

**SOUTHERN ALLEGHENIES
PLANNING AND DEVELOPMENT COMMISSION**

UNIFIED PLANNING WORK PROGRAM
Fiscal Years 2025-2027 Work Program
July 1, 2025, through June 30, 2027

PREPARED BY:

**Southern Alleghenies
Planning and Development Commission**
Planning & Community Development Division
3 Sheraton Drive
Altoona, Pennsylvania 16601

FOR SUBMISSION TO:

Commonwealth of Pennsylvania
Department of Transportation
Center for Program Development and Management
P.O. Box 3365
Harrisburg, Pennsylvania 17105-3365

SUBMITTED:

January 2025

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Southern Alleghenies Planning & Development Commission (SAP&DC) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: SAP&DC does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: SAP&DC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in SAP&DC's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: SAP&DC will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in SAP&DC offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of SAP&DC, should contact the office of Jennifer Sklodowski at 814-949-6507, or jsklodowski@sapdc.org, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the SAP&DC to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of SAP&DC is not accessible to persons with disabilities should be directed to Jennifer Sklodowski at 814-949-6507, or jsklodowski@sapdc.org.

SAP&DC will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

SAP&DC
Title VI Complaint Processing Procedures

It is the policy of Southern Alleghenies Planning & Development Commission (SAP&DC) to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related statutes and regulations in all programs and activities and requires that no person in the United States shall on the grounds of race, color, national origin, sex, age or disability be excluded from the participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity for which SAP&DC receives Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with SAP&DC. Any such complaint must be in writing and signed by the complaining person(s) or representative and filed with SAP&DC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. The Title VI Discrimination Complaint form can be obtained from SAP&DC's Title VI Coordinator, Ms. Jennifer J. Sklodowski, 814-949-6507/800-258-4533, jsklodowski@sapdc.org, 3 Sheraton Drive, Altoona, PA 16601 or by visiting our website, www.sapdc.org. For assistance completing the form or translation and interpretation services please contact the Title VI Coordinator at 814-949-6507 or 800-458-2533.

Narrative

The SAP&DC Title VI Complaint Procedures are written to specify the process employed by SAP&DC to investigate complaints while ensuring due process for complainants and respondents. The process does not preclude SAP&DC from attempting to informally resolve complaints.

The procedure applies to all external complaints relating to any program or activity administered by SAP&DC and/or its subrecipients, consultants and contractors filed under Title VI of the Civil Rights Act of 1964, as amended (including Disadvantage Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, low income, nationality or Limited English Proficiency. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987 and the Americans with Disability Act of 1990.

The procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Intimidation or retaliation of any kind is prohibited by law.

Process

An individual, or his/her representative, who believes that he/she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has the right to file a complaint. Complaints need to be filed within 180 calendar days of alleged occurrence, when the alleged discrimination became known to the complainant or when there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

Complaints may be mailed to or delivered to:

Ms. Jennifer J. Sklodowski Title VI
Compliance Officer SAP&DC
3 Sheraton Drive
Altoona, PA 16601
Phone: 814-949-6507/800-458-2533
FAX: 814-949-6582
Email: jsklodowski@sapdc.org

Equal Opportunity Specialist
Federal Highway Administration
228 Walnut Street, Room 508
Harrisburg, PA 17105-1720

United States Department of
Justice Civil Rights Division
950 Pennsylvania Avenue, NW
Office of the Assistant Attorney General,
Main Washington, DC 20530

Civil Rights Officer
United States Department of Transportation
Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124

Title VI Specialist
Bureau of Equal Opportunity
Pennsylvania Department of
Transportation PO Box 3251
Harrisburg, PA 17105

Title VI Coordinator
Office of Civil Rights
Federal Aviation Administration
800 Independence Avenue, SW Washington, DC 20591

Complaints shall be in writing and signed by the complainant(s). If complaints are received by telephone or in person, the Title VI Coordinator or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, the authorized person will assist the complainant(s) in writing the complaint.

If SAP&DC receives a complaint, the Title VI Coordinator will acknowledge receipt of

the complaint by notifying the complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration and Penn DOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures.

If the complainant elects to attempt resolution at the local level, the Title VI Coordinator will conduct a fact finding investigation. The Title VI Coordinator will meet with the complainant or his/her representative within ten (10) business days from the date of receipt of the written allegations, to conduct a fact finding investigation of the circumstances underlying the allegations and attempt to informally resolve the issue(s). The Title VI Coordinator's findings will be submitted in writing to the complainant not later than ten (10) business days following the fact finding investigation. The written notification shall include notice of the complainant's right to request a formal investigation at the state or federal level, if a satisfactory resolution is not accomplished at the local level.

If the complainant is dissatisfied with the attempted informal resolution, he/she must inform the Title VI Coordinator within five (5) business days of receipt of the unsatisfactory decision and request a formal investigation at the state or federal level.

The written complaint must include the following information:

- Name, address and telephone number of complainant
- Bases of the complaint (e.g. race, color, national origin, sex, age, disability or retaliation)
- A detailed description of the circumstances of the incident that led the complainant to believe the discrimination occurred.
- Names, address and phone numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained of incident.
- Date or dates on which the alleged discrimination occurred.
- If crossed filed, the name of other agencies where the complaint was filed.

As the investigation moves forward, additional information may be required.

The SAP&DC Title VI Coordinator will maintain a log of all complaints received by SAP&DC.

Table of Contents

Introduction.....	2
Purpose	2
RPO Designation.....	2
Key Responsibilities	2
Vision Statement.....	4
RPO Priorities.....	4
Committee Structure	4
Local Government Roles & Representation	5
Agency Roles and Representation.....	6
STIP Findings.....	6
Federal Planning Factors.....	12
UPWP Development Schedule	13
UPWP Amendment and Modification.....	14
Plan Activity and Milestones	16
Task I: Plans and Programs.....	17
Long Range Transportation Plan (LRTP)	17
Transportation Improvement Program (TIP)	18
Public Participation Plan (PPP)	18
Bicycle & Pedestrian Plan	19
Coordinated Transit – Human Service Plan (CTP)	19
Limited English Proficiency Plan (LEP)	20
Support Statewide Workgroups.....	20
Functional Classifications	20
Supplemental Studies	21
Geographic Information Systems	21
Task II: Project Delivery	22
Support PennDOT Connects Program – Site Visits	22
Support PennDOT Connects Process	22
Appalachian Regional Commission	23
Grant Programs	23
Southern Alleghenies Regional Greenways and Open Spaces Network Plan	24
Traffic Counts	24
Pedestrian Counts	24
Task III: Administrative.....	26
Southern Alleghenies RPO Committees.....	26
Unified Planning Work Program (UPWP)	26
PennDOT Planning Partner Meetings.....	27
Annual Listing of Obligations	27
Technology and Outreach.....	28
Task IV: Local Technical Assistance Program (LTAP)	29
Regional Program Coordinator	29
Identify Regional Training Needs.....	29
Marketing and Outreach.....	30
Administrative and Reporting	30
Task V: Complete Streets & Accessibility	32
Regional Sidewalk Inventory.....	32

