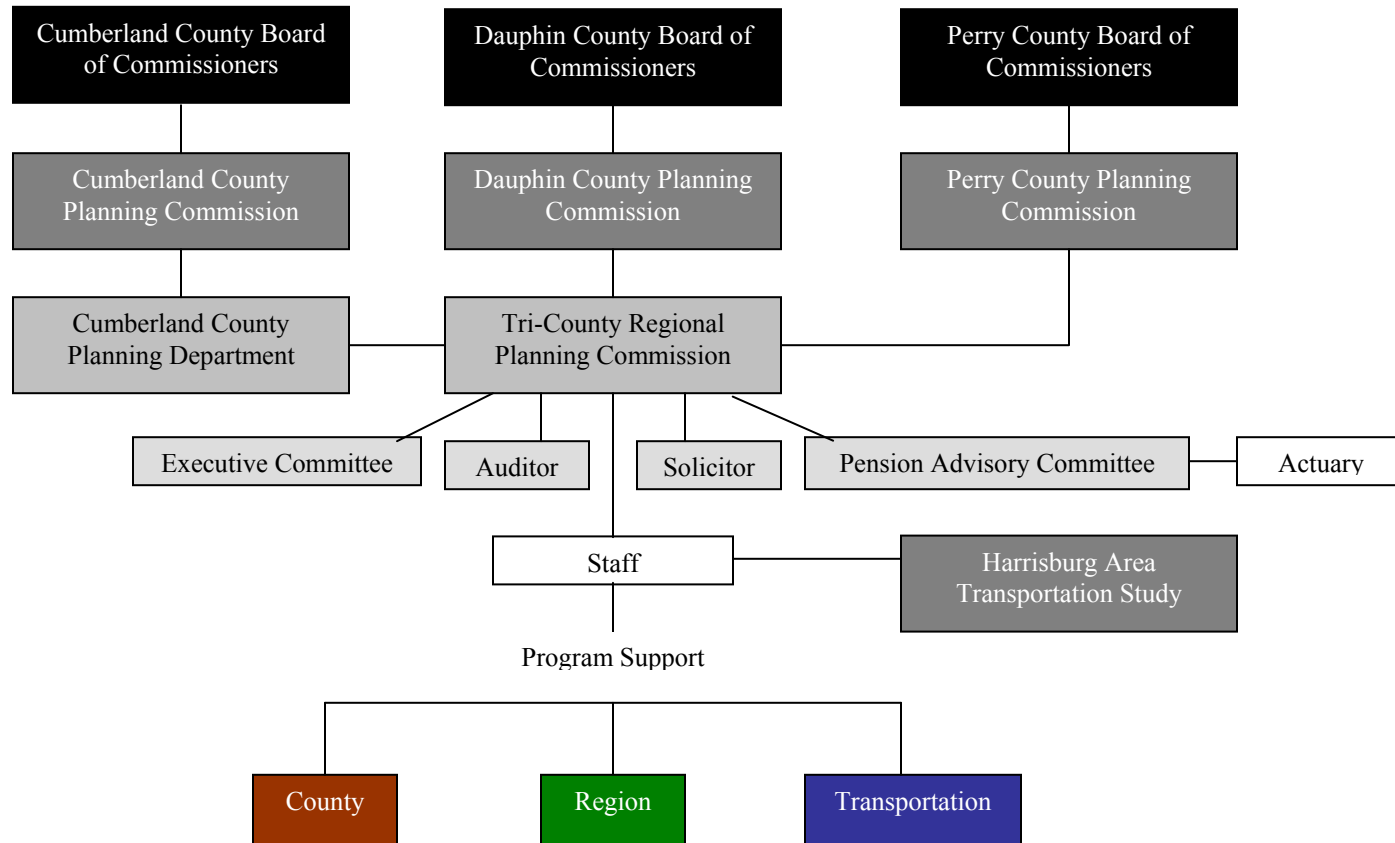


# Tri-County Regional Planning Commission 2007/2008 Program & Measures of Achievement

This report reflects the Tri-County Regional Planning Commission's (TCRPC) current relationship with the region and three counties (Cumberland, Perry, and Dauphin) it serves, that is, organizational structure, programs, and measures of achievement. The report represents basic information updated for 2007 from the TCRPC 2005 Strategic Planning Process.

## Organizational Structure/Relationship of TCRPC to Counties and Program



## Programs, Services and Measures of Achievement

The TCRPC and its staff provide support in three program areas: County, Regional, and Transportation. Each program area is charted below by Service Element, Service Description, and Measures of Achievement.

### County Program

The TCRPC's *County Program* focuses on four service areas: Community Development Block Grant (CDBG) Services, Local Planning Assistance, County Planning Support Services (includes administration), and Specific Planning Projects. It should be clearly noted any statistics associated with the measures of achievement in Cumberland County reflect TCRPC staff activities and support and do not include the level of activity of the Cumberland County Planning Commission staff.

### Community Development Block Grant Services<sup>1</sup>

Service Area	Service Description	Measures of Achievement		
Perry County - CDBG Entitlement Program	Focus: Nonresidential Infrastructure Projects  Services provided: <ul style="list-style-type: none"> <li>▪ Prepares 3-year planning document</li> <li>▪ Facilitates the municipal submission process</li> <li>▪ Prepares grants for Program administered by Commonwealth</li> <li>▪ Conducts income surveys</li> <li>▪ Prepares and administers contract agreements</li> <li>▪ Administers and monitors program requirements</li> <li>▪ Completes environmental reviews</li> <li>▪ Conducts project consistency reviews with the Regional Growth Management Plan and the Perry County Comprehensive Plan</li> </ul>	<u>2007 Measures</u>		
		Grant amount for FY '07		\$294,533
		Number of new activities:	5	
		Type of activities:	<ul style="list-style-type: none"> <li>▪ Construction of water storage tank</li> <li>▪ Rehabilitation of sanitary sewer main (2 projects)</li> <li>▪ Installation of Sanitary sewer main and, manhole</li> <li>▪ Site preparation and reassemble a metal building for food bank.</li> </ul>	
		Number of projects closed out	1	
Grant years closeout in 2007	FY 2002			

<sup>1</sup> Cumberland County CDBG program is administered and managed by Cumberland County – TCRPC provides no services for this program.

