



LACKAWANNA/LUZERNE
TRANSPORTATION
STUDY METROPOLITAN
PLANNING
ORGANIZATION
(LLTS MPO)

UNIFIED PLANNING WORK PROGRAM (UPWP) State Fiscal Year 2024-2025

Prepared by Lackawanna and Luzerne County Staff
Adopted by the LLTS Coordinating Committee on xx/xx/xxxx

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Cover Photo: November 9th, 2023, PA Route 424 Extension Ribbon Cutting in Hazle Township

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AMERICANS WITH DISABILITIES ACT (ADA)

To learn how to participate in any forthcoming Lackawanna Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO) meetings or activities, or to seek accommodation per ADA requirements, please contact Transportation Planner Jonathan Shaw at 570-825-1563 (Jonathan.Shaw@LuzerneCounty.org).

Lackawanna/Luzerne Transportation Study MPO**INTRODUCTION**Purpose

The Unified Planning Work Program (UPWP) describes the transportation-related work activities that the Planning Commissions and Transit Authorities, with the aid of planning consultants, if necessary, will perform in the next state fiscal year for the Two-County area. Each County Planning Commission within the Lackawanna Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO) prepares its own budget tables based on a split of the funding allotted to the MPO, except in instances when either of the Counties does a special project that requires more funding. The Planning Commissions discuss the items that will be included in the narrative section. The Luzerne County Planning Commission prepares the narrative section of the combined work program in coordination with the Lackawanna Regional Planning Commission. PennDOT Central Office, transit providers, PennDOT District 4-0, and LLTS MPO Stakeholders are all given a period to review the work program and provide comments and input as part of this development.

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

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

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

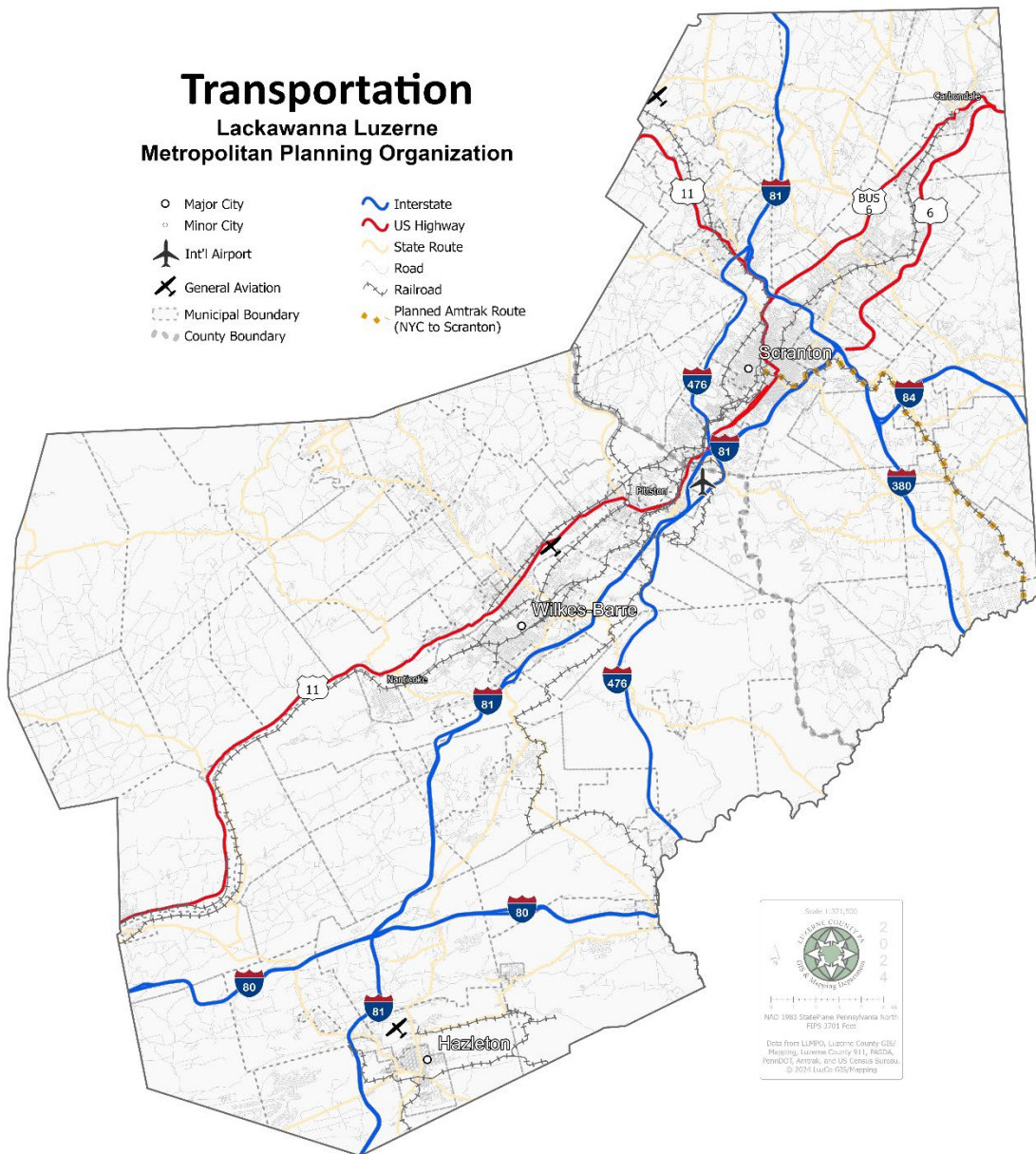
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developed as a 1-year program, to separate future UPWP and TIP development cycles so they will occur in alternating years.

The structure of this document will first outline the Lackawanna/Luzerne Transportation Study Metropolitan Planning Organization; then it will cover the major responsibilities of the MPO. After that, it will list the planning priorities of Lackawanna and Luzerne Counties from Federal, State and Local guidance; and finally, this document will give a detailed description of the work activities and budget for the 2024-2025 work program. The identification of any potential DBE contracting opportunities applies to any other work covered in this UPWP that might be completed or delivered by consultant assistance.

