

TCC TAC HANDBOOK

A Guide for Northwest Piedmont RPOs'
Transportation Advisory Committee and
Technical Coordinating Committees



NORTHWEST PIEDMONT
RURAL PLANNING ORGANIZATION



2016



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INTRODUCTION

Rural Planning Organizations (RPOs) were developed in response to Senate Bill 1195 which amended General Statute 136, Article 17 which directed NCDOT to develop a plan to establish RPOs. NCDOT completed its report in early 2001 and 20 RPOs were established between 2001 and 2003. As defined in 136-66.210, an RPO is “a voluntary organization of local officials formed through a Memorandum of Understanding (MOU) to work cooperatively with the Department to plan rural transportation systems and to advise the Department on rural transportation policy”.

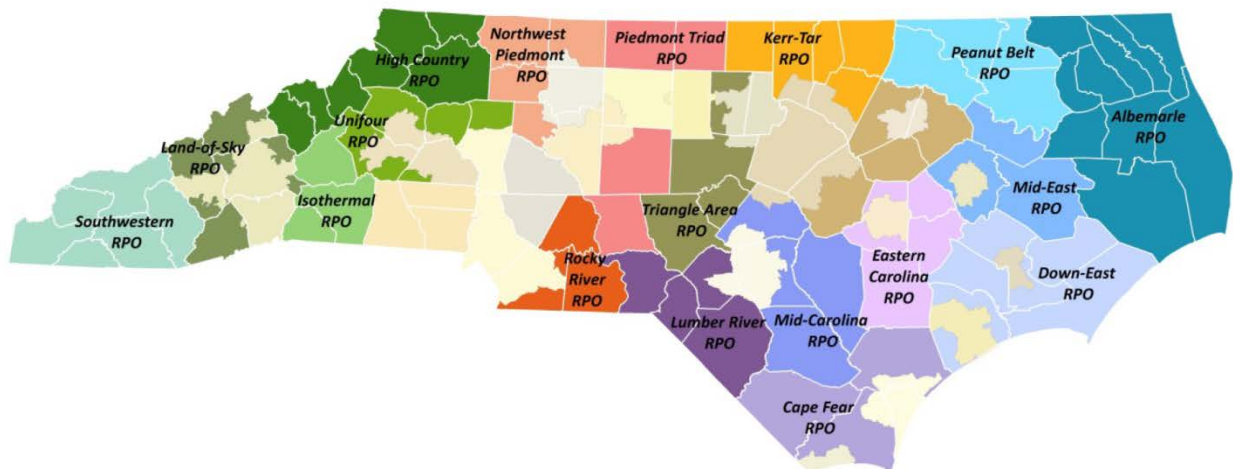
Since 2002, the North Carolina Department of Transportation has implemented a major re-engineering of its consultation process with rural local officials. The change was mandated under a new state law passed in July 2000 that required the establishment of rural planning organizations (RPOs) to work cooperatively with the state to plan rural transportation systems and to advise the department on rural transportation policy (Senate Bill 1195, covered under Article 17 General Statute 136-210 through 213). North Carolina’s RPOs are nationally recognized for their innovative and ground-breaking work.

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country’s vital transportation infrastructure.

MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery.

MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. This summary reviews the policies and programs administered by the Federal Highway Administration. The Department will continue to make progress on transportation options, which it has focused on in the past three years, working closely with stakeholders to ensure that local communities are able to build multimodal, sustainable projects ranging from passenger rail and transit to bicycle and pedestrian paths.

Figure 1: NC RPO Map



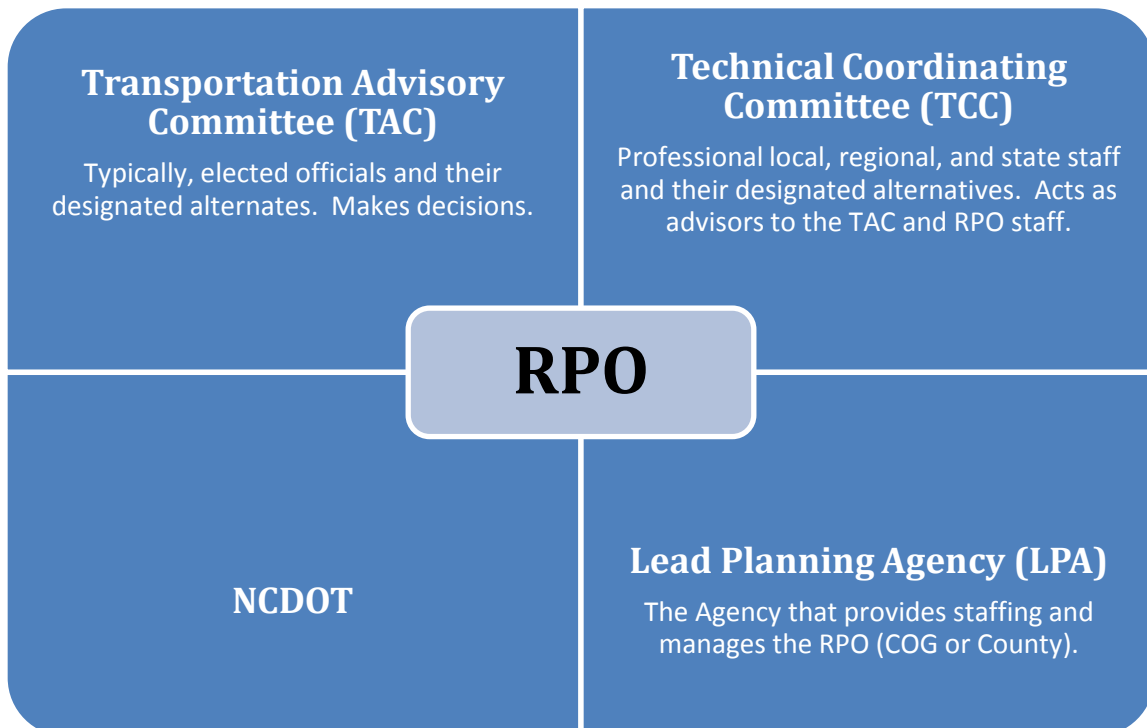
MAP-21 reiterates the role of earlier legislation creating North Carolina’s rural transportation planning organization by stating that States (that have not already done so) may establish and designate Regional Transportation Planning Organizations (RTPOs) and that RTPOs shall be established as a multijurisdictional organization, comprised of volunteer nonmetropolitan local officials or their designees and volunteer representatives of local transportation systems and, that he RTPOs can assist the State in addressing the needs of nonmetropolitan areas. (23 U.S.C. 135(m))

The boundaries of a RPO may coincide with, but not overlap the boundaries of a Metropolitan Planning Organization (MPO) or another RPO.

GS 136-212 identifies four primary duties for RPOs:

- Developing, in cooperation with the Department (NCDOT), long-range, local and regional multimodal transportation plans;
- Providing a forum for public participation in the transportation planning process;
- Developing and prioritizing suggestions for transportation projects the organization believes should be included in the State’s Transportation Improvement Program (STIP); and,
- Providing transportation-related information to local governments and other interested organizations and persons.

Table 1: RPO Organizational Chart



RPO Organization

According to GS 136-211 (b), an RPO must consist of at least three contiguous counties with a population of at least 50,000 people. An RPO consists of an administrative entity which provides the professional staff to the RPO, a Technical Coordinating Committee (TCC) consisting of local staff from member governments and agencies and a Transportation Advisory Committee (TAC) made up of elected and appointed officials.

Lead Planning Agency (LPA)

The LPA serves as the administrative entity for the RPO. Eligible administrative entities include a regional council of governments, regional economic development agencies, chambers of commerce and local governments. The LPA receives and expends funds on behalf of the RPO.

The LPA provides at least one (1) full time equivalent (FTE) professional staff member to carry out the duties of the RPO within the context of an adopted plan of work. The LPA is defined within the adopted Memorandum of Understanding (MOU), and may be changed based on the agreement of the RPO member governments and NCDOT. (A copy of your RPO's MOU is included in the Appendix)

Memorandum of Understanding (MOU)

The MOU establishes the membership, bylaws and voting structure of the RPO. It also identifies the overall responsibilities of the RPO. All member counties must sign the MOU. Municipalities within the RPO may sign the MOU or adopt a resolution in support of the RPO. Any municipal resolutions must be submitted along with the MOU.

Technical Coordinating Committee (TCC)

The TCC consists of staff members from local government members, agencies and NCDOT. The TCC provides guidance and recommendations to the Transportation Advisory Committee (TAC). The TCC membership is defined within the adopted MOU.

Transportation Advisory Committee (TAC)

The TAC consists of local elected officials and a North Carolina Board of Transportation member. The TAC establishes the goals, priorities and objectives of the RPO, reviews and recommends changes to comprehensive transportation plans within its boundaries, reviews and approves an annual plan of work, and reviews and prioritizes transportation improvement projects for submission to NCDOT. The TAC membership is defined within the adopted MOU. As of 2013, TAC members are subjected to the states ethics law. Please review ethic requirements on <http://www.ethicscommission.nc.gov/>

Funding

The RPO program is currently funded on a reimbursement basis using Federal State Planning and Research Funds (SPR), with a 20% local match required. Allocations vary based on population and number of counties in the RPO.

Funding Agreement

Each RPO is required to adopt an agreement that establishes rules for disbursement and accounting of RPO grant funds. The Agreement for Disbursement and Accounting of Rural Transportation Planning

Funds is the continuing agreement between the LPA and NCDOT. NCDOT may provide reimbursement to the designated LPA only. The LPA may enact sub-agreement(s) pertaining to the local match. A Funding Award Letter is provided to the LPA at the end of each calendar year detailing the available RPO funding for the coming fiscal year. The fiscal year runs from July 1 – June 30.

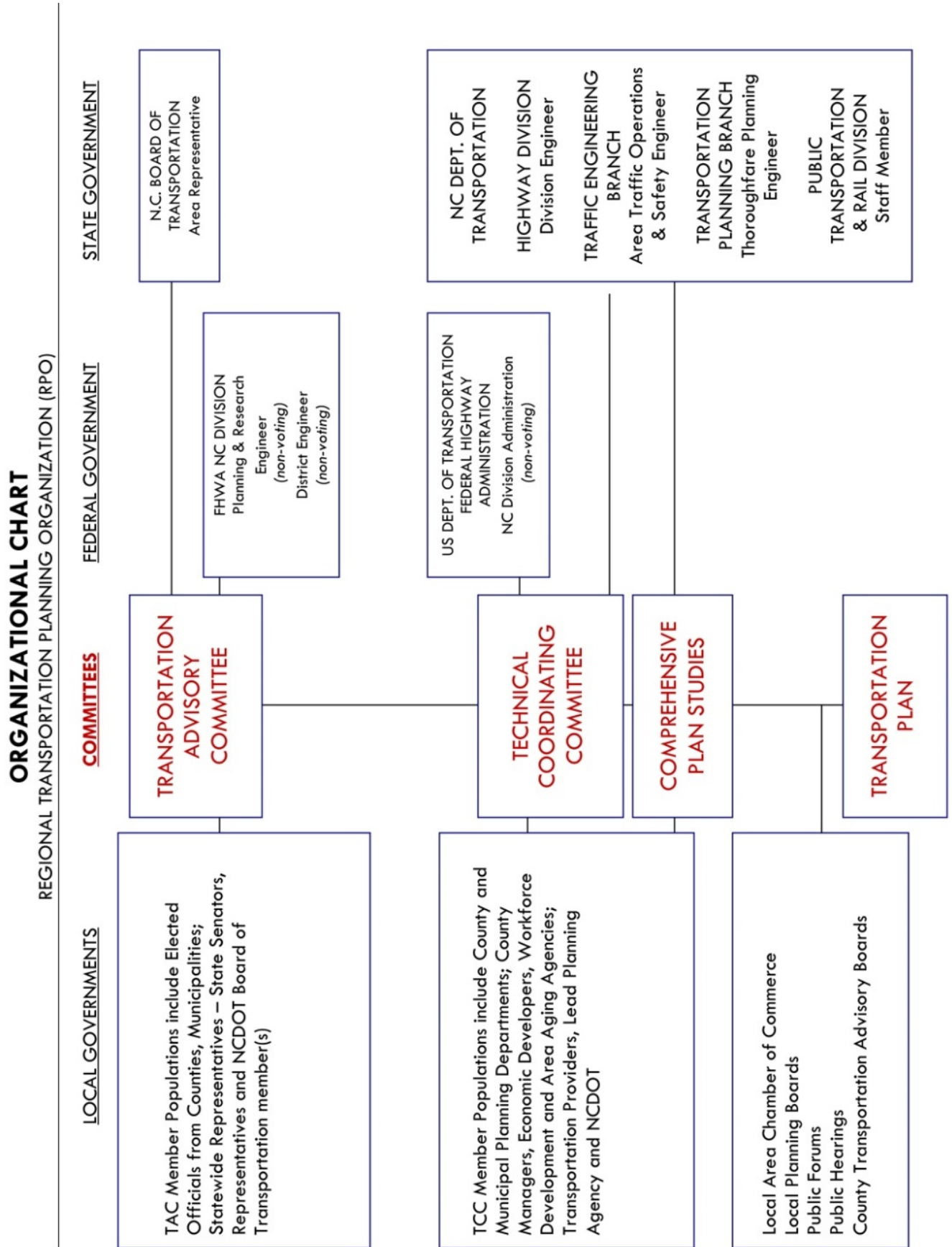
State officials worked with local officials and the existing network of regional development organizations (known locally as regional councils of government) to create 19 RPOs that serve all counties outside of the existing 19 metropolitan planning organizations (MPOs). Rural Transportation Planning Organizations shall include representatives from contiguous areas in three to fifteen counties, or a total population of the entire area represented of at least 50,000 persons according to the latest population estimate of the Office of State Budget and Management. Noncontiguous counties adjacent to the same Metropolitan Planning Organization may form a Rural Transportation Planning Organization. Areas already included in a Metropolitan Planning Organization shall not be included in the area represented by a Rural Transportation Planning Organization.

