PIEDMONT TRIAD
RURAL PLANNING ORGANIZATION

Technical Advisory Committee (TAC) &
Technical Coordinating Committee (TCC) Meeting

1:15 pm

Wednesday, January 21, 2024
Location: PTRC Offices & Zoom

Welcome

1.	Welcome & Conflict of Interest Statement	Alvin Foster
2.	Public Comment Period	Alvin Foster

Presentation

3.	PTRPO Local Input Points Responsibilities	Dawn Vallieres

Action Items

4.	December 20, 2023 Meeting Minutes	Alvin Foster
5.	TAC Chair and Vice Chair Elections for 2024	Alvin Foster

Discussion Items

6.	FY 24-25 Local Match Amounts	Dawn Vallieres
7.	2022 TAC Membership Appointments	Dawn Vallieres
8.	Draft FY 24-25 Planning Work Program	Dawn Vallieres

Other Business

9.	NCDOT Board of Transportation (BOT) Update	BOT Member
10.	Division Updates	Division Engineers
11.	Transportation Planning Division (TPD) Update	Emily Stupka
12.	Transit System Updates	Transit Staff
13.	Local Jurisdiction Updates	TCC Members
14.	RPO Update	Dawn Vallieres
15.	New Business	Alvin Foster
16.	Adjourn	Alvin Foster

Next Meeting
April 17, 2024, at **1:15 pm**

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RURAL PLANNING ORGANIZATION

Agenda Item 3

PTRPO Local Input Points Responsibilities

Background

The P7 project scores are scheduled to be released in May of 2024. June through August will be the time the TAC/TCC has to assign Local Input Points to projects. This presentation will explain the methodology that will be used to assign the Local Input Points.

Attachment(s)

Local Input Points Methodology

Action Requested

Attention

PIEDMONT TRIAD
RURAL PLANNING ORGANIZATION

Prioritization 7.0
Local Input Points Methodology

Introduction

Background

The original Transportation Reform was initiated under Executive Order No. 2 in 2009. It mandates a professional approval process for project selection. In response, NCDOT created the Strategic Prioritization Process. Prioritization Process 1.0, 2.0, and 3.0 were used to develop Transportation Improvement Programs (TIP) between FY 2012 and FY 2025. Significant changes were made to the process driven by House Bill 817 also known as Strategic Transportation Investments (STI). The bill established funding tiers (Statewide, Regional, and Division) and allocations across all modes.

Prioritization 7.0 will be used for the 2026-2035 STIP development. Projects may be submitted to NCDOT beginning in July 2023. Projects in the first five years, classified as "Scheduled for Delivery", are considered committed while the projects in years 2031-2035 are scheduled for preliminary engineering only and will have to go through the next round of prioritization. Prioritization 7.0 continues to be a multi-modal process. Highway, public transportation, bicycle, pedestrian, aviation, and rail project needs will be evaluated. Prioritization 7.0 will cover newly submitted project needs as well as projects categorized as *Carryover* from previous Prioritization rounds but which were unfunded or not committed.

NCDOT's Data Driven Quantitative Scoring of Project Need

Prioritization Scoring involves three (3) components: 1) a data driven, quantitatively scored estimate of project need, 2) PTRPO local input, and 3) NCDOT Division priority score. The first step of Prioritization is the identification of projects for evaluation and scoring by NCDOT's Strategic Prioritization Office of Transportation (SPOT).
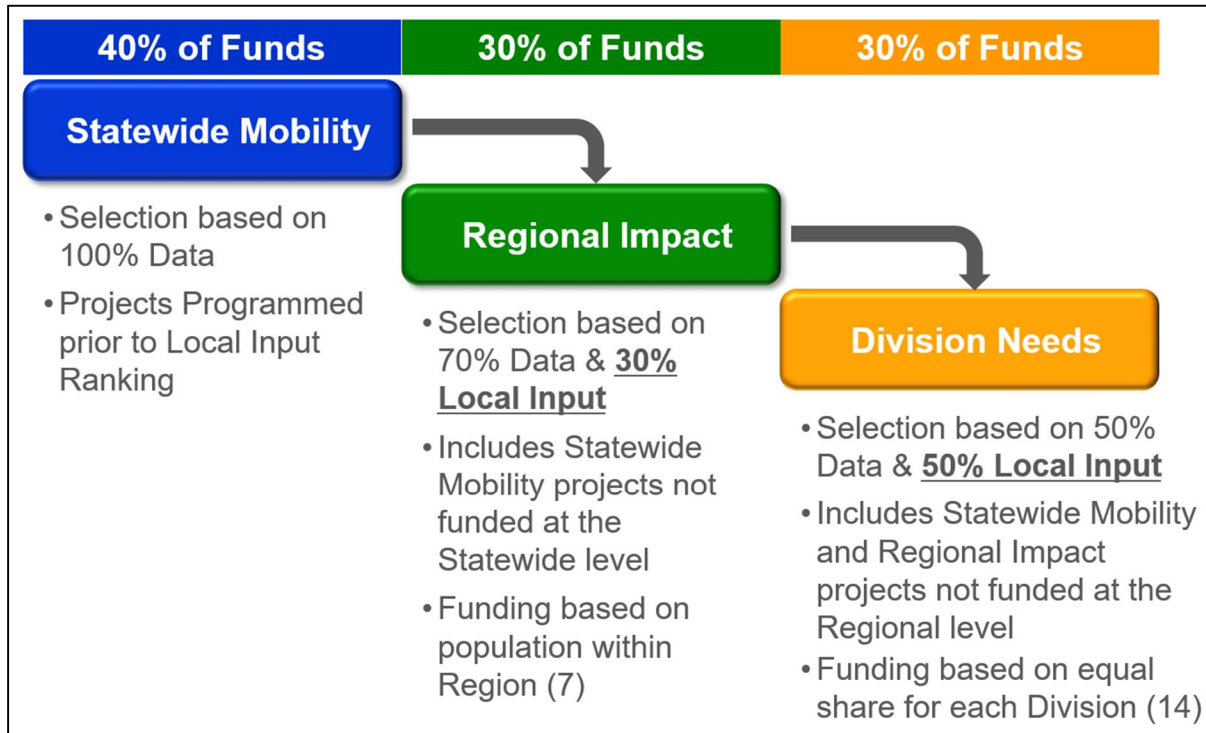
Project Eligibility by Funding Category

The following provides an overview of which types of projects can be submitted to each of the three (3) funding categories established by the STI legislation.

- **Statewide Mobility Projects:** Highway projects (Interstate, US, NC routes), and rail projects involving freight or safety improvements. Final rank determined by quantitative score.
- **Regional Impact Projects:** All highway projects on US and NC Routes, any rail passenger service project that is not a station improvement, and unfunded statewide projects that have cascaded down.