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The Lackawanna/Luzerne Transportation System



Lackawanna/Luzerne Transportation Study MPOLackawanna/Luzerne Transportation Study Metropolitan Planning Organization (MPO)

The role of the MPO and other supporting agencies is to promote transportation policies, programs, and projects consistent with the tenets of the Infrastructure Investment and Jobs Act (IIJA) and the Clean Air Act Amendments (CAAA), by moving people and goods in an efficient manner, while preserving environmental integrity, and promoting sound economic development.

The area covered by the MPO encompasses all of Lackawanna and Luzerne Counties. These boundaries have been extended to small areas of Carbon County due to enlargement of the urbanized area that resulted from the 2020 census: An MOU between Northeastern Pennsylvania Alliance (NEPA) and the Lackawanna/Luzerne Transportation Study (LLTS) was executed in which NEPA and LLTS agree to continue transportation planning for the parts of the Hazleton Urbanized Zone (UZA) within their county boundaries (Beaver Meadows/McAdoo Area). The LLTS MPO has a similar agreement with the Northern Tier RPO for portions of the Scranton UZA within their county boundaries (Factoryville).

Committee Structure

The role of each committee member is to promote the transportation interests of the governmental entity and/or transportation mode they represent within the broader framework of the region's best interests. The Technical and Coordinating Committees meet on a quarterly basis typically in person and virtually in a hybrid meeting. The structure of the committees is as follows:

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

- County of Lackawanna Transit System (COLTS), Director, Chairman
- PennDOT District 4-0 District Executive, Vice Chairman
- Luzerne County, Manager
- PennDOT Central Office – Office of Planning, Division Chief
- Lackawanna County, Commissioner
- Lackawanna County, Director of Planning & Economic Development
- Hazleton City, Mayor
- City of Scranton, Mayor
- Wilkes-Barre City, Mayor
- Luzerne County Transportation Authority (LCTA), Director
- Wilkes-Barre/Scranton International Airport, Director

Non-Voting Members consist of:

- Federal Highway Administration (FHWA), Pennsylvania Division Community Planner
- Pennsylvania Northeast Regional Railroad Authority (PNRRA), President

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Federal Transit Administration (FTA), Community Planner
Pennsylvania Department of Community and Economic Development (DCED)

The LLTS Technical Committee reviews all relevant transportation issues, programs and projects in Lackawanna and Luzerne Counties. They formulate recommendations to the Coordinating Committee. The Technical Committee consists of 18 voting members as follows:

- PennDOT Central Office – Office of Planning, Chairman
- PennDOT District 4-0, ADE for Design, Vice-Chairwoman
- PennDOT District 4-0, District Bridge Engineer
- Lackawanna County, Director of Planning & Economic Development
- Lackawanna County, Engineer
- Lackawanna County Regional Planning Commission, Planning Department Manager
- Luzerne County, Transportation Planner
- Luzerne County, Transportation Planner
- Luzerne County Planning Commission, Director of Planning and Zoning
- City of Scranton, Mayor
- Wilkes-Barre City, Mayor
- County of Lackawanna Transit System (COLTS), Director of Finance
- Luzerne County Transportation Authority (LCTA), Grants Coordinator
- Hazleton Public Transit (HPT), Director
- Wilkes-Barre/Scranton International Airport – Lackawanna County
- Wilkes-Barre/Scranton International Airport – Luzerne County
- Pennsylvania Northeast Regional Railroad Authority (PNRRA), President
- Northeastern Pennsylvania Alliance (NEPA), President

Non-Voting Members consist of:

- Federal Highway Administration (FHWA), Pennsylvania Division Community Planner
- Federal Transit Administration (FTA), Community Planner
- Pennsylvania Department of Community and Economic Development (DCED)

Additionally, LLTS has a Transportation Advisory Committee (TAC) for multi-modal planning.

Staff Contact Information

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Vacant		

All information and pertinent documents can be found at www.lltsmpo.com.

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UPWP DEVELOPMENT SCHEDULE

Date	Activity
<i>April 19th, 2023 – October 10th, 2023</i>	Coordination with Pennsylvania Planning Partners
<i>September 25th, 2023</i>	Coordination with LLTS staff, PennDOT and FHWA
<i>November 20th, 2023</i>	First Draft Completed
<i>November 21st, 2023 – December 1st, 2023</i>	FHWA/PennDOT Central Office Comment Period
<i>December 4th - December 8th, 2023</i>	First review/discussion with LLTS Technical/Coordinating Committees
<i>December 8th, 2023 – January 9th, 2024</i>	Public Comment Period
<i>January 9th, 2023</i>	Final Draft presented to LLTS Technical/Coordinating Committee for adoption

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PLAN/ACTIVITY MILESTONES

Products	Update Cycle	Current	Next	
		Adoption/Completion	Required Adoption	Targeted Completion
Unified Planning Work Program (UPWP)	2 Years	January 26th, 2022	January 31st, 2024	December, 2023
Long-Range Transportation Plan (LRTP)	5 Years	February 3, 2021	February 3rd, 2026	January, 2026
Transportation Improvement Program (TIP)	2 Years	January 25th, 2023	July, 2024	June, 2024
Public Participation Plan (PPP)	As Needed	January 9th, 2024	As Needed	January, 2029
Title VI Policy & Procedures	As Needed	January 9th, 2024	As Needed	January, 2029
Limited English Proficiency (LEP) Plan	As Needed	January 9th, 2024	As Needed	January, 2029
Congestion Management Process	As Needed	December 16th, 2015	As Needed	July, 2024
Coordinated Public Transit-Human Services Plan	As Needed	January, 2008	As Needed	April, 2024
Annual List of Federally Obligated Projects	Annual	December, 2023	December, 2024	December, 2024
Regional Comprehensive Plan	10 Years	June, 2021	June, 2031	March, 2031
Bicycle & Pedestrian Study for the Central Business Districts of Scranton and Wilkes-Barre	As Needed	February 3rd, 2021	N/A	N/A
Hazard Mitigation Plan (Lackawanna)	5 Years	May, 2021	May, 2026	September, 2025
Hazard Mitigation Plan (Luzerne)	5 Years	September 8th, 2020	September 7th, 2025	August, 2025
Eastern Pennsylvania Freight Alliance (EPFA) Freight Plan	As Needed	N/A	N/A	June, 2024

