

**Transportation Planning Agreement
by and between the
Lackawanna-Luzerne Transportation Study MPO
(LLTSMPO), Pennsylvania Department of
Transportation, and Public Transit Agencies**

Part A. Purpose of Agreement

The MPO, in cooperation with the Pennsylvania Department of Transportation (PennDOT) and area public transit agencies, shall undertake a continuing, cooperative, and comprehensive performance-based multimodal transportation planning and programming process for the metropolitan planning area (MPA) in accordance with state and regional goals for metropolitan planning, the provisions of 23 USC 134, 49 USC 5303, and 23 CFR 450, and in accordance with the provisions of this Agreement.

Part B. Responsibilities of Parties

1. The MPO shall be the lead agency in carrying out the regional transportation planning and programming process and shall be responsible for:
 - a. Convening a forum for cooperative transportation planning and decision-making that is informed through a public participation process that ensures reasonable opportunities for early and continuing involvement of individuals, affected public agencies, representatives of public transportation, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool and vanpool programs, shuttles, or telework programs), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties in the review and evaluation of all transportation plans and programs, to include special outreach efforts to those traditionally underserved by transportation systems.
 - b. Ensuring the voting membership of the MPO policy body consists of:
 - i. Local elected officials;
 - ii. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and
 - iii. Appropriate State officials.
 - c. Assembling membership and conducting meetings of a LLTS Coordinating Committee comprised of representatives from local governments, state agencies, public transit agencies, and other relevant organizations to collaborate on the development of recommendations for the MPO policy board.
 - d. Assemble and maintain an adequate, competent staff with the knowledge and experience necessary to perform all appropriate MPO activities as required by law.

- e. Formulating, adopting and periodically reviewing, updating and amending a long-range multimodal transportation plan (LRTP) for the metropolitan planning area (MPA), which shall conform to all applicable federal requirements.
- f. Formulating and approving a short-range Transportation Improvement Program (TIP) for the MPA, which shall cover a period of not less than 4 years and must have 4 years of projects and may include projects outside the planning area for information only. The TIP will provide a notice to the public that the public participation process used for its development meets the public participation requirements for the program of projects prepared by public transit agencies under 49 U.S.C. 5307.
- g. Formulating and approving the Unified Planning Work Program (UPWP), which shall identify all transportation-related planning activities to be funded with federal financial aids and technical assistance.
- h. Incorporating and utilizing a Congestion Management Process (CMP) in the preparation of transportation plans and programs to ensure adequate consideration of alternative strategies to roadway construction and widening.
- i. Working cooperatively with PennDOT and public transit agencies in the preparation of an annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53.
- j. Coordinating with PennDOT and public transit agencies in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan including, but not be limited to, an assessment of available services and transportation needs, identification of strategies, actions, and projects to address gaps between services and needs and improve service efficiencies, and identification of priorities for implementation.
- k. Considering and implementing PennDOT guidance on transportation plans and program, and the transportation planning process in general, to the fullest extent consistent with regional and local goals.
- l. Making data, assumptions, criteria, methodology, and analyses available to PennDOT, public transit agencies, local governments, and other participants in a timely manner.
- m. Working with PennDOT and public transit agencies in the preparation of a financial plan for the LRTP and TIP, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.
- n. Developing and maintaining a regional travel demand modeling program in accordance with performance specifications developed by PennDOT in cooperation with MPOs.
- o. Cooperatively establishing all federally required MPO performance targets, sharing performance data, preparing system performance reports in coordination with PennDOT and public transit agencies (based on FHWA and FTA performance measure final rules

publications), and in Accordance with the performance-based planning MOU executed May 19 2025 and its successors.

- p. Cooperating with PennDOT in the development of the statewide long-range transportation plan pursuant to the provisions of 23 U.S.C. 135.
- q. Providing PennDOT and public transit agencies with copies of all MPO transportation plans and programs and all resolutions concerning their adoption, endorsement, or amendment.
- r. Providing PennDOT with a periodic self-certification that the MPO's transportation planning process conforms to all applicable federal requirements pursuant to 23 CFR 450.
- s. Complying with American Disabilities Act of 1990 plan certification procedures as required in 49 CFR 37. 139.
- t. Complying with Title VI of the Civil Rights Act and maintaining a current Title VI Program as required by Federal Transit Administration's Title VI Circular 4702.1B.