- **Division Needs Projects:** All projects on routes considered but not funded at the regional level and projects involving SR routes, bicycle and pedestrian, aviation projects, and passenger rail stations. Note that any projects that are funded at the regional level will be removed from the process before the PTRPO assigns final local input points.

STI Funding Categories

40% of Funds	30% of Funds	30% of Funds
Statewide Mobility		
• Selection based on 100% Data	**Regional Impact**	
• Projects Programmed prior to Local Input Ranking	• Selection based on 70% Data & **30% Local Input**	**Division Needs**
	• Includes Statewide Mobility projects not funded at the Statewide level	• Selection based on 50% Data & **50% Local Input**
	• Funding based on population within Region (7)	• Includes Statewide Mobility and Regional Impact projects not funded at the Regional level
		• Funding based on equal share for each Division (14)

About this Policy

The policy is made up of four (4) parts:

- **Part I – Project Submittals**: The first part of this document describes the three (3) different types of projects found in the pre-submittal database and how many total projects per mode the Piedmont Triad Rural Planning Organization (PTRPO) can submit for Prioritization 7.0 (P7.0).
- **Part II – Identification of Projects**: The second part of this document describes how projects are selected locally for consideration by NCDOT.
- **Part III – Local Points Assignment**: The third part of this document describes how projects are ranked and scored locally by the PTRPO.

- **Part IV – Public Involvement**: The fourth part of this document describes how the PTRPO will involve the public and how input is gathered, during the Prioritization process.

Part I – Project Submittals

NCDOT has streamlined the listing of projects in the database. The database currently includes projects which have been categorized as either Committed or Carryover. The definition of each of these categories is as follows:

- **Committed projects** are defined as projects that are programmed for Right-of-Way or Construction in the first five (5) years in the current STIP. Committed projects will continue to move forward toward construction and are not subject to re-evaluation in P7.0. This is the same approach used in P5.0.
- **Carryover projects** are defined as projects that automatically carry over from P5.0/P6.0 for evaluation in P7.0.
- **Holding Tank** projects must be resubmitted to be considered for funding.

Part II – Identification of Projects

The Statewide Mobility category is 100% data driven. The remaining Regional Impact and Division Needs categories can involve up to three scoring components:

1. A data driven, quantitatively scored estimate of project need;
2. RPO local point assignments; and
3. NCDOT Division Engineer point assignments.

The first step of Prioritization is the **Identification of Projects** (Part II) for evaluation and data driven scoring by NCDOT's Strategic Planning Office of Transportation (SPOT). The project submittal is guided by the following constraints:

Aviation, Bike/Ped, Highway, Rail, and Public Transportation
The PTRPO can submit up to **24 projects for each mode.** These projects can be either new or from the Holding Tank (submitted during a previous Prioritization but did not score high enough to receive funding).

PTRPO staff will begin identification of projects for evaluation, by compiling a list of candidate projects from previous submissions and recent planning efforts. Staff will coordinate with potential implementing sponsor agencies (including member

governments, airport authorities, public transportation providers and other stakeholders).

PTRPO staff will then screen the candidate project list to narrow it to not exceed the maximum number of new project submittals. The PTRPO staff will also consult the County Prioritization Committee, consisting of TCC and TAC members from each County. The TAC will review and take action on the recommended list of new project submittals before the submittal window opens. NCDOT intends to return the PTRPO's scored projects according to the schedule released by the SPOT Office. The screening process will consider a range of factors including:

- Eligibility requirements (e.g.; safety, in an adopted plan, etc.).
- Relative need.
- Competitiveness based on the NCDOT ranking process and criteria.
- Realistic potential for funding and implementation for the STIP years.

Once the scores are returned, the PTRPO will be able to apply local points according to criteria outlined in Part III – Local Points Assignment. The results of the PTRPO ranking methodology will be compared to the results of the NCDOT's scoring of project need. Other factors like project readiness, available funding, and RPO priorities will also be discussed. A final decision on how to allocate PTRPO priority points will then be made before the Local Input Point window closes for point assignments.

Proposed Methodology: Identification of Projects for Evaluation
Demonstration of project need is key to a project's competitiveness under NCDOT's project selection process. The selection criteria material is provided in the following order: highway, public transportation, bicycle and pedestrian projects, aviation and rail.

Highway Projects

Project Types

Roadway Mobility *(Prioritized)*
Roadway mobility projects increase roadway capacity to meet traffic demand and move traffic more efficiently. Such projects should be identified in a Comprehensive Transportation Plan (CTP) or other adopted plan to be eligible. Examples include:

- Widen roadway.
- Construction of a new roadway (including relocation of existing roadway sections).
- Intersection improvements.
- Interchange construction or reconstruction.
- Access management improvements.
- Widen roadway lane and/or shoulder width.
- Adding turn lanes.
- Upgrading to current design standards (including interstate standards).

Project Eligibility Requirements

For consideration as a new project submittal, the project should meet as many of the following criteria as possible:

- Part of locally adopted plan or a Comprehensive Transportation Plan (CTP), or have a local resolution of support.
- Exhibit high crash rates.
- Support access to existing employment centers.
- Address road capacity issues or congestion.
- Include facilities for bicycles (except on fully controlled access highways where bicycles are prohibited), pedestrian and/or public transportation (except Interstate facilities).
- Involve collaboration between jurisdictions (where applicable).

Submission, Scoring, and Point Allocation Process

- The PTRPO may submit up to twenty-five (25) highway projects for Prioritization.
- NCDOT's SPOT Office will generate a quantitative score for each project based on a pre-determined set of criteria.
- PTRPO Staff will apply the scoring methodology outlined in Part II of this document to all eligible projects resulting with each project receiving a final ranking from highest to lowest.
- Each respective County Prioritization Committee will meet to discuss project rankings and determine local priority projects as needed.
- In absence of a County Prioritization Committee rank, the PTRPO TCC/TAC may use the data driven criteria to determine what projects rank highest in each County.
- The final ranking for each project will determine how many local input points it will receive.
- The PTRPO TCC will discuss the results of the quantitative scoring and local input points and make a recommendation regarding the final point allocations to the TAC.
- The PTRPO TAC will discuss and approve the final point allocations and apply Flex Points to select projects at their discretion.
- Final project points will be submitted by PTRPO Staff to NCDOT through SPOT Online.

Public Transportation Projects

Project Types

NCDOT requires only submitting projects in which a local funding source has been identified.

Mobility
These project types are focused on increasing efficiency. Example projects include:
- Route-specific vehicles (for new or expanded service).
- Fixed guideway (Light Rail, Commuter Rail).
- Bus Rapid Transit (BRT).
- Bus-on-shoulder-system (BOSS)/Busway.

Demand Response
Example projects include:
- Vehicles.

Facilities
These project types are focused on replacing, improving, or constructing new public transportation-related facilities. Examples of projects include:
- Passenger stations.
- Stops/shelters.
- Park and rides lots.
- Administration/Maintenance buildings.

