



Capital District Transportation Committee

Performance and Expenditure Report

April 1, 2022 – September 30, 2022

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Introduction

The Unified Planning Work Program identifies transportation planning and programming activities that are to be undertaken in the Capital Region during the state fiscal year (April 1 to March 31). The intent of the comprehensive work plan is to coordinate all federally funded transportation-related planning activities in the region.

This Performance and Expenditure Report fulfills the requirements of Title 23 §420.117 of the *Code of Federal Regulations* related to monitoring and reporting requirements of Federal Highway Administration (FHWA) Metropolitan Planning funds by sub recipients “to assure that the work is being managed and performed satisfactorily and that time schedules are being met.” It additionally fulfills reporting requirements to the Federal Transit Administration (FTA) related to Metropolitan Planning Program (MPP) funds. These grants are indicated in this report as FHWA PL, FTA X032 and FTA X031. A summary of other federal and local funds budgeted and expended is provided for information only.

CDTC Staff Activities Per UPWP Task Description

44.21.00 Program Support & Administration

1.51 Committee Activities

Goal: To support ongoing administrative activities related to CDTC’s Policy Board, Planning Committee, Administrative and Finance Sub-Committee and other Policy Board sub-committees as needed.

Actual Performance:

- Two Policy Board meetings were held at which:
 - The 2022-2027 Transportation Improvement Program (TIP) was approved along with CDTC’s Self-Certification and Air Quality Conformity Determination.
 - Multiple amendments to the 2019-2024 TIP were approved.
 - The 2022-2023 UPWP was amended to add new FTA planning funds provided by the Bipartisan Infrastructure Law.
 - CDTC staff, CDTC’s Equity Advisory Committee and the Planning Committee were authorized to develop an equity policy.
 - The 2023-2024 UPWP solicitation for planning projects was authorized.
 - CDTC’s Jobs Access Report was presented.
- Six Planning Committee meetings were held at which:
 - The 2022-2027 TIP was developed and recommended to the Policy Board for approval.
 - Multiple 2019-2024 TIP amendments were approved.

- TIP project selection actions and project delivery updates were reviewed.
- CDTC/CDRPC Technical Assistance Program was authorized and two projects were funded.
- The Administrative and Finance Subcommittee met twice.
- Maintained membership lists, meeting calendars and website content.
- Developed and distributed Policy Board, Planning Committee and Administrative and Finance Subcommittee meeting notices, agenda packages and meeting summaries.
- Monitored federal transportation related legislation and federal rulemakings.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.61 CDTC Operations and Management

Goal: To manage the day-to-day operations of CDTC and its staff to implement the metropolitan transportation planning process.

Actual Performance:

- Continued administrative activities related to staff supervision, recruitment, and staff meetings.
- Hired one new planner and issued a call for interns.
- Updated CDTC's Administrative Procedures and developed an Employee Handbook.
- Prepared CDTC's self-certification for the 2022-2027 Transportation Improvement Program.
- Purchased new computer software including Microsoft 365 and Adobe Pro licenses for all staff.
- Prepared resolutions, memoranda of understanding (MOUs), and local agreements.
- Prepared and administered consultant and vendor contracts.
- Managed CDTC's financial records and coordinated with CDTA's accounting staff.
- Implemented TIP related recommendations in CDTC's 2020 federal certification review.
- Staff attended professional development events and trainings including the Walk-Bike NY Conference.
- Monitored CDTC office ADA compliance through office space and website maintenance.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.65 Unified Planning Work Program (UPWP) Development and Reporting

Goal: To prepare and maintain CDTC's UPWP and to report performance and progress.

Actual Performance:

- Amended and maintained 2022-2023 UPWP with additional FTA funds.

- Monitored expenditures and program progress.
- Began to prepare the six-month Performance and Expenditure Report.
- Developed solicitation materials and guidance toward the preparation of the 2023-2024 UPWP.
- Began budgeting for the for the 2023-2024 UPWP.
- CDRPC prepared status reports for the first two, three month periods in the fiscal year.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.66 Environmental Justice and Title VI

Goal: To take reasonable steps to ensure no person is excluded from participation in, or denied the benefits of, CDTC's metropolitan planning process on the basis of race, color, national origin, sex, age, disability, or economic status and to identify and address disproportionately high and adverse human health or environmental effects of CDTC's programs, policies, and activities on minority and low-income populations.

Actual Performance:

- Evaluated CDTC's process and timing for Title VI/Environmental Justice analyses and determined that the full analysis will be completed following TIP adoption.
- Supported the Equity Advisory Committee to advise on the development of CDTC's capital program and Health Impact Assessment tool.
- CDTC's Policy Board authorized staff, the Equity Advisory Committee and the Planning Committee to prepare a resolution related to equity and CDTC's operations.
- Evaluated the structure and focus of the Equity Advisory Committee to improve its functioning, transparency, and institutional impact.
- Presented the Job Access in New York's Capital Region report to the Planning Committee, Policy Board, and the Nonprofit Business Advisory Group of the Capital Region Chamber.
- Attended regular South End Community Collaborative meetings held in the City of Albany.
- Monitored Federal Environmental Justice guidance related to updated Executive Order 12898 and the Justice40 initiative, including the Climate and Economic Justice Screening Tool, Safe Streets for All Underserved Communities Census Tracts tool, and the RAISE Areas of Persistent Poverty and Historically Disadvantaged Communities.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.68 NYSAMPO Administration

Goal: To support the New York State Association of Metropolitan Planning Organizations (NYSAMPO) by administering the staff consultant contract on behalf of the association.

Actual Performance:

- CDTC coordinated with NYSDOT on the administration of the consultant contract.
- Consultant team coordinated and facilitated the following Working Group meetings and initiatives:
 - Bicycle and Pedestrian Working Group:
 - September 8 – hybrid meeting held with in-person attendees at CDTC.
 - Held meeting with Working Group members and Cornell Local Roads to discuss potential training.
 - Coordinated with Working Group on e-bikes fact sheet.
 - Climate Change Working Group:
 - September 15 – virtual meeting
 - Coordinated meeting agenda and logistics with chair.
 - Developed presentation on new climate change programs for the September meeting.
 - Modeling Working Group (with SUNY AVAIL):
 - July 27 and September 30 – virtual meetings
 - Continued work as advisory committee for University at Albany AVAIL research on use of NPMRDS data set and new applications for the NPMRDS tool.
 - Safety Working Group:
 - July 27, August 24 and September 28 – virtual meetings
 - Reviewed Safe Streets for All requirements for applicants and discussed data efficiencies with NYSDOT.
 - Finalized agenda and logistics for Regional Safety Plans meeting on July 6.
 - Transit Working Group:
 - Coordinated with NACTO to schedule a training for the Transit Working Group.
 - Public Engagement Community of Practice Group:
 - Supported the Group with meeting planning and coordination of activities.
 - Held a virtual Group meeting on September 24.
- General Working Group support activities:
 - Conducted follow-up activities and coordination with Working Group members related to Carbon Reduction Program, Replica data access, NY Clean Transportation Prize event, and NYSAMPO conference planning.
 - Updated Working Groups rosters and webpages for Working Groups as requested.
 - Regularly forward items of interest to Working Group members from partners.
- Training:
 - Coordinated GIS Field Apps training course with ESRI. Developed and negotiated pricing for a 16-member virtual course to be held over two days. Worked with MPOs to identify staff participants.
 - Surveyed MPO Directors regarding staff training needs for input into developing training courses and schedule.
- NYSAMPO Conference planning:
 - Started coordination process for 2023 NYSAMPO conference, to be held May 8-11, 2023.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.69 NYSAMPO/AMPO/TRB Committees and Working Groups

Goal: To support CDTC staff involvement in Committees, Working Groups, training, and conferences related to the New York State Association of Metropolitan Planning Organizations (NYSAMPO), the Association of Metropolitan Planning Organizations (AMPO) and the Transportation Research Board (TRB).

Actual Performance:

- AMPO Working Groups - Attended Final Census Urban Area Criteria Meeting (Virtual)
- NYSAMPO Working Groups
 - Attended June 2022 NYSAMPO GIS Working Group Meeting (Virtual)
 - Attended two Bicycle & Pedestrian Working Group meetings – one virtual and one in-person
 - Provided bicycle and pedestrian planning and programming updates.
 - Planned for the in-person bicycle and pedestrian meeting including a tour of the Albany Skyway.
 - Participated in the Bike-Ped Counters and Cost Estimating subcommittee, which met twice.
 - Chaired the Climate Change Working Group, held two virtual meetings and compiled resiliency planning best practices.
 - Chaired the Freight Working Group and held one virtual meeting. Discussed truck parking, COVID-19 supply chain issues, and the development of a NYSAMPO Freight Fact Sheet.
 - Attended six virtual Modeling Working Group meetings. CDTC staff serves as vice-chair. Discussed MPO modeling case studies, the development of the University at Albany Visualization and Informatics Lab (AVAIL) National Performance Management Research Data Set (NPMRDS) web tool, NPMRDS use case studies for planning and operations, use of proprietary location-based data sets, 2020 Census data, and travel demand modeling techniques.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.70 Public Participation

Goal: To support implementation of CDTC's Public Participation Plan and maintain CDTC's website, manage social media, and produce a newsletter.

Actual Performance:

- Developed a web-based survey page, a month-long social media campaign with accompanying graphics, four press releases, and several documents and handouts to explain, inform, notify, and analyze the contents of the TIP and its development. The outreach effort resulted in 28 survey submissions, five comments by email, one comment via social media platforms, and one comment from CDTC's Equity Advisory Committee.

- Coordinated a virtual workshop as well as organized and staffed two open houses and 3 popup events to solicit TIP feedback from the public, resulting in over 150 staff interactions.
- Supported outreach to transportation disadvantaged communities including Federally recognized Tribal Nations and federal land stakeholders for the TIP public comment period.
- Created graphics, reports, and presentation materials to document TIP public participation plan outcomes.
- Created graphics and social media campaigns for CDTC advisory committee meetings, Planners Forum, Linkage studies, Bike to Work Day, Ditch the Car campaign, Smart Mobility Toolbox, New Visions Learning Series, federal grant program information, Capital District Clean Communities events, and other initiatives.
- Researched and purchased an email marketing platform and social media marketing manager.
- Coordinated with staff to update, redesign, and maintain current webpages. Created and designed new web pages as needed. Maintained the public calendar and posted news articles.
- Coordinated with consultants to revamp TIP website pages, create a TIP feedback page, troubleshoot custom designed pages, and strategically plan for the balance of the fiscal year.
- Reconceptualized and redesigned CDTC's newsletter into a monthly publication and purchased an email marketing platform to use for distribution. Migrated and managed contacts in the new platform. Developed, designed, formatted, and coordinated content for monthly electronic newsletters.
- Revisited reasonable accommodation language for meeting announcements resulting in a revised timeline.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- Held weekly, hour long webinars from May 3 to June 8, 2022. More than 100 people registered for the virtual webinar series. Recordings of the webinars are available on CDRPC's YouTube channel.
- Hosted the Future Leaders in Planning (FLIP) program in partnership with CDTC, CDTA, and the University at Albany. The weeklong program was held August 8 -12, 2022 and exposed college-bound high school students to the planning field. Students from around the Capital Region participated in on-site learning at the new UAlbany ETEC building and engagement activities in Troy, Saratoga Springs and other locations.
- Issued Spring and Summer 2022 newsletters featuring important regional news, training and webinar updates, grant opportunities, an overview of the FLIP program, an analysis of how American Rescue Plan funding was dispersed amongst the region, and an overview of the Technical Assistance Program.
- Planned for a Fall Planning & Zoning Workshop to be held at Hudson Valley Community College on October 28th. The workshop offers training credits to planning board and zoning board of appeals members and professionals seeking AICP credits on a variety of planning and zoning topics.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.73 CDTC/CDRPC Technical Assistance Program

Goal: To provide Technical Assistance through staff time to local governments undertaking small community planning initiatives. Projects must be small in scale and scope, result in a defined product, and relate to the principles of CDTC's metropolitan transportation plan.

Actual Performance:

- Opened a rolling solicitation for small scale local government technical assistance planning projects.

- Met with potential applicants to discuss project proposals and coordinated with CDRPC.
- Funded two projects through September 30, 2022 including:
 - Riverside Avenue Access Improvements (City of Rensselaer)
 - Held a project initiation meeting.
 - Began evaluating truck traffic and potential traffic mitigation options.
 - Reconnecting the West Side (City of Saratoga Springs)
 - Met with city staff to refine project scope

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- Completed technical assistance projects in Saratoga County (Greenbelt-Wilton Connector Trail), Town of North Greenbush (Natural Resource Inventory map set), Castleton Comprehensive Plan Assistance, Guilderland Growth analysis and Existing conditions report.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.75 Linkage Program Administration and Support

Goal: To administer and support CDTC's Community and Transportation Linkage Planning Program (Linkage Program). Planning initiatives funded through the Linkage Program are listed as individual tasks in the UPWP.

Actual Performance:

- Coordinated and held two Community Planner Forum meetings, including a site visit to the Troy FOCUS Lab.
- Maintained CDTC's on-line Linkage Program interactive project map, project database and project summaries (see Task 2.29).
- Supported Linkage Program management.
- Integrated the annual Linkage project solicitation and evaluation process into the UPWP solicitation.
- Updated and maintained CDTC's Linkage Program Planning Study Administration Procedures for 2022 including Americans with Disabilities Act, Environmental Justice, Environmental Mitigation, Limited English Proficiency, Public Participation and other CDTC requirements.
- Tracked Linkage Project progress and implementation.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- Staff participated on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program.
- Staff attended and presented at CDTC community planner forum meetings.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.22.00 General Development and Comprehensive Planning

2.25 Transportation Data Collection

Goal: To collect and analyze transportation related data to support the metropolitan transportation planning process.

