

MEMORANDUM

TO: GTC Board Members & Alternates
FROM: James Stack, Executive Director
DATE: August 18, 2022
SUBJECT: [Proposed Resolution 22-55 \(Certifying that all Federal planning requirements are met\)](#)

Every four years, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) perform a comprehensive certification review of the transportation planning processes conducted by GTC in its role as the designated Metropolitan Planning Organization for the Genesee-Finger Lakes Region. The last FHWA/FTA certification of GTC was made in July 2021.

In the intervening years, concurrent with the submittal of the proposed Transportation Improvement Program (TIP) to the FHWA and the FTA as part of the Statewide TIP approval, GTC is required to "self-certify" that its policy, planning, and programming processes are consistent with applicable federal and state laws as well as regional and local priorities. This certification takes the form of a Self-Certification Document, the content of which is specified by NYSDOT.

The following items are provided for your consideration:

- 1. Proposed Resolution 22-55** (Certifying that all Federal planning requirements are met)
- 2. Draft 2022 Self-Certification Document.**

GTC staff has prepared the 2022 Self-Certification Document in accordance with NYSDOT guidelines.

Recommended Action:

Approve proposed Resolution 22-55, certifying that all Federal planning requirements are met.

GENESEE TRANSPORTATION COUNCIL

RESOLUTION

Resolution 22-55 Certifying that all Federal planning requirements are met

WHEREAS,

1. The Genesee Transportation Council (GTC) is the designated Metropolitan Planning Organization (MPO) responsible for the transportation policy, planning, and programming processes for the nine-county Genesee-Finger Lakes Region, including the Rochester Metropolitan Planning Area;
2. It is the responsibility of GTC to insure that said policy, planning, and programming processes are consistent with applicable federal and state laws as well as local area objectives;
3. Title 23 Part 450.334 of the Code of Federal Regulations (23 CFR 450.334) requires that, concurrent with the submittal of the proposed Transportation Improvement Program (TIP) to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as part of the Statewide TIP approval, the State and the MPO certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements; and
4. This certification takes the form of a Self-Certification Document.

NOW, THEREFORE, BE IT RESOLVED

1. GTC hereby affirms that its metropolitan transportation planning process includes activities to support the development and implementation of the Long Range Transportation Plan and the Transportation Improvement Program and subsequent project development activities including the environmental impact assessment process;
2. GTC hereby certifies that the GTC planning process is being conducted in conformance with all applicable requirements of:
 - a. Title 23 Section 134 of the United States Code (23 U.S.C. 134) and 49 U.S.C. 5303;
 - b. Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
 - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
 - d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

- e. 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
 - f. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
 - g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
 - h. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
 - i. 23 U.S.C. 324 regarding the prohibition of discrimination based on gender; and
 - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
3. GTC hereby requests that New York State join in this affirmation and certification and forward this joint State and MPO finding to both FHWA and FTA.

CERTIFICATION

The undersigned duly qualified Secretary of the Genesee Transportation Council certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Genesee Transportation Council held on August 25, 2022.

Date _____

CHRISTOPHER REEVE, Secretary
Genesee Transportation Council

GENESEE TRANSPORTATION COUNCIL

2022 SELF-CERTIFICATION DOCUMENT

A. Required Agreements

All required agreements are current and active. A cooperative agreement, made as of June 18, 2009, by and among the Genesee Transportation Council (GTC), New York State Department of Transportation (NYSDOT), and Rochester Genesee Regional Transportation Authority (RGRTA) identifies and specifies the responsibilities and cooperative procedures for carrying out transportation planning (including without limitation corridor and subarea studies) and programming consistent with Title 23 Section 450 (23 CFR 450) Subpart C of the Code of Federal Regulations.

A cooperative agreement, made as of June 20, 2018, between the GTC, NYSDOT, and RGRTA articulates the roles and responsibilities of each party regarding the establishment of transportation performance measures and associated Targets, sharing information on the Targets, and reporting on progress toward achieving those Targets consistent with Title 23 Section 450.314(h)(1) of the Code of Federal Regulations.

The requirements for a TIP Financial Plan are specified in 23 CFR 450.326(j). For purposes of transportation operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(6)) and public transportation (as defined by title 49 U.S.C. Chapter 53).

