

**REVISED**

**UPPER COASTAL PLAIN RPO**

**FISCAL YEAR (FY) 2008-2009**

**PLANNING WORK PROGRAM (PWP)**

**BUDGET**

**PLANNING WORK PROGRAM  
PROGRAM DESCRIPTION FOR FY 08-09  
UPPER COASTAL PLAIN RURAL  
TRANSPORTATION PLANNING ORGANIZATION**

Approved by the Upper Coastal Plain Rural  
Transportation Advisory Committee

March 11, 2009  
Date

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A.P. Coleman, Chair, Upper Coastal Plain RPO TAC

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Daniel N. Van Liere, Secretary, Upper Coastal Plain RPO TAC

DESIGNATED RECIPIENT:  
Nash County

The Planning Work Program (PWP) is the instrument by which the Upper Coastal Plain Rural Transportation Planning Organization (RPO) describes to the North Carolina Department of Transportation (NCDOT) how the Upper Coastal Plain RPO plans to carry out the rural transportation planning process. The North Carolina General Assembly has determined that it is in the State's interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through rural areas (Senate Bill 1195). To accomplish this objective, Rural Transportation Planning Organizations, in cooperation with NCDOT, shall develop transportation plans (long range transportation plans), programs, and project priorities for rural areas within North Carolina. Such plans and programs shall provide for the development of transportation facilities (including, but not limited to, automotive, rail, bicycle, and pedestrian), which will function as an intermodal transportation system for North Carolina. The process for developing such plans, programs, and priorities shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems.

Each year the Upper Coastal Plain Rural Transportation Advisory Committee (RTAC), Rural Transportation Coordinating Committee (RTCC), and planning staff reviews the planning goals and objectives and identifies new projects for the coming year. This is done in coordination with the NCDOT Transportation Planning Branch. After considering the amount of work necessary to complete each task, an estimate of funding is developed for each task code.

This document should be used in conjunction with the adopted Prospectus for the Upper Coastal Plain RPO to view more detailed descriptions of work items to be performed by the Upper Coastal Plain RPO. The proposed activities for fiscal year 2008-2009 are as follows:

## **II-A Surveillance of Inventory Data**

### **II-A-2 Status of Transportation Plans**

**Estimated Percentage: 2%**

The RPO will maintain a list of Transportation Plans and studies for member jurisdictions. In addition, the RPO will be responsible for creating a list of potential studies for DOT's review and consideration.

**Deliverables:** Inventory and status of transportation plans along with a list of potential studies for DOT's consideration in 2009.

### **II-A-5 Transit System Data**

**Estimated Percentage: 3%**

Upper Coastal Plain RPO will collect data for the development of a Comprehensive Transit Plan as required by SAFETEA-LU for organizations which request funding from JARC and New Freedom programs.

**Deliverables:** Inventory of Upper Coastal Plain RPO area Transit services and route information as well as any other information necessary for plan development.

### **II-A-9 Mapping/Data Inventory**

**Estimated Percentage: 5%**

The RPO will create and maintain a database of maps and shapefiles for the region, including but not limited to zoning, land use, transportation, and infrastructure. In addition, the RPO will review current mapping and databases to determine what is available and what is needed.

**Deliverables:** A listing or database of available maps and data for use by the RPO and a list of items needed for future evaluation of the RPO.

## **II-B Long Range Transportation Plan (LRTP)**

### **II-B-1 Collection of Data**

**Estimated Percentage: 10%**

The Upper Coastal Plain RPO will collect GIS data from each county as well as municipalities which maintain independent data sets. The RPO will also collect data as requested by NCDOT–TPB to assist with the development of any Comprehensive Transportation Plans in progress. Additionally, the RPO will collect data to determine study needs and recommend special studies and will provide coordination for CTPs.

**Deliverables:** In-house inventory of RPO region GIS data set; CTP data collection; Evaluate and rank special study needs for the RPO

### **II-B-2 Collection of Network Data**

**Estimated Percentage: 8%**

The Upper Coastal Plain RPO will work with NCDOT-TPB to collect data including but not limited to: 1) posted speed limit; 2) width/lanes; 3) segment length; 4) traffic signal locations.

**Deliverables:** Data available to NCDOT upon request

### **II-B-3 Travel Surveys**

**Estimated Percentage: 3%**

The Upper Coastal Plain RPO will develop and distribute surveys in coordination with NCDOT Transportation Planning Branch as part of the Wilson County CTP development. This survey will identify information regarding origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Additionally, the RPO will collect the surveys and organize the data accordingly.

**Deliverables:** Completed survey with results of survey provided to NCDOT for CTP development.

**II-B-8 Highway Element of the LRTP**  
**Estimated Percentage: 4%**

The Upper Coastal Plain RPO will coordinate with NCDOT to evaluate projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. If major deficiencies are found with the existing plan, alternative plans will be evaluated. Alternatives that may be considered include (1) a Do-Nothing Alternative, (2) Alternative Modes, (3) Travel Demand Management, and (4) Alternative Design: Types and Standards.

