

Administration of the MPO Work Program

Description

The purpose of this procedure is to identify the main administrative actions required for NCDOT to administer the Planning Work Programs (PWP) in the Metropolitan Planning Organizations (MPO's) under 200,000, or the Unified Planning Work Program (UPWP) in MPO's over 200,000, hereinafter referred to as the work program.

Responsibility

MPO Staff is responsible for :

- developing the work program, or any revisions
- submitting the approved/revised work program in .pdf format via the MPO Planning Grants Teamsite to the TPB MPO Coordinator.

TPB MPO Coordinator is responsible for:

- reviewing work programs and recommending their approval via the MPO Planning Grants Teamsite to the MPO Program Manager. The work program will not be submitted to the PM until approved by the TPB MPO Coordinator.

TPB MPO Program Manager (PM) (currently Branch Manager) is responsible for:

- providing the MPO with the estimated PL Funds and unobligated balance available for the upcoming year,
- approving the work programs in MPO areas less than 200,000, and recommending approval for work programs in TMAs to FHWA.

The PM incorporates the individual work programs into the statewide MPO work program for submittal to FHWA. If the urbanized area is over 200,000 in population, the work program is reviewed by TPB and then submitted to FHWA and FTA (if FTA planning funds are to be used) for final approval.

Scheduling and Time Constraints

Each spring, the PM publishes an updated list of dates that apply to the work program and other planning products required in MPOs. Refer to the [MPO-RPO Deadlines](#) for important deadlines.

Note:

- Delay of Federal authorization of funds may delay development of allocations. Rescissions in Federal Funds may also affect the final PL 104(f) funds available.
- Failure of the MPO to Self-certify their planning process will result in a delay in the approval of the work program.
- Failure of the **MPO Staff** to submit any of the work program documents (cover letter, approval resolution, funding table, task-by-task description of the planning tasks) will result in a delay in the approval of the work program.
- Failure of the **TPB MPO Coordinator** to review and approve the draft or final work program will prevent the PM from reviewing and approving the work program in a timely manner, or submitting it to FHWA for approval

Procedures

Step	Action
1a	<p><i>MPO Develops New Work Program.</i></p> <p>Under Federal law, MPOs in cooperation with the State and public transit operators develop work programs for the MPO areas of the State. The MPO Staff has the responsibility for preparing the work program.</p> <ol style="list-style-type: none"> 1. Between October and January, the PM will upload to the MPO Planning Grant Teamsite (Teamsite) an allocation letter indicating the MPOs allocation of planning funds (PL 104 (f)) from FHWA, including any unobligated funds from previous years. (Refer to Yearly Allocation of PL Funds procedure). 2. The MPO Staff coordinates with the Technical Coordinating Committee (TCC) and the TPB MPO Coordinator to identify work tasks to include in the upcoming fiscal year work program. This work program should be based on the MPO 5-year planning calendar. 3. The MPO Staff prepares the draft work program and places it on the TCC and TAC agendas for information. 4. The MPO Staff submits the draft work program via the Teamsite to the TPB MPO Coordinator for review by the established deadline which is usually the last week of January (see MPO-RPO Deadlines). The TPB MPO Coordinator logs into the Teamsite and reviews the work program with their supervisor, and provides comments via email within 10 business days to the MPO Staff. The TPB MPO Coordinator approves the draft work program via the Teamsite. 5. The MPO Staff prepares the final work program and places it on the TCC and TAC agendas. The TCC recommends approval of the work program and submits it to the TAC for approval. The TAC approves the work program. <p>Note: The final work program includes a cover letter, the approval resolution, a funding table and a task-by-task description of the planning tasks that will take place during the upcoming fiscal year. It must be combined in one .pdf file and submitted by the end of March for the fiscal year that begins July 1.</p> <p>Note: In addition to the adoption resolution, the MPOs must concurrently certify that they are carrying out a valid transportation planning process that meets federal requirements. This self-certification process is described in the <i>Annual Certification Process</i> procedure and requires the adoption of a separate certification resolution. Note: The MPO must also submit a five year planning calendar that includes anticipated activities (e.g. LRTP, Air Quality Conformity, Model Development, etc.). The adopted work program, self-certification and 5-year planning calendar are uploaded as separate.pdf documents on the Teamsite. The self-certification resolution and checklist, and 5-year planning calendar do not require additional approvals by the TPB MPO Coordinator or PM. The final adopted work program must be reviewed and approved by the TPB MPO Coordinator. Once approved in the Teamsite, it will be submitted to the PM for review and approval and inclusion in the Statewide MPO work program.</p>

