UPPER COASTAL PLAIN
RURAL PLANNING ORGANIZATION

March 6, 2018
TCC: 10:30 a.m.
Wilson Operations Center
1800 Herring Ave.
Wilson, NC 27893
252-296-3341

RPO Transportation Coordinating Committee Agenda

1. Welcome & Introductions – Bill Bass – TCC Chair
2. Additions or corrections to Agenda
3. Approval of Minutes January 9, 2018

Presentation
4. Eastern NC Freight Mobility Plan, *Ryan E. Purtle, Greenville MPO*

Decision Items
5. UCPRPO Local Point Assignment STI P5 Methodology
6. Resolution of Support for Spring Hope CMAQ project
7. Adopt PWP FY1819

New Business
8. New Chair/Vice Chair Nominations for FY1819

Discussion Items
9. NCDOT Complete Streets Policy Review
10. TAC Member Ethics Reminder

Reports
11. US 70 Commission
12. Hwy 17/64 Association – Next meeting April 18, 2018
13. Legislative Update
14. NCDOT Division 4
15. NCDOT Planning Division (TPD)

Public Comment
16. Public Comment

Other Business
17. TCC Member Comments

Dates of future meetings:

May 1, 2018   July 10, 2018   September 4, 2018   November 6, 2018

Attachments:
1. TCC January 9, 2018 Minutes
2. Regional_Freight_Plan_Presentation.pdf
3. Draft UCPRPO STI P5.0 Local Methodology
4. 2018 Resolution CMAQ Funds for Spring Hope 022218
5. DRAFT_UCPRPO PWP Expense Report FY1819
6. TAC Member Ethics Filing Reminder

UPPER COASTAL PLAIN
RURAL PLANNING ORGANIZATION

January 9, 2018

RPO Transportation Coordinating Committee Minutes

Attendance

TCC
Nancy Nixon, Nash
Stephen Wensman, Smithfield
Berry Gray, Johnston
Jae Kim, Spring Hope
Julie Maybee, Selma
James Duncan, Wilson
Bill Bass, City of Wilson
Catherine Grimm, Tarboro
Cynthia Jones, Edgecombe
Tracy Shearin, Red Oak

NCDOT
Jimmy Eatmon, NCDOT-Division 4
Carlos Moya, NCDOT TPD

UCPRPO
James Salmons

Other
Tirence Horne, UCPCOG

Introduction

1. *Welcome & Introductions – Bill Bass – TCC Chair*
    Mr. Bill Bass welcomed everyone and asked everyone to introduce themselves and then called the meeting to order.

2. *Approval of Agenda*
    Mr. Bill Bass asked if everyone had an opportunity to review the agenda and asked if anyone had any additions to be made to the agenda. Being none and **UPON A MOTION** by Catherine Grimm (Tarboro), second by Jon Barlow (Kenly) the agenda was unanimously approved as written.

3. *Minutes – November 7, 2017*
    After reviewing the Minutes for the November 7, 2017 TCC meeting and **UPON A MOTION** by Catherine Grimm (Tarboro), second by Jon Barlow (Kenly) the minutes were unanimously approved.

Decision Items

4. *Title VI Assurances*
    Members were informed that the UCPRPO is subject to the requirements of the Title VI Civil Rights Act and members would be required to receive training to ensure the is no discrimination based on race, color, or national origin. As part of the assurance, the UCPRPO gives assurance that it will promptly take any measures necessary to ensure that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in , be denied the benefits of, or be or be otherwise subjected to discrimination under any program or activity, 'for which the UCPRPO receives Federal financial assistance from DOT, including the Federal Highway Administration'. **UPON A MOTION** by Julie Maybee (Selma), second by Jon Barlow (Kenly) the Standard Title VI/Nondiscrimination Assurances policy was unanimously approved.

5. *UCPRPO Local Point Assignment STI P5 Methodology*
    Members were provided with the proposed draft UCPRPO STI P5 Local Methodology and asked if there were any questions or recommended changes. It was reported that the draft local methodology needed to be submitted to the STI P5.0 Local Methodology Workgroup for review and approval. It was explained that it was anticipated that the approval would be given prior to the next TCC meeting scheduled for March and members would be asked to adopt the methodology at that meeting.

Discussion Items

6. *NCDOT Complete Streets Policy – NCDOT BOT Presentation – Consultant hired to review Complete Streets Policy reported at December NCBOT meeting*
   It was reported that the NCDOT is in the process of reviewing the NCDOT Complete Streets Policy. There was discussion in reference to the required local match for smaller communities. For small communities it was extremely difficult to meet the required match. The 20% match requirement for communities with a population of more than 10,000 was difficult for them to raise. Members were interested in more information and potentially providing input into the review process. Two options were discussed:
   1. Potentially lowering local funding requirements.
   2. Utilizing Powell Bill funds to help raise the required local match for new bike/pedestrian projects.

7. *CMAQ Projects FY19*
   Members were reminded that the deadline to submit potential CMAQ projects within Nash and Edgecombe Counties was March 1, 2018. The UCPRPO currently has $794,615 remaining in CMAQ funding. Members were encouraged to submit any potential projects they may have.

8. *Draft Toll Policy*
   The NCDOT leadership has established a small workgroup to a study and create a Toll Road Policy which would help determine which corridors were eligible for potential tolling. The workgroup recently provided the Joint Legislative Transportation Committee a presentation on the proposed new policy. The proposed policy would require input from the local applicable MPO and RPO committees. TCC members felt it would be a good idea to present the draft to TAC members to continue the conversation about potential future funding options for transportation projects.

9. *Powell Bill Formula Adjustment Proposal*
   A recent Powell Bill Formula has recently been completed and a presentation was provided to the Joint Legislative Committee at their December 2017 meeting. The presentation provided a proposal to modify the Powell Bill Formula to take into account seasonal traffic. The change would create a small percentage point change for most communities.

10. *Draft PWP*
    Members were provided with the draft UCPRPO PWP for FY1819. The Transportation Planning Division (TPD) and the NCARPO recently updated the format of the PWP. The new format shows more detail between direct cost and indirect costs to the UCPRPO. Members were asked to let Mr. Salmons know if there were any recommended changes to the PWP. The draft was scheduled to be submitted to TPD by mid-February for their approval and then presented to the TCC at their March meeting for their adoption.

11. *TAC Member Ethics Reminder*
    Members were reminded of the required ethics filing requirements for all TAC members and were asked to work with their members to ensure they completed the required filings.

Reports

12. *US 70 Commission – NCDOT Eastern NC Flood Study*
    It was reported that NCDOT was working on an eastern NC flood study (along US 70) to help identify any potential improvements with NCDOT Right-of-way that may help reduce flooding in communities along the corridor. In addition, more funding was becoming available through the study to purchase additional water gauges along streams throughout eastern North Carolina.

13. *Hwy 17/64 Association – January 24, 2018 - Meeting in Bethel (draft feasibility study)*
    Mr. Salmons reported that the next Hwy 17/64 Association was scheduled to meet in Bethel, NC on January 24, 2018 at 10:00am. The topic of the meeting was scheduled to be on the recent announcement the Tyre Company was planning to build a new plant at the Kingsboro Mega-site and planned to hire 800 new employees at the facility. Interested members were encouraged to attend. In addition, the feasibility study for the US 64 upgrade to interstate standards from Williamston to the Virginia State line was complete.

14. *Legislative/STIP Update*
    There was no additional legislative update.

15. *NCDOT Division 4*
    Mr. Jimmy Eatmon reported that the NCDOT was in the process to reviewing potential projects to aid the new Tyre Company in Edgecombe County.

16. *NCDOT Planning **DIVISION** (TPD)*
    Mr. Carlos Moya stated that there was a new format for PWP submittals for FY1819 and he appreciated the efforts of the UCPRPO to adopt the new format.

