA On Track – Statewide Long Range Transportation Plan](#).

PennDOT. [Strategic Highway Safety Plan](#).

PennDOT. [Comprehensive Freight Movement Plan](#).

Lycoming County local planning priorities

Lycoming County Department of Planning and Community Development. [Lycoming County Comprehensive Plans](#).

Lycoming County Department of Planning and Community Development. [Recreation, Parks, Open Space & Greenway Plan](#).

Lycoming County Department of Planning and Community Development. [Lycoming County Hazard Mitigation Plan](#).

Williamsport Area Transportation Study MPO. [Moving in the Right Direction: Long Range Transportation Plan 2018-2038](#).

SEDA-COG MPO and Williamsport Area Transportation Study MPO. [Coordinated Public Transit-Human Services Transportation Plan](#)

Unified Planning Work Program, Fiscal Years 2022-2024

Williamsport Area Transportation Study MPO and River Valley Transit

APPENDIX D: Combined PCD/RVT Budget Tables

The budget for WATS work program tasks in fiscal year 2022-2023 will be as follows:

WATS Work Program Tasks	FY 2022-2023					TOTAL
	FHWA PL (80%)	PennDOT MLF (10.6667%)	Local (9.3333%)	FTA MPP (80%)	Local (20%)	
CATEGORY 1: Coordination and Economic Development	\$20,720	\$2,762	\$2,418	\$19,200	\$4,800	\$49,900
1-A Transportation Partnerships	\$4,000	\$533	\$467	\$0	\$0	\$5,000
1-B :Transit Privatization (Private Enterprise Planning)	\$0	\$0	\$0	\$1,600	\$400	\$2,000
1-C Coordination	\$16,000	\$2,133	\$1,867	\$0	\$0	\$20,000
1-D: Marketing and Economic Development	\$0	\$0	\$0	\$8,000	\$2,000	\$10,000
1-E: Financial Capacity Planning	\$0	\$0	\$0	\$9,600	\$2,400	\$12,000
1-F Project Needs Studies	\$720	\$96	\$84	\$0	\$0	\$900
CATEGORY 2: Transportation Infrastructure	\$7,600	\$1,013	\$887	\$4,800	\$1,200	\$15,500
2-A Transit Programming	\$0	\$0	\$0	\$800	\$200	\$1,000
2-B Highway Programming	\$3,600	\$480	\$420	\$0	\$0	\$4,500
2-C Air Quality Monitoring	\$640	\$85	\$75	\$0	\$0	\$800
2-D: Public Transit Data (Short Range Planning)	\$0	\$0	\$0	\$4,000	\$1,000	\$5,000
2-E HPMS Samples	\$3,360	\$448	\$392	\$0	\$0	\$4,200
CATEGORY 3: Long Range Planning	\$83,200	\$11,094	\$9,706	\$32,400	\$8,100	\$144,500
3-A Long Range Planning	\$80,000	\$10,667	\$9,333	\$0	\$0	\$100,000
3-B: ADA Transit Planning	\$0	\$0	\$0	\$2,400	\$600	\$3,000
3-C: Transportation Development Plan Update (Long-Range Planning)	\$0	\$0	\$0	\$30,000	\$7,500	\$37,500
3-D Highway Designation	\$3,200	\$427	\$373	\$0	\$0	\$4,000
CATEGORY 4: Program Management	\$53,480	\$7,131	\$6,239	\$1,600	\$400	\$68,850
4-A WATS MPO Administration	\$53,480	\$7,131	\$6,239	\$0	\$0	\$66,850
4-B: Safety and Drug Control Planning	\$0	\$0	\$0	\$1,600	\$400	\$2,000
TOTAL BASE ALLOCATION	\$165,000	\$22,000	\$19,250	\$58,000	\$14,500	\$278,750
CATEGORY 5: Supplemental Tasks	\$40,000	\$0	\$0	\$0	\$0	\$40,000
5-A LTAP	\$15,000	\$0	\$0	\$0	\$0	\$15,000
5-C Statewide Environmental Justice Study*	\$25,000*	\$0	\$0	\$0	\$0	\$25,000*
TOTAL	\$205,000	\$22,000	\$19,250	\$58,000	\$14,500	\$318,750

*FHWA SPR funds with no required local match ratio

Unified Planning Work Program, Fiscal Years 2022-2024

Williamsport Area Transportation Study MPO and River Valley Transit

The budget for WATS work program tasks in fiscal year 2023-2024 will be as follows:

WATS Work Program Tasks	FY 2023-2024					
	FHWA PL (80%)	PennDOT MLF (10.6667%)	Local (9.3333%)	FTA MPP (80%)	Local (20%)	TOTAL
CATEGORY 1: Coordination and Economic Development	\$20,720	\$2,762	\$2,418	\$19,200	\$4,800	\$49,900
1-A Transportation Partnerships	\$4,000	\$533	\$467	\$0	\$0	\$5,000
1-B :Transit Privatization (Private Enterprise Planning)	\$0	\$0	\$0	\$1,600	\$400	\$2,000
1-C Coordination	\$16,000	\$2,133	\$1,867	\$0	\$0	\$20,000
1-D: Marketing and Economic Development	\$0	\$0	\$0	\$8,000	\$2,000	\$10,000
1-E: Financial Capacity Planning	\$0	\$0	\$0	\$9,600	\$2,400	\$12,000
1-F Project Needs Studies	\$720	\$96	\$84	\$0	\$0	\$900
CATEGORY 2: Transportation Infrastructure	\$7,600	\$1,013	\$887	\$4,800	\$1,200	\$15,500
2-A Transit Programming	\$0	\$0	\$0	\$800	\$200	\$1,000
2-B Highway Programming	\$3,600	\$480	\$420	\$0	\$0	\$4,500
2-C Air Quality Monitoring	\$640	\$85	\$75	\$0	\$0	\$800
2-D: Public Transit Data (Short Range Planning)	\$0	\$0	\$0	\$4,000	\$1,000	\$5,000
2-E HPMS Samples	\$3,360	\$448	\$392	\$0	\$0	\$4,200
CATEGORY 3: Long Range Planning	\$83,200	\$11,094	\$9,706	\$32,400	\$8,100	\$144,500
3-A Long Range Planning	\$80,000	\$10,667	\$9,333	\$0	\$0	\$100,000
3-B: ADA Transit Planning	\$0	\$0	\$0	\$2,400	\$600	\$3,000
3-C: Transportation Development Plan Update (Long-Range Planning)	\$0	\$0	\$0	\$30,000	\$7,500	\$37,500
3-D Highway Designation	\$3,200	\$427	\$373	\$0	\$0	\$4,000
CATEGORY 4: Program Management	\$53,480	\$7,131	\$6,239	\$1,600	\$400	\$68,850
4-A WATS MPO Administration	\$53,480	\$7,131	\$6,239	\$0	\$0	\$66,850
4-B: Safety and Drug Control Planning	\$0	\$0	\$0	\$1,600	\$400	\$2,000
TOTAL BASE ALLOCATION	\$165,000	\$22,000	\$19,250	\$58,000	\$14,500	\$278,750
CATEGORY 5: Supplemental Tasks	\$40,000	\$0	\$0	\$0	\$0	\$40,000
5-A LTAP	\$15,000	\$0	\$0	\$0	\$0	\$15,000
5-C Statewide Environmental Justice Study*	\$25,000*	\$0	\$0	\$0	\$0	\$25,000*
TOTAL	\$205,000	\$22,000	\$19,250	\$58,000	\$14,500	\$318,750

*FHWA SPR funds with no required local match ratio

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Williamsport Area Transportation Study MPO and River Valley Transit

APPENDIX E: Cost Allocation Plan, County of Lycoming

Planning Commission

Cost Allocation Plan 2020

Retirement	68,208.19		overhead		
Social Security	65,983.28		18.006%	567,056.03	Total
Medical Insurance	239,484.37			404,110.03	Fringe
Prescription Drugs	25,270.70				
Life Insurance	432.74			162,946.00	Indirect Costs
Unemployment	3,972.00				
Worker Compensation	758.75				
Total	404,110.03				

	404,110.03				
Personnel Expense	904,972.63	=	44.654%		

For reimbursement/budget purposes

	44.654%	71.26%	indirect	
	18.006%	28.74%	fringe	
	62.660%	1		

Part-time

Social Security	65,983.28		7.291%	
Unemployment	3,972.00		0.439%	
Worker Compensation	758.75		0.084%	
	70,714.03		7.814%	

	7.814%			PT Fringe Rate
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Unified Planning Work Program, Fiscal Years 2022-2024

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APPENDIX F: WATS Salary Schedule

Lycoming County Planning Commission					
Salary and Indirect Costs Rates 2020					
			7.814%	Part time	
			44.654%	18.006%	
	Salary	County	County	Costing	Billing
	Rate	Fringe	Indirect	Rate	Rate
Adrian, Eve	21.847	9.756	3.934	35.536	66.000
Daily, Austin	23.086	10.309	4.157	37.551	70.000
Feigles, Edward	32.270	14.410	5.811	52.490	97.000
Fry, Amy	33.019	14.744	5.945	53.709	100.000
Gartelman, Christine	13.090	1.023	2.357	16.470	21.000
George, Heather	15.603	6.967	2.809	25.379	47.000
Green, Kelsey	19.966	8.916	3.595	32.477	60.000
Haas, Mark	22.044	9.844	3.969	35.858	67.000
Hodges, Christopher	16.741	7.475	3.014	27.231	51.000
Hubbard, David	21.774	9.723	3.921	35.418	66.000
Lavelle, John	36.404	16.256	6.555	59.215	110.000
Lewis, Stacy	21.372	9.543	3.848	34.764	65.000
Murawski, Mark	41.416	3.236	7.457	52.110	64.000
Murphy Richard	29.470	13.160	5.306	47.936	89.000
Picciano, Jennifer	29.546	13.194	5.320	48.060	89.000
Rossman, Shannon	50.708	22.643	9.131	82.482	153.000
Strunk, Dana	18.591	8.302	3.348	30.241	56.000
Vitko, Salvatore	23.052	10.294	4.151	37.497	70.000
Weston, Lori	28.256	12.617	5.088	45.961	85.000
Williams, Scott	30.360	13.557	5.467	49.383	92.000
TOTAL STAFF	528.617	215.968	95.183	839.768	1518.000

Unified Planning Work Program, Fiscal Years 2022-2024

Williamsport Area Transportation Study MPO and River Valley Transit

APPENDIX G: Summary of public comments

No public comments were received.