Actual Performance:

- Developed and advertised an RFP for a contract to collect on-demand traffic volume (AADT) data, intersection turning moving counts, vehicle classification counts and bicycle and pedestrian count data.
- Completed the 2021 traffic volume and curve data collection contract; final data was collected in April 2022 and delivered in May 2022.
- Coordinated staff site selection for data collection activities.
- Prepared before-and-after analyses for locations counted in the 2021-2022 Data Collection Services study and summarized findings in a technical memo.
- Purchased one Eco-Counter to conduct pedestrian and bicycle counts and conducted trail user counts.
- Collected on-road pedestrian and bicycle infrastructure data.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.28 Census and Capital Region Indicators

Goal: To use and disseminate data from the US Census, the American Community Survey (ACS) and other national, state, and regional data sets to support regional and local planning, the development of regional and local plans and studies and to make current data products more accessible and useful for communities and stakeholders.

Actual Performance:

- Downloaded, reviewed, analyzed, and disseminated 2020 Decennial Census and American Community Survey (ACS) data products as they became available.
- Monitored the delineation and release of 2020 Decennial Census Urban Areas.
- Coordinated and analyzed needed Census data for CDTC's Environmental Justice and Title VI Analysis update, CDTC's Limited English Proficiency update, and the Tools of the Trade workshop.
- Participated in three Census and Census-related webinars and trainings.

Progress in Meeting Schedule: The schedule was maintained sufficiently however release dates for some 2020 Decennial Census products have been delayed limiting task activity.

CDRPC Actual Performance:

- Updated CDRPC's website's data.

- Created and updated an economic recovery dashboard (<https://cdrpc.org/covidrecoverydashboard>) to track emerging trends post COVID. The dashboard includes a cross-section of employment, industry sector, mobility and in-migration data for the region.
- Continued to work on 2022 improvements to capitalregionindicators.org that will include better data and mapping features. The site has been updated to include indicators by zip code and school district.
- Partnered with CEG on a supply chain study to examine upstream and downstream opportunities related to the clean energy sector, specifically offshore wind.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.29 Geographic Information Systems (GIS)

Goal: To use geospatial technologies such as GIS in data warehousing, data analysis and map production to inform the metropolitan transportation planning process and to support the development of planning studies, programs, and products.

Actual Performance:

- Maintained and upgraded CDTC's GIS and GPS software and hardware.
- Provided GIS technical assistance and training to staff and responded to data requests.
- Created GIS maps and mapping to support the metropolitan transportation planning process.
- Managed CDTC's GIS data and maintained and enhanced existing GIS databases.
- Maintained access to and acquired updated and new GIS data from municipal, regional, and state agencies.
- Maintained and enhanced Online Mapping Applications and mapping content on CDTC's website.
- Researched the NYS CRIS (Cultural Resource Information System) mapping application.
- Enhanced trail and trail related databases in preparation to build an Online Trail Map.
- Attended GIS Training sessions (1) Virtual and GIS Webinars (2).
- Researched and received training on existing and new GIS software products and technologies.
- Coordinated with CDRPC and CDTA to exchange data and to prepare customized maps to meet the needs of each agency without duplicating efforts.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- Updated and maintained CDRPC's GIS, utilized the system for internal project analysis, and provided GIS products and services to local governments, agencies and citizens on request.
- Developed a series of demographic, land use, and regional growth maps which were assembled in an online story map format.
- Utilized GIS to support local technical assistance projects.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30 Pavement Condition Inventory Support

Goal: To support CDTC staff training for the conduct of regular pavement condition surveys of Capital Region roads. CDTC's Metropolitan Transportation Plan and the Transportation Improvement Program rely on pavement condition data that is comprehensive, reliable, and easily accessible.

Actual Performance:

- Trained CDTC staff in the visual procedures developed and used by NYSDOT, known as the Windshield Survey Method. (Staff attended classroom training at NYSDOT and CDTC trained staff in the field.)

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30.1 Pavement Condition Inventory Albany County

Goal: To carry out the annual pavement condition survey of Albany County-owned roads (signed County Routes) under contract to Albany County.

Actual Performance:

- Updated the 2022 pavement inventory database with 2022 paving program information from Albany County.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30.3 Pavement Condition Inventory City of Schenectady

Goal: To carry out a pavement condition survey of Schenectady City-owned roads under contract to the City of Schenectady.

Actual Performance:

- Developed a Geographic Information System (GIS) file containing all roadways under City jurisdiction.
- Performed pavement condition ratings and QA/QC.
- Sent the draft pavement ratings to the City of Schenectady for review.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.23.01 Long-Range Transportation Planning (LRTP) – System Level

3.11 STEP Model Development and Maintenance

Goal: To update and enhance the CDTC Systemic Transportation Evaluation and Planning (STEP) Model to incorporate the latest Census data for population and households, and fully incorporate CDRPC forecasts of population, households, and employment, as well as recent traffic counts. STEP Model is a four-county travel demand model that includes all federal-aid roads and highways in CDTC’s metropolitan planning area.

Actual Performance:

- Made refinements to the Systemic Transportation Evaluation and Planning (STEP) model roadway network, traffic analysis zones, and other background assumptions.
- Monitored and incorporated the latest available traffic counts and Vehicle Miles Traveled (VMT) updates.
- Prepared for the upcoming release of the 2020 Census data and (future) Census-based CDRPC forecasts of population, households, and employment.
- Researched methods for incorporating NPMRDS data and location-based data sources (ex: Replica) for model calibration/validation and surveying/capturing household travel patterns.
- Built travel demand modeling proficiency for new staff including on-the-job and formal training for the Census Transportation Planning Package (CTPP) and PTV VISUM software.
- Updated the list of Special Generators (major facilities with significant impacts on the transportation system) in the region.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.21 Climate Change Initiative

Goal: To coordinate with local, regional, and State partners to develop more resilient and sustainable transportation networks that contribute to the reduction of Greenhouse Gas (GHG) Emissions.

Actual Performance:

- Explored what data sources are available related to GHG emissions.
- Coordinated with CDRPC on the initiation of a Capital Region GHG emissions inventory for transportation.
- Tracked legislation and programs related to NY’s Climate Leadership and Community Protection Act (CLCPA).
- Supported Capital District Clean Communities Coalition activities and initiatives (see Task 4.70).
- Attended NYS National Electric Vehicle Infrastructure (NEVI) planning webinars and reviewed the draft plan.
- Assisted with the development of NEVI Formula Program eligibility map.
- Attended six NYSDOT Transportation Working Group meetings.

- Researched current and projected climate impacts to air and transit travel as part of the NYSEDA Transportation Working Group.
- Assisted the Transportation Working Group with developing the draft chapter on Transportation for the NYS Climate Assessment – CDTC staff was the principal author of the Air Travel section and assisted in writing both the multimodal and transit sections.
- Coordinated with Port Authority of NY & NJ staff to develop content for the NYS Climate Assessment.
- Collaborated with NYSEDA and NYSDEC staff on clean transportation efforts, including the ongoing Clean Transportation Prizes, Clean Transportation Roadmap, and Climate Smart Communities Program.
- Security planning initiatives related to Climate Change are discussed as part of Task 6.16.2.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.31 Infrastructure Planning

Goal: To implement the infrastructure and financial planning recommendations of CDTC's New Visions 2050 Metropolitan Transportation Plan. Key recommendations of New Visions 2050 are to document highway and bridge condition and to maintain assets in a state of good repair.

Actual Performance:

- Met with Saratoga Springs Infrastructure Task Force to discuss infrastructure priorities and prepared a summary of available infrastructure data prior to meeting.
- Reviewed NYSDOT Issuances relating to asphalt and steel prices; began compiling data for unit cost estimates to support financial planning.
- Prepared a technical memorandum summarizing peer MPO activities relating to electric vehicle planning.
- Prepared list of agenda topics and schedule for proposed TIP & Infrastructure Committee.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.35 Town of Hoosick Asset Management Plan

Goal: To develop an asset management plan for Town roads in the Town of Hoosick.

Actual Performance:

- Reviewed the Cornell Local Roads Program Town of Hoosick 2019 report which documents the CAMP-RS pavement management system for 96 miles of town roads.
- Met with Town staff to Identify the next steps toward the development of a Town Asset Management Plan.

- Developed and advertised an RFP for a \$33,000 contract to hire a consultant.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.41 New Visions 2050 and MTP Refinement

Goal: To continue to implement New Visions 2050, the Metropolitan Transportation Plan (MTP), for CDTC's planning area and to prepare for the MTP update due in 2025.

Actual Performance:

- Researched peer MPO and MTP best practices, especially financial planning.
- Promoted New Visions Planning and Zoning Board training.
- Developed a timeline and draft scope for the update of the MTP, due in 2025, to present to CDTC's Planning Committee and Policy Board. Met with staff to discuss draft scope.
- Identified, compiled, and analyzed data, research tools, and models required for the MTP update.
- Planned, coordinated, and hosted monthly New Visions Virtual Learning Series webinars, which have all been approved for CM credits by the American Planning Association NY Upstate chapter and are available on the CDTC YouTube channel.
- Met with staff regarding the Congestion Mitigation Planning process (see Task 3.22) and its coordination with the MTP update.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- No significant activity to report this period.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.51 Performance-Based Planning

Goal: To include national performance goals for the Federal-Aid Highway and Federal Transit Programs in CDTC's metropolitan transportation planning activities.

Actual Performance:

- No activity, see Task 5.01 related to the TIP.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.23.02 Long-Range Transportation Planning (LRTP) – Project Level

3.22 Regional Operations and Congestion Management

Goal: To implement the operations recommendations of CDTC's New Visions 2050 Metropolitan Transportation Plan and update CDTC's Congestion Management Process (CMP).

Actual Performance:

- Facilitated CDTC's Regional Operations and Safety Advisory Committee (ROSAC) meetings to serve as a forum for operations and safety initiatives. Three meetings were held.
- Began preparing an update to CDTC's Congestion Management Process:
 - Prepared scope outline and schedule; shared with ROSAC.
 - Compiled literature review of updated federal guidance and research publications related to planning for reliability.
 - Compiled summary of peer MPO best practices and innovations.
 - Prepared draft methodology outline.
- NYS MPOs gained access to the Replica data suite in August; CDTC staff have conducted a review of available data and tools in the CDTC region. Presented a report on Replica data quality and use cases and presented to the NYSAMPO Modeling Working Group in September.
- Prepared a scope of work for the Regional Signal Timing Program in coordination with Task 3.32.
- Purchased, installed, and received training related to Trafficware Synchro software.
- Staff attended webinars and trainings relating to data products, signal timing, crowdsourced data for operations, and other topics.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.32 Regional Signal Timing Program

Goal: To create a formal Regional Traffic Signal Timing Program that includes region-wide signal screening, with particular emphasis on locally owned signals, to identify signal re-timing candidate locations and develop optimized timings.

Actual Performance:

- Prepared a scope of work and schedule that was shared with the ROSAC.
- Worked with local signal owners to select candidate corridors for timing study.
- RFP nearly finalized; intended to be released shortly.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.24.00 Short-Range Transportation Planning (SRTP)

4.17 Complete Streets

Goal: To support planning and implementation of Complete Streets in the region.

Actual Performance:

- Completed a final draft of the Complete Streets Design and Implementation Guide and circulated to additional NYSDOT staff for review.
- Researched the details of recent NYS legislation amending the Vehicle and Traffic Law sections §§1643, 1662-a & 1622; authorizing cities, villages, and towns to reduce the speed limit to twenty-five miles per hour.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- There was no activity on this task.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.21 Freight Planning

Goal: To further CDTC's freight planning efforts by facilitating the Freight Advisory Committee and augmenting CDTC's Regional Freight & Goods Movement Plan (Freight Plan) recommendations.

Actual Performance:

- Held two Freight Advisory Committee (FAC) meetings; the first on June 1, 2022, which included presentations on Foreign Trade Zone #121 and the Glenridge Road (NY 914V) Westbound Truck Turnaround & Overview of Over Height Vehicle Detection System; the second meeting was on August 17, 2022, and featured presentations from GoRail on Freight Rail Funding, FAF5, and the Regional Truck Parking Study
- Continued to encourage participation on the FAC, particularly from private sector freight interests, and to reach out to new potential members.

