

2016-2017

**Unified Planning Work Program
(UPWP)**



High Point Metropolitan Planning Organization
UNIFIED PLANNING WORK PROGRAM (UPWP) -FY16-17

July 1, 2016 to June 30, 2017

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

Funding Summary FY 2016-2017 (PL104)

Federal Highway Administration - 80%*		\$ 464,000
Local Match - 20%*		\$ 116,000
Total*		\$ 580,000

Program Summary for MPO Planning and Administration (PL Funds)

II-A Data and Planning Support	\$ 50,000	8.62%
II-B Planning Process	\$ 305,000	52.59%
III-A Planning Work Program	\$ 20,000	3.45%
III-B Transp. Improvement Plan	\$ 40,000	6.90%
III-C Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 35,000	6.03%
III-D Statewide and Extra-Regional Planning	\$ 30,000	5.17%
III-E Management Ops, Program Support Admin	\$ 100,000	17.24%
TOTAL	\$ 580,000	100.00%

HIGH POINT MPO 2016-2017 UPWP Narrative

UPWP Overview

This Unified Planning Work Program (UPWP) for the High Point Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2016-2017 (from July 1, 2016 through June 30, 2017). The goal of the MPO is to ensure a continuing, cooperative, and comprehensive ("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

- Local and regional MPO member governments and agencies
- North Carolina Department of Transportation (NCDOT)
- Federal Highway Administration (FHWA), and
- Federal Transit Administration (FTA)

This document outlines metropolitan planning requirements and issues; then presents a work program of planning activities to address them during the fiscal years 2016-2017.

Federal Requirements

The FAST Act in concert with the Clean Air Act as Amended, continues the Metropolitan Planning Program established under previous legislation which envisions a transportation system that maximizes mobility and accessibility and protects the human and natural environments. This is achieved through a Continuing, Cooperative, and Comprehensive (3-C) transportation planning process that results in a long-range plan and short-range program of projects.

A metropolitan planning organization is required to develop a long-range plan and a short-range transportation improvement program that provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the planning area and as an integral part of the intermodal transportation system for North Carolina and for the U. S. Major components that feed into the development of the long range plan and short range program are listed below.

Metropolitan Planning Factors & Federal Requirements

The FAST Act, signed by President Obama on December 4, 2015 adds to the defined specific planning factors to be considered when developing transportation plans and programs in a metropolitan area.

Current legislation calls for MPOs to conduct planning that:

- Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increases the safety of the transportation system for motorized and non-motorized users
- Increases the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protects and enhances the environment, promotes energy conservation, and improves quality of life, and promotes consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promotes efficient system management and operation
- Emphasizes the preservation of the existing transportation system
- Improve resiliency & reliability of the system
- Reduce or mitigate storm-water impacts on surface transportation
- Enhance travel and tourism

Each of those eight factors is addressed through various work program tasks selected for fiscal year 2016-2017.

Public Participation and Title VI

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the Metropolitan Transportation Plan, the short-term Transportation Improvement Program, and the annual Unified Planning Work Program. In addition, MAP-21 places significant emphasis on broadening participation in transportation planning to include key stakeholders who have not traditionally been involved, including the business community, members of the public, community groups, and other governmental agencies. Effective public involvement will result in opportunities for the public to participate in the planning process.

The High Point MPO's Public Participation Plan (PPP) requires that the draft Planning Work Program (PWP) be made available for a thirty day public review and comment period. At the end of the public review and comment period a public hearing will be held. The TCC will then make a recommendation to the TAC. The PWP is presented to the TAC for approval. Upon TAC approval, the PWP is then forwarded on to the State and FHWA/FTA.

All MPO plans and programs comply with the public involvement provisions of Title VI:

Metropolitan Transportation Plan

The High Point MPO is responsible for developing the Metropolitan Transportation Plan (MTP) for a 25-year time horizon and a Metropolitan Transportation Improvement Program (MTIP) for a 10 year time horizon in cooperation with the State and with local transit operators. The MTP and MTIP are produced through a planning process which involves the region's local governments, the North Carolina Department of Transportation (NCDOT), local jurisdictions and citizens of the region. Additionally, representatives from the local offices of the U.S. Department of Transportation (US DOT) Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and the U.S. Environmental Protection Agency (US EPA) provide guidance and participate in the planning process.

The Metropolitan Transportation Plan (MTP) must include the following:

- Identification of transportation facilities (including major roadways, transit, multimodal and intermodal facilities and intermodal connectors) that function as an integrated metropolitan transportation system
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities
- A financial plan that demonstrates how the adopted transportation plan can be implemented
- Operations and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.
- Proposed transportation and transit enhancement activities.

Metropolitan Transportation Improvement Program (MTIP)

The Metropolitan Transportation Improvement Program (MTIP) must include the following:

- A priority list of proposed federally supported projects and strategies to be carried out within the MTIP period
- A financial plan that demonstrates how the MTIP can be implemented
- Descriptions of each project in the MTIP

Air Quality Conformity Process

Currently, the Davidson County, Forsyth County, and Guilford County portion of the High Point MPO is considered non-attainment for air quality. The Piedmont Authority for Regional Transportation along with the North Carolina Department of Transportation (NCDOT) assists the MPO in making a conformity determination by performing a systems level conformity analysis on the highway portion of the fiscally constrained long range metropolitan transportation plan (MTP). The Metropolitan Transportation Improvement Program (MTIP) is a subset of the Transportation Plan and is therefore covered by the conformity analysis. A conformity determination must also be made at the Federal level by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

II-A Data and Planning Support

This section covers data and processes used to support transportation planning related to transportation infrastructure.

Programmed Amount: \$50000

8.62% of staff budget

II-A-1 Networks and Support Systems

- **Traffic Volume Counts**
- **Vehicle Miles of Travel (VMT)**
- **Street System Changes**
- **Traffic Crashes**
- **Transit System Data**
- **Air Travel, etc. Total: \$ 20000**
- The High Point MPO will create and maintain spatial data, metadata for the MPO planning area.
- AADT mapping and analysis in support of planning needs.
- Summer Traffic Count Program
- Assist model team with data about the network as needed.
- VMT data provided by NCDOT as needed. Receive countywide estimates quarterly and review.

- *The High Point MPO will update local street centerline GIS data for all HPMPO counties and all counties immediately adjacent to the region. MPO Counties will be updated as needed, with metadata verified or created; the old layer will be archived with a timestamp in the filename.*

- *Acquire current and historical accident data from NCDOT*
- *Provide crash data to member governments for special projects*
- *Traffic accident mapping and analysis in support of project development*
- *Where previously geocoded data miss too many data points, manually geocode on as needed basis; anticipate attention on 3 corridors to be determined by the Complete Streets Workgroup*

- *The High Point MPO will work with Hitran and update GIS data for fixed routes, deviated fixed routes, service areas, and ridership for transit providers in the region.*
- *Maintain the project inventory geospatial and tabular data related to transit changes in CTP projects, MTP, and STIP/MTIP projects*

- *Aviation work covered in II-B*

- *Maintain the Parking Inventory Spatial Data Base for on-street and off-street public parking around central areas and activity centers as needed. Staff expects no activity in this line item this year.*

- *Maintain a GIS inventory of existing data from local, state, and federal partners related to bicycle and pedestrian transportation facilities. Obtain updated sidewalk and bike facility data from local partners.*

II-A-2 Travelers and Behaviour

- **Dwelling Unit, Population and Employment Changes**
- **Collection of Base Year Data**
- **Travel Surveys**
- **Vehicle Occupancy Rates (Counts)**
- **Travel Time Studies Total: \$ 10000**

- *HPMPO staff will update the 2010 Census baseline population and dwelling unit data with pertinent American Community Survey variables as they become available. These are primarily related to Title VI issues and include data formerly in the Census Summary File 3 taken from the long form sample in 2000.*

- *HPMPO will assist NCDOT TPB and the model team as needed with follow up or clarifications about travel behavior related to the survey.*

- *No specific vehicle occupancy rate work this fiscal year; if needed it will be covered under the II-B item it supports.*

- *Travel time studies are important elements of assessing traffic congestion and system reliability and are useful when calibrating and validating regional travel demand models. The MPO has begun the process of selecting congested corridors and performing travel time studies in these corridors on a regular basis. The MPO is interested in establishing measures of system reliability for average conditions and for special events. Staff performs peak and off-peak travel time runs on corridors approximately three times per year. The MPO uses the data to develop travel time indexes for the corridors.*

II-A-3 Transportation Modeling

- **Travel Model Update**
- **Forecast of Data to Horizon Year**
- **Forecast of Future Travel Patterns**
- **Financial Planning Total: \$ 20000**

- *HPMPO will assist NCDOT TPB and the model team with model updates as needed.*

- *HPMPO will assist NCDOT TPB and the model team as needed with follow up or clarifications about SE Data forecasts. Any outstanding documentation or metadata will be drafted.*

- *No future travel patterns work specifically programmed for MPO staff this fiscal year; if needed to support planning, it will charge to modal plan item below.*

- Update ongoing research about funding sources and refinement of long-range financial plan as needed.
- Create project-level cost estimates where SPOT, TIP, or other NCDOT-sanctioned estimates are not available.

II-B Planning Process

Tasks within this category are related to the development of the MPO Long Range Transportation Plan and Comprehensive Transportation Plan. Federal regulations require each MPO to have a fiscally-constrained long range transportation plan looking out at least 20 years. The plan must be updated every five years. The MPO also participates in the development of Comprehensive Transportation Plan (CTP) for the region. The plan is developed jointly with NCDOT and reflects the vision and long term needs of the transportation system. In addition, the MPO is responsible for a number of ongoing long-range planning activities such as corridor studies, congestion management monitoring and air quality planning.