2. **PennDOT** shall be responsible for the following transportation planning and programming activities:

- a. Actively participating in MPO planning and programming activities to represent the state's interests and ensure awareness and consideration of state transportation plans, programs, projects and policies in MPO decision-making.
- b. Cooperating in the development and maintenance of the LRTP and TIP as a participating jurisdiction, providing information requested by the MPO in a timely manner relative to state-funded or state-managed transportation projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the LRTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and state financial aids for metropolitan transportation improvements and services that fall under MPO or local programming jurisdiction.
- c. Developing the statewide long-range transportation plan and the State Transportation Improvement Program (STIP) in cooperation with MPO, pursuant to the provisions of 23 U.S.C. 135.
- d. Incorporating the approved TIP without modification into the STIP, directly or by reference.
- e. Cooperating in the development and maintenance of the UPWP as a participating jurisdiction, providing information requested by the MPO in a timely manner related to state-funded or state-managed planning activities or technical assistance being deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aids and technical assistance for metropolitan transportation planning activities; making all metropolitan planning funds authorized by 23 U.S.C. 104(f) and 49 U.S.C. 5305(d) available to the MPOs in accordance with a formula developed by TDOT, in consultation with the MPOs, and approved by USDOT.

- f. Working cooperatively with the MPO and public transit agencies in the preparation of an annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying information about federal obligations of grant funds administered through the Federal Highway Administration in a reasonable time following the end of the federal fiscal year.
- g. Coordinating with MPO and public transit agencies in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
- h. Working with the MPO and public transit agencies in the preparation of a financial plan for the LRTP and TIP, consistent with 23 CFR 450.324(f), including the cooperative development of estimates of transportation system costs, inflation rates, and funding revenues to support implementation of the plan and program.
- i. Providing technical support and data and information collected or maintained by PennDOT that is pertinent to the transportation planning work to be performed by the MPO under this Agreement.
- j. Establishing performance standards for regional travel demand modeling in coordination with MPOs across the state. The model shall be developed and reviewed in a manner consistent with the guidance outlined in Minimum Travel Demand Model Calibration and Validation Guidelines for the Commonwealth of Pennsylvania.
- k. Coordinating the development of recommendations to reconcile regional transportation plans and programs with statewide plans and programs as necessary to ensure connectivity within transportation systems.
- l. Upon request and as needed, presenting to the MPO policy board an update on statewide transportation initiatives and priorities that either affect regional transportation plans and programs or should be considered in their development.
- m. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring and reporting of system performance in coordination with the MPO and public transit agencies (based on FHWA and FTA performance measure final rules), and in Accordance with the performance-based planning MOU executed May 19 2025 and its successors.
- n. Coordinating the development of the schedule and procedures for submittal and interagency review (including but not limited to FHWA and FTA) and approval of the LRTP, TIP, and UPWP.
- o. Ensure MPO compliance with federal or state statutes, policies, regulations and guidelines, which bear upon metropolitan transportation planning and programming activities and contractual arrangements.
- p. Monitoring the MPO's transportation planning process, when such monitoring is required by federal law or regulation, to ensure compatibility with State and USDOT programs and objectives and compliance with applicable Federal requirements.