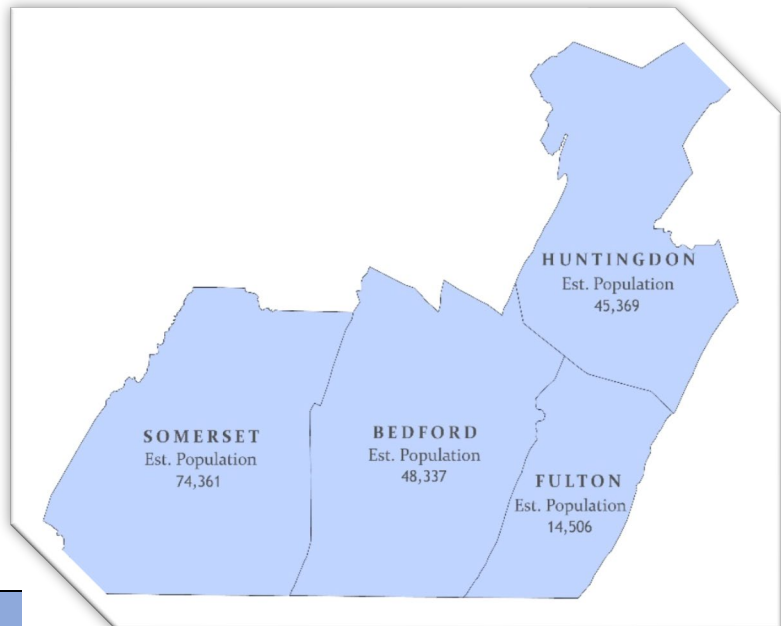
Introduction

Purpose

The Unified Planning Work Program (UPWP) describes the transportation-related policies, procedures, and activities to be completed by the Southern Alleghenies Planning and Development Commission (SAP&DC) Rural Planning Organization (RPO) for a two-year period between July 1, 2025, and June 30, 2027. Federal regulations mandate the UPWP be a comprehensive document that outlines the tasks to be completed by the RPO. However, the UPWP may be revised periodically to adapt to the changing needs and priorities of the RPO and its partners.

RPO Designation

SAP&DC is a Local Development District (LDD) that implements a Rural Transportation Work Program for the counties of Bedford, Fulton, Huntingdon, and Somerset. On April 2, 2003, an Intergovernmental Agreement was signed between the Pennsylvania Department of Transportation (PennDOT) and SAP&DC designating SAP&DC as a RPO.



Key Responsibilities

The federal Fixing America's Surface Transportation (FAST) Act specifies the roles and responsibilities of Metropolitan Planning Organizations (MPOs). Pennsylvania has designed that RPOs function similar to MPOs and adhere to many of the same roles and responsibilities. The Bipartisan Infrastructure Law (BIL) continues the requirements that were established under the FAST ACT. The table below outlines the RPO's required responsibilities. The RPO prohibits discrimination on the basis of race, sex, color, and national origin as outlined by Title VI 42 of the U.S. Code SS 2000d ET Seq.

Responsibility	Description
<p>Unified Planning Work Program (UPWP)</p> <p>23 CFR 450.308</p>	<p>The RPO is required to periodically prepare a UPWP, which lists the transportation planning activities to be completed by the RPO, in cooperation with federal partners, state partners, RPO counties, local governments and agencies. In Pennsylvania, the UPWP is based on the state fiscal year (July to June), and currently covers a two-year period. The FY 2025-27 UPWP covers the time period from July 1, 2025, to June 30, 2027.</p>
<p>Long Range Transportation Plan (LRTP)</p> <p>23 CFR 450.324</p>	<p>The RPO is required to develop and maintain a multi-modal plan that addresses federal requirements. The LRTP specifies RPO goals and objectives, documents existing and future transportation conditions and demands, addresses transportation performance management (TPM), and includes a fiscally constrained project list. The RPO's most recent LRTP was adopted in October of 2022. It was developed in close collaboration with the RPO's planning partners and plans for transportation projects over a 20-year span. The LRTP is updated every five years and is compliant with the FAST Act. The RPO's next LRTP will be completed in November of 2027.</p>
<p>Transportation Improvement Program (TIP)</p> <p>23 CFR 450.326</p>	<p>The RPO is required to approve federal funding for highway and transit projects through the adoption of a TIP. This short-range document is developed with significant collaboration between PennDOT, transit partners, and each RPO county. The TIP includes federal funds, state and local funds for specific transportation projects programmed in the RPO's four county area for a four-year period based on federal fiscal years (October-September), within specific limits of financial constraint. The TIP is a four-year document that is updated every two years. The list of projects on the TIP is identical to the First Four Year segment of Pennsylvania's Twelve Year Program (TYP), which is developed at the same time as the TIP and adopted by the State Transportation Commission. The TIP is adopted in the summer of even numbered years and goes into effect on October 1, later that year.</p>
<p>Coordinated Public Transit - Human Service Plan (CTP)</p> <p>FAST Act Section 5310</p>	<p>Federal regulations required the RPO to prepare a CTP to help guide the distribution of federal funds from certain transit programs that serve low-income individuals, persons with disabilities, and the elderly. The current Southern Alleghenies CTP was adopted in 2016 and an update to the plan is expected to be completed in 2024.</p>
<p>Public Participation Plan (PPP)</p> <p>23 CFR 450.316</p>	<p>The RPO's PPP is reviewed on a periodic basis, and a significant update was completed in December 2021. The PPP specifies that proposed plans and programs such as the LRTP and TIP must be made available for public review during a thirty (30) day comment period, and that a public meeting be held during the comment period. The next PPP is expected to be completed in 2025.</p>

Vision Statement

The Southern Alleghenies RPO will work with local, state, and federal partners in an endeavor to provide a safe, efficient, and sustainable multi-modal transportation system that fosters economic and community development and meets the needs of the region through innovation.

RPO Priorities

The following are the priorities for the Southern Alleghenies RPO during the two-year work program:

1. Foster a strong commitment to maintenance of the existing transportation system,
2. Develop a reliable and sustainable transportation network,
3. Increase the safety of the transportation system for motorized and non-motorized users,
4. Improve quality of life and equity of access through enhanced community access via public transportation,
5. Plan for bicycle and pedestrian initiatives, and
6. Maximize the benefits of transportation investments in the region.

Committee Structure

The Southern Alleghenies RPO is comprised of the following committees: Rural Transportation Coordinating Committee (RTCC) and the Rural Transportation Technical Committee (RTTC). The RTTC's role is to provide input and expertise to inform the RTCC and recommend specific development of regional transportation policy and priorities, including adoption of planning documents like the Southern Alleghenies Regional TIP. The diverse RTTC membership results in expanded regional involvement and ensures that the issues of the region are addressed. The RTCC serves as the policy committee for the RPO and reviews recommendations from the RTTC. The RTCC and RTTC, at a minimum, meet four (4) times a year in separate or joint meetings.

Representatives on the RTCC include:

- (4) County Commissioners, one from each rural county
 - (1) PennDOT District 9-0 District Executive
 - (1) Representative from SAP&DC (Executive Director)
 - (1) Representative from PennDOT Central Office
 - (1) RTTC Chair Person
- TOTAL: 8 voting members

Representatives on the RTTC include:

- (4) County Planning Directors, one from each rural county
 - (4) At-large representatives, one from each RPO county
 - (4) Municipal representatives, one from each RPO county
 - (1) Representative from PennDOT District 9-0
 - (1) Representative from PennDOT Central Office
 - (2) Representatives from SAP&DC
 - (1) Representative from public transportation/transit
 - (2) Representatives from aviation, rail, or freight
 - (1) Representative from non-motorized transportation
- TOTAL: 20 voting members

Local Government Roles & Representation

- **Southern Alleghenies Planning & Development Commission (SAP&DC)**
 - SAP&DC serves as the host agency and provides staff for the RPO.
 - SAP&DC has representation on both the RTTC and RTCC.
 - Coordinates with partners on planning and programming activities.
- **Bedford County – Fulton County – Huntingdon County – Somerset County**
 - Member counties of SAP&DC and the RPO.
 - Works in coordination with planning partners to gather data and priorities for transportation projects.
 - Each county has representation on both the RTTC and the RTCC.
 - Coordinates with partners on planning and programming activities.
- **Huntingdon Bedford Fulton Area Agency on Aging (HBFAAA)**
 - Regional transit provider to Huntingdon, Bedford, and Fulton Counties.
 - Implements the Medical Assistance Transportation Program (MATP) for the aforementioned counties.
 - Has representation on the RTTC as contributing member or as a transit provider representative.
 - Coordinates with partners on planning and programming activities.
- **Somerset County Transportation System (SCTS)**

- Countywide transit provider for Somerset County.
- Implements the Medical Assistance Transportation Program (MATP) for Somerset County.
- Has representation on the RTTC as a contributing member or as a transit provider representative.
- Coordinates with partners on planning and programming activities.