**Community Development Block Grant Services Continued**

Service Area	Service Description	Measures of Achievement		
Dauphin County – CDBG Urban County Program (nonresidential & community service) / Home Funds (residential) – in association with the Dauphin County Economic Development Office	Focus: both residential and nonresidential projects	Number of environmental reviews	5	
	Service provided: <ul style="list-style-type: none"> <li>▪ Ensures development of the 5-year Consolidated Plan</li> <li>▪ Facilitates the municipal submission process</li> <li>▪ Prepares grants for US Housing and Urban Development (HUD) Submission</li> <li>▪ Conducts income surveys</li> <li>▪ Prepares contract agreements between county and grantees</li> <li>▪ Administers and monitors program requirements (HOME) funds administration services by Dauphin County Economic Development Office</li> <li>▪ Conducts project consistency reviews</li> <li>▪ Completes environmental reviews</li> </ul>	Number of subrecipient agreements	5	
		Number of new projects started	3	
		Type of projects (type of infrastructure project – e.g., water, sewer, etc.)	Water, sewer and food bank building	
		Number of public hearings	2	
		Number of preconstruction conferences	2	
		<hr/> Grant amount for 2007 CDBG .....\$1,549,526 HOME.....\$606,419 ADDI..... \$14784		
		Number of Activities CDBG       15 HOME        4 ADDI.....1		
		Type of activities CDBG	<ul style="list-style-type: none"> <li>▪ 61%- Infrastructure/public facilities</li> <li>▪ 10% -Senior programs</li> <li>▪ 7% -Economic Development</li> <li>▪ 3% -Public Service</li> <li>▪ 15% -Administration</li> <li>▪ 4% -Unprogrammed Funds</li> </ul>	

**Community Development Block Grant Services Continued**

Service Area	Service Description	Measures of Achievement						
		<table border="1"> <tr> <td data-bbox="1150 261 1503 602">HOME</td> <td data-bbox="1503 261 1906 602"> <ul style="list-style-type: none"> <li>▪ 22% First time home buyers</li> <li>▪ 34% Housing rehabilitation</li> <li>▪ 15% Urban infill housing</li> <li>▪ 19% Construction of Section 811 handicap accessible apartments</li> <li>▪ 10% Administration</li> </ul> </td> </tr> <tr> <td data-bbox="1150 602 1503 639">ADDI</td> <td data-bbox="1503 602 1906 639"> <ul style="list-style-type: none"> <li>▪ First time home buyer</li> </ul> </td> </tr> <tr> <td data-bbox="1150 639 1503 704">Number of subrecipient agreements</td> <td data-bbox="1503 639 1906 704"> <ul style="list-style-type: none"> <li>▪ 15 (for 2007 grant)</li> </ul> </td> </tr> </table>	HOME	<ul style="list-style-type: none"> <li>▪ 22% First time home buyers</li> <li>▪ 34% Housing rehabilitation</li> <li>▪ 15% Urban infill housing</li> <li>▪ 19% Construction of Section 811 handicap accessible apartments</li> <li>▪ 10% Administration</li> </ul>	ADDI	<ul style="list-style-type: none"> <li>▪ First time home buyer</li> </ul>	Number of subrecipient agreements	<ul style="list-style-type: none"> <li>▪ 15 (for 2007 grant)</li> </ul>
HOME	<ul style="list-style-type: none"> <li>▪ 22% First time home buyers</li> <li>▪ 34% Housing rehabilitation</li> <li>▪ 15% Urban infill housing</li> <li>▪ 19% Construction of Section 811 handicap accessible apartments</li> <li>▪ 10% Administration</li> </ul>							
ADDI	<ul style="list-style-type: none"> <li>▪ First time home buyer</li> </ul>							
Number of subrecipient agreements	<ul style="list-style-type: none"> <li>▪ 15 (for 2007 grant)</li> </ul>							

### Local Planning Assistance (LPA) Services

Service Area	Service Description	Measures of Achievement	
<p>Communities of the Tri-County Region, which opt into the program</p>	<p>Focus: providing technical planning support to local municipalities. Municipalities participating in the LPA may participate at one of two retainer levels: on-call (\$500 worth of services) and full-time (\$1,000) to include attendance at monthly planning commission meetings or professional planning assistance with municipal development issues.<sup>2</sup></p> <p>Service provided:</p> <ul style="list-style-type: none"> <li>▪ Municipal planning commission meeting attendance</li> <li>▪ Presentation of mandated reviews</li> <li>▪ Completion and presentation of requested information and research</li>   <li>▪ General technical planning assistance and education relating to planning principles and the Pennsylvania Municipalities Planning Code (MPC)</li> <li>▪ Meeting facilitation services</li> <li>▪ Liaison services from the regional and transportation program</li> <li>▪ Requested project services for a cost per service<sup>3</sup></li> </ul>	<b><u>2007 Measures</u></b>	
		<p>Number of municipalities in on-call program:</p>	<ul style="list-style-type: none"> <li>▪ Cumberland: 12</li> <li>▪ Dauphin: 8</li> <li>▪ Perry: 2</li> </ul>
		<p>Number of municipalities in retainer program:</p>	<ul style="list-style-type: none"> <li>▪ Cumberland: 18</li> <li>▪ Dauphin: 21</li> <li>▪ Perry: 2</li> </ul>

<sup>2</sup> Dauphin and Cumberland County pay 100% of the LPA fee for participating municipalities. Perry County municipalities pay 100% of the LPA fee.

<sup>3</sup> TCRPC staff will provide special project services (e.g., comprehensive planning/ordinance work) for LPA participants under a separate contract if requested and staff time is available. It is TCRPC's policy not to provide these special project services to municipalities that do not have a LPA service agreement, in that it feels it is inappropriate to compete with private sector consultants.

**Local Planning Assistance (LPA) Services Continued**

Service Area	Service Description	Measures of Achievement
	<p>Number and type of special projects:</p>	<ul style="list-style-type: none"> <li>▪ Cumberland: 3               <ul style="list-style-type: none"> <li>○ Prepared update of Zoning Ordinance to include Growing Greener concept for Silver Spring Township</li> <li>○ Researched and made amendments to the definition section of the Dickinson Township Zoning Ordinance</li> <li>○ Prepared update of the Village Overlay section of the Zoning Ordinance for Mechanicsburg Borough</li> </ul> </li> <li>▪ Dauphin: 2               <ul style="list-style-type: none"> <li>○ Prepared Agriculture Zoning map for Londonderry Township</li> <li>○ Prepared Zoning provisions for signs and rural occupations for Londonderry Township</li> <li>○ Prepared digital zoning alternative map for Hummelstown Borough</li> </ul> </li> <li>▪ Perry: 2               <ul style="list-style-type: none"> <li>○ Prepared digital Zoning Map for Duncannon Borough</li> <li>○ Preparing digital Zoning Map for Bloomfield Borough</li> </ul> </li> </ul>
	<p>Number of night meetings attended/ man-hours provided</p>	<ul style="list-style-type: none"> <li>▪ 275 night meetings</li> <li>▪ 686.5 hours</li> <li>▪ 91.5 planner-days</li> </ul>