On March 25, 2022, NYSDOT issued the TIP/STIP Policy Guidance and Instructions for the Update Period Beginning October 2022. The Guidance included the amounts of Federal Highway Administration (FHWA) funds by program that are being made available to the GTC/NYSDOT-Region 4 TIP area (Planning Targets) for Federal Fiscal Years (FFYs) 2023 through 2026 with an estimate for FFY 2027. On April 26, 2022, NYSDOT provided estimated amounts of FTA Section 5307 and FTA Section 5339 funding to be allocated to RGRTA as the designated recipient for the Rochester, NY Urbanized Area. GTC staff discussed the NYSDOT estimates with RGRTA and all agreed that the estimates were reasonable.

The GTC adopted *FFY 2023-2027 Transportation Improvement Program* contains a financial summary indicating reasonably available revenues by source and year along with expenditures by source and year to demonstrate fiscal constraint consistent with Title 23 Section 450.326(j) of the Code of Federal Regulations.

B. Planning/Technical**1. Unified Planning Work Program**

The *FY 2022-2023 Unified Planning Work Program (UPWP)* was adopted on February 24, 2022; it progresses several key elements of the LRTP. Several initiatives are currently underway including, but not limited to, projects that address:

- Economic vitality of the region (e.g., Genesee-Finger Lakes Scenario Tool)
- Safety of the transportation system (e.g., Monroe County High Accident Location Program, Wyoming County High Accident Location Program)
- Security of the transportation system (e.g., Regional Traffic Operations Center (RTOC) Strategic Plan)
- Accessibility and mobility of people and freight (e.g., Beh Industrial Park Traffic Optimization Study, Genesee-Finger Lakes Regional Freight Plan Update, Ontario County Freight Rail Corridor Development Plan: Area 2)
- Protect and enhance the environment, promote energy conservation, and improve quality of life (e.g., Implementing Complete Street in the G-FL Region; A Guidebook, The Last Mile (or less): Site Plan Review for Multimodal Transportation, Canal Ponds Business Park Connectivity Study, Lakeville Corridor Strategic Plan, and On Route Charging Feasibility Study)
- Enhance the integration and connectivity of the transportation system, across and between modes (e.g., Village of Waterloo Circulation, Accessibility, and Parking (CAP) Study, West Main Street Multimodal Transportation and Placemaking Study, Village of Perry Transportation Safety and Access Study, Victor Street Connectivity and Access Plan, Village of Warsaw Active Transportation Plan, Monroe County Comprehensive Active Transportation Plan, and City of Rochester Active Transportation Master Plan)
- Promote efficient system management and operations (e.g., Regional Traffic Operations Center (RTOC) Strategic Plan, Rt. 96 over Rt. 14 Strategic Divestment Analysis, Genesee-Finger Lakes Regional Performance Measurement Monitoring and Evaluation System, Regional Village Local Service Study, Rural On Demand Transit Study, and Regional Fleet Electrification Study)
- Emphasize the preservation of the existing transportation system (e.g., City of Rochester Downtown Sign Assessment and Ramp Reconfiguration Study)
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation (e.g., Security and Resiliency Planning and Lakeville Corridor Strategic Plan)
- Enhance travel and tourism (e.g., 2024 Eclipse Planning)

Projects like those noted above are not atypical in the annual work program and have been completed under recent UPWPs.

The Goals and Objectives of the *Long Range Transportation Plan for the Genesee-Finger Lakes Region 2045* (LRTP 2045) serve as the Priority Areas of the UPWP which are the basis for selecting tasks to be included in it, assuring that the UPWP advances the *LRTP 2045*. A

matrix presenting the relationship between UPWP tasks and the *LRTP 2045* is included in the *FY 2022-2023 UPWP*.

2. Long Range Transportation Plan

The *Long Range Transportation Plan for the Genesee-Finger Lakes Region 2045* (LRTP 2045) was adopted on June 22, 2021.

On February 16, 2018, the United States Court of Appeals for the District of Columbia Circuit in *South Coast Air Quality Management District v. EPA* ("South Coast II," 882 F.3d 1138) held that transportation conformity determinations must be made in areas that were either nonattainment or maintenance for the 1997 ozone national ambient air quality standard (NAAQS) and attainment for the 2008 ozone NAAQS when the 1997 ozone NAAQS was revoked. Conformity Determinations are required in these areas after February 16, 2019.