3. **Public Transit Agencies** shall be responsible for the following transportation planning and programming activities:
- a. Actively participating in MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in MPO decision-making.
 - b. Cooperating in the development and maintenance of the RTP and TIP as a participating jurisdiction, providing information requested by the MPO in a timely manner relative to public transit projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the LRTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and local financial aids for public transit improvements and services within the MPA.
 - c. Cooperating in the development and maintenance of the UPWP as a participating jurisdiction, providing information requested by the MPO in a timely manner related to transit planning activities or technical assistance being deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aids and technical assistance for public transit planning activities.
 - d. Working cooperatively with the MPO and PennDOT in the preparation of an annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying information about federal obligations of grant funds administrated through the Federal Transit Administration in a reasonable time following the end of the federal fiscal year.
 - e. Cooperating with PennDOT in the development of the statewide long-range transportation plan pursuant to the provisions of 23 U.S.C. 135.
 - f. Coordinating with MPO and PennDOT in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
 - g. Coordinating with PennDOT and MPO on the conduct of short-range transit plans or operational analyses that affect or inform regional and statewide transportation plans and programs.
 - h. Working with the MPO and PennDOT in the preparation of a financial plan for the LRTP and TIP, particularly related to the cooperative development of estimates of transit system costs, inflation rates, and funding revenues to support implementation of the plan and program.
 - i. Providing data and information collected or maintained related to public transit that is pertinent to the transportation planning work to be performed by the MPO under this Agreement.
 - j. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring and reporting of system performance in coordination with PennDOT and MPO (based on FHWA and FTA performance measure final rules), and in

Accordance with the performance-based planning MOU executed May 19 2025 and its successors.

- k. Preparing and submitting applications for federal public transportation capital assistance grants and state operating assistance grants and administering approved grants.
- l. Conducting preliminary engineering and final design studies relating to public transportation capital facilities, including, but not limited to, transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock.
- m. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures.
- n. Conducting transit marketing activities, including, but not limited to, the conduct of market surveys, design of user information materials, and the development of transit promotion programs.
- o. Conducting transit management activities, including but not limited to, activities related to personnel procedures and training programs, maintenance policies, fare collection and handling procedures, and accounting practices.
- p. Collecting data to meet the requirements of 49 U.S.C. 5335 regarding the National Transit Database.
- q. Upon request and as needed, presenting to the MPO policy board an update on local public transit initiatives and priorities that either affect regional transportation plans and programs or should be considered in their development.
- r. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990.

Part C. Scope of Work

1. The cooperative metropolitan transportation planning process shall be carried out in accordance with a UPWP approved by the MPO, PennDOT and USDOT, in consultation with appropriate transportation providers, including budget and cost allocation. The UPWP will be reviewed and approved at least every two years. The original and all approved subsequent UPWPs during the terms of this agreement shall be made part of this agreement, which shall constitute the scope of work to be performed under this Agreement.
2. The Planning Work Program shall set forth a description of the specific metropolitan transportation planning activities and products to be completed each calendar year, the corresponding staffing and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. The cooperative metropolitan transportation planning process to be conducted under this agreement and governed by the provisions of 23 CFR 450 shall encompass the metropolitan planning area (MPA), as determined by agreement between the Governor and MPO.

Part D. Organization and Administration

1. The MPO policy board shall appoint and maintain such advisory committees as deemed appropriate to effectively carry out the comprehensive transportation planning process under this Agreement. PennDOT and the public transit agencies shall be represented on such advisory committees.
2. MPO may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work under this Agreement with the understanding that the MPO shall remain accountable for completion of planning products in accordance with the UPWP.
3. When consultants are to be employed in accomplishing work under this Agreement, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

Part E. Work Products

1. PennDOT, the MPO and public transit agencies shall give each other and applicable USDOT agencies reasonable opportunity to review and comment on their respective reports produced under this Agreement prior to publication of the final report.
2. All reports and documents published by all parties under this Agreement shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views or policies.
3. All parties and the USDOT shall each have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this Agreement for government purposes.

Part F. Effective Period

1. The Agreement shall be reviewed as needed, such as when a new transportation funding bill is passed by the United States Congress, and/or when new federal regulations are published by FHWA/FTA, but shall remain in effect until any party notifies the others in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to the Agreement.
2. This Agreement shall become effective upon the signatures of each party.

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Part G. Signature

LLTS MPO

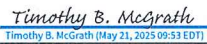


Interim Director/Luzerne County

05/19/25

Date

County of Lackawanna Transit



Executive Director

05/21/25

Date

Luzerne County Transportation Authority

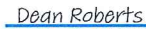


Executive Director

05/21/25

Date

PennDOT



Transportation-Planning Manager

05/20/25

Date

Hazleton Public Transit



Executive Director

05/20/25

Date