### County Planning Services

Service Area	Service Description	Measures of Achievement	
<p>Special services to the Counties of the Tri-County Region. These activities flow through the County Planning Commissions to accomplish the County-level Planning Services. Commission members help as liaisons to the County leaders.</p>	<p>Focus: providing technical planning support to county government offices.</p> <p>Service provided:</p> <ul style="list-style-type: none"> <li>▪ Annual building permit survey</li> <li>▪ Agriculture land preservation data</li> <li>▪ Planning data from the Regional Growth Management Plan, Long Range Transportation Plan and County Plans</li> <li>▪ Subdivision and land development plat microfilming<sup>4</sup></li> <li>▪ Intergovernmental reviews / consistency reviews:                             <ul style="list-style-type: none"> <li>○ Act 67/68 (MPC consistency reviews)</li> <li>○ Department of Environmental Protection (DEP) Permit reviews</li> <li>○ Municipal ordinance reviews</li> <li>○ Sewage modules</li> <li>○ Municipal comprehensive plans</li> <li>○ Miscellaneous reports/plans</li> </ul> </li> <li>▪ Advisory services:                             <ul style="list-style-type: none"> <li>○ Subdivision and land development plats</li> <li>○ Developer/subdivider assistance</li> <li>○ Economic development assistance</li> <li>○ GIS requests</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		Number of municipalities participating in the building permit survey	<ul style="list-style-type: none"> <li>▪ Cumberland County: 33 of 33 (100%)</li> <li>▪ Dauphin County: 39 of 40 (97.5%)</li> <li style="padding-left: 20px;">Perry County: 30 of 30 (100%)</li> </ul>
		Average length of time to enter new information into the Agriculture Land Preservation Database	<ul style="list-style-type: none"> <li>▪ 1 week</li> </ul>
		Subdivision and land development plats microfilmed	<ul style="list-style-type: none"> <li>▪ Dauphin County: 320 plans bringing total microfilmed plans to 1501 - 2001 to 2005</li> <li>▪ Perry County: All plans 2000 to 2005 have been microfilmed</li> </ul>
		Number of Act 67/68 reviews	<ul style="list-style-type: none"> <li>▪ Cumberland County and Dauphin Counties consider combined Act 67/68 and Act 14 Notices</li> <li>▪ Perry County: 22</li> </ul>
		Number of Municipal Ordinance reviews	<ul style="list-style-type: none"> <li>▪ Cumberland County: 60</li> <li>▪ Dauphin County: 47</li> <li>▪ Perry County: 11</li> </ul>
		Number of sewage module reviews	<ul style="list-style-type: none"> <li>▪ Cumberland County: 45 = 1587 EDUs</li> <li>▪ Dauphin County: 44 = 1531 EDUs</li> <li>▪ Perry County: 12 = 40 EDUs</li> </ul>

<sup>4</sup> Microfilming service is provided to Perry and Dauphin Counties

### County Planning Services Continued

Service Area	Service Description	Measures of Achievement	
	<ul style="list-style-type: none"> <li>○ Ad hoc and standing committees:                             <ul style="list-style-type: none"> <li>▪ Watershed Associations<sup>5</sup></li> <li>▪ Cumberland County Review Committee</li> <li>▪ Cumberland County Open Space Task Force</li> <li>▪ Dauphin County Drought Emergency Subcommittee</li> <li>▪ Dauphin County Housing and Redevelopment Authority</li> <li>▪ Juniata, Mifflin &amp; Perry Counties Hazard Mitigation Plan Steering Committee</li> <li>▪ Regional Strategic Plans for Land Use, Transportation, and Economic Development</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		Number of miscellaneous DEP Permit reviews	<ul style="list-style-type: none"> <li>▪ Cumberland County: 0 applications</li> <li>▪ Dauphin County: 0 applications</li> <li>▪ Perry County: 8 applications</li> </ul>
		Number of intergovernmental reviews under Executive Order 12372 by County, with costs applied for if available <sup>6</sup>	<ul style="list-style-type: none"> <li>▪ Cumberland County: 3 for consistency with Comprehensive Plan</li> <li>▪ Dauphin County: 9 - \$51.3 million plus</li> <li>▪ Perry County: 6</li> </ul>
		Number of Agricultural Security Program Reviews	<ul style="list-style-type: none"> <li>▪ Cumberland County: 0</li> <li>▪ Dauphin County: 0</li> <li>▪ Perry County: 1</li> </ul>
		Miscellaneous Adjacent County Plan Reviews	<ul style="list-style-type: none"> <li>▪ Franklin County Greenway Study</li> <li>▪ Multi-municipal Comprehensive Plan for Fannett, Lugan, &amp; Letterkenny Twps.</li> <li>▪ Lebanon County Comprehensive Plan</li> </ul>

<sup>5</sup> Dauphin County Watershed Association, Cumberland County Watershed Association, and Juniata/Perry Counties Watershed Association

<sup>6</sup> The review (no specific process stipulated) is required for any application for federal funding to specified Departments and consists of a review by "local" agencies for compatibility with local planning. TCRPC classifies the intergovernmental reviews in five categories: environment, housing, economic development, transportation, and community facilities.

**County Planning Services Continued**

Service Area	Service Description	Measures of Achievement	
	<ul style="list-style-type: none"> <li>▪ Dauphin County Pandemic Flu Subcommittee</li> <li>▪ Dauphin County Conservation District</li> <li>▪ Communication services:                             <ul style="list-style-type: none"> <li>○ Newsletter – reports on County Projects<sup>7</sup></li> <li>○ County Planning Commission Annual Reports</li> <li>○ Cumberland County Municipal Outreach Program</li> <li>○ Website with County links<sup>8</sup></li> <li>○ Building Activity Report</li> </ul> </li> <li>Community/Civic Group Presentations</li> </ul>		