In forming the RPOs, not all of the municipalities in the region were required to join, but each county must be a member. Currently, our RPOs serve nearly 4,000,000 North Carolinians, or almost half the population of the state.

The process has provided local officials with an enhanced framework to participate in the statewide and regional planning processes. It has also provided a forum for state and local officials to discuss and address issues requiring regional solutions.

A more detailed flow chart of a typical RPO follows.

Figure 2: Organizational Chart



MEMBER ROLES AND RESPONSIBILITIES

In all RPO's meeting attendance is required for member organizations to remain "active".

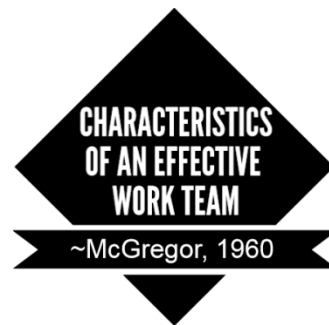
For TAC members, State Ethics Requirements apply. Specifically, TAC members must complete a Statement of Economic Interest (SEI) annually. For assistance with the form and the policy, please speak to your RPO Director.

For additional guidance, please refer to your RPO's Bylaws included at the end of this Manual.

Your RPO's Core Responsibilities to your Community

Developing, in cooperation with the Department (NCDOT), long-range, local and regional multimodal transportation plans;

- Providing a forum for public participation in the transportation planning process;
- Developing and prioritizing suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program (STIP); and,
- Providing transportation-related information to local governments and other interested organizations and persons.



Everyone's Role in the RPO

Unique Perspective

You represent a unique local viewpoint from within the community; you know the area well—its people and its resources. You have a feeling for what types of policies and strategies may work and what types may not.

Plan Development

You should provide perspective and insight on information gathered as well as feedback on potential transportation improvements as they are developed. In doing so, you will play a critical part in shaping the future transportation network for decades to come. At the same time, you are not being asked to be a planner or writer; rather, you are to be a sounding board for the residents of the area.

Networking

You know others in your area that have a keen interest in the way in which the area's future transportation needs should be managed. These others may include friends, neighbors, business associates, or others vitally interested in the future of the area. By

1. The atmosphere is informal.
2. Everyone participates.
3. The objective of the group is well understood.
4. Every idea is given a hearing.
5. There is disagreement.
6. There is no "tyranny of the minority".
7. Sometimes there are basic disagreements which cannot be resolved (immediately).
8. People are free in expressing their feelings as well as their ideas.
9. When action is taken, clear assignments are made and accepted.
10. The chairman of the group does not dominate it; the leadership can shift.
11. The group is self-conscious about its own operations.

inviting these individuals to participate in the planning process, you can help make sure that all important viewpoints are embodied in the planning process. Invite your RPO Director to pertinent organizational meetings, like Chambers, Rotary or other organizations for transportation updates or formal presentations.

Public Meeting Facilitation and Support

You should feel free to engage others in the Organization and to welcome newcomers. If you attend public meetings related to planning efforts, you should reach out to and engage citizens and guests

Plan Presentation and Recommendation

Your opinion and perspective is what makes planning processes successful. You and your RPO are the voice for transportation planning in your region.

Table 2: TCC and TAC Responsibilities

Specific Responsibilities	
TCC	TAC
TCC Member Populations include County and Municipal Planning Departments; County Managers, Economic Developers, Workforce Development and Area Aging Agencies; Transportation Providers, Lead Planning Agency and NCDOT	TAC Member Populations include Elected Officials from Counties, Municipalities; Statewide Representatives – State Senators, Representatives and NCDOT Board of Transportation member(s)
Reviews policies and procedures and recommends action to TAC	<i>Votes on changes or adoption of policies and procedures</i>
Reviews and recommends projects and local prioritization for statewide transportation funding. Votes to send recommendations to TAC.	<i>Votes on regional STIP projects and prioritization process</i>
Reviews and votes on adoption of comprehensive transportation plans (CTPs)	<i>Votes on the adoption of CTPs</i>
Votes to approve or disapprove administrative materials like minutes, planning work programs and public involvement plans.	<i>Votes to approve or disapprove administrative materials like minutes, planning work programs and public involvement plans.</i>

RPO PLANNING PROCESSES

Your RPO Director will involve you in the following activities and planning processes. Your input is critical to the success of your Planning Organization. If you need clarification about any of these items, please contact your RPO Director. A complete list of project areas is included in the Appendix of the RPO Prospectus. A brief summary of these activities and processes are:

Planning Work Program (PWP)

The PWP is a standard document that consists of a funding table. The PWP is prepared on an annual basis to identify the planning priorities for the coming year and to define the planning work products and activities to be carried out by the RPO staff. Estimated expenditures for each major category of work are provided in the funding table.

Planning Work Program Amendment

Planning Work Program Amendments may be required from time to time to detail major shifts in work activities that will impact funding allocations.

Five Year Planning Calendar

The Five-Year Planning Calendar is a standard document that connects the short-term goals of the annual planning work program to the long term goals and priorities of the RPO. This should be reviewed and revised each year.

Comprehensive Transportation Planning (CTP) List of Study Needs

A Comprehensive Transportation Plan (CTP) is a collaborative effort of NCDOT planning staff, RPO staff and local jurisdiction(s). Local jurisdictions may request a CTP or an update to an existing CTP through the RPO. Each calendar year the RPO reviews and prioritizes small urban and county transportation planning study needs for their area. The CTP List of Study Needs will provide sufficient detail regarding jurisdiction, status of the local development plan, and previous transportation plans and be submitted to NCDOT annually.

Preparing a CTP Study Priority List

NCDOT will provide an updated CTP List of Study Needs Spreadsheet to your RPO Director by August 1st. Your RPO staff must review its local and regional transportation planning needs and present a prioritized CTP List of Study Needs Spreadsheet. To be eligible for inclusion on the list, each jurisdiction must have a land development plan approved within the last five (5) years or be willing to undertake a land development planning process in conjunction with the CTP.

The listing of a jurisdiction on the priority list does not guarantee that the study will be assigned or initiated and CTP studies may not be assigned in priority order because of funding, staff resources or other constraints. CTP studies may also be initiated by NCDOT in response to project delivery needs.

TIP Project Prioritization

Local Project Prioritization

Each RPO is responsible for the development of a prioritized list by mode of its region's transportation projects (including highway, public transportation, bicycle and pedestrian, and rail projects) and the entry of those projects into the state's prioritization process.

Preparing a TIP Priority Needs List

The State Transportation Improvement Program (STIP) is prepared by NCDOT on a biennial basis according to a schedule adopted by the Board of Transportation. The identification and prioritization of the RPO TIP project proposals should include significant input from local officials and the public.

The RPO develops a list of its region's transportation project requests (including all modes of transportation) and enters these projects into NCDOT's prioritization process. As part of the process, the RPO will rank or score individual projects to show their relative priority within the region.

Specific guidance related to the use of the online database for submitting transportation-related project priorities is provided by NCDOT separately. For more information regarding the process please refer to: <http://www.ncdot.gov/performance/reform/>.

TIP Review and Comment

After a draft STIP is released by NCDOT for public comment, the RPO reviews all information for projects within its region and makes comments as necessary regarding the accuracy of the information and any local issues or concerns. This process takes place every two years.

Merger Process

RPOs may participate in the Merger process as concurring members. Concurring members have signature authority for Merger projects in their areas and will attend Merger project meetings and adhere to the Project Team Member roles and responsibilities. Merger meetings are scheduled to discuss the progression of the project, the issues, and the steps going forward.

For more information regarding the process please refer to: <http://www.ncdot.gov/doh/preconstruct/pe/MERGER01>

Revising Existing Bylaws

RPOs are required to have Bylaws that define how meetings will be conducted within the RPO as well as outlining the procedure for various RPO processes. A change to the bylaws typically necessary when some aspects of the bylaws need to be clarified that was not explicitly stated in the bylaws, conflicting laws, a change in the LPA, or an MOU change. In order for the bylaws to have legal standing, the bylaws must be adopted by the TAC and should be signed by the RPO Secretary and the TAC Chairman.

Planning Work Program (PWP)

Your RPO Director must submit an adopted PWP and Five-Year Planning Calendar to NCDOT by May 31st to be eligible to receive reimbursement from NCDOT for RPO work activities in the fiscal year beginning on July 1 of the same calendar year.

PWP Timeline

November	Your RPO Director will consult with NCDOT staff, RPO member governments and agencies to identify work tasks, review financial assumptions for the coming fiscal year and develop PWP, Five-Year Planning Calendar and Administrative Reporting Schedule.
January	Funding Award Letter is sent to RPO detailing available funds and required local match. RPO's prepare draft PWP for designated NCDOT staff review within 30 days of receipt of the funding letter. Release Draft PWP for public review if required by an adopted Public Involvement Plan.
February	NCDOT staff comments on PWP, Five-Year Calendar, and Administrative Reporting Schedule returned to RPO within 45 days of submittal to NCDOT. RPO prepare revisions to PWP and schedule if required.
April	Conduct TCC/TAC review and adoption process. Prepare revisions to PWP if required. An original signature of the TAC Chair must appear on the adopted PWP.
May	Transmit one (1) digital copy of the adopted and signed PWP (PDF format), one (1) digital copy of the PWP (Excel format), and one (1) digital copy of the Administrative Reporting Schedule to designated NCDOT staff by May 31.
June	PWP Approval Letter issued by NCDOT.

PWP Guidance

The Miscellaneous Expenses item is restricted to no more than 10% of the total RPO budget. The use of private consultants by an RPO is permitted for the amount of up to \$5,000 with prior approval (No RFP is required),

Funds which have not been expended at the end of the fiscal year do not carry forward. If no comments are received by the dates listed above, proceed with review and adoption process according to above timeline.

Revising an Adopted PWP

Revisions to an adopted Planning Work Program are required if there is a significant change in budget, work tasks or expenditure allocation and could be processed throughout the fiscal year (as long as there will be adequate time for the public involvement and approval process through TCC, TAC and NCDOT

before the end of fiscal year). All revisions to the adopted PWP must be completed by May 31st of the same fiscal year. No amendments will be processed past this date.