- Continued development of the Regional Truck Parking Study
 - The study is inventorying public and private truck parking supply and demand in the region, identifying major factors and trends affecting overnight truck parking, developing a local truck-parking toolkit, and making recommendations to improve truck parking conditions in the region.
 - Existing conditions data has been collected and analyzed.
 - A Study Advisory Committee was identified, convened, and held SAC #1; and the Project Team held biweekly coordination meetings.
- Participated in the development of the City of Albany Waterfront Access, Vitality, and Economic Strategy (WAVES) project, in stakeholder and committee meetings, and commented on deliverables as appropriate.
- Continued to strengthen the relationship between CDTC's Freight and Clean Communities programs.
- Participated in all available FHWA Talking Freight Seminars, the Freight for All: Defining Major Equity Considerations in Goods Movement seminar, the I-81 Truck Parking Roundtable, the National Coalition on Truck Parking Workshop, and other online freight-related training opportunities.
- Participated in all available forums for discussing the effects of the COVID-19 pandemic on the supply chain and movement of freight.
- Assisted NYSDOT and local jurisdictions with planning and implementing projects, programs, and policies identified in the CDTC Freight Plan, NY Statewide Freight Plan, and the update of the NY State Freight Plan.
- Analyzed and presented data from the FAF5 data set.
- Continued to build a working relationship with regional higher education institutions, including the Rensselaer Polytechnic Institute (RPI) Volvo Center of Excellence for Sustainable Urban Freight Systems, and the University at Albany, to support their freight-related activities and develop new initiatives

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.25 Energy Efficient Logistics Grant

Goal: To provide technical assistance to the US Department of Energy (USDOE): Energy Efficient Logistics Living Lab Grant project team.

Actual Performance:

- The project is substantially complete as of 9/30/22; the RPI team is finalizing reports for DOE.
- The RPI team conducted research related to the project and three pilot tests to help foster energy efficient logistics. Pilot tests included 1) delivery consolidation with Plug Power, 2) evaluation of freezer blankets to support deliveries of food with Price Chopper and 3) the use of tandem trailers on the NYS Thruway.
- CDTC's Freight Advisory Committee assisted in arranging these pilot tests.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.30 Smart Communities

Goal: To promote implementation of CDTC's Smart Communities Toolbox of advanced technologies to improve transportation system safety, mobility, and accessibility.

Actual Performance:

- See Task 3.22 for other related work (regional signal timing, ITS, and EV planning)
- Managed consultant-led study to develop the Smart Mobility Toolbox (www.cdtcsmartmobility.com)
 - Developed draft toolbox
 - Conducted several stakeholder and focus group meetings
 - Created a virtual public engagement portal for the project
 - Reviewed draft documents and other study materials
 - Coordinated with staff to present Smart Mobility Toolbox concepts at the Regional Operations & Safety Advisory Committee (ROSAC). See Task 3.22.
- Supported regional EV infrastructure planning.
- Researched Smart Cities technologies, strategies, and best practices.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.35 Health Impact Assessments

Goal: To develop a Health Impact Assessment (HIA) tool in coordination with local health department staff to inform decision-making about transportation planning, policy, and projects impacting public health.

Actual Performance:

- Organized a subcommittee of the Equity Advisory Committee that consists of CDTC, CDRPC and local health department staff to determine baseline health and environmental data needs and how to apply HIA to the metropolitan transportation planning process.
- Compiled relevant data sources, as determined by subcommittee members.
- Provided a draft data checklist to the Equity Advisory Committee for feedback.
- Held two subcommittee meetings.
- Researched HIA models.
- Participated in the Albany County Health Alliance.
- Coordinated with CDRPC on the Communities of Excellence initiative.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- No activity this period.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.60 Capital Coexist

Goal: To provide traffic safety information and resources to all users of the transportation system, with safety programming and messaging focusing on recommendations in CDTC's Local Road Safety Action Plan (2019).

Actual Performance:

- Released a solicitation for community led short-term traffic safety infrastructure demonstration projects and bicycle and pedestrian safety events led by local police departments. Three events were completed.
- Released a solicitation to non-profits, schools and municipalities to support bike skills safety training and maintenance workshops held by trainers certified by the League of American Bicyclists.
- Organized an educational webinar on Rectangular Rapid Flashing Beacons.
- Updated the Capital Coexist webpage on the CDTC website.
- Attended the Albany County Traffic Safety Awareness Weekend at a regional shopping mall, distributed education materials that promote traffic safety, and talked to over 60 attendees.
- Organized an educational webinar titled "Plan Your Own Walk & Roll to School Event" leading up to Bike to School Day.
- Released a Walk & Roll to School Toolkit guide.
- Updated the online Safety and Educational Materials Request Form and surveyed past requesters to identify ways to improve program offerings.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.64 Americans with Disabilities Act (ADA) Planning

Goal: To support municipalities toward the development of ADA Transition Plans.

Actual Performance:

- Released a Request for Proposals for consultant services to encourage and facilitate completion of municipal transition plans for pedestrian infrastructure. This is anticipated to fund the equivalent of one Self-Analysis and Transition Plan for a municipality with a large network of pedestrian infrastructure and will provide the data collection methodology and online GIS access to municipalities for their own use.
- Solicited municipal participation in the ADA contract.
- Completed a draft of the City of Albany Transition Plan, as well as internal review.
- Completed internal review of the draft Saratoga Springs Self-Analysis and Transition Plan, for which the City opened a public hearing.
- Participated in a webinar from FHWA and NYSDOT to assist in the development of ADA Transition Plans.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.67 Active Transportation Planning

Goal: To plan for active transportation through numerous initiatives related to safety, community assistance with trail, sidewalk, and bike path/lane planning and alignments, and the promotion of walking, bicycling and electric assist devices like electric bikes, scooters, and mobility-assistance devices.

Actual Performance:

- Planned, coordinated, and hosted five Active Transportation Advisory Committee meetings, including a site visit to the recently completed Zim Smith Trail extension to Mechanicville. Expanded discussion topics to include complete streets, ADA Transition Plans and electric assist devices.
- Coordinated with staff on the development of an online regional trail map (see Task 2.29).
- Attended the Empire State Trail Stakeholder Meeting organized by NYS OPRHP to announce the transition from the Hudson River Valley Greenway. The meeting focused on coordinating local trail groups and trail planning organizations to shepherd the next phase of the Empire State Trail and continued maintenance/development.
- Participated in the Statewide Greenway Trails Plan Working Group – attended two virtual meetings.
- Met with the Delaware Valley Regional Planning Commission (DVRPC), virtually, to discuss trail maintenance best practices and share completed trail planning materials created by CDTC.
- Virtually met with the consultants working on the Albany County Resiliency Plan to discuss trail planning opportunities in the county.
- Researched best practices in design, maintenance, and construction of active transportation infrastructure and programs.
- Began coordination with CDRPC to measure the economic impacts of active transportation infrastructure projects.
- Staff attended the Walk-Bike NY Symposium; participated in sessions dedicated to Complete Streets, MUTCD, ADA Accessibility, and safety.
- Coordinated with staff on Complete Streets (Task 4.17) and ADA Planning (Task 4.64), as well as Safety (6.16.1) and promotion of the Capital Coexist program (Task 4.60)
- Conducted three trail counts (see also Task 2.28)
- Developed and updated trail profiles with data collected from Eco-Counters.
- Coordinated with NYSDOT, Saratoga Springs, Parks and Trails New York, and Empire State Trail on ongoing trail count data sharing.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.68 Capital District Trails Plan Implementation

Goal: To support the implementation of CDTC's Capital District Trails Plan.

Actual Performance:

Patroon Creek Trail Feasibility Study:

- Conducted public outreach on draft plan, including a virtual public workshop and various "pop-up" events around the region.
- Held two Technical Advisory and Citizen Advisory Committee meetings.
- Reviewed and finalized study documents, including the final report, executive summary, and appendices.
- This study is complete.

Albany County Loop trail:

- Collected and compiled transportation data for Segment A (Route 155 from the I-90 overpass to the Voorheesville trail head at the end of the Albany County Rail-Trail).
- Conducted a trail count at the Grove Street trailhead for the Albany County Rail-Trail (see also Task 4.67).
- Completed the Draft Existing Conditions Technical Memorandum for Segment A and delivered it to Albany County for review.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.70 Clean Communities

Goal: To host the Capital District Clean Communities Coalition (CDCC) and contribute to reduced emissions in the Capital Region through the promotion of alternative fuel vehicles as part of the U.S. Department of Energy's (USDOE) Clean Cities Program.

Actual Performance:

- Participated in monthly USDOE conference calls with Clean Cities coordinators from the Northeast Region.
- Attended and participated in various webinars about alternative fuels and advanced vehicle technologies.
- Attended event for the first shipment of renewable propane to be delivered to New York State
- Completed and submitted required Clean Cities reports.
- Hosted Drive Electric Earth Day – Electric Vehicle showcase event in Albany.
- Performed electric bus scrappage audit for five Town of Bethlehem School Buses and one CDTA bus.
- Hosted Barriers to Electric Vehicle Adoption Listening Session.
- Attended the "Pathways to a Clean Future" conference to learn about the future of Biofuels in NYS.
- Coordinated and presented on electric vehicle planning during a CDTC New Visions Virtual webinar series.
- Tabled at the City of Schenectady National Drive Electric Week event.
- Completed new Clean Cities Active and Effective Coalition Checklist.
- Developed content and acquired signed partnership agreements for Clean Cities re-designation in October.
- Attended multiple coordination and planning meetings for the Capital District Mobility Hubs projects.
- Coordinated with multiple electric vehicle industry experts to plan an EV 101 presentation at the Bethlehem Library. This event is scheduled for October 24th

- Coordinated with CDTC Freight Advisory Committee and various medium / heavy duty vehicle manufactures to begin planning a medium / heavy duty alternative fuel vehicle showcase in November 2022
- Developed an interactive map to highlight locations in the region potentially eligible for NEVI program funding.
- Coordinated with U.S. Department of Energy (DOE) staff to begin developing a “Flex” task to provide them with detailed data on CDTC Transportation Demand Management (TDM) programs.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.25.00 Transportation Improvement Program (TIP)

5.01 Transportation Improvement Program (TIP) Development and Maintenance

Goal: To develop and maintain a multi-modal program of transportation projects called the Transportation Improvement Program (TIP). CDTC’s goal is to produce a balanced TIP that contributes to implementation of the Metropolitan Transportation Plan, New Visions 2050, as well as NYSDOT’s Transportation Asset Management Plan.

Actual Performance:

- Coordinated with CDTC Planning Committee and Policy Board representatives to complete development of the 2022 – 2027 Transportation Improvement Program including a TIP Narrative Document, TIP Project Listings and an interactive project mapping application.
- Began development of a database in MS Access capable of storing detailed TIP project information and producing necessary output files and summary tables to maintain the 2022-2027 TIP.
 - Performed ongoing monitoring of the 2019-2024 TIP fiscal constraint by reviewing it during CDTC Planning Committee meetings.
- Monitored TIP / STIP performance by reaching out to seven different local sponsors regarding 12 different projects with construction scheduled for FFY 22-23. Of those 12 projects, 9 were expected to not be obligated by September 2023. These projects were pushed out to FFY 23-24 to improve STIP performance.
- Coordinated with local project sponsors, consultants, and NYSDOT to receive detailed updates on existing TIP projects.
- Updated CDTC’s local project delivery spreadsheet with the latest data on TIP projects scope, schedule, and budgets and distributed it at each Planning Committee meeting for review.
- Maintained the current TIP GIS database and created a new 2022-2027 TIP GIS database and online map.
- Worked with NYSDOT and local project sponsors to initiate a total of 36 amendments to the 2019-2024 TIP.
- Worked with NYSDOT and local project sponsors to initiate a total of seven Project Selection changes (Administrative Modifications) to the 2019-2024 TIP.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.21 Air Quality Conformity

Goal: To ensure CDTC is meeting air quality conformity requirements under the Clean Air Act. CDTC's metropolitan planning area continues to be in 'Nonattainment' for the 1997 Ozone National Ambient Air Quality Standards (NAAQS), requiring air quality conformity for TIP projects, and is in 'Attainment' for all other NAAQS.

Actual Performance:

- Consulted and coordinated with the NYS Interagency Consultation Group (ICG) for 23 TIP amendments.
- Consulted with the ICG on the assignment of exempt/non-exempt codes to new TIP projects.
- Updated the Albany-Schenectady-Troy 1997 8-Hour Ozone Non-Attainment Area Transportation/Air Quality Conformity Determination, as required for the adoption of the 2022-2027 TIP, and coordinated with the NYSDOT Environmental Science Bureau, the Adirondack/Glens Falls Transportation Council, and NYSDOT Regions 1, 2, and 9.
- Participated in statewide bi-monthly New York State Interagency Consultation Group (ICG) meetings.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.51 Travel Demand Modeling Services

Goal: To provide small scale on-demand services to the region's municipalities for travel demand modeling related to local transportation planning and traffic engineering initiatives.

Actual Performance:

- Utilized the CDTC Systematic Transportation Evaluation and Planning (STEP) model to develop future year PM peak hour background traffic assumptions for projects in the Town of Clifton Park (2), Town of Halfmoon (4), Town of Malta (3), Town of Stillwater, and the Town of Wilton.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.61 TIP Project Development Support

Goal: To support Transportation Improvement Program sponsors with the development of traffic forecasts and other material for TIP project development and design purposes.

Actual Performance:

- Coordinated with NYSDOT on the upcoming Reimagine I-787 Study scope of work.
- Developed a detailed sub-area travel demand model for the NY 378 Troy-Menands Bridge Planning & Environmental Linkages (PEL) Study.
- Provided technical support to NYSDOT for the NY 378 Troy-Menands Bridge PEL Study, including preparation of several traffic data analyses, and participation on the Study Advisory Committee
- Coordinated with NYSDOT to utilize the STEP model to analyze the impacts of the Sitterly Rd bridge of I-87 closure for construction in the Town of Clifton Park.
- Participated in the planning and development of the Livingston Avenue Bridge project.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.26.00 Planning Emphasis Areas (PEAs)

6.12 Human Service Agency Transportation

Goal: To fulfill requirements related to the 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities and convene the Regional Transportation Coordination Committee (RTCC). The Coordinated Public Transit Human Services Plan for the Capital District was last updated in May 2019.