**Deliverables:** Evaluation provided to NCDOT as requested as part of CTP development

**II-B-10 Bicycle & Pedestrian Element of the LRTP**  
**Estimated Percentage: 3%**

The Upper Coastal Plain RPO will update the inventory of existing and proposed bicycle and pedestrian elements to be included in the CTP.

**Deliverables:** Inventory of existing and proposed bicycle and pedestrian facilities provided to NCDOT.

**II-B-17 Air Quality Planning/ Conformity Analysis**  
**Estimated Percentage: 4%**

The Upper Coastal Plain RPO will inform member governments of funding availability, call for projects, and other prudent information regarding Air Quality and Conformity Analysis. The RPO will work with member governments to develop applications for CMAQ funds and develop any resolution of support requested by applicants and approved by TCC as well as TAC.

**Deliverables:** Correspondence to member governments informing of potential funding; Resolutions and letters of support as requested by RPO members.

## **III-A Plan Work Program**

### **III-A Planning Work Program (PWP)**

**Estimated Percentage: 7%**

The Upper Coastal Plain RPO will annually prepare a Planning Work Program (PWP) which will provide detail on the projects, activities, and programs scheduled for the fiscal year as well as revise the current PWP as necessary.

**Deliverables:** A detailed Planning Work Program for FY 2009-2010 and updates to current PWP as necessary.

## **III-B Transportation Improvement Program (TIP)**

### **III-B Transportation Improvement Program (TIP)**

**Estimated Percentage: 5%**

The RPO will develop and prioritize a list of transportation projects and needs for the 2011-2017 TIP. The RPO will continue to work with the RTCC and RTAC in developing TIP priorities. Additionally, the RPO will assist member towns and counties in TIP planning and identifying individual needs and will assist the towns in filing the scoring sheets used for project ranking.

**Deliverables:** TIP project recommendations; RTCC and RTAC minutes related to TIP prioritization.

## **III-C Civil Rights Cmp./Otr. Reg. Reqs.**

### **III-C-2 Environmental Justice**

**Estimated Percentage: 1%**

The Upper Coastal Plain RPO will comply with the principles of Environmental Justice as it relates to low income and minority groups.

**Deliverables:** Documentation of public involvement geared toward minority or low-income areas.

### **III-C-7 Public Involvement** **Estimated Percentage: 4%**

The Upper Coastal Plain RPO will comply with the Public Involvement Plan established by the RPO and ensure that the public is fully involved and properly notified. In addition, the RPO will make periodic presentations and conduct public meetings.

**Deliverables:** Update Public Involvement Plan, update website, presentations to member governments and other agencies, and provide copies of all public involvement materials developed by the RPO including but not limited to press releases, news stories, editorials, radio/TV announcements, brochures, public meeting agendas or announcements, or other handouts.

## **III-D Incidental Planning and Project Development**

### **III-D-3 Special Studies** **Estimated Percentage: 11%**

Those studies and projects not covered by another task item in the PWP will fall into this line item. This may include projects required by the NCDOT Transportation Planning Branch or member local governments as directed by the RTAC or PWP. For this fiscal year, the RPO will focus on evaluating and identifying special studies for future PWPs as well as completing unforeseen projects. In order to accomplish this, the RPO will create a Special Studies subcommittee consisting of RPO members who will be responsible for setting guidelines and direction for future projects. The RPO will also develop a list of projects in response to the potential economic stimulus package proposed by the Federal Legislature.

**Deliverables:** Provide an evaluation of special studies as well as list of possible special studies for future PWPs; provide a prioritized list of projects to NCDOT Strategic Planning office as requested for the potential economic stimulus package proposed by the Federal Legislature; other information, reports, or evaluations as requested by NCDOT.

### **III-D-4 Regional or Statewide Planning**

**Estimated Percentage: 10%**

The RPO will provide staffing and organizational assistance to each county level Transportation Committee as well as provide assistance with development of planning activities. The RPO will also participate in the local MPO (CAMPO and Rocky Mount MPO) meetings to represent the RPO's interest. The RPO will also participate in state wide NCARPO meetings as well as any other regional meetings that occur.

**Deliverables:** Documentation, as requested, of participation in local, regional and state level Transportation Committee or RPO meetings.

### **III-E Administration and Services**

#### **III-E Administration and Services**

**Estimated Percentage: 20%**

Upper Coastal Plain RPO will expend administrative time for attending committee meetings, preparing agendas and minutes to these meetings, training, preparing progress reports, documenting expenditures for the various planning work items, and filing for reimbursement of expenditures. RPO staff will also be responsible for the administrative functions of both the RTCC and RTAC, and maintaining current membership and voting eligibility lists. Staff will develop and/or amend RTCC bylaws and RTAC bylaws. Staff will also maintain administrative procedural documents pertaining to RPO functions, such as Prospectus, Memorandum of Understanding, Funding Agreement, RTCC and RTAC Bylaws, Public Involvement Plan and other administrative agreements and procedures.