Programmed Amount: \$305000

52.59% of staff budget

II-B-1 Targeted Planning

- **Air Quality Planning/Conformity Analysis**
- **Alternative Fuels/Vehicles**
- **Hazard Mitigation and Disaster Planning**
- **Congestion Management Strategies**
- **Freight Movement/Mobility Planning Total: \$ 20000**

The High Point Metropolitan Planning Organization includes parts of four counties (Guilford, Forsyth, Davidson, and Randolph). All or part of Guilford, Forsyth, and Davidson Counties are nonattainment or maintenance for one or more of the criteria air pollutants. Section 176(C) of the Clean Air Act as Amended requires that transportation plans, programs or projects within nonattainment or maintenance areas conform to the intent of the State Implementation plan for Air Quality (SIP). 40 CFR Part 93.102 requires that metropolitan planning organizations in nonattainment or maintenance areas determine that their transportation plans, programs, and projects conform to the intent of the SIP whenever the MPO adopts, or amends a long-range transportation plan. There is also considerable coordination needed to ensure that transportation's voice is heard when the SIP is developed or amended and when EPA proposes new national ambient air quality standards. This task item covers the technical and administrative activities needed to ensure that the MPO complies with current air quality regulations and stays current with expected air quality regulations. Typical tasks for this line item include:

Participation in interagency consultation meetings,

Reviewing air agency proposals and responding to them,

- Responding to air agency and public comments on transportation plans or programs, and
- Research and training concerning new policies, procedures, and methods. In this fiscal year, the MPO anticipates completing conformity analyses and determinations on the metropolitan transportation improvement program. These tasks should be complete by May 2015. The deliverable for this task will be a Transportation Conformity report that documents the conformity with the SIP.

- Evaluate existing projects against the CMP goals: FBRMPO staff will develop a scoring methodology and score the projects.
- Re-evaluate CMP regional hot spot corridors; add/remove as warranted and update overall CMP.

Coordinate with the adjacent MPOs, PART, and NCDOT on freight planning in the Triad Region. Continue to work on Phase II of the freight model.

II-B-2 Regional Planning

- **Community Goals and Objectives**
- **Highway Element of the CTP/MTP**
- **Transit Element of the CTP/MTP**
- **Bicycle and Pedestrian Element of CTP/MTP**
- **Airport/Air Travel Element of CTP/MTP**
- **Collector Street Element of CTP/MTP**
- **Rail, Waterway, or other Mode of the CTP/MTP Total: \$ 85000**

• HPMPO will update the CTP to include the expanded Metropolitan Area Boundary

• HPMPO will assist NCDOT TPB and the model team as needed with follow up or clarifications about travel patterns.

- Review and distill existing plans into a highway and street system plan with emphasis on complete streets (access) and congestion relief (mobility) where each is appropriate.

- Include regional transit in MTP; develop organizational model for a regional transit provider.
- Work with NCDOT PTD to update 5-year capital plans (as needed) for MPO transit providers in the region and assist providers with any changes in federal or state funding programs.

- Develop a master bike plan for High Point and incorporate bike & ped plans into system plan for bicycle facilities and system plan for pedestrian facilities.

- Incorporate input from the Complete Streets into projects throughout the MPO.

- Coordinate with the Davidson County Airport on future airport needs.

- Work with High Point on an update of the collector street element work programmed for MPO staff this fiscal year; work will be done as needed.

- Mapping in support of TIP, Merger, Long Range Planning, Prioritization, and Complete Streets including project packet maps detailing existing and future land use, zoning, EJ demographics, planning context, and natural environment.

II-B-3 Special Studies Ops: \$ 200000 Pass-Thru: \$ 150000 Total: \$ 350000

- The HPMPO staff will assist subgrantee members with reporting requirements and maintain the budgets for projects funded through this UPWP category.

The only project anticipated to carry over will be the the City of High Point Bicycle Master Plan. Projects will be developed and added as the year progresses.

III-A Unified Planning Work Program

The single task within this category relates to the preparation and monitoring of the MPO Unified Planning Work Program, and preparation of quarterly reports, the annual report, and requests for reimbursement.

Programmed Amount: \$20000

3.45% of staff budget

III-A-1 Planning Work Program Total: \$ 18000

- The High Point MPO will develop a Planning Work Program (PWP) with the guidance of the Technical Coordinating Committee (TCC) and MPO Board; Present the UPWP for approval to the Transportation Advisory Committee and the NCDOT Transportation Planning Branch.

- Develop the FY 2018-FY 2022 Planning Work Program Calendar.

III-A-2 Metrics and Performance Measures Total: \$ 2000

- Use the UPWP as the mechanism to address MAP-21 Performance Measure tracking and reporting.

- Prepare quarterly reports, the annual report, and requests for reimbursement.

- Develop a database for tracking PWP item metrics for staff.

III-B Transportation Improvement Program

This category relates directly to the identification and prioritization of transportation improvement projects within the MPO area on an on-going basis, coordination of the MTIP with the STIP and SPOT processes, the development of the MTIP, and processing of MTIP amendments.

Programmed Amount: \$40000

6.90% of staff budget

III-B-1 Prioritization Total: \$ 15000

- Maintenance of a prioritized needs list (SPOT 4.0 list) of potential STIP projects with needs statements, across modes as appropriate.

- Work with subcommittee to update and improve local prioritization process for SPOT.

- Data, Maps and Resolutions for STIP Project Recommendations as needed.

- Attendance of any STIP- or SPOT-related meetings.

- Gathering and entry of data required for SPOT ranking of projects.

III-B-2 Metropolitan TIP Total: \$ 15000

- All MPOs North Carolina develop their transportation improvement programs on a biennial schedule dictated by the North Carolina Department of Transportation and federal regulations. The HPMPO develops and adopts a draft metropolitan transportation improvement program (MTIP) based upon the state transportation improvement program (STIP). In addition, MPOs that are nonattainment or maintenance for one or more criteria pollutants must assert that their transportation improvement programs conform to the intent of the state air quality implementation plan (SIP).
- Coordinate meaningful public involvement in the TIP process and in review of the TIP.

III-B-3 Merger/Project Development Total: \$ 10000

- Review design issues for TIP Projects and provide comments to appropriate agencies.
- Participate in the environmental study process for TIP projects and provide an MPO representative on NEPA/401 Merger Teams.
- Monitor the public involvement process for TIP projects and ensure adequate community input; assist PDEA as requested.
- Continue participation in all TIP projects in the High Point MPO.

III-C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Tasks within this category relate to the goal of integrating public involvement and context sensitivity into every aspect of the MPO transportation planning process.

Programmed Amount: \$35000

6.03% of staff budget

III-C-1 Title VI Compliance Total: \$ 3000

- Conduct ongoing analysis of all MPO planning activities for compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21.

III-C-2 Environmental Justice Total: \$ 3000

- Update of maps used for transit planning with ACS data from the US Census, as available, to include Low-Mod Income, English as second language, elderly, young, and no-car populations.
- Analyze the Long Range Plan and TIP for compliance with environmental justice goals and regulations through an analysis conducted in-house.
- Use the Social Equity Index (a composite of most variables in the first bullet plus active transportation and access to healthy food scores) to evaluate projects in the MTP.

III-C-3 Minority Business Enterprise Planning Total: \$ 1000

- Encourage the participation of minority-owned business enterprises in contractual and supply opportunities on an ongoing basis.

III-C-4 Planning for • Elderly Total: \$ 3000

- Organize a healthy aging/active transportation summit in the fall of 2014
- Coordinate with Area Agency on Aging and other community stakeholders to identify relevant aging issues for the MTP.

III-C-5 Safety/Drug Control Planning Total: \$ 0

- Nothing programmed for MPO staff this FY.

III-C-6 Public Involvement Total: \$ 25000

- Develop outreach efforts for effectively communicating with the community about transportation planning and projects.
- Update website, social media, and outreach materials to make them more useful, including translation of documents and materials as needed.
- Place advertisements in media outlets as required by Public Participation Plan.
- Respond to interview and data requests from the media & public.
- Ensure compliance with North Carolina general statutes regarding open meetings and public records.
- Support of Citizens' Advisory Committee for the MTP and related issues.
- Expand ability to provide data to member governments and the public.

III-C-7 Private Sector Participation Total: \$ 0

- Nothing programmed for MPO staff this FY

III-D. Statewide and Extra-Regional Planning

Tasks within this category relate to the unique role that the MPO plays within our region and illustrate the broad impacts of transportation on the built and natural environment, and includes working to understand and help craft planning policy and standards at the statewide level.

Programmed Amount: \$30000 **5.17% of staff budget**

III-D Statewide and Extra-Regional Planning Total: \$ 30000

- Coordinate with other regional, state and federal agencies involved in transportation planning activities; monitor federal and state legislation.
- Coordinate with adjacent MPOs, RPOs, PART, transit-providers, and other agencies.
- Participate in the North Carolina Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues.
- Participate in working groups, subcommittees, or task forces associated with NCDOT or other government agencies or statewide professional associations, NCSITE, NCAPA, et cetera.

III-E. Management and Operations

This category relates to the on-going administrative responsibilities related to the MPO, including support of both the Transportation Coordinating Committee and the Transportation Advisory Committee.

Programmed Amount: \$100000 **17.24% of staff budget**

III-E Management Ops, Program Support Admin Total: \$ 100000

This line item in the budget covers the costs of administering the planning process. Typical task items include:

- preparing agendas for the Technical Coordinating Committee and the Transportation Advisory Committee,
- attending TCC meetings, TAC meetings, City Council Meetings, regional transportation committee meetings and other similar meetings,
- preparing meeting minutes,
- ensuring compliance with North Carolina general statutes regarding open meetings and public records.
- preparing invoices and quarterly progress reports,
- maintaining files and records for the Metropolitan Planning Organization, and
- preparing an annual report of the planning process

The MPO staff anticipates between eight and ten MPO meetings during the four invoices, four progress reports, and one annual report all of which the MPO will be submit to the Transportation Planning Branch of NCDOT. Periodically the MPO may find it necessary to revise, amend, or adopt new governing documents and policies. Typically revising these documents occurs when the membership of the MPO changes, when the laws and regulations governing the transportation planning process change, when member responsibilities change, or after a decennial census. These governing documents include the Memorandum of Understanding for Transportation Planning, the Memorandum of Understanding for Model Maintenance, the Memorandum of Understanding for Interagency Consultation, and Committee Bylaws, or operating policies. Typically these major revisions occur decennially with the United States Census. At that time the urbanized area boundary may change as will the urban area's population and membership. In order to prepare for these changes the MPO believes it is advisable to have an outside review of its structure and governing documents with the intent of proactively assessing the changes likely from transportation reauthorization and the census.