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FEDERAL PLANNING FACTORS

Federal transportation legislation defines ten specific planning factors to be considered when an MPO develops transportation plans and program. The planning factors are found in the federal Infrastructure Investment and Jobs Act (IIJA), and federal metropolitan planning regulations as defined in 23 CFR 450.306(b). LLTS MPO has integrated these planning factors into the current adopted Long-Range Transportation Plan and will continue incorporating the ten federal planning factors into the work tasks and resulting products provided for in this UPWP. The ten planning factors are:

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

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Planning Factors	Tasks			
	Task I - Administration	Task II - Network Planning	Task III - Programming	Task IV - Safe & Accessible
<i>Economic Vitality</i>	✓	✓	✓	✓
<i>System Safety</i>	✓	✓	✓	✓
<i>System Security</i>	✓	✓	✓	✓
<i>Accessibility & Mobility</i>		✓	✓	✓
<i>Enhance Environment</i>		✓	✓	✓
<i>Integration & Connectivity</i>	✓	✓	✓	✓
<i>System Management</i>		✓	✓	✓
<i>System Preservation</i>		✓	✓	
<i>System Resiliency</i>	✓	✓	✓	
<i>Travel & Tourism</i>	✓	✓	✓	✓

LONG-RANGE TRANSPORTATION PLAN (LRTP)

- In general terms, the Long-Range Transportation Plan (LRTP) for the MPO delineates how the available and projected transportation funds will be spent over a 25-year period. The plan must have a budget, meet air quality standards, and consider all modes of transportation. The LRTP must be updated at least every five years. Although the region is still considered an attainment area for all current air quality standards, transportation conformity is required due to the February 16, 2018, D.C. Circuit decision in South Coast Air Quality Management District v. EPA (case no. 15-1115) and the subsequent guidance issued by EPA (EPA-420-B-18-050). On the County and local level, the LRTP outlines the vision of the future regional transportation picture through the following goals and objectives supported by this work program:
 1. Document current and projected transportation demand of persons and goods.
 2. Identify existing and proposed transportation facilities that should function as an integrated metropolitan transportation system.
 3. Describe the performance measures and performance targets.

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4. Develop a system performance report evaluating the condition and performance of the system.
5. Develop operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
6. Consider the results of the congestion management process.
7. Assess capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure. Provide for multimodal capacity increases based on regional priorities and needs and reduce the vulnerability of the existing transportation infrastructure to natural disasters.
8. Consider transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems.
9. Propose design concept and design scope descriptions of all existing and proposed transportation facilities.
10. Discuss the types of potential environmental mitigation activities and potential areas to carry out these activities.
11. Provide a financial plan that demonstrates how the adopted transportation plan can be implemented.
12. Identify pedestrian walkways and bicycle transportation facilities.

The 2045 LRTP was adopted by the MPO on February 3rd, 2021.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) is initially generated by the PennDOT District Office and the Planning Commissions of both Counties. It is then brought to the MPO for review and comment. At this point, the MPO can partner with the PennDOT District and Central Offices regarding the projects it would like to include on the TIP, given the financial constraints that must be followed.

Once the TIP content has been agreed upon, the public is given the opportunity to review the TIP during a 30-day public comment period. During this time, the TIP is displayed at several locations throughout the MPO area. Special efforts have been taken to reach out to low-income and minority groups as part of the Title VI and Environmental Justice efforts. Notice of the public comment period and the locations at which the TIP can be reviewed are advertised in the Legal Advertisements of three local newspapers and on the MPO website (www.lltsmpo.com).

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The public can convey their comments via telephone, letter, fax, e-mail or attendance at the Technical Committee meeting and the Coordinating Committee meeting.

The TIP is updated every two years. Amendments to the TIP are handled at the regular MPO meetings or by e-mail ballot of the Coordinating Committee. The results of that ballot are re-affirmed at the next scheduled Coordinating Committee meeting. All projects that appear on the TIP must originate from the LRTP.

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SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM

TASK I - ADMINISTRATION

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

Funding Source	Estimated Cost/Year			
	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$74,000	\$74,000	\$0.00	\$0.00
Federal Highway Administration (PL)	\$50,472	\$50,472	\$0.00	\$0.00
Pennsylvania DOT (MLF)	\$6,495	\$6,495	\$0.00	\$0.00
Local Match Highways	\$6,123	\$6,123	\$0.00	\$0.00
Federal Transit Administration	\$8,728	\$8,728	\$0.00	\$0.00
Local Match Transit	\$2,182	\$2,182	\$0.00	\$0.00

The purpose of this task will be to ensure timely and effective administration of the LLTS transportation planning program through development of the Unified Planning Work Program, submission of quarterly progress reports and invoices, and ensuring adherence to the MPO public involvement procedures, Environmental Justice (EJ) and Title VI requirements in all planning related activities.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- LCPC and LCRPC staff prepared the SFY 2024-2025 LLTS Unified Planning Work Program (UPWP).
- LCPC and LCRPC staff prepared and submitted sixteen (16) quarterly progress reports and invoices to PennDOT detailing progress on transportation planning activities contained in the UPWP.
- LLTS ensured compliance with the MPO adopted public involvement procedures, Environmental Justice (EJ), and Title VI requirements.
- The 2022 and 2023 LLTS annual obligations reports were prepared and submitted to all stakeholder organizations and committees.
- Review of MPO by-laws and committee structure.