<sup>7</sup> Reports in Tri-County and Cumberland County Newsletters

<sup>8</sup> Links to Dauphin, Cumberland and Perry County sites

**County Planning Services Continued**

Service Area	Service Description	Measures of Achievement	
	<ul style="list-style-type: none"> <li>▪ Administration                             <ul style="list-style-type: none"> <li>○ Enforcement/Administration of County Subdivision and Land Development Ordinance</li> <li>○ General Administration</li> <li>○ Act 14 Project Notification of Intent Directory</li> <li>○ County Planning Commission Monthly Meetings – administration, management, and facilitation</li> <li>○ Continuity of Governmental Operations</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		Number of subdivision and land development plat reviews	<ul style="list-style-type: none"> <li>▪ Cumberland: 206</li> <li>▪ Dauphin: 250</li> <li>▪ Perry: 138</li> </ul>
		Number of Development of Regional Impact Notices sent to municipalities	<ul style="list-style-type: none"> <li>▪ Cumberland: 56</li> <li>▪ Dauphin and Perry have no DRI process established</li> </ul>
		Number of meetings with the Cumberland County Municipal Outreach Program	<ul style="list-style-type: none"> <li>▪ 9 meetings – the program has provided municipal input and support for County Comprehensive Plan updates, Watershed studies, and other county projects</li> </ul>
		Number of meetings with the Dauphin County Municipal Outreach Program	<ul style="list-style-type: none"> <li>▪ 3 meetings – the program has provided municipal input and support for County Comprehensive Plan and Model Ordinance Projects</li> <li>▪ 1 meeting – Presentation of Best Management Practices (BMPs) at DC Conservation District Facility</li> </ul>
		Number of municipalities TCRPC staff assists in enforcing & administering the County’s Subdivision and Land Development Ordinance	<ul style="list-style-type: none"> <li>▪ Cumberland: 0</li> <li>▪ Dauphin: 7</li> <li>▪ Perry: 8</li> </ul>
		Number of Act 14 Notice of Intent – Repository for the Commissioners	<ul style="list-style-type: none"> <li>▪ Cumberland: 210 applications – no log kept</li> <li>▪ Dauphin: 223 applications</li> <li>▪ Perry: 45 applications</li> </ul>

### Specific Planning Projects

Service Area	Service Description	Measures of Achievement	
<p>Services provided to the Counties of the Tri-County Region for project development, initiation and oversight.</p>	<p>Focus: providing technical planning services for the initiation and completion of specific projects. These projects represent projects initiated, in-progress and completed in 2007</p> <p>Service provided:</p> <ul style="list-style-type: none"> <li>▪ Project initiation                             <ul style="list-style-type: none"> <li>○ Development of the scope of work</li> <li>○ Assistance with the consultant selection process (e.g., development of the request for qualifications [RFQ] and request for proposals [RFP])</li> <li>○ Assistance with funding or seeking funding from other sources</li> </ul> </li> </ul>	<p><b><u>2007 Measures</u></b></p> <p>Number of projects initiated and types of services provided</p>	<ul style="list-style-type: none"> <li>▪ Cumberland County:                             <ul style="list-style-type: none"> <li>○ Shippensburg Borough/ Shippensburg Township Comprehensive Plan – closeout of project grant</li> </ul> </li> <li>▪ Dauphin County:                             <ul style="list-style-type: none"> <li>○ Digital Zoning Map: distributed to all municipalities for review and comment/corrections made</li> <li>○ Millersburg Borough / Upper Paxton Township – completed multi-municipal comprehensive plan</li> <li>○ Staff plotted 2004 Subdivision/Land Development locations</li> <li>○ Parks &amp; Recreation Department – RFP, scope , consultant selection &amp; funding</li> <li>○ Local Update of Census Addresses: staff assisted Dauphin County IT Department with data collection and input</li> <li>○ Housing &amp; Redevelopment Authority Comprehensive Program: Nine environmental reviews</li> </ul> </li> <li>▪ Perry County:                             <ul style="list-style-type: none"> <li>○ Local Update of Census Addresses: staff assisted Perry County IT Department with data collection and input</li> <li>○ Staff prepared Community Data booklet, updating municipal contact information</li> <li>○ Completed inventory of countywide sidewalk locations for GIS database layer</li> <li>○ Vacant Residential sites Map for the Perry-Cumberland Housing and Redevelopment Authority</li> </ul> </li> <li>▪ Staff plotted 2004 Subdivision/Land Development locations</li> <li>▪ Begun update of digital zoning data for GIS database layer</li> </ul>

**Specific Planning Projects Continued**

Service Area	Service Description	Measures of Achievement	
	<ul style="list-style-type: none"> <li>▪ Project consultant assistance                             <ul style="list-style-type: none"> <li>○ Mapping / Data (GIS)</li> <li>○ Meeting facilitation &amp; input</li> <li>○ Unofficial report review</li> </ul> </li> <li>▪ Project management (TCRPC staff completes the work)</li> </ul>	<p style="text-align: center;"><b><u>2007 Measures</u></b></p> <p>Number of consultant assistance projects - comprehensive plans</p>	<ul style="list-style-type: none"> <li>▪ Cumberland:                             <ul style="list-style-type: none"> <li>○ Shippensburg Borough/ Shippensburg Township</li> </ul> </li> <li>▪ Dauphin:                             <ul style="list-style-type: none"> <li>○ Lower Dauphin Regional</li> <li>○ Parks &amp; Recreation Department</li> </ul> </li> <li>▪ Perry:                             <ul style="list-style-type: none"> <li>○ Multi-Hazard Mitigation Plan for Perry, Juniata, and Mifflin Counties</li> <li>○ Marysville Borough</li> </ul> </li> </ul>
		<p>Number – of projects completed by outside agency - sub watershed projects</p>	<ul style="list-style-type: none"> <li>▪ Coordinated with DC Conservation staff on three stream assessments in Dauphin County’s twelve county watersheds                             <ul style="list-style-type: none"> <li>○ Spring Creek</li> <li>○ Laurel Run</li> <li>○ Burd Run</li> </ul> </li> </ul>
		<p>Number of projects where TCRPC is the project manager</p>	<ul style="list-style-type: none"> <li>▪ Millersburg Borough / Upper Paxton Township</li> <li>▪ DC Comprehensive Plan</li> <li>▪ DC Open Space, Recreation &amp; Greenway Study</li> </ul>

**Regional Program**

The TCRPC’s *Regional Program* focuses on three service areas: Regional Planning Support Services, Specific Regional Planning Projects and Administration

