

**GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE (TCC) MEETING**

Tuesday, November 4, 2014, at 1:30 p.m.
Greenville City Hall, Room # 337
Actions to be taken in bold italics

- 1) Approval of Agenda; **approve**
 - a) **Chair to read aloud Ethics Awareness and Conflict of Interest reminder**
- 2) Approval of Minutes of July 15, 2014, Meeting (Attachment 1); **approve**
- 3) Public Comment Period.
- 4) New Business / Action Items:
 - a) New 2014 Prospectus (Attachment 4a) – Resolution No. 2014-20-GUAMPO; **recommend for Transportation Advisory Committee (TAC) adoption** p 7
 - b) Self-Certification of Greenville Urban Area MPO Transportation Planning Process for FY16 (Attachment 4b) – Resolution No. 2014-21-GUAMPO; **recommend for (TAC) adoption** p. 25
 - c) 2015-2016 Planning Work Program (Attachment 4c) – Resolution No. 2014-22-GUAMPO; **recommend for TAC adoption** p 30
 - d) Amendment to 2012-2018 Transportation Improvement Program (TIP) to modify the following projects- B5100, EB-5539, and U-5606. (Attachment 4d) – Resolution No. 2014-23, 24, and 25-GUAMPO; **recommend for TAC adoption** p 51
- 5) Any other discussion items p. 55
- 6) 2014 MPO Meeting Schedule (REMAINING MEETINGS) (all at Greenville City Hall, Room 337, at 1:30pm)
 - TCC Nov 4
 - TAC Nov 18
- 7) **2015 MPO Meeting Schedule (all at Greenville City Hall, Room 337, at 1:30pm)**
 - **TCC Feb 11, May 12, Aug 12, Nov 10**
 - **TAC Feb 24, May 27, Aug 25, Nov 19**
- 8) Reminder: TAC members: Statement of Economic Interests (SEI) and Real Estate Disclosures (RED) yearly filing period commences January 1st and ends April 15th. p. 59
- 9) Adjourn

GREENVILLE URBAN AREA MPO'S TITLE VI NOTICE TO PUBLIC

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by transportation projects.

The Greenville Urban Area MPO hereby gives public notice that it's the policy of the MPO to assure full compliance with Title VI of the Civil

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Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, Executive Order 13166 *Improving Access to Services for Persons with Limited English Proficiency*, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disabilities be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activities, or services for which the MPO receives Federal financial assistance.

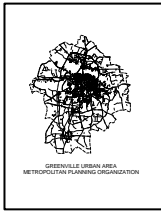
Any person who believes they have been mistreated by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Greenville Urban Area MPO. Any such complaint must be in writing or in person to the City of Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, within one hundred eighty (180) days following the date of the alleged discrimination occurrence. Title VI Discrimination Complaint forms may be obtained from the above address at no cost, or via internet at www.greenvillenc.gov.

GREENVILLE URBAN AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA

El Departamento de Justicia de regulaciones de EU, Código 28 de Regulaciones Federales, Sección 42.405, Difusión Pública del Título VI de la información, exigen que el beneficiario de la ayuda financiera del gobierno federal publique o difunda la información del programa a los medios de comunicación. Los anuncios deben indicar que el programa es un programa de igualdad de oportunidades y / o indicar que la ley federal prohíbe la discriminación. Además, deben tomarse pasos razonables para publicar la información en los idiomas de la población a la cual servirán, o que puedan ser directamente afectadas por los proyectos de transporte.

La Organización Metropolitana de Planificación de Greenville (Greenville Urban Area MPO) notifica públicamente que es política del MPO asegurar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987, la Orden Ejecutiva 12898 Dirección Federal de Acciones para la Justicia Ambiental en Poblaciones minoritarias y poblaciones de bajos ingresos, la Orden Ejecutiva 13166 Mejorar el acceso a los Servicios para Personas con Inglés Limitado, y de los estatutos y reglamentos relacionados con la no discriminación en todos los programas y servicios. El MPO está comprometido a ofrecer oportunidades de participación significativa en sus programas, servicios y actividades a las minorías, poblaciones de bajos recursos y personas que no dominan bien el idioma Inglés. Además, reconocemos la necesidad de evaluar el potencial de impactos a estos grupos a través del proceso de toma de decisiones, así como la obligación de evitar, minimizar y mitigar impactos adversos en los que son desproporcionadamente altos. Es política del MPO que ninguna persona en los Estados Unidos, por motivos de raza, color, sexo, edad, nivel de ingresos, origen nacional o discapacidad sea excluido de la participación en, sea negado los beneficios de, o sea de otra manera sujeto a discriminación bajo cualquier programa, actividades o servicios para los que el MPO recibe asistencia financiera federal.

Cualquier persona que crea haber sido maltratada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal con NCDOT. Cualquier queja debe ser por escrito o en persona con el Ciudad de Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, dentro de los ciento ochenta (180) días siguientes a la fecha en que ocurrió la supuesta discriminación. Los formatos de quejas por discriminación del Título VI pueden obtenerse en la Oficina de Public Works sin costo alguno o, a través de Internet en www.greenvillenc.gov.



Attachment 1
Technical Coordinating Committee

Action Required

November 4, 2014

TO: Technical Coordinating Committee
FROM: Daryl Vreeland, AICP, Transportation Planner
SUBJECT: Minutes from July 15, 2014 TCC meeting

Purpose: Review and approve the minutes from the previous TCC meeting.

Discussion: The draft minutes of the July 15, 2014 TCC/TAC meeting are included as Attachment 1 in the agenda package for review and approval by the TCC.

Action Needed: Adoption of July 15, 2014 TCC meeting minutes.

Attachments: July 15, 2014 TCC meeting minutes.

**GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE (TCC) MINUTES
July 15, 2014**

Members of the Technical Coordinating Committee met on the above date at 1:30 p.m. at City Hall in Conference Room 337. Mr. Kevin Mulligan, TCC Chairperson, called the meeting to order. The following attended the meeting:

Ms. Barbara Lipscomb, City of Greenville
 Mayor David Boyd, Village of Simpson
 Mr. Stephen Mancuso, City of Greenville
 Mr. Rik DiCesare, City of Greenville
 Mr. Scott Godefroy, City of Greenville
 Mr. Steve Hamilton, NCDOT
 Mr. Brandon Holland, Town of Ayden
 Mr. Jonas Hill, Pitt County
 Mr. James Rhodes, Pitt County
 Mr. Mike Taylor, Pitt County
 Mr. Beshad Norowzi, NCDOT TPB
 Mr. John Fields, ECU
 Mr. Alan Lilley, Town of Winterville
 Mr. Haywood Daughtry, NCDOT

OTHERS PRESENT:

Mr. Daryl Vreeland, City of Greenville
 Ms. Jo Penrose, City of Greenville
 Ms. Amanda Braddy, City of Greenville

I. AGENDA

Mr. Vreeland asked the agenda be amended to include modification of TIP (Item IV A) to include amended project R2250. A motion was made by Mr. Rhodes accept the agenda as amended. The motion was seconded by Mr. Godefroy and passed unanimously.

II. APPROVAL OF MINUTES OF JUNE 11, 2014 MEETING

Mr. Rhodes made a motion to approve the June 11, 2014 meeting minutes as presented. Mr. Hamilton seconded the motion. The motion passed unanimously.

III. PUBLIC COMMENT PERIOD

There were no public comments

IV. NEW BUSINESS / ACTION ITEMS

A. Modification to the 2012-2018 Transportation Improvement Plan (TIP) for transit projects TG5107C, TG4767, TA4965, TO4726, and TA4965; and for modification to project R2250. Resolution No. 2014-16-GUAMPO; 2014-17-GUAMPO; and 2014-19-GUAMPO

Mr. Vreeland began the discussion by explaining that to follow the proper protocol for the expenditures of Federal funds, the 2012-2018 TIP must be amended to correspond with projects in the STIP. Therefore, the TIP must be amended to modify the transit projects identified as TG5107C, TG4767, TA4965, TO4726 and TA4965 as well as project R2250.

Mr. Vreeland then discussed project R2250 which is the Southwest Bypass project and stated the project was identified for funding as outlined in Resolution No. 2014-19-GUAMPO. The proposed amendment would modify project R2250 in the TIP to update project costs, program funds in FY15 through FY18, and combine segments A, B, and C into one design-build contract for letting.

Mr. Mulligan asked if the Southwest Bypass would be designated as an interstate. Mr. Daughtry explained interstate designation is determined by one interstate being connected to another interstate or interstate quality roads and at this time the project will not connect to either. However, Mr. Daughtry did state the new route would be identified as Hwy 11 and the existing route will be designated as Hwy 11 Business. The new route would also see Hwy 13 being connected at the northern end of the exchange.

Mr. Mulligan asked if this project would be used in the adopted point system currently being used or if the funding would be grandfathered from previous TIP amendment. Mr. Vreeland stated the project would not become a part of the point system; therefore, all projects currently identified would remain in place as the projects are not funded at this time.

A motion was made to recommend adoption of the 2012-2018 Transportation Improvement Plan for projects TG5107C, TG4767, TA4965, TO4726, TA4965 and R2250 by Mayor Boyd. The motion was seconded by Mr. Mancuso and passed unanimously.

B. 2014-2040 Metropolitan Transportation Plan (MTP); Resolution No. 2014-18-GUAMPO

Mr. Vreeland gave a brief background update by reporting every five years the MPO is required by federal law to update their MTP. The Greenville Urban Area MPO last adopted its long-range plan in August 2009. The 2014-2040 MTP updates the 2009-2035 LRTP to a Year 2040 planning horizon; summarizes the transportation-related plans, statistics, activities, and programs of the Greenville Urban Area MPO and its member agencies, and includes a financial plan. Mr. Vreeland also explained the projects for consideration in the prioritization process must be identified in the MTP.

Mr. Vreeland noted the Greenville Boulevard project verbiage was changed from a widening project to a modernization/improvements project and the terminus of the project was changed from NC 33 to US 264 East. This change comes as a result of a feasibility study that is in progress.

Mr. Godefroy made a motion to recommend adoption of the 2014-2040 MTP to TAC. Mr. Hamilton seconded the motion and the motion passed unanimously.

V. ANY OTHER DISCUSSION ITEMS

A. Mr. Vreeland reported the TAC at its August 5, 2014 meeting made changes to the regional projects by removing points assigned to the Greenville Boulevard due to the feasibility study in progress. This would bump the Ayden project onto the list and also move the next aviation project up. Mr. Rhodes asked if the Southwest Bypass has received funding, should it be removed from the list. Mr. Vreeland recommended leaving the project on the list at this time in the event the project is not adopted by the Board of Transportation. NO action was required by TCC and was presented for information only.

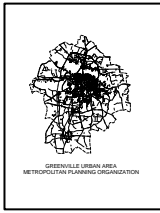
B. Mr. Norowzi reported the NCDOT Coordinator for the Greenville MPO is in progress and should be completed within the week. Mr. Norowzi also recognized the efforts of the MPO staff for their work on the Metropolitan Transportation Plan.

VI. 2014 MPO MEETING SCHEDULE (ALL AT GREENVILLE CITY HALL, ROOM 337 AT 1:30PM)

- **TCC**
 - **January 14, 2014**
 - **March 5, 2014**
 - **April 8, 2014**
 - **June 11, 2014**
 - **July 15, 2014**
 - **November 4, 2014**
- **TAC**
 - **January 28, 2014**
 - **March 19, 2014**
 - **April 22, 2014**
 - **June 25, 2014**
 - **August 5, 2014**
 - **November 18, 2014**

VII. ADJOURN

With no other business or discussions, Mr. Hill made a motion to adjourn the meeting. A second was made by Mayor Boyd and the meeting adjourned at 2:25 p.m.



Attachment 4a

Technical Coordinating Committee

Action Required

November 4, 2014

TO: Technical Coordinating Committee
 FROM: Daryl Vreeland, AICP, Transportation Planner
 SUBJECT: Adoption of new Prospectus

Purpose: To recommend TAC adopt a newly updated prospectus

Discussion: The Prospectus is primarily a reference document for transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it.

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in the required annual Planning Work Program (PWP). The PWP identifies the planning work tasks that are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

Transportation planning in the MPO continues to evolve to include changes in Federal, State, and local transportation planning laws and regulations and to reflect the overall trends and directions of the profession and needs of the community. For example, the term "Thoroughfare Plan" has been changed to meet State laws that now require MPO's, counties, and RPO's to develop plans that are now multi-modal in nature and are called "Comprehensive Transportation Plans" (CTP).

Also, the new MAP-21 transportation legislation includes some additional requirements and planning emphasis areas that need to be addressed in the new Prospectus.

This newly drafted prospectus will allow MPO staff to make changes to the PWP task codes to match the Prospectus. This update to task codes simplifies the billing structure by simplifying the number of task codes from 44 to 20, and modernizes the terminology keeping with current practices of transportation planning.

Records indicate previous prospectus adoption dates of March 3, 1993, and November 15, 2001.

Action Needed: TCC review the Draft Prospectus and provide input and recommendations, and recommend for TAC adoption.