The Rochester, New York Nonattainment Area (Rochester Nonattainment Area) was classified "nonattainment" at the time of the 1997 ozone NAAQS revocation on April 6, 2015 and was also designated attainment for the 2008 ozone NAAQS on May 21, 2012. Therefore, per the South Coast II decision, a conformity determination must be made for the 1997 ozone NAAQS on the *LRTP 2045* and the *FFY 2023-2027 TIP*.

GTC adopted a conformity statement for the *LRTP 2045* and the *FFY 2023-2027 TIP* on August 25, 2022. It is anticipated that a Conformity Determination will be completed by the New York State Air Quality Interagency Consultation Group (NY ICG) in fall 2022, consistent with CAA requirements, existing associated regulations at 40 CFR Parts 51.390 and 93, and the South Coast II decision, according to EPA's Transportation Conformity Guidance for the South Coast II Court Decision issued on November 29, 2018.

The Rochester Nonattainment Area consists of Genesee, Livingston, Monroe, Ontario, Orleans, and Wayne Counties.

The *LRTP 2045* is fiscally constrained and provides appropriate descriptions of policies and actions for the public to understand the type of work to be conducted. A financial plan that included updated revenues and costs in "year of expenditure dollars" was developed for the *LRTP 2045*. The *LRTP 2045* meets the fiscal constraint requirement of and addresses the required elements of Infrastructure Investment and Jobs Act. Key elements of the *LRTP 2045* will be advanced for further study through the UPWP process.

For *LRTP 2045*, GTC acquired and planned to use the publicinput.com platform along with various forms of social media to reach out to and engage with the general public. As we prepared for engaging the public, there were deliberate efforts to reduce barriers to participation. However, the COVID pandemic emergency affected GTC staff's ability to engage directly with the community.

Prior to the pandemic, staff had prepared to go directly to the public at farmers markets, community events, and open houses. Due to the public health guidelines instituted during the pandemic, GTC was required to pivot to a completely virtual public engagement approach. PublicInput.com was utilized as the engagement hub for all things LRTP. Even though public involvement was all virtual, staff made efforts to keep the process as inclusive

as possible by offering a variety of methods. Through publicinput.com a dedicated, toll-free phone line was made available, along with the ability to send text messages, email, and we were still able to receive comments via the mail. Notices for public involvement opportunities were advertised on Facebook, twitter, via email, and through legal notices in the newspapers.

The development cycle for LRTP 2045 began in the spring of 2020. It started with an assessment of the existing conditions of the transportation system and regional demographic and socioeconomic characteristics. That was followed closely by the identification of issues and opportunities facing the region now and in the future. This coincided with the first round of public involvement. Staff developed a survey gauging public opinion related to transportation issues and opportunities. Two virtual open houses were also conducted. Using what we heard from the public and our internal review of completed UPWP studies and data, staff developed a list of current and future needs. This needs assessment fed directly into the recommendation development. From there the financial plan was solidified. Another round of public involvement, including two virtual open houses, was held to solicit feedback on the proposed recommendations. This input was used to finalize the recommendations. The complete draft plan was then released for a formal 30-day public review. After receiving feedback on the completed plan, staff finalized the content and conducted an editorial review.

3. Transportation Improvement Program

The *2023-2027 Transportation Improvement Program (TIP)* was adopted by the GTC Board (Policy Committee) at its August 25, 2022 meeting. The TIP is being appropriately managed as specified in related federal and state guidelines. Fiscal constraint and consistency with the LRTP is maintained.

As previously noted, a conformity determination must be made for the 1997 ozone NAAQS on the *LRTP 2045* and the *FFY 2023-2027 TIP*. GTC adopted a conformity statement for the *LRTP 2045* and the *FFY 2023-2027 TIP* on August 25, 2022. It is anticipated that a Conformity Determination will be completed by the NY ICG in fall 2022.

The *2023-2027 TIP* is fiscally constrained, provides appropriate project descriptions for the public to understand the location and type of work to be conducted, and includes an environmental justice analysis, an air quality analysis, and New York State Energy Plan analysis. The financial plan of the *2023-2027 TIP* clearly demonstrates fiscal constraint.

In addition, GTC maintains an environmental justice database of approximately 190 groups representing populations not traditionally well-represented in the transportation planning process. These organizations were sent notification of public review and input opportunities during the development of the *2023-2027*. Likewise, GTC consulted with a number of partners responsible for land use management, natural resources, environmental protection, conservation, and historic preservation by providing direct notification of the opportunity to review and comment on the *2023-2027*.