Actual Performance:

- Organized a “Tools of the Trade” workshop with a field trip on two types of human services transportation vehicles and presentations by the Healthy Alliance, CDTA, NYSDOT, the NYS Developmental Disabilities Planning Council and three local providers about how they address accessibility within transportation.
- Completed the 5310 program project review and selection.
- Maintained the RTCC, expanded membership and scheduled regular meetings.
- Participated in the Colonie Senior Service Centers Transportation Planning Grant from the National Aging and Disability Transportation Center.
- Coordinated with the Albany Guardian Society to distribute the Senior Transportation Guide.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.13 Transit Planning

Goal: To provide transit system planning support to the Capital District Transportation Authority (CDTA) and private operators and to support CDTA in meeting its Federal Transit Administration (FTA) requirements.

Actual Performance:

- Continued development of the CDTC/CDTA Bus Lane Feasibility Study
 - Held one Study Advisory Committee meeting, one Leadership Team meeting, and bi-weekly project coordination meetings; implemented the public participation plan and held the second round of public outreach; finalized the corridor evaluation analysis and developed concepts for five corridors.
- Coordinated with CDTA on:
 - Implementation of the Washington/Western BRT project.
 - The consultant selection process and initiation of the CDTA BRT Expansion Study.
 - TIP amendments and funding-related requests, as needed.
- Participated in the development of the NYSAMPO-led transit data pilot program; the project outcomes will inform a future CDTA Transit Development Plan (TDP) update.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.14 Transportation Demand Management Initiatives

Goal: To build the capacity of the region to enable travel behavior change through Transportation Demand Management (TDM) initiatives that minimize traffic congestion and reduce greenhouse gas emissions. TDM refers to various programs, policies and services that encourage travel behavior change and more efficient travel patterns such as shifts from peak to off-peak periods, from single-occupancy vehicle (SOV) to other modes including transit, biking, walking, carpooling, and vanpooling, and from dispersed to closer destinations.

Actual Performance:

- Supported the regional Guaranteed Ride Home (GRH) program by coordinating with 511NY Rideshare and CDTA and providing ad-hoc GRH enrollments.
- Responded to inquiries received through 511NY Rideshare, the Capital Moves portal, phone calls and emails.
- Organized the Bike to Work Challenge with 275 participants who rode 2,862 miles, conserved 115 gallons of gas, prevented 1.1 tons of CO₂ from being released and burned about 132,100 calories.
- Managed the Ditch the Car Challenge from June 4th to Sept 9th with 38 participants logging 1,718 trips.
- Promoted Bike to Work and Ditch the Car Challenges with social media, newsletters, direct appeals, and press releases.
- Worked with the FHWA Smartphone Incentives Study consultant to disseminate outreach materials to market the GoEZY app as part of a Capital Region study.
- Updated the vanpool list on the Capital Moves website.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.16.1 Safety Planning

Goal: To provide tools, data, and resources to reduce crashes, particularly fatal and serious injury crashes, on all public roads. Following CDTC's Local Road Safety Action Plan and highlighting a Safe Systems approach, staff will provide resources to empower and enable local governments to access available safety funding.

Actual Performance:

- Trained on the NYSDOT Crash Location Engineering & Analysis Repository Crash Data Viewer, provided local training on its capabilities, and used the system to retrieve data for local agencies.
- Developed an ongoing safety oriented social media campaign.
- Supported implementation of the NYSDOT Roadway Departure Safety Action Plan and Pedestrian Safety Action Plan.
- Continued to support and encourage an ongoing regional Traffic Incident Management committee.
- Attended Saratoga and Schenectady traffic safety board meetings, as well as safety related trainings, webinars, and events.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.16.2 Resilience and Security Planning

Goal: To work with public and private stakeholders to enhance the security of people, operations, assets, and infrastructure by identifying and assessing the vulnerability of Federal-Aid eligible transportation infrastructure and development guidance to ensure transportation projects are planned, designed, and constructed to be resilient to potential hazards and disruption.

Actual Performance:

- Participated in the Technical Advisory Committee for the Albany County Resiliency Plan.
- Inventoried existing guidance and models for performing a vulnerability assessment of Capital Region critical transportation infrastructure.
- Monitored guidance from FHWA on adaptation and resiliency planning in the transportation planning.
- Coordinated with NYSDOT staff on NYS Hazard Mitigation Plan initiatives and implementation.
- See also Task 3.21

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.27.00 Other Activities

7.10.1 Town of Colonie GEIS Support

Goal: To perform traffic and mitigation cost reviews for land development projects in the Town of Colonie Airport and Boght Generic Environmental Impact Statement (GEIS) areas.

Actual Performance:

- Support implementation of the GEIS mitigation cost program in the Airport, Lisha Kill, and Boght Road areas of the Town of Colonie.
- Provide CDTC technical services by reviewing each development application in the GEIS study areas, calculating the appropriate transportation mitigation cost for use by the town, and reviewing arterial management and site circulation issues.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.10.2 Town of Malta GEIS Support

Goal: To perform traffic and mitigation cost reviews for land development projects in the Town of Malta for the town wide Generic Environmental Impact Statement (GEIS).

Actual Performance:

- Support implementation of the GEIS mitigation cost program in the Town of Malta.
- Provide CDTC technical services by reviewing each development application in the GEIS study areas, calculating the appropriate transportation mitigation cost for use by the town, and reviewing arterial management and site circulation issues.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.20 Shared Transit Service Planning and Analytics Initiative

Goal: To assess transit mobility planning and analysis tools and conduct pilot studies to apply the tools to ongoing MPO planning activities.

Actual Performance:

- Managed a contracted team led by AVAIL on behalf of the New York State Association of Metropolitan Planning Organizations (MPO), their planning partners at transit agencies, NYSDOT, and federal partners.
- Coordinated advisory committee approval of four pilot project applications from transit agencies throughout the state to evaluate STOPS, Replica, ArcGIS, TBEST, Open Trip Planner, ESRI Network Analyst, and Conveyal with one parallel analysis run in REMIX. All project teams are coordinating with the local MPO.
- The results of these pilots will guide a potential broader statewide hosting of these tools for use by MPOs, NYSDOT and Transit Systems in New York State. If successful, the pilots may support a case for deploying a common statewide portal for these tools to support common analysis methods for service planning and evaluation across the State's metropolitan areas.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.50 Menands Land Use Regulations Update

Goal: To update and revise land use regulations in the Village of Menands to improve walkability, encourage redevelopment of vacant or underutilized commercial sites, and foster infill development and compact design.

Actual Performance:

- A partial draft of the zoning changes and design standards was submitted for Study Advisory Committee (SAC) review in September 2022.
- Visual and graphic components of the code are 95% complete by consultant.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.60 Scotia Downtown Connections Plan

Goal: To identify opportunities to improve the pedestrian, bicycle, and transit experience in the Village of Scotia's Central Business District along Mohawk Avenue (NYS Route 5).

Actual Performance:

- Final deliverables received from consultant, including Final Concept Report. Report incorporates feedback prepared by CDTC staff and study stakeholders.
- Held final Study Advisory Committee meeting and final presentation to Scotia Town Board in April and May.

Progress in Meeting Schedule: This study is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.70 East & North Greenbush Route 4 Corridor Study Update

Goal: To develop a plan for the Route 4 corridor in the Towns of East and North Greenbush that identifies a preferred corridor profile, based on a representative public input process, and a clear implementation strategy to improve transportation operations.

Actual Performance:

- Compiled all existing conditions data.
- Collected and analyzed traffic volume and turning movement count data.
- Convened a Study Advisory Committee, held one steering committee meeting and held monthly status update meetings.
- Provided technical support by generating environmental justice, environmental mitigation, and Limited English Proficiency mapping and analyses.
- Prepared for upcoming public and stakeholder outreach.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.80 City of Troy Federal Street Study

Goal: To explore options to redesign Federal Street into a boulevard bookended with roundabouts at River Street and Sixth Avenue.

Actual Performance:

- Managed a consultant team to prepare the Federal Street Study. A draft report is in development.
- Generated environmental justice, environmental mitigation and Limited English Proficiency mapping and analysis, collected traffic volume data, and provided crash data for the existing conditions analysis.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.85 City of Rensselaer Waterfront Connectivity Study

Goal: To explore multi-modal transportation options to support Hudson River waterfront redevelopment in the north end of the City of Rensselaer.

Actual Performance:

- Continued holding monthly status meetings with the core project team.
- Consultant facilitated three study advisory committee meetings, prepared study website and prepared online public survey.
- Rensselaer Waterfront Public Workshop held in June at Rensselaer Jr/Sr High School; workshop input summarized by consultant and used to inform draft concepts.
- Consultant delivered existing conditions report and draft concepts; final concept plan in development.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.86 Town of Brunswick Hoosick Road Corridor Study

Goal: To identify potential solutions to issues associated with traffic through the core commercial area of the Town of Brunswick along NYS Route 7 between the City of Troy boundary and NYS Route 142 (Grange Road) including connecting neighborhood streets.

Actual Performance:

- Created Environmental Mitigation, Environmental Justice, and Limited English Proficiency mapping and language for documentation.
- Held meetings with core study area stakeholders including Town of Brunswick and NYSDOT to review study context and gather input for scope of work. Prepared literature review of prior studies involving the Hoosick Road study area.
- Study scope of work prepared; Request for Expressions of Interest issued August and due in September.
- Proposals received September 29th; consultant selection process underway.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.87 Sand Creek Road Complete Street Feasibility Study

Goal: To prepare a Complete Street Feasibility Study for Sand Creek Road, from Watervliet Shaker Road to Wolf Road in the Village and Town of Colonie.

Actual Performance:

- Staff coordinated with the Village of Colonie and other project partners to develop a scope of work and Request for Expressions of Interest.
- Request for Expressions of Interest was released for advertisement on September 28th 2022 and Letters of Interest are due on October 26, 2022.
- Staff developed environmental justice, environmental mitigation, and Limited English Proficiency maps to be included in the plan's existing conditions report

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.88 City of Schenectady Albany and Crane Streets Linkage Study

Goal: To perform a traffic analysis on in the Albany Street and Crane Street corridors of the City of Schenectady to be used in determining what transportation related projects would most benefit the Mount Pleasant and Hamilton Hill neighborhoods by improving the flow of vehicular traffic, parking availability, safety for pedestrians, cyclists, the disabled, and public transit riders, and the economic success of the commercial businesses.

Actual Performance:

- Met with the City of Schenectady Planning Department staff to discuss project scope.
- Developed a scope of work for the project and issued a Request for Expressions of Interest.
- Evaluated consultant expressions of interest and selected a consultant for the contract.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.



Capital District Transportation Committee

Performance and Expenditure Report

October 1, 2022 – March 31, 2023

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For the May 3, 2023 Planning Committee

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Introduction

The Unified Planning Work Program identifies transportation planning and programming activities that are to be undertaken in the Capital Region during the state fiscal year (April 1 to March 31). The intent of the comprehensive work plan is to coordinate all federally funded transportation-related planning activities in the region.

This Performance and Expenditure Report fulfills the requirements of Title 23 §420.117 of the *Code of Federal Regulations* related to monitoring and reporting requirements of Federal Highway Administration (FHWA) Metropolitan Planning funds by sub recipients “to assure that the work is being managed and performed satisfactorily and that time schedules are being met.” It additionally fulfills reporting requirements to the Federal Transit Administration (FTA) related to Metropolitan Planning Program (MPP) funds. These grants are indicated in this report as FHWA PL, FTA X032, and FTA X031. A summary of other federal, state, and local funds budgeted and expended is provided for information only.

CDTC Staff Activities Per UPWP Task Description

44.21.00 Program Support & Administration

1.51 Committee Activities

Goal: To support ongoing administrative activities related to CDTC’s Policy Board, Planning Committee, Administrative and Finance Sub-Committee and other Policy Board sub-committees as needed.

Actual Performance:

- Two Policy Board meetings were held at which:
 - The 2023-2024 Unified Planning Work Program (UPWP) was solicited, developed, and approved.
 - Bridge NY Program projects were approved for inclusion in the 2022-2027 TIP.
 - Amendments to the 2022-2027 TIP were approved.
 - CDTC’s new name was approved, the Capital Region Transportation Council.
 - Federally required Safety Performance Measure Targets were approved.
 - CDTC’s Complete Streets Design Guide was presented.
 - Officers were nominated and appointed to the Policy Board as well as at-large members.
- Four Planning Committee meetings were held at which:
 - The 2023-2024 UPWP was solicited, developed, and approved for Policy Board action.
 - Numerous amendments to the 2019-2024 and 2022-2027 TIPs were approved.
 - TIP project selection actions and project delivery updates were reviewed.
 - The CDTC ADA solicitation was approved.
 - The Bridge NY Program guidance and solicitation were developed and released, projects were evaluated and approved for funding.
 - Data related to CDTC’s Environmental Justice/Title VI Analysis report was updated and approved.
 - An approach to developing an Equity Policy was approved.