Public Comment
1. *Public Comment*
   There was no public comment.

Other Business
1. *TCC Member Comments*
   Mr. Salmons informed members there was an interest in completing RPO-wide CTPs and asked members to share their thoughts. Mr. Bill Bass asked if the RPO-wide CTPs were going to replace the County CTPs and Mr. Salmons stated there would still be flexibility in choosing between RPO-wide and smaller County CTPs. Mr. Eaton expressed concern over CTP areas becoming too large. A brief discussion followed.

Upcoming meeting:
The next meeting is tentatively scheduled for March 6, 2018.

UPON A MOTION from Nancy Nixon (Nash) was made to adjourn and a second motion was made by Tracy Shearin (Red Oak) and the meeting was adjourned.

Respectfully submitted,

_____   _____
            Bill Bass, TCC Chair   James M. Salmons, UCPRPO

Eastern North Carolina Regional Freight Mobility Plan

What is it?

- The proposed Regional Freight Mobility Plan is a coordinated regional planning effort to identify, develop, and support the multimodal freight network within the identified eastern North Carolina planning area aimed at accomplishing the following:

  - Development of strategies to continuously address freight movement, congestion, and mobility issues while identifying potential multimodal connectivity strategies across freight modes;

  - Identification of economically significant links to/from communities and State and regional transportation hubs to leverage regional and local economic competitiveness;

  - Creation of a regional multimodal freight vision identifying State, regional, and division level projects for regional prioritization to create efficiencies to leverage Federal and State funding;

  - Development of strategies to support adoption and implementation of new and innovative freight technologies that promote efficiency, safety, and continued environmental sustainability; and

  - Establishment of a collaborative regional partnership to support freight and other regional planning opportunities.

Why is it Needed?

- Legislation has begun to emphasize freight planning at the National, State, and MPO levels.
  - MAP-21 (Passed in 2012):
    - National freight policy
    - State and national freight strategic plans
    - State and national freight advisory committees
    - National freight network and prioritization of freight projects
    - Freight performance management
    - Motor/carrier/trucking initiatives

  - The FAST Act (Passed in 2015) reinforces and advances the initiatives started by MAP-21 with increased emphasis on the National Freight Network and creation of the National Multimodal Freight Network.

- MPOs and RPOs have begun to coordinate across the State to develop similar regional plans.
  - In addition to the State Freight Plan, the following areas have started or completed a Regional Freight Planning effort:
    - Piedmont Triad (Greensboro, Winston Salem, High Point, and Burlington-Graham Urban Areas)
    - 14 Counties within the Greater Charlotte Urban Area including Counties in South Carolina
    - Raleigh and Durham Urban Areas

Why is it Needed?

- **Economic Development**
  - A tool to be used by economic development and planning professionals to illustrate the current and planned freight network to promote growth, development, and regional economic competitiveness.
  - Freight movement is often a key factor when large scale businesses and manufacturing plants are selecting possible locations.

- **Leveraging Federal and State Funding**
  - Prioritization, INFRA, TIGER, etc.

- **National Highway System (NHS) Development**
  - Continued support of currently designated future interstates.
  - Creation of a coordinated regional strategy to streamline NHS development in the region.

- **Links and Planned Connection to Freight Hubs**
  - Planning for community and industry connections to traditional and multimodal freight hubs to promote efficient movement of goods.

- **Land-Use and Transportation Planning**
  - Promotes informed land-use and rezoning decisions.
  - Develops a database of prioritized freight-based projects to increase network development and efficiency across the region and planning organizations.
  - Provides data on freight congestion, bottlenecking, freight clusters, truck trip, and special generator, etc. to support State, Regional, and/or planning organization based performance measures ad travel demand modeling.

NHS Classified Routes

Crucial Routes:
I-95
I-795
US 70 (Future I-42)
US 64 (Future I-87)
US 264 (Future I-587)
US 17
US 158
US 13
US 301
US 117
US 258
NC 11
NC 12
NC 33
NC 43
NC 58
NC 42
NC 903

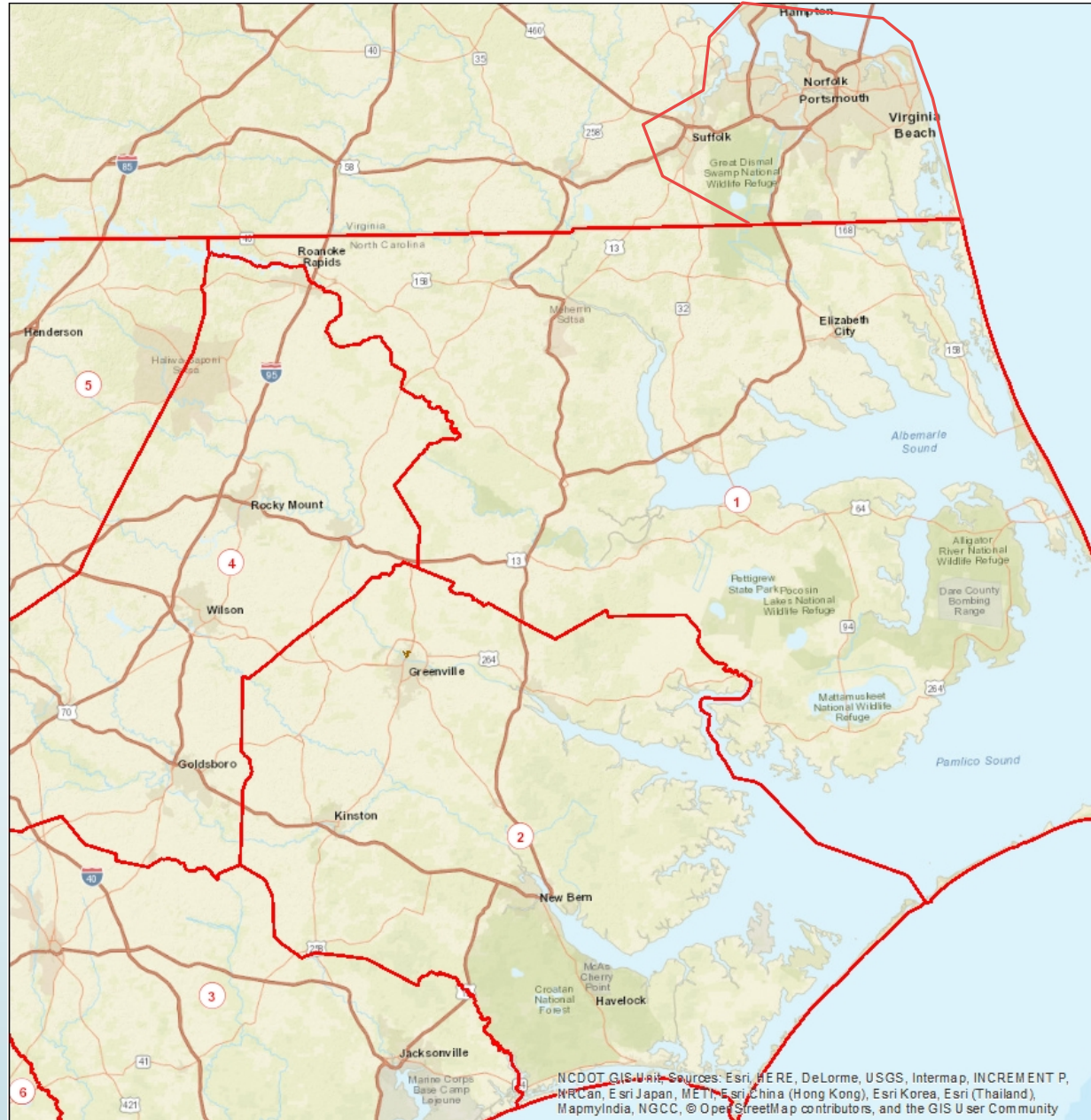# What is the Planning Area?