Major Tasks to Be Completed in 2024-2025 UPWP

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- The LLTS MPO will prepare the 2025-2027 Unified Planning Work Program (UPWP) and adopt it by January 31, 2025, and will submit all documents required for contract execution, including Exhibits 1 (Salary Schedule) and 2 (Purchase Contract Register), and the authorizing signature resolution by January 31, 2025. The LCPC will incorporate the work items and costs from the other responsible agencies into a unified document for the next fiscal year and contracts will be executed. Comments from the Metropolitan Planning Organization (MPO) Technical and Coordinating Committees, FHWA, FTA, and PennDOT will be incorporated into the document prior to final submittal to PennDOT.
- The LCPC and LCRPC will continue to coordinate with PennDOT and FHWA to hold quarterly meetings to set agendas for Technical and Coordinating Committee meetings.
- The LCPC and LCRPC will prepare the necessary documents for PennDOT to apply for the FHWA Public Law grant/SPR Work Program and the FTA Technical Studies Grant, submit quarterly progress reports and invoices to PennDOT that document disbursement of funds and the corresponding work completed for each task. The Planning Commissions will also perform all necessary administrative functions on the two transportation grants. The MPO will continue to work with PennDOT and FHWA, when necessary, to implement 2 CFR 200, which addresses requirements for monitoring contractors and sub-recipients, allowable costs, Indirect Cost Allocation Plans (ICAP), etc.
- All responsible agencies will attend and assist in the preparations for MPO and other transportation-related meetings. With assistance from PennDOT, the Planning Commissions will prepare and send meeting notices and materials electronically not less than 5 business days prior to meetings, advertise public meeting notices, and perform all other duties required by the PennDOT Manager for LLTS MPO.
- Ensure that LLTS staff have access to PennDOT's SharePoint website for efficient document and information sharing purposes.
- The Planning Commissions will perform all necessary administrative functions on the two transportation-planning grants, will assist Transit Authorities in updating the FTA Title VI agreements, and provide technical assistance to PennDOT as well as other transportation providers.
- The LCPC will conduct e-mail ballots of the Coordinating Committees, when necessary, prepare, and send the appropriate eSTIPs to PennDOT Central Office when TIP amendments have been approved by the MPO.
- The Planning Commissions will perform all necessary functions regarding the organization and operation of the MPO Transportation Advisory Committee (TAC). The

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Planning Commissions will seek input from the TAC on transportation-related activities, when necessary, via meetings, correspondence, and other means of communication.

- The Planning Commissions will assist PennDOT in implementing and maintaining the PennDOT Connects Program and work with the Department on educating municipalities on such items as Smart Growth, Complete Streets, Transit Oriented Development, etc.
- The Planning Commissions and Transit Authorities will perform all necessary activities concerning the MPO Public Involvement Process by providing the public with complete information, timely notice, and full access to key technical and policy decisions, and by supporting early and continuing involvement in developing and amending transportation plans, including the Transportation Improvement Programs (TIPs). The Planning Commissions and Transit Operators will also continue to expand and improve Environmental Justice (EJ) and Title VI activities, including participation in equal opportunity/non-discrimination training, and will address the required Disadvantaged Business Enterprise (DBE) contracting processes for all relevant transportation plans.
- The LCPC will administer and maintain, with input from the LCRPC and PennDOT, the website (www.lltsmpo.com) in a timely manner. The site will contain agendas and minutes of all MPO meetings, act as a repository for MPO generated documents, and provide the capacity for interacting with the general population through social media.
- Attend PennDOT Planning Partners and other MPO-related statewide meetings.
- The MPO may use the EJ asset condition data for the 2025-2028 TIP EJ Benefits & Burdens Analysis, and any updates to the LRTP.
- The MPO will remain committed to its Title VI responsibilities for the delivery of equitable and accessible transportation services, including to a policy of non-discrimination in the conduct of its business. The MPO will update its website to include a dedicated webpage for Title VI resources. The MPO will develop a Title VI complaint form and make it available on its website.

Major Deliverables to Be Completed in SFY 2024-2025 UPWP

- Ensure LLTS MPO adoption of 2025-2027 UPWP (1.31.25).
- Submit all documents including Exhibits “1” and “2” and Authorizing Resolution for SFY 2025-2027 UPWP Contract Execution (1.31.25).
- Submit LLTS Quarterly Progress Reports and Invoices (Aiming to do so within 60 calendar days following reporting period).
- E-mail distribution of LLTS MPO meeting packets to committee members (Not less than 5 business days prior to meeting).
- E-mail ballots, if necessary, to committee members and execute eSTIPs (When necessary).

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- Submit 2024 LLTS Annual Obligation Report to PennDOT (12.31.24).
- Ensure up to date maintenance of the LLTS MPO website (www.lltsmpo.com) (As needed).

TASK II – SYSTEMS PLANNING

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

County of Lackawanna Transit System (COLTS)

Luzerne County Transit Authority (LCTA)

Funding Source	Estimated Cost/Year			
	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$323,300	\$323,300	\$27,300	\$27,300
Federal Highway Administration (PL)	\$219,928	\$219,928	\$0	\$0
Pennsylvania DOT (MLF)	\$28,299	\$28,299	\$0	\$0
Local Match Highways	\$26,683	\$26,683	\$0	\$0
Federal Transit Administration	\$38,712	\$38,712	\$21,840	\$21,840
Local Match Transit	\$9,678	\$9,678	\$5,460	\$5,460

Task 2.1 - Network Planning

The purpose of this task is to help define future policies, goals, and designs to prepare for future needs to move people and good to destinations.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- Assisted PennDOT in the implementation of the PennDOT Connects Initiative.
- Assisted PennDOT in Road Safety Reviews.
- Completed the SFY 2022 Highway Performance Monitoring System Traffic Data.
- Completed the SFY 2023 Highway Performance Monitoring System Traffic Data.
- Coordinated with PennDOT and FHWA to develop and adopt Transportation Performance Measures and Targets.
- Performed Functional Classification review.
- Worked with the Eastern Pennsylvania Freight Alliance (EPFA) to complete the EPFA Freight Study.
- Updated the Congestion Management Process

Major Tasks to Be Completed in SFY 2024-2025 UPWP

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- The LCPC and LCRPC, or a contractor, will perform the following tasks in relation to HPMS:
 - LCPC:
 - Verify and update roadway inventory and performance measures on approximately 141 sample sections, including any additional segments that may be required based upon revised urban boundary revisions in accordance with HPMS manual specifications by December 1, 2024.
 - LCRPC:
 - Verify and update roadway inventory and performance measures on approximately 112 HPMS sample sections, including any additional segments that may be required based upon revised urban boundaries, in accordance with HPMS manual specifications by December 1, 2024.
 - LCPC & LCRPC:
 - A. Appropriate staff will attend HPMS Workshops sponsored by PennDOT;
 - B. Participate in a Quality Review biennially;
 - C. Purchase equipment to undertake the HPMS Task, if needed.
- The Planning Commissions will coordinate with PennDOT and FHWA on the development of transportation performance measures targets and reporting, freight provisions, accelerated project delivery/environmental streamlining, and Transportation Alternatives, for the Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRTP) as called for under the IJA.
- The LLTS MPO will continue to work with regional stakeholders to address the issue of freight in the region, including the critical urban and rural freight corridors, improved traffic incident management along interstates, truck parking needs, rail freight service and safety. The MPO staff will attend any regional/statewide freight summits to learn about best practices and gather updated information from freight stakeholders.
- Participate in Transportation Impact Studies (TISs) and review of Highway Occupancy Permits (HOPs) with District 4-0 to ensure planned development is coordinated with sound land use/transportation linkages/economic development, and that all transportation modes have been adequately considered.
- The LLTS MPO has joined the Eastern Pennsylvania Freight Alliance (EPFA) which includes the 10 counties within LLTS, Lebanon County (LEBCO), Lehigh Valley Transportation Study (LVTS), Northeastern Pennsylvania Alliance (NEPA) and Reading Area Transportation Study (RATS) MPOs. The LLTS MPO will continue to coordinate with the Alliance to identify and address freight needs in the region.
- The LCPC and the LCRPC will work on local asset inventories as needed.
- The Planning Commissions have updated the Congestion Management Process (CMP) to update the methods and procedures used to collect and analyze traffic monitoring data. The data collected will be available for project development and prioritization by performing the following actions:
 - A. Monitor the CMP.

