RPO Prospectus & Planning Work Program

The Framework for RPO Work Tasks

RPO 101 Session

January 30, 2014

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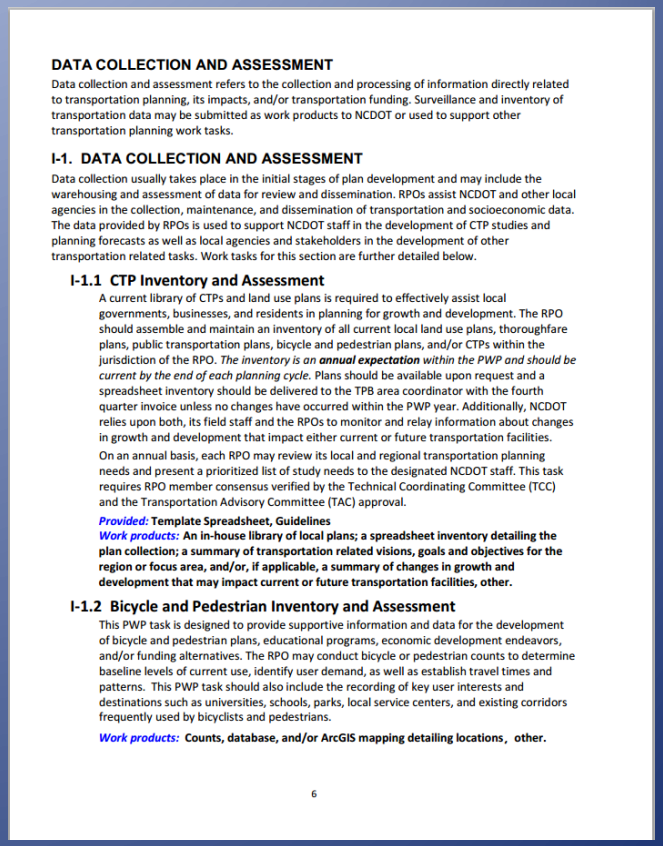
What is the Prospectus?

In a nutshell, the Prospectus is the document that tells us what types of activities we are allowed to spend RPO funds on. It organizes the activities into a set of categories.



DATA COLLECTION AND ASSESSMENT

Data collection and assessment refers to the collection and processing of information directly related to transportation planning, its impacts, and/or transportation funding. Surveillance and inventory of transportation data may be submitted as work products to NCDOT or used to support other transportation planning work tasks.

I-1. DATA COLLECTION AND ASSESSMENT

Data collection usually takes place in the initial stages of plan development and may include the warehousing and assessment of data for review and dissemination. RPOs assist NCDOT and other local agencies in the collection, maintenance, and dissemination of transportation and socioeconomic data. The data provided by RPOs is used to support NCDOT staff in the development of CTP studies and planning forecasts as well as local agencies and stakeholders in the development of other transportation related tasks. Work tasks for this section are further detailed below.

I-1.1 CTP Inventory and Assessment

A current library of CTPs and land use plans is required to effectively assist local governments, businesses, and residents in planning for growth and development. The RPO should assemble and maintain an inventory of all current local land use plans, thoroughfare plans, public transportation plans, bicycle and pedestrian plans, and/or CTPs within the jurisdiction of the RPO. *The inventory is an **annual expectation** within the PWP and should be current by the end of each planning cycle.* Plans should be available upon request and a spreadsheet inventory should be delivered to the TPB area coordinator with the fourth quarter invoice unless no changes have occurred within the PWP year. Additionally, NCDOT relies upon both, its field staff and the RPOs to monitor and relay information about changes in growth and development that impact either current or future transportation facilities.

On an annual basis, each RPO may review its local and regional transportation planning needs and present a prioritized list of study needs to the designated NCDOT staff. This task requires RPO member consensus verified by the Technical Coordinating Committee (TCC) and the Transportation Advisory Committee (TAC) approval.