<p>1b</p>	<p><i>MPO Revises the Work Program (if needed).</i></p> <ol style="list-style-type: none"> 1. The MPO Staff discusses the revision with their TPB MPO Coordinator. 2. The MPO Staff prepares the revised work program and places it on the TCC and TAC agendas. The TCC recommends approval of the revised work program and submits it to the TAC for approval. The TAC approves the revised work program. <p>Note: Revisions to a work program are required if there are significant changes (100% or \$2,500, whichever is less) in the work scope for any one line item in the work program, or if there is an increase in the overall budget.</p> <p>Note: Revisions to an MPO's Planning Work Program are tracked in a TPB MS-Access database by the PM. Any revisions to an MPO's current year work program must be approved by the MPO by April 1 and submitted to the TPB MPO Coordinator by April 15. No revisions that increase or decrease the MPO's overall work program budget can be made after April 15.</p>
<p>2</p>	<p><i>Approve Work Programs.</i></p> <p>The MPO Staff submits the new/revised work program (see Sample PWP) and approval resolution with original signatures of the TAC Chair approving the work program to the TPB MPO Coordinator via the Teamsite. Areas over 200,000 (TMA's), must also send a copy of their final work programs directly to FTA.</p> <p>The TPB MPO Coordinator reviews and <u>approves</u> the work program through the Teamsite. Once approved, the work program is automatically forwarded to the TPB PM for review and approval.</p> <p>Note: The TPB PM is responsible for approving new/revised work programs for MPO's under 200,000. For TMAs, the PM reviews the work programs and submits them to FHWA and FTA (if FTA planning funds are used) for final approval.</p>
<p>3</p>	<p><i>Develop New/Revised Statewide MPO Work Program for Approval.</i></p> <p>The TPB PM creates (combines the MPOs work programs into one Statewide MPO Work Program (see Sample PL-2007 Final) or revises the existing Statewide MPO Work Program, and submits it to the NC FHWA Planning and Program Development Division for approval. <i>(The deadline is typically June 1, so FHWA will have time to approve by June 30)</i></p>
<p>4</p>	<p><i>Approve New/Revised Statewide MPO Planning Work Program.</i></p> <p>FHWA reviews the new/revised Statewide MPO Planning Work Program and approves the work programs in the TMAs and notifies NCDOT by a written memo of its approval of the Statewide MPO Work Program.</p>
<p>5</p>	<p><i>Create or Update Budget Spreadsheet.</i></p> <p>Once the new work programs are approved, the TPB PM updates the MPO's budget spreadsheet (see Sample Budget Worksheet) with the new/revised work program amount.</p>
<p>6</p>	<p><i>Enter Contract in SAP.</i></p> <p>In order for NCDOT to provide funding, the CM enters the MPO work programs in NCDOT's fiscal system, SAP, prior to June 1. (See Entering Contracts in SAP procedure).</p> <p>Note: Failure of the TPB MPO Coordinator to review and approve the draft or final work program will prevent the PM from reviewing and approving the work program in a timely manner, or submitting it to FHWA for approval</p>

7	<p><i>TPB PM provides Notice to Proceed to the MPO</i></p> <p>Once the work program has been entered in SAP and approved by Fiscal, the PM notifies the MPO Staff via memo sent through the Teamsite that their work program has been approved effective July 1, for new work plans, or effective with date of letter for revised work plans. FHWA, the TPB MPO Coordinator and the Regional Group Supervisor are also cc:'d on the email and may access electronic copies through the Teamsite. A full set of hard copies of the work plans are provided to FHWA electronically and placed in the CTP main file.</p>
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Policy, Regulatory, and Legal Requirements

