

# Upper Coastal Plain Rural Planning Organization PLANNING WORK PROGRAM (PWP)

Program Description for July 1, 2010 to June 30, 2011

## Introduction

The Planning Work Program (PWP) is a funding document between the Upper Coastal Plain RPO and the NC Department of Transportation (DOT). The PWP lists the planning priorities anticipated within the RPO during the next year and indicates the level of effort that will be focused on particular work tasks. The eligible work tasks are tied to funding categories that DOT established for RPOs modeled upon the categories used by Metropolitan Planning Organizations (MPOs). The funding categories and specific tasks are more fully explained in the RPO *Prospectus*. This PWP is cross-referenced to the *Prospectus* to minimize redundant documentation.

The PWP is reviewed and amended on an annual basis by the RPO Technical Coordinating Committee and is jointly approved by the RPO Transportation Advisory Committee and NCDOT Transportation Planning Branch. Revisions to the PWP, during the fiscal year, are permissible if the RPO would like to make significant changes to the overall budget or an individual work task. An annually approved PWP is required for the Lead Planning Agency (Nash County) to be reimbursed for expenses incurred on RPO work.

## Program Summary FY 2011

|  |                  |                |
|--|------------------|----------------|
| II A. Surveillance of Inventory Data                             | \$25,475         | 21%            |
| II B. Long-Range Transportation Plan                             | \$30,327         | 25%            |
| III A. Planning Work Program                                     | \$2,426          | 2%             |
| III B. Transportation Improvement Program                        | \$12,131         | 10%            |
| III C. Civil Rights Compliance and Other Regulatory Requirements | \$8,492          | 7%             |
| III D. Incidental Planning and Project Development               | \$30,327         | 25%            |
| III. E Administration and Services                               | \$12,131         | 10%            |
| <b>TOTAL</b>   | <b>\$121,308</b> | <b>100.00%</b> |

## II A. Surveillance of Inventory Data

*Tasks within this category relate to the collection, maintenance and enhancement of data sets provided by DOT and others. The RPO will provide this data to our members, other agencies and the public as requested.*

**Estimated Cost: \$25,475**

**21% of total budget**

### II-A-1 Traffic Volume Counts

Est. cost: \$2,426

The Transportation Planning Branch is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biannually to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the Lead Planning Agency. The RPO may review the count maps and suggest any changes. The RPO may also perform special counts to support transportation planning activities.

- Collect and maintain a current set of Annual Daily Traffic (ADT) data and maps
- Collect traffic counts from municipal sources to supplement NCDOT traffic counts
- Analyze count locations to identify and request new count locations to address local transportation planning needs with input from RPO members
- Establish a traffic counter use policy allowing RPO member governments to use the traffic counter within their jurisdiction
- Provide assistance with the traffic counter
- Perform special counts to support transportation planning activities
- Deliverable(s): ADT Data and Maps; documentation of data collection and maintenance; documentation of input from RPO members; copy of Traffic Counter Use Policy; traffic volume count results

### II-A-2 Status of Transportation Plans

Est. cost: \$2,426

The RPO should maintain an inventory of current transportation plans for the area.

- Annually update a prioritized list of future CTP needs
- Maintain an inventory of area transportation plans
- Maintain a catalog of existing land use plans
- Maintain a regional map showing combined thoroughfare and comprehensive transportation maps
- Scan files and make all transportation plans available electronically on the Internet
- Deliverable(s): Annual list of prioritized CTP needs; Inventory of area transportation plans; updated regional map, electronic copies of scanned transportation plans

### II-A-3 Street System Inventory

Est. cost: \$3,639

Records on improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each area should maintain inventory of the existing major street system for the planning area. Periodically or as changes or additions to the major street system occur, the inventory may be updated.

- Maintain an inventory of state and locally maintained roads within the RPO area
- Map state and locally maintained roads within the RPO area
- Assist NCDOT in updating road network data in the RPO region, including updates to GIS street centerlines in each County
- Update NC Streetmaps
- Add or enhance alignments and coordinate with the appropriate agencies/departments to integrate the corrections
- Deliverable(s): GIS street centerlines; updated street system inventory data and maps

### II-A-4 Traffic Accidents

Est. cost: \$6,065

North Carolina law requires that any traffic accident involving personal injury and/or property damage in excess of \$1000 be reported in detail to the Division of Motor Vehicles (DMV) of NCDOT. The DMV also receives a detailed report on any accident investigated by a law officer. Copies of all these reports are forwarded to the Traffic Engineering Branch of the Division of Highways, where the information is summarized and stored. Annual analyses will compare each year's high accident locations to previous years' high accident locations. The Traffic Engineering Branch will provide the Annual Highway Safety Program Listing Report upon request.