Provided: **Template Spreadsheet, Guidelines**

Work products: **An in-house library of local plans; a spreadsheet inventory detailing the plan collection; a summary of transportation related visions, goals and objectives for the region or focus area, and/or, if applicable, a summary of changes in growth and development that may impact current or future transportation facilities, other.**

I-1.2 Bicycle and Pedestrian Inventory and Assessment

This PWP task is designed to provide supportive information and data for the development of bicycle and pedestrian plans, educational programs, economic development endeavors, and/or funding alternatives. The RPO may conduct bicycle or pedestrian counts to determine baseline levels of current use, identify user demand, as well as establish travel times and patterns. This PWP task should also include the recording of key user interests and destinations such as universities, schools, parks, local service centers, and existing corridors frequently used by bicyclists and pedestrians.

Work products: **Counts, database, and/or ArcGIS mapping detailing locations, other.**

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How is the Prospectus Organized?

- Section I – Data Collection & Assessment
  - §I-1 – Data Collection & Assessment (12 subcategories)
- Section II – Transportation Planning
  - §II-1 – Comprehensive Transportation Plan Development
    - II-1.1 – Develop CTP Vision (2 subcategories)
    - II-1.2 – Conduct CTP Needs Assessment (3 subcategories)
    - II-1.3 – Analyze Alternatives & Environmental Screening (2 subcategories)
    - II-1.4 – Develop Final Plan (6 subcategories)

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How is the Prospectus Organized?

- Section II – Transportation Planning (continued)
  - §II-2 – Prioritization & Program Development
    - II-2.1 – Local Project Prioritization (2 subcategories)
    - II-2.2 – STIP Participation (1 subcategory)
  - §II-3 – Project Development
    - II-3.1 – Problem Statement & Purpose and Need (2 subcategories)
    - II-3.2 – Merger Process (2 subcategories)
    - II-3.3 – Indirect & Cumulative Effects (1 subcategory)

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How is the Prospectus Organized?

- Section II – Transportation Planning (continued)
  - §II-4 – General Transportation Planning
    - II-4.1- General Transportation Planning Tasks (6 subcategories)
    - II-4.2 – Title VI (4 subcategories)
- Section III – Administration of Transportation Planning & Policies
  - §III-1 – Administrative Documents & Public Involvement
    - III-1.1 – Administrative (6 subcategories)
    - III-1.2 – Public Involvement (2 subcategories)

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But How Do I Actually Use This?

The Prospectus serves as the basis for developing the Planning Work Program (PWP).

Whereas the Prospectus tells you what you can do, the PWP says what you think you will do this year.

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Developing Your PWP

The PWP serves three main roles:

- *States what activities you plan to pursue*
- *Sets budgets for completing those activities*
- *Serves as basis for evaluation at end of year*

You will set budgets for the **6** main sections within the document and activities/tasks for the **51** subcategories (these match with the Prospectus).

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Developing Your PWP

Your PWP might look like this:

FY 2013-2014
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE
Triangle Area Rural Planning Organization

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PRODUCT # (IF APPLICABLE)	RPO PROGRAM FUNDS HIGHWAY/TRANSIT LOCAL 20%	STATE 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT							
I-1	DATA COLLECTION AND ASSESSMENT				$ 3,600	$ 14,400	$ 18,000
I-1.1	CTP Inventory and Assessment						
	Inventory of Existing CTPs and Transportation-related Plans	Spreadsheet	Triangle Area RPO	1314_000			
	Inventory of Existing Local Land Use Plans	Spreadsheet	Triangle Area RPO	1314_000			
	Updated Regional Map of Adopted CTPs and Thoroughfare Plans	Mapping	Triangle Area RPO	1213_001			
I-1.2	Bicycle and Pedestrian Inventory and Assessment						
	Updated Sidewalk/Greenway Inventory	GIS Data	Triangle Area RPO	1314_000			
	Regional Map of Pedestrian & Bicycle Plans	Mapping	Triangle Area RPO	1213_001			
	Participate in Sanford Bike Plan Steering Committee	Meeting Participation	Sanford City	1213_004			
	Participate in Siler City Pedestrian Plan Steering Committee	Meeting Participation	Siler City Town	1213_007			
	Participate in Making Moore Connections Meetings	Meeting Participation	MOORE	1213_005			
I-1.3	Parking Inventories						
I-1.4	Vehicle Occupancy Rates (VOR) Counts and Assessment						
I-1.5	Traffic Volume Counts and Assessment						
	Collection of available count data from NCDOT/locals (in native format)	Other	Triangle Area RPO	1314_000			
I-1.6	Crash Data and Assessment						
	Updated Map(s) of Crash Locations (based on NCDOT data)	Mapping	Triangle Area RPO	1314_000			
I-1.7	Public Transportation Service Data and Assessment						
	Updated Map(s) of Transit Routes/Service Areas	Mapping	Triangle Area RPO	1314_000			
I-1.8	Multimodal Data Collection and Assessment						
	Plan/Report on Coordinating Bike/Ped Plans across region	Report	Triangle Area RPO	1213_001			
I-1.9	Freight Data Collection and Assessment						
I-1.10	Socioeconomic Data Inventory						
	Organization of training session for local planners on census data	Other	Triangle Area RPO	1314_001			
I-1.11	Environmental and Land use Data Inventory and Assessment						
	Inventory of available GIS layers from local and regional sources	Spreadsheet	Triangle Area RPO	1314_000			
	Updated Regional Map of Local Land Use Plans	Mapping	Triangle Area RPO	1314_000			
	Online Project Information Database and Map	Other	Triangle Area RPO	1314_002			
I-1.12	Demographic Data Collection and Assessment						
	Map(s) of Low-income, Minority, Disabled, & LEP populations	Mapping	Triangle Area RPO	1314_000			
II. TRANSPORTATION PLANNING							
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT				$ 7,117	$ 28,469	$ 35,586
II-1.1	Develop CTP Vision						
II-	CTP [illegible] Set						

SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.

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This Seems Very Rigid…Is There Any Flexibility?

YES!

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Flexibility in the Prospectus & PWP

There are many tasks that are completely legitimate for the RPO to conduct, which are not expressly spelled-out in the Prospectus. But the Prospectus is *descriptive* of tasks, not *prescriptive*.

*As long as you can legitimately connect the activity to an item that <u>is</u> in the Prospectus, then you <u>can</u> do it!**

**With approval of your PWP by both TPB and your TAC*

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Flexibility in the Prospectus & PWP

- There are also tasks that could fall into multiple categories – you have the discretion to decide which is most appropriate for your circumstances
- You could also have one project split into multiple tasks/deliverables (possibly in multiple categories), or combined into one deliverable
- Additionally, you have the ability to make administrative changes to your PWP throughout the year (such as adding new tasks/deliverables as they pop up) without going through the full amendment process
- Finally, you have the ability to amend the PWP if there are major changes requiring budget shifts between the six major categories (for example, if a major project either pops up or goes away unexpectedly)

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Show Me Some Examples…

Activity Time!

A Few Details…

- PWPs are developed in Spring – must be TAC-approved & submitted to TPB by May 16th this year (discuss your draft PWP with your TPB coordinator in advance)
- PWP Amendments for current year must be approved & submitted by the end of May each year
- Quarterly Invoices are due 1 month + 10 days after the end of each quarter (November 10, February 10, May 10, August 10)
- All PWPs and Invoices get submitted through "Connect" website

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Wrapping Things Up

You should use the process of writing your PWP as an opportunity to really reflect on what your RPO is accomplishing, what you would like to accomplish, and what is the best way for you to organize those tasks. *Do not simply take last year's PWP and update the dates and names!*

And talk to your fellow RPO planners and your TPB coordinator – we are all here to help!

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Questions?