Attachments:
 Draft Prospectus

**RESOLUTION NO. 2014-20-GUAMPO
ADOPTING THE GREENVILLE URBAN AREA METROPOLITAN PLANNING
ORGANIZATION PROSPECTUS
FOR
COOPERATIVE, COMPREHENSIVE, AND CONTINUING
TRANSPORTATION PLANNING**

WITNESSETH

THAT WHEREAS, the GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION (MPO), its member governments, the North Carolina Department of Transportation (NCDOT) entered into a Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning, last amended in June, 2013 regarding the MPO;

WHEREAS, the MPO is required to develop a Metropolitan Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program in cooperation with NCDOT, the Federal Highway Administration, and the Federal Transit Administration, and in accordance with 23 U.S.C., Section 134, any subsequent amendments to that statute, and any implementing regulations; and a Comprehensive Transportation Plan as per Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina; and

WHEREAS, the Prospectus details the work tasks and responsibilities for continuing, cooperative, and comprehensive transportation planning in the Greenville Urban Area; and

WHEREAS, this Prospectus is the guide for the MPO to program work tasks to plan, implement, and monitor the progress and success of transportation improvements in the region;

WHEREAS, the MPO last updated the Prospectus on November 15, 2001, and finds that the new prospectus brings the work task and work task descriptions up to date with the latest Federal requirements and programs, and more accurately reflects changes in the transportation planning field;

NOW THEREFORE the Greenville Urban Area MPO adopts the Prospectus today, **November 18th, 2014.**

Mayor Allen Thomas, Chairman
Transportation Advisory Committee,
Greenville Urban Area MPO

Amanda Braddy, Secretary

PROSPECTUS

for

Continuing Transportation Planning

for the

Greenville Urban Area

Metropolitan Planning Organization

Prepared by: Greenville Urban Area Metropolitan Planning Organization
North Carolina Department of Transportation – Transportation Planning Branch

In cooperation with the:

Town of Winterville

Pitt County

City of Greenville

Town of Ayden

Village of Simpson

North Carolina Department of Transportation

United States Department of Transportation

November 18, 2014

Continuing · Comprehensive · Cooperative · Transportation Planning

I. INTRODUCTION

The Town of Ayden, Pitt County, Town of Winterville, Village of Simpson, City of Greenville, and the North Carolina Department of Transportation in cooperation with the various administrations within the U.S. Department of Transportation participate in a *Continuing, Comprehensive* and *Cooperative* (3Cs) transportation planning process in the Greenville Urban Area Metropolitan Planning Organization (GUAMPO) Metropolitan Area as required by Section 134 (a), Title 23, United States Code. A Memorandum of Understanding approved by the municipalities, the county, and the North Carolina Department of Transportation establishes the general operating procedures and responsibilities by which short-range and long-range transportation plans are developed and continuously evaluated.

This Prospectus is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it. The format of this Prospectus was developed by the North Carolina Association of Metropolitan Planning Organizations and the Transportation Planning Branch (TPB) of the North Carolina Department of Transportation, in consultation with the NC Division of the Federal Highway Administration, Region 4 of the Federal Transit Administration and the Public Transportation Division of NCDOT. This revised version collapses the previous 44 Task Codes into 20 Task Codes which modernize the terminology in keeping with current practices of transportation planning that better describe the planning requirements set by Transportation Authorizations (currently MAP-21).

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Planning Work Program (PWP). The PWP identifies the planning works tasks which are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

The City of Greenville is designated as the Lead Planning Agency (LPA) and is primarily responsible for annual preparation of the Unified Planning Work Program and Transportation Improvement Program.

The transportation planning work is divided into two elements in the Prospectus according to type of activity:

- **Continuing Transportation Planning**
- **Administration**

The major work tasks are those relating to continuing transportation planning and are listed in Chapter II. Administrative work tasks include preparation of the annual Unified Planning Work Program, periodic preparation of a surveillance report to analyze growth trends, documentation required for FTA Title VI compliance, and routine management and operations.

The MPO staff, the Transportation Planning Branch (TPB) of NCDOT and the Greenville Area Transit (GREAT) are the agencies with the primary responsibility to perform the necessary tasks in this Prospectus to meet federal planning requirements. However every participating agency is responsible for providing data and support to achieve the MPO's goals.

Primary responsibility for each task will be included in the **Task Code Titles and Subtitles**.

II: CONTINUING TRANSPORTATION PLANNING

II-A - Data and Planning Support

II-A-1: Networks and Support Systems

This section covers data and processes used to support transportation planning related to transportation infrastructure. It includes (but is not limited to):

Traffic Volume Counts - NCDOT TPB

Traffic counts will be taken on a biennial schedule at specified locations. These summaries can also be calculated on an annual basis by TPB inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours and converted to AADT counts. The respective municipal department is responsible for obtaining counts at specified locations on the municipal owned streets within the MPO region and for furnishing the raw daily traffic counts, count information, and location maps to the NCDOT Transportation Planning Branch the first week of November for each scheduled collection year. The Transportation Planning Branch is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biennially to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the Lead Planning Agency. MPO counts will be available to the general public on the NCDOT web page in spring of each year. As a part of a Congestion Management Process (CMP), the MPO may implement a Congestion Monitoring Program. Special counts may be taken during travel model updates or validations. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements. The Transportation Planning Branch will coordinate traffic data collection for these special counts. Perform both tube and turning movement counts using in-house and contracted resources throughout the urban area for ongoing transportation planning purposes. Purchase of transportation data-collection equipment, software, or analysis minutes needed to process various counts.

Vehicle Miles of Travel (VMT) - NCDOT TPB

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by NCDOT-TPB. MPO's may also choose to estimate VMT for the municipal limits in their MPA, urbanized area and/or the entire MPA on a regular basis.

Street System Changes - NCDOT and Municipal Public Works Departments

Records of improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each municipality should maintain similar records for its municipal street system. The municipalities participating in the Powell Bill Program must certify city street mileage maintained annually. An inventory of the geometrics and signalization of the existing major street system for the planning area should be maintained by the MPO. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is updated. Update the GIS Street Database as needed. Expenses in this category may be needed for transportation-related issues due to Pitt County administering the zoning ordinance for Village of Simpson.

Traffic Crashes - NCDOT Traffic Mobility and Safety

North Carolina law requires that any traffic crash involving personal injury and/or property damage in excess of \$1000.00 be reported in detail to the Division of Motor Vehicles (DMV) of the NCDOT. The DMV also receives a detailed report on any crash investigated by a law officer. Copies of all these reports are forwarded to the Transportation Mobility and Safety Section of NCDOT, where the information is summarized and stored. Annual analysis is produced in online maps and are used to identify short term improvements, and identify problem areas for future improvements. High Frequency Crash location maps are available on NCDOT's website.

Transit System Data - Greenville Area Transit

Items to be considered are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours. Task work may include evaluation of transit service performance, development of cross-town route(s), universities/college route(s) and urban service routes that extend beyond the boundaries of the general urban core. Data may be used to identify strengths and weaknesses of service by route in order to assess service barriers and future options. Information will be used to monitor service and meet FTA reporting requirements.

Air Travel - Pitt-Greenville Airport (PGV) and NCDOT Aviation Division

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport enplanements/deplanements may help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

Central Area Parking Inventory - GUAMPO/Municipal Public Works Departments

Conduct facility inventory and/or establish count areas. Prepare field procedures / personnel as necessary to perform a comprehensive parking inventory. Data collection may include parking policies, ownership and rates. Includes both on and off street parking. Periodic updates and inventories of other parking facilities in other areas will be performed as determined by the MPO through the development of the Planning Work Program. Data collected should include parking policies, ownership, and rates.

Bicycle and Pedestrian Facilities Inventory GUAMPO

An inventory of significant municipal, county and state, and bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Metropolitan Transportation Plan, CTP, bike/ped plan, greenway plan, or other planning product,

as needed, and are updated and analyzed in conjunction with other transportation performance measures.

Collection of Network Data **NCDOT TPB and GUAMPO**

Collection of the transportation network data is necessary to build a base network for the travel model and for other planning purposes. Data may include, but not be limited to: 1) posted speed limit; 2) width / number of lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated.

Capacity Deficiency Analysis **NCDOT TPB and GUAMPO**

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the HIGHWAY CAPACITY MANUAL and other resources.

Mapping - **GUAMPO**

Keep Geographic Information System transportation files current and produce maps on an as-needed basis to support transportation related plans, programs, or projects.

II-A-2: Travelers and Behavior

This section covers data and processes used to support transportation planning related to socio-economic data and conditions. It includes (but is not limited to):

Dwelling Unit, Population, and Employment Changes - **GUAMPO**

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

Collection of Base Year Data- **GUAMPO**

Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to TPB. This also includes creation & maintenance of traffic zones.

Travel Surveys- **GUAMPO and GREAT**

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit surveys to name a few. New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study. Collection of cell-phone based (and/or bluetooth-based) travel population analytics / travel time/ origin and destination data and analysis.

Vehicle Occupancy Rates (Counts) - GUAMPO

Vehicle occupancy counts are collected across the service area to measure effectiveness of transportation investments and operations. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Metropolitan Transportation Plan.

Travel Time Studies - NCDOT TPB

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management Process. The travel time studies may be required during the travel model calibration phase as well to help refine the model speeds.

II-A-3: Transportation Modeling

This section covers data and processes used to forecast future conditions for planning horizons. It includes (but is not limited to):

Travel Model Updates - NCDOT TPB

For each MTP update, a “Modeling Agreement” between the MPO and TPB will be adopted, and it will become a part of the Prospectus or a stand-alone document. There are different kinds of models applied at different scales; the right balance of model types will be agreed upon by each MPO with TPB. The responsibility for building and applying the model will also be negotiated between each MPO and TPB as part of the Modeling Agreement.

Forecast of Data to Horizon Year - GUAMPO

The travel models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area-wide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts.

Forecasts of Future Travel Patterns- NCDOT TPB

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel demand models. The models are sensitive to changes in trip generation, trip purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted. The network development process is included in this task item.

Financial Planning- NCDOT TPB and GUAMPO

As required by MAP-21, the MTP must have a financial plan. Project cost estimates, and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance and operations as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships. This also includes a financial analysis for the TIP.

II-B: Planning Process

II-B-1 Targeted Planning

This section includes non-modal specific planning, and focuses on themes across modes. It can include (but is not limited to):

Air Quality Planning/Conformity Analysis- NCDOT TPB and GUAMPO

Official air quality conformity determinations on the MTP are not required of every NC MPO at this time. However, due to the interest of local and state governments in the quality of the environment, including air quality, an analysis on the MTP may be performed.

In non-attainment and maintenance areas, the transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality. Tasks include development of conformity determinations, Statewide Intergovernmental Coordination Meetings (SICM), Congestion Mitigation and Air Quality (CMAQ), and tracking legislative changes and new pollutant standards and/or other amendments to the Clean Air Act.

MPOs have the responsibility to make a determination as to whether or not the MTP and TIP conform to the intent of the State Implementation Plan (SIP). Elements involved in this task include, but are not limited to: Participation in interagency consultation process as part of SIP development and conformity determination development; Providing assistance to NCDENR in developing and maintaining mobile source emission inventories; Participating in development of TCM's for the SIP; Implementation of TCM's as appropriate; and Performing analysis and approving conformity determination as required (the MPO must approve conformity determination).

Alternative Fuels/Vehicles - GUAMPO

MPOs can support transportation projects that reduce mobile source emissions and reduce vulnerability of fuel supplies and enhance fuel security in times of extreme weather events or other reasons for petroleum scarcity. Eligible activities include transit improvements, travel demand management strategies, traffic flow improvements, and public fleet conversions to cleaner fuels, among others. Alternative fuel projects for the public and private sector fleet can include coordination of education and incentive programs and/or planning for the provision of fueling or charging infrastructure and pipeline security.

Hazard Mitigation and Disaster Planning - GUAMPO

Conduct analysis in areas related to climate change and extreme weather adaptation such as assessments of transportation vulnerability to extreme weather events, or to develop options for improving resiliency of transportation facilities or systems related to climate changes and/or extreme weather events.

Congestion Management Strategies - GUAMPO

The 3-C Transportation Planning Process, as enhanced by MAP-21, stresses efficient system management and operations. Transportation Management Areas are required to develop a Congestion Management Process (CMP). Planning for congestion management strategies such as these are included in this item: Congestion Management System (CMP), Transportation Demand

Management (TDM), Intelligent Transportation System (ITS), High Occupancy Vehicle lanes or priorities (HOV), Access Control and Management, Traffic Operations Improvements, Incident Management, Growth Management. This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

Freight Movement/Mobility Planning- GUAMPO

As one of the MAP21's eight planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

II-B-2 Regional Planning

This element includes development and creation of both the Comprehensive Transportation Plan (NC Requirement) and Metropolitan Transportation Plan (MAP-21 Requirement). To be valid and useful for corridor protection and other uses, the CTP must be mutually adopted by both the MPO and NCDOT.

Community Goals and Objectives- GUAMPO

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Metropolitan Transportation Plan.

Highway Element of the CTP/MTP- GUAMPO and NCDOT TPB

The Comprehensive Transportation Plan (a subset of which is the highway element of the CTP/MTP) will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the MTP and the interrelationship between alternative travel modes.

Recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated. In non-attainment areas, it should be noted that any regionally significant Metropolitan Transportation Plan revisions must be analyzed for conformity with the SIP in non-attainment/maintenance areas.

Transit Element of the CTP/MTP- GUAMPO and Greenville Area Transit

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service, ridesharing, fixed-guideway transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types, and areas of service may be recommended, supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

Bicycle and Pedestrian Element of CTP/MTP- GUAMPO

A bikeway and pedestrian plan is an essential part of the multi-modal CTP/MTP for an urban area. The report entitled, Incorporating Bicycle and Pedestrian Elements into Transportation Plans, produced by the Transportation Planning Branch, describes the essentials of this task. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the CTP/MTP. Planning for off-road bicycle/pedestrian facilities such as greenways are also accomplished under this sub-category.

Airport/Air Travel Element of CTP/MTP - Pitt Greenville Airport (PGV)

The Airport Master Plan may be coordinated with the MPO (where feasible), and be an element of the CTP/MTP.

Collector Street Element of CTP/MTP- GUAMPO

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

Rail, Waterway, or Other Mode of the CTP/MTP- GUAMPO

Some MPO's may have additional transportation elements that link to the multi-modal CTP/MTP. The MPO should provide documentation to be included in the CTP/MTP.

II-B-3 Special Studies

This element includes mode-specific plans and special studies that do not fall under Operational Planning

Special Studies- GUAMPO / GREAT

During the regular reevaluation of the Metropolitan Transportation Plan, there occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, environmental screening, and functional designs. In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic that could require changes to the Metropolitan Transportation Plan to accommodate the newly forecasted growth. The extent, responsibility, and cost for a corridor or sub-area study, which should be conducted within the work plan of the TCC, would be determined prior to its initiation. The local transit agency may take the lead in development of transit-related special studies.

III-Administration

III-A - PWP and Performance Measures

III-A-1: Unified Planning Work Program

Development of Unified Planning Work Program and Five-Year Plan- GUAMPO

A Unified Planning Work Program (PWP) will be prepared annually by the MPO in cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The PWP will present the proposed planning work program for the next year and review the most recent accomplishments of the planning process. The PWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The PWP will be reviewed and approved by the MPO Policy Board, the North Carolina Department of Transportation, and Federal agencies providing planning funds for continuing transportation planning. These Federal planning funds are provided by FHWA (Section 104(f)) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the PWP to receive planning funds from FTA. The MPO must annually certify their 3-C Transportation Planning Process annually as part of the PWP adoption. This is used for the submittal of the STIP to FHWA. This should be a separate resolution that is then included in the PWP.