PWP Amendment Guidance

Review adopted PWP to determine if changes to work tasks are considered Major or Minor revisions:

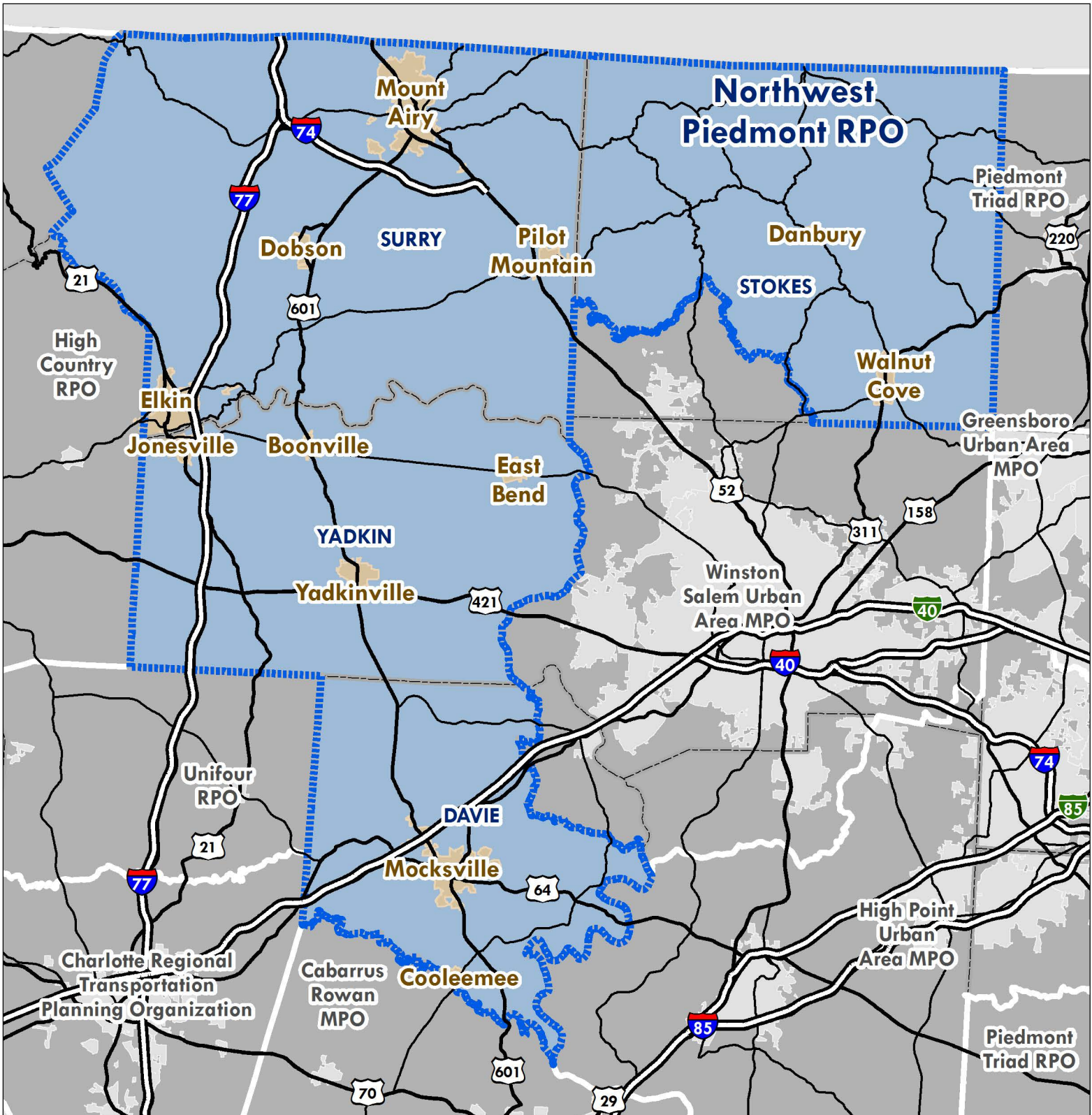
Minor PWP Revisions

A variance of 100% or \$2,500 (whichever is less) for a category is considered a minor revision and is allowed without amendment if approved in advance by the TPB RPO Coordinator. RPO Director will prepare revised funding table noting adopted and revised funding amounts.

Major PWP Revisions

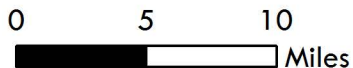
A variance of more than 100% or \$2,500 (whichever is lower) for a category is considered a major revision and requires amendment and must be reviewed and approved by both the TCC and TAC.

Appendix A - Maps











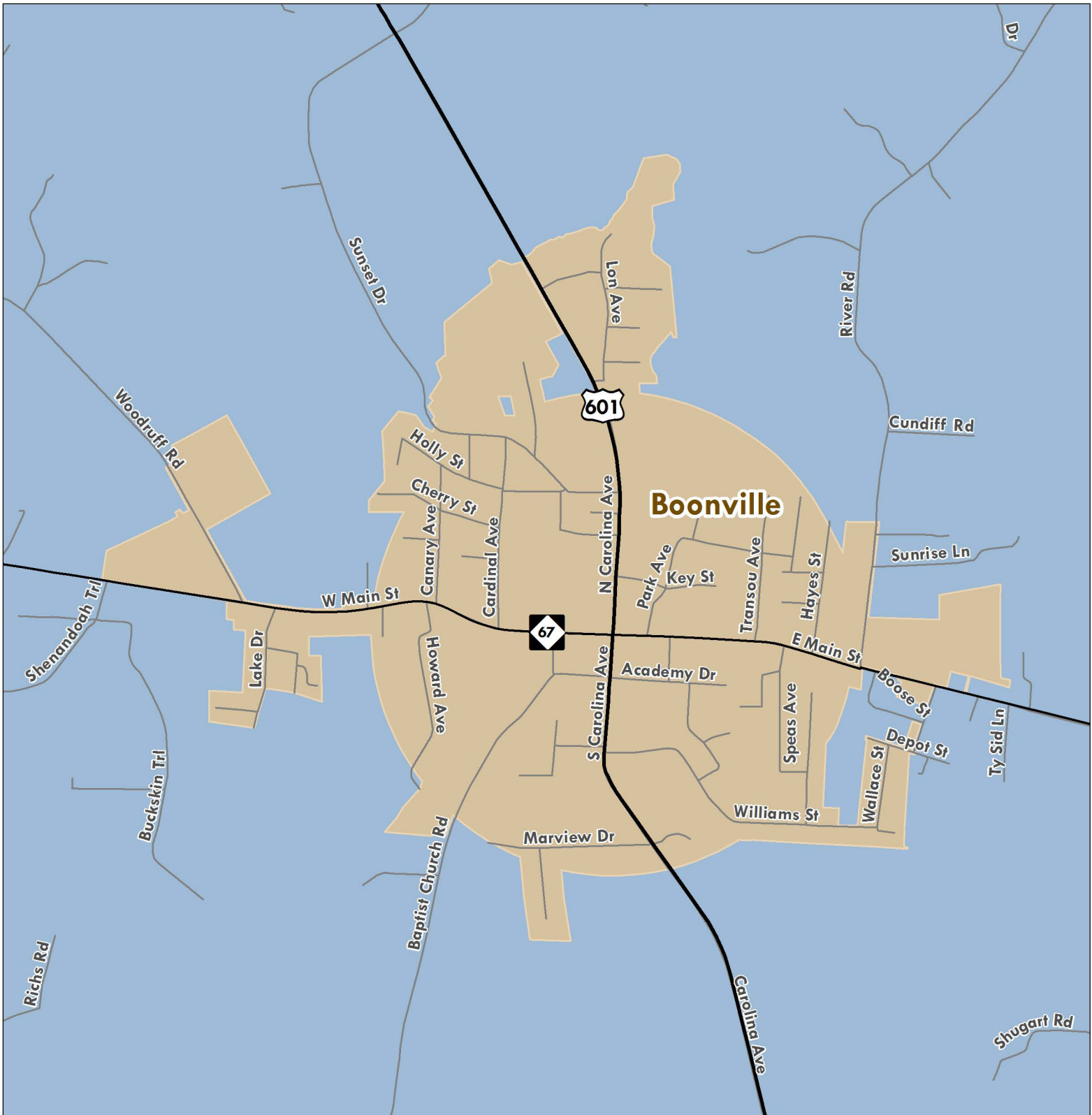
Northwest Piedmont RPO

Eligible Communities



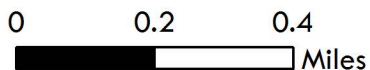
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|---|-------------------------|---|------------|
|  | NWPRPO Boundary | Highways: | |
|  | NWPRPO Community |  | Interstate |
|  | Other RPO/MPO Boundary |  | US |
|  | Other RPO/MPO Community |  | NC |
|  | County Boundary | | |













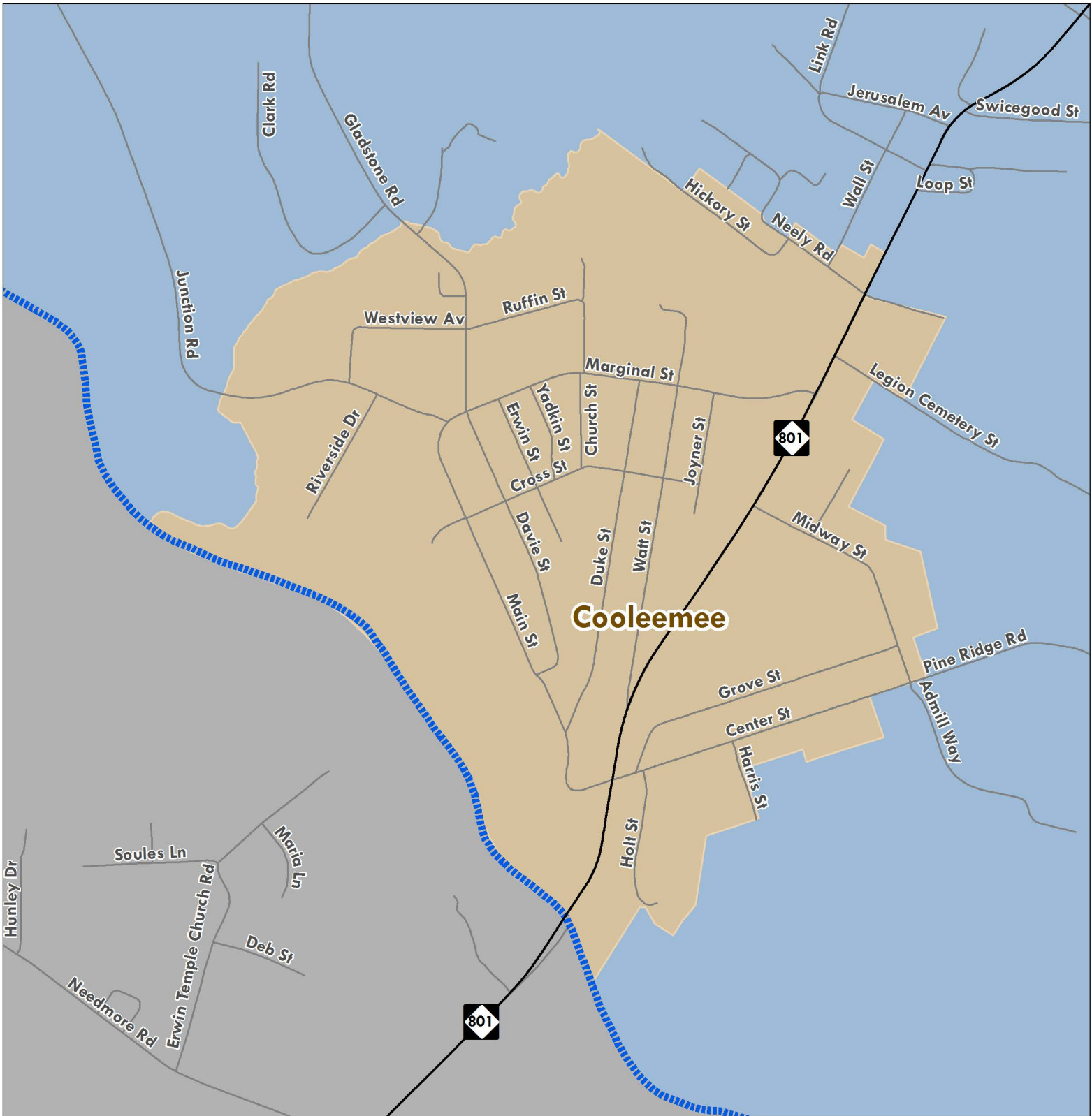
Boonville

Yadkin County



Date: 2/17/2016

	NWPRPO Boundary		Roads
	NWPRPO Community		Interstate
	Other RPO/MPO Boundary		US Highway
	Other RPO/MPO Community		NC Highway
	County Boundary		Local