- Acquire current and historical accident data from NCDOT
- Provide crash data to member governments upon request
- Compile updated traffic accident data collected by NCDOT for the region
- Data will be analyzed to identify emerging safety issues on area roads  
This will be used for TIP, CTP, and/or Division investigation
- Analyze crash data upon request and create customized accident maps and reports for local governments
- Attend TEAAS training
- Identify high accident locations within the RPO and study additional locations upon request of RPO members
- Create a safety priority project lists for counties. These are projects that are too small for TIP prioritization.
- Deliverable(s): TEAAS training attendance; traffic accident maps and accident analysis reports; updated spatial database; historical accident data, each counties safety priority list

## II-A-6 Dwelling Unit, Population, Employment Change

Est. cost: \$7,278

Changes in population and development across the area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

- Maintain GIS census database
- Analyze socio-economic and population trends as they relate to transportation projects for the Johnston, Nash, &Wilson Counties CTP
- Coordinate with the regional workforce development director regarding employment changes and shifts for the Johnston, Nash, &Wilson Counties CTP
- Fulfill agencies requests for socioeconomic data and track requests by agency in a spreadsheet with the associated deliverable
- Update new dwelling unit and development maps for the Johnston, Nash, &Wilson Counties CTP
- Deliverable(s): Reports, maps, trends/analysis, gis data

## II-A-9 Mapping / Data Inventory

Est. cost: \$3,639

The creation and maintenance of base maps, zone maps, land use, transportation plans etc. for the area. The RPO may also serve as a data warehouse for the various sources of planning data available.

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- The RPO may also serve as a data warehouse for the various sources of planning data available.
- Maintenance of GIS Software.
- Inventories of available GIS data with associated age and update information
- Archive of all base maps
- Internet mapping site for use by local and NCDOT staff
- Creation and maintenance of associated metadata
- Deliverable(s): Maps, data, internet link

## **II B. Comprehensive Transportation Plan (CTP)**

*Tasks within this category are intended to build the competency and capacity of the RPO for comprehensive transportation planning through the completion of specific projects.*

**Estimated Cost: \$30,327**

**25% of total budget**

### II-B-1 Collection of Data

Estimated cost \$6,065

Collection of the following variables for existing conditions is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel plans. A GIS database may be used to maintain housing and land use information.

- Build and maintain data on population, dwelling units, and employment for the Johnston, Nash, & Wilson Counties CTP
- Future population and employment projections will be updated and reported for the Johnston, Nash, & Wilson Counties CTP
- Land Use Planning assistance and coordination help for the towns and counties within the RPO
- Deliverable(s): Spreadsheets, maps, shapefiles or other records of collected/compiled information; updated population, employment, and road network data; White Paper reporting population and employment projections and methodologies for the Upper Coastal Plain RPO Region

### II-B-2 Collection of Network Data

Estimated cost \$8,492

Collection of the following variables describing the existing street system is necessary to build a base network for the travel model: 1) posted speed limit; 2) width/lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated. The network development process is included in this task item.

- Collect the NCDOT recommended attribute data describing the existing street system for Edgecombe, Johnston, Nash, & Wilson Counties.
- Deliverable(s): Spreadsheets, maps, GIS data files for Edgecombe, Johnston, Nash, & Wilson Counties network roads

### II-B-5 Community Goals and Objectives

Estimated cost \$2,426

In the evaluation of community goals and objectives, the RPO will formulate

policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Long-Range Transportation Plan.

- Ensure that local goals and objectives are determined and addressed throughout the transportation planning process.
- Assist DOT with public involvement in support of Johnston, Nash, &Wilson Counties CTP,
- Provide assistance with goals and objectives survey,
- Participate on the Johnston, Nash, &Wilson Counties CTP committee,
- Provide assistance with public meetings, and facilitating adoption of final Johnston, Nash, &Wilson Counties CTP.
- Documentation of local goals and objectives from these activities will assist RPO and local governments in determining transportation priorities and assist in developing Purpose and Need statements and the STIP.
- Deliverable(s): Documentation of local goals and objectives; Synopsis of goals and objectives related to transportation that already exist in local plans; Goals and objectives survey and results for Johnston, Nash, &Wilson Counties CTP; Documentation of meetings on Johnston, Nash, &Wilson Counties CTP; Written community goals and objectives for guidance in the development of the STIP.

#### II-B-7 Capacity Deficiency Analysis

Estimated cost \$3,639

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies.

- Perform a system planning level capacity deficiency analysis to determine existing and projected road deficiencies.
- Deliverable(s): Capacity deficiency report and map for the Johnston, Nash, &Wilson Counties CTP and Upper Coastal Plain RPO Region.