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	NWPRPO	PBRPO	PTRPO	RRRPO	TARPO	UCPRPO
I-1 Data Collection and Assessment	**$ 34,560**	**$ 29,000**	**$ 12,250**	**$ 10,000**	**$ 28,000**	**$ 26,000**
I-1.1 CTP Inventory & Assessment	Review approved CTPs for FY 14-15	Annual List of Prioritized CTP Needs	Annual List of Priortized CTP Needs	Annual List of Prioritized CTP Needs	Inventory of existing CTPs and transportation-related plans; Inventory of existing local land use plans; Updated regional map of adopted CTPs & thoroughfare plans	Annual list of prioritized CTP needs
I-1.2 Bicycle & Pedestrian Inventory and Assessment	Town of Jonesville Pedestrian Plan	GIS layers for existing & proposed bike and ped facilities in Windsor; GIS layers for bike & pedestrian facilities	Update sidewalk inventory data; update sidewalk inventory report	--	updated sidewalk/greenway inventory; regional map of pedestrian & bicycle plans; Sanford Bike Plan; Siler City Pedestrian Plan; Making Moore Connections	GIS layers for existing & proposed ped facilities; pedestrian report development
I-1.3 Parking Inventories	--	--	--	--	--	--
I-1.4 Vehicle Occupancy Rate Counts and Assessment	--	--	--	--	--	--
I-1.5 Traffic Volume Counts and Assessment	General traffic counts as needed	Traffic counts	Local requests for traffic volume data	--	Collection of available count data from NCDOT/locals	--
I-1.6 Crash Data & Assessment	Northwest Piedmont RPO County Priorities (crash data)	Collect crash data from TEAAS	Local requests for data	--	Updated maps of crash locations (based on NCDOT data)	--
I-1.7 Public Transportation Service Data & Assessment	Northwest Piedmont RPO County priorities (transit priorities)	RPO/Transit workshops	Attend Rural Transportation Agency Meetings	Gathering counties' needs for SPOT projects	Updated maps of transit routes/service areas; participate/coordinate with DCHC on their LCP update	Locally Coordinated Plan (LCP) for UCPRPO
I-1.8 Multimodal Data Collection & Assessment	--	--	Provide data summary for rural transportation providers and local governments	report documenting gaps in bicycle/pedestrian planning	Plan/report on coordinating bike/ped plans across region	--
I-1.9 Freight Data Collection & Assessment	--	--	--	Contribute to the regional freight study		
I-1.10 Socioeconomic Data Inventory	Updated Census data	--	Provide data for HUD Sustainable Communities project	Work with Metrolina Regional Model; collect 2012 and 2013 SE update	Organization of training session for local planners on census data	--
I-1.11 Environmental & Land Use Data Inventory and Assessment	Stokes County CTP existing land use & zoning; Water/sewer data for Stokes County CTP; Davie County existing land use & zoning; Town of Mocksville existing land use & zoning	Updated parcel & centerline data for Halifax County; updated parcel & centerline data for Northampton County; updated parcel & centerline data for Hertford County; updated parcel & centerline data for Bertie County	Provide data for HUD Sustainable Communities project	Update land use, local transportation and pedestrian data	Inventory of available GIS layers from local & regional sources; updated regional map of local land use plans; online project information database and map	Updated parcel & centerline data for Edgecombe County; updated parcel & centerline data for Johnston County; updated parcel & centerline data for Nash County; updated parcel & centerline data for Wilson County
I-1.12 Demographic Data Collection & Assessment	Census data update for CTPs and land use plans	--	Provide data for ongoing projects and local requests	Maps of low-income, minority, disabled, and LEP populations	Maps of low-income, minority, disabled, and LEP populations	--
II-1 Comprehensive Transportation Plan Development	**$ 20,761**	**$ 10,000**	**$ 32,500**	**$ 33,000**	**$ 25,586**	**$ -**
II-1.1.a CTP Study Setup	Stokes County CTP	--	Convene steering committee for Caswell County CTP; convene steering committee for Liberty CTP; convene steering committee for Randleman CTP; convene steering committee for Stoneville CTP	Set up steering committee for Locust/Red Cross CTP	--	--