Agency Roles & Representation

- **PennDOT Central Office**
 - Has representation on both the RTTC and the RTCC.
 - Coordinates with partners on planning and programming activities.
- **PennDOT District 9**
 - Has representation on both the RTTC and the RTCC.
 - Coordinates with partners on planning and programming activities.
 - Maintains the current TIP, the RPO's draft TIP, and programming activities.
 - Provides input, coordination, and information with the RPO and its partners on transportation planning and programming activities.
- **FHWA**
 - Has at-large representation on the RTTC and RTCC.
 - Coordinates with partners on planning and programming activities.
 - Provides training opportunities, stewardship, oversight, and technical assistance to PennDOT and the RPO.
- **FTA**
 - Coordinates with partners on planning and programming activities.
 - Provides training opportunities, stewardship, oversight, and technical assistance to PennDOT and the RPO.

State Transportation Improvement Plan (STIP) Findings

In September 2024, the FHWA and FTA reviewed and approved the Pennsylvania FFY 2025-2028 Statewide Transportation Improvement Program (STIP), which included the individual TIP for the Southern Alleghenies RPO as well as the TIPs for all other MPOs and RPOs in Pennsylvania. Based on this review, FHWA and FTA issued a STIP Planning Findings, in order to ensure that the STIP and TIPs are compliant with required statutory and regulatory planning provisions at federal and state levels. The STIP Planning Finding highlights what works well and what needs improvement in a statewide or metropolitan

transportation planning process. No corrective actions were identified.

The FFY 2025-2028 STIP Planning Finding or Federal Planning Finding (FPF) also identified the following five recommendations for consideration:

STIP Planning Finding Recommendations	If/How Recommendations are being Addressed by the RPO
<p>Safety Planning, Programming and Project Delivery: Improving safety is the top priority for FHWA, FTA and PennDOT. However, Pennsylvania has not met or made significant progress towards meeting the Safety Performance Measures (PM) under 23 CFR Part 490 for the last five reporting periods (CY 2018 – CY 2022). Historically, since Federal Fiscal Year (FFY) 2017, PennDOT has obligated on average less than 85% of their full Highway Safety Improvement Program (HSIP) annual apportionment, which diminishes Pennsylvania’s capacity to deliver important safety projects. To reduce fatalities and serious injuries, PennDOT needs to take a comprehensive approach to safety by proactively identifying safety projects, utilizing the full HSIP annual apportionment, and integrating safety into projects. This finding is being carried over from the 2023 FPF.</p> <p>FHWA and FTA recognize that there has been a concerted effort by PennDOT to improve the HSIP obligation process over the last few years, including achieving a larger percentage of obligation occurring earlier in the FFY and obligating more than the minimum required in FFY 2024. In addition, beginning in CY 2025, around April 15 each year PennDOT plans to move current fiscal year HSIP funding remaining in regional line items and not assigned to projects to the Statewide line item for redistribution to other projects that are ready to obligate. FHWA and FTA support this proactive approach to improve HSIP utilization rates. FHWA and FTA request that PennDOT continue to schedule regular coordination meetings and bring the Planning Partners into the conversation to discuss</p>	<p>RPO staff will continue working with RPO County planning offices and the local PennDOT District to implement identified HSIP eligible projects. An RPO-wide HSIP study was completed in 2020. The study identified and ranked potential HSIP eligible projects in the RPO. The RPO and District will continue to use the HSIP study findings to use all of the regional funds to improve safety within the region.</p> <p>RPO staff will continue to regularly attend Bi-monthly planning partners calls where PMs and planning strategies are discussed.</p> <p>RPO staff will continue to monitor the PMs for the region. All attempts will be made to exceed the target PMs and improve safety within the RPO through proactive and sounds planning processes.</p>

<p>ongoing funding challenges and identify further opportunities to improve safety planning, programming, and project delivery.</p>	
<p>Integration of Asset Management (AM) and Transportation Performance Management (TPM): FHWA and FTA recognize that PennDOT has long maintained a preservation-first focus and has made considerable progress in identifying investment needs by developing and improving their Bridge and Pavement Asset Management Systems (AMS) and now beginning development on AssetFox. However, based on the Pennsylvania Transportation Asset Management Plan (TAMP) consistency determination, TIP submissions, and feedback, it still appears that PennDOT’s AMS are not being widely used to guide investment priorities and drive project selection to achieve optimal performance. This finding is being carried over from the 2023 FPF.</p> <p>Through the 2025 TIP development process, FHWA and FTA observed continuing challenges to PennDOT and the Planning Partners on fully utilizing the AMS outputs, competing project priorities, and technical training needs on how to effectively use the data outputs in the planning process. PennDOT did not evaluate the expected performance outcomes of the draft 2025 STIP during the STIP development process.</p> <p>FHWA and FTA request that PennDOT work with Planning Partners towards greater consistency between the TAMP, the STIP/Twelve-Year Program (TYP), and regional MPO/RPO LRTPs. To do this, PennDOT should continue holding monthly coordination meetings with FHWA, PennDOT AMS technical experts and the PennDOT Program Center. The purpose of these meetings should be to discuss asset management challenges, identify opportunities for improvement, and monitor progress in implementing the required changes needed for PennDOT to successfully</p>	<p>RPO staff will continue to work with the local PennDOT District and PennDOT Central Office to be consistent with the Southern Alleghenies RPO TYP and LRTP during the project selection process. This will be achieved through regular meetings with the District and Central Office personnel throughout TIP and LRTP development. Talks will focus on maintaining consistency between all transportation planning documents.</p>

<p>integrate their AMS more fully into project selection.</p>	
<p>LRTP Development Process: Since the 2019 FPF, progress has been made in many areas to improve the LRTP update process, including the development of PennDOT’s updated Regional LRTP Guidance (Pub. 575). However, FHWA and FTA continue to observe issues with LRTP updates, including rushed development of plans, late agency coordination, a lack of awareness about air quality conformity requirements, limited reviewtime of FHWA and FTA prior to plan public comment periods or plan adoptions, and potential for plan expirations. These continuing issues demonstrate there is still a need for further improvement and greater focus by the Planning Partners and PennDOT on the LRTP development process. This finding is being carried over from the 2023 FPF.</p> <p>To address the issues outlined above, FHWA and FTA continue to emphasize the importance of the Planning Partner scheduling a LRTP kickoff meeting early in the update process. For LRTP updates, FHWA and FTA recommend that the Planning Partners work with PennDOT, FHWA, and FTA to jointly develop reasonable update schedules with key milestones identified. FHWA and FTA also recommend that PennDOT consider ways they can further promote the LRTP Guidance to increase awareness and use of this resource, such as webinars and the sharing of effective practices.</p>	<p>As done with the previous updates, RPO staff will be sure to hold a LRTP kickoff meeting 30-months before planned adoption of the update. RPO staff will work with stakeholders, PennDOT, FHWA and FTA to develop and appropriate and reasonable timeline for the update.</p>

Metropolitan Planning Agreements (MOUs/MOAs):

As required by 23 CFR 450.314, each Metropolitan Planning Area (MPA) must have a written agreement among the MPO, the State(s), and the providers of public transportation, which identifies their mutual responsibilities in carrying out the metropolitan transportation planning process. In several recent Certification Reviews, FHWA and FTA have identified outdated agreements and missing requirements in the written provisions between PennDOT, the MPO, and the Transit provider(s), which have resulted in Corrective Actions. FHWA and FTA recommend that PennDOT, the Planning Partners, and the Transit agencies evaluate their Memorandums of Understanding/Memorandums of Agreement (MOUs/MOAs) as needed to ensure that the current document includes all required parties as signatories and identify the mutual responsibilities of all required parties in carrying out the metropolitan planning process in each region.