Federal Statutes

[23 USC 134\(a\), \(f\)](#)

[49 USC 5303\(a\), \(b\)](#)

Primary Federal Regulations

[23 CFR 420.109](#)

[23 CFR 450.314](#)

[49 CFR 613](#)

Resources

[MPO-RPO-Deadlines](#)

[Sample PWP](#)

[Sample Budget Worksheet](#)

[Sample PL-2007 Final](#)

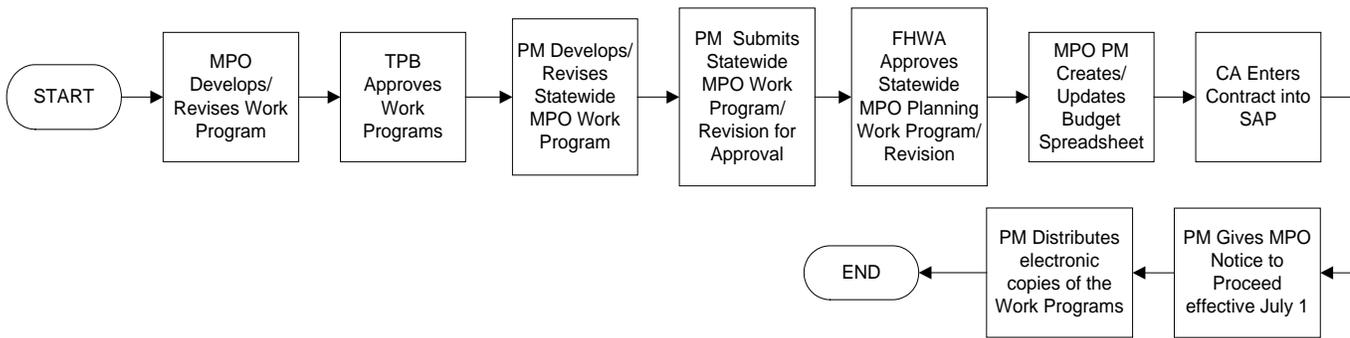
Background

Federal Law (23 U.S.C. 134, 135) and Federal Transit Administration (FTA) Section 5303, (formerly Section 8) requires states and MPO's to carry out a continuing, comprehensive, and cooperative (3-C) transportation planning process that facilitates the efficient, economical movement of people and goods. The work program is a federally required document, which must be prepared and approved annually by the MPO. The work program ensures that the planning tasks being performed are consistent with current planning regulations and that they lead to a valid long range transportation planning process by the MPO, in cooperation with the State and local transit operators. The MPO's Lead Planning Agency contact person (MPO Staff) has the responsibility for preparing the work program.

The work program lists the planning tasks to be performed within the MPO during the upcoming fiscal year, indicating who will perform the work, the schedule for completing it, and the products that will be produced. Non-attainment or maintenance areas must include transportation air quality related planning activities in their work program.

NCDOT, through the Transportation Planning Branch (TPB), has administrative responsibilities for ensuring that the MPO's are carrying out a valid transportation planning process and planning funds (PL 104(f)) are being spent appropriately. TPB is responsible for reviewing and approving the work programs, or any revisions, in the MPOs under 200,000, and for reviewing and recommending for approval to FHWA the work programs, or any revisions, in areas over 200,000 (Transportation Management Areas (TMAs)). These procedures apply to both areas unless stated otherwise.

Flowchart



Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
2	Procedures	Additional information added to procedure steps to clarify role of Attorney General in the review process and the final distribution of the approved MOU.	11/09/2009
3	Procedures	Changes to reflect online submittal of documents, and renaming of BSIP to SAP	4/26/2012
4	Procedures	Procedure's template was modified. Content untouched. Minor revisions to content to reflect processing issues.	2/6/2013
4.1	Procedure and Resources	Updated links and PWP excel spreadsheet format	1/15/2015