#### II-B-9 Transit Element

Estimated cost \$3,639

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service,

ridesharing, fixed-guideway transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types and areas of service may be recommended, supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

- Assist RPO members with transit planning, including the identification of unmet needs and analyzing new types and areas of service.
- Provide assistance with development of transit element of the Johnston, Nash, &Wilson Counties CTP
- Communicate with the region transit providers, RPO members and their governing boards, and DOT Public Transit Division to evaluate transit needs.
- Deliverable(s): Transit Element for the Johnston, Nash, &Wilson Counties CTP;

#### II-B-10 Bicycle and Pedestrian Element

Estimated cost \$3,639

A bikeway and pedestrian plan is an essential part of the multi-modal CTP for the area. The report entitled, Incorporating Bicycle and Pedestrian Elements into Transportation Plans, produced by the Statewide Planning Branch, describes the essentials of this task. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the CTP.

- Assist RPO members with bicycle and pedestrian planning, including the identification of potential funding sources as well as planning and identification of regional connections.
- Assist DOT with development of bicycle and pedestrian element of the Johnston, Nash, &Wilson Counties CTP
- Communicate with RPO members and their governing boards, and DOT Bike/Ped Division to evaluate bike/pedestrian needs.
- Deliverable(s): Bike/Ped Element for the Johnston, Nash, &Wilson Counties CTP;

#### II-B-17. Air Quality Planning/Conformity Analysis

Estimated cost \$2,024

The transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality. RPOs have the responsibility to make a determination as to whether or not transportation plans,

programs, and projects conform to the intent of the SIP. Tasks involved in this pursuit include, but are not limited to:

- Provide project support for regional CMAQ and air-quality related projects
- Assist with the development of additional CMAQ and air-quality related projects in the region, including assistance with grant writing and emissions analyses. Potential CMAQ projects include expansion of transit service by Tar-River Transit, intersection improvements in Nash & Edgecombe Counties, outreach and education in Nash and Edgecombe Counties, and other unidentified projects.
- Keep membership informed about changes to non-attainment area boundaries in North Carolina
- Deliverable(s): Documentation of project development, grant writing assistance, and support; presentations and materials prepared to educate membership about funding opportunities, potential projects, and non-attainment area boundaries

### III A. Planning Work Program

*The single task within this category relates to the evolving work and focus of the RPO, and the document which reflects the organizational focus and categorizes RPO work tasks.*

**Estimated Cost: \$2,426**

**2% of total budget**

- Prepare a Planning Work Program (PWP) annually in cooperation with other participating agencies and under the guidance of the Rural Technical Coordinating Committee and the Transportation Planning Branch.
- The PWP will be reviewed and approved by the Rural Transportation Advisory Committee.
- The PWP will be cross-referenced to the Prospectus to minimize repetitive documentation.
- Review the PWP periodically throughout the year to insure that goals and objectives are being met, and to respond to changing RPO priorities.
- Review and revise the five-year planning program calendar to insure that the goals and objectives are being met and to respond to changes in RPO priorities.
- Deliverable(s): Planning Work Program, 5-Year Calendar

### III B. State Transportation Improvement Program (STIP)

*Tasks within this category relate directly to the identification and prioritization of transportation improvement (i.e. construction) projects within the RPO area on an on-going basis.*

**Estimated Cost: \$12,131**

**10% of total budget**

- Develop and prioritize transportation projects for the STIP.
- Update and maintain and submit data collected for the Strategic Prioritization Office of Transportation.
- Educate RPO members on the STIP Process.
- Communicate RPO comments on Final 2013-2023 STIP.
- Update RPO Scoring Priority List.
- Prioritize County Projects.
- Recommend STIP priority lists, including all modes on a regional scale to the Transportation Advisory Committee through the Technical Coordinating Committee.
- Deliverable(s): Agenda/minutes, RPO Priority Needs Lists, any printable documents from SPOT (if possible).

### **III C. Civil Rights Compliance (Title VI) & Other Regulatory Requirements**

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

**Estimated Cost: \$8,492**

**7% of total budget**

#### III-C-2 Environmental Justice

Estimated cost \$2,426

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the RPOs, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows:

- ensure public involvement of low-income and minority groups in decision making;
- prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made
- assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made
- Collect and maintain data of low-income and minority areas.
- Provide educational opportunities for low-income and minorities
- Deliverable(s): Documentation of educational opportunities; GIS Data

#### III-C-7 Public Involvement

Estimated cost \$6,065

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers.

The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)).