Cooleemee










Davie County

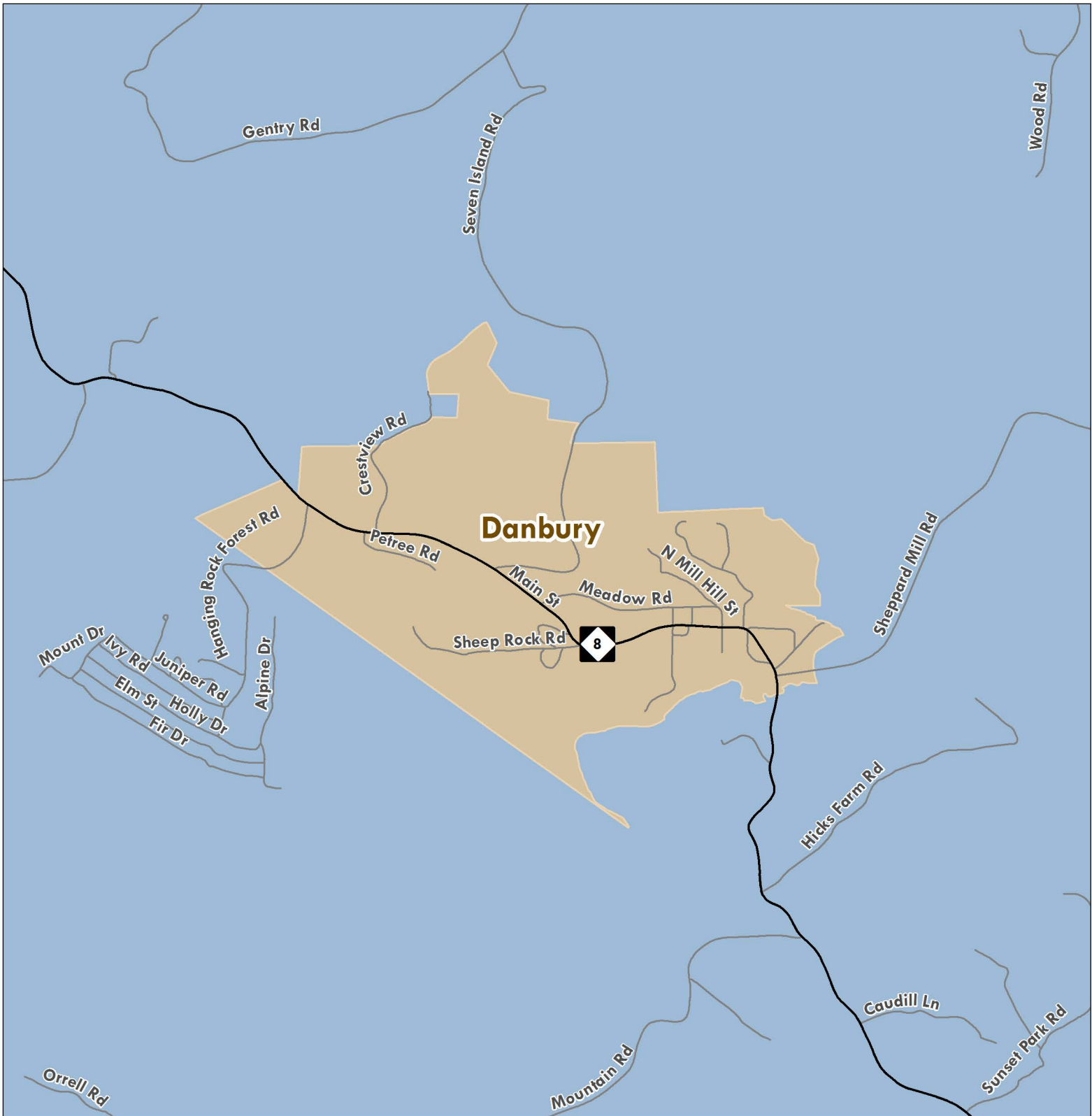


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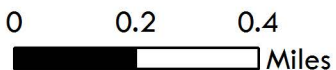
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|---|-------------------------|--|
|  | NWPRPO Boundary | Roads |
|  | NWPRPO Community |  Interstate |
|  | Other RPO/MPO Boundary |  US Highway |
|  | Other RPO/MPO Community |  NC Highway |
|  | County Boundary |  Local |












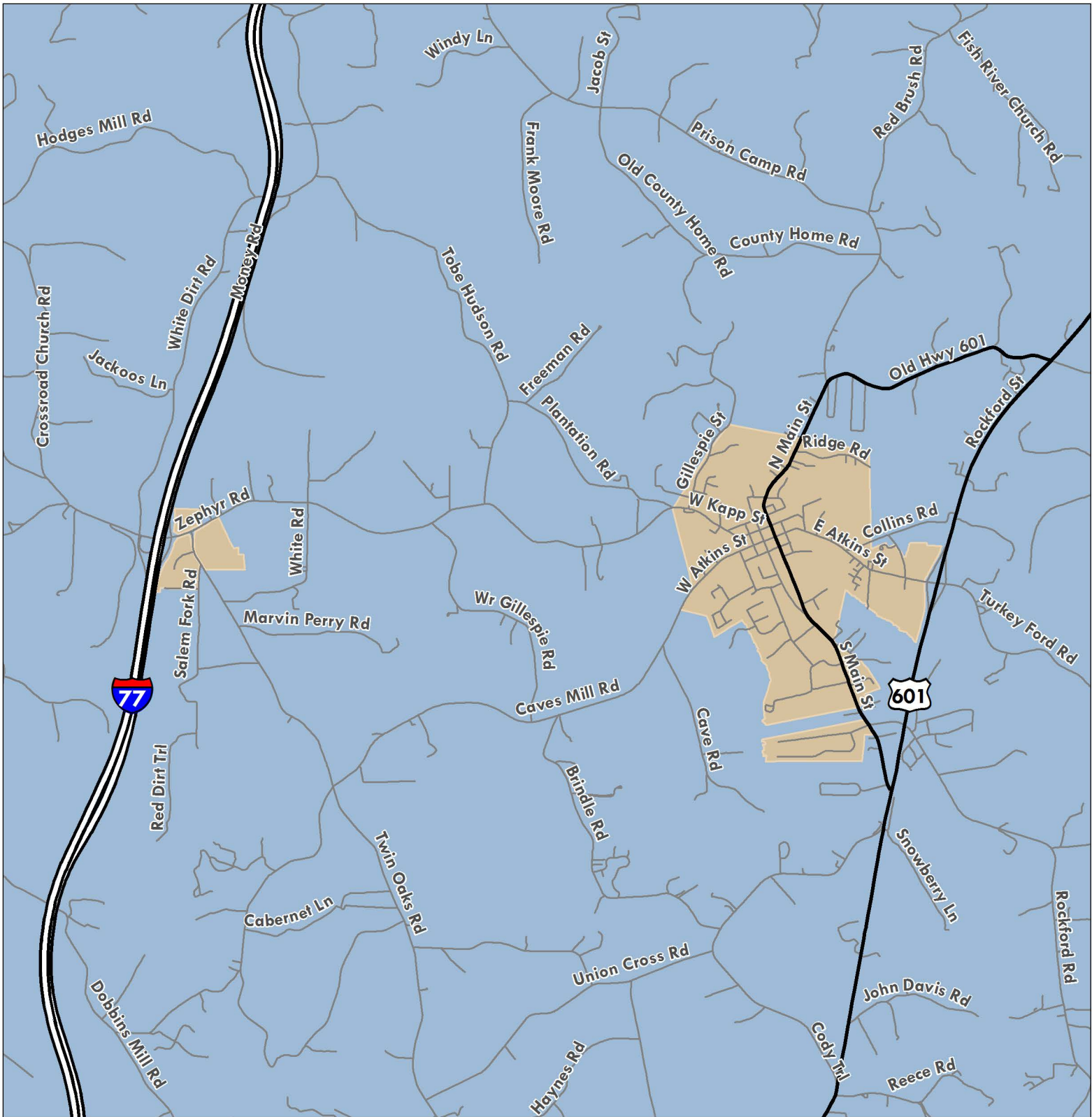
Danbury

Stokes County



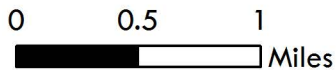
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|---|-------------------------|--|
|  | NWPRPO Boundary | Roads |
|  | NWPRPO Community |  Interstate |
|  | Other RPO/MPO Boundary |  US Highway |
|  | Other RPO/MPO Community |  NC Highway |
|  | County Boundary |  Local |












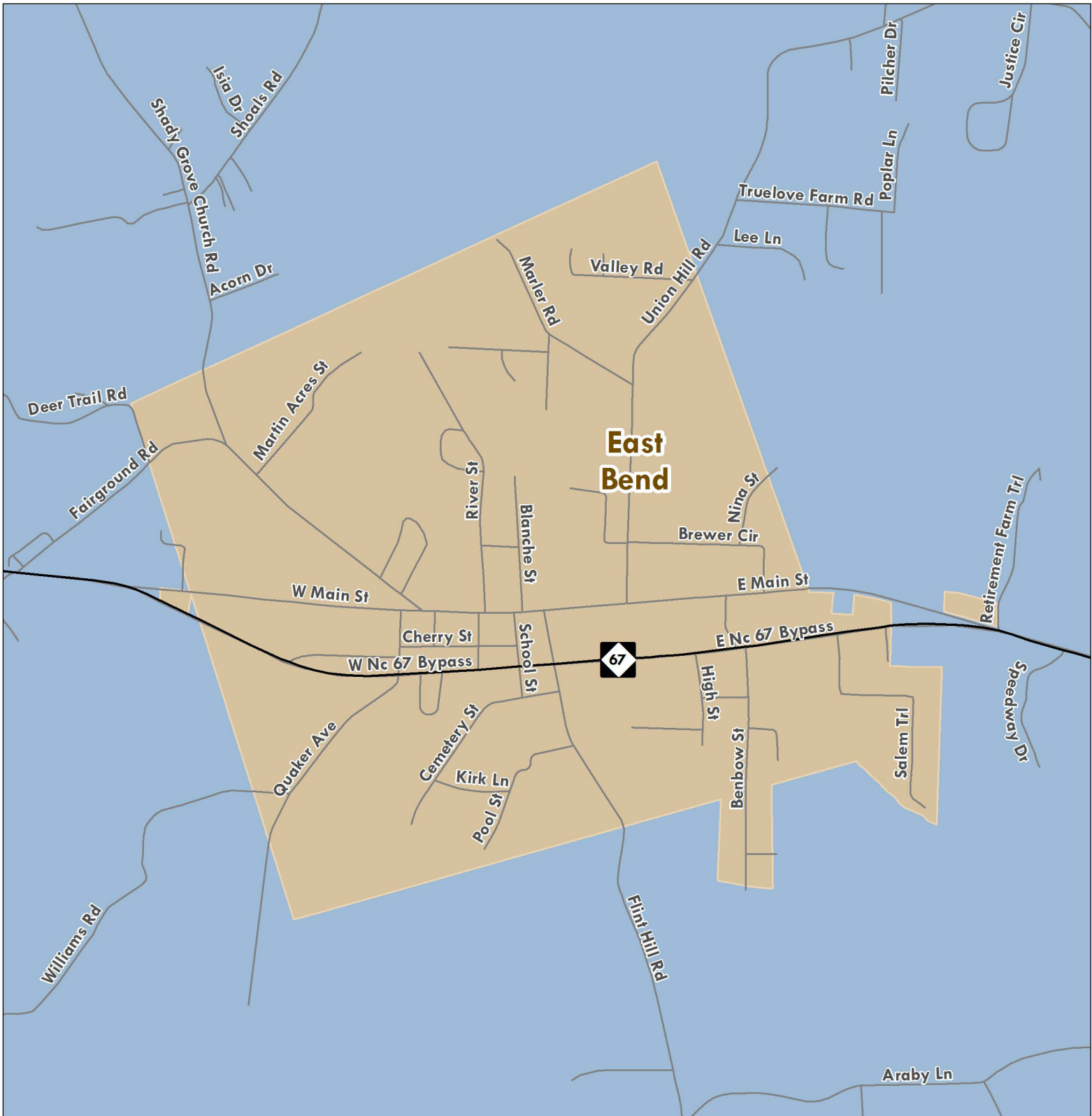
Dobson

Surry County



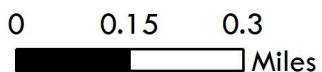
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|---|-------------------------|--|
|  | NWPRPO Boundary | Roads |
|  | NWPRPO Community |  Interstate |
|  | Other RPO/MPO Boundary |  US Highway |
|  | Other RPO/MPO Community |  NC Highway |
|  | County Boundary |  Local |