	NWPRPO	PBRPO	PTRPO	RRRPO	TARPO	UCPRPO
II-1.1.b Local CTP Vision	Yadkin County CTP; Stokes County CTP	--	Organize & run steering committee meetings for Caswell Co, Liberty, Stoneville, and Randleman CTPs; distribute and analyze CTP survey and report results for Caswell Co, Liberty, Stoneville, and Randleman CTPs; develop vision statement for Caswell Co, Liberty, Stoneville, and Randleman CTPs (12 tasks)	Distribute and analyze CTP report for Locust/Red Cross; organize & run steering committee meetings for Locust/Red Cross; distribute and analyze CTP survey and report results for Locust/Red Cross; develop vision statement for Locust/Red Cross	Participation in Moore County CTP meetings; participation in Chatham County CTP meetings; participation in NC 211 corridor study meetings	--
II-1.2.a Data Collection & Assessment	Stokes County CTP data	Meeting facilitation for Hertford County	Assimilate land use, alternative transportation, or other plan data for Caswell Co, Liberty, Stoneville, and Randleman CTPs; compile relevant US census data and demographics for Caswell Co, Liberty, Stoneville, and Randleman CTPs (8 tasks)	Update land use, local transportation and pedestrian data for Locust/Red Cross CTP; population, households and other US census based data for Locust/Red Cross CTP	data on roads, sidewalks, bike facilities and transit facilities for Chatham Co CTP; data on roads, sidewalks, bike facilities and transit facilities for Moore Co CTP; review and comment on US 15-501 traffic forecast	--
II-1.2.b Current and Future Year Data Endorsements	Yadkin County CTP deficiency maps	--	--	Red Cross/Locust Plan	Map of current and future SE data for Chatham County; map of current and future SE data for Moore County	--
II-1.2.c Deficiency Assessment	Stokes County CTP deficiency maps for meetings	Help identify deficiencies for Hertford County CTP	--	Red Cross/Locust Plan	Assistance to NCDOT in review of deficiencies for Chatham Co CTP; assistance to NCDOT in review of deficiencies for Moore Co CTP	--
II-1.3.a Alternatives Assessment	--	Help identify alternatives for Hertford County CTP	Asheboro CTP; Madison-Mayodan CTP	Red Cross/Locust Plan	Assistance to NCDOT in development/review of alternatives for Chatham Co CTP; assistance to NCDOT in development/review of alternatives for Moore Co CTP	--
II-1.3.b Local Alternative Consensus	Yadkin County CTP meetings to gain consensus on alternatives; Stokes County CTP	Review and assist in finalizing road inventory for Hertford County CTP	Asheboro CTP; Madison-Mayodan CTP	Red Cross/Locust Plan	Assistance to local communities in selecting LPA(s) for Chatham Co CTP; assistance to local communities in selecting LPA(s) for Moore Co CTP	--
II-1.4.a Develop CTP Maps	QC of Stokes County CTP maps	assist on presenting and advertising public workshops for draft Hertford Co CTP	Develop CTP Transit, Highway, Pedestrian, and Bicycle Maps for Caswell County, Liberty, Randleman, and Stoneville CTPs (4 tasks)	Develop CTP Transit Map for Red Cross/Locust	Review CTP maps for Chatham County; review CTP maps for Moore County	--
II-1.4.b Local Endorsement	Yadkin County CTP; Stokes County CTP	assist in local adoption of CTP maps and report for Hertford County	present CTP maps to council and RPO for adoption for Asheboro CTP; present CTP maps to council and RPO for adoption for Madison-Mayodan CTP	Red Cross/Locust Plan	Assistance with public workshops/hearings, local meetings for Chatham Co CTP; assistance with public workshops/hearings, local meetings for Moore Co CTP	--
II-1.4.c Adopt Plan	TCC/TAC Yadkin County CTP Endorsement	--	Present Asheboro CTP plan report for adoption; present Madison-Mayodan CTP plan report for adoption	Red Cross/Locust Plan	Assistance with presentations/ meetings for Chatham County plan adoption; assistance with presentations/ meetings for Moore County plan adoption	--