A 5-year plan that shows basic assumptions for work to be performed in future PWPs for the current year and subsequent 4 years should also be developed. This will reflect the high-level PWP categories and show the progression of projects that require more than one year to complete and ongoing maintenance tasks.

III-A-2: Metrics and Performance Measures- GUAMPO

Metrics & Performance Measures: This is a new section; waiting for MAP-21 guidance Each MPO shall establish performance targets and measures that address performance of the transportation system. MPOs shall coordinate with appropriate State and transit agencies in developing targets for the transportation system. The MPO shall integrate in the metropolitan planning process directly or by reference the goals, objectives performance measures and targets described in other State transportation plans and processes, as well as, any plans developed under chapter 53 of title 49 by providers of public transportation, required as part of a performance-based program.

III-B: Transportation Improvement Program

III-B-1 Prioritization- GUAMPO and NCDOT

The MPO list of projects to evaluate under NCGS § 136-18 (42) is developed biennially to communicate the MPO's priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The List may include cost estimates, purpose and need statements, and other supporting materials. A prioritization process is a key step in cooperative TIP development between the MPO, the transit operator, and NCDOT. Local processes for prioritization such as STP-DA, TA or CMAQ projects should also be included here, along with participation on NCDOT workgroups, committees, and/or other coordination task forces that are part of the process to refine/define prioritization policy.

III-B-2 Metropolitan TIP (TIP) - GUAMPO

At least every 4 years, the MPO will prepare a metropolitan programming document (TIP) which is coordinated with the State Transportation Improvement Program (STIP). The local programming document is a short range, five to ten-year multi-modal program which identifies transportation improvements recommended for advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

As conditions change, it may be necessary to amend the TIP to ensure consistency with the STIP. The MPO will coordinate with NCDOT to keep the documents aligned and bring modifications/amendments before the MPO boards as needed.

The MPO will coordinate with local governments to include major non-NCDOT projects in the TIP, with a blanket local STIP identifier to be assigned by NCDOT. The MPO will develop criteria to define "major" along with NCDOT and federal partners.

III-B-3 Merger and Project Development - NCDOT

The proposed Comprehensive Transportation Plan (CTP) and selected alternative plans will be evaluated based on criteria established by the goals and objectives reevaluation study and impact on the environment. The Airport Master Plan or other modal plan not included in the CTP should also be evaluated on these criteria. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

Merger Process- NCDOT

Merger is a process to streamline the project development and permitting processes, agreed to by the USACE, NCDENR (DWQ, DCM), FHWA and NCDOT and supported by other stakeholder agencies and local units of government. To this effect, the Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

Each project team will consist of appropriate primary signatory agencies and partnering signatory agencies. The composition of agencies on each project team will vary depending on the specific project's location and scope.

FHWA, USACE, NCDOT and NCDENR are the primary signatories for the Merger Process agreement and are also known as the process owners or sponsors. The partnering agencies are as follows: U. S. Environmental Protection Agency; U. S. Fish and Wildlife Service; National Marine Fisheries Service; N. C. Wildlife Resources Commission; N. C. Department of Cultural Resources; U. S. Coast Guard, U. S. Forest Service; Tennessee Valley Authority; National Park Service; Metropolitan Planning Organizations (MPO's); and the Eastern Band of Cherokee Nation. Some of the partnering agencies will participate only when the project is in their respective geographic area of responsibility or statutory authority.

Feasibility Studies- NCDOT

MPOs will participate as needed in NCDOT-sponsored feasibility studies identified in the STIP/TIP.

III-C: Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Civil Rights Compliance (Title VI) and Other Regulatory Requirements

III-C-1 Title VI- GUAMPO and Greenville Area Transit

Provide update of Civil Rights statistics report for submittal to FTA to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

III-C-2 Environmental Justice - GUAMPO

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the MPO's, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows: a. ensure public involvement of low-income and minority groups in decision making; b. prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and c. assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made. Specific tasks include mapping of populations, and businesses, conducting quantitative analysis of the benefits and burdens the transportation system/programs have on the MLI communities, etc.

III-C-3 Minority Business Enterprise Planning (MBE) - GUAMPO/GREAT

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBE's in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPO's, utilizing transportation planning funds to update existing MBE programs as necessary.

III-C-4 Planning for the Elderly and Disabled - GREAT

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities. Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process. Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan

transportation facilities and services that can be effectively utilized by persons with limited mobility, such as: a. Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service; b. Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public; and c. New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible. d. Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

III-C-5 Safety/Drug Control Planning- GREAT

MPO's may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against transit users, facilities, and equipment.

Additionally, two of the eight planning factors for metropolitan planning is to *increase the safety of the transportation system for motorized and non-motorized user*, and to *increase the security of the transportation system for motorized and non-motorized users*..

III-C-6 Public Participation- GUAMPO and GREAT

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact their communities. The MPO should have a formalized, written and adopted public participation process.

III-C-7 Private Sector Participation - GREAT

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process. The general criteria for making public/private service decisions may include but is not limited to: a. comparative cost of private versus public services in similar situations; b. perceived quality and reliability of service; c. local control of services; d. responsiveness and flexibility of operators; and e. private operator financial stability.

III-D: Statewide and Extra-Regional Planning

This section covers planning and policy development outside the region and support of state and national user groups and organizations. Legislative issues also covered.

Statewide and Extra-Regional Planning- NCDOT TPB and GUAMPO

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: Functional Reclassification of roads, designation of Urban Area Boundaries, National Highway System coordination, participation in statewide planning such as the Vision Plan, Highway Performance Monitoring System activities, and regional transit coordination. Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation. Extra-regional plans might include corridor plans that span multiple region boundaries (US 70, US 17), large-area transit plans that span multiple areas, or similar bike/trail plans (ECG, MTST, Carolina Thread Trail). In Eastern North Carolina, there is an extra-regional group (currently named the Eastern Carolina MPO/RPO Coalition) that actively meets to coordinate transportation issues throughout the region.

Statewide and Federal Policy Development and Implementation- GUAMPO

Coordinate with state and federal agencies as a partner for developing policy direction and implementation. Examples include participation in SPOT, CMAQ or other NCDOT workgroups to develop scoring criteria, provide technical expertise to AMPO, AASHTO, ITE or other organizations at the national and state level that provide policy development assistance; responding to requests from NCGA or individual legislators as needed.

III-E: Management, Operations, and Program Support Administration

Board Support- GUAMPO

Support of advisory and governing bodies, including maintenance of membership and appointments, meeting planning, agenda preparation and posting, conducting meetings & hearings, minutes preparation, and compliance with Open Meetings & Public Records statutes.

Subcommittee Support- GUAMPO

Same as above for standing and ad-hoc subcommittees. Examples include Citizen's Advisory Committee, Complete Streets Subcommittee, Data and Modeling Subcommittee, Bike/Ped Subcommittee.

Workgroup Support- GUAMPO

This includes support of staff-level committees that do not trigger Open Meetings/Public Records requirements.

Member Services- GUAMPO

This includes responding to specific members' needs not covered in other items. It includes presentations to local boards on MPO business and mission, assistance with transportation-related grant applications, or local staff technical assistance as examples.

Administration- GUAMPO

This includes day-to-day operational necessities not directly related to the UPWP. Examples include filling out paperwork for finance departments, including timesheets, leave requests, expense reports, benefit forms, etc. Staff meetings may fall under this category, particularly if they include non-MPO staff. Updates to the MOU, Prospectus, or other tasks that do not have another category are also covered here. Also included are:

- general office management, review of administrative agreements between, MPO member agencies, NCDOT, the MPO, transit agencies, etc.
- Training and staff development,
- Purchase of educational material, books, guidelines, and other planning, regulatory, or guidance documents, including, but not limited to AASHTO, ITE, NACTO, APA, or other planning and/or engineering books, guidelines, manuals, software, online training, online classes, and/or webinars.
- Personnel management
- Office supplies (to include but not limited to telephone expenditures, paper, easels, markers, toner/ink, etc), approved computer equipment and software and/or licenses.
- Travel expenses not covered under other categories.,



Attachment 4b

Technical Coordinating Committee

Action Required

November 4, 2014

TO: Technical Coordinating Committee
FROM: Daryl Vreeland, AICP, Transportation Planner
SUBJECT: Self-Certification of the Greenville Urban Area MPO's Transportation Planning Process

Purpose: To Self-Certify the MPO's Transportation Planning process.

Discussion: Since the Greenville Urban Area is under 200,000 in population, it is permissible for the MPO to "self-certify" by completing the attached Self Certification Checklist and providing it to NCDOT. In addition, it is necessary for the TAC to adopt a resolution certifying that our planning process is in compliance with all applicable regulations.

Attached is *Resolution 2014-21-GUAMPO* for TCC consideration and the TAC's approval.

The Self Certification Checklist has been reviewed by representatives of the Transportation Planning Branch of NCDOT and it has been determined that all information has been adequately addressed. Therefore, GUAMPO may "self-certify" the MPO planning process via this resolution

Action Needed: TCC recommend that TAC adopt Resolution 2014-21-GUAMPO.

Attachments: *Resolution 2014-21-GUAMPO*, and the Self-Certification Checklist

RESOLUTION NO. 2014-21-GUAMPO**CERTIFYING THE GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS FOR FY 2015-2016**

WHEREAS, the Transportation Advisory Committee has found that the Greenville Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and

WHEREAS, the Transportation Advisory Committee has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; and

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23); and

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S.D.O.T. implementing regulations; and

WHEREAS, the Transportation Plan has a planning horizon of 2040 and meets all the requirements for an adequate Transportation Plan;

NOW THEREFORE, BE IT RESOLVED that the Transportation Advisory Committee for the Greenville Urban Area hereby certifies the transportation planning process for the Greenville Urban Area Metropolitan Planning Organization **on this the 18th day of November, 2014.**

Mayor Allen Thomas, Chairperson
Transportation Advisory Committee
Greenville Urban Area MPO

Amanda Braddy, Secretary

GREENVILLE URBAN AREA
Metropolitan Planning Organization (MPO)
2015-2016 Self-Certification Process + Checklist

CFR 450.334

The State (North Carolina Department of Transportation (NCDOT)) and the MPO shall annual certify to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of:

- Section 134 of title 23 U.S.C., section 8 of the Federal Transit Act (49 U.S.C. app. 1607) and;
- Section 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d));
- Title VI of the Civil Rights Act of 1964 and Title VI assurance executed by each state under 23 U.S.C. 324 and 29 U.S.C. 794;
- Section 103 (b) of the Intermodal Surface Transportation Efficiency Act of 1991 (Public Law 102-240) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded planning projects...; and
- The provisions of the Americans with Disabilities Act of 1990 (Public Law 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations “Transportation for Individuals with Disabilities” (49 CFR parts 27, 37, and 38).

In addition, the following checklist was provided by NCDOT to help guide the Greenville Urban Area MPO as they review their processes and programs for self-certification. There are several transportation acronyms that have been defined above and several more that will be used frequently below including : CFR – Code of Federal Regulations; U.S.C. – United States Code; LRTP – Long Range Transportation Plan; TIP – Transportation Improvement Program; and EO – Executive Order.

The MPO’s responses are in **bold**.

Self-Certification Checklist

1. Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the central city, and in accordance in procedures set forth in state and local law (if applicable)? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (a)] **Yes**
2. Does the policy board include elected officials, major modes of transportation providers and appropriate state officials? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (i)] **Yes The policy board for the Greenville Urban Area is comprised of the Mayors of Greenville, Winterville, Simpson and Ayden, a County Commissioner representing the unincorporated area of Pitt County and an NCDOT Board Member**
3. Does the MPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the 20-yr forecast period? [23 U.S.C. 134 (c), 49 U.S.C. 5303 (d); 23 CFR 450.308 (a)] **Yes.**
4. Is there a currently adopted Unified Planning Work Program (UPWP)? 23 CFR 450.314 **Yes**
 - a. Is there an adopted prospectus **Yes, adopted in 2014**
 - b. Are tasks and products clearly outlined **Yes**
 - c. Is the UPWP consistent with the LRTP **Yes**
 - d. Is the work identified in the UPWP completed in a timely fashion **Yes**
5. Does the area have a valid transportation planning process? **Yes**
23 U.S.C. 134; 23 CFR 450
 - a. Is the transportation planning process continuous, cooperative and comprehensive **Yes, the TCC and TAC Boards meet quarterly in 2015 and are open to the public and are advertised**
 - b. Is there a valid LRTP **Yes, adopted on August 5, 2014 for years 2014-2040**
 - c. Did the LRTP have at least a 20-year horizon at the time of adoption **Yes**
 - d. Does it address the 8-planning factors **Yes**
 - e. Does it cover all modes applicable to the area **Yes**
 - f. Is it financially constrained **Yes**
 - g. Does it include funding for the maintenance and operation of the system **Yes**
 - h. Does it conform to the State Implementation Plan (SIP) (if applicable) **N/A**
 - i. Is it updated/reevaluated in a timely fashion (at least every 4 or 5 years) **Yes, next plan update scheduled for adoption in August, 2019**
6. Is there a valid TIP? 23 CFR 450.324, 326, 328, 330, 332 **Yes, 2012-2018 TIP, adopted by the MPO on August 9, 2011**
 - a. Is it consistent with the LRTP **Yes**
 - b. Is it fiscally constrained **Yes**
 - c. Is it developed cooperatively with the state and local transit operators **Yes**
 - d. Is it updated at least every 4-yrs and adopted by the MPO and the Governor **Yes, the current 2012-2018 TIP was adopted by the local TAC on August 9, 2011. The current STIP was adopted by the Board of Transportation on July 7, 2011**
7. Does the area have a valid CMP? (TMA only) 23 CFR 450.320 **N/A**
 - a. Is it consistent with the LRTP **N/A**
 - b. Was it used for the development of the TIP **N/A**
 - c. Is it monitored and reevaluated to meet the needs of the area **N/A**
8. Does the area have a process for including environmental mitigation discussions in the planning process? **Yes**
 - a. How **Environmental mitigation is discussed in the 2014-2040 LRTP**

- b. Why not N/A
9. Does the planning process meet the following requirements: Yes
- a. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
 - b. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93; N/A
 - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; Yes
 - d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity; Yes
 - e. Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects; Yes
 - f. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts; Yes
 - g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38; Yes
 - h. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance; Yes
 - i. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and Yes
 - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities. Yes
 - k. All other applicable provisions of Federal law. (i.e. Executive Order 12898) Yes
10. Does the area have an adopted PIP/Public Participation Plan? 23 CRR 450.316 (b)(1) Yes
- a. Did the public participate in the development of the PIP? Yes
 - b. Was the PIP made available for public review for at least 45-days prior to adoption? Yes
 - c. Is adequate notice provided for public meetings? Yes
 - d. Are meetings held at convenient times and at accessible locations? Yes, meetings are held during workdays and are held in publicly accessible locations, with sidewalk and public transit directly accessible.
 - e. Is the public given an opportunity to provide oral and/or written comments on the planning process? Yes, the public may speak at a TCC or TAC meeting regarding transportation matters and provide written comments thru email or written correspondence. Each TCC/TAC meeting has a Public Comment Period.
 - f. Is the PIP periodically reviewed and updated to ensure its effectiveness? Yes
 - g. Are plans/program documents available in an electronic accessible format, i.e. MPO website? Yes, various items are available such as the Public Involvement Plan, TCC and TAC meeting agendas and minutes, MTIP, LRTP, PWP, bicycle master plan, and priority list.
11. Does the area have a process for including environmental, state, other transportation, historical, local land use and economic development agencies in the planning process? SAFETEA-LU Yes
- a. How - Resource agency coordination is documented in Appendix A of the 2014-2040 LRTP.
 - b. Why not N/A



Attachment 4c

Technical Coordinating Committee

Action Required

November 4, 2014

TO: Transportation Advisory Committee
 FROM: Daryl Vreeland, AICP, Transportation Planner
 SUBJECT: 2015-2016 Greenville Urban Area MPO Planning Work Program (PWP)

Purpose: Adopt the 2015-2016 Planning Work Program (PWP).