FTA CODE	TASK CODE	TASK DESCRIPTION	Percentages of Respective Shares		MPO Planning and Admin - PL		
			Local	Federal	Highway / Transit		TOTAL
					Local min. 20%	Federal max. 80%	
	II-A	Data and Planning Support	8.62%	8.62%	\$ 10,000	\$ 40,000	\$ 50,000
44.24.00	II-A-1	Networks and Support Systems	3.45%	3.45%	\$ 4,000	\$ 16,000	\$ 20,000
44.23.01	II-A-2	Travelers and Behaviour	1.72%	1.72%	\$ 2,000	\$ 8,000	\$ 10,000
44.23.02	II-A-3	Transportation Modeling	3.45%	3.45%	\$ 4,000	\$ 16,000	\$ 20,000
	II-B	Planning Process	52.59%	52.59%	\$ 61,000	\$ 244,000	\$ 305,000
44.23.02	II-B-1	Targeted Planning	3.45%	3.45%	\$ 4,000	\$ 16,000	\$ 20,000
44.23.01	II-B-2	Regional Planning	14.66%	14.66%	\$ 17,000	\$ 68,000	\$ 85,000
44.27.00	II-B-3	Special Studies	34.48%	34.48%	\$ 40,000	\$ 160,000	\$ 200,000
	III-A	Planning Work Program	3.45%	3.45%	\$ 4,000	\$ 16,000	\$ 20,000
44.21.00	III-A-1	Planning Work Program	3.10%	3.10%	\$ 3,600	\$ 14,400	\$ 18,000
44.24.00	III-A-2	Metrics and Performance Measures	0.34%	0.34%	\$ 400	\$ 1,600	\$ 2,000
	III-B	Transp. Improvement Plan	6.90%	6.90%	\$ 8,000	\$ 32,000	\$ 40,000
44.25.00	III-B-1	Prioritization	2.59%	2.59%	\$ 3,000	\$ 12,000	\$ 15,000
44.25.00	III-B-2	Metropolitan TIP	2.59%	2.59%	\$ 3,000	\$ 12,000	\$ 15,000
44.25.00	III-B-3	Merger/Project Development	1.72%	1.72%	\$ 2,000	\$ 8,000	\$ 10,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	6.03%	6.03%	\$ 7,000	\$ 28,000	\$ 35,000
44.27.00	III-C-1	Title VI Compliance	0.52%	0.52%	\$ 600	\$ 2,400	\$ 3,000
44.27.00	III-C-2	Environmental Justice	0.52%	0.52%	\$ 600	\$ 2,400	\$ 3,000
44.27.00	III-C-3	Minority Business Enterprise Planning	0.17%	0.17%	\$ 200	\$ 800	\$ 1,000
44.27.00	III-C-4	Planning for • Elderly	0.52%	0.52%	\$ 600	\$ 2,400	\$ 3,000
44.27.00	III-C-5	Safety/Drug Control Planning	0.00%	0.00%	\$ -	\$ -	\$ -
44.27.00	III-C-6	Public Involvement	4.31%	4.31%	\$ 5,000	\$ 20,000	\$ 25,000
44.27.00	III-C-7	Private Sector Participation	0.00%	0.00%	\$ -	\$ -	\$ -
	III-D	Statewide and Extra-Regional Planning	5.17%	5.17%	\$ 6,000	\$ 24,000	\$ 30,000
44.27.00	III-D	Statewide and Extra-Regional Planning	5.17%	5.17%	\$ 6,000	\$ 24,000	\$ 30,000
	III-E	Management Ops, Program Support Admin	17.24%	17.24%	\$ 20,000	\$ 80,000	\$ 100,000
44.27.00	III-E	Management Ops, Program Support Admin	17.24%	17.24%	\$ 20,000	\$ 80,000	\$ 100,000
44.27.00		Program Support Administration					
		TOTALS	100.00%	100.00%	\$ 116,000	\$ 464,000	\$ 580,000

FTA TASK NARRATIVE TABLE

1- MPO	High Point MPO														
2- FTA Code	442400														
3- Task Code	II-A-1														
4- Title	Networks and Support Systems														
5- Task Objective	The Transit System Data task will supply reliable information to analyze, evaluate, and forecast service delivery. The data are necessary to describe the current system and plan future endeavors. Moreover, the data can be employed in scenario building and alternatives analysis, together with ridership projections and transit demand forecasting using the MPO's regional travel demand forecasting model.														
6- Tangible Product Expected	Using fare box data reports route performance analyses are produced on an on-going basis. Look into using APC data for ridership data reporting. Further developing performance measures and standards using these data allows for improved monitoring of service delivery and ridership goals. In Jan. 2014 service improvements were implemented as a result of the Transit Master Plan, additional changes continue to be implemented yearly. Analysis of the new service along with developing future phases of TMP implementation will be produced in the course of this year. These data products will be used to increase the usability of the transit system for customers. Along with IT department, the development of geospatial data (bus-stops and routes) will be maintained and used to update the General Transit Feed Specification (GTFS). These same data will be used to maintain and update GoogleTransit and APC system and AVA system. In addition, the AVL system implemented in FY14 will be maintained. The new transit website has the route maps and schedules. In addition to supporting service delivery data will be produced to update the maps and schedules. A Regional Transit Operators Group meets to discuss and manage regional transit data.														
7- Expected Completion Date of Products	<table border="0"> <tr> <td>Reports and analyses</td> <td>Ongoing</td> </tr> <tr> <td>Database Maintenance</td> <td>Ongoing</td> </tr> <tr> <td>Short Range Transit Plan route changes</td> <td>Ongoing</td> </tr> <tr> <td>AVL launch data maintenance</td> <td>Ongoing</td> </tr> <tr> <td>Google, APC, AVA GTFS data maintenance</td> <td>Ongoing</td> </tr> <tr> <td>Present data via Maps</td> <td>Ongoing</td> </tr> <tr> <td colspan="2">(to include Ridership, Geocoded Passengers, Asset Locations, Routes, & System Map)</td> </tr> </table>	Reports and analyses	Ongoing	Database Maintenance	Ongoing	Short Range Transit Plan route changes	Ongoing	AVL launch data maintenance	Ongoing	Google, APC, AVA GTFS data maintenance	Ongoing	Present data via Maps	Ongoing	(to include Ridership, Geocoded Passengers, Asset Locations, Routes, & System Map)	
Reports and analyses	Ongoing														
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Google, APC, AVA GTFS data maintenance	Ongoing														
Present data via Maps	Ongoing														
(to include Ridership, Geocoded Passengers, Asset Locations, Routes, & System Map)															
8- Previous Work	The reports and system analysis commenced in FY 2002 and will be continued to provide the opportunity for trend development. The SRTP was conducted over the period 2013-2015, all bus stops, all schedules, and all routings have been analyzed, and evaluated, and changes will be implemented over the next few years. Have been working on the General Transit Feed Specification (GTFS) feed to provided to Google, Bing, and the AVL vendor for online route planning for the public.														
9- Prior FTA Funds	\$74,710 over past 3 fiscal years in 5303														
10- Relationship	The City of High Point Transportation Department, Planning Department and the HPMPO will work together to integrate transit into land use plans and other city services.														
11- Agency	City of High Point Transportation Department, the Transit Division, and the Information Technology Department will work together to maintain the data.														
12- HPR - Highway - NCDOT 20%															
13- HPR - Highway - F11WA 80%															
14- Section 104 (f) PI, Local 20%															
15- Section 104 (f) P I FHWA 80%															
16- Section 5303 Local 10%	\$2,740.00														
17- Section 5303 NCDOT 10%	\$2,740.00														
18- Section 5303 FTA 80%	\$21,920.00														
19- Section 5307 Transit - Local 10%															
20- Section 5307 Transit - NCDOT 10%	\$														
21- Section 5307 Transit - FTA 80%	\$														
22- Additional Funds - Local 100%															
	Programmed Funds \$27400 49.82% of 5303 budget														

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	II-A-2
4- Title	Travelers and Behavior
5- Task Objective	Land use and demographic data analyses will be undertaken to describe current transit service areas. Demographic analyses will be used to analyze, evaluate, and forecast service delivery. The data can be employed in scenario building and alternatives analysis, together with ridership data to augment the travel demand forecasting model. Review development projects as part of the development review process.
6- Tangible Product Expected	The data will be employed to support operations management, route structure, and service delivery. Further, data will guide long-range transportation policies, plans, and TIP development. Attend TRC meetings
7- Expected Completion Date of Products	Data Processing On-going Service Demand Analyses On-going Route Schedule Development On-going Route Map Development On-going Development review process On-going Street furniture planning and maintenance On-going Para transit services planning On-going Short Range Transit Plan implementation On-going Marketing and outreach On-going Event Planning On-going TIP development March-Sept. 16/17 Integration with Land Use Policies On-going TRC meetings Monthly
8- Previous Work	Data will be incorporated to prepare trend analyses. Minor route and schedule adjustments. Schedule and maps printed. Working with event staff to limit delays on transit caused by special events.
9- Prior FTA Funds	\$0 over past 3 fiscal years in 5303
10- Relationship	The City of High Point, NCDOT-TPB, and Transportation Planning Management Division will work together to utilize this data.
11- Agency	City of High Point Transit
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	
17- Section 5303 NCDOT 10%	
18- Section 5303 FTA 80%	
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	