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- B. Conduct detailed corridor/subarea congestion management studies as deemed necessary. This process will include re-visiting the strategies developed in the Phase II CMP Report to determine if they are still valid and re-visiting the corridors and sub-areas that have had transportation projects completed to determine if those projects have alleviated the congestion identified in the CMP reports.
- C. Maintain a database of information on the targeted corridors and intersections.
- The Planning Commissions will continue to develop their current capabilities regarding GIS as well as determine the need for new or expanded technological applications, including the purchase of new software for their existing systems, if needed. In addition to GIS, the Planning Commissions will review and assess their status regarding computer access to transportation databases, hardware capabilities, and transportation/air quality modeling. The Planning Commissions will also perform reviews of the federal functional classification system for highways, federal-aid system, and National Highway System, as required. The Planning Commissions will also undertake work to update the Federal Aid System and National Highway System maps for the two-county area informed by the 2020 Census urban boundaries smoothing.

Major Deliverables to Be Completed in SFY 2024-2025 UPWP

- Continued Coordination with PennDOT to implement the PennDOT Connects Initiative (As needed).
- Complete the 2024 Highway Performance Monitoring System Data (12.1.2024).
- Complete the Functional Classification Review and submittal (6.30.2025).
- Transportation Performance Management Target Setting and Reporting (January 2025).
- Participate in HPMS Quality Review (Lackawanna County, August 2024).
- Complete National Highway System (NHS) Review (6.30.2025).
- PennDOT and LLTS will conduct Road Safety Reviews as part of the MPO's TIP development process (October 2024).
- Adopt the Congestion Management Process (July 2024).

Task 2.2 - Transit Planning

The purpose of this task is to provide assistance to the Transit Agencies within the LLTS jurisdiction. This support is vital in developing efficient routes and services to provide to its citizens.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- COLTS and the LCTA have undergone Route Analysis Studies and have adjusted their routes and service based on the analysis results.
- COLTS and LCTA have completed their consolidation report.

Major Tasks to Be Completed in SFY 2024-2025 UPWP

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- Preparation of the annual transit safety targets in accordance with FTA’s Public Transportation Agency Safety Plan (PTASP).
- Analysis to improve safe bicycle and pedestrian connections with Public Transit.
- Perform various transit administrative, compliance, and planning functions, including all required reporting, monitoring of all federal and state grants, and funding streams.
- Preparation of the annual National Transportation Database (NTD) report.
- Monitor and update the Transit Development Plan.
- Coordinate and plan for operational changes, detours, and route adjustments or additions.
- Administration and operation of Special Transportation Efforts Program (STEP).
- Monitoring to provide statistics on the utilization and operation of STEP.
- Building towards the LLTS MPO's Long Range Plan goal of Bus Rapid Transit (BRT) for the region.

Major Deliverables to Be Completed in SFY 2024-2025 UPWP

- Provide operational data for Fixed Route bus service and Non-Fixed Route ADA Paratransit including:
 - Number and age of all vehicles.
 - Total unlinked passenger trips.
 - Total vehicle miles.
 - Total vehicle hours.
 - Passengers per mile.
 - Total Vehicles per transit route.
 - Trends in passenger revenue.
 - Vehicle mile revenue.
 - Fare structure.
 - Operating costs.
 - Deficit funds and subsidies.
 - Operating costs, revenue, and revenue passenger data for each transit route.
- Begin conducting a BRT study.
 - Assessing transit service demand and propensity in the UZA.
 - Identifying potential BRT corridors.
 - Determining high level cost ranges.

Task 2.3 – Multimodal Transportation Planning

The purpose of this task will be to develop, adopt, implement, and update all multimodal transportation plans including the 2045 LLTS Long-Range Transportation Plan (LRTP), the Bicycle and Pedestrian Study for the Central Business Districts of Scranton and Wilkes-Barre, the Coordinated Public Transit-Human Services Transportation Plan, and other relevant plans. The 2045 LRTP is updated as necessary by prioritizing/staging all multi-modal transportation capital projects as required in accordance with the process improvements recommended during the reengineering of the planning and programming process. It may also be necessary to revise plan policies. The actions contained in the LLTS Comprehensive Plan Update will be advanced

Lackawanna/Luzerne Transportation Study MPO

toward phased implementation. The LLTS staff will also begin consultant selection and kickoff development for the 2050 Long Range Transportation Plan.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- LLTS staff has implemented the 2045 Long-Range Transportation Plan Update in all transportation related decisions within the MPO.
- Adopted updated versions of the Public Participation Plan (PPP), Title VI Plan and Limited English Proficiency (LEP) Plan.
- Update the Coordinated Public Transit-Human Services Transportation Plan

