

Develop/Update RPO Prospectus

Description

The purpose of this procedure is to outline the steps needed to develop or revise a Rural Planning Organization (RPO) Prospectus. The RPO Local Staff or the TPB RPO Coordinator will use this procedure as a guide when drafting or updating a Prospectus.

Responsibility

The RPO Staff - is responsible for performing this procedure.

The TPB RPO Coordinator - may also take the lead on drafting/updating the Prospectus or may be serving in a review role with the Staff taking the lead, depending on the need for the change and the specific agreement in that area.

The Senior RPO Coordinator (PM) - is responsible for careful review of any changes in the Prospectus to determine implications for all RPOs, as the work tasks listed in the Prospectus are consistent among all the RPO in North Carolina.

Scheduling and Time Constraints

A Prospectus needs to be developed for any new RPO 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 RPO members or changes in eligible work tasks.

Procedure

Step	Action
1	The Local RPO Staff and TPB RPO Coordinator will review the existing Prospectus to determine if a revision is necessary.
2	Determine who will take lead on updating the Prospectus. If it is a new Prospectus then the TPB RPO Coordinator will take the lead in developing.
3	Draft the new Prospectus or revise the existing Prospectus to incorporate needed changes.
4	Once the RPO Staff and the TPB RPO Coordinator have completed the draft new or revised Prospectus, the TPB RPO Coordinator should submit it to the Senior RPO Coordinator for review in order to ensure consistency with existing Prospectuses.
5	Though it is not required for the Prospectus to be signed, it must be approved by the RPO and NCDOT. The Local RPO Staff will obtain the approval of the Prospectus by the RPO TCC and TAC.
6	Once approved by the RPO, the Local RPO Coordinator will submit it to the TPB RPO Coordinator who will coordinate NCDOT approval. Once received, the TPB RPO Coordinator will forward it to the RPO Program Manager who will be responsible for final review and approval by writing a memo to the Local RPO Coordinator.
7	Following approval by the RPO and NCDOT, the RPO Staff will be responsible for the distribution of the revised Prospectus.

Policy, Regulatory, and Legal Requirements

- [Senate Bill 1195](#)
- [Article 49 CFR 18](#)

Resources

- [RPO Manual](#)
- [Prospectus Template \(PDF\)](#)
- [Prospectus Template \(MS Word\)](#)
- [Prospectus Approval Memo Template](#)

Background

In July 2000, Senate Bill 1195 became part of Article 17 General Statute 136-210 through 213. It established RPOs as a counterpart to the existing Metropolitan Planning Organizations (MPOs). RPOs are responsible for assisting NCDOT in carrying out the transportation planning process in the rural areas. The Transportation Planning Branch (TPB) has the administrative responsibility for ensuring that the RPOs are using their funds properly and are delivering the work products identified in their Work Program.

A Prospectus is a reference document that provides detailed descriptions of work tasks for which RPO Grant 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 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, the TPB RPO Coordinator may reference both the Work Program and the Prospectus when processing RPO invoices.

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
2.0	Entire procedure	Updates based on the Prospectus review and new template	3/15/2013

Flowchart