Programmed Funds \$0 0.00% of 5303 budget

FTA TASK NARRATIVE TABLE

1- MPO	High Point MPO										
2- FTA Code	442400										
3- Task Code	II-B-2										
4- Title	Regional Planning										
5- Task Objective	The Transit Element of the MTP task seeks to explore long-range goals and objectives of transit service. Alternatives in service delivery by capital acquisitions, land use policy, and transportation policy are investigated providing direction for the transit system. Furthermore, existing problems are examined to develop strategies to capitalize on the systems and community's needs, goals, and resources.										
6- Tangible Product Expected	Continued implementation of the short range transit plan. The City of High Point is developing a Multimodal Transportation Plan vision/long range plan to integrate the transportation modes. Meet with Regional Transit Operators to prioritize regional transit projects. Attend TCC (Technical Coordinating Committee) meetings.										
7- Expected Completion Date of Products	<table border="0" style="width: 100%;"> <tr> <td>Implementation of MTP</td> <td>On-going</td> </tr> <tr> <td>Implementation of the Short Range Transit Plan</td> <td>On-going</td> </tr> <tr> <td>Multimodal Transportation Plan</td> <td>January - June 2016</td> </tr> <tr> <td>Regional Transit Operators Meeting</td> <td>On-going</td> </tr> <tr> <td>TCC meetings</td> <td>Monthly</td> </tr> </table>	Implementation of MTP	On-going	Implementation of the Short Range Transit Plan	On-going	Multimodal Transportation Plan	January - June 2016	Regional Transit Operators Meeting	On-going	TCC meetings	Monthly
Implementation of MTP	On-going										
Implementation of the Short Range Transit Plan	On-going										
Multimodal Transportation Plan	January - June 2016										
Regional Transit Operators Meeting	On-going										
TCC meetings	Monthly										
8- Previous Work	On-going coordination between regional transit operators and transit element of the MTP										
9- Prior FTA Funds	\$0 over past 3 fiscal years in 5303										
10- Relationship	The High Point MPO, and Hitran will work together to implement the MTP, with special consideration given to transit's role in air quality planning.										
11- Agency	High Point MPO, Hitran										
12- HPR - Highway - NCDOT 20%											
13- HPR - Highway - F11WA 80%											
14- Section 104 (f) PI, Local 20%											
15- Section 104 (f) P I FHWA 80%											
16- Section 5303 Local 10%	\$250.00										
17- Section 5303 NCDOT 10%	\$250.00										
18- Section 5303 FTA 80%	\$2,000.00										
19- Section 5307 Transit - Local 10%											
20- Section 5307 Transit - NCDOT 10%											
21- Section 5307 Transit - FTA 80%											
22- Additional Funds - Local 100%											
	Programmed Funds \$2500 4.55% of 5303 budget										

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-A-1
4- Title	Planning Work Program
5- Task Objective	The Planning Work Program is an assemblage of tasks that are programmed and scheduled. It services as a template to organize projects, work tasks, and planning priorities. It describes all transit-related planning activities anticipated during the next year.
6- Tangible Product Expected	The Planning Work Program will be researched and prepared for FY 2017.
7- Expected Completion Date of Products	April 1, 2016
8- Previous Work	The Planning Work Program is updated annually to program and schedule work tasks for the upcoming fiscal year.
9- Prior FTA Funds	\$288 over past 3 fiscal years in 5303
10- Relationship	The High Point MPO will coordinate other city, state, and federal transportation plans.
11- Agency	The High Point MPO.
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$250.00
17- Section 5303 NCDOT 10%	\$250.00
18- Section 5303 FTA 80%	\$2,000.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
	Programmed Funds \$2500 4.55% of 5303 budget

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-B-2
4- Title	Transportation Improvement Program
5- Task Objective	The Transportation Improvement Program task seeks to program long-range goals and objectives of transit service. Alternatives in service delivery by capital acquisitions, land use policy, and transportation policy are investigated to improve the transit system. Furthermore, existing problems are examined to develop strategies to enhance transit service.
6- Tangible Product Expected	The Transportation Improvement Program will be researched and prepared for FY 2016-2017.
7- Expected Completion Date of Products	November 2016 and as needed
8- Previous Work	The Transportation Improvement Program is updated annually to program and schedule capital improvements for the upcoming fiscal year.
9- Prior FTA Funds	\$79 over past 3 fiscal years in 5303
10- Relationship	The High Point MPO will coordinate other city, state, and federal transportation plans.
11- Agency	Th High Point MPO
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$500.00
17- Section 5303 NCDOT 10%	\$500.00
18- Section 5303 FTA 80%	\$4,000.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
Programmed Funds \$5000 9.09% of 5303 budget	

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-C-1
4- Title	Title VI
5- Task Objective	Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all federally assisted programs. The City of High Point seeks to identify and address impacts borne disproportionately by members of minority and low-income communities, in relation to transit services. Environmental justice plays a large role in the delivery public transportation and this factor is taken into account all transit projects.
6- Tangible Product Expected	Title VI analysis will be conducted, as necessary, for route and fare changes. In addition, the Limited English Proficiency and the Public Participation Plan will be implemented. Individual projects involving land use and site design will be evaluated with public mobility issues in mind.
7- Expected Completion Date of Products	Title VI related activities Ongoing LEP related activities Ongoing
8- Previous Work	Title VI Program updated in 2014, which included Outreach efforts.
9- Prior FTA Funds	\$23,609 over past 3 fiscal years in 5303
10- Relationship	The Transportation Planning Management Division will coordinate other city transportation programs to ensure public mobility issues are addressed.
11- Agency	The HPMPO, Hitran
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$700.00
17- Section 5303 NCDOT 10%	\$700.00
18- Section 5303 FTA 80%	\$5,600.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
	Programmed Funds \$7000 12.73% of 5303 budget

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-C-3
4- Title	Minority Business Enterprise Planning
5- Task Objective	Managing DBE program including semiannual award report and development of 3 year goal.
6- Tangible Product Expected	Prepare DBE goals and update DBE Program as necessary
7- Expected Completion Date of Products	DBE program update April 2017 and DBE Award reports submitted as required.
8- Previous Work	DBE Program updated in 2014, semi-annual DBE award reports submitted as required
9- Prior FTA Funds	\$11,325.77 in 5303 funds over past 3 fiscal years
10- Relationship	The Transportation Planning Management Division will coordinate other city, State, and federal programs to produce efficient, effective transit service.
11- Agency	Hitran
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$500.00
17- Section 5303 NCDOT 10%	\$500.00
18- Section 5303 FTA 80%	\$4,000.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
Programmed Funds \$5000 9.09% of 5303 budget	

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-C-4
4- Title	Planning for the Eldrly and Disabled
5- Task Objective	To address the mobility needs of the elderly and persons with disabilities.
6- Tangible Product Expected	Continued implementation of the recommendations from the short range transit plan.
7- Expected Completion Date of Products	on-going
8- Previous Work	Worked with elderly and disabled individuals and or their representatives on recommendations in the short range transit plan.
9- Prior FTA Funds	\$1,4078 in 5303 over past 3 fiscal years
10- Relationship	The Transportation Planning Management Division will coordinate other city, state, and federal transportation programs to produce efficient, effective transit service.
11- Agency	Hi tran
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$20.00
17- Section 5303 NCDOT 10%	\$20.00
18- Section 5303 FTA 80%	\$160.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
	Programmed 5303 Funds \$200 0.36% of 5303 budget
	Programmed 5307 Funds \$0 100.00% of 5307 budget

FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-C-5
4- Title	Safety and Drug Control Planning
5- Task Objective	Alcohol and drug control planning, programming, and implementation.
6- Tangible Product Expected	No specific Product
7- Expected Completion Date of Products	FY 2017
8- Previous Work	Program Support Administration is performed on a continual basis. Monitoring Drug and Alcohol Program of our sub-recipients and sub-contractors occurred.
9- Prior FTA Funds	\$0 spent over the last three years
10- Relationship	Hitran will coordinate other city, state, and federal transportation programs to produce efficient, effective transit service.
11- Agency	Hitran
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$40.00
17- Section 5303 NCDOT 10%	\$40.00
18- Section 5303 FTA 80%	\$320.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
	Programmed 5303 Funds \$400 0.73% of 5303 budget
	Programmed 5307 Funds \$0 100.00% of 5307 budget

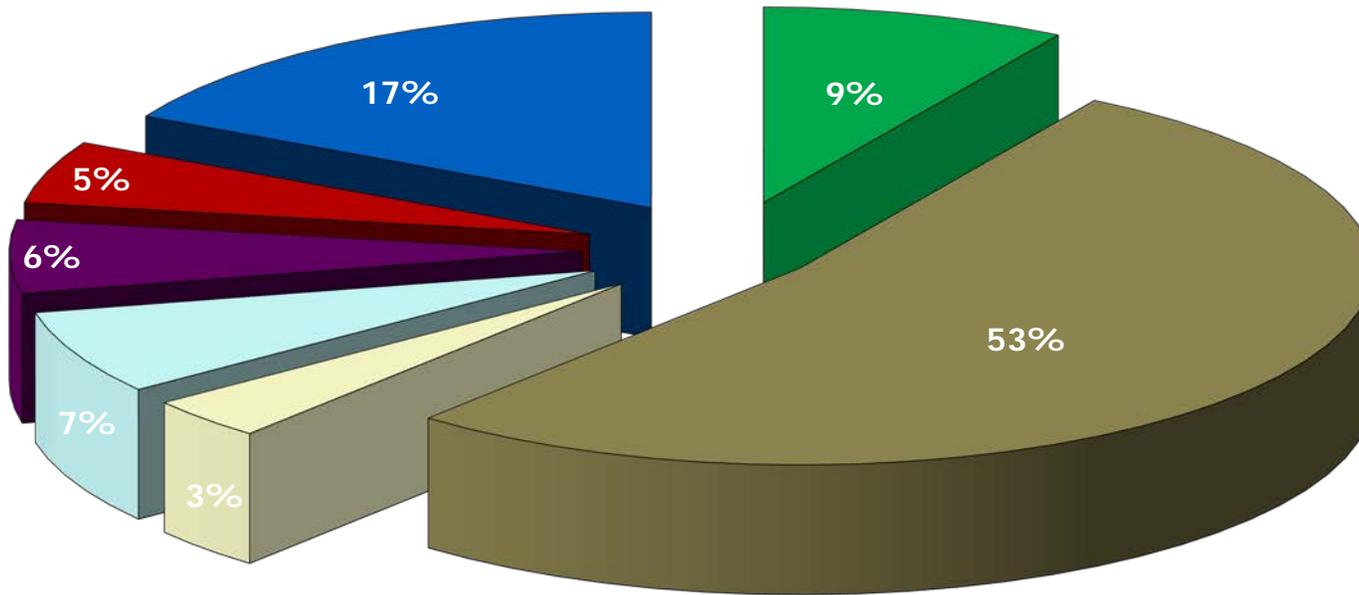
FTA TASK NARRATIVE TABLE

I- MPO	High Point MPO
2- FTA Code	442400
3- Task Code	III-C-6
4- Title	Public Involvement
5- Task Objective	
6- Tangible Product Expected	Public outreach for various plans and programs
7- Expected Completion Date of Products	Provide public outreach on various products, in particular the Short Range transit Plan.
8- Previous Work	
9- Prior FTA Funds	\$0 spent the last three years
10- Relationship	Hitran will coordinate with the City of High Point and the High Point MPO
11- Agency	Hitran
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	\$500.00
17- Section 5303 NCDOT 10%	\$500.00
18- Section 5303 FTA 80%	\$4,000.00
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	
	Programmed 5303 Funds \$5000 9.09% of 5303 budget
	Programmed 5307 Funds \$0 100.00% of 5307 budget