Project Eligibility Requirements
Only Capital (expansion and facilities) projects will be scored and ranked.

Submission, Scoring, and Point Allocation Process
- The PTRPO may submit up to twenty- five (25) public transportation for Prioritization.
- NCDOT's SPOT Office will generate a quantitative score for each project based on a pre-determined set of criteria.
- PTRPO Staff will rank public transportation based on NCDOT's quantitative score.
- The final ranking for each project will determine how many local input points it will receive.
- The PTRPO TCC will discuss the results of the quantitative scoring and make a recommendation regarding the final point allocations to the TAC.
- The PTRPO TAC will discuss and approve the final point allocations and apply Flex Points to select projects at their discretion.
- Final project points will be submitted by PTRPO Staff to NCDOT through SPOT Online.

Bicycle and Pedestrian Projects

Project Types

Bicycle Projects *(stand-alone projects for design and/or construction)*
Bicycle projects include on-road bike facilities (shoulders, bike lanes, wide outside lanes, sidepaths) and shared-use paths (greenways).
Pedestrian Projects *(stand-alone projects for design and/or construction)*
These projects may include sidewalks and intersection improvements. Examples may include curb ramps and pedestrian bridges.

Project Funding Requirements

NCDOT requires submitting bicycle and pedestrian projects with a minimum cost of $100,000 and recommends not exceeding $500,000. Local governments are responsible for providing the necessary non-federal match (usually 20% of the project's total cost). NCDOT may reimburse for costs associated with right-of way acquisition, alongside other eligible costs such as preliminary engineering and construction, which may be reimbursed subject to federal guidelines and the municipal agreement.

Project Eligibility Requirements
For consideration on the List of New Project Submittals:
- In a locally adopted plan. Adopted bicycle plans, greenway plans, pedestrian plans, Safe Routes to School action plans, comprehensive transportation plans (CTPs) and long range transportation plans that identify the specific project of interest are an acceptable type of plan.
- Preliminary Evaluation/Study Completed (statement of need, public input and constraints).
- Projects should address as many of the following criteria to be considered for submittals:
    - Evidence of bicycle/pedestrian crashes on adjacent road facilities or nearby intersections.
    - On or directly adjacent to High AADT roads (>3000 AADT).
    - Connect to existing bicycle and pedestrian facilities.
    - Within ½ mile of schools or parks.
    - Connects to shopping center or high employment center.
    - In an adopted bicycle, pedestrian, greenway or CTP.
    - Right of way in process, owned publicly or demonstrated support by private landowners.
    - Involves collaboration between two or more jurisdictions.

Submission, Scoring, and Point Allocation Process
- The PTRPO may submit up to twenty- five (25) bicycle/pedestrian projects for Prioritization.
- NCDOT's SPOT Office will generate a quantitative score for each project based on a pre-determined set of criteria.
- PTRPO Staff will apply the scoring methodology outlined in Part III of this document to all eligible projects resulting with each project receiving a final ranking from highest to lowest.
- Each respective County Prioritization Committee will meet to discuss project rankings and determine local priority projects as needed.
- In absence of a County Prioritization Committee rank, the PTRPO TCC/TAC may use the data driven criteria to determine what projects rank highest in each County.
- The final ranking for each project will determine how many local input points it will receive.
- The PTRPO TCC will discuss the results of the quantitative scoring and local input points and make a recommendation regarding the final point allocations to the TAC.

- The PTRPO TAC will discuss and approve the final point allocations and apply Flex Points to select projects at their discretion.
- Final project points will be submitted by PTRPO Staff to NCDOT through SPOT Online.

Aviation Projects

Project Types

Aviation projects include capital improvements such as Pavement Expansions that increases capacity – i.e. a runway extension, a new taxiway, an aircraft parking apron expansion, Pavement Strengthening, Land Acquisition, Terminal Building Expansions, New Buildings – i.e. New Terminal buildings, hangars, New Navigational Aid Equipment – i.e. Glideslope, Localizer, and other equipment to improve capacity, and New Lighting Systems – i.e. Runway and Taxiway edge lighting. Typically, the improvements are included in an Airport Layout Plan or in a capital improvement program.

Project Eligibility Requirements

For consideration on the List of New Project Submittals: In an adopted Airport Layout Plan or similar plan adopted and submitted by the airport authority.

Submission, Scoring, Point Allocation Process

- The PTRPO may submit up to twenty- five (25) aviation projects for Prioritization.
- NCDOT's SPOT Office will generate a quantitative score for each project based on a pre-determined set of criteria.
- PTRPO Staff will apply the scoring methodology outlined in Part II of this document to all eligible projects resulting with each project receiving a final ranking from highest to lowest.
- Each respective County Prioritization Committee will meet to discuss project rankings and determine local priority projects as needed.
- In absence of a County Prioritization Committee rank, the PTRPO TCC/TAC may use the data driven criteria to determine what projects rank highest in each County.
- The final ranking for each project will determine how many local input points it will receive.
- The PTRPO TCC will discuss the results of the quantitative scoring and local input points and make a recommendation regarding the final point allocations to the TAC.
- The PTRPO TAC will discuss and approve the final point allocations and apply Flex Points to select projects at their discretion.
- Final project points will be submitted by PTRPO Staff to NCDOT through SPOT Online.

Rail Projects

Track, structures, intermodal facility and stations improvements can be funded to support freight or passenger service. Passenger rail service spanning two or more counties is eligible for project selection in the Regional Impact category and other passenger rail service inside a County can be funded through the Division Needs category.

Project Eligibility Requirements

For consideration on the List of New Project Submittals: Identified projects will be shared with the NCDOT Rail Division and approved based on inclusion into Statewide or Regional rail plans or other adopted transportation plans.

Submission, Scoring, Point Allocation Process

- The PTRPO may submit up to twenty- five (25) rail projects for Prioritization.
- NCDOT's SPOT Office will generate a quantitative score for each project based on a pre-determined set of criteria.
- PTRPO Staff will rank rail projects based on NCDOT's quantitative score.
- The final ranking for each project will determine how many local input points it will receive.
- The PTRPO TCC will discuss the results of the quantitative scoring and make a recommendation regarding the final point allocations to the TAC.
- The PTRPO TAC will discuss and approve the final point allocations and apply flex points to select projects at their discretion.
- Final project points will be submitted by PTRPO Staff to NCDOT through SPOT Online.

PART III – Local Points Assignment

The PTRPO has a pool of points to award to 1) Regional and 2) Division level projects; 1600 points are available in each category of projects. The maximum number of points that can be applied to a project at each level is 100. Some projects will be eligible for Local Input Points in both levels, while some will only be eligible at the Division level. The RPO intends to assign the maximum allowed points (100) in Regional and Division levels based on rankings described below.

Local Input Point Assignment Procedures

1. **Calculating Rankings**
   Piedmont Triad RPO staff will score all projects according to the PTRPO approved criteria.