Division 1
Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrell, Washington

*Plan may stretch across State boundaries to include Norfolk International Terminals (Port)

Division 2
Beaufort, Carteret, Craven, Greene, Jones, Lenoir, Pamlico, Pitt

Division 4
Edgecombe, Halifax, Johnston, Nash, Wayne, Wilson

Planning Partners
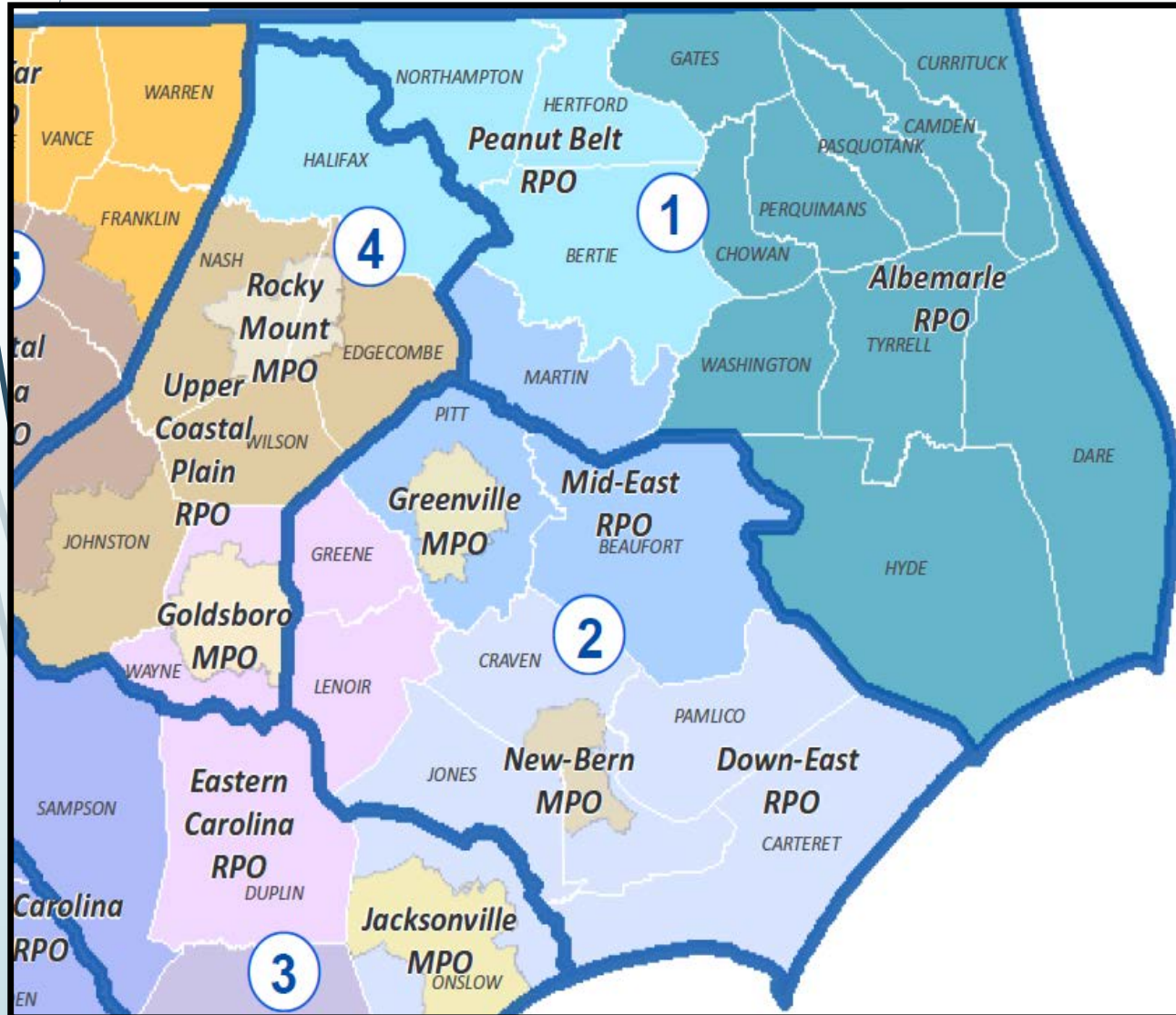
- Metropolitan Planning Organizations
  - Greenville Urban Area MPO
  - Rocky Mount Urban Area MPO
  - Goldsboro Urban Area MPO
  - New Bern Urban Area MPO
- Rural Planning Organizations
  - Eastern Carolina RPO
  - Down East RPO
  - Mid-East RPO
  - Upper Coastal RPO
  - Peanut Belt RPO
  - Albemarle RPO
- NCDOT
- Highway 70 Corridor Commission
- Highway 17/64 Corridor Commission
- NCEast Alliance

Key Considerations

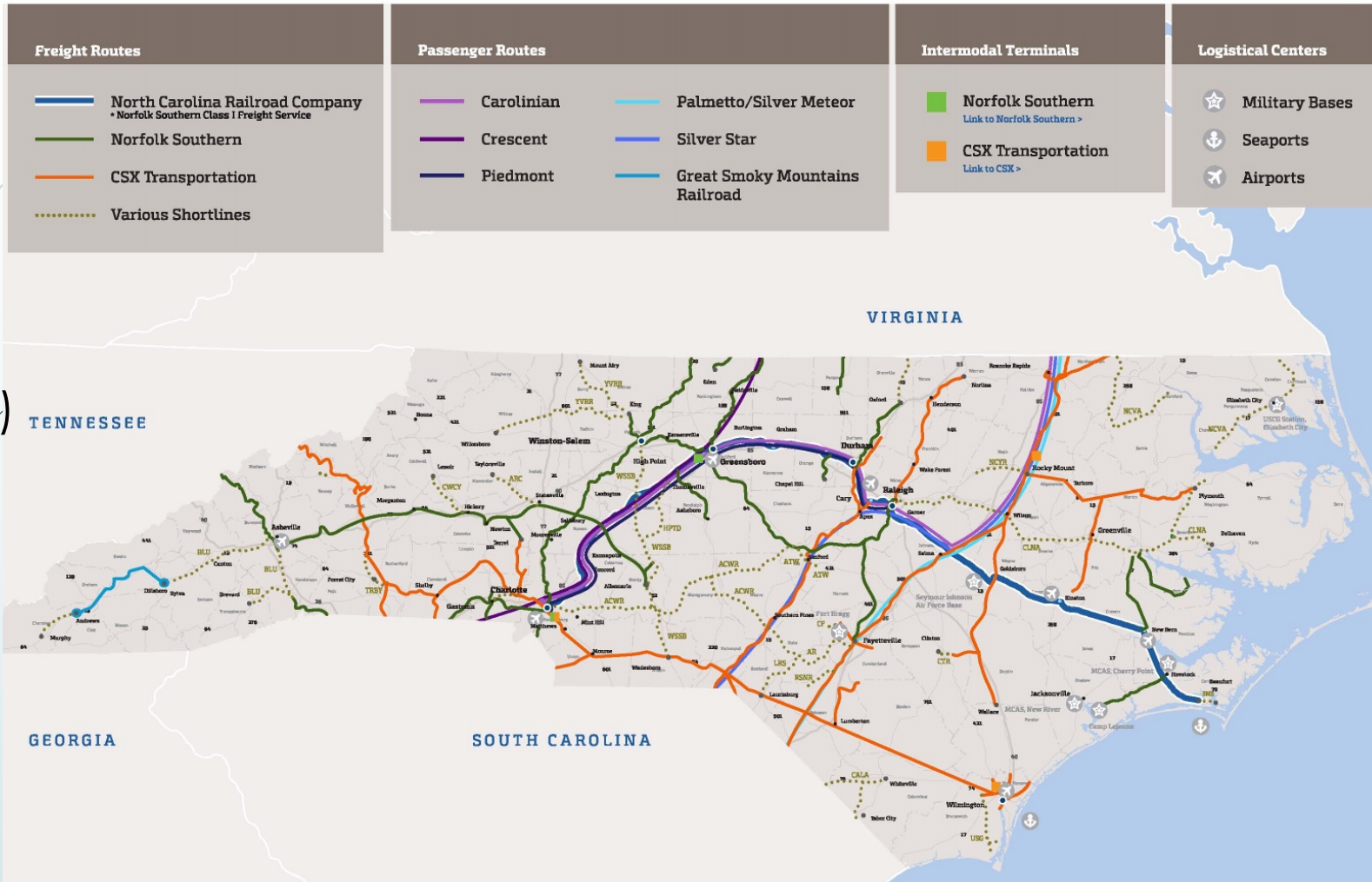- This effort will require coordination from MPOs, RPOs, NCDOT, economic development professionals, commercial rail providers, airports, ports, and possibly out of state transportation professionals.