Major Tasks to Be Completed in SFY 2024-2025 UPWP

- The LLTS Long-Range Transportation Plan will be maintained and updated as needed in accordance with the current federal transportation legislation requirements – at least every five years as the LLTS MPO is designated as an orphan maintenance area.
- Work with PennDOT, FHWA and FTA to implement provisions of the current federal legislation including performance measures and targets; freight provisions; accelerate project delivery/environmental streamlining; and Transportation Alternatives Set-Aside (TASA) Program.
- Annual review of the multimodal applications and projects from the TASA program, Multimodal Transportation Fund (MTF) and any other funding opportunities. The TASA program typically runs biannually and the MTF annually. The MPO staff will coordinate progress review meetings with the PennDOT District Project Manager biannually.
- The Planning Commissions will continue to work with the Department in all activities related to PennDOT Connects implementation for future TIP updates and future LRTP projects. The implementation will necessitate working with the PennDOT District Office and transit operators to prepare or edit the Project Development Screening Forms and using the information to help guide project selection and project prioritization.
- The MPO will work with the PennDOT District Office conducting Transportation Impact Studies, Road Safety Reviews/Audits, and review of Highway Occupancy Permits related to new development.
- The Planning Commissions will, with PennDOT, Federal Highway Administration and Federal Transit Administration, work toward implementing performance measures and targets as developed by PennDOT, freight provisions and the Transportation Alternatives Set-Aside program.
- The MPO will support the Pennsylvania Strategic Highway Safety Plan (SHSP) to make our transportation network safer, reduce fatalities and move toward zero deaths. The MPO will work with the Department to identify training and/or planning assistance to county and local governments, conservation districts, and community stakeholders on the following issues: Smart Growth, Complete Streets, Implementation Tools, Access Management, Transit-Oriented Development, Healthy Communities, ADA Compliance Strategies, Connectivity, Interchange Area Development, Transportation Impact Fees, access management, right-of-way preservation and Energy Savings. The MPO will

Lackawanna/Luzerne Transportation Study MPO

provide technical assistance to the Department and other transportation providers, to the extent possible given the current staffing, resources, and technological constraints.

- Coordinate with PennDOT, FHWA and FTA on the development of transportation performance measures for both the LLTS LRTP and the LLTS TIP.
- Support the Pennsylvania Strategic Highway Safety Plan (SHSP) focus areas and key strategies.
- Participate in PennDOT updates to statewide plans as requested.
- Commit to periodic review of the LLTS Public Participation Plan to ensure any needed modifications are included to engage the public.
- The LCRPC will continue as a member of the New Jersey-Pennsylvania Lackawanna Cut-Off Technical Advisory Committee to work toward restoring rail passenger service between Lackawanna County and New York City.
- Implement the Program Development and Project Delivery Process to improve efficiency of project implementation through sound land use/transportation/economic development linkages.
- Provide input to PennDOT in efforts to identify any training and planning activities targeted to County and local governments, conservation districts and community stakeholders; examples include Smart Growth, Complete Streets, implementation tools, PennDOT One Map, functional classification, HPMS and traffic counting, PennDOT Connects Forms, access management, transit oriented development, healthy communities, compliance with the Americans with Disabilities Act, (ADA) connectivity, interchange area development, transportation impact fees and energy savings.
- Where appropriate, work to support the improvement of the National Highway System, (NHS) intermodal freight connections and National Highway Freight linkages through the LLTS Long-Range Transportation Plan. Support the Pennsylvania Comprehensive Freight Movement Plan. Enhance the visibility and effectiveness of freight planning in Lackawanna and Luzerne County through the implementation of the LLTS Long-Range Transportation Plan.
- As part of LLTS MPO efforts to assist PennDOT with asset management activities, include transportation inventories of local transportation assets, when assigned.
- Continue working with the Wilkes-Barre Scranton International Airport and other public access airports on highway and transit projects for improved access.
- Continue to participate on municipal and regional bicycle/pedestrian planning committees to develop and implement projects from the Bicycle and Pedestrian Study of the Central Business Districts of Scranton and Wilkes-Barre.
- LLTS staff will monitor and update the Coordinated Public Transit-Human Services Transportation Plan as needed.

Major Deliverables To Be Completed in SFY 2024-2025 UPWP

- Ensure LLTS MPO implementation of the 2045 Long-Range Transportation Plan (As required).

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- Monitor and report on Performance Measures included in the LLTS 2045 Long-Range Transportation Plan (As required).
- Amend LLTS 2045 Long-Range Transportation Plan (As needed).
- Review of all PennDOT MTF applications (December 2024).
- Kickoff the 2050 Long-Range Transportation Plan. (July 2024)

TASK III – PROGRAMMING: TRANSPORTATION IMPROVEMENT PROGRAM

Responsible Agencies:

Lackawanna County Regional Planning Commission (LCRPC)

Luzerne County Planning Commission (LCPC)

County of Lackawanna Transit System (COLTS)

Luzerne County Transit Authority (LCTA)

Funding Source	Estimated Cost/Year			
	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$2,700	\$2,700	\$700	\$700
Federal Highway Administration (PL)	\$1,600	\$1,600	\$0	\$0
Pennsylvania DOT (MLF)	\$206	\$206	\$0	\$0
Local Match Highways	\$194	\$194	\$0	\$0
Federal Transit Administration	\$0	\$0	\$560	\$560
Local Match Transit	\$0	\$0	\$140	\$140

The purpose of this task will be to assist PennDOT in the implementation of the FFY 2023 LLTS Transportation Improvement Program (TIP), as needed in accordance with the PennDOT General Procedural and Financial Guidance documents. Environmental justice activities will be continued and strengthened to ensure that the entire public has the opportunity to become involved in the planning and programming process.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- LLTS staff assisted PennDOT in the development of the SFY 2025-2028 TIP.
- LLTS MPO adopted the SFY 2023-2026 TIP on January 25, 2023.
- LLTS staff assisted PennDOT with the implementation of the SFY 2023-2026 TIP.

Major Tasks To Be Completed in SFY 2024-2025 UPWP

- The SFY 2023 TIP will be administered regarding TIP amendments and/or modifications, or project additions/deletions via the appropriate MPO actions, including the eSTIP process.
- The Planning Commissions will work jointly with PennDOT to modify the current Transportation Improvement Program (TIP), when necessary, following public

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involvement activities, including Tribal outreach, public meetings, etc. and updating the environmental justice benefits and burdens analysis for the TIP when needed.

- The Planning Commissions and PennDOT District 4-0 staff will establish and document a process via a regional MOU to amend or modify the TIP to ensure fiscal constraint, strengthen the transportation planning/land use link, and expedite project delivery.
- Participate in PennDOT District 4 and LLTS TIP development work sessions.

Major Deliverables to Be Completed in SFY 2024-2025 UPWP

- Begin development of the FY 2027-2030 TIP (June 2025).
- SFY 2025 TIP Administration (As needed).