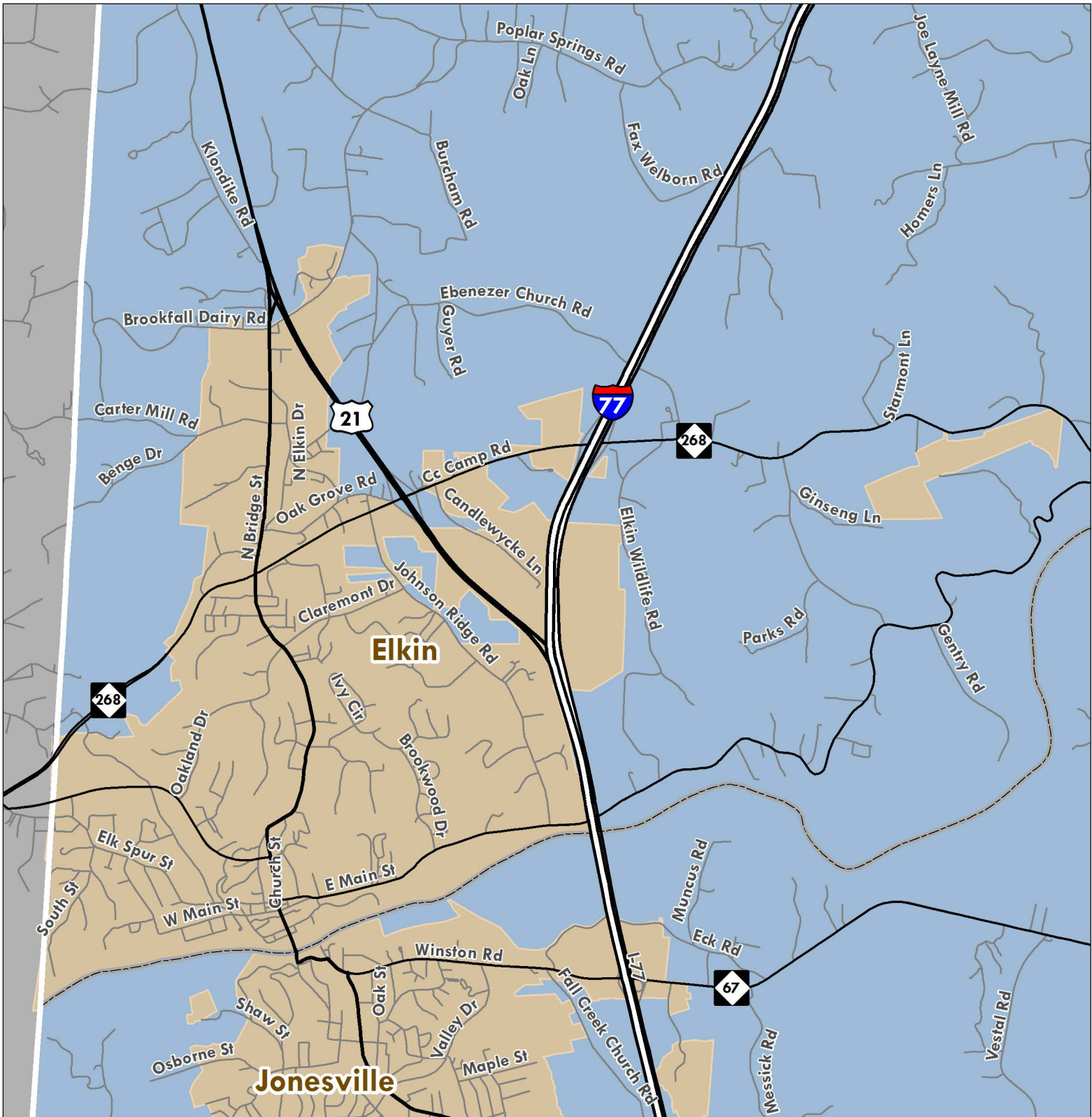
East Bend

Yadkin County



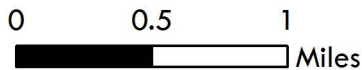
Date: 2/17/2016

- | | | | |
|---|-------------------------|---|------------|
|  | NWRPO Boundary | Roads | |
|  | NWRPO Community |  | Interstate |
|  | Other RPO/MPO Boundary |  | US Highway |
|  | Other RPO/MPO Community |  | NC Highway |
|  | County Boundary |  | Local |












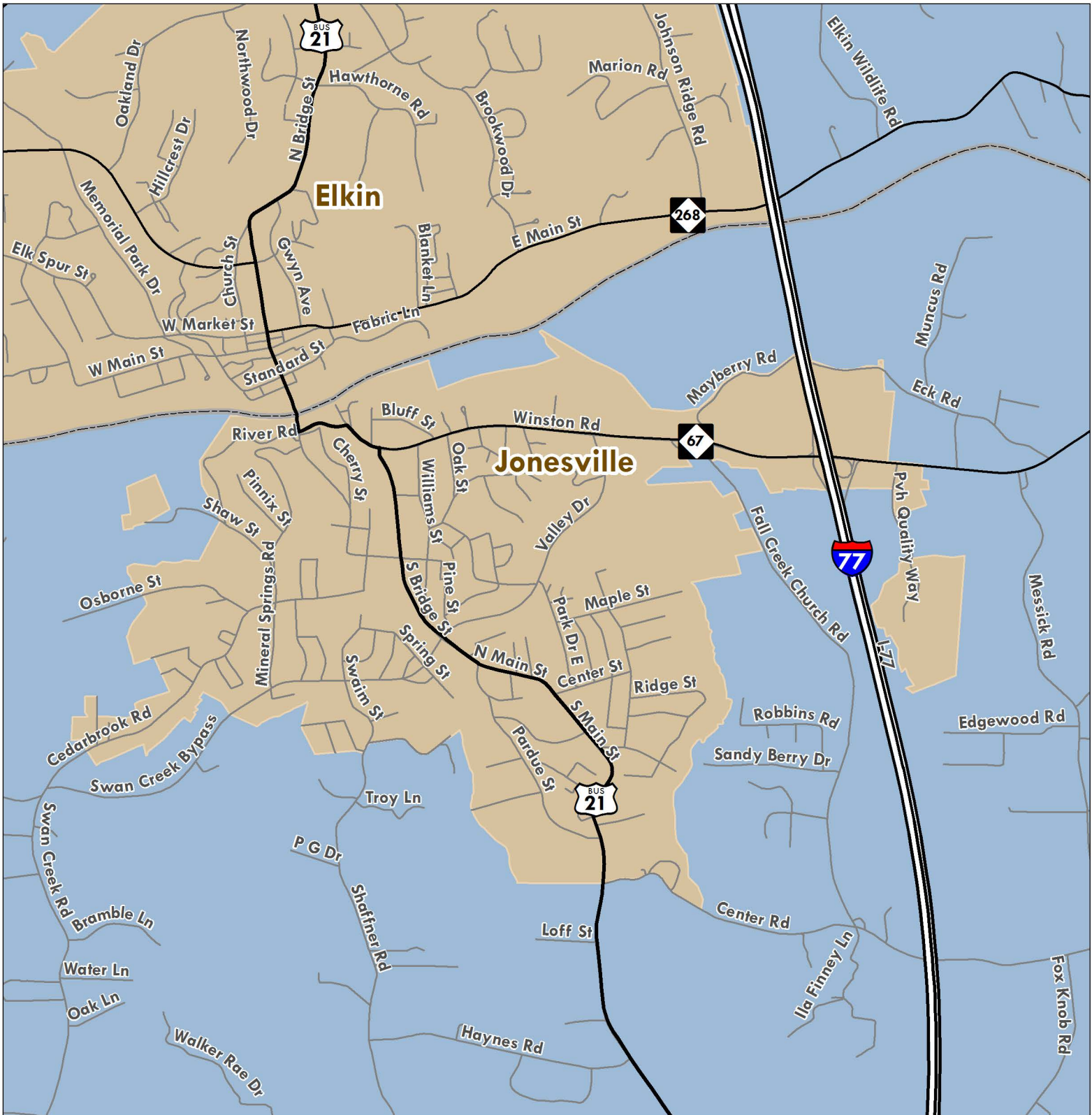
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Surry County



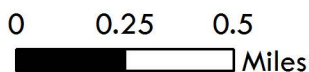
Date: 2/17/2016

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|---|-------------------------|---|------------|
|  | NWPRPO Boundary | Roads | |
|  | NWPRPO Community |  | Interstate |
|  | Other RPO/MPO Boundary |  | US Highway |
|  | Other RPO/MPO Community |  | NC Highway |
|  | County Boundary |  | Local |



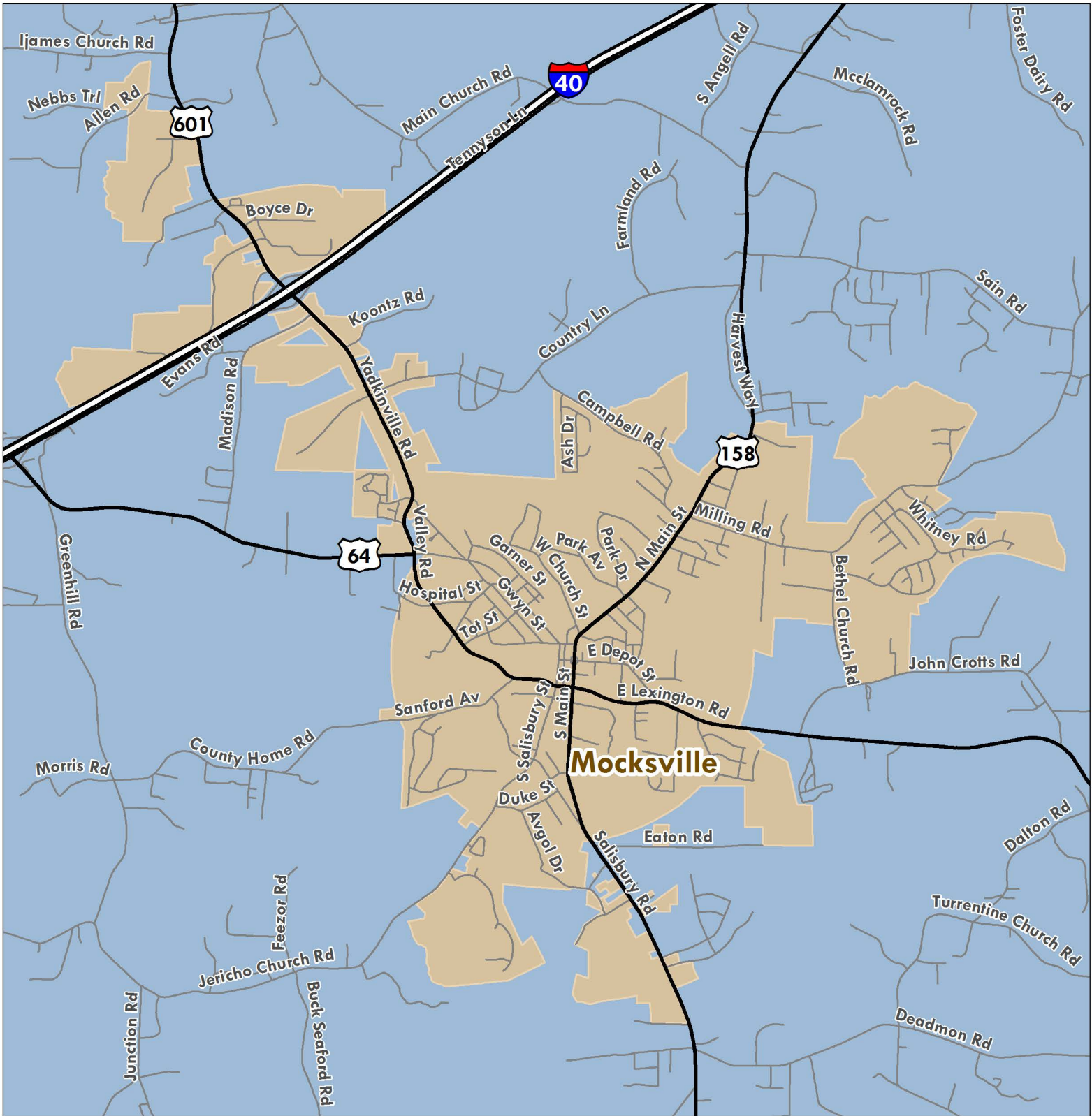
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Yadkin County



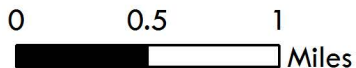
Date: 2/17/2016

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	NWPRPO Community		US Highway
	Other RPO/MPO Boundary		NC Highway
	Other RPO/MPO Community		Local
	County Boundary		