**Regional Planning Support**

Service Area	Service Description	Measures of Achievement	
<p>Special services to the Tri-County Region. These activities flow through the Tri-County Regional Planning Commission to accomplish the Region-level Planning Services. Commission members help as liaisons to the County leaders.</p>	<p>Focus: providing technical planning support to regional initiatives. Service provided:</p> <ul style="list-style-type: none"> <li>▪ Data distribution                             <ul style="list-style-type: none"> <li>○ Affiliate Data Center (ADC) for Census Data Distribution</li> <li>○ Regional Building Activity Report</li> <li>○ Regional Geographic Information System (GIS)                                     <ul style="list-style-type: none"> <li>➤ Base map files</li> <li>➤ Base map file maintenance</li> <li>➤ Standardized map layout</li> <li>➤ Data request process</li> </ul> </li> <li>○ Floodplain management map repository / assistance / distribution</li> <li>○ In-house data analysis and distribution based on data from the ADC, Regional Growth Management Plan, Transportation Model (see Transportation Program), and special studies.</li> </ul> </li> <li>▪ Intergovernmental reviews (developments of regional impact)</li> <li>▪ Advisory services (attendance at regular meetings and interim advice)                             <ul style="list-style-type: none"> <li>○ Regional Economic Development Support</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		<p>Number of requests for ADC data per year</p>	<ul style="list-style-type: none"> <li>▪ Unknown - No current log in method</li> </ul>
		<p>Began development of a Regional Building Activity Report</p>	<ul style="list-style-type: none"> <li>▪ Collection of Building Data at the County level was begun. Anticipate completion mid-2008</li> <li>▪ Prepared draft report for 2008 release</li> </ul>
<p>Status of GIS base map files</p>	<ul style="list-style-type: none"> <li>▪ PAMAP Base 1:24,000 scale standard.</li> <li>▪ Intergraph GeoMedia files converted to ESRI platform base 2006-07.</li> <li>▪ PennDOT Linear Referencing System base developed 2007</li> <li>▪ County Enterprise database system implemented in 2007                             <ul style="list-style-type: none"> <li>○ Cumberland, Dauphin and Perry County base maps developed in Enterprise database format.</li> <li>○ 3 county base files and air photos on Enterprise database server.</li> </ul> </li> </ul>		

### Regional Planning Support Continued

Service Area	Service Description	Measures of Achievement	
	Advisory services continued: <ul style="list-style-type: none"> <li>○ Interagency coordination</li> <li>○ Public-citizen assistance</li> <li>○ Capital Region Water Board</li> <li>○ Cumberland / Perry Housing</li> <li>○ Pennsylvania Department of Environmental Protection Statewide Sewage Advisory Committee</li> <li>○ Pennsylvania State Recreation Advisory Committee</li> <li>○ Southcentral Pennsylvania Assembly for Effective Governance – Land Use and Transportation Committees</li> <li>○ Shippensburg University Land Use Advisory Committee</li> <li>○ PA State Data Center Advisory Committee on new population projections</li> <li>▪ Communication &amp; Education                             <ul style="list-style-type: none"> <li>○ TCRPC Newsletter</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		Status of GIS maintenance	<ul style="list-style-type: none"> <li>▪ Enterprise database update and maintenance process developed in 2007</li> </ul>
		Status of GIS map layout	<ul style="list-style-type: none"> <li>▪ Standardized map layout completed in 2003/4 – and re-developed in ESRI 2007-08 available in both hard copy and PDF/jpeg formats</li> </ul>
		Status of GIS data requests	<ul style="list-style-type: none"> <li>▪ Data request form developed in 2004 and still in use for requests.</li> <li>▪ Requests can be e-mailed, called or written on a task sheets.</li> <li>▪ Logged 56 GIS requests for analysis, and map products with 20 coming from outside agencies.</li> </ul>
		Number of floodplain requests	<ul style="list-style-type: none"> <li>▪ No current log-in system.</li> </ul>
		Number of in-house data analysis requests	<ul style="list-style-type: none"> <li>▪ No current log-in system.</li> </ul>
		Number of intergovernmental reviews under Executive Order 12372 by category, with costs applied for if available (see footnote 8)	<ul style="list-style-type: none"> <li>▪ Environmental: 3 - \$7.98 M</li> <li>▪ Community facilities: 2 - \$1.47 M</li> </ul>

**Regional Planning Support Continued**

Service Area	Service Description	Measures of Achievement	
	<ul style="list-style-type: none"> <li>○ Public Education and Public Information Program</li> <li>○ TCRPC Annual Report</li> <li>○ Planning Library – open to public</li> <li>○ Website – comprised of webpages for TCRPC, CCPC, DCPC, PCPC, and HATS</li> <li>○ Workshops for service organizations and conferences</li> <li>○ Educational brochures</li> <li>▪ Professional Development                             <ul style="list-style-type: none"> <li>○ APA/PPA Conferences</li> <li>○ Training Workshops</li> </ul> </li> </ul>	<b><u>2007 Measures</u></b>	
		Number of organizations providing regional economic development support	<ul style="list-style-type: none"> <li>▪ Capital Region Economic Development Corporation (CREDC)</li> <li>▪ Harrisburg Regional Chamber (HRC)</li> </ul>
		Number of organizations providing planning advisory services	<ul style="list-style-type: none"> <li>▪ 7 – see list under service description</li> </ul>
		Frequency of TCRPC newsletter publication	<ul style="list-style-type: none"> <li>▪ 3 times per year to approximately 600 patrons</li> </ul>
		Utilization rate of the Public Education and Public Information Program	<ul style="list-style-type: none"> <li>▪</li> </ul>
		Number of publications in Library	<ul style="list-style-type: none"> <li>▪ Continued to increase staff library resource base</li> <li>▪ Began formation of an in-house elibrary for .pdf documents</li> </ul>
		Number of hits on the web page	<ul style="list-style-type: none"> <li>▪ TCRPC website yielded 120,394 page views</li> <li>▪ 60,491 Unique Visitors</li> </ul>
		Number of workshops	<ul style="list-style-type: none"> <li>▪ PPA on Corridor One</li> <li>▪ Participation in PPA conference committee</li> <li>▪ Highway Occupancy Permitting</li> <li>▪ Retirement Planning</li> <li>▪ Pandemic Flu Workshop</li> </ul>

### Regional Planning Projects

Service Area	Service Description	Measures of Achievement
<p>Services provided to the Tri-County Region for project development, initiation and oversight.</p>	<p>Focus: Over the course of the next five years it is the expectation of the current staff that the regional planning projects efforts will concentrate on implementation of the Regional Growth Management Plan. Current regional projects the staff is actively involved in include:</p> <ul style="list-style-type: none"> <li>▪ Susquehanna River Greenway Study</li> <li>▪ Kittatinny Ridge Conservation Toolbox Project</li> <li>▪ Fort Indiantown Gap Mitigation Project</li> <li>▪ Model Zoning Ordinance</li> <li>▪ Model Subdivision &amp; Land Development Ordinance</li> <li>▪ Regional Action Plan for Southcentral PA</li> </ul>	<p style="text-align: center;"><b><u>2007 Measures</u></b></p> <hr/> <p>All projects are on-going.</p>

