

## Develop MPO Prospectus

### **Description**

The purpose of this procedure is to outline the steps needed to develop or revise a Metropolitan Planning Organization (MPO) Prospectus.

### **Responsibility**

*MPO Staff* – may take a lead on drafting/updating the Prospectus.

*TPB MPO Coordinator* – may take the lead on drafting/updating the Prospectus or may be serving in a review role with the Local MPO Staff taking the lead, depending on the need for the change and the specific agreement in that area. The work tasks listed in the Prospectus are consistent among all the MPOs in North Carolina; therefore, any changes to work tasks need to be carefully reviewed by the TPB Branch Manager to determine implications for all MPOs.

### **Scheduling and Time Constraints**

A Prospectus needs to be developed for any new MPO that is established. There are no regular cycles for updating an existing Prospectus; therefore, it should be updated on an as needed basis. Examples of changes that may trigger an update include changes to the roles and responsibilities of MPO members or changes in eligible work tasks.

### **Procedure**

Step	Action
1	The TPB MPO Coordinator will determine who will take lead on updating the Prospectus.
2	The MPO Staff and TPB MPO Coordinator will review the existing and sample Prospectus.
3	The MPO Staff and TPB MPO Coordinator will draft the new Prospectus or revise the existing Prospectus to incorporate needed changes.
4	The MPO Staff will obtain the approval of the Prospectus by the MPO TAC. The TPB MPO Coordinator will coordinate NCDOT's approval. Though it is not required for the Prospectus to be signed, it must be approved by the MPO and NCDOT.
5	Following approval by the MPO, the Local MPO Coordinator is responsible for the distribution of the revised Prospectus.
6	A Prospectus must be in place prior to the development and approval of the MPO's annual work program.

### **Policy, Regulatory, and Legal Requirements**

- [23 USC Sec. 134, Metropolitan Planning](#)
- [Federal Transit Administration, Section 5303 Grant Program](#)
- [NCGS 136-18](#)

## Resources

[Sample Prospectus Prototype](#)  
[Sample Adoption Resolution](#)

## Background

State and federal law establishes the requirements for transportation planning in North Carolina. Federal funds, such as Section 104 (f) (PL) funds, are available for administering this transportation planning process in the MPO's. These funds are allocated on a reimbursement basis to the MPOs through a formula approved and administered by NCDOT.

A Prospectus is a reference document that provides detailed descriptions of work tasks for which transportation planning funds may be expended. The Prospectus defines the work tasks, how they are to be done, and the roles and responsibilities of the supporting agencies. These work tasks are then referenced in the Planning Work Program (Work Program), which is an annual funding document that identifies the work tasks that are to be accomplished in the upcoming fiscal year. In following the procedure to reimburse transportation planning expenditures (see [Process MPO Invoices](#) procedure), the TPB MPO Coordinator may reference both the Work Program and the Prospectus when processing PL invoices.

## Flowchart

None

## 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	Procedure's template was modified.	1/15/2013
2.1	Resources	Updated Prospectus prototype and Adoption Resolution samples	1/15/2015