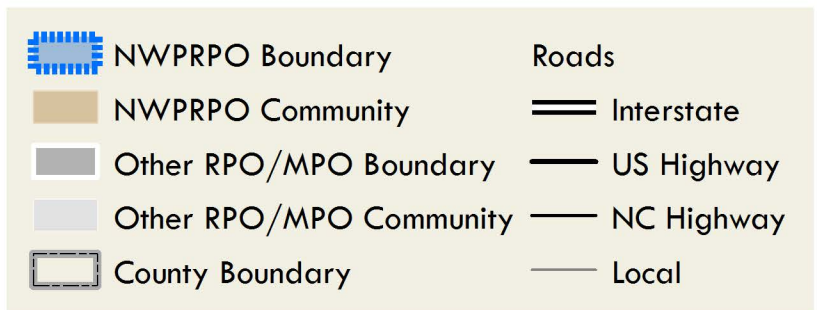


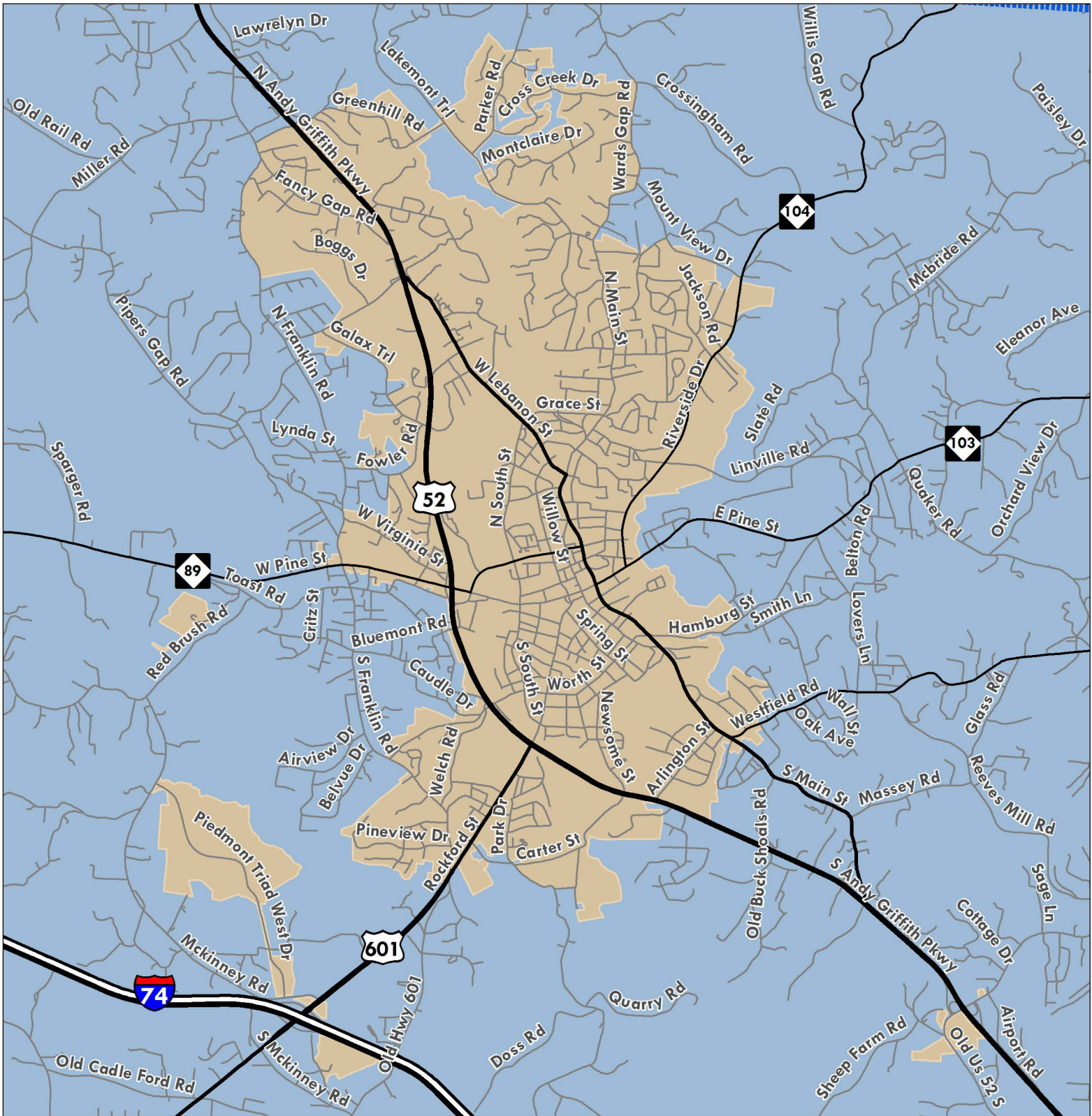
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Davie County



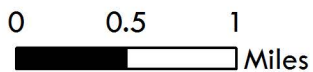
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






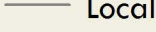


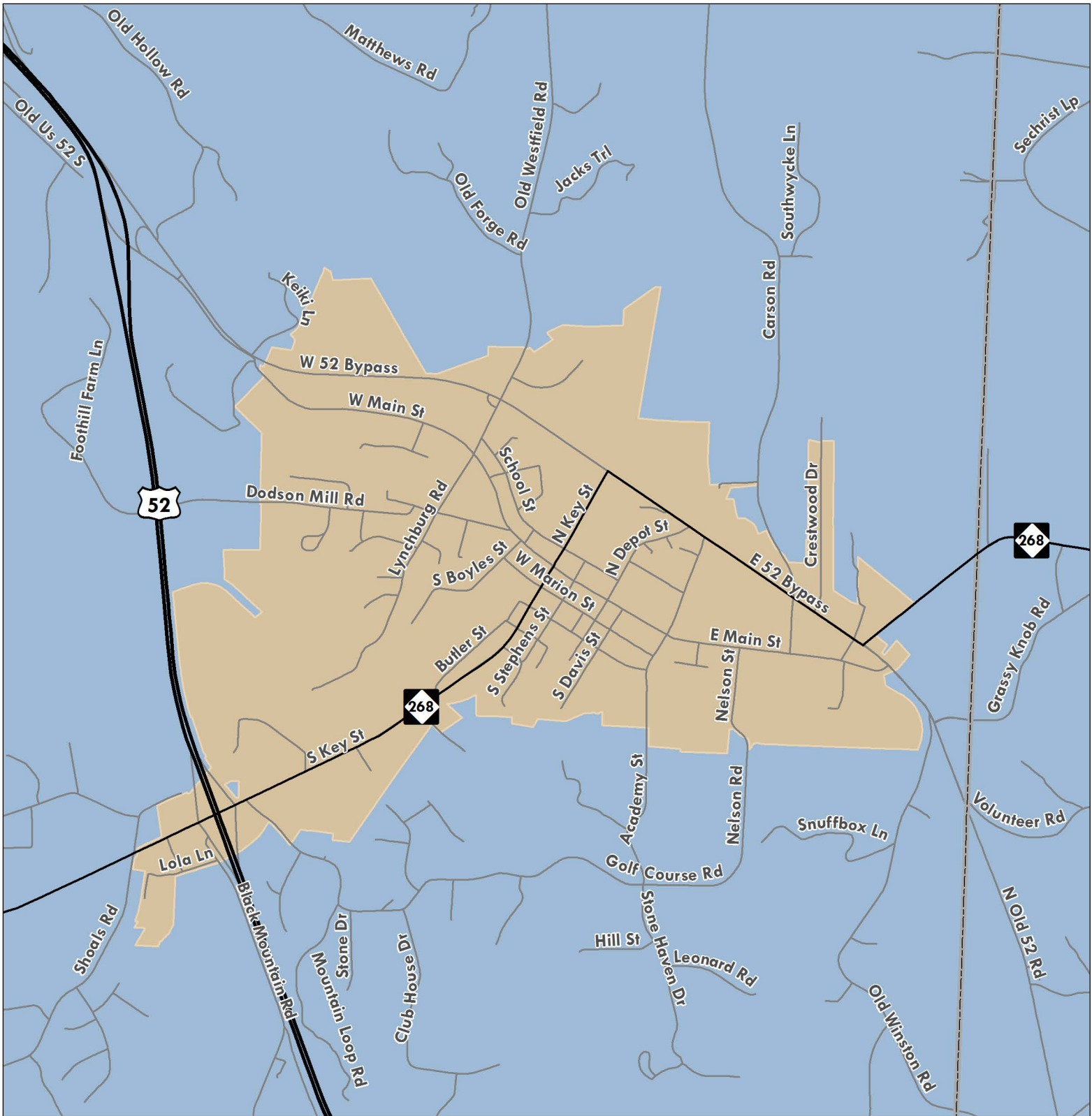
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Surry County



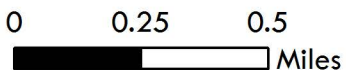
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	NWPRPO Community		Interstate
	Other RPO/MPO Boundary		US Highway
	Other RPO/MPO Community		NC Highway
	County Boundary		Local












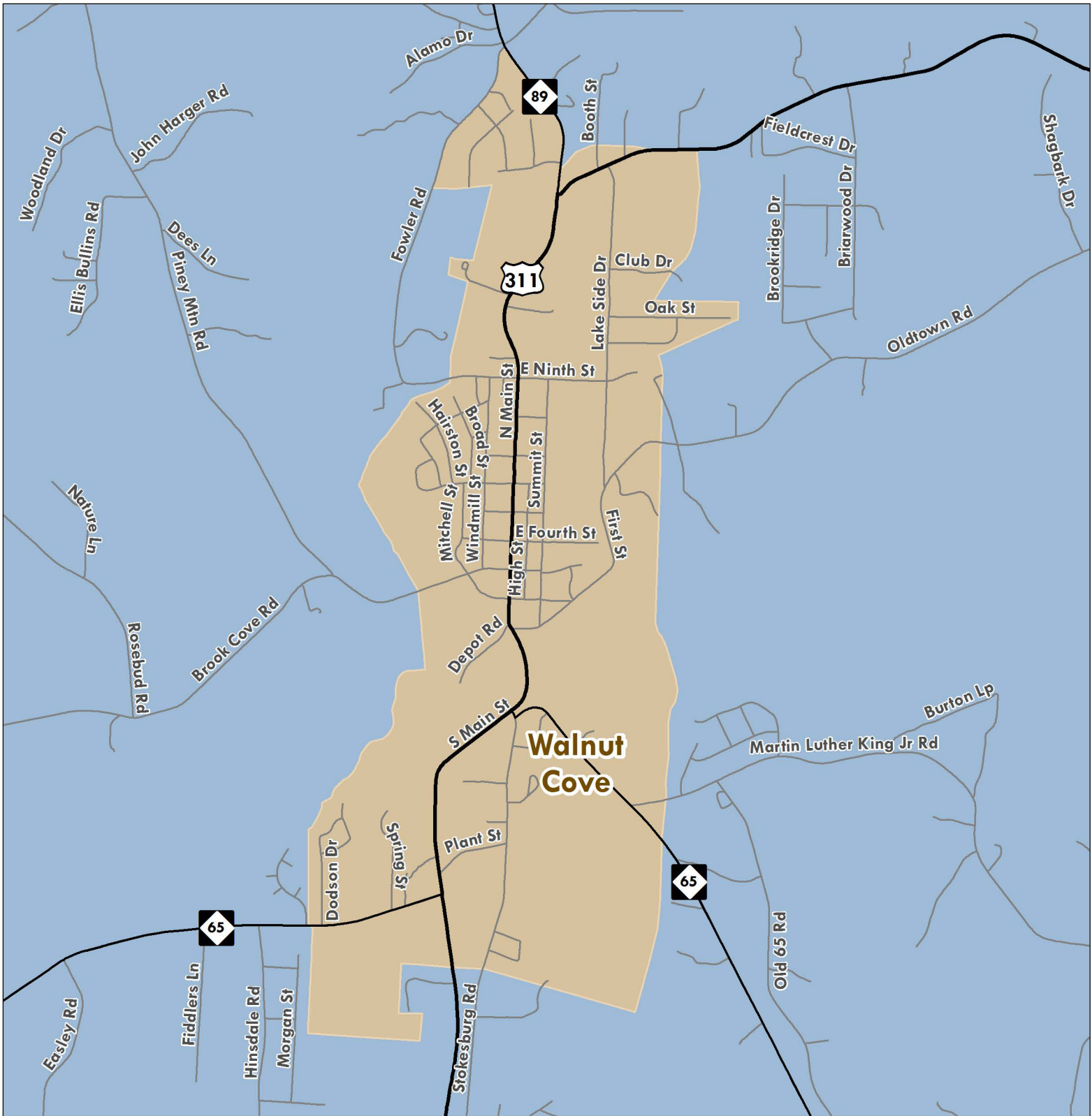
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Surry County



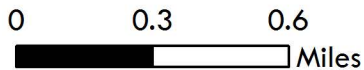
Date: 2/16/2016

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|---|-------------------------|---|------------|
|  | NWPRPO Boundary | Roads | |
|  | NWPRPO Community |  | Interstate |
|  | Other RPO/MPO Boundary |  | US Highway |
|  | Other RPO/MPO Community |  | NC Highway |
|  | County Boundary |  | Local |