### Regional Administration

Service Area	Service Description	Measures of Achievement
Administrative services provided by staff to the Tri-County Regional Planning Commission with the Commission's oversight.	Focus: providing the day-to-day administrative services for the continued operation, maintenance, and staffing of the Tri-County Regional Planning Commission. Services include: <ul style="list-style-type: none"> <li>▪ Document retention</li> <li>▪ Clerical services -completion of all meeting minutes, correspondence, time sheets and general office activities</li> <li>▪ Pension plan management</li> <li>▪ Benefits package management</li> <li>▪ Insurances management and monitoring</li> <li>▪ Budgeting / Accounts Management / Financing</li> <li>▪ Contractual agreements</li> <li>▪ Staffing</li> <li>▪ Office policy management/enforcement</li> </ul>	<u>2007 Measures</u>
		<ul style="list-style-type: none"> <li>▪ Maintained scanning of contracts from 1984 – 2007.</li> <li>▪ Revised pension plan investment strategy</li> <li>▪ Pension plan crossed the \$1.3 million threshold</li> <li>▪ Managed the budget to retain the full benefits package</li> <li>▪ Reviewed the insurance package on an annual-basis, including liability for public officials</li> <li>▪ Proceeded through a successful audit, including a single audit.</li> <li>▪ Updated Memorandum of Agreement with the Cumberland County Planning Department</li> <li>▪ Completed negotiations for new office equipment leases (copier &amp; computers)</li> <li>▪ Adopted new Document Retention &amp; Disposal Policy</li> <li>▪ Filled two staff positions</li> </ul>

**Transportation Program**

The TCRPC staff serves as the lead staff to the Harrisburg Area Transportation Study (HATS), the federally designated Metropolitan Planning Organization (MPO). The TCRPC provides planning and administrative support services. HATS serves the 106 municipalities of the Tri-County region plus the communities of Palmyra Borough, North Londonderry Township and South Londonderry Township in Lebanon County.<sup>9</sup> The HATS program is prepared and updated on a fiscal year basis, July 1 to June 30. The information in this section is based on the Unified Planning Work Program for funding year 2006 to 2007. The 2007 accomplishments are listed. The services areas<sup>10</sup> include: MPO administration, Public Education and Outreach, Congestion Management, Intermodal Management, Data Development and Support and special studies.

**Highway and Transit Administration**

Service Area	Service Description	Measures of Achievement	
HATS service area	Focus: providing the administration services for HATS MPO programs. TCRPC staff will provide these services in partnership with Capital Area Transit (CAT). <sup>11</sup> <ul style="list-style-type: none"> <li>▪ Coordination and documentation of meetings</li> <li>▪ Preparation of progress reports and invoices</li> <li>▪ Preparation and monitoring of contracts</li> <li>▪ Coordination of current and preparation of future HATS UPWP</li> <li>▪ Attendance at MPO Planning Partners meetings</li> </ul>	Number of meetings attended - provided logistical support, collateral materials, minutes and agendas.	<u>2007 Measures</u> <ul style="list-style-type: none"> <li>▪ 6 Technical Committee meetings</li> <li>▪ 6 Coordinating Committee meetings</li> <li>▪ 7 internal staff meetings for UPWP work item coordination</li> <li>▪ Processed (6) eSTIP reports documenting HATS actions</li> </ul>
			Type of transportation monitoring services

<sup>9</sup> The relationship of other agencies to HATS is described in the HATS Unified Planning Work Program (UPWP) FY 2007-2008.

<sup>10</sup> These services are written as tasks in the UPWP

<sup>11</sup> The Capital Area Transit administrative functions are directed towards transit – accounting, general program administration, facility related costs, and other items associated with the Authority’s cost allocation program.

### Highway and Transit Administration Continued

Service Area	Service Description	Measures of Achievement	
		<b><u>2007 Measures</u></b>	
		Number of annual documents prepared and accepted	<ul style="list-style-type: none"> <li>▪ 4 Resolutions for adoption</li> <li>▪ Annual work program (UPWP)</li> <li>▪ HATS Annual Report</li> </ul>
		Number of monthly reports	<ul style="list-style-type: none"> <li>▪ 12 Progress reports</li> <li>▪ 12 Monthly invoices</li> </ul>

### Transportation Coordination Services

Service Area	Service Description	Measures of Achievement	
HATS service area	Focus: provide a reporting system to the public, key stakeholders and agencies. The coordination services include the following activities: <ul style="list-style-type: none"> <li>▪ Newsletter articles</li> <li>▪ HATS Annual Report</li> <li>▪ Rideshare Program</li> <li>▪ Local government mailings</li> <li>▪ Updated information on the Website</li> <li>▪ Information upon requests</li> <li>▪ Mapping to support project development</li> <li>▪ Outreach programs</li> </ul>	<b><u>2007 Measures</u></b>	
		Number of annual documents prepared and accepted	<ul style="list-style-type: none"> <li>▪ HATS Annual Report – 300 issued</li> <li>▪ 2 newsletters – 600 issued</li> </ul>
		Web Documents prepared for public viewing and download	<ul style="list-style-type: none"> <li>▪ Annual Report</li> <li>▪ Regional Transportation Plan update</li> <li>▪ Periodic updates to TIP</li> <li>▪ Public review documents</li> <li>▪ Project process update and form</li> <li>▪ Annual listing of obligated projects</li> <li>▪ Regional Goods Movement Study report</li> <li>▪ HATS meeting schedules, agendas, handouts and minutes</li> <li>▪ Updates to CONNECTIONS regional transportation providers report</li> </ul>

**Transportation Coordination Services Continued**

Service Area	Service Description	Measures of Achievement	
		<b><u>2007 Measures</u></b>	
		Information requested	<ul style="list-style-type: none"> <li>▪ Types of data requested- project-related, GIS, TIP, traffic, census, transportation deficiency</li> <li>▪ Strawberry Square information booth</li> </ul>
		Number and type of special meetings attended	<ul style="list-style-type: none"> <li>▪ Walnut Street corridor study coordination</li> <li>▪ Modern Transit Partnership</li> <li>▪ Susquehanna Regional Transportation Partnership</li> <li>▪ Statewide NEPA-Technical Advisory Committee</li> <li>▪ PennDOT Smart Transportation Summit</li> <li>▪ 10,000 Friends staff meeting</li> <li>▪ Walnut St/Progress Ave Intersection project</li> <li>▪ Harrisburg Regional Chamber – Chair Transportation Subcommittee</li> <li>▪ TFRC – Governor’s Press Conference</li> </ul>