	NWPRPO	PBRPO	PTRPO	RRRPO	TARPO	UCPRPO
II-1.4.d CTP Document	Presentation of Yadkin County CTP to TCC/TAC	--	Develop Asheboro CTP report and revise based on comments; develop Madison-Mayodan CTP report and revise based on comments	Red Cross/Locust Plan	review of Chatham CTP document/assistance with developing content; review of Moore CTP document/assistance with developing content; review of Orange CTP document/assistance with developing content	--
II-1.4.e CTP and Local Land Use Revisions	TCC & TAC endorsement of Yadkin County CTP	--	--	--	--	--
II-1.4.f Development of Local Implementation Strategies	--	--	--	--	--	--
II-2 Prioritization & Program Development	**$ 7,800**	**$ 12,750**	**$ 12,200**	**$ 6,500**	**$ 11,000**	**$ 10,000**
II-2.1.a Local Project Prioritization	NWPRPO Davie County Advisory Committee; NWPRPO Stokes County Advisory Committee; NWPRPO Surry County Advisory Committee; NWPRPO Yadkin County Advisory Committee	Public input and participation	Conduct meetings to determine priorities; SPOT prioritization of transit projects	SPOT prioritization of transit projects	Development of process for local transit project scoring; documentation of results from SPOT 3.0; working with jurisdictions on developing SPOT project lists	--
II-2.1.b Project Entry and SPOT Prioritization Process	Prioritize STIP projects for TIP	TAC/TCC Input and Participation; Project Analysis	transit projects	transit projects	Entry of project data for SPOT 3.0	SPOT 2013 project list
II-2.2.a STIP Participation	Public review of 2013-2023 draft STIP	--	Convene county TIP prioritization meetings; provide feedback on draft STIP at hearings	Create spreadsheet to show point distribution	Review and analysis/comments for STIP	--
II-3 Project Development	**$ 3,279**	**$ 6,250**	**$ 13,450**	**$ 2,000**	**$ 3,000**	**$ -**
II-3.1.a Purpose & Need Data	--	Average daily traffic count; crash data collection	Develop purpose & need data for ongoing and existing CTPs	--	Develop information to support NCDOT PDEA branch (as needed)	--
II-3.1.b Public Involvement Strategies	--	Community outreach for project solicitation	Public newsletter; communicate Health Impact Assessment methodology	--	Assist NCDOT PDEA with workshops (as needed)	--
II-3.2.a Merger Meeting Attendance	Attend Merger meetings	Merger process meetings; Complete Street training class	Attend Merger meetings as needed	Attend merger meetings and update status to TCC members	Attend Merger meetings (as needed)	--
II-3.2.b Review & Comment	Notes from Merger meeting	Local RPO project input	--	--	Review and comment on minutes, draft documents, etc. (as needed)	--
II-3.3.a ICE Assessment of Probable Growth	--	--	Attend ICE meetings	Attend ICE meetings	--	--
II-4 General Transportation Planning	**$ 30,600**	**$ 36,625**	**$ 13,450**	**$ 25,125**	**$ 22,508**	**$ 40,580**
II-4.1.a Regional or Statewide Planning	Participate in HUD meetings; Northwest Piedmont Locally Coordinated Plan; Attend NCARPO meetings; YVEDDI meetings	Attendance at NCARPO, NADO, RPO America, etc.	Attendance at Rural Transportation Planning Conference; Attend RPO Quarterly meetings; Participate in HUD meetings; Clean Cities Coalition planning; Attend NCAMPO/RPO Conference	Attendance to National RPO - NADO, RPO America; Attend NCARPO Quarterly meetings; Attend annual NCAMPO/NCARPO Conference; Charlotte Regional Area for Transportation; Assisting NCDOT in the RPO administrative update	Attend NCARPO quarterly meetings; Attend annual NCAMPO/NCARPO conference; Participate in NCDOT Integration Implementation Team; Participate in NCDOT SPOT 3.0 Team; Participate in NCDOT RPO Procedure Review Team; Participate in Statewide Bike/Ped Plan webinars & meetings; Participate in Central Park Bike Plan meetings; Participate in Ft Bragg Regional Growth Management Strategy meetings; Review/comment on Functional Classification maps; Attend Department of Commerce Listening Tour session	Attendance at NCARPO/NCAMPO and other meetings; GIS data translator; Eastern North Carolina Coalition; Eastern North Carolina Coalition website maintenance