High Point Metropolitan Planning Organization FY 2016-2017 Unified Planning Work Program

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL104			Transit Planning - 5303				SECTION 5307				TIGER II		
			Local 20%	Federal 80%	TOTAL	Local (10%)	State (10%)	Federal (80%)	Fund Total	Local	State	FTA 80%	5307 Total	Local	Federal	TIGER Total
	II-A	Data and Planning Support	\$ 10,000	\$ 40,000	\$ 50,000	\$2,740	\$2,740	\$21,920	\$27,400							
44.24.00	II-A-1	Networks and Support Systems	\$ 4,000	\$ 16,000	\$ 20,000	\$2,740	\$2,740	\$21,920	\$27,400							
44.23.01	II-A-2	Travelers and Behavior	\$ 2,000	\$ 8,000	\$ 10,000	\$0	\$0	\$0	\$0							
44.23.02	II-A-3	Transportation Modeling	\$ 4,000	\$ 16,000	\$ 20,000											
	II-B	Planning Process	\$ 91,000	\$ 364,000	\$ 455,000	\$250	\$250	\$2,000	\$2,500							
44.23.02	II-B-1	Targeted Planning	\$ 4,000	\$ 16,000	\$ 20,000											
44.23.01	II-B-2	Regional Planning	\$ 17,000	\$ 68,000	\$ 85,000	\$250	\$250	\$2,000	\$2,500							
44.27.00	II-B-3	Special Studies	\$ 70,000	\$ 280,000	\$ 350,000											
	III-A	Planning Work Program	\$ 4,000	\$ 16,000	\$ 20,000	\$250	\$250	\$2,000	\$2,500							
44.21.00	III-A-1	Planning Work Program	\$ 3,600	\$ 14,400	\$ 18,000	\$250	\$250	\$2,000	\$2,500							
44.24.00	III-A-2	Metrics and Performance Measures	\$ 400	\$ 1,600	\$ 2,000											
	III-B	Transp. Improvement Plan	\$ 8,000	\$ 32,000	\$ 40,000	\$500	\$500	\$4,000	\$5,000							
44.25.00	III-B-1	Prioritization	\$ 3,000	\$ 12,000	\$ 15,000											
44.25.00	III-B-2	Metropolitan TIP	\$ 3,000	\$ 12,000	\$ 15,000	\$500	\$500	\$4,000	\$5,000							
44.25.00	III-B-3	Merger/Project Development	\$ 2,000	\$ 8,000	\$ 10,000									0	0	0
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 7,000	\$ 28,000	\$ 35,000	\$1,760	\$1,760	\$14,080	\$17,600							
44.27.00	III-C-1	Title VI Compliance	\$ 600	\$ 2,400	\$ 3,000	\$700	\$700	\$5,600	\$7,000							
44.27.00	III-C-2	Environmental Justice	\$ 600	\$ 2,400	\$ 3,000											
44.27.00	III-C-3	Minority Business Enterprise Planning	\$ 200	\$ 800	\$ 1,000	\$500	\$500	\$4,000	\$5,000							
44.27.00	III-C-4	Planning for the Elderly	\$ 600	\$ 2,400	\$ 3,000	\$20	\$20	\$160	\$200							
44.27.00	III-C-5	Safety/Drug Control Planning	\$ -	\$ -	\$ -	\$40	\$40	\$320	\$400							
44.27.00	III-C-6	Public Involvement	\$ 5,000	\$ 20,000	\$ 25,000	\$500	\$500	\$4,000	\$5,000							
44.27.00	III-C-7	Private Sector Participation	\$ -	\$ -	\$ -											
	III-D	Statewide & Extra-Regional Planning	\$ 6,000	\$ 24,000	\$ 30,000	\$0	\$0	\$0	\$0							
44.27.00	III-D-1	Statewide & Extra-Regional Planning	\$ 6,000	\$ 24,000	\$ 30,000											
	III-E	Management Ops, Program Suppt Admin	\$ 20,000	\$ 80,000	\$ 100,000											
44.27.00		Management Operations	\$ 20,000	\$ 80,000	\$ 100,000											
44.27.00		Program Support Administration	\$ -	\$ -	\$ -											
	TOTALS		\$ 146,000	\$ 584,000	\$ 730,000	\$5,500	\$5,500	\$44,000	\$55,000							

HPMPO UPWP Planning Tsk Percentage



- Data and Planning Support
- Planning Process
- Planning Work Program
- Transp. Improvement Plan
- Cvl Rgts. Cmp./Otr .Reg. Reqs.
- Statewide and Extra-Regional Planning
- Management Ops, Program Support Admin

Appendix 1. Explanation of Funding Sources in the UPWP

Overview

There are three major funding sources that make up the UPWP. All three of these sources come from the federal government and involve either local or state matching funds. The disbursement of all the funds is managed by the North Carolina Department of Transportation. All three of the funding sources are displayed in the UPWP that is approved by the High Point MPO.

Metropolitan Planning Funds

Commonly known as "PL" (short for Public Law) funds, these funds are the primary source of funding for MPO Planning and Administration. The MPO Lead Planning Agency and MPO staff administer the funds. The Federal Highway Administration provides 80% of the funding, and local governments of the High Point MPO provide the 20% local match. In some cases, funds are sub-allocated to other agencies to perform special studies. This is not a grant program, but rather a reimbursement program. In other words, valid expenditures for transportation planning are reimbursed at a rate of 80%. The MPO Staff submits quarterly invoices to the NCDOT for reimbursement.

The MPO uses the PL funds to carry out tasks identified in the Planning Work Program. Some of the funds are used to pay staff salaries for time spent on transportation planning activities and for administration of the MPO. Some of the funds are used to pay outside consultants for special planning studies. All planning activities and special studies conducted during the year must be a part of the approved Planning Work Program. Occasionally funds are reimbursed to other local agencies that complete tasks identified in the PWP.

State Planning and Research (SPR) Funds

Known as SPR funds, these funds are administered by the North Carolina Department of Transportation, Transportation Planning Branch. The funds are primarily used to pay NCDOT staff salaries for time spent on transportation planning for the High Point area. The Federal Highway Administration provides 80% of the funds, and the State of North Carolina provides the remaining 20%. These are not shown as part of the UPWP.

Section 5303 Funds

These are funds from the Federal Transit Administration (FTA) that are designated exclusively for transit planning. The funds are currently administered by the City of High Point as a Direct Recipient of federal transit funds. The funds are primarily used to pay staff salaries for time spent on transit planning. The FTA provides 80% of the funds. The state provides 10% and the City of Asheville provides 10%.

ATTACHMENT #7

Anticipated DBE Contracting Opportunities for 2016-2017

Name of MPO: **High Point Urban Area MPO**

Check here if no anticipated DBE opportunities

Person Completing Form: **Angela Wynes**

Telephone Number: **336-883-3063**

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (Consultant, etc.)	Federal Funds to be Contracted Out	Total Funds to be Contracted Out
No Contracting	Opportunities				

Sample Entry:

II-C-11	Transit Plan Evaluation	Big City Planning Department	Consultant	\$48,000	\$60,000
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Note: This form must be submitted to NCDOT-PTD even if you anticipate no DBE Contracting Opportunities. Note “No contracting opportunities” on the table if you do not anticipate having any contracting opportunities.



- High Point
- Archdale
- Denton
- Jamestown
- Lexington
- Thomasville
- Trinity
- Wallburg
- Davidson County
- Forsyth County
- Guilford County
- Randolph

**RESOLUTION APPROVING THE FY 2016-2017 PLANNING
WORK PROGRAM FOR THE HIGH POINT URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the High Point Urban Area; and

WHEREAS, the MPO has adopted a 25 year Metropolitan Transportation Plan to the Year 2040 that is fiscally constrained and meets federal requirements for metropolitan transportation planning; and

WHEREAS, the City of High Point has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303) funds; and

WHEREAS, members of the High Point Urban Area Transportation Advisory Committee agree that the Planning Work Program will effectively advance the transportation planning process for FY 2016-2017

NOW, THEREFORE, BE IT RESOLVED that the Transportation Advisory Committee hereby endorses the FY 2016-2017 Planning Work Program for the High Point Urban Area.

A motion was made by TAC member Myers and seconded by TAC member Warlick for the adoption of the above resolution, and upon being put to a vote was duly adopted.

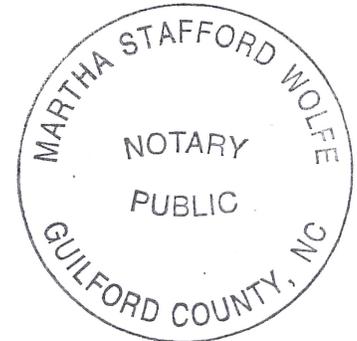


 Keith Volz
 Vice-Chair, Transportation Advisory Committee

Subscribed and sworn to me this 22nd day of March 2016.