GTC has published the *Annual Listing of Federally Obligated Projects for Federal Fiscal Year (FFY) 2021*. This is the seventeenth consecutive year that GTC has published this document. The lists are fully compliant with all applicable requirements in Title 23 Part 450 and Title 49

Part 613 of the Code of Federal Regulations (the *Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Final Rule*) effective June 27, 2016.

The adopted GTC TIP management procedures are in compliance with the definitions of “amendment” and “administrative modification” in the *Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Final Rule*. In an effort to go beyond federal requirements and provide additional opportunities for public review, GTC routinely posts a summary of proposed TIP amendments to be considered at each quarterly GTC Board meeting in advance of each meeting beginning. This action allows for a review by the public with opportunities to comment before final action is taken.

4. Technical Areas

Example technical emphasis areas include, but are not limited to, the following:

- TSMO and ITS Planning – GTC convenes and facilitates the Transportation Operations Coordinating Committee, which includes representatives from regional transportation and law enforcement agencies, as well as local elected officials, that meets bi-monthly to discuss how TSMO activities and related deployment of ITS elements can improve safety and efficiency for the travelling public and freight. In addition, GTC was the lead agency and project manager for the Genesee-Finger Lakes Regional TSMO Strategic Plan that was published in early 2019 and is leading the Regional Traffic Operations Center (RTOC) Strategic Plan. GTC staff also maintains the Regional ITS Architecture. The Genesee-Finger Lakes Regional Performance Measurement Monitoring and Evaluation System will make traffic operations reporting and dashboarding more efficient.
- Bicycle and Pedestrian Program – GTC has worked with communities throughout the region on specific plans to identify ways to make non-motorized travel more convenient and attractive to residents and visitors. GTC is currently supporting development of the City of Rochester Active Transportation Master Plan in our urban core and most populous municipality. GTC is also supporting development of the Monroe County Active Transportation Plan in our most populous County. These two efforts are being well coordinated and cover over 60 percent of the region’s population. The County ATP builds upon past efforts in individual Towns and Villages that were typically conducted in isolation from neighboring jurisdictions. GTC continues to support planning efforts outside of Monroe County and provide Technical Assistance in support of bicycle and pedestrian planning.

In addition, GTC works with the Rochester Bicycling Club, Rochester Cycling Alliance, and other bicycle and pedestrian groups to ensure the accessibility of the transportation system for non-motorized users.

- Regional Travel Demand Modeling – GTC maintains and updates its regional travel demand model to provide estimates of current and projections of future traffic volumes, speeds, and volume to capacity ratios for planning and design studies in the Rochester Metropolitan Planning Area.
- Community Transportation Planning – GTC provides funding and technical assistance through the UPWP for communities throughout the region to conduct coordinated

transportation and land use planning that improves the transportation system's contribution to livability and sustainability.

5. Special Considerations

- a. Title VI – GTC maintains an Environmental Justice (EJ)/Title VI/Limited English Proficiency (LEP)/American with Disabilities Act (ADA) database of approximately 190 groups representing populations not traditionally well-represented in the transportation planning process. These organizations are sent notification of public input opportunities for the LRTP and TIP, and informed of opportunities to participate in other GTC planning activities and initiatives as appropriate.

GTC adopted an updated Title VI/Nondiscrimination Implementation Plan on June 30, 2022 that was submitted to the NYSDOT Office of Diversity and Opportunity, which found on August 1 that GTC is in compliance with all applicable Federal and State regulations mandated for a Civil Rights Program.

GTC has analyzed and conducted assessments of low-income, minority, and Limited English Proficiency (LEP) populations based on Census data for its own transportation planning process as well as those of RGRTA. The data is available in tabular and Geographic Information Systems format and is provided upon request to any agency or organization in the region.

- i. GTC conducts a geographic proximity and impact analysis of the TIP to determine how the locations of projects correlate to the location of minority, low-income, and LEP populations in the region. Projects are then evaluated as to the likely benefits and impacts on these populations in the region. Projects are evaluated based on their effects on accessibility, mobility, congestion, safety, and recreational opportunities for these populations.

The DRAFT *2023-2027 TIP* states that “[t]he results of the analysis suggest that both the minority, low-income, and LEP populations in the region should receive equitable shares of the benefits arising from the transportation projects in the TIP while not being subjected to inequitable shares of any of the burdens.”