	NWPRPO	PBRPO	PTRPO	RRRPO	TARPO	UCPRPO
II-4.1.b Special Studies and Projects	Leaf-to-Vine Scenic Byway wayfinding program; Stokes County Land Use Plan; Davie County Land Use Plan; Mocksville Land Use Plan	Older Adult Transportation Service Delivery; Pedestrian Safety at US 13/17 and Woodard Rd; Truck Traffic at US 13/NC 561; Multi-modal transportation development to Halifax Co. Corp. Park; Truck Traffic Roanoke Rapids to Gaston; Bicycle and Pedestrian Planning Grant Preparation	Sidewalk inventory update/counts; Plug-in Electric Vehicle planning and implementation; Health Impact Assessments	Swift Island Bridge Project; Wadesboro; Sustainable Communities	--	UCPRPO Flex Site maintenance; NC Report app development and maintenance
II-4.1.c CMAQ Planning	Work with non-conformity counties on CMAQ grants if needed	--	--	Union County projects	Assist local governments/agencies with CMAQ applications	--
II-4.1.d Air Quality Assessment	Triad Air Awareness and development; Clean Cities coalition	--	--	Metrolina Regional model; SICM meetings	Coordination with DCHC and CAMPO on plan conformity	--
II-4.1.e Alternative Funding	Provide summary of funding options for County Advisory committees	--	--	--	--	--
II-4.1.f Training & Certification	--	TEAAS training course	AICP Certification; APA Conference	AICP Training; Carolina Thread Trail training	Participate in training (as applicable)	--
II-4.2.a RPO Affirmation of Title VI Compliance	Create plan for outreach with Stokes County CTP	Obtain and review updated Title VI requirements	--	--	Provide written affirmation of compliance	--
II-4.2.b Transportation Initiatives & ADA Compliance	Help TDP with public meetings, forms, speaking, etc.	ADA facility accessibility inventory	Compile inventory of ADA compliance plans for members	--	Collect data on elderly/disabled populations for PDEA projects (as needed)	--
II-4.2.c Environmental Justice Assessment	--	--	Provide support for HUD project and social equity work group	Map EJ areas with 2010 data & ACS updates for Stanly County; map EJ areas with 2010 data & ACS updates for Union County; map EJ areas with 2010 data & ACS updates for Anson County	Collect data on low-income/minority populations for PDEA projects (as needed)	--
II-4.2.d Limited English Proficiency Assessment	--	--	--	Coordinate translation of CTP surveys into Spanish	Collect data on LEP populations for PDEA projects (as needed)	--
III-1 Administrative Documents and Public Involvement	**$ 10,791**	**$ 21,000**	**$ 26,906**	**$ 28,000**	**$ 30,000**	**$ 32,700**
III-1.1.a Planning Work Program	2014-2015 PWP	Prepare and Update PWP for FY 2014-2015	Update PWP and track progress	Prepare and Update PWP for 2012-2013	Develop FY 14-15 Planning Work Program	Prepare and Update PWP for 2014-2015
III-1.1.b Five Year Planning Calendar	2014-2019 Five Year Calendar	Prepare 5-year planning calendar for 2014-2019	Update 5 Year Calendar	Prepare 5-year planning calendar for FY 2012-2017	Develop Five Year Planning Calendar	Prepare 5-year Planning Calendar for Fy 2012-2017
III-1.1.c Quarterly Invoice & Progress Reports	Quarterly invoice and progress reports	Prepare quarterly invoice and progress report for FY 2013-14	Compile invoices and progress reports	Prepare quarterly invoice and progress report for FY 2013-14	Develop quarterly invoices and progress reports	Prepare quarterly invoice and progress report for FY 2013-14
III-1.1.d TCC/TAC Work Facilitation	TCC & TAC meetings	Prepare minutes and agenda and host PBRPO TAC and TCC meetings	Convene and conduct TCC/TAC meetings and tasks	Prepare minutes, agenda, and host TAC and TCC meetings	Development of agendas, presentations, and meeting materials; attendance at meetings; post-meeting activities (minutes, action items); coordinate state ethics requirements	Prepare minutes and agenda and host UCPRPO TAC and TCC meetings
III-1.1.e Regulatory Documents	Get approvals for MOU, Public Participation Plan, and other documents	--	Adopt new MOU for member counties	--	--	--
III-1.1.f Miscellaneous Expenses	Respond to NCDOT and member requests	Respond to member requests	Respond to unplanned requests from TAC/TCC members; GIS maintenance and license; technology (tablet, counting assistance)	Respond to member requests	Respond to member requests (as needed); setting up/filing in new office following office move	Respond to member requests
III-1.2.a Public Involvement Plan	--	Review of Public Involvement Plan	Revise and adopt public involvement plan if needed	--	--	--

	NWPRPO	PBRPO	PTRPO	RRRPO	TARPO	UCPRPO
III-1.2.b Documentation of Public Input	Update of public web page(s), newsletter, and advertising	Update PBRPO website as needed; list of public workshop attendees and comments	Document meeting attendance, update web page, and public input	Update website as needed; list of public workshop attendees and comments	Maintenance/updates of TARPO website; documentation of public input from workshops, presentations, etc.	Update UCPRPO website as needed; list of public workshop attendees and comments for Tarboro CTP; list of public workshop attendees and comments (other)