- Provide for an open exchange of information and ideas between the public and transportation decision-makers, in compliance with the RHRPO's Public Participation Policy during the development of the Johnston, Nash, & Wilson Counties CTP.
- Tracking public attendance at RPO meetings; input, questions, requests, and follow-up to requests from local officials and/or private citizens.
- Update the RPO's Public Participation Plan when necessary.
- Provide transportation related information and/or data to citizens who make a request, as appropriate for the development of the Johnston, Nash, & Wilson Counties CTP.
- Provide transportation related information of a general nature through publication and distribution of an RPO newsletter.
- Provide information about transportation related topics and the RHRPO through press releases submitted to newspapers in the RPO region, as appropriate.
- (Establish or) Update the UCPRPO Website as needed.
- Conduct transportation-related surveys as needed.
- Assist NCDOT with public involvement notices and/or activities with the Johnston, Nash, & Wilson Counties CTP.
- Meet with advocacy groups when requested and appropriate.
- Assist in further development and maintenance of the NCARPO project funding website through services and/or funding.
- Provide and update, as appropriate, brochures with information about area transportation facilities or general RPO and/or transportation information.
- Deliverable(s): Public Participation Policy and any updates; documentation of citizen requests for information or data; RPO Newsletters produced; RPO Website URL; any press releases published; any surveys conducted; documentation of any assistance provided to NCDOT with public involvement for CTPs; any brochures produced.

### **III D. Incidental Planning and Project Development**

*Tasks within this category relate to the unique role that the RPO plays within our region and illustrate the broad impacts of transportation on the built and natural environment.*

**Estimated Cost: \$30,327**

**25% of total budget**

III-D-3 Special Studies

Estimated cost \$18,196

The Upper Coastal Plain RPO will continue the development of a regional economic development infrastructure inventory which will identify major infrastructure that access key economic development sites in Edgecombe, Johnston, Nash and Wilson Counties. The Inventory will provide details for county economic development agencies to use for marking properties situated at or near identify intersections. This project will also the initial framework for future project prioritization models and data requests that go through the RPO.

- Adobe Flex site development
- Project Database maintenance and enhancements using PHP and API interfaces
- New widget creation for Flex site
- Meetings with NCDOT personnel, Local Economic Developments groups, County Planners, and NC Department of Commerce
- Development of ArcServer infrastructure and continued maintenance.
- Deliverable(s): Web based site available to NCDOT, UCPRPO members, and public via static url address.

III-D-4 Regional or Statewide Planning

Estimated cost \$12,131

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels.

- Participate in and attend meetings of regional, statewide, and national peer organizations, such as NCARPO, NADO, RPO America, etc.
- Attend training sessions
- Functional Reclassification of roads
- Designation of Urban Area Boundaries
- National Highway System Coordination
- Highway Performance Monitoring System activities
- Strategic Highway Corridors
- Regional Transit Coordination
- Highway Project Prioritization
- Deliverable(s): Relevant Planning Reports; Transportation Prioritization Report and Formula; Consolidated Land Use Plan/Map and Consolidated Transportation Plan/Map; Attend Statewide RPO Meetings; Meetings with NCDOT and other Regional Planning or Transportation Groups

III-E Administration and Services

Estimated cost \$12,131

The following administrative tasks will be performed by Upper Coastal Plain RPO Staff:

- Serve as secretary to both the RTAC and RTCC, preparing the notice letters, agendas and minutes for both committees
- Prepare quarterly progress reports
- Document expenditures for planning tasks
- File for the reimbursement of expenditures
- Review and update Prospectus, Memorandum of Understanding, and other administrative agreements and procedures
- Facilitate the dissemination of information to the public, governmental agencies or organizations
- Coordinate with NC DOT and other governmental and private agencies
- Document and map production costs
- Manage all functions of the RPO and Perform all other essential daily operations of an efficient RPO

### Funding Summary FY 2011

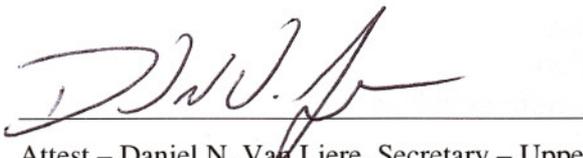
|                   |                  |
|-------------------|------------------|
| RPO Match Funding | \$24,261         |
| DOT Funding:      | \$97,047         |
| <b>Total</b>      | <b>\$121,308</b> |

The Upper Coastal Plain Rural Planning Organization Transportation Advisory Committee approved this Planning Work Program on May 12, 2010.



A.P. Coleman, Chairman

Transportation Advisory Committee – Upper Coastal Plain Rural Planning Organization



Attest – Daniel N. Van Liere, Secretary – Upper Coastal Plain Rural Planning Organization