 _____ Notary Public

My commission expires Aug. 17, 2020



High Point Metropolitan Planning Organization Self-Certification

As part of the planning process the MPO is required to regularly certify that it is complying with federal regulations pertaining to transportation planning, the environment, and access to decision-making. The certification requirement is found in 23 CFR Part 450.334 which states in part:

... “(a) The State and the MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of:

(1) Section 134 of title 23, U.S.C., section 8 of the Federal Transit Act (49 U.S.C. app. 1607) and this part;

(2) Sections 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d));

(3) Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;

(4) Section 1003(b) of the Intermodal Surface Transportation Efficiency Act of 1991 (Pub. L. 102–240) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded planning projects (sec. 105(f), Pub. L. 97–424, 96 Stat. 2100; 49 CFR part 23); and

(5) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101–336, 104 Stat. 327, as amended) and U.S. DOT regulations “Transportation for Individuals with Disabilities” (49 CFR parts 27, 37, and 38).”

In addition, the following checklist should help guide the MPOs as they review their processes and programs for self-certification.

The self-certification checklist below summarizes the requirements for self-certification and indicates that the High Point MPO is meeting the USDOT’s planning requirements.

Item	Regulatory Reference	Status
1	Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the central city, and in accordance in procedures set forth in state and local law (if applicable)? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (a)]	Yes
2	Does the policy board include elected officials, major modes of transportation providers and appropriate state officials? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (i)]	Yes
3	Does the MPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the 20-yr forecast period? [23 U.S.C. 134 (c), 49 U.S.C. 5303 (d); 23 CFR 450.308 (a)]	Yes
4	Is there a currently adopted Unified Planning Work Program (UPWP)? 23 CFR 450.314 Is there an adopted prospectus Are tasks and products clearly outlined Is the UPWP consistent with the LRTP	Yes

Item	Regulatory Reference	Status
	Is the work identified in the UPWP completed in a timely fashion	
5	<p>Does the area have a valid transportation planning process? 23 CFR 450.322</p> <ul style="list-style-type: none"> Is the transportation planning process continuous, cooperative and comprehensive Is there a valid LRTP Did the LRTP have at least a 20-year horizon at the time of adoption Does it address the 8-planning factors Does it cover all modes applicable to the area Is it financially constrained Does it include funding for the maintenance and operation of the system Does it conform to the State Implementation Plan (SIP) (if applicable) Is it updated/reevaluated in a timely fashion (at least every 4 or 5 years) 	Yes
6	<p>Is there a valid TIP? 23 CFR 450.324, 326, 328, 332</p> <ul style="list-style-type: none"> Is it consistent with the LRTP Is it fiscally constrained Is it developed cooperatively with the state and local transit operators Is it updated at least every 4-yrs and adopted by the MPO and the Governor 	Yes
7	<p>Does the area have a valid CMS? (TMA only) 23 CFR 450.320</p> <ul style="list-style-type: none"> Is it consistent with the LRTP Was it used for the development of the TIP Is it monitored and reevaluated to meet the needs of the area 	No
8	Does the area have a process for including environmental mitigation discussions in the planning process?	Yes
9	<p>Does the planning process meet the following requirements of 23 CFR 450.316 (2) (3), EO 12898?</p> <p>Title VI</p> <ul style="list-style-type: none"> Are there procedures in place to address Title VI complaints and does it comply with federal regulation? [23 CFR 200.9 (b)(3)] <p>Environmental Justice (Executive Order 12898)</p> <ul style="list-style-type: none"> Has the MPO identified low-income and minority populations within the planning area and considered the effects in the planning process? <p>ADA</p> <ul style="list-style-type: none"> Are there procedures in place to address ADA complaints of non-compliance and does it comply with federal regulation? [49 CFR 27.13] <p>DBE</p> <ul style="list-style-type: none"> Does the MPO have a DBE policy statement that expresses commitment to the DBE program? [49 CFR 26.23] 	Yes

Item	Regulatory Reference	Status
10	<p>Does the area have an adopted PIP/Public Participation Plan? 23 CRR 450.316 (b)(1)</p> <p>Did the public participate in the development of the PIP</p> <p>Was the PIP made available for public review for at least 45-days prior to adoption</p> <p>Is adequate notice provided for public meetings</p> <p>Are meetings held at convenient times and at accessible locations</p> <p>Is the public given an opportunity to provide oral and/or written comments on the planning process</p> <p>Is the PIP periodically reviewed and updated to ensure its effectiveness</p> <p>Are plans/program documents available in an electronic accessible format, i.e. MPO website?</p>	Yes
11	<p>Does the area have a process for including environmental, state, other transportation, historical, local land use and economic development agencies in the planning process?</p>	Yes



High Point
Archdale
Denton
Jamestown
Lexington
Thomasville
Trinity
Wallburg
Davidson County
Forsyth County
Guilford County
Randolph

RESOLUTION CERTIFYING THE HIGH POINT URBAN AREA METROPOLITAN PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS FOR FY 2016-2017

WHEREAS, the Transportation Advisory Committee has found that the Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607;

WHEREAS, the Transportation Advisory Committee has found the Transportation Planning Process to be in compliance with Sections 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d)).

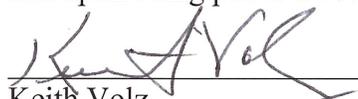
WHEREAS, the Transportation Advisory Committee has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Sec. 105(f)), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990. (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations;

NOW THEREFORE, BE IT RESOLVED that the High Point Urban Area Transportation Advisory Committee certifies the Transportation Planning Process for the High Point Urban Area Metropolitan Planning Organization on this the 22nd day of March, 2016.

A motion was made by TAC member Myers and seconded by TAC member Warlick for the adoption of the above resolution, and upon being put to a vote was duly adopted.



Keith Volz
Vice-Chair, Transportation Advisory Committee

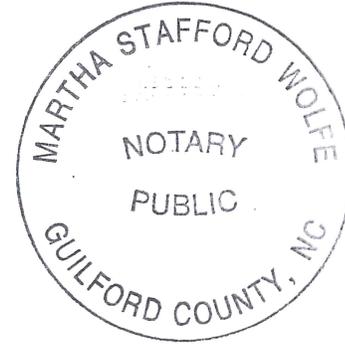


High Point

Subscribed and sworn to me this 22nd day of March, 2016.

Archdale

Martha Stafford Wolfe
Notary Public



My Commission Expires
Aug. 17, 2020

Denton

My commission expires _____.

Jamestown

Lexington

Thomasville

Trinity

Wallburg

Davidson
County

Forsyth
County

Guilford
County

Randolph

High Point Metropolitan Planning Organization Five Year Planning Calendar

The mission of the High Point Metropolitan Planning Organization (MPO) is to plan and implement the best possible multi-modal transportation system for the citizens and businesses that use our region's transportation system. Both the MPO Board and its supporting technical staff believe that transportation plans, programs and projects should foster safety, mobility, economic vitality, and quality of life. To be successful in our mission the MPO must work within a changing legal and regulatory framework that requires that activities and actions be coordinated with other jurisdictions and agencies so that transportation improvements can be delivered in a timely fashion. Because of our location, the High Point MPO must also coordinate our activities with several organizations (e.g., NCDOT, FHWA, FTA, PART, the Winston-Salem MPO, and the Greensboro MPO) outside the MPO. Because of the impact of transportation on the economy and upon the built and natural environment, the MPO also needs to coordinate with agencies and organizations that do not provide transportation services such as the Department of Commerce and the Environmental Protection Agency. We also need to improve our relationship with the traveling public, other citizens and industry within the Metropolitan Area Boundary.

There are five core functions of an MPO:

1. **Establish a setting:** Establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area.
2. **Evaluate alternatives:** Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
3. **Maintain a Metropolitan Transportation Plan (MTP):** Develop and update a fiscally-constrained metropolitan transportation plan for the metropolitan area covering a planning horizon of at least 20 years that fosters
 1. mobility and access for people and goods,
 2. efficient system performance and preservation, and
 3. quality of life.
4. **Develop a Transportation Improvement Program (TIP):** Develop a fiscally-constrained program based on the long-range transportation plan and designed to serve the area's goals, using spending, regulating, operating, management, and financial tools.
5. **Involve the public:** Involve the general public and all the significantly affected sub-groups in the four essential functions listed above.

Presently, most MPOs have no authority to raise revenues (e.g., levy taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the MPO agency itself comes from a

combination of federal transportation funds and required matching funds from state and local governments.

It is also important to note that a metropolitan area's designation as an air quality nonattainment or maintenance area creates additional requirements for transportation planning. Most significantly, transportation plans, programs, and projects must conform to the air quality plan, known as the "state implementation plan" (SIP), for the state within which the UZA lies¹.

Table 1 shows a summary of the major tasks that the High Point MPO staff anticipates performing over the next five years. The table also includes a descriptive title for the task. The calendar and Descriptions provide some general information regarding the types of work needed over the next several years and an estimate of when the MPO needs to program them.

Task Descriptions

The task Descriptions explain why the MPO needs to perform each activity, how often the task needs to be done, and give the legal and regulatory references requiring the tasks. The tasks fall broadly into four categories: administrative tasks, planning tasks, model development tasks and TIP or project tasks.

Administrative Tasks

Administrative tasks are the recurring tasks required to run the MPO. We must do some of these tasks every year. These include preparing budgets and invoicing for work done. However, we only perform other tasks such as revising the service area and Memoranda of Understanding every ten years.

Five Year Planning Calendar

The five-year calendar is a summary the anticipated tasks for the next five years. *No federal or state regulations require the five-year planning calendar.* However, the MPO uses this calendar as a tool when developing its federally required Planning Work Program. As such, the MPO intends to update the planning calendar each year. In general, the annual revision to the planning calendar will be limited to revising Table 1 to show the current schedule for major task items.

Planning Work Program

The High Point Metropolitan Planning Organization receives funds under *23 U.S.C. 104(f)*, *49 U.S.C. 5305(d)*, *49 U.S.C. 5307*, and *49 U.S.C. 5339*² to develop and maintain long-range transportation plans within the Metropolitan Area Boundary. 23 CFR Part 450.308 requires that each MPO prepare and approve a work plan each year showing

¹ Levinson, David. "Metropolitan planning organization." *Wikipedia*. 2012. 8 Jan 2008
<http://en.wikipedia.org/wiki/Metropolitan_planning_organization>.

² Some MPOs also receive funds under U.S.C. 104 (b) 1, (b) 3, 23 U.S.C 105 and 23 U.S.C. 133(d) (3) (E) for planning purposes. The High Point MPO does not have access to these funds at this time.

how the funds will be spent and whether the work will be performed by the MPO, local government, state government, the transit operator, or a consultant.