Discussion: The proposed PWP for the PL-funded planning activities was developed from information provided by representatives of the MPO's participating communities and NCDOT's Transportation Planning Branch regarding their State Planning and Research (SPR) activities and budget. The City of Greenville's Transit Manager provided information regarding future FTA-sponsored planning activities and needs.

Special studies anticipated in the 2015-2016 period include:

- Combined bike/ped/greenway master plan (non-motorized transportation plan)
- Community Transportation Plan for the Pitt Area Transit System (PATS)
- Pitt County --SW Bypass corridor/small area plan (Transportation Element only)

Furthermore, NCDOT has requested that a 5-year work plan be submitted and updated to keep NCDOT abreast of long-range planning issues. This requirement was initiated by NCDOT for the 2009-2010 planning period. Similar to last year's effort, this is based on information provided by representatives of the MPO's participating communities and will be submitted along with the PWP.

As good prudence, MPO-member jurisdictions should not over commit to planning projects in the first half of the fiscal year until funding has been committed by NCDOT.

The PWP has been completely reformatted for fiscal year 15-16, in keeping with the new prospectus format.

Action Needed: TAC adopt Resolution 2014-22-GUAMPO.

Attachments: Draft 2015-2016 PWP, a 5-year work plan, and *Resolution 2014-22-GUAMPO*.

RESOLUTION NO. 2014-22-GUAMPO

APPROVING THE FY 2016 (2015-2016) UNIFIED PLANNING WORK PROGRAM OF THE GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the Transportation Advisory Committee has found that the Metropolitan Planning Organization is conducting a continuing, cooperative, and comprehensive transportation planning program in order to insure that funds for transportation projects are effectively allocated to the Greenville Urban Area; and

WHEREAS, the City of Greenville has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program Funds; and

WHEREAS, members of the Transportation Advisory Committee for the Greenville Urban Area agree that the Planning Work Program will effectively advance transportation planning for SFY 2016; and

WHEREAS, the Transportation Plan has a planning horizon of 2040 and meets all the requirements for an adequate Transportation Plan; and

WHEREAS, the Transportation Advisory Committee for the Greenville Urban Area has certified the transportation planning process for SFY 2016 (2015-2016);

NOW THEREFORE, BE IT RESOLVED that the Transportation Advisory Committee for the Greenville Urban Area hereby approves, endorses, and adopts the Unified Planning Work Program for SFY 2016 (2015-2016) for the Greenville Urban Area Metropolitan Planning Organization on this **the 18th day of November, 2014.**

Mayor Allen Thomas, Chairperson
Transportation Advisory Committee
Greenville Urban Area MPO

Amanda Braddy, Secretary

North Carolina
Pitt County

I, Amanda J. Braddy, Notary Public for said County and State certify that Allen Thomas personally came before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and official seal, this the _____ day of _____ 2014.

Amanda J. Braddy, Notary Public

My commission Expires:_____

Greenville Urban Area Metropolitan Planning Organization UNIFIED PLANNING WORK PROGRAM (UPWP) -FY16

July 1, 2015 to June 30, 2016

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

Funding Summary FY 2015-2016 (Total funds programmed in PWP, including Transit funds)

Federal Highway Administration		\$617,840
Local Match		\$150,230
State Match (for Transit items)		\$4,230
Total		\$772,300

Program Summary for MPO Planning and Administration (PL Funds)

II-A Data and Planning Support	\$	84,000	14.38%
II-B Planning Process	\$	64,000	10.96%
<i>(II-B Special Study)</i>	\$	168,000	28.77%
III-A Planning Work Program	\$	48,000	8.22%
III-B Transp. Improvement Plan	\$	68,000	11.64%
III-C Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$	32,000	5.48%
III-D Statewide and Extra-Regional Planning	\$	40,000	6.85%
III-E Management Ops, Program Support Admin	\$	80,000	13.70%
TOTAL PL Funds	\$	584,000	100.00%

GREENVILLE URBAN AREA MPO'S TITLE VI NOTICE TO PUBLIC

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by transportation projects.

The Greenville Urban Area MPO hereby gives public notice that it's the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, Executive Order 13166 *Improving Access to Services for Persons with Limited English Proficiency*, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disabilities be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activities, or services for which the MPO receives Federal financial assistance.

Any person who believes they have been mistreated by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Greenville Urban Area MPO. Any such complaint must be in writing or in person to the City of Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, within one hundred eighty (180) days following the date of the alleged discrimination occurrence. Title VI Discrimination Complaint forms may be obtained from the above address at no cost, or via internet at www.greenvillenc.gov.

GREENVILLE URBAN AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA

El Departamento de Justicia de regulaciones de EU, Código 28 de Regulaciones Federales, Sección 42.405, Difusión Pública del Título VI de la información, exigen que el beneficiario de la ayuda financiera del gobierno federal publique o difunda la información del programa a los medios de comunicación. Los anuncios deben indicar que el programa es un programa de igualdad de oportunidades y / o indicar que la ley federal prohíbe la discriminación. Además, deben tomarse pasos razonables para publicar la información en los idiomas de la población a la cual servirán, o que puedan ser directamente afectadas por los proyectos de transporte.

La Organización Metropolitana de Planificación de Greenville (Greenville Urban Area MPO) notifica públicamente que es política del MPO asegurar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987, la Orden Ejecutiva 12898 Dirección Federal de Acciones para la Justicia Ambiental en Poblaciones minoritarias y poblaciones de bajos ingresos, la Orden Ejecutiva 13166 Mejorar el acceso a los Servicios para Personas con Inglés Limitado, y de los estatutos y reglamentos relacionados con la no discriminación en todos los programas y servicios. El MPO está comprometido a ofrecer oportunidades de participación significativa en sus programas, servicios y actividades a las minorías, poblaciones de bajos recursos y personas que no dominan bien el idioma Inglés. Además, reconocemos la necesidad de evaluar el potencial de impactos a estos grupos a través del proceso de toma de decisiones, así como la obligación de evitar, minimizar y mitigar impactos adversos en los que son desproporcionadamente altos. Es política del MPO que ninguna persona en los Estados Unidos, por motivos de raza, color, sexo, edad, nivel de ingresos, origen nacional o discapacidad sea excluido de la participación en, sea negado los beneficios de, o sea de otra manera sujeto a discriminación bajo cualquier programa, actividades o servicios para los que el MPO recibe asistencia financiera federal.

Cualquier persona que crea haber sido maltratada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal con NCDOT. Cualquier queja debe ser por escrito o en persona con el Ciudad de Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, dentro de los ciento ochenta (180) días siguientes a la fecha en que ocurrió la supuesta discriminación. Los formatos de quejas por discriminación del Título VI pueden obtenerse en la Oficina de Public Works sin costo alguno o, o a través de Internet en www.greenvillenc.gov.

Explanation of Funding Sources in the UPWP

Overview

There are three major funding sources that make up the UPWP. All three of these sources come from the federal government and involve either local or state matching funds. The disbursement of all the funds is managed by the North Carolina Department of Transportation. All three of the funding sources are displayed in the UPWP that is approved by the Greenville Urban Area MPO.

Metropolitan Planning Funds

Commonly known as "PL" (short for Public Law) funds, these funds are the primary source of funding for MPO Planning and Administration. The MPO Lead Planning Agency and MPO staff administer the funds. The Federal Highway Administration provides 80% of the funding, and local governments of the Greenville Urban Area MPO provide the 20% local match. In some cases, funds are sub-allocated to other agencies to perform special studies. This is not a grant program, but rather a reimbursement program. In other words, valid expenditures for transportation planning are reimbursed at a rate of 80%. The MPO Staff submits quarterly invoices to the NCDOT for reimbursement.

The MPO uses the PL funds to carry out tasks identified in the Planning Work Program. Some of the funds are used to pay staff salaries for time spent on transportation planning activities and for administration of the MPO. Some of the funds are used to pay outside consultants for special planning studies. All planning activities and special studies conducted during the year must be a part of the approved Planning Work Program. Occasionally funds are reimbursed to other local agencies that complete tasks identified in the PWP.

State Planning and Research (SPR) Funds

Known as SPR funds, these funds are administered by the North Carolina Department of Transportation, Transportation Planning Branch. The funds are primarily used to pay NCDOT staff salaries for time spent on transportation planning for the Greenville Urban Area. The Federal Highway Administration provides 80% of the funds, and the State of North Carolina provides the remaining 20%. These are not shown as part of the UPWP.

Section 5303 Funds

These are funds from the Federal Transit Administration (FTA) that are designated exclusively for transit planning. The funds are currently administered by the City of Greenville as a Direct Recipient of federal transit funds. The funds are primarily used to pay staff salaries for time spent on transit planning. The FTA provides 80% of the funds. The state provides 10% and the City of Greenville provides 10%.

TRANSPORTATION ADVISORY COMMITTEE MEMBERS

*Allen Thomas, Mayor
City of Greenville
Chairman*

*Jimmy Garris
Commissioner
Pitt County*

*Steve Tripp, Mayor
Town of Ayden
Vice Chairman*

*Doug Jackson, Mayor
Town of Winterville*

*David C. Boyd, Jr., Mayor
Village of Simpson*

*Ferrell Blount
Board of Transportation
NCDOT*

*John F. Sullivan III
Federal Highway Administration
(non-voting)*

TECHNICAL COORDINATING COMMITTEE MEMBERS

*Kevin Mulligan
Director of Public Works
City of Greenville
Chairman*

*Merrill Flood
Director of
Community Development
City of Greenville*

*Steven Mancuso
Transit Manager
City of Greenville*

*Scott P.M. Godefroy, P.E.
City Engineer
City of Greenville*

*Richard DiCesare, P.E., PTOE
City Traffic Engineer
City of Greenville*

*Barbara Lipscomb
City Manager
City of Greenville*

*James Rhodes, AICP
Planning Director
Pitt County*

*Jonas Hill
Planner
Pitt County*

*Alan Lilley
Planning Director
Town of Winterville
Vice Chairman*

*Terri Parker
Town Manager
Town of Winterville*

*Brandon Holland
Town Manager
Town of Ayden*

*Stephen Smith
Community & Economic Planner
Town of Ayden*

*David C. Boyd, Jr.
Mayor
Village of Simpson*

*John Rouse, PE
Division Engineer
NCDOT*

*Steve Hamilton, PE
Division Traffic Engineer
NCDOT*

*Michael Taylor
Assistant County Manager
Pitt Area Transit*

*Reza Jafari PhD, P.E., PTOE
Greenville MPO Coordinator
Transportation Planning Branch
NCDOT*

*Haywood Daughtry, PE, CPM
Eastern Region Mobility & Safety
Field Operations Engineer
NCDOT*

*Jeff Cabaniss, PE
Division Planning Engineer
NCDOT*

*Bryant Buck
Planning Director
Mid-East Commission*

*William Bagnell
Associate Vice Chancellor
Campus Operations
East Carolina University*

*(non-voting)--Bill Marley
Community Planner
Federal Highway Administration*

*(non-voting)--Representative
Public Transportation Division
NCDOT*

*(non-voting)--Representative
Mid-East RPO*

Membership as of September 2, 2014

Greenville Urban Area 2015-2016 PWP Narrative

UPWP Overview

Greenville Urban Area Metropolitan Planning Organization PLANNING WORK PROGRAM (PWP) for FY16

July 1, 2015 to June 30, 2016

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

This Unified Planning Work Program (UPWP) for the Greenville Urban Area Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2015-2016 (from July 1, 2015 through June 30, 2016). The goal of the MPO is to ensure a continuing, cooperative, and comprehensive ("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

- Local and regional MPO member governments and agencies
- North Carolina Department of Transportation (NCDOT)
- Federal Highway Administration (FHWA), and
- Federal Transit Administration (FTA)

This document outlines metropolitan planning requirements and issues; then presents a work program of planning activities to address them during the fiscal years 2015-2016.

Federal Requirements

SAFETEA-LU in concert with the Clean Air Act as Amended, envisions a transportation system that maximizes mobility and accessibility and protects the human and natural environments. This is achieved through a Continuing, Cooperative, and Comprehensive (3-C) transportation planning process that results in a long-range plan and short-range program of projects.

A metropolitan planning organization is required to develop a long-range plan and a short-range transportation improvement program that provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the planning area and as an integral part of the intermodal transportation system for North Carolina. The federally-required major components that feed into the development of the long range plan and short range program are listed below.