- Two CDTC/CDRPC Technical Assistance Program were approved for funding.
- Presentations were given on the Patroon Creek Greenway Feasibility Study, CDTA's BusPlus Red Line Upgrades, CDTC's Smart Communities Toolbox, and the CDTC/CDTA Bus Lane Feasibility Study.
- The Administrative and Finance Subcommittee met twice.
- The Nominating Subcommittee met to nominate officers for the Policy Board and at large town/village members for the Policy Board and Planning Committee.
- Maintained membership lists, meeting calendars, and website content.
- Developed and distributed Policy Board, Planning Committee, and Administrative and Finance Subcommittee meeting notices, agenda packages, and meeting summaries.
- Monitored federal transportation related legislation and federal rulemakings.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.61 CDTC Operations and Management

Goal: To manage the day-to-day operations of CDTC and its staff to implement the metropolitan transportation planning process.

Actual Performance:

- Continued administrative activities related to staff supervision, recruitment, and staff meetings.
- Hired two interns.
- Initiated an update to CDTC's Administrative Procedures and Employee Handbook.
- Prepared resolutions, memoranda of understanding (MOUs), and local agreements.
- Prepared and administered consultant and vendor contracts.
- Managed CDTC's financial records and coordinated with CDTA's accounting staff.
- Staff monitored the performance of the unamended TIP as recommended in CDTC's 2020 federal certification review report.
- Staff attended professional development trainings and events including the Transportation Research Board Annual meeting and the Association of Metropolitan Planning Organizations' Annual Conference.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.65 Unified Planning Work Program (UPWP) Development and Reporting

Goal: To prepare and maintain CDTC's UPWP and to report performance and progress.

Actual Performance:

- Monitored expenditures and 2022-2023 UPWP progress.
- Prepared and submitted the six-month DBE and Performance and Expenditure Reports.
- Developed and executed a new solicitation process for the 2023-2024 UPWP.
- Approved six planning study applications for the 2023-2024 UPWP.
- Developed the draft text and budget for the 2023-2024 UPWP.
- Held an extensive public participation process including one virtual meeting and a public open house for the 2023-2024 UPWP.
- CDRPC prepared status reports for the final two, three month periods in the fiscal year.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.66 Environmental Justice and Title VI

Goal: To take reasonable steps to ensure no person is excluded from participation in, or denied the benefits of, CDTC's metropolitan planning process on the basis of race, color, national origin, sex, age, disability, or economic status and to identify and address disproportionately high and adverse human health or environmental effects of CDTC's programs, policies, and activities on minority and low-income populations.

Actual Performance:

- Developed an equity work plan for 2023.
- Trained staff on federal Limited English Proficiency (LEP) requirements and CDTC's LEP implementation policies.
- Presented the findings from the *Job Access in New York's Capital Region* report at a lecture at Rensselaer Polytechnic Institute (RPI).
- Completed an [Environmental Justice/Title VI Analysis](#) including analysis of the 2022-2027 TIP, the Metropolitan Transportation Plan, and 2022-2023 UPWP.
- Continued to monitor Federal Environmental Justice guidance related to updated Executive Order 12898 and the Justice40 initiative, including the Climate and Economic Justice Screening Tool and the interim USDOT Equitable Transportation Community Explorer.
- Continued to increase the number of ongoing relationships with community groups in Environmental Justice areas, groups representing people protected by nondiscrimination regulations and other traditionally underserved populations.
- Developed budget and Identified consultants for a DEI staff training in FY 2023-2024.
- Held one Equity Advisory Committee meeting.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.68 NYSAMPO Administration

Goal: To support the New York State Association of Metropolitan Planning Organizations (NYSAMPO) by administering the staff consultant contract on behalf of the association.

Actual Performance:

- CDTC coordinated with NYSDOT on the administration of the consultant contract.
- Consultant team coordinated and facilitated the following Working Group meetings:
 - Bicycle & Pedestrian Working Group:
 - March 7 – virtual meeting
 - Climate Change Working Group:
 - January 19 – virtual meeting
 - Freight Working Group:
 - October 20 – virtual meeting
 - Modeling Working Group (with SUNY AVAIL):
 - October 28 – virtual meeting
 - December 9 – virtual meeting
 - January 27 – virtual meeting
 - February 24 – virtual meeting
 - March 31 – virtual meeting
 - Safety Working Group:
 - October 26 – virtual meeting
 - November 30 – virtual meeting
 - January 3 – virtual meeting
 - January 25 – virtual meeting
 - March 22 – virtual meeting
 - Transit Working Group:
 - March 14 – virtual meeting
 - Transportation Systems Management & Operations Working Group:
 - March 14 – virtual meeting
 - Public Engagement Community of Practice Group:
 - November 3 – virtual meeting
 - January 12 – virtual meeting
 - March 29 – virtual meeting
- Consultant Team Supported Working Group Activities and Products including:
 - Bicycle & Pedestrian Working Group:
 - Coordinated with Working Group on e-bike fact sheet and potential training.
 - Worked with Bicycle & Pedestrian Working Group Counters sub-committee to develop meeting agenda.
 - Modeling Working Group:
 - Continued work as advisory committee for UAlbany AVAIL research on use of NPMRDS data set and new applications for the NPMRDS tool.
 - Transitioned to new staff consultant staff support lead for the Modeling Working Group.
 - Transit Working Group:
 - Continued to coordinate with NACTO for training for Working Group members and stakeholders.
 - General Working Group:
 - Conducted follow-up activities and coordination with Working Group members related to Carbon Reduction Program, Replica data, and NYSAMPO conference planning.

- Updated Working Groups rosters and webpages for Working Groups as requested.
- Regularly forward items of interest to Working Group members from partners.
- Coordinated with Working Group chairs and members to update Working Group Work Plans for 2023-2024.
- Submitted draft updated Work Plan to the NYSAMPO Executive Committee and then to the Directors Group participants. Incorporated comments into final Work Program.
- Updated and maintained Working Group rosters and webpages as requested.
- Regularly forward items of interest to Working Group members from partners and incorporated into meeting agenda where appropriate.
- Additional NYSAMPO activities included:
 - NYSAMPO Conference:
 - Continued with planning for 2023 NYSAMPO conference, to be held May 8-11, 2023. Held multiple calls with conference planning group, developed draft conference program, issued call for posters, and tracked registrations.
 - Training:
 - Coordinated and finalized arrangements with Esri and the MPOs for Esri Field Apps training course.
 - Finalized arrangements for the NACTO Training in Transit Street Design. The training session was held in Syracuse on March 21, 2023.
 - Began arrangements for a second session of the NACTO training event due to high demand. This will be held in Albany during summer 2023.
 - Performance Measures:
 - Updated timeline document for required activities for the federal performance measures.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.69 NYSAMPO/AMPO/TRB Committees and Working Groups

Goal: To support CDTC staff involvement in Committees, Working Groups, training, and conferences related to the New York State Association of Metropolitan Planning Organizations (NYSAMPO), the Association of Metropolitan Planning Organizations (AMPO) and the Transportation Research Board (TRB).

Actual Performance:

- AMPO Working Groups:
 - Attended/participated in joint GIS & Data Visualization Interest Group/Data Interest Group webinar meeting regarding 2020 Census – *“What You Need to Know About Urban Boundaries”*.
- NYSAMPO Working Groups:
 - Attended and participated in bimonthly meetings of the Public Engagement Community of Practice meetings.
 - Reviewed and provided comments on the 2023-2024 NYSAMPO GIS Working Group Work Plan.
 - NYSAMPO Freight Working Group:
 - Held one virtual meeting on October 20, 2022.
 - Topics of discussion included the AVAIL NPMRDS Tool – Freight Module, NYMTC’s Regional Freight Land Use Study, and NY State Freight Plan Update.
 - Developed the 2023 Work Plan.
 - Coordinated with SMTC to arrange a tour of the Amazon facility in Clay, NY.

- Staff continues to serve as chair.
- NYSAMPO Modeling Working Group:
 - Held five virtual meetings on October 28, December 9, January 27, February 24, and March 31.
 - Topics of discussion included the NPMRDS web tool, Replica data, and travel demand modeling best practices and use cases.
 - Developed the 2023 Work Plan.
 - Staff continues to serve as vice-chair.
- Transit Working Group – Attended two virtual working group meetings. Discussed NYSDOT’s Mobility Services RFI and upcoming NACTO Transit Street Design Guide Trainings.
- Safety Working Group – Attended four virtual working group meetings. Discussed recent state legislation regarding speed limits, and the new CLEAR Crash Data Viewer and Safety application as well as data use agreement.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.70 Public Participation

Goal: To support implementation of CDTC’s Public Participation Plan and maintain CDTC’s website, manage social media, and produce a newsletter.

Actual Performance:

- Developed and executed a public participation plan to solicit input and feedback on the creation and adoption of the UPWP that included two surveys, press releases, support materials, social media campaigns, an analysis and presentation of public feedback to Planning Committee and Policy Board, developed and posted an executive summary, and coordinated translation of executive summary.
- Coordinated with staff on the creation of public-facing surveys.
- Facilitated management of contact lists with administrative staff in implementation of consolidated contact management.
- Consulted with staff on public participation elements of Linkage Program studies, including giving feedback on public participation plans, strategies, tactics, and participating in meetings.
- Continued to expand outreach efforts to transportation disadvantaged communities for long term relationship building.
- Took control of Capital District Clean Communities social media accounts and maintained a regular presence.
- Facilitated staff input to rebranding effort.
- Expanded effort to regularly communicate federal transportation funding opportunities and trainings.
- Refined press release process to better track progress and collaborate with staff.
- Prepared educational materials and staffed a table at the Saratoga County Planning and Zoning Conference to increase awareness of the organization and its place in the planning process.
- Conceptualized, designed, and began production of inaugural Year in Review document.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.73 CDTC/CDRPC Technical Assistance Program

Goal: To provide Technical Assistance through staff time to local governments undertaking small community planning initiatives. Projects must be small in scale and scope, result in a defined product, and relate to the principles of CDTC's metropolitan transportation plan.

Actual Performance:

- Met with potential applicants to discuss project proposals and coordinated with CDRPC.
- Progressed or completed the following technical assistance projects:
 - Riverside Avenue Access Improvements (City of Rensselaer)
 - CDTC prepared a Draft Riverside Access Improvements Tech Memo, revised it based on City comments.
 - The Final Tech Memo was prepared and transmitted to the City. This project is complete.
 - Reconnecting the West Side (City of Saratoga Springs)
 - The project kick-off meeting and site visit was held on December 1, 2022.
 - CDTC and CDRPC staff collected data and developed an Existing Conditions Memo.
 - A Stakeholder Meeting, coordinated by CDRPC, was held on February 8th.
 - East Greenbush Natural Resource Inventory
 - CDTC and CDRPC converted the Town's Natural Resource Inventory GIS files into a publicly available online map viewer for use by the town's Conservation Advisory Council (CAC), Planning Board, Town Board, developers and residents.
 - The final deliverable has been shared with the Town. This project is complete.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

1.75 Linkage Program Administration and Support

Goal: To administer and support CDTC's Community and Transportation Linkage Planning Program (Linkage Program). Planning initiatives funded through the Linkage Program are listed as individual tasks in the UPWP.

Actual Performance:

- Coordinated and scheduled two Community Planner Forum meetings.

- Maintained CDTC's project database and project summaries.
- Tracked Linkage Project progress and implementation and updated Online Linkage Map (see also Task 2.29).
- Coordinated annual project solicitation materials and project evaluation process with the UPWP solicitation.
- Updated CDTC's Linkage Program Planning Study Administration Procedures for 2023 including Americans with Disabilities Act, Environmental Justice, Environmental Mitigation, Limited English Proficiency, Public Participation and other CDTC requirements.
- Supported Linkage Program management.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.22.00 General Development and Comprehensive Planning

2.25 Transportation Data Collection

Goal: To collect and analyze transportation related data to support the metropolitan transportation planning process.

Actual Performance:

- Reviewed RFP proposals submitted for the On-Demand Motor Vehicle, Bicycle, and Pedestrian Count Services traffic volume (AADT) data, intersection turning moving counts, vehicle classification counts and bicycle and pedestrian count data.
- Selected National Data and Surveying Services Inc. as the consultant.
- Additional data collection activities completed:
 - Trail user counts
 - Park and Ride lot utilization
 - Prepared before-and-after analyses for locations counted in the 2021-2022 Data Collection Services study; summarized findings in technical memo and presented to CDTC's Policy Board
 - Updated CDTC's Trail, Sidewalk, and Bicycle Infrastructure databases including the mileage inventory.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.28 Census and Capital Region Indicators

Goal: To use and disseminate data from the US Census, the American Community Survey (ACS) and other national, state, and regional data sets to support regional and local planning, the development of regional and local plans and studies and to make current data products more accessible and useful for communities and stakeholders.

Actual Performance:

- Monitored the delineation and release of 2020 Decennial Census Urban Areas and informed staff and stakeholders of the update process and timeline.
- Downloaded the 2020 Census Urban Area tabular and GIS files, created a summary of changes between 2010 and 2020 and other summaries for staff/members.
- Downloaded updated Census data to use in CDTC's Environmental Justice and Title VI related plans, planning studies, programs, and products.
- Attended Virtual Census Data for Transportation Planning Subcommittee Meeting.
- Attended Virtual FTA meeting discussing 2020 Urban Areas.
- Attended Census and Census-related webinars and training; two Webinar Trainings - CTPP Data Access Software Advanced and Ins and Outs and Whereabouts of Census Bureau Geography.

Progress in Meeting Schedule: The schedule was maintained sufficiently however release dates for some 2020 Decennial Census products have been delayed limiting task activity.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.29 Geographic Information Systems (GIS)

Goal: To use geospatial technologies such as GIS in data warehousing, data analysis and map production to inform the metropolitan transportation planning process and to support the development of planning studies, programs, and products.