Table 1: High Point MPO Five Year Planning Calendar

Task		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Administrative Tasks						
5-Year Plan	Annual	●	●	●	●	●
Planning Work Program (PWP)	Annual	●	●	●	●	●
Revise Administrative Procedures	As Needed					
Metropolitan Area Boundary	Decennial					●
Revise MOA	Decennial					●
Revise Prospectus	Decennial					●
Additional Grant Applications	As Needed	●	●	●	●	●
Revise Functional Classification	Decennial					●
Trends Monitoring	Annual	●	●	●	●	●
Planning Tasks						
Long Range Transportation Plan	Every 4 Years				●	
Goals & Objectives					●	
Public Involvement Plan					●	
Transit Plan Update					●	
Highway Plan Update					●	
Financial Plan Update					●	
Pedestrian Plan					●	
Congestion Management Process					●	
Comprehensive Transportation Plan	Every 4 Years	●				●
Transportation Conformity (Plan)	Every 4 Years	●			●	
Model Development Tasks						
Travel Model	Decennial					
Internal Origin Destination Survey						
External Origin Destination Survey						
Traffic Counts for Model		●	●	●	●	●
Airport Survey						
Traffic Count Program					●	
Freight Survey						
Model Calibration/Validation					●	
SE Data Updates	Annual	●	●	●	●	●
Network Updates	Annual	●	●	●	●	●
TIP & Projects						
SPOT Project Prioritization	Biennial	●		●		
MTIP	Biennial		●		●	
Transportation Conformity (TIP)	Biennial		●		●	
Special Projects	Annual	●	●	●	●	●

Revise Administrative Procedures

The MPO recognizes the need to develop, monitor, and improve the MPO's administrative procedures. This activity is not mandated by state or federal regulation; however, the MPO recognizes the importance of good written administrative procedures and the need for maintaining these procedures so that the MPO can complete its work tasks in the most effective and efficient manner possible and the need to update administrative procedures in response to changes in governing statutes. For that reason, the MPO reviews its administrative procedures and evaluates them on an as needed basis. The procedures that the MPO will evaluate include but are not limited to committee bylaws, MPO handbooks, and methods of developing work products, documentation standards, and document retention policies.

Revise Metropolitan Planning Area Boundary

23 *CFR Part 450.312(i)* requires that MPOs review and revise their metropolitan area boundaries after each decennial census. The urban area boundary defines the region in which the population density is greater than 5000 persons per square mile. The initial urban area boundary is defined by the Bureau of Census; however, in order to develop more meaningful boundaries. 23 *CFR Part 450.312* states that "the metropolitan planning area shall be determined by agreement between the MPO and the Governor." 23 *CFR Part 450.312* also describes the factors that the MPO to consider when developing its Metropolitan planning area boundary. Normally the Governor delegates responsibility for this consultation to the Secretary of Transportation.

Revise Memoranda of Agreement (MOA)

23 *CFR Part 450.312* specifies that each MPO and State(s) shall develop a memorandum of agreement for long range transportation planning. This memorandum of agreement spells out the duties and responsibility of each participant in the transportation planning process. Among other things, the *Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning* specifies the member jurisdictions of the MPO and their individual rights such as voting or voting strength.

In addition to the MOA for transportation planning, the High Point MPO maintains two other memoranda of agreement related to transportation planning. The High Point MPO provides transportation planning services in areas that USEPA classifies as nonattainment or maintenance for one or more criteria air pollutants. Because the High Point MPO is subject to transportation conformity, it is required under the North Carolina State Implementation Plan for Air Quality to have a memorandum defining the process for interagency consultation between the stakeholder agencies in the conformity process. The High Point MPO is also party to a memorandum of agreement with the North Carolina Department of Transportation, the Piedmont Authority for Regional Transportation, the Burlington Graham MPO, the Greensboro MPO, and the Winston-Salem/Forsyth MPO. This memorandum of agreement defines each agency's role in developing and maintaining the Piedmont Triad Regional Travel Demand Model.

As conditions change, the MPO may need to revise, renegotiate, or eliminate any or all of the above memoranda of agreement or understanding. As controlling statutes, or other

conditions, change the MPO may also need to develop memoranda of agreement with new parties.

Revise Prospectus

The *Prospectus for Continuing Transportation Planning for the High Point Urbanized Area Metropolitan Planning Organization* is an important planning document for the High Point MPO. The prospectus is “primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it.” As the requirements of federal and state law change and as the abilities of federal, state, and local staffs change; and as planning methods and tools change so should the prospectus.

Revise Functional Classification

Periodically the Federal Highway Administration asks NCDOT and the MPOs to revise the federal functional classification system. This often happens as part of the federal transportation reauthorization process. The purpose of this exercise is to assist Federal Highway Administration and the United States Congress to revise the transportation funding formulas.

Additional Grant Applications

The normal funding sources for the Metropolitan Planning Organization are Section 104 funds, Section 5303 funds, and Section 5307 funds; however, other grants become available from time to time for special purposes such as bike and pedestrian planning, safety planning, congestion mitigation and air quality funds (CMAQ), or funds supporting other project types. To provide the highest level of service to our member jurisdictions the MPO applies for these special grants and programs, as they become available.

Trends Monitoring

Trends outside of transportation planning affect the MPO’s ability to provide a high quality transportation system for the citizens of its member jurisdictions. Some trends affect our ability to provide high quality service. Others change the definition of quality. Examples of trends affecting the MPOs include significant construction cost increases, more stringent environmental regulations, the current interest in combating global climate change, increased dependence upon just-in-time delivery, the emerging concept of the Aerotropolis, potential fuel shortages, longer project delivery times, and cyclical funding shortfalls. The MPO needs to be aware of these, and other, trends and take steps to respond to the new requirements.

Planning Tasks

The major product of the MPO is the Metropolitan Transportation Plan also known as the long-range transportation plan. The transportation plan guides the development of the transportation system over time. Both *23 CFR Part 450* and *40 CFR Part 93* provide guidance on the elements of the transportation plan and the process of plan development. Key elements of the long-range transportation are summarized below. This list is not

exhaustive. It is however intended to provide information on the major elements of the long-range transportation plan.

Goals and Objectives

The community's goals and objectives relative to transportation help inform the transportation planning process. Over time the community's goals and objectives can change. The MPO will periodically assess the community's goals and objectives using newsletters, interviews, questionnaires, and other applicable means.

Public Participation Policy

The High Point MPO, like all other MPOs in the country, must maintain a public participation plan that offers reasonable opportunities for the public to be informed of transportation plans and to have reasonable input into the development of transportation plans, programs, and projects. *23 CFR Part 450.316* specifies requirements of these transportation plans. In addition, the North Carolina open meetings law and the North Carolina Public Records law provide specific guidance regarding how North Carolina Public Entities are required to handle meetings and records. The MPO believes that it is important to review periodically the plans, process, and procedures that we use to provide information to the publics that we deal with in the planning process. Changes in regulations, communications technology, and audience drive our need to revise our public involvement plans.

Transit Plan Element of the Metropolitan Transportation Plan (MTP)

Transit is an important element of the MPO's transportation planning process. While much of the community is automobile mobile or even automobile dependent there are segments of our population that are transit dependent and even transit riders by choice. The major transit providers in the High Point MPO are the City of High Point and the Piedmont Authority for Regional Transportation. A key element of our transportation plan update is the assessment of how our transit system contributes to local and regional mobility and to the economic vitality of the region.

Highway Element of the Metropolitan Transportation Plan

The highway element of the MTP is the largest element of High Point MPO's transportation plan. Developing this part of the transportation plan includes assessing need, understanding public desire, evaluating capacity deficiencies, environmental analysis, cost estimating, and programming.

Pedestrian Element of the Metropolitan Transportation Plan

Since 1991, *Title 23 of the United States Code* has required that MPOs include pedestrian and bicycle plans as part of the MTP. Congress has also appropriated special programs to help integrate pedestrian planning into the Metropolitan transportation planning process. Since 1991, the pedestrian elements of the MTP have become more important to local jurisdictions. These plans may take the form of policies aimed at providing sidewalks or connectivity to major traffic generators, or plans to provide pedestrian or bicycle trails are part of the City's Parks and Recreation Plan. It has also become clear that it is important to provide walking and bicycling connectivity to regional recreational trails across the region and the state.

Congestion Management Plan

High Point is not a TMA, however, the High Point MPO has a congestion management program in place. *23 CFR Part 450.302* lays out the content and scope of the congestion management plan. High Point is unique among North Carolina's MPOs in that we host the semi-annual International Home Furnishings Market. This is furniture industry's largest sales event in the continental United States. The Market brings over 80,000 visitors to High Point twice a year. Staff is continuously tweaking our congestion management plan to improve the flow of goods and people into the market district each year. Planning for this event includes developing or revising signal timing plans, running a temporary shuttle system, and staging freight movement into the market district so that major streets are not totally blocked in the weeks leading up to "market."

Comprehensive Transportation Plan

Chapter 136-66.2 of the North Carolina Administrative Code requires that each "each MPO, with cooperation of the Department of Transportation, shall develop a comprehensive transportation plan in accordance with 23 U.S.C. § 134. In addition, an MPO may include projects in its comprehensive transportation plan that are not included in a financially constrained plan or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. § 134. For municipalities located within an MPO, the development of a comprehensive transportation plan will take place through the metropolitan planning organization. For purposes of transportation planning and programming, the MPO shall represent the municipality's interests to the Department of Transportation."

Title 23 U.S.C requires that MPOs update their long-range transportation plans every four years. Because the CTP is essentially a federal long-range transportation plan with the addition of additional needed projects that the MPO has not identified funding for we have assumed that the MPO will update its CTP every four years as well.

Transportation Conformity for the Transportation Plan and Transportation Improvement Program

The High Point Metropolitan Planning Organization includes parts of four counties (Guilford, Forsyth, Davidson, and Randolph). All or part of Guilford, Forsyth and Davidson Counties are nonattainment or maintenance for one or more of the criteria air pollutants. *Section 176 (c) of the Clean Air Act as Amended* requires that transportation plans, programs or projects within nonattainment or maintenance areas conform to the intent of the State Implementation Plan for Air Quality. *40 CFR Part 93.102* requires that Metropolitan planning organizations in nonattainment or maintenance areas make a conformity determination when they adopt, or amend, a long-range transportation plan.