2. **Rankings List Preparation and Distribution**
   Once all projects in each mode have been scored according to the qualitative and quantitative criteria for that mode, PTRPO staff will develop a ranked list of projects as a whole based on the outcome of the scoring. This ranked list of all projects in all modes will be used to develop the recommended point assignments.

3. **Local Input Point Flexing Policy**
   The PTRPO has the option to apply the Local Input Point Flexing Policy. This means that up to 500 Local Input Points can be transferred from one category to the other. If the organization chooses to flex Local Input Points, the PTRPO will provide written documentation to the SPOT Office prior to assigning Regional Impact Local Input Points.

4. **Preliminary Distribution of SPOT Points Allowance**
   - **Regional Level (1600 Points Total)**
     o <u>Highway:</u> Top 12 scoring highway projects will receive 100 points each.
     o <u>Public Transportation:</u> Top scoring Regional Impact public transportation project will receive 100 points.
     o <u>Rail:</u> Top scoring Regional Impact rail project will receive 100 points.
     o If there are no public transportation or rail projects to score, the next highest ranking highway projects will receive 100 points each until 1600 points is reached.
   - **Division Level (1100 Points Total)**
     o <u>Highway:</u> Top five (5) Scoring projects will receive 100 points each.
     o <u>Public Transportation:</u> Top scoring Division Needs public transportation project will receive 100 points.
     o <u>Aviation:</u> Top Scoring Projects for each of the three (3) airports will receive 100 points each.
     o <u>Bike/Ped:</u> Two (2) of the top five (5) Scoring Projects will receive 100 points each with at least one in NCDOT Division 7 and 8 respectively.
     o *Any remaining points not allocated for non-highway projects will be converted into Flex Points (see below).*
   - **Division Level Flex Points (500 Points Total)**
     500 points are designated as Flex Points to recognize projects that demonstrate significant need, yet did not receive local input points in other categories. Flex Points assignment varies according to need and circumstances. Rationale associated with point adjustments using Flex Points will be placed on the PTRPO website. The following list describes some of the circumstances in which Flex Points may be utilized:
     o Inter-jurisdictional projects that require coordination and negotiation with adjacent MPOs, RPOs, and NCDOT Divisions;

o Projects which rank outside of the limits described for Highway, Bicycle & Pedestrian, and Aviation projects, yet demonstrate significant need and remain high priorities for local jurisdictions;

o Projects which are determined feasible through discussions with local jurisdictions and NCDOT Division, yet their project feasibility is not easily quantified in the scoring process.

5. **Final Points Assignment**
The final point assignments will be made by the TAC after review and recommendation by the TCC and after a public review period. Any rationale for point assignments made by the TAC or via public input which deviate from this local methodology will be placed on the PTRPO website.

Highway Points

The following has been determined to be important in the selection of highway projects for prioritization within the RPO: Congestion, Accessibility, Freight, Economic Development, Environmental Justice, Safety and Local Qualitative Score.

- **Congestion:** A project will receive points with higher volume to capacity ratio.
- **Project Time in STIP:** A project will receive points if unfunded in previous STIP.
- **Freight:** A project will receive points if it improves access to airports, freight distribution facilities, or major commercial/industrial districts OR access and/or enhances freight movement to regional and national economic centers. Source: Staff determination and NCDOT data.
- **Economic Development:** A project will receive points if it improves access to existing employment centers or opens access to land zoned, or identified in development guides, for future employment. Source: Staff determination and local jurisdictions.
- **Environmental Justice:** A project will receive points if it benefits Minority and Low-Income (MLI) populations. Source: Environmental Justice maps.
- **Safety:** A project with higher SPOT safety points will receive higher local points. The SPOT online tool creates the safety score based on safety benefits, crash rates, severity, and density. Source: NCDOT SPOT Office.
- **Project Costs (Division Needs):** A project will receive higher points if it cost lower than $10 million.
- **Local Priority - 30 Points Maximum:** Five (5) highway projects from each County are eligible to receive 30 points (in Regional Impact) or 20 points (in Division Needs) each based upon their overall priority to local jurisdictions. The factors for project selection include perceived safety, congestion, connectivity, economic development, and community impact. The points are assigned as a lump sum of 30 or 20 points to each project.

Points	0 points	5 points	10 points	15 points	20 points
Congestion (15 Max)	Volume to capacity less than 0.5.	Volume to capacity btw 0.51 and 0.75.		Volume to capacity btw 0.751 and greater.	
Project Status (5 Max)	New submission for Prioritization.	Resubmitted project or was in previous STIP as unfunded.			
Freight* (10 Max)	Does not improve access to airports, freight distribution facilities, or major commercial/industrial districts OR access and/or enhances freight movement to regional and national economic centers.	Improves access to airports, freight distribution facilities, or major commercial/industrial districts OR improves access and/or enhances freight movement to regional and national economic centers.	Improves access to airports, freight distribution facilities, or major commercial/industrial districts AND improves access and/or enhances freight movement to regional and national economic centers.		
Economic Development (10 Max)	Does not Improve access to existing employment centers or opens access to land zoned, or identified in development guides, for future employment.		Improves access to existing employment centers or opens access to land zoned, or identified in development guides, for future employment.		
Environmental Justice* (10 Max)**	Project is not a benefit to Minority and Low-Income (MLI) populations or has possible negative impacts on existing community.	Project is a benefit to Minority and Low-Income (MLI) populations and has little or no impact to existing community.	Project is a significant benefit to Minority and Low-Income (MLI) populations and has no impact to existing community.		
Safety (20 Max)	SPOT safety points less than 30.		SPOT safety points btw 31-50.	SPOT safety points btw 51-65.	SPOT safety points 66 and greater.
Local Priority (30 Max)	Five highway projects from each County are eligible to receive 30 points each based upon their overall priority to local jurisdictions. The factors for project selection include perceived safety, congestion, connectivity, economic development, and community impact. The points are assigned as a lump sum of 30 points to each project.				

* *Freight – determined using existing freight rail lines and existing truck network.*
**Economic Development – determined using employment center files created during Piedmont Together and GIS file of land zoned for industrial development.
***Environmental Justice – determined using Piedmont Triad Environmental Justice report for census tracts above County average for minority or poverty levels using ACS census tract data. Impacts may involve any change to a community's health, wellness, natural environment, or built environment. Staff will determine impacts of a potential project using the best available data.

Total possible points are 100. If two projects are tied with local PTRPO scores, then the following considerations will be made to break the tie. The 'cost of the project' (lower cost is better) the first additional consideration and 'comprehensive (or related) transportation plan consistency' is the second additional consideration. Bottom third of Regional Impact NCDOT Quantitative Scores will not be considered for local scoring, since the initial quantitative score is so low and not competitive with other projects for funding.

