

2022-2024 Unified Planning Work Program

“ The UPWP “

The UPWP identifies the short-range transportation planning activities undertaken by the CDTC staff, its planning partners and its consultants. It may be updated annually or biannually at the discretion of CDTC. Recent UPWP's have followed a biannual update schedule amendments typically made at the end of the first year.

This year, there are numerous uncertainties including possible increases in planning funds, staff changes and evolving planning priorities at the federal and state levels. In addition, staff would like to increase CDTC's Policy Board and Planning Committee participation in the development of the UPWP to better match the needs in our region.

CDTC staff is proposing the following:

1) **Prepare a one Year UPWP for State Fiscal Year April 1, 2022 through March 31, 2023**

An annual UPWP will allow CDTC staff to be more flexible and responsive over time.

2) **Solicit for Planning Projects**

In the past, CDTC staff has largely assembled the UPWP planning tasks internally with input sought from the Planning Committee and Policy Board once a draft is available for review. In addition, staff issues solicitations throughout the year for various programs such as the Linkage Planning Program (annual), Capital Coexist mini-grants (annual) and planning program assistance for Trails, Freight, Smart Communities, ADA, etc. (as resources allow). This leads to additional work for both staff and sponsors applying for different types of projects at different times throughout the year.

Staff is proposing, with Policy Board approval, to develop a UPWP solicitation with the assistance of the Planning Committee to allow eligible sponsors to submit requests for planning projects. CDTC would propose capping an individual request at \$200,000, would issue the solicitation at the same time as the Linkage Program, which would be folded into the call letter and staff would work with the Planning Committee to provide guidance and project examples that are consistent with the recommendations of New Visions 2050 and CDTC regional plans such as the Capital District Trails Plan and the Local Road Safety Action Plan. Projects would be evaluated by CDTC staff.

3) **Available Funding**

The solicitation would not mention how much funding is available as funding allocations are made available in mid-November by NYSDOT. CDTC will need to reserve a portion of the allocated funding for on-going and federally required planning activities.

4) **Proposed Schedule**

October 6, 2021: Present draft solicitation material to CDTC Planning Committee for approval.

Early November: NYSDOT UPWP Guidance and Planning Allocations of Funding released.

November 15, 2021: Submission deadline, staff begin evaluations.

December 5, 2021: Share proposals with CDTC Policy Board. Share draft outline of other federally required UPWP tasks.

January 5, 2022: Staff planning project recommendations shared with Planning Committee for approval.

February 2, 2022: Draft UPWP provided to Planning Committee for approval.

March 3, 2022: 2022-2023 UPWP approved by CDTC Policy Board and released for 30 day public review.

April 6, 2022: Public comments addressed and shared with Planning Committee. If needed, approve changes to the 2022-2023 UPWP.

June 2, 2022: If needed, Policy Board approves changes to the UPWP.