As part of fully meeting the requirements found in CFR 450.314, planning agreements between PennDOT, the Planning Partner(s), and the transit provider(s) must also include specific provisions for the development of financial plans that support the LRTP and TIP, the development of the annual listing of obligated projects for both highway/bridge and transit, and written provisions on meeting performance measure requirements (if not documented elsewhere). The Planning Partners, PennDOT, and the providers of public transportation should periodically review and update these agreements, as appropriate, to reflect and account for changes in transportation planning requirements.

The RPO has current MOUs in place between the RPO, PennDOT, and the transit providers. These MOUs will be updated prior to the next LRTP update to reflect any changes to the planning process and ensure all necessary provisions are included.

Transit Coordination:

FTA and FHWA recommend that PennDOT, the Planning Partners, and Transit providers identify ways to strengthen multimodal planning, communication, and collaboration. Stronger coordination between different stakeholders, inclusive of Public Transportation, is necessary to meet the federal planning requirements and PennDOT plays a crucial role in leading and modeling that across Pennsylvania.

PennDOT has undertaken large efforts to update planning guidance, like Pub. 575, but has often not fully incorporated FTA requirements in these documents. In addition, when comments have been provided by FTA or BPT, they have not been addressed. This has resulted in guidance documents and materials that are incomplete and missing information on federal requirements.

Furthermore, during the review of the FY2025-2028 TIPs, FTA and FHWA identified several inconsistencies within the TIPs in how Transit projects are included, how fiscal constraint is demonstrated together with the transit financial capacity analysis, and how the projects meet performance-based planning and programming requirements.

FTA and FHWA recommend that PennDOT evaluate and develop internal procedures for how the Department will coordinate reviews between the Bureau of Public Transit (BPT) and the Center for Program Development & Management (CPDM-Program Center) when addressing federal planning requirements. In addition, PennDOT should take actions to clarify and strengthen procedures to ensure adequate transit coordination between PennDOT CPDM, BPT, Districts, and the Planning Partners.

The RPO will follow all PennDOT Central Office and BPT recommendations for Transit coordination during transportation plan updates.

Federal Planning Factors

The FAST Act defines ten specific planning factors to be considered when developing transportation plans and programs within the RPO. The planning factors are found in Title 23 of the United States Code, CFR 450.306. The planning factors have been considered and incorporated into the RPO's UPWP.

<i>Federal Planning Factor</i>	Tasks				
	Task I: Plans & Programs	Task II: Project Delivery	Task III: Admin	Task IV: LTAP	Task V: Complete Streets & Accessibility
<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 & Operations</i>	✓	✓		✓	✓
<i>System Preservation</i>	✓	✓		✓	✓
<i>System Resiliency</i>	✓	✓		✓	✓
<i>Travel & Tourism</i>	✓	✓	✓		✓

UPWP Development Schedule

Milestone	Aug. 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Jul. 2025
Review UPWP Guidance							
Draft UPWP Development							
Refine Tasks, Deliverables, Budget							
Final Draft Reviewed by PennDOT CPDM & District 9							
FHWA/FTA Review							
Incorporate Revisions - Finalize Draft							
Approval at RTTC/RTCC Meetings							
Submit UPWP to PennDOT/FHWA						1/31	
Begin Work on 2025-2027 UPWP							7/1

The Southern Alleghenies Planning & Develop Commission UPWP was created in accordance with the FY 2025-2027 Unified Planning Work Program Guidance provided in September 2024. SAP&DC consulted various stakeholders, such as FHWA, FTA, PennDOT CPDM, PennDOT District 9, RPO Counties, Transit Authorities, and Rural Transportation Committees, to develop the specific tasks and work elements in the FY 2025-2027 UPWP.

UPWP Amendment and Modification

Amendments to the RPO's UPWP include the following budget and programmatic changes:

- The addition/removal of tasks or the addition/removal of federal funds, including PL/SPR or MPP funds, from a UPWP.
- The transfer of federal funds from any one task(s) to another task(s) where the total revision of federal funds exceeds the following thresholds:
 - \$250,000 for MPOs receiving \geq \$1,000,000 in annual PL/SPR funds
 - \$80,000 for MPOs/RPOs receiving \geq \$400,000 but $<$ \$1,000,000 in annual PL/SPR funds.
 - \$40,000 for remaining MPOs/RPOs.
- Tasks that are split between transit (FTA MPP) and highway (PL/SPR) funds must retain the same splits.
- Changes to the scope of work or objectives of the project, regardless of whether there is an associated budget revision, that is significant enough to essentially constitute a new project.

Approval by the MPO/RPO Policy Committee, PennDOT, and FHWA is required for amendments. After adoption by the MPO/RPO Policy Committee, the MPO/RPO must request approval of the amendment by email or letter to PennDOT. For budget changes or transfers, a revised budget must be provided as well as a summary of the changes. If a new task/study is being added, or an existing task is being modified, the new or revised scope of work and budget must be provided.

Once reviewed by the Program Center, PennDOT must send the amendment to the assigned FHWA planner by email for approval. FHWA planners will review and approve or deny the amendment by email within 14 calendar days, where possible. Based on its coordination with FHWA, PennDOT must then approve or deny the amendment electronically or by letter. FHWA reserves the right to deny any changes if they are not consistent with Federal requirements and regulations.

Administrative Modifications to the RPO's UPWP include the following budget and programmatic changes:

- The transfer of federal funds from any one task(s) to another task(s) where the total revision of federal funds does not exceed the following thresholds.
 - \$250,000 for MPOs receiving \geq \$1,000,000 in annual PL/SPR funds.
 - \$80,000 for MPOs/RPOs receiving \geq \$400,000 but $<$ \$1,000,000 in annual PL/SPR funds.
 - \$40,000 for remaining MPOs/RPOs.
- Tasks that are split between Transit (FTA MPP) and highway (PL/SPR) funds must retain the same splits.
- A minor change in the scope of work for a task(s)
- A one-time extension of the period of performance by up to 12 months.

- The carry forward of unobligated balances to subsequent budget periods.

Approval by PennDOT is required for administrative modifications. The MPO/RPO must request approval of the administrative modifications by email or letter to PennDOT. For budget changes or transfers, a revised budget must be provided as well as a summary of the changes. If an existing task is being modified, a revised scope of work must be provided.

PennDOT will approve/deny the administrative modification electronically, or by letter, and send an email copy to the assigned FHWA planner to inform FHWA of the changes. Administrative modifications do not require a supplement or an amendment to the MPO/RPO agreement or the corresponding UPWP work order.

Approval by the MPO/RPO Policy Committee is not necessary for administrative modifications but can occur if the MPO/RPO prefers.