Qualitative and Quantitative Criteria – Highway Division Needs				
Points*	**0 points**	**5 points**	**10 points**	**15 points**
Congestion (15 Max)	Volume to capacity less than 0.5	Volume to capacity btw 0.51 and 0.75		Volume to capacity btw 0.751 and greater.
Project Status (5 Max)	New submission for Prioritization.	Resubmitted project or was in previous STIP as unfunded.		
Freight* (10 Max)	Does not improve access to airports, freight distribution facilities, or major commercial/industrial districts OR access and/or enhances freight movement to regional and national economic centers.	Improves access to airports, freight distribution facilities, or major commercial/industrial districts OR Improves access and/or enhances freight movement to regional and national economic centers.	Improves access to airports, freight distribution facilities, or major commercial/industrial districts AND Improves access and/or enhances freight movement to regional and national economic centers.	
Economic Development** (10 Max)	Does not improve access to existing employment centers or opens access to land zoned, or identified in development guides, for future employment.		Improves access to existing employment centers or opens access to land zoned, or identified in development guides, for future employment.	
Environmental Justice*** (10 Max)	Project is not a benefit to Minority and Low-Income (MLI) populations or has possible negative impacts on existing community.	Project is a benefit to Minority and Low-Income (MLI) populations and has little or no impact to existing community.	Project is a significant benefit to Minority and Low-Income (MLI) populations and has no impact to existing community.	
Safety (20 Max)	SPOT safety points less than 30.	SPOT safety points btw 31-50.	SPOT safety points btw 51-65.	SPOT safety points 66 and greater.
Project Cost (10 Max)	Cost is over $10M.	Cost is between $5M and $10M.	Cost is less than $5M.	
Local Priority (20 Max)	Five highway projects from each County are eligible to receive 20 points each based upon their overall priority to local jurisdictions. The factors for project selection include perceived safety, congestion, connectivity, economic development, and community impact. The points are assigned as a lump sum of 20 points to each project.			

* Freight – determined using existing freight rail lines and existing truck network.
**Economic Development – determined using employment center files created during Piedmont Together and GIS file of land zoned for industrial development.
***Environmental Justice – determined using Piedmont Triad Environmental Justice report for census tracts above County average for minority or poverty levels using ACS 2006-2010 census tract data. Impacts may involve any change to a community's health, wellness, natural environment, or built environment. Staff will determine impacts of a potential project using the best available data.

Total possible points are 100. If two projects are tied with local PTRPO scores, then the following considerations will be made to break the tie. The 'cost of the project' (lower cost is better) the first additional consideration and 'comprehensive (or related) transportation plan consistency' is the second additional consideration. Bottom 20% of Division Needs NCDOT Quantitative Scores will not be considered for local scoring, since the initial quantitative score is so low and not competitive with other projects for funding.

Bicycle and Pedestrian Quantitative Points

The following has been determined to be important in the selection of bicycle and pedestrian projects for prioritization within the RPO: safety, connectivity, plan consistency, and jurisdictional collaboration. These criteria are described in more detail below.

Safety/Crash Exposure – 25 points maximum
- See table on Page 21 for more information.

Connectivity – 25 points maximum
- Projects that connect two previously disconnected (or inconveniently connected) sections of bicycle or pedestrian infrastructure (missing links) – 25 points
- Projects that connect neighborhoods with schools and/or colleges – 25 points
- Projects that are located in or provide a connection to a central business district, shopping center, park, hospital, major employment center, or significant public institution – 15 points
- All other projects – 0 points

Project Viability – 25 points maximum
- More than 50% of the ROW is publicly owned or available for the project and no major environmental constraints – 15 points
- More than 25% of the ROW is publicly owned or available for the project and no major environmental constraints – 10 points
- None of the ROW is publicly owned and has many environmental constraints – 0 points

Project Costs – 15 points maximum
- Project costing between $150,000 and $250,000 – 15 points
- Project costing between $250,001 and $500,000 – 10 points
- Project more than $500,000 or less than $150,000 – 0 points

Jurisdictional Collaboration – 25 points maximum
- Project involves funding participation from two or more local jurisdictions – 25 points
- Project involves planning or administrative cooperation between two or more local jurisdictions – 15 points
- Project involves planning or administrative cooperation with a foundation, other grant sources or organizations – 15 points
- All other projects – 0 points

Qualitative and Quantitative Criteria - Bicycle and Pedestrian

Points*	0 points	10 points	15 points	25 points
Safety/Crash Exposure (25 Max) *Choose Only One Row*	No pedestrian or bike related crashes.			Pedestrian or bike related crash in the last 5 years on roadway or parallel roadway.
	Adds a project on a Roadway with 0-2,500 AADT.	Roadway with 2501-5,000 AADT.	Roadway with 5,001-10,000 AADT.	Roadway with 10,000+ AADT 25 points.
	All other projects.	Off-road greenway or sidepath.	Off-road greenway physically separated from roadway with no parallel roadway.	
Connectivity (25 Max)	All other projects.		Projects that are located in or provide a connection to a central business district, shopping center, park, hospital, major employment center or significant public institution.	Projects that connect two previously disconnected (or inconveniently connected) sections of bicycle or pedestrian infrastructure (missing links) OR Projects that connect neighborhoods with schools and/or colleges.
Project Viability (15 Max)	None of the ROW is publicly owned and has many environmental constraints.	More than 25% of the ROW is publicly owned or available for the project and no major environmental constraints.	More than 50% of the ROW is publicly owned or available for the project and no major environmental constraints.	
Project Cost (10 Max)	All other projects.	$150,000 to $500,000.		
Jurisdictional Collaboration (25 Max)	All other projects.		Project involves planning or administrative cooperation between two or more local jurisdictions – OR with a foundation, other grant sources or organizations.	Project involves funding from two or more local jurisdictions.

Total possible points are 100. If two projects are tied with local PTRPO scores, the SPOT Bicycle and Pedestrian Score will be used to break the tie as necessary in the distribution of Local Points Assignment.

Aviation Quantitative Points

The following has been determined to be important in the selection of aviation projects for prioritization within the RPO: economic development, safety, cost of project and local support. These criteria are described in more detail below.

Economic Development - 20 points maximum
- Does not improve aircraft size capacity or space availability for based aircraft – 0 points
- Increases capacity for heavier aircraft and or increases space available for new based aircraft – 15 points*
- Creates capacity for larger aircraft and or creates employment – 20 points*

* Capacity and employment are usually gained through runway lengthening, runway strengthening, or hanger and/or terminal projects.