Actual Performance:

- Maintained and upgraded CDTC's GIS software and hardware and staff access to equipment.
- Provided GIS technical assistance and training to staff.
- Participated in UAlbany's GIS Day – tabled and served on a career advisement/resume review panel.
- Created GIS maps and mapping to support the metropolitan transportation planning process.
- Maintained and enhanced existing GIS databases.
- Maintained access to and acquired updated and new GIS data from municipal, regional, and state agencies.
- Maintained and enhanced CDTC's existing Online Mapping Applications and mapping content on CDTC's website.
- Managed CDTC's GIS data.
- Enhanced trail and trail related databases in preparation to build an Online Trail Map.
- Responded to internal and external GIS data requests.

- GIS staff attended a 2-day virtual GIS Training course through NYSAMPO: ESRI Field Data Collection and Management Using ArcGIS.
- Continued training on software and programming languages.
- Updated Environmental Mitigation Map template with updated Environmental data layers.
- Created Environmental Mitigation maps for planning studies.
- Researched software products and technologies.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30 Pavement Condition Inventory Support

Goal: To support CDTC staff training for the conduct of regular pavement condition surveys of Capital Region roads. CDTC's Metropolitan Transportation Plan and the Transportation Improvement Program rely on pavement condition data that is comprehensive, reliable, and easily accessible.

Actual Performance:

- Managed non-contractual inventories.
- Requested pavement data from NYSDOT.
- Researched options to hire consultants for pavement data collection and developed costs per lane mile.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30.1 Pavement Condition Inventory Albany County

Goal: To carry out the annual pavement condition survey of Albany County-owned roads (signed County Routes) under contract to Albany County.

Actual Performance:

- Performed pavement condition ratings and QA/QC.
- Created and sent draft and final deliverables to County.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

2.30.3 Pavement Condition Inventory City of Schenectady

Goal: To carry out a pavement condition survey of Schenectady City-owned roads under contract to the City of Schenectady.

Actual Performance:

- Revised pavement condition ratings.
- Created and sent draft and final deliverables to City.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.23.01 Long-Range Transportation Planning (LRTP) – System Level

3.11 STEP Model Development and Maintenance

Goal: To update and enhance the CDTC Systemic Transportation Evaluation and Planning (STEP) Model to incorporate the latest Census data for population and households, and fully incorporate CDRPC forecasts of population, households, and employment, as well as recent traffic counts. STEP Model is a four-county travel demand model that includes all federal-aid roads and highways in CDTC's metropolitan planning area.

Actual Performance:

- Made refinements to the STEP model roadway network, traffic analysis zones, and other background assumptions.
- Continued to monitor and incorporate the latest available traffic counts and Vehicle Miles Traveled (VMT) updates.
- Continued to prepare for the upcoming release of the 2020 Census data and (future) Census-based CDRPC forecasts of population, households, and employment.
- Researched methods for incorporating Replica, NPMRDS, and other location-based data sources for model calibration/validation and surveying/capturing household travel patterns household travel survey data.
- Built Travel Demand Modeling proficiency for new staff including on-the-job and formal training opportunities, such as PTV VISUM software training.
- Attended the 2022 PTV Users Conference.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.21 Climate Change Initiative

Goal: To coordinate with local, regional, and State partners to develop more resilient and sustainable transportation networks that contribute to the reduction of Greenhouse Gas (GHG) Emissions.

Actual Performance:

- Continued to coordinate with CDRPC on the development of a GHG emissions inventory for transportation in the Capital Region.
- Tracked legislation and programs related to the New York State Climate Leadership and Community Protection Act (CLCPA).
- Supported Capital District Clean Communities Coalition activities and initiatives where appropriate, see Task 4.70.
- Attended a FHWA Charging and Fueling Infrastructure Program webinar.
- Attended four Transportation Work Group meetings related to NYSERDA's NY Climate Assessment.
- Reviewed and commented on the Transportation Chapter of NYSERDA's NY Climate Assessment.
- Collaborated with NYSERDA and NYSDEC staff on efforts related to clean transportation, including the ongoing Clean Transportation Prizes, Clean Transportation Roadmap, and Climate Smart Communities Program.
- Worked with CDRPC staff to develop a plan of action for the EPA Pollution Prevention Program grants. Supported CDRPC's Letter of Intent to EPA.
- Also see Task 6.16.2

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.31 Infrastructure Planning

Goal: To implement the infrastructure and financial planning recommendations of CDTC's New Visions 2050 Metropolitan Transportation Plan. Key recommendations of New Visions 2050 are to document highway and bridge condition and to maintain assets in a state of good repair.

Actual Performance:

- Administered the BRIDGE-NY Program by preparing application guidance and an evaluation process in consultation with NYSDOT for approval by Planning Committee.
- Issued the BRIDGE-NY guidance and solicitation with applications due on January 6th, 2023. CDTC staff evaluated the projects and prepared funding recommendations for Planning Committee and Policy Board approval.
- Presented BRIDGE-NY program to Policy Board March 2, 2023.
- In conjunction with Task 5.01 Transportation Improvement Program (TIP) Development and Maintenance; managed the TIP Task Force. Conducted stakeholder outreach, prepared agendas, prepared presentations and drafted a policy document for Task Force review.
- TIP Task Force meetings were held December 14th, 2022 and February 15th, 2023.

- Requested and received 2021 State Federal Aid Pavement data; began analysis for infrastructure condition reporting.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.35 Town of Hoosick Asset Management Plan

Goal: To develop an asset management plan for Town roads in the Town of Hoosick.

Actual Performance:

- Rereleased RFP for a \$33,000 contract to hire a consultant to develop a Town of Hoosick Asset Management Plan.
- Reviewed RFP proposals submitted.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.41 New Visions 2050 and MTP Refinement

Goal: To continue to implement New Visions 2050, the Metropolitan Transportation Plan (MTP), for CDTC's planning area and to prepare for the MTP update due in 2025.

Actual Performance:

- Planned, coordinated, and hosted monthly New Visions Virtual Learning Series webinars, five were held in the reporting period, which were all approved for Certification Maintenance credits by the NY Upstate Chapter of the APA and are available on the CDTC YouTube channel.
- Developed a draft Public Participation Plan for the upcoming MTP update.
- Met and coordinated with staff regarding the Congestion Mitigation Planning Process (see Task 3.22) and the Human Services Coordination Plan (see Task 6.12) and their integration with the MTP update.
- Worked with the Capital District Regional Planning Commission to develop a draft Regional Trends StoryMap.
- Researched and compiled peer MPO MTP best practices.
- Developed a timeline and draft scope for the MTP update, anticipated to be adopted in September 2025.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.51 Performance-Based Planning

Goal: To include national performance goals for the Federal-Aid Highway and Federal Transit Programs in CDTC's metropolitan transportation planning activities.

Actual Performance:

- Monitor, update and adopt, as needed, NYSDOT and CDTA targets that correspond to national performance goals.
- Background data was prepared for support of PM3 System and Freight Performance Measures to be presented at the April 2023 Planning Committee Meeting.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.23.02 Long-Range Transportation Planning (LRTP) – Project Level

3.22 Regional Operations and Congestion Management

Goal: To implement the operations recommendations of CDTC's New Visions 2050 Metropolitan Transportation Plan and update CDTC's Congestion Management Process (CMP).

Actual Performance:

- Continued preparation of Congestion Management Process (CMP) Methodology Report. Prepared eight-step methodology, draft public outreach survey, draft corridor maps, and narrative portions of report. Continued review of peer MPO processes and national best practices. Met with UAlbany AVAIL staff to discuss data collection methods.
- In conjunction with Task 3.22 Regional Operations, managed Regional Operations & Safety Advisory Committee (ROSAC); meetings held on December 15th, 2022 and March 16th, 2023.
- Attended monthly NYSAMPO Modeling Working Group meetings.
- Attended Replica Deep Dive webinars and Replica Community Technical webinars.
- Attended webinars relating to the federal Carbon Reduction Program in November 2022 and March 2023.
- Presented to RPI students on ITS; November 17th, 2022.
- Prepared write-ups of NPMRDS travel time reliability performance measures for NYSDOT.
- Attended ITS America SMART Mobility Series webinars in February 2023.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

3.32 Regional Signal Timing Program

Goal: To create a formal Regional Traffic Signal Timing Program that includes region-wide signal screening, with particular emphasis on locally owned signals, to identify signal re-timing candidate locations and develop optimized timings.

Actual Performance:

- Initiated project scoping and stakeholder engagement.
- Prepared RFP for release on December 16, 2022 with a January 25, 2023 proposal deadline.
- Received six proposals which were reviewed and scored by CDTC staff and consultant selection committee members from the Cities of Albany, Schenectady, and Saratoga Springs. References for all six firms were contacted.
- Project kickoff expected April 2023.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.24.00 Short-Range Transportation Planning (S RTP)

4.17 Complete Streets

Goal: To support planning and implementation of Complete Streets in the region.

Actual Performance:

- Completed, posted online, and printed hard copies of the [Capital District Complete Streets Design Guide](#) for distribution to municipalities and firms conducting local roadway design.
- Drafted an RFP to solicit consultant assistance to further conduct intra-municipal coordination and training to build local capacity to implement Complete Streets.
- Conducted research on best practices for Complete Streets and drafted a broad Complete Streets Policy for consideration.
- Began to collect usage data at locations of upcoming infrastructure projects that will include significant complete streets elements.
- Worked with CDRPC to evaluate existing approaches to assess economic impacts of transportation projects.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.21 Freight Planning

Goal: To further CDTC's freight planning efforts by facilitating the Freight Advisory Committee and augmenting CDTC's Regional Freight & Goods Movement Plan (Freight Plan) recommendations.

Actual Performance:

- Held two Freight Advisory Committee (FAC) meetings:
 - On November 9, 2022, a joint meeting was held with the Clean Communities program and featured a multi-modal alternative vehicle showcase.
 - The February 15, 2023 meeting featured discussions about the Collaborative Approaches to Foster Energy Efficient Logistics in the I-87 project, the City of Rensselaer Tech Assist Project and the Regional Truck Parking Study.
- Continued to encourage participation in the FAC, particularly from private sector freight interests, and to reach out to new potential members.
- Continued development of the Regional Truck Parking Study:
 - The study is inventorying public and private truck parking supply and demand in the region, identifying major factors and trends affecting overnight truck parking, developing a local truck-parking toolkit, and making recommendations to improve truck parking conditions in the region.
 - Existing conditions have been collected, analyzed, and presented.
 - A draft truck parking toolkit was developed.
 - Study Advisory Committee meeting #2 was held, the Project Team held biweekly coordination meetings, and the Freight Advisory Committee held a working session.
- Continued to strengthen the relationship between the Freight Planning program and the Clean Communities program.
- Participated in all available FHWA Talking Freight Seminars, the Rutgers Railroad Trespassing & Grade Crossing Violation Webinar, AMPO's Last-mile Small Freight Delivery Technologies seminar, and other online freight-related training opportunities.
- Participated in the consultant selection process for the NY State Freight Transportation Plan update; assisted NYSDOT with planning and implementing projects, programs, and policies identified in the CDTC Freight Plan and NY State Freight Transportation Plan.
- Continued to build a working relationship with regional higher education institutions, including the Rensselaer Polytechnic Institute (RPI) Volvo Center of Excellence for Sustainable Urban Freight Systems, and the University at Albany, to support their freight-related activities and develop new initiatives.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.25 Energy Efficient Logistics Grant

Goal: To provide technical assistance to the US Department of Energy (USDOE): Energy Efficient Logistics Living Lab Grant project team.

Actual Performance:

- Participated as requested in the Collaborative Approaches to Energy-Efficient Logistics in the Albany - New York City Corridor project, a partnership with RPI.
- Reviewed draft project reports, including the pilot projects, and coordinated with members of CDTC's Freight Advisory Committee.
- RPI project team provided project updates to CDTC's Freight Advisory Committee.
- CDTC's role in this project is complete.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.30 Smart Communities

Goal: To promote implementation of CDTC's Smart Communities Toolbox of advanced technologies to improve transportation system safety, mobility, and accessibility.

Actual Performance:

- See Task 3.22 for other related work (regional signal timing, ITS, and EV planning)
- Managed consultant-led study that delivered a [Smart Mobility Toolbox](#).
- Worked with the consultant, WSP, to develop a [Smart Mobility Brochure](#) for the Capital Region.

Progress in Meeting Schedule: The schedule was maintained sufficiently. This task is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.35 Health Impact Assessments

Goal: To develop a Health Impact Assessment (HIA) tool in coordination with local health department staff to inform decision-making about transportation planning, policy, and projects impacting public health.

Actual Performance:

- Met with the HIA subcommittee to review relevant data sources for use in a HIA prototype.
- Researched HIA models.

- Participated in the Albany County Health Alliance.
- Coordinated with CDRPC on the Communities of Excellence Initiative.
- Supported Albany County Closing the Gap initiatives funded through the Centers for Disease Control.
 - Completed a CHANGE Worksite Assessment.
 - Developed and presented guidance on Complete Streets and its potential health impacts.
 - Provided feedback on health and transportation initiatives in Albany County.
 - Connected health officials with transportation officials to coordinate Complete Streets training and education.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

CDRPC Actual Performance:

- TBD

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.60 Capital Coexist

Goal: To provide traffic safety information and resources to all users of the transportation system, with safety programming and messaging focusing on recommendations in CDTC's Local Road Safety Action Plan (2019).