Task 3.2 TIP – Transit Element

The purpose of this task is to work jointly with the Department to manage the 2023 Transit TIP in conjunction with the 2045 Long-Range Transportation Plan update. The TIP will be administered regarding TIP amendments or modifications, and project additions/deletions via the appropriate MPO actions. The process will include efforts of the Transit Authorities to continue to fulfill the FTA requirements regarding Financial Capacity and Competitive Contracting and Environmental Justice activities.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- Assisted in the development of the 2025-2028 TIP.
- Assisted in the implementation of the 2023-2026 TIP.

Major Tasks To Be Completed in SFY 2024-2025 UPWP

- COLTS and LCTA, with LCPC and LCRPC assistance, will adopt the SFY 2025-2028 Transit TIP and any subsequent amendments to the Transit TIP in a manner consistent with the requirements of the IIJA, the 1990 CAAA, and the re-engineered planning and programming process. The LCPC will also assist the Hazleton Department of Public Services (transit operator) in the preparation of its portion of the TIP for SFY 2025-2028 to ensure consistency with the IIJA and the CAAA requirements.

Major Deliverables To Be Completed in SFY 2024-2025 UPWP

- Begin development of FY 2027-2030 TIP (June 2025).
- SFY 2025 TIP Administration (As needed).

TASK IV – SAFE AND ACCESSIBLE**Responsible Agencies:**

Lackawanna County Regional Planning Commission (LCRPC)
Luzerne County Planning Commission (LCPC)

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Funding Source	Estimated Cost/Year			
	LCRPC	LCPC	COLTS	LCTA
Total Task Budget	\$7,000	\$7,000	\$0	\$0
Federal Highway Administration (PL)	\$7,000	\$7,000	\$0	\$0
Pennsylvania DOT (MLF)	\$0	\$0	\$0	\$0
Local Match Highways	\$0	\$0	\$0	\$0
Federal Transit Administration	\$0	\$0	\$0	\$0
Local Match Transit	\$0	\$0	\$0	\$0

The main purpose of this task will be to institute a Complete Streets Committee to identify Complete Streets priority locations.

Major Tasks Previously Completed in SFY 2022-2024 UPWP

- Instituted a Complete Streets Steering Committee

Major Tasks To Be Completed in SFY 2024-2025 UPWP

- Continue to meet with the Complete Streets Steering Committee in identifying Complete Streets priority locations.
- Establish a Complete Streets public education campaign for pedestrians, bicyclists, and motor vehicles to promote walking and cycling as alternative forms of transportation.

Major Deliverables To Be Completed in SFY 2024-2025 UPWP

- Identify Complete Streets priority locations within the LLTS MPO (June 30, 2025).

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APPENDIX A: LUZERNE COUNTY BUDGET TABLES

Luzerne County FY 2024-2025						
LLTS Work Program Tasks	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	TOTAL
Task 1. Administration	\$50,472	\$6,495	\$6,123	\$8,728	\$2,182	\$74,000
Task 2. Systems Planning	\$219,928	\$28,299	\$26,683	\$38,712	\$9,678	\$323,300
2.1 Network Planning	\$122,349	\$15,743	\$14,844	\$0	\$0	\$152,936
2.2 Transit Planning	\$0	\$0	\$0	\$21,840	\$5,460	\$27,300
2.3 Long Range Transportation Plan	\$97,579	\$12,556	\$11,839	\$16,872	\$4,218	\$143,064
Task 3. Programming	\$1,600	\$206	\$194	\$560	\$140	\$2,700
3.1 TIP - Highway Element	\$1,600	\$206	\$194	\$0	\$0	\$2,000
3.2 TIP - Transit Element	\$0	\$0	\$0	\$560	\$140	\$700
Subtotal	\$272,000	\$35,000	\$33,000	\$48,000	\$12,000	\$400,000
Task 4. Safe and Accessible	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Total	\$279,000	\$35,000	\$33,000	\$48,000	\$12,000	\$407,000

Lackawanna/Luzerne Transportation Study MPO

APPENDIX B: LACKAWANNA COUNTY BUDGET TABLES

Lackawanna County FY 2024-2025						
LLTS Work Program Tasks	FHWA PL (80%)	PennDOT MLF (10%)	Local (10%)	FTA MPP (80%)	Local (20%)	TOTAL
Task 1. Administration	\$50,472	\$6,495	\$6,123	\$8,728	\$2,182	\$74,000
Task 2. Systems Planning	\$219,928	\$28,299	\$26,683	\$38,712	\$9,678	\$323,300
2.1 Network Planning	\$122,349	\$15,743	\$14,844	\$0	\$0	\$152,936
2.2 Transit Planning	\$0	\$0	\$0	\$21,840	\$5,460	\$27,300
2.3 Long Range Transportation Plan	\$97,579	\$12,556	\$11,839	\$16,872	\$4,218	\$143,064
Task 3. Programming	\$1,600	\$206	\$194	\$560	\$140	\$2,700
3.1 TIP - Highway Element	\$1,600	\$206	\$194	\$0	\$0	\$2,000
3.2 TIP - Transit Element	\$0	\$0	\$0	\$560	\$140	\$700
Subtotal	\$272,000	\$35,000	\$33,000	\$48,000	\$12,000	\$400,000
Task 4. Safe and Accessible	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Total	\$279,000	\$35,000	\$33,000	\$48,000	\$12,000	\$407,000