Safety - 20 points maximum
- No safety improvements – 0 points
- Improves safety requirements outside of the runway and taxiway areas - 10 points
- Improves taxiway/taxilane safety area grades and obstacle free zones – 15 points
- Improves required runway safety area grades and runway approach obstruction clearing – 20 points

Cost of Project - 15 points maximum
- Total Project Costs is greater than $7 Million – 0 points
- Total Project Costs is less than $7 Million – 15 points

Local Support - 5 points maximum
- Local Community supports the project impacts and construction costs (local match exceeding minimum by at least 25% of total project cost) – 5 points

Aviation Qualitative Points

PTRPO Qualitative Score - 40 Points Maximum
Each local jurisdiction may recommend assigning 40 points to the PTRPO TAC. This can be assigned by TAC representatives or a letter from the lead administrative official from each jurisdiction.

Qualitative and Quantitative Criteria - Aviation

Points	0 points	5 points	10 points	15 points	20 points
Economic Development (20 Max)	Does not improve aircraft size capacity or space availability for based aircraft.			Increases capacity for heavier aircraft and or increases space available for new based aircraft.	Creates capacity for larger aircraft and or creates employment.
Safety (20 Max)	No safety improvements.		Improves safety requirements outside of the runway and taxiway areas.	Improves taxiway/taxilane safety area grades and obstacle free zones.	Improves required runway safety area grades and runway approach obstruction clearing.
Cost of Project (15 Max)	Total Project Costs is greater than $7 Million.			Total Project Costs is less than $7 Million.	
Local Support (5 Max)	All other projects.	Local match exceeds the minimum requirement by at least 25% of project cost.			
Local Priority Score (40 Max)	Five aviation projects from each County are eligible to receive 40 points each based upon their overall priority to local jurisdictions. The factors for project selection include perceived safety, connectivity, economic development, and community impact. The points are assigned as a lump sum of 40 points to each project.				

Total possible points are 100. If two projects are tied with local PTRPO scores, the NCDOT quantitative score will be used to break the tie as necessary in the distribution of Local Points Assignment.

Public Transportation and Rail Quantitative Points

Staff determination and the Prioritization 7.0 scores released by NCDOT's SPOT Office will be used to decide the top Public Transportation and Rail projects.

PART IV – Public Involvement

The PTRPO will take the following steps to insure the public will have multiple opportunities for involvement during the Prioritization process.

Before approval by the TAC, the PTRPO will release the adopted P7.0 Local Input Points Methodology for a seven (7) day public review period. Prior to local points being considered for projects, the public will have a fourteen (14) day opportunity to comment on Regional Impact and Division Needs projects.

All information relating to methodology deviation, public involvement opportunities, Prioritization in general, and other relevant information will be found at the following web address: https://www.ptrc.org/ptrpo. All public input opportunities will be announced by press release to PTRPO members, municipal representatives, local news outlet, and listed on the PTRPO's webpage (http://www.ptrc.org/ptrpo). Public input in the form of comments received during input opportunities will be documented and shared with the Prioritization Policy Committee and if deemed necessary, the PTRPO TCC/TAC, before changes are made to the Policy.

Prioritization Process Timeline: 2022-2025*

Identify Candidate Projects		
Action	**Date(s)**	**Participate(s)**
County Meetings to Identify Projects	Oct 2022 – March 2023	PTRPO Staff & TCC/TAC
TCC & TAC Approval of Project Submittal List	June 2023	PTRPO Staff & TCC/TAC
Submission of Final Project List to NCDOT	July 2023- Sept 2023	PTRPO Staff
Assign Points & Final Rankings		
Action	**Date(s)**	**Participate(s)**
Release of Draft Prioritization Policy for P7.0	June 2023	PTRPO Staff
PTRPO Approval of Prioritization Policy	Fall 2023	TCC/TAC
Quantitative scores for all projects released	Winer 2024	NCDOT SPOT Office
Draft list of funded Statewide Mobility projects released	Spring 2024	NCDOT SPOT Office
Regional Impact Local Input Point assignment window (including public comment)	Summer 2024	PTRPO Staff & TCC/TAC
Draft list of funded Regional Impact projects released	Fall 2024	NCDOT SPOT Office
Division Needs Local Input Point assignment window (including public comment)	Fall 2024	PTRPO Staff & TCC/TAC
Release of STIP and Final Approval		
Action	**Date(s)**	**Participate(s)**
Draft 2026-2035 STIP released	Winter 2025	NCDOT STIP Unit
Draft STIP public comment period	Winter 2025	General Public
2026-2035 STIP approved	TBD	NCDOT Board of Transportation

* Future dates are preliminary and subject to change.

Agenda Item

Agenda Item 4
December 20, 2023, Meeting Minutes

Background
The minutes are presented for your review and approval.

Attachment(s)
Meeting minutes.

Action Requested
Approval

PIEDMONT TRIAD RURAL PLANNING ORGANIZATION

MINUTES

Joint Meeting of the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)

December 20, 2023

_____

Meeting Attendees

TAC Members & Alternates		TCC Members & Alternates	
Alvin Foster	Town of Yanceyville	Hiram Marziano	Rockingham County
Filmore York	Town of Liberty	Andy Bailey	NCDOT TPD
Mark Richardson	Rockingham County	Kathleen Patterson	Town of Mayodan
Hope Haywood	Randolph County	Kyle Laird	PART
Angela Upchurch	Town of Milton (*non voting)*	Tim Magnum	Randolph County
Lisa Mathis	BOT	Andy Bailey	NCDOT TPD
		Bryan Kluchar	NCDOT Division 8
		Alex Rotenberry	NCDOT IMD
		Nishant Shah	NCDOT Division 7

PTRC Staff

Dawn Vallieres	Regional Planning
Carter Spradling	Regional Planning
Jesse Day	PTRC

Guests

The meeting began at 1:38 pm.

Welcome

1. **Welcome & Conflict of Interest Statement.** Mr. Alvin Foster welcomed those in attendance, reviewed the agenda, opened the meeting, and read the conflict of interest statement. No one indicated any conflict(s) of interest.

2. **Public Comment.** Mr. Foster asked for public comment, but no comments were offered.

Action Items

1. **June 21, 2023, Meeting Minutes.** Mr. Foster shared the meeting minutes with the group. There were no corrections.

2. **August 16, 2023, Meeting Minutes.** Mr. Foster shared the meeting minutes with the group. There were no corrections.

3. **Local Input Points Methodology.** Ms. Vallieres asked if there were any questions on the Local Input Points methodology. There were none.

    A roll call vote was taken on these 3 items. Mr. Mark Richardson made a motion to approve, Mr. Filmore York seconded. The vote was unanimous.

Presentation

Mr. Carter Spradling of the Northwest Piedmont Rural Planning Organization gave an overview of the STIP process and an update on the Next Step in the P7 process which will be assignment of local points for Regional Impacts projects in the Summer of 2024. The assignment of local points for Division Needs projects will be in December of 2024.

Other Business

4. **NCDOT Board of Transportation (BOT) Update.** Ms. Lisa Mathis gave an update.
5. **Division Updates**
    - **Division 7 –Mr.** Nishant Shah gave an update and answered some questions on projects.
    - **Division 8 –** Mr. Bryan Kluchar gave an update.