- ii. GTC staff conducted an analysis of LEP individuals and identified Spanish speakers as the only population of significant size. Various commitment have been translated into Spanish and we have identified translation service to use as needed and upon request. While not traditionally considered an LEP population, the Rochester area has a large number of deaf and hard-of-hearing residents that communicate with American Sign Language (ASL). GTC has identified an organization through which we can hire qualified ASL interpreters for meetings as needed. As mentioned earlier, GTC uses the publicinput.com platform for engagement. One advantage of this platform is the built-in language translation of text and voice, including for many languages beyond Spanish.
- iii. GTC staff make a concerted effort to provide documents in alternative formats via the GTC website to facilitate access to disabled citizens. The GTC website is compliant with Section 508 of the Rehabilitation Act of 1973. It is anticipated

that the *2020-2024 TIP* will be online only, making it compatible with screen readers and other accessibility features. GTC will make the information available in other formats, as needed and upon request. All GTC sponsored meetings are held in accessible locations and well served by public transportation. All GTC media releases for public meetings provide guidance on how citizens can request special accommodation to more easily participate.

- iv. Semi-Annual Disadvantaged Business Enterprises (DBE) reports are submitted to NYSDOT as requested on-time and in the specified format. GTC follows all applicable host agency requirements with respect to DBE consideration in the procurement of professional services.
- v. In April 2020, GTC began using the publicinput.com platform to support public engagement for all required products and for UPWP funded plans and studies that choose to use it. One advantage of this platform is built-in language translation of written and verbal communications in many languages.
- b. Private Operators – A mailing list of private and not-for-profit operators is maintained and said operators are included as appropriate on study advisory committees, including the *Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan* which was adopted by the GTC Board on August 26, 2021. GTC maintains relationships with private and not-for-profit operators through the FTA Section 5310 program.
- c. Planning Factors – The ten planning factors of the FAST Act were instrumental in the development of the Goals and Objectives of the current LRTP which include stand-alone goals and associated objectives for safety and security. Collectively, the Goals and Objectives of the *LRTP 2045* guide the transportation planning process, including UPWP and TIP development and management.
- d. Congestion Management Process – A comprehensive Congestion Management Process (CMP) was developed based on the work completed for the former Congestion Management System Update. The CMP was wholly incorporated into the *LRTP 2045*. Improved CMP parameters and output will be more fully utilized for TIP and UPWP project identification and prioritization, as well as for identifying and addressing broader transportation system performance issues.

GTC has implemented the Travel Time Data Collection Program to provide real-world speed data to identify congested links and improve performance measurement and accountability, as well as enhance the output of its regional travel demand model.

On December 9, 2021, GTC accepted the *I-490 Integrated Corridor Management (ICM) Plan*. The study objective was two-fold: 1) to develop a guide for future investments in ITS, and 2) to identify operational strategies aimed at improving safety, minimizing delay, and enhancing traffic operations along the I-490 corridor. The study area included the entire I-490 corridor, approximately 38-miles, from LeRoy to Victor. The planning process included development of an inventory that included identification of gaps and needs; a review of potential ICM strategies, and

the development of recommendations. The recommendations were grouped into three major categories. The first is ITS Infrastructure, which identified the location of future ITS deployments along the corridor. The second is Operations and Policy, which identified actions to manage traffic and incidents, obtain traffic operations data, and conduct asset management. The third is Regional ITS Architecture, which included identification of ITS Architecture updates to support ICM recommendations. In addition, the project identified topics for future study in support of ICM actions.

- e. Public Participation Plan – The *GTC Public Engagement Plan* was adopted on February 25, 2021. This was an update to the previous *GTC Public Participation Plan* adopted in December 2007 and goes above and beyond the requirements of the FAST Act and IIJA. The *GTC Public Engagement Plan* continues to advance GTC’s commitment to full participation by all segments of the community. Although federal regulations require *reasonable* opportunities, we prefer to ensure we do more so we can provide *meaningful* opportunities to participate

The Public Engagement Plan, or PEP, is an action plan to involve and engage the public in transportation planning. The PEP guides the public, GTC staff, member agencies, and sponsors who administer GTC-funded projects and programs through the public participation aspects of transportation projects.

Meaningful and effective participation is essential to the successful implementation of a public plan, project, or program, and is necessary to ensure the needs of the local community are adequately addressed. All GTC planning work products, as well as major amendments to adopted plans and programs are covered by this Plan.