Model Development Tasks

The High Point MPO, NCDOT, PART and the other three MPOs in the Piedmont Triad region jointly participate in developing and maintaining the Piedmont Triad Travel Demand Model. The MPO will devote a significant portion of its financial resources to

developing and maintaining the model. The following nine tasks are necessary to maintain adequately the travel model. Developing and maintaining a travel demand model is a time, labor, data, and knowledge intensive process. Model development and maintenance is a highly specialized task; we will depend upon both local staff and engineering consultants to perform this work.

Internal Origin and Destination Survey

Modelers use internal origin destination surveys to estimate trip generation models and mode choice models. These studies are costly and time intensive. For that reason, it is important for the MPO to take a long view when deciding to have an origin destination survey performed. Not only must the MPO time the survey to coincide with a new round of model development we must also coordinate with the other five agencies participating with us in model development and maintenance.

External Origin and Destination Survey

Modelers use external origin destination surveys to estimate external-internal trips in models and through trip tables for the model. These studies are costly and time intensive. For that reason, it is important for the MPO to take a long view when deciding to have an external origin destination survey performed. Not only must the MPO time the survey to coincide with a new round of model development we must also coordinate with the other five agencies participating with us in model development and maintenance.

Screen line and Model Boundary Traffic Counts

Traffic counts at the model's boundary and along the model's screenlines are critical data that modelers use to assess a travel model's performance. The MPO takes these counts in addition to the counts in the routine traffic count program described below. These counts must coincide with a model development or update cycle.

Airport Survey

The Piedmont Triad International Airport is a key consideration in transportation planning for all MPOs within the Piedmont Triad. Although the airport is outside the MPO's planning boundary it is an important intermodal hub for the region. The airport's position as an economic engine for the region will become more solid as freight operations grow. The airport is and will continue to be a key destination, and special generator, for traffic within the Piedmont Triad. Therefore, it is important to understand when, how, and why people travel to the airport. It is also important to know where trips to the airport start or end. Therefore, it is important to survey traffic to and from the airport on a regular basis.

Routine Traffic Counting Program

The routine traffic count program meets three needs. First, the program provides the MPO with a method of monitoring trends on major arterials and freeways within the planning boundary. Second, the program is useful for monitoring intersections and corridors for congestion management. Third, the count program provides some of the data needed in the model calibration and validation process.

However useful the count data for calibrating the travel model it is inadequate for that purpose. The counts are inadequate for two reasons. First, NCDOT counts traffic on a biennial schedule that may not match the travel model update schedule. Second, the routine traffic count program may not count traffic at the correct location. In addition, the routine traffic count program only counts vehicles. Peak hour data and vehicle classification data are not from the routine count program

Freight Survey

Freight is and will remain a critical component of the region's economic well being. Companies have located major warehousing, transfer, pick-pack centers, and break-bulk centers within the High Point MPO. These centers use a combination of truck, rail, and air transport to fulfill orders all along the eastern seaboard. Therefore, it is important to understand when, how, and why freight travels on our roads and railroads. It seems obvious that the market forces effecting commuter movement are different than those which effecting freight movement. Anecdotally, freight truck and freight rail travel at different times than do commuters. In addition many shippers have changed operational models from a warehouse model to a just in time delivery model. In a just in time model Therefore, it is important to survey traffic to and from the airport on a regular basis.

Model Calibration/Validation

To be of use a travel demand model must be both calibrated and validated. It is important to know that a model is accurately reproducing travel demand for existing conditions before using it to estimate travel demand for future years. Because the High Point MPO serves areas that USEPA classified as nonattainment or maintenance for one or more criteria pollutants, *40 CFR Part 93.93.122(b)(1)(1)* requires that we must have the Piedmont Triad Travel Demand model validated against ground counts at least every ten years.

Socioeconomic Data Updates

The High Point MPO participates in developing and maintaining the Piedmont Triad Regional Travel Demand Model. By agreement with the Piedmont Authority for Regional Transportation (PART), the North Carolina Department Transportation, the Alamance Metropolitan planning Organization, the Greensboro Planning Metropolitan Planning Organization and the Winston-Salem/Forsyth County Metropolitan Planning Organization PART is the custodian of the PTRM. Also, by agreement each MPO delivers socioeconomic data changes, revisions, and corrections to PART annually in May.

Model Network Updates

The High Point MPO participates in developing and maintaining the Piedmont Triad Regional Travel Demand Model. By agreement with the Piedmont Authority for Regional Transportation, the North Carolina Department Transportation, the Alamance Metropolitan planning Organization, the Greensboro Planning Metropolitan Planning Organization and the Winston-Salem/Forsyth County Metropolitan Planning Organization PART is the custodian of the PTRM. Under the modeling agreement, each MPO delivers network changes and corrections to PART annually in September.

The Transportation Improvement Program and Project Development

The remaining tasks covered in the five-year planning calendar relate either to the metropolitan transportation improvement program (MTIP) or specifically to project development studies such as feasibility studies or environmental documents.

SPOT Project Prioritization

In order to assist the North Carolina Department of Transportation in developing its Statewide TIP (STIP) the High Point MPO prepares a priority list of projects, defining the MPO's priorities for existing and proposed projects in the transportation improvement program. Nominally, the MPO prepares the project needs list biennially.

Metropolitan Transportation Improvement Program

23 CFR Part 451.324(a) requires that the MPO in cooperation with the NCDOT and affected public transportation operators develop a transportation improvement program for the Metropolitan planning area. The federal regulations require that the TIP cover a period not less than four years. North Carolina General Statutes Section 136 requires that North Carolina's TIP cover a period of seven years. Nominally, MPOs adopt an MTIP biennially on even years. However, the North Carolina Department of Transportation requires that MPO's adopt MTIPs on the same schedule that it adopts the state TIP.

Transportation Conformity for the Transportation Improvement Program

The High Point Metropolitan planning Organization includes parts of four counties (Guilford, Forsyth, Davidson, and Randolph). All or part of Guilford, Forsyth and Davidson Counties are nonattainment or maintenance for one or more of the criteria air pollutants. *Section 176 (c) of the Clean Air Act as Amended* requires that transportation plans, programs or projects within nonattainment or maintenance areas conform to the intent of the State Implementation Plan for Air Quality. *40 CFR Part 93.102* requires that Metropolitan planning organizations in nonattainment or maintenance areas and make a conformity determination when they adopt, or amend a Metropolitan transportation improvement program. The conformity determination for the MTIP is in addition to the conformity determination required for the long-range action plan. Nominally, MPOs adopt an MTIP biennially on even years. However, the North Carolina Department of Transportation requires that MPO's adopt MTIPs on the same schedule that it adopts the state TIP.

Special Projects

23 CFR Part 450.318 allows the MPO to perform transportation planning studies at the corridor and subarea level as part of the transportation planning process. The MPO believes that special studies are a value-added service to our member jurisdictions and help to effectively and efficiently improve our transportation system. It is also important for the MPO to support our member jurisdictions by funding and managing special studies and special projects intended to address important transportation needs within the MPO boundary. Special projects may include feasibility studies, NEPA documents, or

functional designs. The MPO may complete special projects in-house or may choose to contract with consultants to complete special projects.

Glossary of Terms

“The Board” or BOT	The North Carolina Board of Transportation. The Board of Transportation is the decision-making body of the North Carolina Department of Transportation.
CE	Categorical Exclusion. (See NEPA Document)
EA	Environmental Assessment (See NEPA Document, See Also FONSI).
EIS	Environmental Impact Statement (See NEPA Document, See Also ROD).
FONSI	Finding of No Significant Impact. The document reporting the decision of an Environmental Assessment.
FHWA	The Federal Highway Administration
L RTP	The Long Range Transportation Plan. See MTP.
Maintenance Area	Means any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants under the Clean Air Act Amendments of 1990, and subsequently redesignated as an attainment area subject to the requirement to develop a maintenance plan under section 175(a) of the Clean Air Act as Amended.
Memorandum of Agreement or Memorandum of Understanding	Any multi-party memorandum specifying the rights, roles, duties, and responsibilities of the parties of the transportation planning process.
Metropolitan Planning Organization (MPO)	Is the organization that carries out the federally required metropolitan transportation planning process within an urbanized area with a population greater than 50,000 persons.
Metropolitan Transportation Plan (Plan)	The official transportation plan for transportation within the metropolitan planning area. A plan must look forward for at least twenty years and must consider multiple modes (transportation choices).
NCAC	The North Carolina Administrative Code
NCDOT	The North Carolina Department of Transportation.
NEPA	The National Environmental Policy Act. A federal law prescribing a process that recipients of federal funds must use to implement non-emergency infrastructure projects.
NEPA Document	Any document intended to prove that a recipient of federal funds has complied with the provisions of NEPA. There are three types of NEPA document: Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements.

Nonattainment area	Means and geographic region of the United States that has been designated by EPA as a nonattainment areas under section 107 of the Clean Air Act for any pollutants for which a NAAQS exists
PL Funds	The federal transportation funds specifically dedicated to funding the transportation planning process.
ROD	Record of Decision. The document reporting the decision for an Environmental Impact Statement.
SIP	State Air Quality Implementation Plan
Transportation Advisory Committee	The executive board of the High Point Metropolitan Planning Organization.
Transportation Conformity	The process of ensuring that an MPO's transportation plans, programs, and projects are consistent with the goals of the State Air Quality Implementation Plan (SIP); this process only applies in nonattainment and maintenance areas.
Transportation Improvement Program (TIP)	The Transportation Improvement Program. A 4-year document listing capital and program improvements. (Note: In North Carolina, the TIP is a seven-year document.
TMA	An urbanized area with a population over 200,000, as designated by the Bureau of the Census and designated by the Secretary of Transportation or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.
UPWP	Unified Planning Work Program. The annual plan of work for a metropolitan planning organization.
UZA	A geographic area with a population of 50,000 or more, as designated by the Bureau of the Census