6. **Transportation Planning Division (TPD) Update.** Mr. Andy Bailey gave an update.

7. **Transit System Updates**. There were no transit system updates.

8. **Local Jurisdiction Updates.** No updates were provided.

9. **RPO Update.** Ms. Dawn Vallieres gave a verbal report.
Mr. Carter Spradling spoke on the Safe Streets for All grant that the joint RPO's and the High Point MPO have been awarded. Mr. Jesse Day spoke on the Year of the Trail and the Connecting Communities grant.

10. **New Business.** A time change to 1 or 1:15 was brought up. Ms. Dawn Vallieres will follow up to make sure facility is available earlier.

11. **Adjourn.** Mr. Foster adjourned the meeting at 2:15 pm.

_____ _____
Alvin Foster, TAC Chair   **Date**

_____ _____
Dawn Vallieres, TAC Secretary   **Date**

Agenda Item 5

TAC Chair and Vice Chair Elections for 2024

Background

As stated in the PTRPO's Bylaws:

"Officers of the PTRPO TAC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the PTRPO TAC. "

The Chairperson shall preside over all meetings of the RTAC, sign official documents on behalf of the RTAC, assist in the drafting of meeting agendas and decide points of order or procedure.

The Vice-Chairperson shall conduct the duties of the Chairperson in the event of his/her absence. Should neither the Chairperson nor Vice-Chairperson be available to preside over a meeting of the RTAC, a Chair Pro-Tem shall be appointed by majority vote."

Current Officers:

- Alvin Foster, Town of Yanceyville – Chair
- Walker Moffitt, City of Asheboro – Vice-Chair

Attachment(s)

None

Action Requested

For discussion and approval.

A g e n d a   I t e m

Agenda Item 6

FY 24-25 Local Match Amounts

Background

Piedmont Triad
Rural Planning Organization
Local Match Requirements for FY 2024-25

RPO County	2022 RPO Population	Percent of Total	FY 2024-25 Dues (not rounded)	FY 2024-25 Dues (rounded)
Caswell	22,178	8.91%	$738.81	$739
Montgomery	25,496	10.25%	$849.34	$849
Randolph	109,532	44.01%	$3,648.79	$3,649
Rockingham	91,649	36.83%	$3,053.06	$3,053
Total	248,855	100.0%	$8,290.00	$8,290

Local Match (5%)	$8,290
State (15%)	$24,870
Federal (80%)	$132,640
Grand Total	$165,800

Attachment(s)

None

Action Requested

None. Presented for review.

Agenda Item 7

2024 TAC Membership Appointments

Background

	Member	**Alternate**
Caswell		
County	Frank Rose	(vacant)
Municipal	Alvin Foster (Yanceyville)	Angela Daniel-Upchurch (Milton)*
Montgomery		
County	John Shaw	Dana Dawson
Municipal	Damon Prince (Troy)	(vacant)
Randolph		
County	Maxton McDowell	Hope Haywood
Municipal	Walker Moffitt (Asheboro)	Filmore York (Liberty)
Rockingham		
County	Mark Richardson	Don Powell
Municipal	Tommy Underwood (Eden)	James Festerman (Eden)

* = New Members and Alternates

Attachment(s)

None.

Action Requested

None. Presented for review.

Agenda Item 8

Draft FY 24-25 Planning Work Program (PWP)

Background

The PTRPO has put together a draft PWP for the upcoming fiscal year. Several categories in the Planning Work Program (PWP) allow for local technical assistance to support customized transportation planning needs. If there are specific requests for projects for the RPO, they can be added to the PWP. Final approval of the PWP will be requested at the April meeting.

Items identified in the PWP include the following:

- Ongoing Prioritization activities.
- Ongoing STIP update activities.
- Ongoing data collection and infrastructure mapping.
- Review and update of PTRPO administration documents as needed.
- Fulfill federal Title VI requirements.
- Attend relevant conferences and trainings.

Attachment(s)

Draft FY 24-25 Planning Work Program (PWP).

Action Requested

None. Presented for review.

FY 2025 (July 1, 2024-June 30, 2025)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
Piedmont Triad RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS				Q1 Amendment		
		LOCAL 5%	State 15%	FEDERAL 80%	TOTAL 100%	Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT						**I. DATA COLLECTION AND ASSESSMENT**		
I-1	**DATA COLLECTION AND ASSESSMENT**	$ 900	$ 2,700	$ 14,400	$ 18,000	$ 18,000		$ 18,000
I-1.1	Highway							
I-1.2	Other Modes							
I-1.3	Socioeconomic							
I-1.4	Title VI							
II. TRANSPORTATION PLANNING						**II. TRANSPORTATION PLANNING**		
II-1	**COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT**	$ 300	$ 900	$ 4,800	$ 6,000	$ 6,000		$ 6,000
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**	$ 800	$ 2,400	$ 12,800	$ 16,000	$ 16,000		$ 16,000
II-2.1	Project Prioritization							
II-3	**PROGRAM AND PROJECT DEVELOPMENT**	$ 600	$ 1,800	$ 9,600	$ 12,000	$ 12,000		$ 12,000
II-3.1	STIP Participation							
II-3.2	Merger / Project Development							
II-4	**GENERAL TRANSPORTATION PLANNING**	$ 1,250	$ 3,750	$ 20,000	$ 25,000	$ 25,000		$ 25,000
II-4.1	Regional and Statewide Planning							
II-4.2	Special Studies, Projects and Other Trainings							
II-4.2.1		$ -	$ -	$ -	$ -			$ -
II-4.2.2	Special Study #2 - insert name of consultant-led study here	$ -	$ -	$ -	$ -			$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES						**III. ADMINISTRATION OF TRANS PLANNING & POLICES**		
III-1	**ADMINISTRATIVE ACTIVITIES**	$ 1,900	$ 5,700	$ 30,400	$ 38,000	$ 38,000		$ 38,000
III-1.1	Administrative Documents							
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance							
III-1.3	Program Administration							
IV. DIRECT COSTS						**IV. DIRECT COSTS**		
IV-1	**PROGRAMMATIC DIRECT CHARGES**	$ 675	$ 2,025	$ 10,800	$ 13,500	$ 13,500		$ 13,500
IV-1.1	Program-wide Direct Costs							
IV-2	**ADVERTISING**	$ 18	$ 53	$ 280	$ 350	$ 350		$ 350
IV-2.1	News Media Ads							
IV-3	**LODGING, MEALS, INCIDENTALS**	$ 200	$ 600	$ 3,200	$ 4,000	$ 4,000		$ 4,000
IV-3.1	Hotel Costs							
IV-3.2	Meal Costs							
IV-3.3	Incidentals							
IV-4	**POSTAGE**	$ -	$ -	$ -	$ -	$ -		$ -
IV-4.1	Mailings							
IV-5	**REGISTRATION / TRAINING**	$ 100	$ 300	$ 1,600	$ 2,000	$ 2,000		$ 2,000
IV-5.1	Conference Registration							
IV-5.2	Meeting / Workshop / Training Fees							
IV-6	**TRAVEL**	$ 200	$ 600	$ 3,200	$ 4,000	$ 4,000		$ 4,000
IV-6.1	Mileage Reimbursement							
IV-6.2	Car Rental Costs							
IV-6.3	Other Travel Expenses							
V. INDIRECT COSTS						**V. INDIRECT COSTS**		
V-1	**INDIRECT COSTS**	$ 1,800	$ 5,400	$ 28,800	$ 36,000	$ 36,000	$ -	$ 36,000
V-1.1	Incurred Indirect Costs							
RPO OPERATIONAL EXPENSE TOTAL		$ 8,743	$ 26,228	$ 139,880	$ 174,850	$ 174,850	$ -	$ 174,850