Metropolitan Planning Factors & Federal Requirements

The Moving Ahead for Progress in the 21st Century (MAP-21), federal transportation legislation passed by U.S. Congress and signed by the President in 2012, defines specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. Current legislation calls for MPOs to conduct planning that:

- Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increases the safety of the transportation system for motorized and non-motorized users
- Increases the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protects and enhances the environment, promotes energy conservation, and improves quality of life, and promotes consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promotes efficient system management and operation
- Emphasizes the preservation of the existing transportation system

These factors are addressed through various work program tasks selected for fiscal year 2015-2016.

Public Participation and Title VI

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the Metropolitan Transportation Plan, the short-term Transportation Improvement Program, and the annual Unified Planning Work Program. Effective public involvement will result in opportunities for the public to participate in the planning process.

The Greenville Urban Area MPO's Public Involvement Plan (PIP) requires that the draft Planning Work Program (PWP) is reviewed by the Technical Coordinating Committee (TCC). The TCC meetings are open to the public and public comments can be provided. The TCC then endorses a draft PWP and forwards the document to the TAC. The draft PWP is then reviewed by the TAC and, if in agreement, a motion for adoption is considered. TAC for approval. Upon TAC approval, the PWP is then forwarded on to the State and FHWA/FTA.

All MPO plans and programs comply with the public involvement provisions of Title VI:

"No person in the United States shall, on the grounds of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities under any program or activity receiving federal financial assistance." The MPO has an adopted Title VI plan that provides further analysis.

Metropolitan Transportation Plan

The Greenville Urban Area MPO is responsible for developing the Metropolitan Transportation Plan. The Metropolitan Transportation Plan (MTP) includes the following:

- Identification of transportation facilities (including major roadways, transit, multimodal and intermodal facilities and intermodal connectors) that function as an integrated metropolitan transportation system
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities
- A financial plan that demonstrates how the adopted transportation plan can be implemented
- Operations and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.
- Proposed transportation and transit enhancement activities.

The metropolitan Transportation Improvement Program (TIP) must include the following:

- A priority list of proposed federally supported projects and strategies to be carried out within the TIP period
- A financial plan that demonstrates how the TIP can be implemented
- Descriptions of each project in the TIP

Air Quality Conformity Process

Currently, the Greenville MPO area is considered in attainment of the National Ambient Air Quality Standards. Should the Greenville Urban Area Metropolitan Planning Organization (GUAMPO) become designated as non-attainment for air quality, and become required to make conformity determination on its Transportation Plan, the following shall apply: the North Carolina Department of Transportation (NCDOT) would assist the MPO in making a conformity determination by performing a systems level conformity analysis on the highway portion of the fiscally constrained long range transportation plan (LRTP). The Metropolitan Transportation Improvement Program is a subset of the Transportation Plan and is therefore covered by the conformity analysis.

II-A Data and Planning Support

This section covers data and processes used to support transportation planning related to transportation infrastructure.

II-A-1 Networks and Support Systems

- **Traffic Volume Counts**
 - **Vehicle Miles of Travel (VMT)**
 - **Street System Changes**
 - **Traffic Crashes**
 - **Transit System Data**
 - **Air Travel**
 - **Central Area Parking Inventory**
 - **Bike/Ped Facilities Inventory**
 - **Collection of Network Data**
 - **Capacity Deficiency Analysis**
 - **Mapping**
- The Greenville Urban Area MPO will create and maintain spatial data, metadata, and data catalog created from Python script (inclusive of member governments municipal boundaries, zoning, facilities, physical and environmental features, orthophotography, etc.) for the MPO planning area and immediately adjacent areas.
 - AADT mapping and analysis in support of planning needs. Update the GIS Street Database as needed.
 - Perform both tube and turning movement counts using in-house and contracted resources throughout the urban area for ongoing transportation planning purposes. Purchase of transportation data-collection equipment, including those devices using radar, magnetic detection, motion sensor technology, and/or greenway/pedestrian/bicycle counters.
 - Conduct parking inventory, establish count areas, Prepare field procedures / personnel as necessary. On and off street parking data collection may include parking policies, ownership and rates.
 - Review VMT data provided by NCDOT as needed. Receive countywide estimates and review as needed.
 - Update local street centerline GIS data. MPO geographical area will be updated as needed, with metadata verified or created.
 - Update GIS data for fixed routes, deviated fixed routes, service areas, and ridership for transit providers in the region.
 - Maintain the project inventory geospatial and tabular data related to transit, bike, pedestrian, and other travel modes' changes in CTP projects, Priority Needs List projects, LRTP, and STIP/MTIP projects.
 - Maintain a GIS inventory of existing data from local, state, and federal partners related to bicycle and pedestrian transportation facilities. Obtain updated sidewalk, bike facility, and greenways data from local partners. Continue collection of missing attributes or data for those data sets in need of updating or creation.

II-A-2 Travelers and Behaviour

- **Dwelling Unit, Population and Employment Changes**
- **Collection of Base Year Data**
- **Travel Surveys**
- **Vehicle Occupancy Rates (Counts)**
- **Travel Time Studies**

- Updates of baseline data or census information that may be used in various transportation plans or planning activities. Identify and evaluate changes in population and development throughout the MPO. Obtain, identify, and analysis of Census data, local parcel, zoning, and tax data records.
- Collection of the following variables, by traffic zone: 1) population, 2) housing units, and 3) employment. Update GIS database used to maintain housing and land use information.
- Updates to the 2010 Census baseline population and dwelling unit data with pertinent American Community Survey variables as they become available. Including those related to Title VI issues and include data formerly in the Census Summary File 3 taken from the long form sample in 2000.
- Assist NCDOT TPB as needed with follow up or clarifications about travel behavior related to the survey.
- Vehicle occupancy rate and travel time studies, as needed.
- Conduct surveys to attain information such as origins and destinations, travel behavior, transit ridership, workplace commuting, etc. Purchase of wireless signaling/digital mobility data from consultants who can collect mobile device signals and develop meaningful location data, travel patterns, and transportation trends.

II-A-3 Transportation Modeling

- **Travel Model Update**
- **Forecast of Data to Horizon Year**
- **Forecast of Future Travel Patterns**
- **Financial Planning**

- Assist NCDOT TPB with model updates as needed. Update socioeconomic, roadway, and travel data. review the model for any network and coding inconsistencies. Database update or other travel demand modeling work associated with keeping the model up-to-date. Some of this work to be performed by NCDOT's Transportation Planning Branch along with use of consultant effort.
- Assist with model updates and scenario runs by coordinating and supplying data about the network as needed. Test alternative roadway network scenarios.
- Review major land use changes and modify the travel demand model's TAZ files accordingly.
- Assist NCDOT TPB and the model team as needed with follow up or clarifications about SE Data forecasts or travel patterns. Drafting of any required documentation.
- Maintain fiscal model of the 2014-2040 MTP. Develop project cost estimates and identify funding sources available throughout the forecast years for the LRTP. Identify new and alternative funding sources.
- Update ongoing research about funding sources and refinement of long-range financial plan as needed.
- Create project-level cost estimates where SPOT, TIP, or other NCDOT-sanctioned estimates are not available.

Tasks within this category are related to the development of the MPO Long Range Transportation Plan and Comprehensive Transportation Plan. Federal regulations require each MPO to have a fiscally-constrained long range transportation plan looking out at least 20 years. The plan must be updated every five years. The MPO also participates in the development of Comprehensive Transportation Plan (CTP) for the region. The plan is developed jointly with NCDOT and reflects the vision and long term needs of the transportation system. In addition, the MPO is responsible for a number of ongoing long-range planning activities such as corridor studies, congestion management monitoring and air quality planning.

II-B Planning Process

II-B-1 Targeted Planning

- **Air Quality Planning/Conformity Analysis**
- **Alternative Fuels/Vehicles**
- **Hazard Mitigation and Disaster Planning**
- **Congestion Management Strategies**
- **Freight Movement/Mobility Planning**

- Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions and transportation system management strategies. Provide documentation of the process to be used in updating the LRTP. Tasks also include planning strategies associated with Transportation Demand Management, Access Control and Management, Traffic Operations Improvements, Incident Management and Growth Management.

- Coordinate with private freight carriers in the region to identify major shipping lanes in and out of the region and potential projects where NCDOT/GUAMPO can facilitate cooperation; incorporate applicable projects into the MTP and prepare update of the freight element of the MTP. Identify freight movement deficiencies, priorities, and proposed improvement solutions and strategies.

- Participate in MAP-21 related training and workshops.

- Research/investigate/analyze/report on alternative fuel vehicles, advanced transportation technologies, infrastructure, fueling/recharging stations, related equipment, and alt fuels technology, including public transit and transportation corridors.

- Assist with conformity determination analysis, interagency consultation process, and coordination with State and Federal agencies in developing and maintaining mobile source emission inventories. Attending air quality-related trainings/briefings/coordination meetings.

II-B-2 Regional Planning

- **Community Goals and Objectives**
- **Highway Element of the CTP/MTP**
- **Transit Element of the CTP/MTP**
- **Bicycle and Pedestrian Element of CTP/MTP**
- **Airport/Air Travel Element of CTP/MTP**
- **Collector Street Element of CTP/MTP**
- **Rail, Waterway, or other Mode of the CTP/MTP**

- Assist NCDOT TPB as needed with follow up or clarifications about travel patterns.

- Establish regional goals, objectives, and policies.

- Work with stakeholders, NCDOT, etc to develop system plans, MTP/CTP updates.

- Work with NCDOT PTD to update 5-year capital plans (as needed) for MPO transit providers in the region and assist providers with any changes in federal or state funding programs.

- Coordinate Bike/Ped projects. LPA staff will also provide coordination with "Safe Route to Schools" programs. Coordinate with Greenville Bicycle and Pedestrian Commission, sub-committees and other community organizations interested in non-motorized travel, develop agendas and presentations, respond to commission and community requests, research best practices for related policies, and perform related work. Coordinate updates and/or implementation of the bicycle/pedestrian/greenway master plan.

- Coordinate with the Pitt-Greenville Airport and Federal Aviation Administration on future airport needs and travel patterns; incorporate connections for passenger and freight needs coming to/leaving the airport into the MTP update.

- Mapping in support of TIP, Merger, Long Range Planning, Prioritization, and Complete Streets Subcommittee including project packet maps detailing existing and future land use, zoning, EJ demographics, planning context, and natural environment.

- Coordinate with private rail companies and ports in the region and potential projects where NCDOT/GUAMPO can facilitate cooperation.

II-B-3 Special Studies

- GUAMPO staff will assist subgrantee members with reporting requirements and maintain the budgets for projects funded through this UPWP category. Projects may be developed and/or amended as the year progresses.

- o **Pitt County - SW Bypass Corridor/Small Area Study**--Conduct a study of the proposed Southwest Bypass corridor and its impacts to the surrounding area including reconfigured transportation facilities. Develop a small area/corridor plan with specific goals and objectives for maintaining optimum traffic circulation and to ensure appropriate development occurs along the corridor. The study area will encompass an approximate one-mile buffer on each side of the highway corridor with particular emphasis on proposed interchanges as well as any new or realigned roadways. (\$25,000 Total --\$20k Federal, \$5k local)

- o **Pitt County - Community Transportation Plan for the Pitt Area Transit System (PATS)** - The plan will identify, evaluate, develop, recommend and implement strategies that provide planning elements for meaningful mobility options for the general public and targeted populations. Pitt County will develop this plan and is anticipated to be performed by a consultant. (\$25,000 -- \$20k Federal, \$5k local)

- o **Greenville MPO Non-motorized Transportation Plan** \$160,000 federal/\$32,000 local
The City of Greenville plans to develop an integrated non-motorized transportation plan which will update the existing bike/ped plan, and will include greenways, to expand the scope of greenways throughout the MPO. A single combined bike/ped/greenway master plan will save in update costs over the years. Integrate these plans into a comprehensive multi-modal transportation plan that will include these modes of transportation, plus the consideration of automobile and freight traffic. The Multi-Modal Transportation Plan study will draw from existing transportation plans, but also involve gathering new information through data collection and public involvement. The resulting plan will identify key destinations throughout the MPO, and determine the best non-motorized transportation connections between these destinations, identify specific corridor improvements. MPO staff projects that the total cost of the non-motorized transportation plan will be \$140,000. An additional \$20,000 is programmed for MPO-staff project management.

III-A Unified Planning Work Program

This category relates to the preparation and monitoring of the MPO Unified Planning Work Program, and preparation of quarterly reports, the annual report, and requests for reimbursement. MAP-21 mandated performance measure reporting requirements are also a part of this work task-group.

III-A-1 Planning Work Program

- The Greenville Urban Area MPO will develop a Planning Work Program (PWP) with the guidance of the Technical Coordinating Committee (TCC) and MPO Board; Present the PWP for approval to the Transportation Advisory Committee and submit to the NCDOT Transportation Planning Branch.
- Actively manage the progress of consultants engaged in completing UPWP tasks.
- Develop the FY 5-year Planning Work Program Calendar.

III-A-2 Metrics and Performance Management

- Update the UPWP, MTP, etc to address MAP-21 Performance Measure tracking and reporting.
- Prepare quarterly reports, the annual report, and requests for reimbursement.
- Work on establishing/developing/refinement/updating of performance measures/targets.
- Update plans (CTP/MTP/TIP), as required, to meet MAP21 performance measure requirements.

DRAFT

III-B Transportation Improvement Program

This category relates directly to the identification and prioritization of transportation improvement projects within the MPO area on an on-going basis, coordination of the MTIP with the STIP and SPOT processes, the development of the MTIP, and processing of MTIP amendments.

III-B-1 Prioritization

- Maintenance of a prioritized needs list (the SPOT list) of potential STIP projects across modes. Develop purposes and needs statements, as appropriate/needed.
- Work to update and improve local prioritization process for SPOT projects.
- Data, Maps and Resolutions for STIP Project Recommendations as needed.
- Attendance of any STIP- or SPOT-related meetings.
- Gathering and entry of data required for SPOT ranking of projects.
- Evaluate transportation projects. Review scoring methodology and score transportation projects, as requested by NCDOT.
- Attend SPOT-related workgroup/policy-development/planning workgroups or related meetings at a local, regional, or Statewide level.
- Meet/work with local government entities to assist with prioritization or project development/refinement.