- Large commercial and industrial stakeholders will be instrumental in developing a plan that promotes development of the existing freight network but also plans for future industry needs in the region.

- Existing infrastructure and freight hubs will be crucial as we try to connect communities and industries to viable freight routes and identify possible improvements and alternative modes of freight movement.

- This plan will hopefully lead to other regionally oriented planning projects and increased coordination amongst the many key players and stakeholders.

- The data compiled throughout this planning process will be catalogued and made available for utilization in locally focused long range transportation efforts and other regional planning efforts.

Key Transportation Infrastructure

- CSX and Norfolk Southern Freight Lines

- Pitt-Greenville (PGV), Rocky Mount-Wilson (RWI)and Coastal Carolina (EWN) Regional Airports

- Port of Morehead City

- Proposed CCX Intermodal Terminal

- The second largest State-owned highway system

- Elizabeth City, Goldsboro and Havelock Military Bases

Freight Routes
- North Carolina Railroad Company • Norfolk Southern Class I Freight Service
- Norfolk Southern
- CSX Transportation
- Various Shortlines

Passenger Routes
- Carolinian
- Crescent
- Piedmont
- Palmetto/Silver Meteor
- Silver Star
- Great Smoky Mountains Railroad

Intermodal Terminals
- Norfolk Southern — Link to Norfolk Southern >
- CSX Transportation — Link to CSX >

Logistical Centers
- Military Bases
- Seaports
- Airports

- Various Short-line Rail Lines

- Kinston Global TransPark

Large Industries within the Region
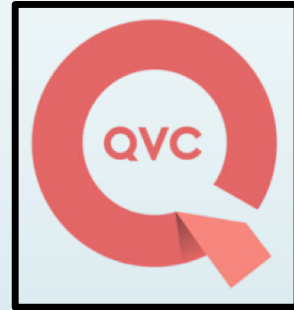
Proposed Schedule

- Initial Project Coordination: November/December 2017

- Planning Partner Coordination Meeting: January 2018 (additional meetings as required)

- Selection of Consultant: February/March 2018

- Consultant Planning Process: Late Spring 2018 through Spring 2019

  - Stakeholder Interviews

  - Monthly Coordinating Calls

  - Quarterly/Key Milestone Meetings

  - Data Collection and Cataloging

  - Public Outreach

  - Creation of Regional Freight Network with Implementation Strategies

  - Regional Prioritizations of Recommended Projects

- Draft Plan Distribution for Public Review and Comment: Spring 2019

- Final Plan Adoption by Participating Organizations: May/June 2019

Conclusion

- A regionally coordinated Freight Plan that is intended to:
  - Increase economic competitiveness
  - Provide a data resource
  - Provide regional vision for the freight network and strategies for implementation
  - Serve as catalyst to increased regional planning efforts

- The planning process is estimated to take approximately twelve (12) months after selection of a consultant.

- A member of NCDOT's Transportation Planning Division will handle the day-to-day project management with assistance from the various planning organizations

- This project will be submitted to NCDOT for possible State Planning Research (SPR) funding.

- The cost for this projects will be shared amongst the MPOs, RPOs and additional planning partners involved.

Questions?

THANK YOU!

UPPER COASTAL PLAIN
RURAL PLANNING ORGANIZATION

UCPRPO PROPOSED Strategic Transportation Investment Act (STI)
RANKING METHODOLOGY – (2/6/18 Revisions)

INTRODUCTION

UCPRO Methodology and Ranking with Public Input

The Upper Coastal Plain Rural Planning Organization (UCPRPO) includes Edgecombe, Johnston, Nash, and Wilson Counties. The formula breaks down the (UCPRPO) transportation projects into three categories: Statewide, Regional, and Division level. The Statewide Level will receive 40% of the available revenue and the selection process will be 100% data-driven, meaning NCDOT will base its decisions on hard facts such as crash statistics and traffic volumes. The Regional Level will receive 30% of the available revenue and the selection process will be 70% data-driven with 15% scoring coming from NCDOT Division 4 and 15% ranking or scoring from the UCPRPO. The Division Level will also receive 30% of the available revenue and the selection process will be 50% data-driven with the Division 4 having a 25% ranking input and the UCPRPO having the remaining 25% ranking input.

STI Selection Formula		
Statewide Projects	**Regional Projects**	**Division Projects**
100% Data-Driven	70% Data-Driven	50% Data-Driven
	15% Division 4 Input	25% Division 4 Input
	15% UCPRPO Input	25% UCPRPO Input

All modes of capital transportation projects must compete for funding including highways, transit, aviation, rail, and bike/pedestrian. Each transportation project may receive a maximum of 100 points. You may view more information on the Strategic Transportation Investments (STI) at http://www.ncdot.gov/strategictransportationinvestments/default.html.

UCPRO Methodology and Ranking with Public Input

- This document describes the methodology and ranking process the UCPRPO will use to provide its local input in the Strategic Transportation Investments Act prioritization process.
- This methodology must be approved by the North Carolina Department of Transportation to ensure it meets legislation requirements.
- The TAC will approve the methodology in its January, 2018 meeting. Upon approval there will be a 30 day public comment period where the methodology will be published on the UCPRPO website www.ucprpo.org. After the 30-day public comment period there will be a public hearing/meeting at the normally scheduled TAC meeting in March, 2018. All public comment will be documented by the RPO staff and considered by the TAC prior to its final approval by the TAC at this meeting.
- The UCPRPO is assigned 1,500 points based upon population for each Region and Division Projects. The UCPRPO TAC will preliminarily rank transportation Regional projects by allocating its allotted 1,500 points to projects at its April, 2018 meeting. Once the points have been

allocated, the preliminary point allocation will be published to the www.ucprpo.org website for public review and comment for a 30 day period. The public will be invited to the TAC May 2018 meeting to provide input and comments after which the TAC will adopt the final point allocation for Regional projects. The same procedure will be performed for Division projects with the TAC meetings being in July and September 2018.