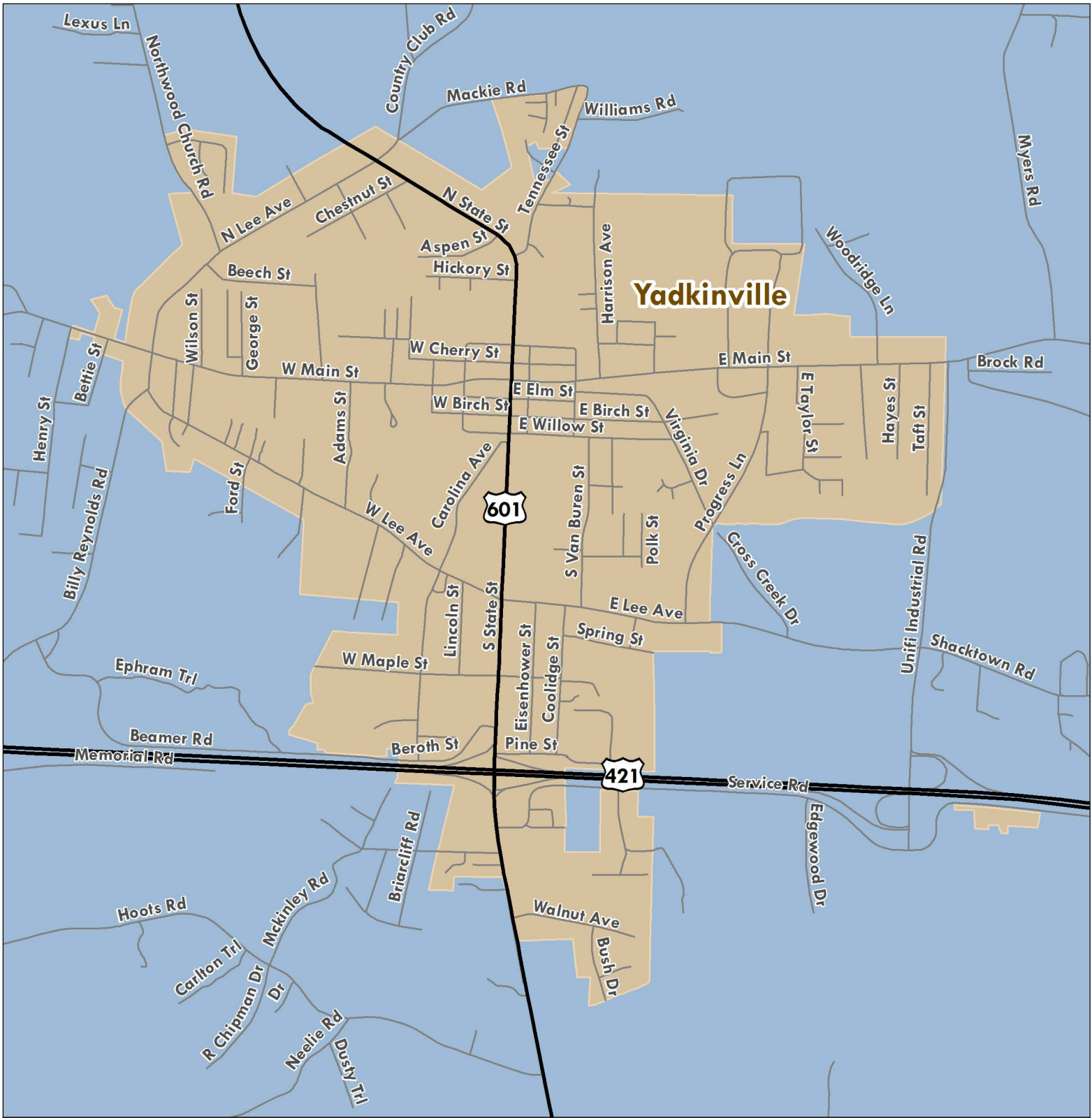
Walnut Cove

Stokes County



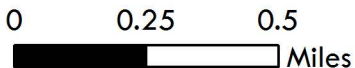
Date: 2/17/2016

	NWPRPO Boundary		Roads
	NWPRPO Community		Interstate
	Other RPO/MPO Boundary		US Highway
	Other RPO/MPO Community		NC Highway
	County Boundary		Local










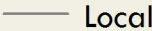


Yadkinville

Yadkin County



Date: 2/17/2016

	NWPRPO Boundary		Roads
	NWPRPO Community		Interstate
	Other RPO/MPO Boundary		US Highway
	Other RPO/MPO Community		NC Highway
	County Boundary		Local

Appendix B – MOU

**AMENDED
MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE AND CONTINUING
TRANSPORTATION PLANNING
AND THE ESTABLISHMENT
OF THE NORTHWEST PIEDMONT RURAL PLANNING ORGANIZATION
FOR**

The **County of Davie** and the participating municipalities therein; The **County of Stokes** and the participating municipalities therein; the **County of Surry** and the participating municipality therein; the **County of Yadkin** and the participating municipalities therein; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, "the Parties").

WITNESSETH

Whereas, on August 20, 2002, the Parties entered into a Memorandum of Understanding which created the Northwest Piedmont Rural Planning Organization (hereinafter, "RPO"); and,

Whereas, the RPO provides rural areas the opportunity to work in partnership with the NCDOT toward development of sound, short and long-range transportation planning for rural areas; and,

Whereas, the Parties have agreed to amend the original Memorandum of Understanding.

Now, therefore, the following Amended Memorandum of Understanding is made on this the 7th day of December, 2011.

Section 1. It is hereby agreed, that the **County of Davie** and the participating municipalities therein; the **County of Stokes** and the participating municipality therein; the **County of Surry** and the participating municipality therein; the **County of Yadkin** and the participating municipalities therein; and the NCDOT intend to establish and participate in a RPO created for the general purposes and responsibilities outlined in the following:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
4. Provide transportation-related information to local governments and other interested organizations and persons.

Section 2. It is hereby further agreed that transportation plans and programs and land use policies and programs for the RPO will be coordinated by the Piedmont Triad Regional Council, an agency selected on behalf of participating local governments and the NCDOT, to be the administrative entity and to serve as the lead local planning agency for coordinating transportation planning in the four county

planning area. The RPO hereby authorizes the Piedmont Triad Regional Council to be the recipient of any funds appropriated to the RPO by NCDOT pursuant to North Carolina General Statute 136-213(c).

Section 3. Establishment of Transportation Advisory Committee (TAC). A TAC is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The TAC shall have the responsibility for keeping the local elected governing boards informed of the status and requirements of the transportation planning process; to assist in the dissemination and clarification of the decisions, inclinations, and policies of the local elected governing boards and the NCDOT; and to help ensure meaningful public participation in the rural transportation planning process.

1. The TAC will be responsible for carrying out the following:
 - A. Establishment of goals, priorities, and objectives for the rural transportation planning process.
 - B. Endorsement and review of changes to adopted transportation plans within the RPO.
 - C. Endorsement, review, and approval of a Planning Work Program (PWP) for transportation planning which defines work tasks and responsibilities for the various agencies participating in the RPO.
 - D. Endorsement, review, and approval of transportation improvement projects that support and enhance both regional and local transportation in the four county RPO.
2. The membership of the TAC shall consist of the following:
 - A. One Commissioner representing the Davie and one elected official from each RPO member municipality therein.
 - B. One Commissioner representing the Stokes and one elected official from each RPO member municipality therein.
 - C. One Commissioner representing the Surry and one elected official from each RPO member municipality therein.
 - D. One Commissioner representing the Yadkin and one elected official from each RPO member municipality therein.
 - E. One member from the North Carolina Board of Transportation representing Division 9 or Division 11.
3. The Commissioner representing each county on the TAC shall be elected every one years by the Board of County Commissioners of each County in regular session. The municipal member representing each municipality on the TAC shall be elected every one years by the governing body of the municipality in regular session. All terms of appointment to the TAC shall be for one years. Reappointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.

4. An RPO TAC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
5. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The TAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its membership, the TAC may elect a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.
6. The Executive Director of the Piedmont Triad Regional Council will provide staff to the TAC.

Section 4. Establishment of Technical Coordinating Committee (TCC). A TCC shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the TAC regarding any necessary actions relating to the continuing transportation process.

1. The TCC shall be responsible for development, review, and recommendation for approval of the PWP for the RPO, the STIP requests, and revisions to the STIP.
2. Membership of the TCC shall include technical representatives from all local and state governmental agencies directly related to and concerned with the transportation planning process for the RPO planning area. Initially, the membership shall include, but may not be limited to, the following:
 - A. The Manager, Assistant Manager, Planner, Clerk, or Engineer from each of the four counties of the RPO planning area, or his/her designated staff representative.
 - B. The Chief Administrative Official, City Planner, City Engineer, or City Clerk from each member municipality in the RPO planning area, or his/her designated staff representative.
 - C. Division Engineer serving Highway Division 9, NCDOT, or his/her designated staff representative.
 - D. Division Engineer serving Highway Division 11, NCDOT, or his/her designated staff representative
 - E. Transit representative from Yadkin Valley Economic Development District Inc. or YVEDDI.
 - F. Transit representative from Piedmont Regional Transit Authority or PART.

- G. Winston-Salem MPO designated staff representative.
 - H. Manager, Transportation Planning Branch, NCDOT, or his/her designated staff representative.
 - I. Piedmont Triad Regional Council designated staff representative.
3. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO. One alternate may be designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO TCC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
 4. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TCC, plus as many additional members as required to ensure that 51% of possible votes are present. The TCC shall meet when it is deemed necessary, appropriate and advisable. The TCC will be staffed by the Piedmont Triad Regional Council or his/her designated staff representative. The TCC shall by majority vote of the membership elect one member to serve as a Chairman with the responsibility for coordinating the committee's activities. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO.

Section 5. It is further agreed that all participating agencies will assist in the rural transportation planning process by providing planning assistance (where possible), data, and inventories in accordance with the approved PWP.

Section 6. Each county and its RPO member jurisdictions shall have the support of the RPO staff in developing local transportation projects and priorities. Each member agrees to coordinate its transportation plans with those of other RPO members. Additionally, by consensus, the RPO may identify projects of a regional nature for development and presentation to NCDOT for consideration.

Section 7. Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 90 days written notice to the other parties to the date of termination.

Section 8. Municipalities desiring to join the RPO following the signing of this Memorandum of Understanding must do so no later than 90 days after the date given below in Section 10, by submitting a fully-executed Municipal Statement of Adoption. Any municipality desiring to join the RPO after the initial 90-day period must notify the lead planning agency and the other members of the RPO in writing of its intent to join, and provide each with a copy of a fully-executed Municipal Statement of Adoption. New memberships will become effective on July 1st of each year.

Section 9. This Amended Memorandum of Understanding supersedes and replaces any prior memorandum(s) of understanding between the Parties regarding the RPO.

Section 10. In witness whereof, the Parties have been authorized by appropriate and proper resolutions, and/or legislative authority to sign this Amended Memorandum of Understanding, this the 7th day of December, 2011.

BY:

COUNTY OF Davie

Carl Humphrey
Chairman

Brenda B. Hunter
Clerk to the Board

COUNTY OF Stokes

Ernest L. Lunsford
Chairman 05-14-2012

Darlene M. Bullen
Clerk to the Board
05-14-2012

COUNTY OF Surry

R. J. (Buck) Beck
Chairman



Conchita Oatis
Clerk to the Board

COUNTY OF Yadkin

[Signature]
Chairman

Tanya Hentry - Deputy Clerk
Clerk to the Board

Piedmont Triad Regional Council (LPA)

Donnell L. Lee
Chairman

[Signature]
Executive Director

NCDOT

Approved as execution

Secretary

Assistant Attorney General

DAVIE COUNTY

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE NORTHWEST PIEDMONT RPO," is hereby adopted by the Davie County Board of Commissioners, this the 5th day of March, 2012.

Brenda B. Hunter
Clerk to Board

Davie County

By: Carl Humphrey
Chairman

STOKES COUNTY

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE PIEDMONT TRIAD RPO," is hereby adopted by the Stokes County Board of Commissioners, this the day of month, 2011.

Stokes County

By: Ernest Langford
Chairman 05-14-2012

Darlene M. Bullen
Clerk to Board

SURRY COUNTY

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE PIEDMONT TRIAD RPO," is hereby adopted by the Surry County Board of Commissioners, this the day of month, 2011.

Surry County

By: R.H. (Buck) Galding
Chairman

Conchita Atkins
Clerk to Board



YADKIN COUNTY

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE NORTHWEST PIEDMONT RPO," is hereby adopted by the Yadkin County Board of Commissioners, this the 5th day of March, 2012.

Janya Dentry
Deputy Clerk to Board

Yadkin County

By: 
Chairman

PIEDMONT TRIAD REGIONAL COUNCIL

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE PIEDMONT TRIAD RPO", is hereby adopted by the Piedmont Triad Regional Council Board of Delegates, this the 15th of August, 2012.