Actual Performance:

- Identified and ordered new transportation safety and education materials to share with municipalities, schools and community organizations.
- Maintained Capital Coexist website.
- Presented an informational webinar titled "What You Need to Know to Plan a Walk & Roll Event in 2023".
- Released the Bicycle Safety Training Program solicitation and identified four hosts for the 2023 season.
- Drafted the new Local Road Safety Education and Encouragement Program solicitation for Planning Committee approval.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.64 Americans with Disabilities Act (ADA) Planning

Goal: To support municipalities toward the development of ADA Transition Plans.

Actual Performance:

- Completed the City of Saratoga Springs Self-Analysis and Transition Plan for Pedestrian Infrastructure, which was adopted by the City Council.
- Completed the City of Albany Self-Analysis and Transition Plan for Pedestrian Infrastructure.

- Executed a consultant contract to continue to facilitate completion of municipal transition plans for pedestrian infrastructure.
- Received and reviewed four municipal applications to conduct municipal Self-Analyses and Transition Plans for pedestrian infrastructure, and funded the Village of Ballston Spa, Town of Guilderland, and City of Troy.
- Released a [map-based application](#) displaying local information on local laws on snow removal.
- Monitored and recorded regional progress toward creating transition plans.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.67 Active Transportation Planning

Goal: To plan for active transportation through numerous initiatives related to safety, community assistance with trail, sidewalk, and bike path/lane planning and alignments, and the promotion of walking, bicycling and electric assist devices like electric bikes, scooters, and mobility-assistance devices.

Actual Performance:

- Planned, coordinated, and hosted six Active Transportation Advisory Committee meetings.
- Planned and coordinated presentations related to ADA Transition Plans, youth traffic safety education, active transportation master plans, statewide trail planning, etc.
- Coordinated with staff on the development of an online regional trail map (see Task 2.29).
- Participated in the Statewide Greenway Trails Plan Working Group – attended two virtual meetings.
- Advised local communities on planning, design, and maintenance of active transportation infrastructure and programming.
- Coordinated with staff to measure Complete Streets impacts (see Task 4.17) using Smart Growth America's Benefits of Complete Streets Tool.
- Coordinated with staff on updating the Bicycle Level of Traffic Stress Visual Preference Survey.
- Managed and maintained a trail user count program (see also Task 2.28)
 - Conducted two trail counts – Albany Skyway and the Champlain Canal Trail in Waterford.
 - Developed and updated trail profiles with data collected from Eco-Counters.
 - Coordinated with NYSDOT, Parks and Trails New York, and Empire State Trail on ongoing trail count data sharing.
 - Collected requests for trail counts for Spring-Fall 2023.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.68 Capital District Trails Plan Implementation

Goal: To support the implementation of CDTC's Capital District Trails Plan.

Actual Performance:

- The Patroon Creek Trail Feasibility Study was completed in August 2022 and presented to the CDTC Planning Committee in October 2022.
- CDTC staff promoted the completed Feasibility Study and coordinated with local governments on implementation initiatives.
- Staff completed the Albany County Loop Trail Feasibility Final Recommendations Memorandum.
- Staff met with Albany County staff to discuss the final recommendations and next steps for implementation.
- Staff continues to coordinate with Albany County on trail planning initiatives.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

4.70 Clean Communities

Goal: To host the Capital District Clean Communities Coalition (CDCC) and contribute to reduced emissions in the Capital Region through the promotion of alternative fuel vehicles as part of the U.S. Department of Energy's (USDOE) Clean Cities Program.

Actual Performance:

- Completed tasks outlined in 2022 Clean Cities Coalition Agreement:
 - Provided local outreach on the CDTA Regional Mobility Hubs Feasibility Study.
- Attended three bi-weekly check-in meetings and staffed an information table at CDTA Bus Stop in Amsterdam to distribute project survey.
 - Planned and Co-hosted a Multi-Modal alternative fuel vehicles showcase with CDTC Freight Advisory Committee on November 9, 2022. (Coordination with UPWP Task 4.21)
 - Planned and hosted an Electric Vehicles 101 presentation at the Bethlehem Public Library.
 - Planned and hosted an Electric Vehicles 101 presentation at the Crandall Public Library.
 - Met with local utilities and EV charging manufacturers to discuss regional incentives and opportunities for EV charging installations.
 - Completed all quarterly and end-of-year reporting requirements.
- Developed Draft Project Management Plan for Contract Clean Cities Contract year 2023:
 - Plan was submitted to the Department of Energy (DOE) on January 26, 2023.
- Completed tasks outlined in 2023 Clean Cities Coalition Agreement:
 - Attended two NREL Pilot project monthly calls.
 - Attended two Northeast Regional monthly calls.
 - Held Q1 stakeholder meeting and discussed planned work program for 2023 with stakeholders.
 - Initial and secondary outreach out to stakeholders in Q1 to collect information on alternative fuel vehicle fleets and fuel usage for the CDCC Annual Report.
 - Initial planning for participation in Glens Falls Drive Electric Earth Day.
 - Began developing Earth Day social media campaign.

- Initial planning for webinars and education events in 2023.
- Initial planning to continue EV 101 events at local libraries.
- Began research on available training curriculum for 2023.
- Continued bi-weekly online engagement using social media and CRM tools.
- Completed tasks outlined in the Transportation Demand Management (TDM) Data Collection and Analysis “Flex Task”:
- Developed a scope and executed contract on a project to collect data from regional vanpool and bike share to help USDOE quantify emissions reductions from programs that reduce Vehicle Mile Traveled (VMT)
- Developed and distributed a survey for CDTC Region Vanpool and Bikeshare users.
- Began developing a report to summarize findings from Survey results.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.25.00 Transportation Improvement Program (TIP)

5.01 Transportation Improvement Program (TIP) Development and Maintenance

Goal: To develop and maintain a multi-modal program of transportation projects called the Transportation Improvement Program (TIP). CDTC’s goal is to produce a balanced TIP that contributes to implementation of the Metropolitan Transportation Plan, New Visions 2050, as well as NYSDOT’s Transportation Asset Management Plan.

Actual Performance:

- Worked on developing a database in MS Access capable of storing TIP project information and producing necessary output files and summary tables to maintain the 2022-2027 TIP.
- Researched other software and options for managing and making TIP project data available to the public via CDTC’s website (i.e., Tableau, EcoInteractive, PowerBI)
- Held two meetings of the CDTC TIP Task Force to debrief on the 2022 TIP development process and gather feedback on how to update CDTC’s TIP development and maintenance procedures for future updates. (Coordination with UPWP Task 3.31)
- Performed ongoing maintenance to the current TIP / STIP including processing TIP amendments and administrative changes.
 - During the reporting period there were 45 Project Selection (Administrative) changes and 27 Amendments.
- Performed ongoing monitoring of Fiscal Constraint and TIP / STIP performance.
- Coordinated with local project sponsors, consultants, and NYSDOT to receive detailed updates on existing TIP projects.
- Updated the CDTC local project delivery spreadsheet and provide it to the Planning Committee at each meeting to track data on the TIP project scope, schedule, and budgets.
- Performed ongoing maintenance to the current TIP GIS database and online mapping tool.
- Performed ongoing maintenance to the CDTC TIP webpage.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.21 Air Quality Conformity

Goal: To ensure CDTC is meeting air quality conformity requirements under the Clean Air Act. CDTC's metropolitan planning area continues to be in 'Nonattainment' for the 1997 Ozone National Ambient Air Quality Standards (NAAQS), requiring air quality conformity for TIP projects, and is in 'Attainment' for all other NAAQS.

Actual Performance:

- Consulted and coordinated with the New York State Interagency Consultation Group (ICG) for three TIP amendments.
- Consulted with the ICG on the assignment of exempt/non-exempt codes to candidate Bridge-NY projects.
- Updated the Albany-Schenectady-Troy 1997 8-Hour Ozone Non-Attainment Area Transportation/Air Quality Conformity Determination, as required for the adoption of the 2022-2027 TIP, and coordinated with the NYSDOT Environmental Science Bureau, the Adirondack/Glens Falls Transportation Council, and NYSDOT Regions 1, 2, and 9.
- Participated in statewide bi-monthly New York State Interagency Consultation Group (ICG) meetings.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.51 Travel Demand Modeling Services

Goal: To provide small scale on-demand services to the region's municipalities for travel demand modeling related to local transportation planning and traffic engineering initiatives.

Actual Performance:

- Utilized the CDTC Systematic Transportation Evaluation and Planning (STEP) model to develop future year PM peak hour background traffic assumptions for projects in the City of Schenectady (2), City of Albany, Town of Clifton Park, and NYSDOT.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

5.61 TIP Project Development Support

Goal: To support Transportation Improvement Program sponsors with the development of traffic forecasts and other material for TIP project development and design purposes.

Actual Performance:

- Participated in the development of the upcoming Reimagine I-787 Study, including the regional stakeholder's forum held on February 22, 2023.
- Provided technical support to NYSDOT for the NY 378 Troy-Menands Bridge PEL Study, including preparation of several travel data analyses, and participation on the Study Advisory Committee and the Transportation Partnering Committee.
- Developed a detailed sub-area travel demand model for the NY 378 Troy-Menands Bridge Planning & Environmental Linkages (PEL) Study.
- Developed an analysis of traffic patterns and estimated turning movement volumes for the City of Troy's NY 2 Corridor Project.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.26.00 Planning Emphasis Areas (PEAs)

6.12 Human Service Agency Transportation

Goal: To fulfill requirements related to the 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities and convene the Regional Transportation Coordination Committee (RTCC). The Coordinated Public Transit Human Services Plan for the Capital District was last updated in May 2019.

Actual Performance:

- Began the update process for the Coordinated Public Transit Human Services Plan – visited nine congregate meal sites to talk to older adults and collect surveys about transportation needs, distributed a transportation services provider survey, and worked with CDTA to gather input from active STAR (complementary paratransit) riders.
- Maintained the RTCC and held two meetings, generally held quarterly.
- Participated in the Colonie Senior Service Centers Transportation Planning Grant from the National Aging and Disability Transportation Center.
- Coordinated with the Albany Guardian Society, the Albany County Department for Aging, and others to create a collection of resourceful guidance for being a supportive ally to older LGBTQ+ adults.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: The Policy Board approved Resolution 22-2 on June 23rd to amend this task budget.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.13 Transit Planning

Goal: To provide transit system planning support to the Capital District Transportation Authority (CDTA) and private operators and to support CDTA in meeting its Federal Transit Administration (FTA) requirements.

Actual Performance:

- Completed development of the CDTC/CDTA Bus Lane Feasibility Study
 - Held one Study Advisory Committee meeting, one Leadership Team meeting, and bi-weekly project coordination meetings.
 - Implemented the public participation plan and completed the second round of public outreach.
 - Developed a final report. This study is complete.
- Coordinated with CDTA to:
 - Implement the Washington/Western BRT and Red Line Upgrades projects.
 - Develop the CDTA BRT Expansion Study.
 - As needed, advise and respond to TIP amendments and funding-related requests.
- Participated on the development of the NYSAMPO-led transit data pilot program, the outcome of which will inform a future CDTA Transit Development Plan (TDP).
- Reviewed and summarized the Final Environmental Impact Statement for New York State's Empire Corridor project.
- Participated in CDTA's Mobility Hubs project meetings and public outreach efforts.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.14 Transportation Demand Management Initiatives

Goal: To build the capacity of the region to enable travel behavior change through Transportation Demand Management (TDM) initiatives that minimize traffic congestion and reduce greenhouse gas emissions. TDM refers to various programs, policies and services that encourage travel behavior change and more efficient travel patterns such as shifts from peak to off-peak periods, from single-occupancy vehicle (SOV) to other modes including transit, biking, walking, carpooling, and vanpooling, and from dispersed to closer destinations.

Actual Performance:

- Signed an MOU with Capital Streets, to take over the planning and execution of 2023's regional Bike to Work program.
- Provided support to Capital Streets as it planned 2023 regional Bike to Work programming.
- Two staff members attended an online social marketing class through the Center for Urban Transportation Research at the University of South Florida, 1 hour weekly.
- CDTC Intern collected field data and digital images on regional Park & Ride lots, and updated the CDTC Park & Ride database.

- Developed an RFP for a regional commuter survey for release in spring, 2023.
- Processing new GRH enrollment requests, assisting the general public with Park & Ride lot, transit route, carpool and vanpool inquiries on an ad-hoc basis, on-going.
- Staff analyzed regional vanpool origins and other aspects of the vanpool program and met with CDTA to help identify ways to improve its efficacy.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.16.1 Safety Planning

Goal: To provide tools, data, and resources to reduce crashes, particularly fatal and serious injury crashes, on all public roads. Following CDTC's Local Road Safety Action Plan and highlighting a Safe Systems approach, staff will provide resources to empower and enable local governments to access available safety funding.