### Transportation System Monitoring Services

Service Area	Service Description	Measures of Achievement	
HATS Service Area	<p>Focus: provides services to inventory the physical condition and traffic counts of the HATS service area. This information is entered into the Pennsylvania Department of Transportation's (PennDOT) database.</p> <ul style="list-style-type: none"> <li>○ Highway Performance Monitoring System (160 sample sections)</li> <li>○ Data collection (physical conditions inventory) and transmittal of traffic count information to PennDOT</li> <li>○ 100 percent completion of all, classification, volume, and manual counts that could be accomplished this year</li> <li>○ Other Counts performed to assist county, local governmental entities</li> </ul>	<b><u>2007 Measures</u></b>	
		<p>Amount of data collected and number of counts (April-November)</p>	<ul style="list-style-type: none"> <li>▪ Counting season completed on time – using trained interns – 90 total scheduled counts</li> <li>▪ 4 manual classification count</li> <li>▪ 33 machine classification counts</li> <li>▪ 53 machine volume counts</li>   <li>▪ 10 additional counts for specific projects                             <ul style="list-style-type: none"> <li>○ 2- County counts</li> <li>○ 1- Municipal counts</li> <li>○ 6 - Naval Supply Depot</li> </ul> </li>   <li>▪ Field Review performed in October 2007 by PennDOT for the Traffic Counting Program. The review consisted of Safety and Quality Assurance checks. TCRPC met all of the requirements.</li> </ul>

### Transportation System Planning

Service Area	Service Description	Measures of Achievement	
<b>HATS Service Area</b>	<p>Focus – monitors and maintains the transportation system. The following tasks represent the range of activities required to prioritize, stage capital projects, and stay in conformance with State and Federal laws.</p> <ul style="list-style-type: none"> <li>▪ Transportation Plan                             <ul style="list-style-type: none"> <li>○ 2030 Regional Transportation Plan</li> <li>○ Public involvement / environmental justice compliance</li> <li>○ Data development</li> <li>○ Transportation Enhancement and Home Town Street/Safe Routes Program process</li> <li>○ County Comprehensive Plan consistency checks and/or documentation</li> <li>○ GIS transportation data management</li> <li>○ Bicycle / pedestrian planning</li> <li>○ Transportation project /planning support</li> <li>○ Yearly goals and objectives</li> </ul> </li> <li>▪ Congestion Management System (CMS) Planning</li> <li>▪ Intermodal Management System Planning</li> <li>▪ Transportation Partnership Program</li> <li>▪ Transportation Demand Model</li> <li>▪ Air Quality Planning</li> <li>▪ Long Range Transit Plan</li> <li>▪ Short Range Transit Plan</li> <li>▪ Elderly and Handicapped Planning</li> </ul>	<b><u>2007 Measures</u></b>	
		Status of 2030 Regional Transportation Plan	<ul style="list-style-type: none"> <li>▪ RTP Financial Plan amendment and posting to website</li> <li>▪ Website publication</li> <li>▪ Developed and distributed revised HATS process, project form information and posted on website</li> </ul>
		Number of activities to improve public participation	<ul style="list-style-type: none"> <li>▪ Media training session</li> <li>▪ Maintenance of public &amp; community contact list</li> <li>▪ Maintenance of staff public involvement log</li> <li>▪ Public meeting for RTP and TIP amendment</li> <li>▪ PennDOT HOP/TIS training session</li> </ul>
Number of activities related to environmental justice requirements	<ul style="list-style-type: none"> <li>▪ FHWA pedestrian accessibility (ADA) training</li> <li>▪ Met to discuss low-income, minority &amp; senior issues</li> <li>▪ Compiled low and moderate income data</li> <li>▪ Contract for translation/interpretation services</li> <li>▪ Distribute public meeting notices in five languages</li> <li>▪ Enhanced outreach and training/workshop for dba and small-sized contractor firms</li> </ul>		

### Transportation System Planning Continued

Service Area	Service Description	Measures of Achievement	
		<b><u>2007 Measures</u></b>	
	Type of data development activities		<ul style="list-style-type: none"> <li>▪ Developed transportation model data, including highway/transit network</li> <li>▪ Developed employment projection to 2030 by municipality</li> <li>▪ Integrated data and projections using GIS</li> <li>▪ Developed and analyzed workplace data</li> <li>▪ Updated population projection based on 2005 estimates</li> <li>▪ Year of expenditure calculations for SAFETEA-LU compliance</li> </ul>
	Type of activities related to grant programs		<ul style="list-style-type: none"> <li>▪ Administered Home Town Streets/Safe Routes to School Program</li> <li>▪ Processed 8 applications, 7 received funding</li> </ul>
			<ul style="list-style-type: none"> <li>▪ Administered Transportation Enhancements Program</li> <li>▪ Processed 11 applications, 5 received funding</li> </ul>
	Type of activities related to GIS		<ul style="list-style-type: none"> <li>▪ Created GIS data inventory for linear referencing system</li> <li>▪ Convert GIS to ESRI platform</li> <li>▪ Data prepared for loading on spatial data engine</li> <li>▪ Coordinate GIS data with PennDOT MPMS system</li> </ul>
	Type of activities related to bicycle and pedestrian access		<ul style="list-style-type: none"> <li>▪ FHWA training on pedestrian accessibility</li> <li>▪ HATS Bike/Pedestrian Committee meetings</li> <li>▪ West Shore bike/ped meeting</li> <li>▪ Review bike/ped design standards info</li> </ul>

### Transportation System Planning Continued

Service Area	Service Description	Measures of Achievement
		<b><u>2007 Measures</u></b>
	Number of activities receiving transportation project support	<ul style="list-style-type: none"> <li>▪ Shippensburg University warehouse/distribution center study</li> <li>▪ Commercial airport congestion report</li> <li>▪ Reviewed reports for: Walnut Street Corridor; Regional Goods Movement; Western Cumberland County COG Land Use and Transportation Plan; Smart Transportation workshop proceedings</li> </ul>
	Activities related to the Susquehanna Regional Transportation Partnership (SRTP) – CMS initiative	<ul style="list-style-type: none"> <li>▪ Attended monthly meetings</li> <li>▪ Performed administrative tasks</li> </ul>
	Number of CMS workshops attended	<ul style="list-style-type: none"> <li>▪ CSCMP roundtable meeting</li> </ul>
	CMP Plan Update	<ul style="list-style-type: none"> <li>▪ Working on CMP plan update</li> <li>▪ Formed CMP Task Force</li> <li>▪ Held meeting with CMP Task Force to work on CMP plan update</li> </ul>
	Number of CMS reviews completed	<ul style="list-style-type: none"> <li>▪</li> </ul>
	Number of special (CMS) meetings attended	<ul style="list-style-type: none"> <li>▪ Cumberland-Perry Task Force quarterly meetings</li> <li>▪ Route 39/743 corridor study issues</li> <li>▪ Incident Management Task Force meetings</li> <li>▪ CorridorOne Project Review Committee Meeting</li> </ul>
	Number of meetings attended regarding intermodal management systems (IMS)	<ul style="list-style-type: none"> <li>▪ 12 special purpose meetings for various service providers – air, rail, truck freight</li> <li>▪ Modal Integration Workgroup meetings</li> <li>▪ ITS ROP</li> <li>▪ ITS Regional Advisory Panel</li> </ul>