DESCRIPTION OF CRITERIA AND WEIGHTS

UCPRPO Point Allocation Methodology

As part of the ranking process the UCPRPO will have 1500 points to allocate to its Regional Level projects and 1500 points to its Division Level projects. These points have been assigned to the RPO based on population with each MPO and RPO receiving a minimum of 1000 points and a maximum of 2500 points. The UCPRPO will allocate its points based upon transportation mode as follows:

UCPRPO POINT ALLOCATION REGIONAL PROJECTS

MODE	POINTS ALLOCATED
Highway	1300 Points (13 Projects)
Transit	100 Points (1 Project)
Aviation	No Projects Applicable
Rail	100 Points (1 Project)
Bike/Pedestrian	No Projects Applicable

UCPRPO POINT ALLOCATION DIVISION PROJECTS

MODE	POINTS ALLOCATED
Highway	800 Point (8 Projects)
Transit	300 Points (3 Projects)
Aviation	200 Points (2 Projects)
Rail	100 Points (1 Project)
Bike/Pedestrian	100 Points (1 Project)

Note: All projects receiving points will receive the maximum 100 points allowed per project. The UCPRPO will allocate points based upon prioritizing all projects based upon transportation mode and weighted criterion as follows:

	Upper Coastal Plain Rural Planning Organization **Highway Ranking Criteria – Region and Division**
Quantitative Criteria	**Prioritization 5.0 Quantitative Score = 20%** The Prioritization P5.0 data scores will be converted to a 100 point scale (multiply by 1.426 for Region and 2 for Division) and be weighted at 20%. http://www.ncdot.gov/strategictransportationinvestments/
Qualitative Criteria (This is measured by a numerical exercise described in Section Qualitative Criteria Measurement)	**Public Comments and Input = 40%** The TAC will consider all public input and comments provided to them during open meetings. If no one from the public comments the TCC and TAC will be considered the only public comments received. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. This ranking will be measured by a ranking ballot as presented in the section "Qualitative Public Comment Criteria Measurement". Member rankings will be converted to a 100 point scale applied evenly for the top 20 projects. Each TAC member's prioritization ballot will be available for public view at www.ucprpo.org. **Project is in Comprehensive Transportation Plan (CTP) = 5%** **Maximum of 100 Points**: If project is in CTP = 100 Points If project is not in CTP = 0 Points **Project provides Connectivity = 35%** **(Does the project cross County or Municipality boundaries?) -** **Maximum Points 25 Points:** Regional (Multiple Counties) = 100 points County (Multiple Local Governments within one County) = 66 points Local (One Local Government) = 33 points

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	Upper Coastal Plain Rural Planning Organization **Transit Ranking Criteria - Division**
Quantitative Criteria	**Prioritization 5.0 Quantitative Score = 30%** The Prioritization P5.0 data scores will be converted to a 100 point scale (multiply by 1.426 for Region and 2 for Division) and be weighted at 30%. http://www.ncdot.gov/strategictransportationinvestments/
Qualitative Criteria (This is measured by a numerical exercise described in Section Qualitative Criteria Measurement)	**Transit Expansion = 20%** This criterion will be applied to transit projects that increase service to citizens versus projects which do not. **Transit Expansion (Service Expansion) Maximum 100 Points:** Project Expands Services = 100 Points Project Does Not Expand Service = 0 Points **Public Comments and Input = 50%** The TAC will consider all public input and comments provided to them during open meetings provided by both the public and RPO Transit Agencies. If no one from the public comments the TCC and TAC will be considered the only public comments received. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. This ranking will be measured by a ranking ballot as presented in the section "Qualitative Public Comment Criteria Measurement". Member rankings will be converted to a 100 point scale applied evenly for the top 20 projects. Each TAC member's prioritization ballot will be available for public view at www.ucprpo.org for public review.

	Upper Coastal Plain Rural Planning Organization **Aviation Ranking Criteria – Division**
Quantitative Criteria	**Prioritization 5.0 Quantitative Score = 20%** The data-driven scores provided by NCDOT will be weighted at 20%. http://www.ncdot.gov/strategictransportationinvestments/.
Qualitative Criteria (This is measured by a numerical exercise described in Section Qualitative Criteria Measurement)	**Aviation Operational Improvements = 40%** This criterion will be applied to aviation projects that improve operational improvements that make the airport safer and/or increases capacity or addresses deficiencies in the facility. **Aviation Operational Improvements Maximum 100 Points:** Project provides Operational Improvements =100 Points Project Does Not Provide Operational Improvements = 0 Points **Public Comments and Input and Community Benefit = 40%** The TAC will consider all public input and comments provided to them during open meetings provided by both the public and RPO Aviation Agencies. If no one from the public comments the TCC and TAC will be considered the only public comments received. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. This ranking will be measured by a ranking ballot as presented in the section "Qualitative Public Comment Criteria Measurement". Member rankings will be converted to a 100 point scale applied evenly for the top 20 projects. Each TAC member's prioritization ballot will be available for public view at www.ucprpo.org for public.

	Upper Coastal Plain Rural Planning Organization **Bike/Pedestrian Ranking Criteria - Division**
Quantitative Criteria	**Prioritization 5.0 Quantitative Score = 50%** The data-driven scores provided by NCDOT will be weighted at 50%. http://www.ncdot.gov/strategictransportationinvestments/.
Qualitative Criteria (This is measured by a numerical exercise described in Section Qualitative Criteria Measurement)	**Connectivity – Gaps and Connectivity = 20%** This criterion will be applied to Bike/Pedestrian projects that provide connection or alleviates gaps in connecting principle points such as churches, employment center, shopping, and or schools… etc. **Bike/Pedestrian Connectivity - Maximum 100 Points:** Project provides Connectivity and/or Fills Gaps = 100 Points Project Does Not provide Connectivity and/or Fills Gaps = 0 Points **Public Comments and Input = 30%** The TAC will consider all public input and comments provided to them during open meetings provided by the Public. If no one from the public comments the TCC and TAC will be considered the only public comments received. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. This ranking will be measured by a ranking ballot as presented in the section "Qualitative Public Comment Criteria Measurement". Member rankings will be converted to a 100 point scale applied evenly for the top 20 projects. Each TAC member's prioritization ballot will be available for public view at www.ucprpo.org for public review.

	Upper Coastal Plain Rural Planning Organization **Rail Ranking Criteria – Region and Division**

Quantitative Criteria	**Prioritization 5.0 Quantitative Score = 50%**
	    The data-driven scores provided by NCDOT will be weighted at 50%.
	    http://www.ncdot.gov/strategictransportationinvestments/.

Qualitative Criteria (This is measured by a numerical exercise described in Section Qualitative Criteria Measurement)	**Railroad Company/NCDOT Rail Division Support = 30%**
	    This criterion will be applied to Rail projects that have the support of the Railroad Company and/or the NCDOT Rail Division
	
	 Railroad Company/NCDOT Rail Division Support Maximum 100 Points:
	    Project has support = 100 Points
	    Project Does have support = 0 Points
	
	Public Comments and Input = 20%
	    The TAC will consider all public input and comments provided to them during open meetings provided by the Public. If no one from the public comments the TCC and TAC will be considered the only public comments received. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. This ranking will be measured by a ranking ballot as presented in the section "Qualitative Public Comment Criteria Measurement". Member rankings will be converted to a 100 point scale applied evenly for the top 20 projects. Each TAC member's prioritization ballot will be available for public view at www.ucprpo.org for public review.

Qualitative Public Comment Criteria Measurement:

TAC members will hear from the UCPRPO Community at each of their regularly scheduled meetings. TAC members will also confer with TCC members and the local non-highway mode agencies to solicit their input into prioritizing projects based upon all required criterion. **TAC members will be strongly encouraged to prioritize and rank individual projects based upon a review of quantitative score, viability score, and input from the public, non-highway agencies, and TCC members.**

Along with input from the UCPRPO Community, members will be able to view the data-driven scores provided by NCDOT during this process. It will be the TAC members' responsibility to prioritize projects based upon each required criterion for each mode of transportation. TAC members will base their rankings upon facts that the projects have been discussed repeatedly within the community and are in the interest of the community. Each TAC member will use their judgment in ranking all projects with 1 being the highest priority (see sample Prioritization Ballot below). Once all TAC members have prioritized the projects the results will be posted to www.ucprpo.org for a 30 day public review and comment period. Prior to finalizing the project rankings, a public hearing/meeting will be held to allow for a final opportunity for the public to provide their input and comments. After which the vote or prioritization ranking by the TAC members will be final. Once the ballots have been completed the methodology explained on page 8 "Methodology for Evaluating and Weighting Criterion" will be used to compute the final project rankings and point allocation.