Plan Activity and Milestones

Plan/Activity	Update Cycle	Current Plan	Next Plan
		Adoption/ Completion	Targeted Completion
Unified Planning Work Program (UPWP)	2 Year	Jan. 2025	Jan. 2027
Long Range Transportation Plan (LRTP)	5 Years	Nov. 2022	Oct. 2027
2025 Transportation Improvement Program (TIP)	2 Years	Jun. 2026	Jun. 2028
2027 Transportation Improvement Program (TIP)	2 Years	Jun. 2026	Jun. 2028
Public Participation Plan (PPP)	4 Years	Dec. 2020	Feb. 2025
Bicycle & Pedestrian Plan	5 Years	Dec. 2021	Dec. 2026
Greenways and Open Spaces Plan	As needed	May 2007	As needed
Coordinated Public Transit Plan	As Needed	Jul. 2016	Feb. 2025
Comprehensive Economic Development Strategy (CEDS)	5 Years	Dec. 2024	Dec. 2029
Alleghenies Ahead: Regional Comprehensive Plan	10 Years	Jul. 2018	Jul. 2028
Environmental Justice Evaluation of Benefits & Burdens	2 Years	Jan. 2024	Dec. 2025
Local Technical Assistance Program (LTAP) Annual Report	Yearly	Oct. 2024	Oct. 2025
Title VI Policy & Procedures	5 Years	Jul. 2020	Jul. 2025
Limited English Proficiency Plan	5 Years	Aug. 2020	Aug. 2025
FY 24 Annual List of Federally Obligated Projects	Yearly	Dec. 2024	Dec. 2025
FY 25 Annual List of Federally Obligated Projects	Yearly	Dec. 2025	Dec. 2026
FY 26 Annual List of Federally Obligated Projects	Yearly	Dec. 2027	Dec. 2027

Task I: Plans & Programs

Anticipated Cost and Funding Source

Fiscal Year	Total	Highway			Transit	
		PL/SPR	MLF	Local	FTA	Local
2025-2026	\$117,492.00	\$74,891.66	\$9,399.36	\$9,323.59	\$19,101.94	\$4,775.45
2026-2027	\$121,339.00	\$77,343.83	\$9,707.12	\$9,628.87	\$19,727.37	\$4,931.81

Work Elements

1) Long Range Transportation Program (LRTP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC PennDOT District 9 PennDOT Central Office 	<ul style="list-style-type: none"> Ongoing Implementation May 2025 – November 2027 	<ul style="list-style-type: none"> 2027-2047 LRTP

- a) 2022-2042 LRTP.
 - i) The Southern Alleghenies RPO Long Range Transportation Plan (LRTP) will be maintained and updated as needed in accordance with the current federal transportation legislation.
- b) 2027-2047 LRTP.
 - i) The RPO will begin planning activities for the 2047 LRTP in May of 2025 and prepare for adoption in October of 2027.
 - ii) The RPO will coordinate with PennDOT, FHWA, and FTA on the development of transportation performance measures.
 - iii) Utilize a performance-based planning approach to determine performance targets, evaluate maintenance needs, and identify priority projects.
 - iv) Engage stakeholders through a public outreach process to determine transportation infrastructure and programmatic needs.
 - v) Coordinate with regional transit operators to ensure their priorities are incorporated in the planning process.
 - vi) The RPO will develop the EJ Benefits and Burdens Analysis to examine how well the LRTP targets resources to address disparities and unmet needs in potential EJ communities.

2) Transportation Improvement Program (TIP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC PennDOT District 9 PennDOT Central Office 	<ul style="list-style-type: none"> Ongoing Implementation 2027 Program Adoption by July 2026 	<ul style="list-style-type: none"> 2027-2030 TIP

- a) 2025-2028 TIP.
 - i) Maintain and update the 2025 program.
 - ii) Process all eSTIP amendments and administrative actions for the 2025 Program.
- b) 2027-2030 TIP.
 - i) Maintain state roadway and bridge asset management lists and local bridge risk assessments.
 - ii) Utilize a performance-based planning approach to determine performance targets (PM1, PM2, and PM3), evaluate maintenance needs, and identify priority projects.
 - iii) Coordinate and begin collection of county priorities for inclusion and consideration in the 2027 Program.
 - iv) Begin gathering data for the Environmental Justice Benefits and Burden analysis for the 2027 Program for inclusion into the TIP and the LRTP.
 - v) Engage stakeholders through a public outreach process to determine transportation infrastructure and programmatic needs.
 - vi) Coordinate with regional transit operators to ensure their priorities are incorporated in the planning process.
 - vii) Adopt the 2027-2030 TIP by July 2026 and have the TIP go into effect on October 1, 2026.

3) Public Participation Plan (PPP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> October 2024 – March 2025 Ongoing Implementation 	<ul style="list-style-type: none"> 2025 PPP

- a) Complete the 2025 update of the Southern Alleghenies Public Participation Plan.
 - i) Provide a detailed plan for conducting a public outreach process, including activities to be conducted and duration of the public comment period, to develop the LRTP, TIP, PPP, CTP, Bicycle & Pedestrian Plan, other transportation plans, and public meetings as necessary.
- b) Utilize the PPP to engage a variety of stakeholders through a public outreach process. The document determines what methods best reach a representative demographic of the region.
- c) Conduct public outreach processes in the development of the LRTP, TIP, PPP, CTP, Bicycle & Pedestrian Plan, other transportation plans, and public meetings.

4) Bicycle & Pedestrian Plan

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 • PennDOT Central Office 	<ul style="list-style-type: none"> • Ongoing Implementation • January 2026 – December 2026 	<ul style="list-style-type: none"> • Annual Project Listing • 2026 Bicycle and Pedestrian Plan update

- a) Addend the 2021 Plan with Annual Project Listing updates.
 - i) The RPO will act as a clearing house for bicycle and pedestrian projects throughout the RPO.
 - (1) Applications will be accepted on at least an annual basis for inclusion in the project candidate list (Appendix C) through an application process.
 - (2) Projects will be assigned a quality tiered status and will be advertised to various funding agencies.
- b) Prepare the 2026 Bicycle and Pedestrian Plan update.
 - i) Develop a scope of work and milestones for the 2026 Plan.
 - ii) Engage stakeholders through a public outreach process to determine bicycle and pedestrian infrastructure and programmatic needs.
- c) Continue to promote bicycle and pedestrian safety in the RPO.

5) Coordinated Transit & Human Services Plan (CTP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 • PennDOT Central Office 	<ul style="list-style-type: none"> • Ongoing Implementation 	<ul style="list-style-type: none"> • 2025 Southern Alleghenies CTP

- a) Complete an update of the 2016 Plan in FY 2025.
 - i) Finalize Plan update using previous stakeholder engagement, scope of work, and milestones.
- b) Adopt and implement the 2025 CTP in FY 2025.

6) Limited English Proficiency Plan (LEP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> Ongoing Implementation October 2024 – March 2025 	<ul style="list-style-type: none"> 2025 Southern Alleghenies PPP

- a) Prepare the 2025 update to the Limited English Proficiency Plan.
 - i) Develop a scope of work and milestones for the 2025 plan.
 - ii) Conduct a public outreach process to determine the extent of regional limited English proficiency.
 - iii) Develop a process to solicit feedback from non-English speaking populations.
- b) Procure LEP services as outlined by the updated Plan and within the confines of the UPWP agreement and state procurement guidelines.

7) Support Statewide Committees and Workgroups

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC PennDOT District 9 PennDOT Central Office 	<ul style="list-style-type: none"> Ongoing Implementation 	<ul style="list-style-type: none"> N/A

- a) Participate on statewide committees and workgroups to provide guidance and promote planning partner communication when meetings and activities are needed.
 - i) The Statewide Transportation Innovation Council (STIC).
 - ii) The General and Procedural Guidance Workgroup.
 - iii) 2025 and 2026 Fall Planning Partners Meeting.