III-B-2 Metropolitan TIP

- Work cooperatively with NCDOT and other partner agencies to review and comment on Draft STIP and Work cooperatively with NCDOT and other partner agencies to review final STIP and review and adopt the corresponding metropolitan area TIP.
- Review and refine schedules and descriptions for TIP projects in the Draft TIP.
- Coordinate meaningful public involvement in the TIP process and in review of the TIP.
- Review design issues for TIP Projects and provide comments to appropriate agencies.
- Participate in the environmental study process for TIP projects and provide an MPO representative on NEPA/404 Merger Teams.
- Monitor the public involvement process for TIP projects and ensure adequate community input; assist PDEA as requested.
- Continue participation in project-specific workgroup meetings, as needed.
- Continue to facilitate dialog between NCDOT and MPO-member communities.
- Continue to participate on scoping meetings, public input, and merger meetings
- Work associated with development or amendments to the TIP.

III-C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Tasks within this category relate to the goal of integrating public involvement and context sensitivity into every aspect of the MPO transportation planning process.

III-C-1 Title VI Compliance

- Conduct ongoing analysis of all MPO planning activities for compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-2 Environmental Justice

- On a continuing basis, update maps used for transit planning with ACS data from the US Census, as available, to include Low-Mod Income, English as second language, elderly, young, and no-car populations.
- Program and/or specific project-related work regarding compliance with environmental justice goals and regulations.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-3 Minority Business Enterprise Planning

- Activities to encourage the participation of minority-owned business enterprises in contractual and supply opportunities on an ongoing basis.

III-C-4 Planning for the Elderly

- Provide efforts focusing on complying with the key provisions of the ADA. Plan transportation facilities and services that can be utilized by persons with limited mobility.
- Coordinate with community stakeholders to identify relevant aging issues.

III-C-5 Safety and Drug Control Planning

- Performing safety audits, developing safety/security improvements, and developing policies and planning for safety, security, and emergency preparedness issues.

III-C-6 Public Involvement

- Develop outreach efforts for effectively communicating with the community about transportation planning and projects **including all MTP/CTP/TIP-related outreach.**
- Update website, social media, and outreach materials to make them more useful, including translation of documents and materials as needed.
- Place advertisements in media outlets as required by Public Participation Plan.
- Respond to interview and data requests from the media & public.
- Ensure compliance with North Carolina general statutes regarding open meetings and public records.
- Support of Citizens' Advisory Committee for the MTP and related issues.
- Expand ability to provide data to member governments and the public.
- Update the Public Involvement Plan, as needed.

III-C-7 Private Sector Participation

- Activities to encourage private sector participation in planning and project activities.

III-D Statewide and Extra-Regional Planning

- Coordinate with other regional, state and federal agencies involved in transportation planning activities; monitor federal and state legislation.
- Coordinate with neighboring RPO's, transit-providers, and other agencies.
- Participate in the North Carolina Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues.
- Participate in working groups, subcommittees, or task forces associated with NCDOT or other government agencies or statewide or regional professional associations such as the Working Group for Roads and Transportation (WGRT) of the North Carolina Geographic Information Coordinating Council (NCGICC), NCSITE, NCURISA, NCAPA, Eastern Carolina MPO/RPO Coalition, et cetera.
- Attend regional, statewide, national, and/or other planning initiatives, meetings, or conferences.

III-E. Management and Operations

This category relates to the on-going administrative responsibilities related to the MPO, including support of both the Transportation Coordinating Committee and the Transportation Advisory Committee.

III-E Management Operations and Program Support Administration

- Provide direct support to the MPO Governing Board and Technical Coordinating Committee (TCC), including agenda preparation and circulation, preparation of minutes, and scheduling, notification, venue setup and breakdown, and facilitation of meetings.
 - Procure supplies related to transportation planning activities.
 - Support staff training and development.
 - Cover direct costs associated with MPO administration.
 - Maintain adequate files and records for the MPO.
 - Tracking the status of transportation projects, status reports to the TCC, TAC, and interested persons.
 - Staying up to date with transportation issues (RPOs, air quality, census, environmental justice, 'smart growth", etc.). Finding, researching, and disseminating relevant transportation information for local officials, public, and MPO members.
 - Staying up to date on transportation-related bills and regulations.
 - Presentations at local association meetings, regular briefings of legislators and local officials.
 - Consistent public/media information. Examples include press releases, web page updates etc.
 - Innovative and successful public involvement (two-way communication).
 - Grant writing.
 - Preparing press releases, web page updates, etc.
 - Presentations at local association meetings, regular briefings of legislators and local officials.
- This task provides for the Lead Planning Agency to perform necessary activities in order to continue a cooperative, comprehensive, and continuing transportation planning process for the urbanized area. Funds will allow for performance of required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL104			Transit Planning - 5303				Transit-SECTION 5307				Task Funding Summary			
			Local 20%	Federal 80%	TOTAL	Local (10%)	State (10%)	Federal (80%)	Fund Total	Local	State	FTA 80%	5307 Total	Local	State	Federal	TOTAL
	II-A	Data and Planning Support	\$ 21,000	\$ 84,000	\$ 105,000	\$0	\$0	\$0	\$0					\$ 21,000	\$0	\$ 84,000	\$ 105,000
44.24.00	II-A-1	Networks and Support Systems	\$ 12,000	\$ 48,000	\$ 60,000	\$0	\$0	\$0	\$0					\$ 12,000	\$0	\$ 48,000	\$ 60,000
44.23.01	II-A-2	Travelers and Behavior	\$ 3,000	\$ 12,000	\$ 15,000	\$0	\$0	\$0	\$0					\$ 3,000	\$0	\$ 12,000	\$ 15,000
44.23.02	II-A-3	Transportation Modeling	\$ 6,000	\$ 24,000	\$ 30,000	\$0	\$0	\$0	\$0					\$ 6,000	\$0	\$ 24,000	\$ 30,000
	II-B	Planning Process	\$ 58,000	\$ 232,000	\$ 290,000	\$200	\$200	\$1,600	\$2,000					\$ 58,200	\$200	\$ 233,600	\$ 292,000
44.23.02	II-B-1	Targeted Planning	\$ 3,000	\$ 12,000	\$ 15,000	\$0	\$0	\$0	\$0					\$ 3,000	\$0	\$ 12,000	\$ 15,000
44.23.01	II-B-2	Regional Planning (CTP, MTP, etc)	\$ 13,000	\$ 52,000	\$ 65,000	\$200	\$200	\$1,600	\$2,000					\$ 13,200	\$200	\$ 53,600	\$ 67,000
44.27.00	II-B-3	Special Studies	\$ -	\$ -		\$0	\$0	\$0	\$0					\$ -	\$0	\$ -	\$ -
		SW Bypass corridor/small area plan	\$ 5,000	\$ 20,000	\$ 25,000									\$ 5,000	\$0	\$ 20,000	\$ 25,000
		PATS Community Transportation Plan	\$ 5,000	\$ 20,000	\$ 25,000									\$ 5,000		\$ 20,000	\$ 25,000
		Bike/Ped/Greenway Master Plan	\$ 32,000	\$ 128,000	\$ 160,000									\$ 32,000	\$0	\$ 128,000	\$ 160,000
	III-A	Planning Work Program	\$ 12,000	\$ 48,000	\$ 60,000	\$0	\$0	\$0	\$0					\$ 12,000	\$0	\$ 48,000	\$ 60,000
44.21.00	III-A-1	Planning Work Program	\$ 5,000	\$ 20,000	\$ 25,000	\$0	\$0	\$0	\$0					\$ 5,000	\$0	\$ 20,000	\$ 25,000
44.24.00	III-A-2	Metrics and Performance Measures	\$ 7,000	\$ 28,000	\$ 35,000	\$0	\$0	\$0	\$0					\$ 7,000	\$0	\$ 28,000	\$ 35,000
	III-B	Transp. Improvement Plan	\$ 17,000	\$ 68,000	\$ 85,000	\$200	\$200	\$1,600	\$2,000					\$ 17,200	\$200	\$ 69,600	\$ 87,000
44.25.00	III-B-1	Prioritization	\$ 6,000	\$ 24,000	\$ 30,000	\$0	\$0	\$0	\$0					\$ 6,000	\$0	\$ 24,000	\$ 30,000
44.25.00	III-B-2	Metropolitan TIP	\$ 6,000	\$ 24,000	\$ 30,000	\$200	\$200	\$1,600	\$2,000					\$ 6,200	\$200	\$ 25,600	\$ 32,000
44.25.00	III-B-3	Merger/Project Development	\$ 5,000	\$ 20,000	\$ 25,000	\$0	\$0	\$0	\$0					\$ 5,000	\$0	\$ 20,000	\$ 25,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 8,000	\$ 32,000	\$ 40,000	\$200	\$200	\$1,600	\$2,000					\$ 8,200	\$200	\$ 33,600	\$ 42,000
44.27.00	III-C-1	Title VI Compliance	\$ 2,000	\$ 8,000	\$ 10,000	\$0.0	\$0.0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.27.00	III-C-2	Environmental Justice	\$ 2,000	\$ 8,000	\$ 10,000	\$0.0	\$0.0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.27.00	III-C-3	Minority Business Enterprise Planning	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-C-4	Planning for the Elderly	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-C-5	Safety/Drug Control Planning	\$0	\$0	\$0	\$200.0	\$200.0	\$1,600	\$2,000					\$200	\$200	\$1,600	\$2,000
44.27.00	III-C-6	Public Involvement	\$4,000	\$16,000	\$20,000	\$0.0	\$0.0	\$0	\$0					\$4,000	\$0	\$16,000	\$20,000
44.27.00	III-C-7	Private Sector Participation	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-D	Statewide & Extra-Regional Planning	\$ 10,000	\$ 40,000	\$ 50,000	\$0.0	\$0.0	\$0	\$0					\$ 10,000	\$0	\$ 40,000	\$ 50,000
44.27.00	III-E	Management Ops, Program Suppt Adm	\$20,000	\$80,000	\$100,000	\$3,630.0	\$3,630.0	\$29,040	\$36,300	\$0.0	\$0.0	\$0	\$0	\$ 23,630	\$3,630	\$ 109,040	\$ 136,300
	TOTALS		\$ 146,000	\$ 584,000	\$ 730,000	\$4,230	\$4,230	\$33,840	\$42,300	\$0	\$0	\$0	\$0	\$150,230	\$4,230	\$617,840	\$772,300

**Greenville Urban Area MPO 2015-2016 PWP
Metropolitan Planning (PL) 23 U.S.C. 104(f) Funding Summary**

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL		
			Highway / Transit		TOTAL
			Local 20%	Federal 80%	
	II-A	Data and Planning Support	\$ 21,000	\$ 84,000	\$ 105,000
44.24.00	II-A-1	Networks and Support Systems <ul style="list-style-type: none"> • Traffic Volume Counts • Vehicle Miles of Travel (VMT) • Street System Changes • Traffic Crashes • Transit System Data • Air Travel • Central Area Parking Inventory • Bike/Ped Facilities Inventory • Collection of Network Data • Capacity Deficiency Analysis • Mapping 	\$ 12,000	\$ 48,000	\$ 60,000
44.23.01	II-A-2	Travelers and Behaviour <ul style="list-style-type: none"> • Dwelling Unit, Population and Employment Changes • Collection of Base Year Data • Travel Surveys • Vehicle Occupancy Rates (Counts) • Travel Time Studies 	\$ 3,000	\$ 12,000	\$ 15,000
44.23.02	II-A-3	Transportation Modeling <ul style="list-style-type: none"> • Travel Model Update • Forecast of Data to Horizon Year • Forecast of Future Travel Patterns • Financial Planning 	\$ 6,000	\$ 24,000	\$ 30,000
	II-B	Planning Process	\$ 58,000	\$ 232,000	\$ 290,000
44.23.02	II-B-1	Targeted Planning <ul style="list-style-type: none"> • Air Quality Planning/Conformity Analysis • Alternative Fuels/Vehicles • Hazard Mitigation and Disaster Planning • Congestion Management Strategies • Freight Movement/Mobility Planning 	\$ 3,000	\$ 12,000	\$ 15,000
44.23.01	II-B-2	Regional Planning <ul style="list-style-type: none"> • Community Goals and Objectives • Highway Element of the CTP/MTP • Transit Element of the CTP/MTP • Bicycle and Pedestrian Element of CTP/MTP • Airport/Air Travel Element of CTP/MTP • Collector Street Element of CTP/MTP • Rail, Waterway, or other Mode of the CTP/MTP 	\$ 13,000	\$ 52,000	\$ 65,000
44.27.00	II-B-3	Special Studies	\$ -	\$ -	\$ -
		SW Bypass - Corridor / Small Area Plan	\$ 5,000	\$ 20,000	\$ 25,000
		Pitt County - Community Transportation Plan for the Pitt Area Transit System (PATS)	\$ 5,000	\$ 20,000	\$ 25,000
		Greenville - Bike/Ped/Greenway Master Plan	\$ 32,000	\$ 128,000	\$ 160,000
	III-A	Planning Work Program	\$ 12,000	\$ 48,000	\$ 60,000
44.21.00	III-A-1	Planning Work Program	\$ 5,000	\$ 20,000	\$ 25,000
44.24.00	III-A-2	Metrics and Performance Measures	\$ 7,000	\$ 28,000	\$ 35,000
	III-B	Transp. Improvement Plan	\$ 17,000	\$ 68,000	\$ 85,000
44.25.00	III-B-1	Prioritization	\$ 6,000	\$ 24,000	\$ 30,000
44.25.00	III-B-2	Metropolitan TIP	\$ 6,000	\$ 24,000	\$ 30,000
44.25.00	III-B-3	Merger/Project Development	\$ 5,000	\$ 20,000	\$ 25,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 8,000	\$ 32,000	\$ 40,000
44.27.00	III-C-1	Title VI Compliance	\$ 2,000	\$ 8,000	\$ 10,000
44.27.00	III-C-2	Environmental Justice	\$ 2,000	\$ 8,000	\$ 10,000
44.27.00	III-C-3	Minority Business Enterprise Planning	\$ -	\$ -	\$ -
44.27.00	III-C-4	Planning for the Elderly	\$ -	\$ -	\$ -
44.27.00	III-C-5	Safety/Drug Control Planning	\$ -	\$ -	\$ -
44.27.00	III-C-6	Public Involvement	\$ 4,000	\$ 16,000	\$ 20,000
44.27.00	III-C-7	Private Sector Participation	\$ -	\$ -	\$ -
44.27.00	III-D	Statewide and Extra-Regional Planning	\$ 10,000	\$ 40,000	\$ 50,000
44.27.00	III-E	Management Ops, Program Support Admin	\$ 20,000	\$ 80,000	\$ 100,000
		TOTALS	\$ 146,000	\$ 584,000	\$ 730,000