**Deliverables:** RTAC and RTCC meeting agendas, handouts, minutes and other related materials; Quarterly and annual progress reports submitted to NCDOT for funding reimbursement; amended RTAC and RTCC bylaws; updated Prospectus; other administrative documentation as necessary or requested by NCDOT.

**Upper Coastal Plain RPO**

**PWP FY 08-09**

TASK CODE	TASK DESCRIPTION	RPO Program Funds			%
		Highway / Transit		TOTAL	
		Local 20%	State 80%		
<b>II-A</b>	<b>Surveillance of Inventory Data:</b>				
II-A-1	Traffic Volume Counts	-	-	\$0	0.00%
II-A-2	Status of Transportation Plans	\$ 522	\$ 2,087	\$2,609	2.00%
II-A-3	Street System Inventory	-	-	\$0	0.00%
II-A-4	Traffic Accidents	-	-	\$0	0.00%
II-A-5	Transit System Data	\$ 783	\$ 3,131	\$3,913	3.00%
II-A-6	Dwelling Unit, Pop. & Emp. Change	-	-	\$0	0.00%
II-A-7	Air Travel	-	-	\$0	0.00%
II-A-8	Vehicle Occupancy Rates (Counts)	-	-	\$0	0.00%
II-A-9	Mapping / Data Inventory	\$ 1,304	\$ 5,218	\$6,522	5.00%
II-A-10	Central Area Parking Inventory	-	-	\$0	0.00%
II-A-11	Bike & Ped. Facilities Inventory	-	-	\$0	0.00%
<b>II-B</b>	<b>Long Range Transportation Plan:</b>				
II-B-1	Collection of Data	\$ 2,609	\$ 10,435	\$13,044	10.00%
II-B-2	Collection of Network Data	\$ 2,087	\$ 8,348	\$10,435	8.00%
II-B-3	Travel Surveys	\$ 783	\$ 3,131	\$3,913	3.00%
II-B-4	Forecast of Data to Future Year	-	-	\$0	0.00%
II-B-5	Community Goals & Objectives	-	-	\$0	0.00%
II-B-6	Forecast of Future Travel Patterns	-	-	\$0	0.00%
II-B-7	Capacity Deficiency Analysis	-	-	\$0	0.00%
II-B-8	Highway Element of the LRTP	\$ 1,044	\$ 4,174	\$5,218	4.00%
II-B-9	Transit Element of the LRTP	-	-	\$0	0.00%
II-B-10	Bicycle & Ped. Element of the LRTP	\$ 783	\$ 3,131	\$3,913	3.00%
II-B-11	Airport/Air Travel Element of LRTP	-	-	\$0	0.00%
II-B-12	Collector Street Element of LRTP	-	-	\$0	0.00%
II-B-13	Rail, Water or Other Mode of LRTP	-	-	\$0	0.00%
II-B-14	Freight Movement/Mobility Planning	-	-	\$0	0.00%
II-B-15	Financial Planning	-	-	\$0	0.00%
II-B-16	Congestion Management Strategies	-	-	\$0	0.00%
II-B-17	Air Qual. Planning/Conformity Anal.	\$ 1,044	\$ 4,174	\$5,218	4.00%
<b>III-A</b>	<b>Planning Work Program</b>	\$ 1,826	\$ 7,305	\$9,131	7.00%
<b>III-B</b>	<b>Transp. Improvement Plan</b>	\$ 1,304	\$ 5,218	\$6,522	5.00%

<b>III-C</b>	<b>Cvi Rgts. Cmp./Otr .Reg. Reqs.</b>				
III-C-1	Title VI	-	-	\$0	0.00%
III-C-2	Environmental Justice	\$ 261	\$ 1,044	\$1,304	1.00%
III-C-3	Indirect and Cumulative Impact Anal.	-	-	\$0	0.00%
III-C-4	Minority Business Enterprise Plng.	-	-	\$0	0.00%
III-C-5	Planning for the Elderly & Disabled	-	-	\$0	0.00%
III-C-6	Safety/Drug Control Planning	-	-	\$0	0.00%
III-C-7	Public Involvement	\$ 1,044	\$ 4,174	\$5,218	4.00%
III-C-8	Private Sector Participation	-	-	\$0	0.00%
<b>III-D</b>	<b>Incidental Plng. &amp; Project Dev.</b>				
III-D-1	Transportation Enhancement Plng.	-	-	\$0	0.00%
III-D-2	Enviro. Analysis & Pre-TIP Plng.	-	-	\$0	0.00%
III-D-3	Special Studies	\$ 2,870	\$ 11,479	\$14,348	11.00%
III-D-4	Regional or Statewide Planning	\$ 2,609	\$ 10,435	\$13,044	10.00%
<b>III-E</b>	<b>Administration &amp; Services</b>	\$ 5,217	\$ 20,869	\$26,086	20.00%
<b>TOTALS</b>		<b>\$26,088</b>	<b>\$104,351</b>	<b>\$ 130,439</b>	<b>100.00%</b>

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A.P. Coleman, Chair,  
Upper Coastal Plain RPO TAC

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Date

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Daniel N. Van Liere, Secretary,  
Upper Coastal Plain RPO TAC

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Date