8) Review existing Functional Classification Roadway Designation

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC FHWA PennDOT District 9 PennDOT Central Office 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> Functional classification concurrence Updated functional classification maps

- a) Review maps and make recommended changes for roadway functional classification, National Highway System (NHS), National Highway Freight Network, NHS intermodal connectors, and urbanized boundary updates for the

Southern Alleghenies RPO, as necessary and in conjunction with the decennial Census.

- b) Work with the District office to provide concurrence to FHWA on necessary changes to the system.
- c) Once adopted, provide maps of the proposed changes to FHWA.

9) Conduct Supplemental Studies		
Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 • PennDOT Central Office 	<ul style="list-style-type: none"> • 2025-2027 	<ul style="list-style-type: none"> • Southern Alleghenies Regional Greenways Plan • Saxton Trail Connectivity Study • As needed

- a) Southern Alleghenies Regional Greenways Plan update in FY 2026-2027.
 - i) Develop a scope of work, timelines, and milestones for upcoming update.
 - ii) Engage stakeholders through a public outreach process to determine greenways infrastructure and programmatic needs.
- b) Conduct a trail connectivity study near Saxton Borough in Huntingdon and Bedford Counties from FY 2025-2026.
 - i) Work with Consultant, counties and municipalities in the project limits to finalize the Saxton Trail Connectivity Study.
 - ii) Utilize the completed study to aide local counties/municipalities in applying for implementation funding.
- c) Conduct various studies when the need arises as determined by SAP&DC, PennDOT District 9, or PennDOT Central Office, which may include:
 - i) Corridor studies.
 - ii) Economic investigations & impact studies.
 - iii) Feasibility studies.
 - iv) Freight studies.
 - v) Transit studies.
 - vi) Other studies as necessary.

10) Conduct GIS Analysis and Provide Support to Partners		
Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • As Needed 	<ul style="list-style-type: none"> • Feature datasets and maps made available to partners and/or public

- a) Utilize GIS capabilities to perform in-house analysis of various studies/projects.
- b) Provide GIS support to counties and other stakeholders as necessary.
 - i) Create and share datasets that may be otherwise unavailable.
- c) Publish appropriate datasets and maps for public use and viewing on the ArcGIS Online platform.

Task II: Project Delivery

Anticipated Cost and Funding Source

Fiscal Year	Total	Highway			Transit	
		PL/SPR	MLF	Local	FTA	Local
2025-2026	\$102,672.00	\$65,445.11	\$8,213.76	\$8,147.62	\$16,692.49	\$4,173.02
2026-2027	\$111,304.00	\$70,947.32	\$8,904.32	\$8,832.59	\$18,095.88	\$4,523.89

Work Elements

1) Support PennDOT Connects program, participate in site visits of potential future and currently programmed projects.

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC PennDOT District 9 PennDOT Central Office 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> N/A

- a) Conduct site visits to determine feasibility of potential transportation projects.
- b) Participate in a selection of visioning field views hosted by PennDOT District 9. Visioning field views will review and screen candidate projects for the TIP update. They are attended by various District, Central Office, RPO, and county planning staff as necessary.
- c) Participate in a selection of scoping field views hosted by PennDOT District 9.

2) Support the PennDOT Connects process.

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC PennDOT District 9 PennDOT Central Office RPO Counties 	<ul style="list-style-type: none"> Ongoing Ongoing 2025-2027 	<ul style="list-style-type: none"> 2025 Program Connects meetings 2027 Program Connects meetings PennDOT Connects Process Review

- a) Participate in, and occasionally conduct, PennDOT Connects meetings.
 - i) Work with District 9, municipal personnel, and other stakeholders to schedule

- Connects meetings.
- ii) Assist in entering prospective projects into the Proposal Form.
 - iii) Assist in completing the Project Initiation Form (PIF.)
 - iv) Review and provide comment on the PIF.
 - v) Complete PennDOT Connects Process Review.
- b) Maintain the RPO’s marketing strategy to promote PennDOT Connects at all public meetings including Township Supervisors Conventions, LTAP courses, and other municipal meetings as the opportunity arises.

3) Utilize the Appalachian Regional Commission Local Access Road (LAR) program to promote better access, connectivity, and provide economic development opportunities within the RPO.

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 2026 ARC LAR Investment Package • 2027 ARC LAR Investment Package

- a) Conduct initial site visits with PennDOT, project sponsors, and other stakeholders.
- b) Distribute project profile forms to help determine priority projects and begin the pre-application process.
- c) Coordinate process to provide technical assistance, including preparing and submitting applications to ARC for funding.
- d) Continue to support applicants and PennDOT District 9 throughout the process and to construction.

4) Promote various grant and funding programs that support improvements to transportation infrastructure throughout the RPO including but not limited to the following grant programs: PennDOT Multimodal Transportation Fund, DCED Multimodal Transportation Fund, Transportation Alternative Set-Asides, ARLE, and GLG.

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • N/A

- a) Attend municipal and stakeholder meetings as necessary to explain various grant and funding programs.
- b) Support potential applicants with technical assistance regarding various processes to promote quality applications.
- c) Field view, comment, and score applications and projects as required by the individual program requirements.

5) Participate in and support the Southern Alleghenies Regional Greenways and Open Space Network Plan and implementation.

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Mini-Grant Program Round Ten Mini-Grant Program Round Eleven

- a) Southern Alleghenies Planning & Development Commission applies to the DCNR C2P2 grant to fund projects in the six-county region that support the goals and objectives of the Southern Alleghenies Bicycle and Pedestrian Plan and the Southern Alleghenies Regional Greenways and Open Space Network Plan. If a project is awarded, the administrative and grant management for the Mini-grant Program is funded through the DCNR C2P2 grant, and the ARC Local Development District Administrative Grant Program. These activities are not funded through the Southern Alleghenies RPO UPWP. The UPWP tasks are as follows:
- i) Promote the Southern Alleghenies Mini-Grant Program to encourage bicycle, pedestrian, and other greenway planning, development, and safety projects.
 - ii) Ensure that the region's greenways projects through the Mini Grant Program align with the goals and objectives of the Southern Alleghenies Bicycle and Pedestrian Plan.

6) Collect Supplemental Traffic Counts

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Traffic Count Reports to requesting organizations

- a) Solicit traffic counting requests on state and locally owned roadways from PennDOT District 9, the RPO counties, and other stakeholders as necessary.
- b) Conduct 24-hour tube counts according to customary road tube counting practices on designated locations.
- c) Provide traffic count data to requesting stakeholders and PennDOT District 9 to inform project and transportation safety related decisions.

7) Conduct Pedestrian Counts

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> Ongoing Year End 	<ul style="list-style-type: none"> Updated ArcGIS web platform Yearly Trail Usage Report

- a) Utilize the RPO's twenty infrared counters to conduct pedestrian counts on regional trails and other pedestrian facilities.

- i) Use the collected data to inform stakeholders on facility usage rates to bolster potential grant applications and make safety related decisions.
- b) Provide general user data to stakeholders and the public via the Southern Alleghenies ArcGIS platform.
- c) Utilize the Datanet web platform to create customized reports for stakeholders as requested.
- d) Complete a Yearly Trail Usage report at the end of CY 2025 and CY 2026.

