

NYSAMPO Association
Transit Working Group Teleconference
Wednesday, March 18, 2015 – 1:30 PM – 2:30PM

MEETING NOTES

1. Introductions

Adirondack/Glens Falls Transportation Council - A/GFTC – Kate Mance
Binghamton Metropolitan Transportation Study - BMTS – Scott Reigle, Jennifer Yonkoski
Capital District Transportation Committee – CDTC – Anne Benware
Elmira-Chemung Transportation Council - ECTC – Jim Arey, Tina Hager
Genesee Transportation Council - GTC – Bob Torzynski
Herkimer-Oneida Counties Transportation Study - HOCTS – Barb Hauck, Dana Crisino
Ithaca-Tompkins County Transportation Council – ITCTC - Dwight Mengel
New York Metropolitan Transportation Council – NYMTC - David Drita, Angelina Foster
Orange County Transportation Council - OCTC– Rob Parrington, John Czamanske
Poughkeepsie-Dutchess County Transportation Council - PDCTC – Mark Debald
Syracuse Metropolitan Transportation Council - SMTC – Mario Colone
Ulster County Transportation Council - UCTC – Brian Slack
NYS DOT – Tom Vaughan

2. Section 5310 Solicitation Application Site Assurance Testing Drita/Vaughan

Experiences w/ site assurance testing, concerns, observations, next steps.

- Feedback has been good thus far.
- Preregistration begins March 24. NYSDOT will mail out a letter in which organizations that plan to apply for 5310 funding will be strongly encouraged to preregister to obtain a user name and password. This will allow them to access the Application Site on the official start date. Those who don't preregister will still be able to use the site, but they will have to first apply for their user name and password and will lose some time (approximately one day for NYMTC to upload their registration information to the site) before they can begin filling out the application.
- MPOs need to decide who will participate on their rating/ranking team as soon as possible and forward contact information to Tom and/or David so they can be pre-registered and to review and comment on the finalizing of the rating and ranking sub-site.
- MPOs will receive the NYSDOT March 24th letter to forward to regular contacts/other interested parties within their region encouraging them to preregister.
- April 7 will be the official start date, followed by a six week open solicitation period. May 19 will be the final day for submitting applications. The site will open and close at a specific time (e.g., 9:00 AM EDT) to ensure that everyone is given the same amount of time to prepare and submit their applications.
- After preregistration, user accounts for Applicants will be bulk loaded to the site before it opens. Pre-registrants will also be able to receive a bulk email announcing the site opening as well as other information if it needs to be distributed to them. Additional uploads of registration information will occur after April 7 for those who do not preregister, and it is expected these uploads will occur within 24-hours of the request for a user name and password, to maximize the time available to all applicants.

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- Guidance/information will be posted on the site including screenshots and information to assist with using the site. This will be easily accessible to applicants via links on the site.
- The application forms include built in business logic to ensure that the applicants cannot submit the forms until they are fully completed. Once the forms are submitted by the applicants, they will be reviewed by NYSDOT staff to verify their completeness, and then forwarded to the rating and ranking sub-site where they will be available to each MPO review team.
- Each MPO will have a unique sub-site, so no MPO will be able to see another MPO's site.
- Applications will be available for review after they are transferred to the rating and ranking sub-sites, but ratings and rankings cannot be finalized until after the May 19 due date to ensure fairness to all proposals and to allow the rating and ranking committee to calibrate their review of the early-submitted applications against those submitted immediately before the deadline.
- MPOs need to submit logos for use in the site to David for including on the site.

Question: How much programmatic information will be available on March 24?

- A 50-page overview will be provided and is in final development.
- Most MPOs are allowing all of the project types, however rural areas will not.
- One of the reasons it is important that applicants know the allowable project types is so that they will not waste time submitting proposals that cannot be funded, such as in rural areas, which are not eligible for mobility management-type project funding.

Question: For the rating and ranking portion, will NYSDOT provide the rating point system to be used, or will the MPOs have to develop their own ranking system?

- NYSDOT will provide the rating and ranking system for the MPOs to use. The MPOs will be able to account for their priorities within the ranking process, but the basic rating system used is intended to be consistent throughout the state.
- Angelina has developed Guidance for use in rating and ranking projects specific to NYMTC. She can share this as an example for others to consider but notes that it may be more complicated than is needed for smaller MPOs. Angelina indicated that one of the benefits of preparing Guidance is that the applicants understand the process that is followed. MPOs should also consider addressing situations such as the need to re-program funds when approved projects fail to advance or are withdrawn for other reasons, within their Guidance.
- Members of the group would like to have more details about the rating and ranking system prior to April 7, if possible, so they can address the rating and ranking system within their own guidance, if needed.
- There will be a straightforward formula to add up all of the rater scores. In order to ensure an even playing field, this process does not lend itself to MPO-specific weighting factors for the individual criteria; however, it is expected that the scoring system will be able to reflect the individual judgment of the reviewers as well as MPO priorities through project prioritization combined with the available non-weighted rating factors.

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Question: Are applicants asked to identify the MPO that they are applying for or is there some kind of map in case the MPO is not familiar with the process?

- Once applicants preregister, the preregistration process should put them into the correct MPO, which will direct them to the appropriate MPO sub-site to apply for the funding.

Question: Will there be workshops?

- NYSDOT is willing to travel to host these meetings in-person.
- Since this is web-based application switching to webinars may be a better strategy.

Question: Will the amount of funding be indicated (e.g. lump sum)?

- The chart will be an attachment that described the three years and the applicable project types, but the users will not see funding.

3. Coordinated Planning – Status of MPO Plans and Updates Torzynski/All

Discuss status of MPOs with respect to developing/updating plans regarding upcoming 5310 Solicitation

- GTC: Updating all the required elements but not rewriting the entire plan. Note that the June 2014 FTA 5310 Circular (link provided below) requires that the plan must be approved by seniors and groups with disabilities, as well as by the MPO. Reaching out to stakeholders to facilitate their meaningful participation in the development of plan is expected to meet the requirement for their approval. Agencies need to be aware that FTA also wants them to respond specifically to every comment received. FTA has continued to be flexible in terms of allowing projects that are “strategies” in the plan to be approved (i.e., not required to include every specific project in the plan) as has been allowed by their prior Guidance.
- OCTC: Following through with minor updates to their plan for 5310. Currently waiting for guidance to come out. Will conduct a more robust update later.
- CDTC: Plan that was adopted in 2011 still in effect for the 5310 solicitation. Currently updating the plan and the draft is out. If timing is right, will include new projects when adopted in September.
- PDCTC: Conducting a minor update.
- UCTC: Also conducting a minor update.

Bob Torzynski provided a reference to the recently issued 5310 Guidance, at:

http://www.fta.dot.gov/legislation_law/12349_16011.html

4. New Business TBD/All

- The NY Statewide MPO Conference will take place June 22-24 in Syracuse. The conference will host 10 technical sessions, and the Transit Working Group has been asked to host one of these 90-minute sessions. The session is slated under the title: “Transit and Mobility Management,” but all ideas from the working group are encouraged. Please send ideas to Torzynski/Sherman.
 - Idea: FTA Ladders of Opportunity Concept: identification of gaps, services, and strategies

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- Bob Torzynski encouraged all participants to let him or Christine if they have ideas that might be good topics.