### Transportation System Planning Continued

Service Area	Service Description	Measures of Achievement
		<b><u>2007 Measures</u></b>
	Activities for special studies	<ul style="list-style-type: none"> <li>▪ Prepared CLASH scope</li> <li>▪ Provided administrative support for CLASH</li> <li>▪ Reviewed statewide truck parking study information</li> </ul>
	Number of IMS conferences attended	<ul style="list-style-type: none"> <li>▪ PPTA Conference</li> <li>▪ 3 FHWA Talking Freight Seminars</li> <li>▪ 1 Freight Operations Seminar</li> <li>▪ PennDOT Bureau of Aviation meetings</li> </ul>
	Number of transportation partnership projects	<ul style="list-style-type: none"> <li>▪ Lemoyne Connector</li> <li>▪ Corridor Two</li> <li>▪ I-81 Corridor Coalition</li> </ul>
	Number of special meetings attended	<ul style="list-style-type: none"> <li>▪ 3 special meetings (Planning Partners in Reading, Altoona, Harrisburg)</li> </ul>
	Activities related to data for the transportation models	<ul style="list-style-type: none"> <li>▪ Compiled final employment data for model year</li> <li>▪ Geo coded employers address data base for GIS model</li> <li>▪ Distributed transportation analysis zone (TAZ) employment projections to municipal levels</li> <li>▪ Goods movement carrier research</li> </ul>
	Activities related to transportation model development and maintenance	<ul style="list-style-type: none"> <li>▪ Updated input files</li> <li>▪ Ran model to test new inputs</li> <li>▪ Coded new transit lines into the network</li> <li>▪ Reviewed validation report for travel demand model</li> <li>▪ Provided model output results for I-83 Master Plan project</li> <li>▪ Provided model output results for St. John's church Road Study</li> <li>▪ Provided model input data for CorridorOne and I-81 projects</li> </ul>

### Transportation System Planning Continued

Service Area	Service Description	Measures of Achievement	
		<b><u>2007 Measures</u></b>	
	Activities related to transportation model coordination	<ul style="list-style-type: none"> <li>▪ Responded to requests for model information</li> <li>▪ Coordinated with consultants</li> <li>▪ Coordinated with CAT regarding bus route zonal system</li> </ul>	
	Activities related to Air Quality (AQ) Conformity Analysis	<ul style="list-style-type: none"> <li>▪ Obtained AQ Conformity Training</li> <li>▪ Develop project data input for AQ analysis</li> <li>▪ Run model AQ Conformity analysis</li> <li>▪ Coordinated AQ efforts with PennDOT and LEBCO</li> <li>▪ Distribute AQ Conformity reports</li> <li>▪ Attend PennDOT/DEP AQ meetings</li> </ul>	
	Special meetings /committees attended relating to long-range transit planning	<ul style="list-style-type: none"> <li>▪ Perry County Citizens Advisory Committee meetings</li> <li>▪ Northern Dauphin County public transportation needs meeting</li> <li>▪ CAT service study meeting</li> <li>▪ Modern Transit Partnership Project Review Committee monthly meetings</li> <li>▪ Transit TIP meeting with PennDOT and CAT</li> <li>▪ HATS Technical and Coordinating Committee Meetings</li> <li>▪ Lemoyne Connector meetings</li> </ul>	

**Transportation System Planning Continued**

Service Area	Service Description	Measures of Achievement
		<p style="text-align: center;"><b><u>2007 Measures</u></b></p> <ul style="list-style-type: none"> <li>▪ Gathered information on CAT Routes and paratransit programs</li> <li>▪ Update &amp; analyze CAT schedule and ridership statistics – fixed route &amp; share-a-ride</li> <li>▪ Maintained transit database of PA transit agencies</li> <li>▪ Edited area carpool data base for park &amp; ride and transit sites</li> <li>▪ Updated CAT system map on GIS</li> <li>▪ Updated Short Range Transit Plan “Transit Connections” for web</li> </ul>
	<p>Activities related to elderly and handicapped planning</p>	<ul style="list-style-type: none"> <li>▪ Attended Quarterly Paratransit meeting</li> <li>▪ Drafted Human Service-Public Transit Coordination Plan (HSP)</li> <li>▪ Created HSP coordinating committee</li> <li>▪ Evaluated (4) 5310 applications with respect to HSP criteria</li> </ul>

### Transportation Programming

Service Area	Service Description	Measures of Achievement	
HATS Service Area	Focus: Provides regional highway and transit programming for the Transportation Improvement Program (TIP) and special projects. The TIP is fiscally constrained by available public funds at the federal, state and local levels; therefore planning must take prioritize and program projects. The programmed project must be consistent with the Regional Transportation Plan. The projects are programmed over a 12--year period by three 4-year quarters (12-year program). Currently, the program is approaching Federal Funding Year 2009 -2012	<b><u>2007 Measures</u></b>	
		Activities of Highway TIP	<ul style="list-style-type: none"> <li>▪ Prepared and facilitated TIP process</li> <li>▪ Coordinated with municipalities</li> <li>▪ Coordinated with special projects</li> <li>▪ Prepared TIP amendments and process evaluation with TIP Task Force</li> <li>▪ Reviewed funding priorities with PennDOT and municipalities</li> <li>▪ Updated TIP as needed</li> <li>▪ Processed (6) eSTIP reports</li> <li>▪ Conducted (1) email ballot</li> <li>▪ Utilize MPMS mapping application</li> <li>▪ PA Byways program coordination options with County Greenways and TE programs</li> </ul>
		Activities of Transit TIP	<ul style="list-style-type: none"> <li>▪ Attended Transit TIP meeting with CAT and PennDOT</li> <li>▪ Reviewed four 5310 grant applications</li> </ul>
Activities with Supplementary Funding	<ul style="list-style-type: none"> <li>▪ Received funding for CLASH study</li> <li>▪ LTAP survey and training sessions</li> <li>▪ Attended meetings with LTAP Advisory Committee</li> </ul>		