Task III: Administrative

Anticipated Cost and Funding Source

Fiscal Year	Total	Highway			Transit	
		PL/SPR	MLF	Local	FTA	Local
2025-2026	\$167,336.00	\$106,663.23	\$13,386.88	\$13,278.79	\$27,205.57	\$6,801.53
2026-2027	\$154,857.00	\$98,708.85	\$12,388.56	\$12,288.54	\$25,176.75	\$6,294.30

Work Elements

1) Southern Alleghenies RPO Committees

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Quarterly meetings held for the RTTC and RTCC

- a) Coordinate activities of the Rural Transportation Technical Committee (RTTC), Rural Transportation Coordinating Committee (RTCC) and all subcommittees. Provide technical assistance to committee members and local governments as needed.
 - i) Prepare agendas, meeting packets, and electronic presentation materials.
 - ii) Communicate with both committees as well as the public about upcoming meetings, meeting minutes, and RPO initiatives.

2) Unified Planning Work Program (UPWP)

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 2027-2029 UPWP • Quarterly Progress Reports

- a) 2025-2027 UPWP administration.
 - i) Prepare and submit quarterly work program invoices and supporting expenditure documentation to the PennDOT Program Center no later than 30 days following the invoicing period.

- ii) Prepare and submit quarterly work program progress reports to the PennDOT Program Center detailing activities undertaken by SAP&DC staff according to responsibilities outlined by this UPWP.
 - iii) General administration of supplemental funding projects including but not limited to:
 - (1) Federal Transit Administration (FTA)
 - iv) Prepare and submit quarterly Disadvantaged Business Enterprise (DBE) reports to the PennDOT DBE liaison.
 - v) Submit any UPWP amendments to FHWA for review before seeking UPWP approval.
 - vi) Submit budget and scope modifications to the PennDOT Program Center for review and approval.
 - vii) Maintain the implementation of Title VI Complaint Procedures with updates and changes as they are released.
- b) Prepare and adopt the 2027-2029 UPWP.
- i) Adopt the FY 2027-2029 UPWP by January 31, 2027. Submit all documents required for contract execution by March of 2027, including Exhibits "2" and "3" and authorizing signature resolutions.

3) PennDOT Planning Partner Meetings

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 • PennDOT Central Office 	<ul style="list-style-type: none"> • Meetings semi-annually • Calls bi-monthly 	<ul style="list-style-type: none"> • N/A

- a) Actively attend and participate in the bi-annual PennDOT Planning Partner meetings as available.
- b) Participate in Planning Partner conference calls and web conferences regularly and as available.
- c) Actively participate in trainings provided by PennDOT, FHWA, FTA, and other entities when the subject matter is of benefit to the RPO.

4) Annual Listing of Obligations

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • PennDOT District 9 • PennDOT Central Office 	<ul style="list-style-type: none"> • Yearly in December 	<ul style="list-style-type: none"> • 2025 Annual Listing of Obligations • 2026 Annual Listing of Obligations

- a) Work with PennDOT to develop a listing of federally obligated projects at the end of each federal fiscal year and publicly post the obligations to the SAP&DC website.

5) Technology and Outreach

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Functional website • Functional ArcGIS platform

- a) Utilize the Southern Alleghenies website to share planning and programming information and the tenets and requirements of current federal legislation with the public and tribal governments.
- b) Maintain the ArcGIS Online platform to ensure its content is valuable to regional stakeholders.
- c) Utilize an arial drone to provide imagery and other data to support various projects and programs.
- d) Purchase basic computer software programs and ongoing maintenance licenses for software programs.
- e) Purchase/maintain equipment necessary to support the RPO's project delivery and plans and programs tasks.

Task IV: Local Technical Assistance Program (LTAP)

Anticipated Cost and Funding Source

Fiscal Year	Total	LTAP
2025-2026	\$35,000	\$35,000
2026-2027	\$35,000	\$35,000

Work Elements

1) Regional Program Coordinator

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Yearly coordination meeting

- a) SAP&DC will participate in the LTAP by conducting activities for the RPO counties of Bedford, Fulton, Huntingdon, and Somerset. Additionally, SAP&DC will coordinate with the Cambria and Blair County Planning Commissions to schedule and promote courses and relevant activities throughout the entire six-county region.

2) Identify Regional Training Needs

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> SAP&DC Blair County Planning Commission Cambria County Planning Commission 	<ul style="list-style-type: none"> Ongoing Survey in Fall 2026 	<ul style="list-style-type: none"> 2026 LTAP Survey

- a) Develop and distribute surveys of municipal training needs and priorities on a regular basis. This may include online, paper, phone, or in-person survey methods.
- b) Develop a priority training list that identifies training needs within the Southern Alleghenies Region and use it to schedule training dates by submitting requests through the LTAP website.
- c) Identify training course locations suitable to cover the entire six-county region. Responsibilities include, but are not limited to the following: logistics, securing facilities, registration, room set-up, etc.

3) Marketing and Outreach

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • Blair County Planning Commission • Cambria County Planning Commission 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Brochures printed and distributed annually • Flyers and mailers distributed to Municipalities

- Market the value of LTAP to all municipalities and PennDOT’s Municipal Services representatives in the Southern Alleghenies Region through letters, e-mails, social media, etc., announcing the course names, dates, times, and locations. Course registration will be coordinated by SAP&DC and attendees will be registered through the LTAP website.
- Provide a mechanism for municipalities to contact SAP&DC with issues that LTAP can help with by offering training or technical assistance and ascertain from the municipalities what format is the most beneficial for them to receive assistance.
- Market the value of LTAP and its long-term impact on the workforce through electronic and print media, as well as attendance at relevant meetings, conventions, workshops, and trainings on an as-needed basis to improve staff knowledge of roadway maintenance and safety issues.
- Meet with targeted municipalities in the Southern Alleghenies RPO to promote the LTAP, build their knowledge of the program, and seek course registrations. Additionally, use the face-to-face meeting platform to get a greater sense of their training needs, potentially lining up road shows.
- Participate in the annual LTAP Planning Partners meeting and other PennDOT meetings as required. Attend LTAP training courses and participate in at least one onsite technical assistance visit in the Region.
- Using targeted marketing, identify municipalities with greater staff capacity that fall outside of the Southern Alleghenies Region. Advertise scheduled courses, roadshows, and technical assistance to the identified municipalities in an effort to provide training to communities that may be on the fringe of LTAP service areas.

4) Administration and Reporting

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC • Blair County Planning Commission • Cambria County Planning Commission 	<ul style="list-style-type: none"> • Yearly in October 	<ul style="list-style-type: none"> • Quarterly RT Report • Annual LTAP Report

- Document all regional LTAP activities in UPWP quarterly progress reports submitted to PennDOT.
- Include all LTAP related expenses in monthly invoices and expenditure documentation submitted to PennDOT.

- c) Prepare an annual report that summarizes regional LTAP activities including identification of training needs, marketing and outreach, and participation and attendance in all LTAP related activities. Summarize the outcomes and recommendations for future activities with LTAP in the Region.

Task V: Complete Streets & Accessibility

Anticipated Cost and Funding Source

Fiscal Year	Total	SPR
2025-2026	\$8,000	\$8,000
2026-2027	\$8,000	\$8,000

Work Elements

1) Regional Sidewalk Inventory

Responsible Partner(s)	Timeline	Deliverable(s)
<ul style="list-style-type: none"> • SAP&DC 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Maintenance and expansion of the regional sidewalk dataset

- a) Implement the Complete Streets and Accessibility funding to maintain a regional sidewalk inventory of the Southern Alleghenies RPO.
- b) Utilize ArcGIS to edit a previously created spatial dataset of the sidewalks in the RPO. Dataset currently includes the geographic location of sidewalks as well as any pertinent information relating to the sidewalks (i.e., condition, material type, ownership). Additional pertinent information can be attributed to the dataset.
- c) The regional sidewalk dataset will be used to identify sidewalk gaps in municipalities that may affect mobility and present safety issues for pedestrians.
- d) The regional sidewalk database will be used during the update of the Southern Alleghenies Bicycle and Pedestrian Plan.
- e) SAP&DC will share the regional sidewalk dataset with its partners, including PennDOT District 9-0, County Planning Commissions, municipalities, and any other party interested in the dataset for the purposes of Complete Streets planning activities.