UCPRPO SAMPLE PROJECT PRIORITIZATION BALLOT - Highway Project Criteria "Public Comments and Input"						
SPOTID	Old SPOTID (P1.0)	Route	Description	Quantatative Score	Viability Score	Project Priority (1 for top priority)
75	43572	US 301	NC 96 to SR 1007 (Brogden Road). Widen to Multi-Lanes.	18.31	75	2
20	45170	SR 1927 - Pine Level Selma Rd	Widen from Forest Hills to US 264	16.94	25	9
893	45177	NC 42 - Tarboro St SW	Widen from NC 58 to US 264 Alt in Wilson Co.	16.11	20	4
889	45164	SR 1327 - London Church Rd	Widen from Herring Avenue to Lake Wilson Road	15.83	65	5
262	45852	SR 1902 (Glen Laurel Road)	US 70 to SR 1003 (Buffaloe Road). Widen to Multi-Lanes. Section B: East of SR 1902 (Glen Laurel Road) to SR 1003 (Buffaloe Road).	15.37	15	6
874	45095	Buffalo Rd	Widen to three (3) lanes from US 70 to SR 1934 (Old Beulah Road) in Johnston Co.	8.52	25	3
420	43578	Wilson Northern Loop	NC 58 (Nash Street) to US 301 Interchange at SR 1436 (Rosebud Church Road). Multi-Lanes on New Location.	6.67	70	8
1277		Princeville Interchange	Construct US 64 Westbound Off-Ramp at US 258	6.15	50	7
891	45168	E Anderson St	Widen to three (3) lanes from I-95 to Webb Street in Johnston County	5.99	65	1

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TOTAL SCORE AND PROJECT RANKING APPROACH

Methodology for Evaluating and Weighting Criterion: All project scores will be weighted and computed to produce a final local input score. This will provide a defined final qualitative measurement/score or metrics for evaluating the criterions for all projects based upon data driven scores and local input provided by TAC Members. The highest scoring projects will be assigned 100 UCPRPO local input points. **This method will be applied to all modes of transportation based upon criterion described in pages 3 thru 7.**

The following is an example (Regional Highway) on how weights will be applied to each project:

*To convert to 0-100 scale, multiply quant score by:	1.4286
Criteria	Weight (%)
Quantitative Score	20%
Priority Rank	40%
In CTP	5%
Connectivity	35%
SUM:	100%

Sample computations worksheet:

SPOTID	TAC Member 1	TAC Member 2	TAC Member 3	TAC Member 4	TAC Member 5	Total Priority Value	Rank	Points	Project in CTP?	Project Connectivity	Regional Quantitative Score (Out of 70*)	Local Input Score	Local Input Points
891	1	1	1	1	1	5	1	100	100	33	42	71.90	100.00
874	3	3	2	3	3	14	2	90	100	100	51	90.57	100.00
417	2	2	3	5	4	16	3	80	0	66	38	62.66	100.00
893	4	5	4	8	2	23	4	70	100	66	29	66.09	100.00
889	5	6	5	2	8	26	5	60	0	66	20	49.51	0.00
262	6	4	8	6	6	30	6	50	0	100	32	59.14	0.00
1277	7	7	6	7	10	37	7	40	100	100	12	59.43	100.00
892	9	10	9	4	9	41	8.5	30	0	66	15	36.09	0.00
420	8	9	10	9	5	41	8.5	20	100	33	10	30.76	0.00
2019	10	8	7	10	7	42	10	10	0	33	9	16.47	0.00

The column groupings are: Public Comments and Input (TAC Member 1–5, Total Priority Value, Rank, Points); Project Viability (Project in CTP?, Project Connectivity); P5.0 Quantitative Score (Regional Quantitative Score (Out of 70*)); Total Local Input Score and Points (Local Input Score, Local Input Points).

 Once the scores have been tabulated they will be published on the UCPRPO website (www.ucprpo.org) for public review.

SCHEDULE AND PUBLIC OUTREACH

UCPRPO Prioritization Process Schedule: FY 2017-2018

- **September 2017:**
  a. Projects - Submission of new Transportation Projects to the TCC and TAC Committee meetings. After submittal, all projects will be posted to the UCPRPO web site http://ucprpo.org/Projects/SPOT.html for Public Review.
  b. Methodology - The UCPRPO will develop a SPOT project ranking methodology for preliminary approval by the TAC at its January, 2018 meeting.

- **July-January 2017-2018:**
  a. Projects - Submission of projects will be submitted through NCDOT SPOT ON!ine between July, 2017 and September 30, 2017.
  b. Methodology - The TCC/TAC Committees will present the proposed UCPRPO Ranking Criteria Methodology for public review at the TAC's January, 2018 meeting. The proposed methodology will be posted on the UCPRPO website to provide a 30 day public review period.

- **January 2018:**
  Methodology - At the TAC meeting the public will be heard and comments will be considered on the proposed UCPRPO SPOT 5.0 Prioritization Ranking Criteria Methodology. After considering all public comment the TCC/TAC will then approve the final methodology. The final SPOT 5.0 Prioritization SPOT Quantitative scores will be posted on the UCPRPO website (www.ucprpo.org) once received from NCDOT for public review.

- **April-June 2018:**
  Regional Projects - At the TCC/TAC meetings, members will hear and consider any public comments on Regional projects to be scored by the UCPRPO. After hearing public comments and receiving/reviewing the SPOT 5.0 scores for the projects, all projects will be scored utilizing the adopted Ranking Methodology and the preliminary results of the scores will be posted on the UCRPO website for a 30 day public review period. Final point allocation for Regional projects by the TAC will be adopted at the June 2018 TAC meeting.

- **September-October 2018:**
  Division Projects - At the TCC/TAC meetings, members will hear and consider any public comments on Division projects to be scored by the UCPRPO for SPOT P5 projects. The TCC/TAC will then take into consideration any public comments and approve the projects scores for submittal to NCDOT by the October, 2018 deadline. Final point allocation for Division projects by the TAC will be adopted at the October 2018 TAC meeting.

POINT ASSIGNMENT PROCESS

Point Allocation:

Once scores have been computed for each project, the projects with the highest Scores will be used to determine which projects receive the 100 point allocation for each mode. The maximum number of points any project can receive is 100. All projects receiving points will receive the highest maximum points of 100. Points for each transportation mode will be allocated for the Region and Division categories as follows:

Region Level Projects

- Highway – The top 13 Scoring highway projects will receive 100 points each.
- Transit – The top single Scoring transit project will receive 100 points.
- Rail – The top single Scoring rail project will receive 100 points.

Division Level Projects

- Highway – The top 8 highway Scoring projects will receive 100 points each.
- Transit – The top 3 Scoring transit projects will receive 100 points each.
- Aviation – The top 2 Scoring aviation projects will receive 100 points each.
- Rail – The top 1 Scoring rail project will receive 100 points.
- Bike/Pedestrian – The top 1 bike/pedestrian Scoring project will receive 100 points.

Note: Any points not allocated in non-highway modes will transfer to the next highest Scoring project with the consensus of the TAC Members on which transportation mode to apply the points. For example if there are no rail projects competing within the Division Level the TAC will vote on which transportation mode the points should be allocated. The next top Scoring project within the elected mode will receive the points.