1- MPO

2-	FTA Code	442100	442301	442500	442616	
3-	Task Code	III-E	II-B-2	III-B-2	III-C-5	Total
4-	Title of Planning Task	Program Support/Admin	Regional Planning (Transit Element of the MTP)	Transportation Improvement Program	Safety	
5-	Task Objective	Monitor and analyze the statistical and financial performance of the GREAT system so as to recommend improvements that will increase both the efficiency and effectiveness of the service provided.	Improve mobility	Develop transit needs	Maintain and improve system safety and security.	
6-	Tangible Product Expected	Prepare, publish and submit all monthly statistical and financial reports required by the local, state and federal governments. Prepare, publish and submit all recommendations for improving system performance to the appropriate governing body for review and approval.	The development of routes and schedules that can be incorporated into the LRTP.	List of transit needs	Safety meetings. Prepare and publish regular safety bulletins. Written reviews of safety related issues with recommendations for maintaining and improving safety and security in the future.	
7-	Expected Completion Date of Product(s)	6/30/2016	6/30/2016	6/30/2016	6/30/2016	
8-	Previous Work	Prepared, published and submitted all monthly statistical and financial reports required by the local, state and federal governments. Prepared, published and submitted all recommendations for improving system performance to the appropriate governing body for review and approval.	Evaluation of Short Range Transit Plan recommendations completed and preparations for service improvements were made.	2012-2018 STIP and TIP	Safety meetings. Prepared and published regular safety bulletins. Written reviews of safety related issues with recommendations for maintaining and improving safety and security in the future.	
9-	Prior FTA Funds	\$40,810	\$2,000	\$2,000	\$2,000	\$46,810
10-	Relationship To Other Activities					
11-	Agency Responsible for Task Completion	City of Greenville	City of Greenville	City of Greenville	City of Greenville	
12-	HPR - Highway - NCDOT 20%					
13-	HPR - Highway - FHWA 80%					
14-	Section 104 (f) PL Local 20%					
15-	Section 104 (f) PL FHWA 80%					
16-	Section 5303 Local 10%	\$3,630	\$200	\$200	\$200	\$4,230
17-	Section 5303 NCDOT 10%	\$3,630	\$200	\$200	\$200	\$4,230
18-	Section 5303 FTA 80%	\$29,040	\$1,600	\$1,600	\$1,600	\$33,840
	<i>Subtotal</i>	\$36,300	\$2,000	\$2,000	\$2,000	\$42,300
19-	Section 5307 Transit - Local 10%		\$0.00			\$0
20-	Section 5307 Transit - NCDOT 10%		\$0.00			\$0
21-	Section 5307 Transit - FTA 80%		\$0.00			\$0
	<i>Subtotal</i>		\$0.00			\$0
22-	Additional Funds - Local 100%					
	Grand total	\$36,300	\$2,000	\$2,000	\$2,000	\$42,300

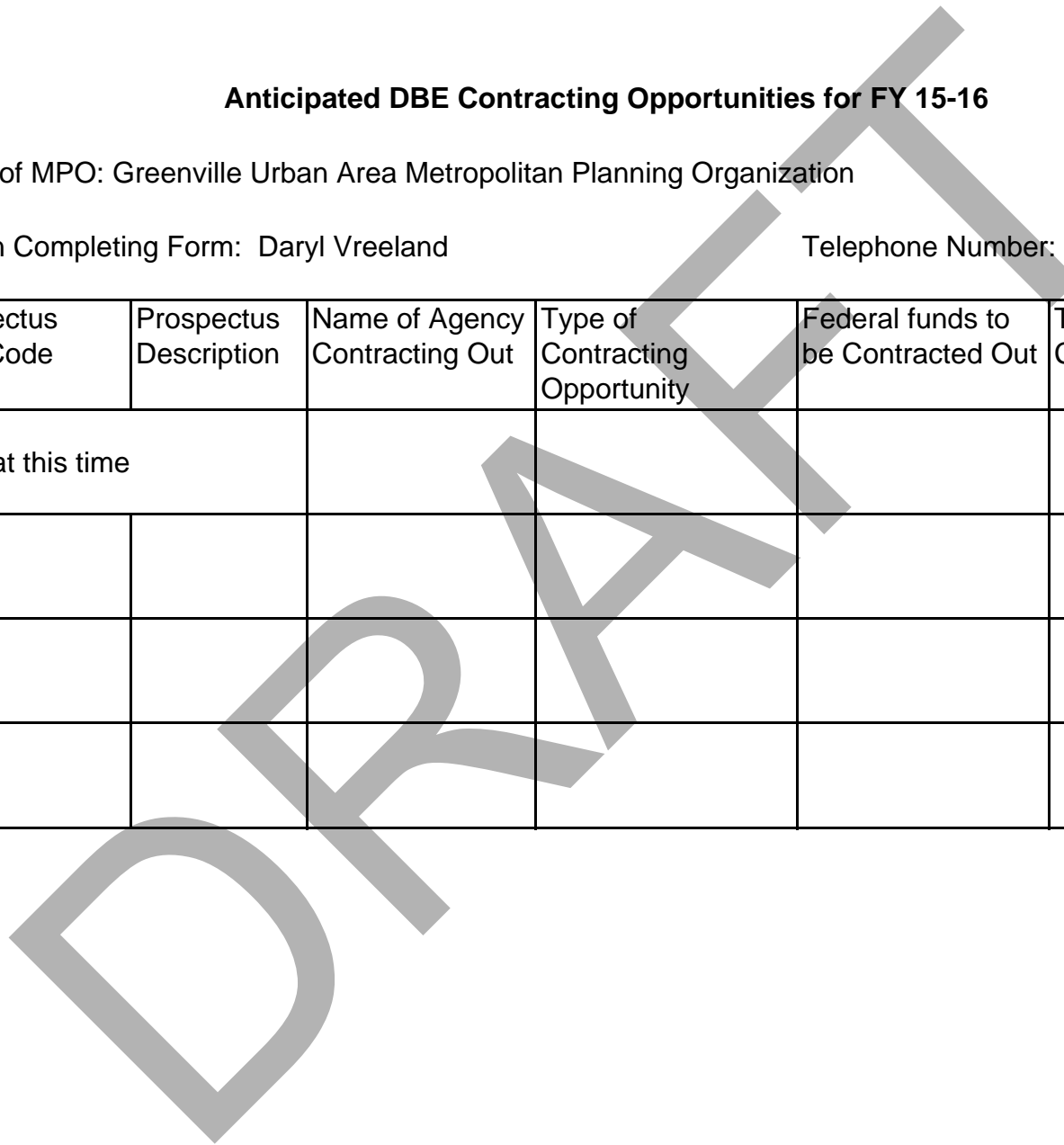
Anticipated DBE Contracting Opportunities for FY 15-16

Name of MPO: Greenville Urban Area Metropolitan Planning Organization

Person Completing Form: Daryl Vreeland

Telephone Number: 252-329-4476

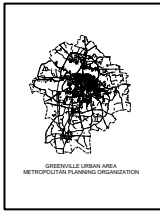
Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity	Federal funds to be Contracted Out	Total Funds to be Contracted Out
None at this time					



Greenville Urban Area MPO Five Year Planning Program

FISCAL YEAR	ACTION		PROCESS		METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM	STIP	PRIORITIZATION
	CERTIFICATION OF PLANNING PROCESS	PWP	METROPOLITAN TRANSPORTATION PLAN (5 Year Cycle)				
			Review of MTP	Major Update			
2016	Yes	Yes	Yes		Adopt MTIP 2016-2022	Adopt STIP 2016-2022	Yes
2017	Yes	Yes	Yes		Draft MTIP		Yes
2018	Yes	Yes	Yes		Adopt MTIP 2018-2024	Adopt STIP 2018-2024	Yes
2019	Yes	Yes	Yes	Start 2045 MTP/model update	Draft MTIP		Yes
2020	Yes	Yes	Yes	Adopt 2045 MTP (Aug, 2019)	Adopt MTIP 2020-2026	Adopt STIP 2020-2026	Yes

DRAFT



Attachment 4d

Technical Coordinating Committee

Action Required

November 4, 2014

TO: Technical Coordinating Committee
FROM: Daryl Vreeland, AICP, Transportation Planner
SUBJECT: Amendments to the Transportation Improvement Program (TIP) to modify projects B-5100, EB-5539, and U-5606.

Purpose: Amend the TIP for the following projects

1. B-5100 (King George Road Bridge #421)
 - Proposed amendment delays construction from FY14 to FY15 to allow additional time to acquire the necessary Right-of-Way.
2. EB-5539 (South Tar River Greenway, Phase 3)
 - Proposed amendment delays right-of-way from FY14 to FY15 to allow municipality additional time to complete the design.
3. U-5606 (Dickinson Avenue)
 - Proposed amendment delays construction from FY16 to FY17 to allow additional time for right of way acquisition.

Discussion:

Since the last round of TCC and TAC meetings, MPO Staff was made aware of amendments to the STIP that NCDOT staff has either submitted or is planning to submit to the Board of Transportation. The North Carolina Board of Transportation has amended or is planning to amend the 2012-2018 State Transportation Improvement Program (STIP) for the above items. The projects provide NCDOT funds under those TIP headings as described above.

For modification to projects in the Statewide portion of the TIP: NCDOT will be responsible for determining which projects will be funded. Until a project is selected (under that TIP heading), it is not known where it will be located. However, until the TIP is amended (for inclusion or modification) of these TIP projects, no potential projects can be performed within the Urbanized Area under these TIP headings. Therefore, it is in the MPO's best interest to amend the TIP accordingly, to allow for any potential project selection within the MPO's Urbanized Area at some future time.

To follow the proper protocol for the expenditure of Federal funds, the 2012-2018 TIP must be amended to correspond with projects in the STIP. This amendment would modify the TIP as indicated above and in the adoption resolutions.

In accordance with the MPO's Public Involvement Plan, these proposed amendments to the 2012-2018 TIP were advertised in the local newspaper for a minimum of 10 days. No public comments were received.

Action Needed: TCC recommend that TAC adopt resolution 2014-23-GUAMPO through 2014-25-GUAMPO, amending the TIP as indicated.

Attachments: Resolution 2014-23-GUAMPO through 2014-25-GUAMPO

**RESOLUTION 2014-23-GUAMPO
AMENDING THE GREENVILLE URBAN AREA
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR FY 2012-2018**

WHEREAS, the Transportation Advisory Committee has reviewed the FY 2012-2018 Transportation Improvement Program (TIP) and found the need to amend said document for Project ID B-5100 in the TIP to delay construction from FY14 to FY15 allow additional time to acquire the necessary Right of way;

WHEREAS, the following amendment has been proposed for *Federal, State, and Local* funds:

Existing TIP:Existing Amounts

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
B-5100 Greenville (King George Road) Replace Bridge #421 over Meeting House Branch											
737		STPOFF			R 40						
		L			R 10						
		STPOFF			C 550						
		L			C 137						

Amended TIP:Amended Amounts (indicated in bold)

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
B-5100 Greenville (King George Road) Replace Bridge #421 over Meeting House Branch											
737		STPOFF			R 40						
		L			R 10						
		STPOFF				C 550					
		L				C 137					

NOW THEREFORE, be it resolved by the Transportation Advisory Committee that the Greenville Urban Area Transportation Improvement Program for FY 2012-2018, originally adopted August 9, 2011 by the Greenville Urban Area Metropolitan Planning Organization shall be amended as listed above on **this the 18th day of November, 2014.**

Mayor Allen Thomas, Chairman
Transportation Advisory Committee,
Greenville Urban Area MPO

Amanda Braddy, Secretary

RESOLUTION NO. 2014-24-GUAMPO
AMENDING THE GREENVILLE URBAN AREA
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR FY 2012-2018

WHEREAS, the Transportation Advisory Committee has reviewed the FY 2012-2018 Transportation Improvement Program (TIP) and found the need to amend said document on page 5 of 20 for Project ID EB-5539 in the TIP;

WHEREAS, the following amendment has been proposed for *Federal, State, and local* funds:

Existing TIP:Existing Amounts

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
EB -5539 South Tar River Greenway, Phase 3 from west end of existing South Tar River Greenway at Pitt Street towards Moye Boulevard in the Vicinity of Pitt County Memorial Hospital. Construct Greenway using existing sidewalks and roads and new site along the river.											
2,038	235	DP			RW 60						
		C			RW 15						
		DP				C 660					
		C				C 165					
		STPEB				C 903					

Amended TIP:Amended Amounts (indicated in bold)

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
EB -5539 South Tar River Greenway, Phase 3 from west end of existing South Tar River Greenway at Pitt Street towards Moye Boulevard in the Vicinity of Pitt County Memorial Hospital. Construct Greenway using existing sidewalks and roads and new site along the river.											
2,038	235	DP				RW 60					
		L				RW 15					
		DP				C 660					
		C				C 165					
		STPEB				C 903					

NOW THEREFORE, be it resolved by the Transportation Advisory Committee that the Greenville Urban Area Transportation Improvement Program for FY 2012-2018, originally adopted August 9, 2011 by the Greenville Urban Area Metropolitan Planning Organization shall be amended as listed above on this the **18th day of November, 2014**.

 Mayor Allen Thomas, Chairman
 Transportation Advisory Committee,
 Greenville Urban Area MPO

 Amanda Braddy, Secretary

RESOLUTION NO. 2014-25-GUAMPO
AMENDING THE GREENVILLE URBAN AREA
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR FY 2012-2018

WHEREAS, the Transportation Advisory Committee has reviewed the FY 2012-2018 Transportation Improvement Program (TIP) and found the need to amend said document for Project ID EB-5539;

WHEREAS, the following amendment has been proposed for *Federal and/or State* funds:

Existing TIP:Existing Amounts

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
U-5606 SR 1598 (Dickinson Ave), NC11 to Reade Circle. Improve roadway.											
6300		STP				RW 100					
		STP					C 6200				

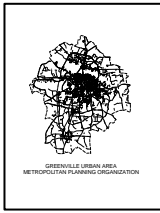
Amended TIP:Amended Amounts (indicated in bold)

Total Project Cost (Thou)	Prior Years Cost (Thou)	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
U-5606 SR 1598 (Dickinson Ave), NC11 to Reade Circle. Improve roadway.											
12,115		STP				RW 1,355					
		STP				Utilities 860					
		STP						Const 9,900			

NOW THEREFORE, be it resolved by the Transportation Advisory Committee that the Greenville Urban Area Transportation Improvement Program for FY 2012-2018, originally adopted August 9, 2011 by the Greenville Urban Area Metropolitan Planning Organization shall be amended as listed above on this the **18th day of November, 2014.**

 Mayor Allen Thomas, Chairman
 Transportation Advisory Committee,
 Greenville Urban Area MPO

 Amanda Braddy, Secretary



Attachment 5

Technical Coordinating Committee

Other items

November 4, 2014

TO: Transportation Advisory Committee
 FROM: Daryl Vreeland, AICP, Transportation Planner
 SUBJECT: Discuss bike/ped/greenway master plan funding, and MPO staff title, Raleigh meetings.