**Southern Alleghenies Planning and Development Commission
Transportation Planning Program
YR 1 2025-2026
Exhibit 1 Financials**

Base Program		Highway				Transit	
No.	Work Task	Budget	SPR	MLF	Local	FTA	Local
I.	Plans and Programs	\$117,492.00	\$74,891.66	\$9,399.36	\$9,323.59	\$19,101.94	\$4,775.45
II.	Project Delivery	\$102,672.00	\$65,445.11	\$8,213.76	\$8,147.62	\$16,692.49	\$4,173.02
III.	Administrative	\$167,336.00	\$106,663.23	\$13,386.88	\$13,278.79	\$27,205.57	\$6,801.53
Base Total		\$387,500.00	\$247,000.00	\$31,000.00	\$30,750.00	\$63,000.00	\$15,750.00

Supplemental/Special Studies		Highway				Transit	
No.	Work Task	Budget	SPR	MLF	Local	FTA	Local
IV.	Local Technical Assistance Program	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00
V.	Complete Streets & Accessibility (ISATO)	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Total		\$43,000.00	\$43,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$430,500.00	\$290,000.00	\$31,000.00	\$30,750.00	\$63,000.00	\$15,750.00

**Southern Alleghenies Planning and Development Commission
Transportation Planning Program
YR 2 2026-2027
Exhibit 1 Financials**

Base Program		Highway				Transit	
No.	Work Task	Budget	SPR	MLF	Local	FTA	Local
I.	Plans and Programs	\$121,339.00	\$77,343.83	\$9,707.12	\$9,628.87	\$19,727.37	\$4,931.81
II.	Project Delivery	\$111,304.00	\$70,947.32	\$8,904.32	\$8,832.59	\$18,095.88	\$4,523.89
III.	Administrative	\$154,857.00	\$98,708.85	\$12,388.56	\$12,288.54	\$25,176.75	\$6,294.30
Base Total		\$387,500.00	\$247,000.00	\$31,000.00	\$30,750.00	\$63,000.00	\$15,750.00

Supplemental/Special Studies		Highway				Transit	
No.	Work Task	Budget	SPR	MLF	Local	FTA	Local
IV.	Local Technical Assistance Program	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00
V.	Complete Streets & Accessibility (ISATO)	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Total		\$43,000.00	\$43,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$430,500.00	\$290,000.00	\$31,000.00	\$30,750.00	\$63,000.00	\$15,750.00

Southern Alleghenies Planning & Development Commission
Transportation Planning Program
YR 1 2025-2026
Service Purchase Register
Exhibit 2

Item	I. Plans & Programs	II. Project Delivery	III. Admin	IV. LTAP Special Funds	V. Complete Streets & Accessibility (ISATO)
Direct Salaries	\$ 60,550.00	\$ 53,115.25	\$ 37,441.55	\$ 16,179.45	\$ 3,800.70
Fringe	\$ 24,373.51	\$ 20,994.50	\$ 14,760.85	\$ 7,196.08	\$ 1,496.79
Total Direct	\$ 84,923.51	\$ 74,109.75	\$ 52,202.40	\$ 23,375.53	\$ 5,297.49
Contract Serv	\$ -	\$ -	\$ 68,400.00	\$ -	\$ -
Print & Pub	\$ -	\$ -	\$ 3,000.00	\$ 1,500.00	\$ -
F&E	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
Postage	\$ -	\$ -	\$ 1,600.00	\$ 600.00	\$ -
Supplies	\$ -	\$ -	\$ 6,000.00	\$ 200.00	\$ 100.00
Meeting	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 1,000.00	\$ 200.00	\$ 200.00
Travel	\$ -	\$ -	\$ 10,000.00	\$ 400.00	\$ 360.00
Dues	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct	\$ -	\$ -	\$ 95,000.00	\$ 2,900.00	\$ 660.00
Allocated Costs	\$ 32,568.49	\$ 28,562.25	\$ 20,133.60	\$ 8,724.47	\$ 2,042.51
Total	\$ 117,492.00	\$ 102,672.00	\$ 167,336.00	\$ 35,000.00	\$ 8,000.00

Southern Alleghenies Planning & Development Commission
Transportation Planning Program
YR 2 2026-2027
Service Purchase Register
Exhibit 2

Item	I. Plans & Programs	II. Project Delivery	III. Admin	IV. LTAP Special Funds	V. Complete Streets & Accessibility (ISATO)
Direct Salaries	\$ 62,801.47	\$ 57,626.18	\$ 41,482.27	\$ 16,229.86	\$ 3,914.72
Fringe	\$ 25,766.81	\$ 23,607.20	\$ 17,061.87	\$ 7,381.07	\$ 1,571.63
Total Direct	\$ 88,568.28	\$ 81,233.38	\$ 58,544.14	\$ 23,610.93	\$ 5,486.35
Contract Serv	\$ -	\$ -	\$ 47,900.00	\$ -	\$ -
Print & Pub	\$ -	\$ -	\$ 3,000.00	\$ 1,400.00	\$ -
F&E	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
Postage	\$ -	\$ -	\$ 1,700.00	\$ 600.00	\$ -
Supplies	\$ -	\$ -	\$ 6,000.00	\$ 320.00	\$ 100.00
Meeting	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 1,000.00	\$ 100.00	\$ 180.00
Travel	\$ -	\$ -	\$ 10,000.00	\$ 500.00	\$ 200.00
Dues	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct	\$ -	\$ -	\$ 74,600.00	\$ 2,920.00	\$ 480.00
Allocated Costs	\$ 32,770.72	\$ 30,070.62	\$ 21,712.86	\$ 8,469.07	\$ 2,033.65
Total	\$ 121,339.00	\$ 111,304.00	\$ 154,857.00	\$ 35,000.00	\$ 8,000.00

Southern Alleghenies Planning & Development Commission
Transportation Planning Program
YR 1 & 2 2025-2027
Salary Schedule
Exhibit 3

YR 1 2025-2026

<i>Staffing Plan</i>	<i>Title</i>	<i>Charge Salary</i>	<i>Annual Hours</i>	<i>Hourly Rate</i>	<i>Percent Devoted</i>	<i>Salary to Recover</i>
Lee Slusser	Director, Planning & Community Development Transportation Program	91,052	1,820	50.0286	45%	40,973
Matthew Bjorkman	Manager	56,650	1,820	31.1264	85%	48,153
Ben Dworsky	Regional Planner	42,230	1,820	23.2033	60%	25,338
Tyler Schurr	Transportation Planner	42,230	1,820	23.2033	90%	38,007
Janice Streightiff	Planning & Community Development Program Asst	41,369	1,820	22.7302	45%	18,616

YR 2 2026-2027

<i>Staffing Plan</i>	<i>Title</i>	<i>Charge Salary</i>	<i>Annual Hours</i>	<i>Hourly Rate</i>	<i>Percent Devoted</i>	<i>Salary to Recover</i>
Lee Slusser	Director, Planning & Community Development Transportation Program	93,784	1,820	51.5297	45%	42,203
Matthew Bjorkman	Manager	58,350	1,820	32.0604	95%	55,432
Ben Dworsky	Regional Planner	43,497	1,820	23.8995	60%	26,098
Tyler Schurr	Transportation Planner	43,497	1,820	23.8995	90%	39,147
Janice Streightiff	Planning & Community Development Program Asst	42,610	1,820	23.4121	45%	19,175