For each Regional and Division projects the preliminary allotted point's allocation will be posted to the UCPRPO website (www.ucprpo.org) for public review and comment during the 30 day comment period prior to being finalized.

Final Point Allocation:

Once the public comment period ends the UCPRPO will hear from the public at their regularly scheduled meetings in June and October, 2018 to hear final public input. Afterwards the TAC will be asked to approve the final point allocation. All public comments received and all final point assignments and any justification/rationale for point assignment which deviates from this local Methodology will be placed on the UCPRPO website (www.ucprpo.org) and documented in meeting minutes.

MATERIALS SHARING

During the entire STI prioritization process the Upper Coastal Plain Rural Planning Organization (UCPRPO) will maintain a website with up to date information on public input opportunities. The web site will included:

1. Link to the NCDOT STI Prioritization Resources website:
   https://connect.ncdot.gov/projects/planning/Pages/PrioritizationResources.aspx
2. Adopted local input methodology document.
3. Highlights of schedule milestones, as well as specific public comment and public meeting schedules when available.
4. Preliminary and final local input point assignment sheet(s) (including record of deviations, as applicable).

The UCPRPO Prioritization website url is: http://www.ucprpo.org/SPOT.html

UPPER COASTAL PLAIN RURAL PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION ADOPTING THE UPPER COASTAL PLAIN RURAL PLANNING ORGANIZATION'S (UCPRPO) STRATEGIC TRANSPORTATION INVESTMENT ACT (STI) RANKING METHODOLOGY

WHEREAS, the Upper Coastal Plain Rural Planning Organization provides transportation planning services for Edgecombe County, Johnston County, Nash County and Wilson County, and

WHEREAS, as per Session Law 2012-84 amended Section 2 of the General Statutes 136-18 Prioritization Process; and

WHEREAS, House Bill 817 outlines the Strategic Prioritization Funding Plan for Transportation Investments; and

WHEREAS, based on this legislation Rural Transportation Planning Organizations (RPOs) have been given an opportunity to provide their local input into the STI Prioritization Process; and

WHEREAS, the Upper Coastal Plain RPO is located in Regions A as defined by the legislation and the North Carolina Department of Transportation; and

WHEREAS, based on this legislation the amount of input allotted to local input is 15% for the Upper Coastal Plain RPO in Region A; and

WHEREAS, the Upper Coastal Plain RPO is located in Division 4 of the North Carolina Department of Transportation; and

WHEREAS, based on this legislation the amount of input allotted to local input is 25% for the Upper Coastal Plain RPO in Division 4; and

WHEREAS, prioritization (also known as Prioritization 5.0, or P5.0) is primarily a data driven process, involving local assignment of points for projects in the Regional Impact and Division Needs levels by the UCPRPO; and

WHEREAS, the UCPRPO has developed a P5.0 Local Prioritization Input Methodology (UCPRPO Strategic Transpiration Act (STI) Ranking Methodology (8/28/17 Revisions)), which is in compliance with state law and NCDOT guidance; and

WHEREAS, the P5.0 Local Prioritization Input Methodology has received conditional approval from NCDOT; and

NOW THEREFORE, be it resolved by the Upper Coastal Plain Rural Planning Organization's Transportation Advisory Committee that the UCPRPO Strategic Transportation Act (STI) Ranking Methodology is hereby adopted this _____ day of _____, _____.

_____
Brent Wooten, Chair
Transportation Advisory Committee

_____
James Salmons, UCPRPO

UPPER COASTAL PLAIN RURAL PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION TO ALLOCATE CONGESTION MITIGATION AND AIR QUALITY
IMPROVEMENT PROGRAM (CMAQ) FUNDS TO THE TOWN OF SPRING HOPE

WHEREAS, the Upper Coastal Plain Rural Planning Organization (UCPRPO) provides transportation planning services for Edgecombe County, Johnston County, Nash County and Wilson County, and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Public Law 109-59, August 10, 2005) continues the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23U.S.C. $149); and

WHEREAS, CMAQ is a Federal program that funds transportation projects and programs in air quality non-attainment and maintenance areas to help achieve and maintain national standards for pollutants; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) administers the CMAQ program on behalf on non-attainment and maintenance areas within North Carolina; and

WHEREAS, Edgecombe County and Nash County are eligible for CMAQ funding based on prior non-attainment conditions but neither jurisdiction has submitted a project for the FY18 or FY 19 funding cycle; and

WHEREAS, the Upper Coastal Plain RPO is allocated CMAQ funds for FY18 in the amount of $653,823.00 and for FY19 in the amount of $665,792.00 with each project requiring a 20% local match; and

WHEREAS, the Upper Coastal Plain RPO previously allocated CMAQ funding to the Town of Tarboro for a project in the amount of $525,00 for FY18 on March 8, 2017; therefore, leaving a balance of $794,615 available CMAQ funding for FY18 and FY19; and

WHEREAS, upon approval of the proposed projects as meeting the requirements of CMAQ and the guidelines established by NCDOT to administer the program; and

NOW THEREFORE, be it resolved that the Upper Coastal Plain Rural Planning Organization's Transportation Advisory Committee agrees to allocate the remaining sum of its CMAQ funding not utilized by the Town of Tarboro to the Town of Spring Hope for qualifying CMAQ projects, contingent on their approval for funding and that no local matching funds will be required from UCPRPO or its member jurisdictions.

_____
Brent Wooten, Chair
Transportation Advisory Committee

_____
James Salmons, UCPRPO

FY 2018-2019
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE
Upper Coastal Plain Rural Planning Organization

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS		
		LOCAL 20%	STATE 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT				
I-1	**DATA COLLECTION AND ASSESSMENT**	$ 1,600	$ 6,401	$ 8,001
I-1.1	Highway			
I-1.2	Other Modes			
I-1.3	Socioeconomic			
I-1.4	Title VI			
II. TRANSPORTATION PLANNING				
II-1	**COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT**	$ 1,636	$ 6,543	$ 8,179
II-1.1	Develop CTP Vision			
II-1.2	Conduct CTP Needs Assessment			
II-1.3	Analyze Alternatives and Environmental Screening			
II-1.4	Develop Final Plan			
II-1.5	Adopt Plan			
II-2	**PRIORITIZATION**	$ 4,000	$ 16,000	$ 20,000
II-2.1	Project Prioritization			
II-3	**PROGRAM AND PROJECT DEVELOPMENT**	$ 2,000	$ 8,000	$ 10,000
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	**GENERAL TRANSPORTATION PLANNING**	$ 5,340	$ 21,360	$ 26,700
II-4.1	Regional and Statewide Planning			
II-4.2	Special Studies, Projects and Other Trainings			
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES				
III-1	**ADMINISTRATIVE ACTIVITIES**	$ 3,800	$ 15,200	$ 19,000
III-1.1	Administrative Documents			
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance			
III-1.3	Program Administration			
IV. DIRECT COSTS				
IV-1	**PROGRAMMATIC DIRECT CHARGES**	$ 5,800	$ 23,200	$ 29,000
IV-1.1	Program-wide Direct Costs			
IV-2	**ADVERTISING**	$ 80	$ 320	$ 400
IV-2.1	News Media Ads			
IV-3	**LODGING, MEALS, INCIDENTALS**	$ 800	$ 3,200	$ 4,000
IV-3.1	Hotel Costs			
IV-3.2	Meal Costs			
IV-3.3	Incidentals			
IV-4	**POSTAGE**	$ 30	$ 120	$ 150
IV-4.1	Mailings			
IV-5	**REGISTRATION / TRAINING**	$ 600	$ 2,400	$ 3,000
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
IV-6	**TRAVEL**	$ 900	$ 3,600	$ 4,500
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
V. INDIRECT COSTS				
V-1	**INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19**	$ 1,424	$ 5,695	$ 7,119
V-1.1	Incurred Indirect Costs			
TOTAL		$ 28,010	$ 112,039	$ 140,049

Approved by the TAC on: _____20__

_____
Signature, TAC Chairman

_____
Signature, RPO Secretary

FY 2018-2019
PLANNING WORK PROGRAM
Narrative
Upper Coastal Plain Rural Planning Organization

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT — $ 8,001.00

I-1.1 Highway
Collect centerline data from member Counties to maintain up to date data inventory. Maintain UCPRPO GIS Data Warehouse.