Actual Performance:

- Utilized the NYSDOT Crash Location Engineering & Analysis Repository Crash Data Viewer to retrieve data for local agencies.
- Continued to include safety messaging on social media.
- Attended USDOT Webinar "FoRRRwD with a Safe System Approach".
- In conjunction with Task 3.22 Regional Operations/Congestion Management, held two Regional Operations & Safety Advisory Committee meetings.
- Drafted a scope of work, released an RFP, and received six proposals for consultant assistance for a Regional Signal Timing program, which will evaluate timing plans for pedestrians at intersections.
- Supported implementation of the NYSDOT Roadway Departure Safety Action Plan and Pedestrian Safety Action Plan.
- Attended Saratoga and Schenectady traffic safety board meetings, as well as safety related trainings, webinars, and events.
- Coordinated with FHWA on the recently awarded Safe Streets and Roads for All grant.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

6.16.2 Resilience and Security Planning

Goal: To work with public and private stakeholders to enhance the security of people, operations, assets, and infrastructure by identifying and assessing the vulnerability of Federal-Aid eligible transportation infrastructure and development guidance to ensure transportation projects are planned, designed, and constructed to be resilient to potential hazards and disruption.

Actual Performance:

- Attended Technical Advisory Committee meetings for the Albany County Resiliency Plan.
- Reviewed and provided comments on draft resiliency planning documents.
- Researched methods for assessing climate and hazard risks to transportation infrastructure.
- Coordinated with staff to conduct a basic vulnerability assessment that identified road, bridge, and culvert facilities at-risk from flooding (based on 100- and 500-year floodplain data).
- Coordinated with NYSDOT staff on NYS Hazard Mitigation Plan initiatives and implementation.
- Attended a FHWA webinar about the PROTECT program.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

44.27.00 Other Activities

7.10.1 Town of Colonie GEIS Support

Goal: To perform traffic and mitigation cost reviews for land development projects in the Town of Colonie Airport and Boght Generic Environmental Impact Statement (GEIS) areas.

Actual Performance:

- Completed six GEIS reviews for the Town of Colonie.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.10.2 Town of Malta GEIS Support

Goal: To perform traffic and mitigation cost reviews for land development projects in the Town of Malta for the town wide Generic Environmental Impact Statement (GEIS).

Actual Performance:

- Completed three GEIS reviews for Town of Malta.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.20 Shared Transit Service Planning and Analytics Initiative

Goal: To assess transit mobility planning and analysis tools and conduct pilot studies to apply the tools to ongoing MPO planning activities.

Actual Performance:

- Managed a contracted team led by AVAIL on behalf of the New York State Association of Metropolitan Planning Organizations (MPO), their planning partners at transit agencies, NYSDOT, and federal partners.
- The four pilot projects were completed, and white papers drafted for advisory committee review.
- The pilots evaluated STOPS, Replica, ArcGIS, TBEST, Open Trip Planner, ESRI Network Analyst, and Conveyal with one parallel analysis run in REMIX. Results will guide recommendations for future use and potential broader statewide hosting of a tool or other resource for use by MPOs, NYSDOT, and Transit Systems in New York State.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.50 Menands Land Use Regulations Update

Goal: To update and revise land use regulations in the Village of Menands to improve walkability, encourage redevelopment of vacant or underutilized commercial sites, and foster infill development and compact design.

Actual Performance:

- SAC meeting to review the full draft report and anticipated outreach for public comment period.
- SAC meeting to present final report and review public comments.
- Project presentation by the consultant to the Village Board and public.
- Final deliverables submitted.

Progress in Meeting Schedule: This study is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.60 Scotia Downtown Connections Plan

Goal: To identify opportunities to improve the pedestrian, bicycle, and transit experience in the Village of Scotia's Central Business District along Mohawk Avenue (NYS Route 5).

Actual Performance:

- This was completed in May 2022.

Progress in Meeting Schedule: This study is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.70 East & North Greenbush Route 4 Corridor Study Update

Goal: To develop a plan for the Route 4 corridor in the Towns of East and North Greenbush that identifies a preferred corridor profile, based on a representative public input process, and a clear implementation strategy to improve transportation operations.

Actual Performance:

- Continued development of the Route 4 Corridor Study update including:
 - Completed the existing conditions analysis and report.
 - Held one Study Advisory Committee meeting and monthly status update meetings.
 - Completed the first round of public outreach including development of a website, online survey, and a hybrid public meeting.
 - Developed an analysis of historic traffic counts and future growth rates.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.80 City of Troy Federal Street Study

Goal: To explore options to redesign Federal Street into a boulevard bookended with roundabouts at River Street and Sixth Avenue.

Actual Performance:

- Consultant drafted the Federal Street Corridor Study report.
- Draft plan reviewed by the Study Advisory Committee in mid-November.
- The second round of public involvement was conducted in December via an online presentation.
- Public comments were compiled; consultant edited the final report for final Study Advisory Committee review.
- The final report was received from the consultant. This project is complete.

Progress in Meeting Schedule: This study is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.85 City of Rensselaer Waterfront Connectivity Study

Goal: To explore multi-modal transportation options to support Hudson River waterfront redevelopment in the north end of the City of Rensselaer.

Actual Performance:

- Monthly status meetings held with project team. Additional calls and work meetings held for discussion of draft concepts.
- Study Advisory Committee meeting #4 held in Rensselaer City Hall on October 11, 2022.
- Conducted site visit with consultant team and City Staff on November 10, 2022
- Organized and held Second Public Workshop on December 8, 2022.
- Submitted comments on draft corridor concepts; reviewed and submitted comments on draft Final Report.
- Final Report prepared March 2023; project is complete.

Progress in Meeting Schedule: This study is complete.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.86 Town of Brunswick Hoosick Road Corridor Study

Goal: To identify potential solutions to issues associated with traffic through the core commercial area of the Town of Brunswick along NYS Route 7 between the City of Troy boundary and NYS Route 142 (Grange Road) including connecting neighborhood streets.

Actual Performance:

- Received two proposals by the September 29, 2022 submission deadline which were reviewed and scored by CDTC staff and consultant selection committee members from the Town of Brunswick and NYSDOT. Contacted references for both firms.
- Creighton Manning Engineers was selected as project consultant.
- Held kickoff meeting on November 28, 2022 and formed the Study Advisory Committee.
- CDTC Staff prepared existing conditions data and provided it to the consultant team.
- Monthly status meetings held with project team.
- Held first Study Advisory Committee meeting on January 25, 2023.
- Draft Existing Conditions report was prepared by the consultant team.
- Corridor traffic model work begun by consultant team.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.87 Sand Creek Road Complete Street Feasibility Study

Goal: To prepare a Complete Street Feasibility Study for Sand Creek Road, from Watervliet Shaker Road to Wolf Road in the Village and Town of Colonie.

Actual Performance:

- Consultant letters of interest were due on October 26, 2022.
- Letters of Interest were reviewed by the consultant selection committee.
- The selection committee met in November to discuss the proposals and select the top ranked firm.
 - The consultant team led by MJ Engineering was selected for the project.
- Project Team kick-off call was held in January.
- The first monthly project status update call and Study Advisory Committee meeting were held in March.
- Consultant collected peak hour traffic counts and turn movement counts for the corridor.
- Consultant developed project website, and technical memo summarizing past planning efforts and project purpose and need statement.
- Consultant is currently developing the Draft Existing Conditions Report.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

7.88 City of Schenectady Albany and Crane Streets Linkage Study

Goal: To perform a traffic analysis on in the Albany Street and Crane Street corridors of the City of Schenectady to be used in determining what transportation related projects would most benefit the Mount Pleasant and Hamilton Hill neighborhoods by improving the flow of vehicular traffic, parking availability, safety for pedestrians, cyclists, the disabled, and public transit riders, and the economic success of the commercial businesses.

Actual Performance:

- An evaluation team selected PLACE Alliance with LAnd Art Studio and Creighton Manning Engineering as the consultant team for the project.
- Held a project kick-off meeting with the project sponsor and consultant team.
- Collected and compiled relevant transportation data which was shared with the consultant team and included in the existing conditions report (see also Task 2.28).
- Coordinated a meeting between the consultant team and CDTC staff to discuss the potential use of Replica data for traffic analysis.
- Coordinated with the consultant team to plan and schedule two Study Advisory Committee meetings.
- Reviewed and commented on a Draft Existing Conditions report.

Progress in Meeting Schedule: The schedule was maintained sufficiently.

Approved UPWP Revisions: There were no revisions to this task.

Other Pertinent Supporting Data: There is no pertinent supporting data to be reported.

Activity Code	2022-23 TOTAL PL STAFF BUDGET	2022-23PL CONS/VEND* BUDGET	TOTAL PL EXPENDED	TOTAL PL BALANCE	2021-22FTA BUDGET	2021-22FTA EXPENDED	2021-22FTA BALANCE	2022-23 TOTAL FTA BUDGET	2022-23FTA EXPENDED	2022-23FTA BALANCE
1.51	57,000.00	3,000.00	74,329.53	(14,329.53)	-	-	-	20,000.00	28,197.79	(8,197.79)
1.61	60,500.00	42,000.00	102,866.25	(366.25)		-	-	-	-	-
1.65	28,000.00	-	42,624.37	(14,624.37)		-	-	10,000.00	27,649.67	(17,649.67)
1.66	32,000.00	3,000.00	33,285.11	1,714.89	-	-	-	30,000.00	37,567.84	(7,567.84)
1.68	-	150,000.00	47,107.01	102,892.99						
1.69	45,500.00	4,500.00	69,187.10	(19,187.10)		-	-	-	-	-
1.70	52,500.00	20,000.00	74,971.60	(2,471.60)		-	-	20,000.00	16,115.97	3,884.03
1.73	39,500.00	500.00	27,060.38	12,939.62		-	-	-	-	-
1.75	24,500.00	500.00	20,836.15	4,163.85		-	-	5,000.00	5,987.25	(987.25)
2.25	28,000.00	60,000.00	72,191.15	15,808.85		-	-	14,000.00	15,391.78	(1,391.78)
2.28	1,000.00	-	2,752.01	(1,752.01)		-	-	6,000.00	6,242.33	(242.33)
2.29	100,000.00	10,000.00	104,212.98	5,787.02	-	-	-	30,000.00	39,173.05	(9,173.05)
2.30	10,000.00		9,705.83	294.17		-	-		-	-
3.11	40,000.00	10,900.00	54,291.67	(3,391.67)		-	-		-	-
3.21	10,000.00		9,325.61	674.39		-	-	10,000.00	4,103.84	5,896.16
3.31	40,000.00		50,926.99	(10,926.99)		-	-		-	-
3.35	10,000.00	30,000.00	5,127.92	34,872.08		-	-		-	-
3.41	35,000.00		28,917.48	6,082.52	-	-	-	10,000.00	10,075.48	(75.48)
3.51	2,000.00	-	1,720.05	279.95		-	-	10,000.00	326.64	9,673.36
3.22	50,000.00	300.00	42,802.95	7,497.05		-	-	10,000.00	13,842.99	(3,842.99)
3.32	15,000.00	-	6,764.02	8,235.98		-	-	5,000.00	4,872.62	127.38
4.17	16,500.00	1,000.00	12,379.14	5,120.86	-	-	-	20,000.00	18,545.26	1,454.74
4.21	50,000.00	137,800.00	150,481.22	37,318.78		-	-		-	-
4.25	500.00		-	500.00		-	-		-	-
4.30	15,000.00	66,443.00	57,331.50	24,111.50		-	-	5,000.00	-	5,000.00
4.35	10,000.00		9,509.39	490.61		-	-		-	-
4.60	25,000.00	40,000.00	43,983.25	21,016.75		-	-		-	-
4.64	25,000.00	95,105.00	52,490.38	67,614.62		-	-	15,000.00	18,872.46	(3,872.46)
4.67	45,000.00	5,000.00	54,412.01	(4,412.01)	-	-	-	25,000.00	24,077.85	922.15
4.68	10,655.00	2,000.00	2,651.54	10,003.46	-	-	-	-	-	-
5.01	85,000.00	5,000.00	76,975.64	13,024.36	45,000.00	39,647.93	5,352.07	49,000.00	48,742.03	257.97
5.21	11,000.00	-	10,747.10	252.90	5,000.00	2,209.13	2,790.87	1,000.00	888.64	111.36
5.51	19,000.00		7,594.69	11,405.31		-	-		-	-
6.12	14,000.00	1,000.00	14,746.25	253.75	-	-	-	40,000.00	16,361.27	23,638.73
6.13	15,000.00	114,109.00	146,287.35	(17,178.35)	-	-	-	50,000.00	26,766.56	23,233.44
6.14	38,450.00	2,000.00	23,997.19	16,452.81	-	-	-	30,000.00	29,952.01	47.99
6.16.1	39,000.00	1,000.00	38,242.41	1,757.59		-	-	10,000.00	13,943.81	(3,943.81)
6.16.2	20,000.00		8,905.18	11,094.82		-	-	5,000.00	3,804.74	1,195.26
7.20	-		-	-		-	-	39,727.00	7,571.39	32,155.61
7.50	15,000.00	37,502.00	52,202.76	299.24		-	-			-
7.60	15,000.00	6,805.00	25,665.35	(3,860.35)		-	-			-
7.70	20,000.00	67,500.00	40,532.14	46,967.86		-	-			-
7.80	15,000.00	37,500.00	48,467.68	4,032.32		-	-			-
7.85	15,000.00	45,000.00	68,316.11	(8,316.11)		-	-			
7.86	30,000.00	34,000.00	37,047.62	26,952.38		-	-			
7.87	30,000.00	-	9,883.51	20,116.49		-	-			
7.88	30,000.00	40,000.00	26,175.82	43,824.18		-	-			
	1,289,605.00	1,073,464.00	1,900,031.39	463,037.61	50,000.00	41,857.06	8,142.94	469,727.00	419,073.28	50,653.72

2,363,069.00
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