Purpose:

1. Review cost estimates for MPO operations/staff and the proposed non-motorized master plan (a combination of the bike/ped and greenways master plan)
2. Discuss MPO position classification.
3. Raleigh Meetings

Discussion:

1. To provide preliminary budgeting guidance for FY15-16, MPO staff has prepared an analysis showing estimated MPO costs with 2 employees, 1 employee, and the greenway/bike/ped master plan update. Refer to attachment 5A.

Following the 2010 census, the MPO receives \$210,180 on a yearly basis from NCDOT for transportation planning tasks. The MPO used to have an unallocated balance that exceeded 3 times the yearly allocation. NCDOT penalizes MPO's whose unspent balance is greater than 3 times the annual allocation. This FY, the MPO lost \$44,126 as a result of this policy. The previous FY, the MPO lost \$59,283.

As of June, 2014, NCDOT has stated that the MPO currently has an unprogrammed balance of \$20,328, which should prevent further fiscal losses resulting from having too high of an unspent balance. These federal funds can only be used on authorized transportation planning activities, as detailed in the Prospectus and programmed in the yearly PWP. These funds require a 20% local match and operate on a reimbursement basis. The non-motorized transportation master plan is an approved expense.

Staff will discuss each column of the spreadsheet in detail. In summary, staff calculates that MPO member jurisdictions should, in theory, have sufficient savings this FY due to having a single-person MPO (column C5) to fund a single-person MPO and development of a non-motorized master plan next FY (FY16).

Request is for MPO-members to consider budgeting sufficient funds for FY15-16 MPO operations along with a combined bike/ped/greenway master plan (also referred to as a non-motorized transportation master plan), as indicated in the attachment.

2. MPO position classification:

Currently, the single MPO staff person is classified as transportation planner. I have been in this classification since I started with this MPO on September 24, 2007. In the past 7 years, I have expanded my knowledge base, and have increased the scope of duties I perform. My classification as planner is not indicative of the job content and job duties I perform. For example, a planner does not manage the entirety of an MPO program, assure all State and Federal requirements have been satisfied to allow for the proper expenditure of federal funds, and manage division budgets and correlate those to federally-available funds. However, I do perform all of these tasks. The city's position description does not mention these tasks as duties of a transportation planner. Clearly, the duties mentioned above belong to that of a higher-level managerial position.

For comparison, I have attached (attachment 5B) a spreadsheet of all the MPO lead staff in North Carolina. Most (15 of 19) are titled as MPO Director, Manager, or Administrator. Rocky Mount and Gastonia are classified as Principal Planners. Only Goldsboro and Greenville are classified as merely 'planner'.

The purpose of this discussion item is to gauge TCC sentiment regarding a position reclassification and possible pay scale redefinition, acknowledging job content and duties performed by staff. Any formal change in position pay grade classification would have to be voted upon by Greenville City Council and could take effect no earlier than July 1, 2015.

3. MPO Staff participation in meetings held in Raleigh.

Raleigh, being the State capital and location of NCDOT headquarters, is host to numerous events, meetings, workgroups, and similar professional development and/or policy-making opportunities.

Raleigh meetings:

- The State Interagency Consultation Meeting (SICM)
- Working Group for Roads and Transportation (WGRT) of the North Carolina Geographic Information Coordinating Council (NCGICC)
- NCSITE (NC Section Institute of Transportation Engineers)
- NCURISA (NC Urban and Regional Information Systems Association)
- NCAPA (NC American Planning Association)
- Strategic Highway Safety Plan workgroups and subcommittees
- Prioritization (SPOT) workgroups and subcommittees
- NC Plug In Electric Vehicle Taskforce
- Southeast Alternative Fuel Conference
- Bike Conference

MPO staff seeks input regarding attendance/participation in these and related groups.

Attachment #5A -- Bike/Ped/Greenway master plan budget						
Table A	A-1	A-2	A-3	A-4	A-5	A-6
Member Jurisdiction	2010 estimated population	% of MPO population	Master Plan Local Share responsibility with a max \$140,000 plan development cost	1 employee (14-15) estimate + operating expenses (C3+C4)	Est MPO fees (1 emp+exp) + master plan (A3+A4)	Difference btw 1 emp + master plan vs 2 employees ("additional" money needed for master plan) (A5-C2)
Greenville	84554	63.54%	\$ 17,791.61	\$16,070.54	\$33,862.15	\$8,278.40
Winterville	9269	6.97%	\$ 1,950.36	\$1,762.85	\$3,713.21	\$906.81
Ayden	4932	3.71%	\$ 1,037.78	\$938.33	\$1,976.11	\$482.32
Simpson	416	0.31%	\$ 87.53	\$78.41	\$165.94	\$41.12
Pitt County	33898	25.47%	\$ 7,132.72	\$6,441.87	\$13,574.59	\$3,319.35
		100.00%				
Total	133069	\$ 140,000.00	\$ 28,000.00	\$25,292.00	\$53,292.00	\$13,028.00

MPO costs est 1 emp \$23,062.00

Table B
MPO expenses with 2 employees FY13-14

Member Jurisdiction	% responsibility of FY13-14 MPO costs (last year of phase-in period)	MPO expenses paid (this is the 20% local share)
Greenville	72.66%	\$ 25,761.66
Winterville	5.22%	\$ 1,850.76
Ayden	2.78%	\$ 985.65
Simpson	0.23%	\$ 81.55
Pitt County	19.11%	\$ 6,775.47
	100.00%	
Total	\$ 35,455.08	\$ 35,455.08

Table C
FY14-15 ESTIMATED MPO expenses (the shared 20% local match)

Member Jurisdiction	C-1	C-2	C-3	C-4	C-5
	% responsibility of FY14-15 and onward	2 employees estimate	1 employee estimate (does not include operating expenses)	MPO operating expenses estimate	estimated savings this FY (2emp+exp)-(1emp+exp)
Greenville	63.54%	\$25,583.75	\$14,653.59	\$ 1,416.94	\$10,930.15
Winterville	6.97%	\$2,806.40	\$1,607.42	\$ 155.43	\$1,198.98
Ayden	3.71%	\$1,493.79	\$855.60	\$ 82.73	\$638.19
Simpson	0.31%	\$124.82	\$71.49	\$ 6.91	\$53.33
Pitt County	25.47%	\$10,255.24	\$5,873.89	\$ 567.98	\$4,381.35
	100.00%				
Total		\$40,264.00	\$23,062.00	\$ 2,230.00	\$17,202.00

2 emp \$40,264.00
1 emp \$23,062.00

\$ 11,150.00

North Carolina's Metropolitan Planning Organizations

	MPO	NCAMPO Board Rep/Alternate	First Name	Last Name		Title	Lead Planning Agency
Member agency representatives							
1	Burlington-Graham MPO	1	Mike	Nunn	AICP	MPO Coordinator	City of Burlington
2	Cabarrus Rowan	1	Phil	Conrad	AICP	Executive Director	City of Concord
3	Capital Area	1	Chris	Lukasina	AICP, GISP	Deputy Director - Planning Manager	City of Raleigh
4	Durham-Chapel Hill-Carrboro	1	Felix	Nwoko		Transportation Planning Manager	City of Durham
5	Fayetteville Area	1	Rick	Heicksen		Executive Director	Cumberland County
6	French Broad River	1	Paul	Black	GISP	Director	Land of Sky Council of Governments
7	Gaston Cleveland Lincoln MPO	1	James (Hank)	Graham	AICP	Principal Transportation Planner	City of Gastonia
8	Goldsboro MPO	1	Jennifer	Collins		Planner	City of Goldsboro
9	Grand Strand Area Transportation Study	1	Mark	Hoeweler	AICP	Assistant Executive Director	Waccamaw Regional Council of Governments
	Grand Strand Area Transportation Study	1	Chris	Clark	AICP	Transportation Program Manager	
10	Greater Hickory MPO	1	John	Marshall	AICP	Planning Director	Western Piedmont COG
11	Greensboro Urban Area	1	Tyler	Meyer	AICP	Transportation Planning Division Manager	City of Greensboro
12	Greenville MPO	1	Daryl	Vreeland	AICP	Transportation Planner	City of Greenville
13	High Point	1	Greg	Venable		Transportation Planning Administrator	City of High Point
14	Jacksonville UA	1	Anthony	Prinz		MPO Administrator	City of Jacksonville
15	Charlotte Regional TPO	1	Robert	Cook	AICP	Transportation Program Manager	City of Charlotte
16	New Bern MPO	1	Maurizia	Chapman	AICP	MPO Administrator	City of New Bern
17	Rocky Mount UA	1	John (Bob)	League	AICP	Principal Transportation Planner	City of Rocky Mount
18	Wilmington	1	Mike	Kozlosky		Executive Director	City of Wilmington
19	Winston-Salem	1	Gregory	Errett	AICP	MPO Coordinator	City of Winston Salem

Attachment for item #8 - Ethics info

The Commission staff is proposing that DOT replace these two sentences: "As of 2013, TAC members are subject to the state ethics law. Please review ethic requirements on <http://www.ethicscommission.nc.gov/>." on page 8 under the heading of Transportation Advisory Committee (TAC) in their 2014 TAC TCC Handbook - with the following paragraphs.

2014 TAC TCC Handbook

User Guide for North Carolina's Regional Transportation Planning Organizations' Transportation Advisory Committees and Technical Advisory Coordination Committees

Page 8

Transportation Advisory Committee (TAC)

All MPO and RPO TAC members and their alternates or designees are required under State law to **annually** file a Statement of Economic Interest (SEI) and a Real Estate Disclosure Form (RED) with the State Ethics Commission (Commission). **The yearly filing period commences January 1st and ends April 15th. SEIs and REDs filed after April 15th are untimely and subject to penalties and sanctions.**

Also, an individual appointed to a TAC may not assume his or her position on the TAC (and thus may not participate in TAC meetings as a member, including voting on matters before the TAC) **until** they have **(1)** filed a complete Statement of Interest (SEI); **(2)** filed a complete Real Estate Disclosure Form (RED) with the State Ethics Commission (Commission); **and (3)** received the Commission's written evaluation of their filed SEI.

The SEI requires TAC members and prospective TAC members (Prospect) to disclose personal, professional and business information pertaining to the TAC member/Prospect and the member/Prospect's immediate family members.¹ The RED requires the TAC member/Prospect to list all real

¹ Immediate family members include the unemancipated children of the TAC member/filer residing in the household, the TAC member/filer's spouse, unless legally separated, and the

estate owned wholly or in part by the member/Prospect, the member's extended family,² or a business with which the TAC member/Prospect is associated³ within the jurisdiction of the MPO or RPO on which the TAC member is serving or the Prospect is being appointed.

As of October 1, 2014, failure to timely file the required SEI and RED will result in a **\$250 fine for each late or incomplete form**,⁴ resulting in a **total fine of \$500 if both forms are filed late or are incomplete**. In addition, failure to file a complete SEI and a complete RED within 60 days from receipt of notice of failure to file will result in **referral to the State Bureau of Investigation for investigation and possible prosecution**.⁵

Also, TAC members continue to face sanctions and penalties if they violate other ethics requirements under G.S. 136-200 or G.S. 136-211. A violation of the conflict of interest prohibition in G.S. 136-200.2(g)(1) and G.S. 136-211(f)(1) continues to be a Class 1 misdemeanor, as does intentionally concealing or intentionally failing to disclose information required on the SEI or RED.⁶ Providing false information on a SEI or RED remains a Class H felony.⁷ And while the prohibition in the TAC ethics statutes against

TAC member/filer's extended family members who reside in the TAC member/filer's household. GS 138A-3(17).

² Extended family includes the TAC member/filer's spouse, lineal descendants (children, grandchildren, great-grandchildren, etc.), lineal ascendants (parents, grandparents, great-grandparents, etc.), siblings, spouse's lineal descendants, spouse's lineal ascendants, spouse's siblings, and the spouse of any of these individuals. GS 136-200.2(i); GS 138A-3(13).

³ Business with which the member is associated includes a business in which the TAC member, the filing person or any member of the TAC member/filers' immediate family: a) is an employee; b) holds a position as a director, officer, partner, proprietor or member or manager of a limited liability company; c) owns a legal, equitable or beneficial interest of \$10,000 or more in the business or a five percent (5%) of the business, whichever is less, other than as a trustee on a deed of trust; (d) is a lobbyist registered in North Carolina. GS 136-200.2(i); GS 138A-3(3).

⁴ The Commission shall fine absent extenuating circumstances as determined by the Commission. GS 136-211(f)(4); GS 138A-25(d)(1) and (e)(1).

⁵ The Commission shall refer report such failure unless Commission finds extenuating circumstances exist. GS 136-211(f)(4); GS 138A-25(d)(2) and (e)(2).

⁶ G.S. 136-200.2(j) and G.S. 136-211(j).

⁷ G.S. 136-200.2(j) and G.S. 136-211(j).

misusing confidential information does not carry a specific consequence under those statutes (G.S. 136-200.2(h) and G.S. 136-211(g)), the prohibition is virtually identical to the one in G.S. 14-234.1, which is punishable as a Class 1 misdemeanor, so it is possible that a TAC member's misuse of such information could result in criminal sanction.

For additional information on SEIs and REDs and filing requirements go to the Commission website at www.ethicscommission.nc.gov. For SEI and RED questions and filing guidance contact the Commission at SEI@doa.nc.gov or by calling 919-715-2071. For information and guidance on TAC member/Prospect's other duties and obligations under GS 136-200.2 and -211, including conflicts of interest questions, contact Norma Houston at nhouston@sog.unc.edu.