I-1.2 Other Modes
Attend transit agency meetings. Participate in statewide LCP plan committee. Provide/collect information and GIS data as requested from member agencies. Provide Traffic Counts upon request.

I-1.3 Socioeconomic
Update Socioeconomic and demographic data for all counties.

I-1.4 Title VI
Affirm RPO compliance with Title VI and develop Title VI plan.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT — $ 8,179.00

II-1.1 Develop CTP Vision
Meet with members to review curent CTP.

II-1.2 Conduct CTP Needs Assessment
Meet with members to determine CTP update needs.

II-1.3 Analyze Alternatives and Environmental Screening

II-1.4 Develop Final Plan

II-1.5 Adopt Plan
Aid in adoption of potential CTP updates.

II-2 PRIORITIZATION — $ 20,000.00

II-2.1 Project Prioritization

Prepare and present to TCC/TAC spreadsheet of Committed, Carryover, Holding Tank and Deleted projects. Update and maintain interactive online STI Project map. Hold meeting in each county to solicit new projects. Obtain TCC/TAC approval of projects. Gather data for highway projects and enter highway and non-highway projects into SPOT On!ine. Discuss Alternative Criteria rates with other RPO/MPOs and Divisions. Attend SPOT training. Update Local Input Methodology. Carryout steps of Methodology. Post information on website as required by Methodology.

II-3 PROGRAM AND PROJECT DEVELOPMENT — $ 10,000.00

II-3.1 STIP Participation
Review status of projects in STIP, report to TCC/TAC

II-3.2 Merger / Project Development
Attend MERGER meetings as required. Attend officials and public meetings.

II-4 GENERAL TRANSPORTATION PLANNING — $ 26,700.00

II-4.1 Regional and Statewide Planning

Attend NCARPO quarterly meetings and MPO conference. Attend Highway US 70 Commission meetings. Attend Hwy 17/64 Association meetings. Stay up to date on Joint Legislative Transportation Oversight Committee meetings and report to Executive Committee and TCC/TAC. Attend and participate in Eastern North Carolina Freight Study. Attend and participate in the RPO wide CTP workgourp. Attend other transportation planning i.e. Smithfield Transportation plan stakeholders, Rocky Mount MTP stakeholders meetings...

II-4.2 Special Studies, Projects and Other Trainings
Participate in RPO wide CTP Workgroup.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES — $ 19,000.00

III-1.1 Administrative Documents
Prepare, obtain approval, and submit PWP,Five Yr Calendar, and needed amendments. Prepare and submit Quarterly Reports and Final Yearly Narrative. Updatae MOU or PIP as needed.

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance
Prepare minutes, agendas, materials, speakers, etc. for and hold TCC and TAC meetings. Inform TAC of Ethics information and deadlines. Assist TAC members with Ethics forms.

III-1.3 Program Administration
Providing transportation information and data. Contact NCDOT staff concerning questions from, officials, citizens and TAC /TCC members. Phone calls, emails, etc.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES — $ 29,000.00

IV-1.1 Program-wide Direct Costs
Regular costs for operation of the RPO program.

IV-2 ADVERTISING — $ 400.00

IV-2.1 News Media Ads
Advertising costs for Public Hearings, workshops, etc.

IV-3 LODGING, MEALS, INCIDENTALS — $ 4,000.00

IV-3.1 Hotel Costs
Costs for overnight stays at NCARPO quarterly meetings, NCAMPO Conference and NADO Rural Transportation Confernce.

IV-3.2 Meal Costs
Meal Costs while on overnight or extended travel

IV-3.3 Incidentals
Hotel parking, tips

IV-4 POSTAGE — $ 150.00

IV-4.1 Mailings
Costs for mailing RPO projects (surveys, notices, etc.)

IV-5 REGISTRATION / TRAINING — $ 3,000.00

IV-5.1 Conference Registration
Registration fees for NCAMPO Conference and other pertinent planning conferences.

IV-5.2 Meeting / Workshop / Training Fees
Various training classes and events. i.e. NC GIS Conference, GIS classes

IV-6 TRAVEL — $ 4,500.00

IV-6.1 Mileage Reimbursement
Reimbursement for total miles traveled

IV-6.2 Car Rental Costs

IV-6.3 Other Travel Expenses
Parking fee, other

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGNECY FY 18-19 — $ 7,119.00

V-1.1 Incurred Indirect Costs
Indirect costs incurred for the RPO Program charged by Nash County.

TOTAL — $ 140,049.00

MPO and RPO TAC MEMBERS 2018 SEI AND RED FILING REMINDERS:

- Complete SEIs **and** Real Estate Disclosure Forms (REDs) must be filed on or before **APRIL 17, 2018**.

- Use **INTERNET EXPLORER** web browser (instead of Foxfire, Safari or Google Chrome) to access SEI and RED forms.

- We strongly recommend that you file online at:
  http://www.ethicscommission.nc.gov/sei/blankForm.aspx?type=MPO_RPO. Online filing is fast, easy, ensures immediate confirmation of your filing and saves your information for all future filings.

- Follow the simple instructions on our website to get an NCID user id and password, prior to your initial online filing. **At the New User Registration page, you must choose "Individual Account" as your user type.**

- **ONLINE FILING:** The **SEI and the RED are connected;** therefore, when you file your SEI online you are simultaneously filing your RED**. PLEASE NOTE: There is no need to manually file a separate RED when you file online.** Multiple filings create duplicate records and confusion, and all filings are available for public review.

- **MANUAL FILING:** The SEI and RED are **not** connected. **Therefore, manual filers must print out both the SEI and the RED forms and then complete, sign and file the original SEI and the original RED with the Commission. Filers should keep a copy of their SEI and RED for their records.**

- If you filed a 2017 SEI **and** you have had **no changes** since your 2017 filing, you should file a 2017 SEI **No Change Form**, located on our website.

- All filers **MUST** complete a 2018 RED, even those who file a 2018 SEI No Change Form.

- You **MUST** file a 2018 SEI Long Form if either of the following apply to you:
  a. You filed a 2017 SEI but you have had changes since your 2017 filing; or
  b. You are a first time filer or have been appointed to a new or additional position/board.
- **New members must file a 2018 SEI and RED and receive an evaluation letter from our office prior to participating or voting.**

- If you need to supplement your SEI or RED due to an omission, **call the Commission.**

RELATED PENALTIES AND SANCTIONS

- A $250 fine **will be levied** for the late, incomplete or non-filing of an SEI.
- A $250 penalty **will be levied** for the late, incomplete or non-filing of an RED.
- Failure to file a complete SEI within 60 days of notice is a Class 1 misdemeanor and **must be reported** to the Director of the State Bureau of Investigation (SBI) for investigation and possible prosecution.
- Failure to file a complete RED within 60 days of notice is a Class 1 misdemeanor and **must be reported** to the Director of the State Bureau of Investigation (SBI) for investigation and possible prosecution.

For more information contact the NC State Ethics Commission
1324 Mail Service Center
Raleigh, North Carolina 27699-1324
PH: (919)814-3600
FAX: (919)715-1644
SEI@doa.nc.gov

https://ethics.ncsbe.gov/sei/blankForm.aspx?type=MPO_RPO