The Plan is organized into sections for each type of public involvement opportunity. Each includes a description of what it is, why it is important, the applicable public participation process, related publicity efforts, arrangements for accessibility and accommodations, contingency plans, how and when each is reviewed, amended and updated, and references for more detailed information. We strived to provide consistent guidance to manage expectations, but also leave room for flexibility to customize for different situations.

The Plan addresses:

- GTC Board & Planning Committee Meetings;
- Development of Core Work Products such as the LRTP, UPWP, and the TIP;
- Development of Other Required Products such as this Public Engagement Plan;
- Air Quality Conformity documents; and
- Project that are Federally-funded via the UPWP or the TIP.

GTC uses visualization via graphics (maps, tables, charts, etc.) in the LRTP, TIP, and UPWP to convey information. GTC makes a significant amount of information available through its website. To the extent practicable, this information is offered in formats that facilitate access by persons with disabilities. The GTC website has been overhauled to provide more information and make it easier to use. The current

website is compliant with Section 508 of the Rehabilitation Act of 1973.

- f. Coordinated Public Transit-Human Services Transportation Plan – the *Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan* was adopted by the GTC Board on August 26, 2021. GTC staff conducted this project to update the Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan adopted in 2011, and the 2016 Addendum, to enhance mobility and access, minimize duplication of services, and provide cost-effective transportation for seniors, persons with disabilities, and low-income individuals.

C. Administrative/Management

1. Progress Reports

Submitted on time; comprehensively cover program.

2. Bills

Submitted on time; payment has been prompt.

3. Audits

Completed annually as part of the host agency corporate audit. Effort is made to ensure proper documentation and reporting of all accruals in a timely manner.

4. Annual Program

GTC closed out the Annual Program on time.

5. Budget

Up-to-date and continuously monitored. GTC staff have developed tools to track task budgets by UPWP Task and funding source from initiation to close out. Additionally, GTC staff uses a multi-year equipment budget to better anticipate and plan for expenditures related to office equipment/technology to minimize variation between annual budgets.

6. Consultant Selection

GTC is fully compliant with the host agency procurement process. Letters of Agreement have been developed for occasions where member agencies and others use UPWP funds for consultant services, though contract are now primarily held by GTC to minimize risk of non-compliance with the procurement process. Templates of various components of the procurement process (e.g., RFP, RFQ, contract, reporting forms, etc.) have been developed to ensure consistency and compliance. GTC encourages the use of DBE sub-consultants and requires documentation from prime consultants of efforts to engage such firms. Of course, DBE firms are welcome as prime consultants too.

7. Central Staff/Host Agency Relations

GTC has attracted highly capable staff to address responsibilities within the UPWP; staff operates as a supportive team working in a cooperative, comprehensive, and continuous fashion with all member agencies. The Host agency is responsive to the administrative

needs of GTC as identified in the host agency agreement.

8. Decision Making

Committee structure works well. Comprehensive information is provided to Committee members in advance of meetings. Technical review is conducted by appropriate ad-hoc committees and the Planning Committee which provides clear recommendations to the GTC Board. There is active participation in the Committee process by both urban and rural members. GTC Planning Committee meeting locations alternate around the region to encourage maximum involvement. Due to the COVID pandemic, GTC staff developed mechanisms for full remote participation by committee members and alternates with the general public having the ability to observe a livestream and interact with the committees at designated opportunities on the meeting agenda. With the easing of the COVID emergency, we have transitioned to hybrid meetings that allow for participation in-person or remotely.

9. Governance

All plans and agreements are current. GTC prides itself on its ability to keep good sound relationships with its member agencies and Host Agency.

10. Procurement

GTC has established procedures to ensure procurements are in compliance with FTA Circular Guidance 4220.1F, Third Party Contracting Requirements. A written history of all FTA related procurements. Clauses and certifications for eligible FTA assistance program funding are included in all contracts for professional services. At this time, only studies led by GTC staff or the Rochester Genesee Regional Transportation Authority (RGRTA), the public transit operator for the region, use FTA Metropolitan Planning Funds. As a direct recipient of FTA funding, RGRTA is well versed in FTA procurement requirements. As the Host agency for GTC, RGRTA's procurement policies were already significantly in line with FTA requirements. GTC established procedures to ensure the involvement of the NYSDOT MPO Bureau to obtain the necessary approvals to advance procurements.