Approved by the TAC on: _____20__

_____
Signature, TAC Chairman

_____
Signature, RPO Secretary

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT	$	18,000.00

I-1.1 Highway
Perform crash data anylysis, traffic volume counts, and parking inventories as needed.

I-1.2 Other Modes

Update and maintain bicycle, pedestrian, and trail facility data. Attend County transit system TAB meetings. Gather and assess freight data. Gather data for submission of projects into Prioritization.

I-1.3 Socioeconomic
Update socioeconomic and demographic data for all counties. Participate in regional CommunityViz meetings.

I-1.4 Title VI
Ensure PTRPO is compliant with Title VI requirements. Update Environmental Justice and Limited English Proficiency (LEP) Assessment.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	$	6,000.00

II-1.1 Develop CTP Vision
Assist with Steering Committee set-up for CTP; develop, distribute CTP goals survey.

II-1.2 Conduct CTP Needs Assessment
Verify socioeconomic data for CTP.

II-1.3 Analyze Alternatives and Environmental Screening
Assist with alternatives and environmental screenings for CTP.

II-1.4 Develop Final Plan
Assist with development of maps for CTP.

II-1.5 Adopt Plan

Prepare adoption resolutions for CTP. Attend presentation of CTP to County and Municipal boards.

II-2 PRIORITIZATION	$	16,000.00

II-2.1 Project Prioritization
Prepare and present to TCC/TAC spreadsheet of Committed, Carryover, Holding Tank, and Deleted projects; 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	$	12,000.00

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

II-3.2 Merger / Project Development
Attend merger meetings. Attend project officials and public meetings.

II-4 GENERAL TRANSPORTATION PLANNING	$	25,000.00

II-4.1 Regional and Statewide Planning

Attend NCARPO quarterly and subcommittee meetings; NCAMPO quarterly meetings; NCAMPO annual conference; RPO America conference; state and national APA annual conferences, trainings, and seminars; NCDOT SPOT Office trainings; NC Rural Center trainings; Statewide, regional, and virtual GIS conferences and trainings; NC Safe Routes to School conferences; NC Complete Streets conferences and workshops; Carolinas Climate Resilience Conference and additional climate resiliency workhops, trainings, meetings, and conferences; disaster recovery projects, trainings, workshops, meetings, and conferences; North Carolina State University's Institute for Transportation Research and Education and Local Technical Assistance Program trainings; and other professionally relevant conferences as necessary. Stay informed on transportation-related news from the North Carolina General Assembly and report to interested groups as needed. Assist municipalities and counties on transportation and ADA related projects.

II-4.2	**Special Studies, Projects and Other Trainings**		

Provide planning and support for Piedmont Legacy Trails, NC Triad Outdoors, and other bicycle and pedestrian programs and projects; aid in CMAQ and other air quality outreach and education grants, trainings, or programs; participate in facilitation training; participate in GIS training; conduct environmental and feasibility scans and studies as needed; assist with broadband planning and implementation activities in the region; participate in transportation finance workshops, meetings, and trainings; complete ADA Transition Plans for local governments; provide planning and support for local, regional, and statewide broadband initiatives.

II-4.2.1		0	$	-

II-4.2.2	**Special Study #2 - insert name of consultant-led study here**		$	-

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES		$	38,000.00
III-1.1	**Administrative Documents**		

Prepare, obtain approval, and submit PWP and needed amendments; prepare and submit Quarterly Reports and Final Yearly Narrative; update MOU and Public Involvement Plan (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; update website; perform daily tasks including phone calls, emails, etc.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES		$	13,500.00
IV-1.1	**Program-wide Direct Costs**		

Regular costs for operation of the RPO program; purchases for computer hardware and supplies, mapping and graphic software subscriptions (ArcGIS, Adobe Creative Cloud, Trimble SketchUp), printing and plotter equipment and supplies, and other offiic supplies not funded within indirect.

IV-2 ADVERTISING		$	350.00
IV-2.1	**News Media Ads**		

Advertising costs for official public hearings, public input opportunities, workshops, etc.

IV-3 LODGING, MEALS, INCIDENTALS		$	4,000.00
IV-3.1	**Hotel Costs**		

Hotel costs associated with attending conferences, meetings, workshops and trainings hosted outside the 12 counties covered by the Piedmont Triad Regional Council including: NCARPO quarterly meetings, NACAMPO quarterly meetings, MPO annual conference; RPO America conference; state and national APA annual conferences and seminars; NC Rural Center trainings; GIS conferences and training; NC Safe Routes to School conferences; NC Complete Streets conferences and workshops; facilitation training; and other conferences and trainings as necessary.

IV-3.2	Meal Costs

Meal costs while on overnight or extended travel outside of the planning region.

IV-3.3	Incidentals

Hotel parking, tips, and any fees or charges not covered in other catagories.

IV-4 POSTAGE	$ -
IV-4.1	Mailings

Costs for mailing related to RPO projects (surveys, notices, etc.).

IV-5 REGISTRATION / TRAINING	$ 2,000.00
IV-5.1	Conference Registration

MPO conference; RPO America conference; NC APA conference; NC Rural Center trainings; GIS conferences; NC Safe Routes to School conferences; NC Complete Streets conferences and workshops; NC State Urban Design conferences; and other conferences as necessary.

IV-5.2	Meeting / Workshop / Training Fees

GIS, facilitation, and ITRE training.

IV-6 TRAVEL	$ 4,000.00
IV-6.1	Mileage Reimbursement

Reimbursement for total miles traveled at the current federal reimbursement rate.

IV-6.2	Car Rental Costs

Reimbursement for rental car usage.

IV-6.3	Other Travel Expenses

Parking fees, air fare, gasoline, and other expenses not covered under mileage reimbursement.

V. INDIRECT COSTS	
V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY	$ 36,000.00
V-1.1	Incurred Indirect Costs

Indirect costs incurred for the RPO program.

RPO OPERATIONAL EXPENSE TOTAL	$ 174,850.00