Lackawanna/Luzerne Transportation Study MPO

EXHIBIT 1

SALARY SCHEDULES

**STATE FISCAL YEAR 2024-2025
(July 1, 2024 through June 30, 2025)**

Lackawanna/Luzerne Transportation Study MPO

**LUZERNE COUNTY PLANNING COMMISSION
PLANNING STAFF SALARY SCHEDULE
2024-2025**

NAME	TITLE			Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour
Matthew Jones	Executive Director			\$66,585	\$92,020.86	\$34.15	\$56.80
Jonathan Shaw	Transportation Planner			\$49,470	\$70,239.60	\$25.37	\$43.36
Robert Kenney	Planning and Zoning Analyst			\$45,000	\$57,630.40	\$23.08	\$35.57
Vacant	Transportation Planner			\$48,500	\$81,475.31	\$24.87	\$48.50
Patrick Dooley	Planner 2			\$40,986	\$73,890.02	\$22.52	\$53.04
Kathryne Wood	Clerk Typist 2			\$36,009	\$67,556.15	\$19.79	\$48.87
Priscilla Cuevas	Planning and Zoning Analyst			\$45,900	\$58,775.63	\$23.54	\$36.28
			Total Salaries	\$332,450	\$501,588	\$173.31	\$322.42
	<u>Jones</u>	<u>Shaw</u>	<u>Kenney</u>	<u>Vacant</u>	<u>Dooley</u>	<u>Wood</u>	<u>Cuevas</u>
HSV							
Holidays	12	12	12	12	12	12	12
Sick	12	12	12	12	18	18	12
Vacation	15	15	15	7	26	27.5	15
Personal	5	5	5	5	5	5	5
Total HSV Days	44	44	44	36	61	62.5	44
Total Work Days	216	216	216	224	199	197.5	216
INSURANCE							
Life	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67	\$11.67
Health	\$692.75	\$692.75	\$0.00	\$1,731.90	\$1,896.64	\$1,896.64	\$0.00
Vision	\$4.00	\$4.00	\$0.00	\$4.00	\$4.00	\$4.00	\$0.00
Total	\$588.42	\$588.42	\$11.67	\$1,627.57	\$1,792.31	\$1,792.31	\$11.67
Insurance per year	\$7,061.04	\$7,061.04	\$140.04	\$19,530.84	\$21,507.72	\$21,507.72	\$140.04
FRINGE RATE							
FICA/Medicare (7.65%)	\$5,093.79	\$3,784.44	\$3,442.50	\$3,710.25	\$3,135.43	\$2,754.68	\$3,511.34
Unemployment	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00
Pension (19.6087%)	\$13,056.55	\$9,700.37	\$8,823.91	\$9,510.22	\$8,036.83	\$7,060.87	\$9,000.37
Insurance	\$7,061.04	\$7,061.04	\$140.04	\$19,530.84	\$21,507.72	\$21,507.72	\$140.04
Total	\$25,435.38	\$20,769.85	\$12,630.44	\$32,975.31	\$32,903.98	\$31,547.27	\$12,875.75

Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION
PLANNING STAFF SALARY SCHEDULE
2024-2025**

NAME	TITLE			Yearly Salary	Salary + Benefits	Unadjusted per hour	Adjusted per hour
Brenda Sacco	Executive Director			\$81,999	\$140,370.28	\$39.42	\$87.73
Mary Liz Donato	Planning Department Manager			\$64,189	\$110,409.18	\$30.86	\$70.78
Jessica Edwards	Regional Planning Manager			\$49,200	\$85,850.16	\$23.65	\$51.10
Eric Middleton	Transportation Planning Manager			\$44,153	\$61,786.26	\$21.23	\$36.78
Paul Dunay	Senior Planner			\$46,124	\$76,272.37	\$22.18	\$45.40
Stephen Solon	GIS Coordinator			\$45,942	\$76,061.88	\$25.24	\$55.72
			Total Salaries	\$331,607	\$550,750	\$162.58	\$347.51
	<u>Sacco</u>	<u>Donato</u>	<u>Edwards</u>	<u>Middleton</u>	<u>Dunay</u>	<u>Solon</u>	
HSV							
Holidays	16	16	16	16	16	16	
Sick	20	20	20	20	20	20	
Vacation	20	25	10	10	10	25	
Personal	4	4	4	4	4	4	
Total HSV Days	60	65	50	50	50	65	
Total Work Days	200	195	210	210	210	195	
INSURANCE							
Life	\$13.50	\$10.80	\$10.80	\$10.80	\$10.80	\$10.80	
Health	\$2,794.62	\$2,017.00	\$1,760.38	\$629.38	\$1,258.68	\$1,258.68	
Dental	\$101.88	\$101.88	\$101.88	\$35.14	\$101.88	\$101.88	
Prescription	\$973.38	\$973.38	\$627.98	\$314.00	\$627.98	\$627.98	
Vision	\$11.74	\$11.74	\$11.74	\$4.54	\$11.74	\$11.74	
Total	\$3,775.12	\$2,994.80	\$2,392.78	\$873.86	\$1,891.08	\$1,891.08	
Insurance per year	\$45,301.44	\$35,937.60	\$28,713.36	\$10,486.32	\$22,692.96	\$22,692.96	
FRINGE RATE							
FICA/Medicare (7.65%)	\$6,272.92	\$4,910.46	\$3,763.80	\$3,377.70	\$3,528.49	\$3,514.56	
Unemployment	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	
Pension (8%)	\$6,559.92	\$5,135.12	\$3,936.00	\$3,532.24	\$3,689.92	\$3,675.36	
Insurance	\$45,301.44	\$35,937.60	\$28,713.36	\$10,486.32	\$22,692.96	\$22,692.96	
Total	\$58,371.28	\$46,220.18	\$36,650.16	\$17,633.26	\$30,148.37	\$30,119.88	

Lackawanna/Luzerne Transportation Study MPO

EXHIBIT 2

PURCHASE CONTRACT REGISTER

**STATE FISCAL YEAR 2024-2025
(July 1, 2024 through June 30, 2025)**

Lackawanna/Luzerne Transportation Study MPO

**LUZERNE COUNTY PLANNING COMMISSION
PURCHASE CONTRACT REGISTER
2024-2025**

Various	Medical Insurance	\$17,088.48
Standard Insurance Company	Life Insurance	\$800.00
Luzerne County Compensation	Workman’s Compensation	\$1,000.00
Luzerne County Council	General Office Expenses/Supplies	\$5,000.00
Luzerne County Council	Rent	\$16,800.00
	TOTAL:	\$40,688.48

Lackawanna/Luzerne Transportation Study MPO

**LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION
PURCHASE CONTRACT REGISTER
2024-2025**

NAME	USE	YEARLY COST	EST. PA DOT ALLOCATION
TOPP Copy/Copy Fax	Copier/Fax Maintenance	\$1,200.00	\$991.08
County Information Services	Computer Maintenance	\$10,000.00	\$8,259.00
Geographit	GIS Data Maintenance	\$21,300.00	\$17,591.67
Other*	Miscellaneous	\$6,500.00	\$5,368.35
Total		\$39,000.00	\$32,210.10
* Includes: Association dues, expenses, and materials & supplies purchased through the Lackawanna County Purchasing Department.			