PIEDMONT TRIAD REGIONAL COUNCIL

By: Danell L. Foy
Chairman

Sydney Hicks
Clerk to Board



Appendix C - Bylaws

**Northwest Piedmont Rural Planning Organization (NWPRPO)
Transportation Advisory Committee (NWPTAC)
By-Laws**

ARTICLE I - NAME

The name of this committee shall be the Northwest Piedmont Transportation Advisory Committee (NWPTAC), hereinafter referred to as the NWPTAC.

ARTICLE II – PURPOSE

The purpose and goals of this committee shall be to:

- Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
- Provide a forum for public participation in the rural transportation planning process.
- Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
- Provide transportation-related information to local governments and other interested organizations and persons.

ARTICLE III – MEMBERSHIP

Section 1 – Members Defined

As specified in the Northwest Piedmont RPO Memorandum of Understanding (MOU) between the Northwest Piedmont RPO and North Carolina Department of Transportation (NC-DOT), the NWPTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Northwest Piedmont Rural planning area, which includes Davie, Stokes, Surry, and Yadkin Counties, as well as the incorporated municipalities within each County that are members of the Northwest Piedmont RPO.

Voting Membership on the TAC shall consist of the following:

- One Commissioner representing the Davie and one elected official from each RPO member municipality therein.
- One Commissioner representing the Stokes and one elected official from each RPO member municipality therein.

- One Commissioner representing the Surry and one elected official from each RPO member municipality therein.
- One Commissioner representing the Yadkin and one elected official from each RPO member municipality therein.
- One member from the North Carolina Board of Transportation representing Division 9 or Division 11.

The following members are considered special representatives, and will not be considered toward quorum:

- The NCDOT Division 9 and 11 Engineers or his/her representatives;
- The NCDOT Transportation Planning Branch Engineer assigned to the Northwest Piedmont RPO or his/her representatives;
- A representative from the Winston-Salem Urban Area Metropolitan Planning Organization (MPO);
- The chairperson of the Piedmont Triad Regional Council;
- The chairperson of the Piedmont Authority for Regional Transportation (PART), or his/her designated PART board member;
- A representative from The Town of Bermuda Run; and
- A representative from The City of King.

Section 2 – Term of Membership

The county commissioner representing each county shall be selected by the Board of County Commissioners in regular session. The selected municipal representative shall be selected by the municipal board of commissioners in regular session. All TAC members are required to complete a Statement of Economic Interest (SEI) and Real Estate Disclosure Form (RED) annually as mandated by the State Government Ethics Act. No appointee is considered a voting member until written approval from the N.C. Ethics Commission is obtained. Failure to comply may result in civil and criminal penalties. The TAC may invite individuals to serve as ex-officio, non-voting members at its discretion. Term of office for all seats on the NWPTAC is one year. Re-appointment is possible.

Section 3 – Alternates

One alternate may be designated for each member providing they meet the same criteria as the original appointee, including compliance with ethics requirements. That alternate may serve as a full voting member during any meeting where the board's primary representative is not in attendance. Absentee voting will not be permitted.

ARTICLE IV-OFFICERS

Section 1 – Officers Defined

The officers of the NWPTAC will consist of a Chairperson and a Vice-Chairperson serving annual terms. A NWPTAC member can serve an unlimited number of terms as an officer, but is limited to serving only two consecutive terms at any one level. The Lead Planning Agency shall appoint a staff member to serve as Secretary.

Section 2 – Duties of Officers

2.1 The Chairman shall call meetings of the TAC to order, and shall act as presiding officer of such meetings. The Chairman shall see that all orders and action items, including amendments are carried into effect. The Chairman will:

- Sign all official documents of the TAC.
- Sign all official documents of the NWPTAC.
- Preside at all meetings of the NWPTAC.
- Decide all points of order or procedure.
- Work with the NWPTAC Secretary to transmit all recommendations of the NWPTAC to NC Department of Transportation or the appropriate State organization.
- Advise Lead Planning Agency staff of meeting agenda items.

2.2 The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

2.3 The administrative coordination for the NWPTAC shall be performed by the NWPRPO staff, as Secretary, who shall report to the Chairman of the NWPTAC. The Secretary shall:

- Keep minutes of the NWPTCC meetings in proper form for the approval of the NWPTCC at its next regular meeting.
- Mail notices of regular meetings of the NWPTCC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with NC Open Meeting Law.
- Maintain all files, records, and correspondence of the NWPTAC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the Secretary shall appoint a Chairman for that meeting only or until such time the Chairman or Vice-Chairman can resume their responsibilities. The Lead Planning Agency shall ensure that the Secretary or a qualified substitute attends every TAC meeting.

ARTICLE IV-ADMINISTRATION

Section 1 – Meetings

1.1 Regular meetings of the TAC shall be held when deemed necessary, appropriate and advisable. The TAC shall meet on a bi-monthly basis, at a date and time determined by a vote of the NWPTAC. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

1.2 Special meetings may be called as deemed necessary by the Chairperson, or at the request of three eligible voting members of a Committee. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

1.3 Closed meetings may be conducted as deemed necessary, according to the purposes permitted under the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.11.

1.4 The TAC may choose to hold workshops from time to time. Notification of all workshops shall be mailed to TAC members in the same manner as regular meetings of the TAC.

Section 2 – Attendance

Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence, teleconferencing or other electronic means. A quorum of at least 50% plus one (1) of representatives or alternates must be present to conduct businesses.

Section 3 – Standing

Good standing for all representatives shall be maintained through regular attendance at meetings. Following two consecutive unexcused absences, a representative's seat shall be declared vacant, and shall not be counted toward quorum. Good standing shall be automatically restored upon a representative's attendance at a meeting. A replacement representative may be requested following a vote of the Committee following the loss of good standing.

Section 4 – Agendas

Meeting agendas shall list items for consideration by the Committee. Any committee member may place items on the agenda by contacting the Secretary. Additional items may be placed on the agenda at the beginning of a regular meeting if approval is given by a majority of present members.

Section 5 – Rules of Order

In the absence of guidance from these Bylaws or other adopted procedural policies, Robert's Rules of Order shall designate Committee procedure.

Section 6 – Records

The Secretary shall maintain all files, records and correspondence of the NWPRPO, including the preparation and distribution of minutes, agendas and meeting notices. Access to these records

shall be provided at reasonable times and with reasonable supervision according to the Public Records Laws of the North Carolina General Statutes, §132-6.

Section 7 – Amendments

Amendments to these Bylaws shall require a majority affirmative vote of the NWPTAC. Written notice of proposed amendments shall be provided to all members prior to consideration. Amendments must not conflict with the letter or fundamental intent of the Memorandum of Understanding which governs this document. In the event of a conflict, the Memorandum of Understanding shall carry precedence.

The Northwest Piedmont Rural Transportation Planning Organization Advisory Committee (NWPTAC) approved these By-Laws on January 17, 2016.

ATTEST:

Ernest Lankford
NWPRPO Chairperson

Elizabeth Jernigan
NWPRPO Secretary

NORTHWEST PIEDMONT RURAL PLANNING ORGANIZATION
TRANSPORTATION COORDINATING COMMITTEE
BY-LAWS

ARTICLE I - NAME

The name of this committee shall be the Northwest Piedmont Transportation Planning Coordinating Committee (NWPTCC), hereinafter referred to as the NWPTCC.

ARTICLE II - PURPOSE

The purpose and goals of this committee shall be to:

- To advise and assist the Northwest Piedmont Transportation Advisory Committee (NWPTAC) on regional planning and policy decisions.
- To support and review the work of the local and state transportation staff.
- Receive and review comment from County Advisory Committee (CAC).
- To assist in the accomplishment of NWPTAC goals.

ARTICLE III - MEMBERS

Section 1 - Membership:

As specified in the Memorandum of Understanding (MOU), the NWPTCC shall include technical representatives of all local and state government agencies directly related to the transportation goals of the Northwest Piedmont Rural Planning Organization. Membership shall include, the following members or their designee:

- The County manager from each member County from Davie, Stokes, Surry, and Yadkin, the County planner will be an alternate
- The chief administrative official from each municipal member
- The executive director and NWPRPO coordinator from the Piedmont Triad Regional Council
- The Division Engineer for the North Carolina Department of Transportation Division 9
- The Division Engineer for the North Carolina Department of Transportation Division 11
- Regional Traffic Engineer from the North Carolina Department of Transportation
- Yadkin Valley Economic Development District, Inc. (YVEDDI) representative
- Piedmont Authority for Regional Transportation (PART) representative
- The NWPRPO Coordinator from the Transportation Planning Branch, North Carolina Department of Transportation

The non-voting representative shall include the following members:

- A representative from the Winston-Salem Urban Area Metropolitan Planning Organization (MPO).
- A representative from the Town of Bermuda Run.
- A representative from the City of King.
- An aviation sector representative designated by a NWPRPO airport authority.

Other local agencies, citizens, and organizations can file a request for membership to the NWPTCC. Membership can be either voting or non-voting as determined by the NWPTAC. Membership to the NWPTCC may be altered only by a majority vote of the NWPTAC.

Section 2 - Alternates:

Each member may appoint an alternate to its representative, provided each alternate also meets the same qualifications of membership. That alternate may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting may not be permitted.

Section 3 - Term of Membership:

Because membership is based upon continued participation in the Northwest Piedmont Rural Planning Organization, NWPTCC membership will be continuous until such time that the County, Municipality, or State Agency no longer is a member of the NWPRPO. New NWPTCC membership or replacement of representatives of members will be based on the procedures as described within these by-laws.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined:

The officers of the NWPTCC will consist of a Chairman and a Vice-Chairman serving annual terms. A NWPTCC member can serve an unlimited number of terms as an officer, but is limited to serving only two consecutive terms at any one level. The Lead Planning Agency will appoint a staff member to serve as Secretary.

Section 2 - Duties of Officers:

The Chairman shall call meetings of the NWPTCC to order and shall act as Chairman of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the NWPTCC.
- Preside at all meetings of the NWPTCC.
- Decide all points of order or procedure.
- Present all recommendations of the NWPTCC to the NWPTAC.
- Advise Lead Planning Agency staff of meeting agenda items.

The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

The administrative coordination for the NWPTCC shall be performed by the NWPRPO staff, as Secretary, who shall report to the Chairman of the NWPTCC. The Secretary shall:

- Keep minutes of the NWPTCC meetings in proper form for the approval of the NWPTCC at its next regular meeting.

- Mail notices of regular meetings of the NWPTCC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with NC Open Meeting Law.
- Maintain all files, records, and correspondence of the NWPTCC.

Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the Secretary shall appoint a Chairman for that meeting only or until such time the Chairman or Vice-Chairman can resume their responsibilities. The Lead Planning Agency shall ensure that the Secretary or a qualified substitute attends every NWPTCC meeting.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings:

Meetings will be held on the third Tuesday of every other month prior to the NWPTAC meeting. Meeting notices and agendas are to be mailed or sent via electronic mail in sufficient time for them to have been received by each committee member, no later than seven (7) days prior to the meeting date. Regular meetings may be canceled by the Chairman should there be insufficient material to cover on the NWPTCC's tentative agenda.

Section 2 - Special Meetings:

Special meetings may be called by the Chairman, or at the request of the eligible voting members petitioning the Chairman. Whenever possible, at least seven (7) days notice shall be given. Meetings by conference call may be allowed for special meetings when time constraints or other factors may prevent in person meeting participation.

Section 3 - Workshops:

The NWPTCC may choose to hold workshops from time to time. Notices for all workshops shall be sent in the same manner as regular meetings of the NWPTCC.

Section 4 - Attendance:

Each member organization shall be expected to send their representative to each regular meeting and each special meeting provided at least seven (7) days notice is given. Attendance may be achieved through direct presence, teleconference or other electronic means, if necessary. A quorum of at least 50% plus one (1) of the representatives or alternates must be present to conduct business.

Section 5 - Standing

Good standing for all representatives shall be maintained through regular attendance at meetings. Following two consecutive unexcused absences, a representative's seat shall be declared vacant, and shall not be counted toward quorum. Good standing shall be automatically restored upon a representative's attendance at a meeting. A replacement representative may be requested following a vote of the Committee following the loss of good standing.

Section 6 - Agenda:

The agenda is a list of considerations for discussion at a meeting. Any member of the NWPTCC can place items on the agenda prior to its distribution. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

Section 7 - Voting Procedures:


The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the NWPTCC shall have one (1) vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the NWPTCC. The Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the NWPTCC, a member may withdraw from voting on an issue. In the absence of any direction from these By-Laws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

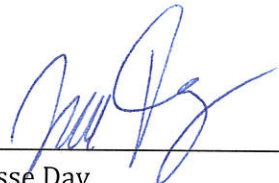
ARTICLE VI - AMENDMENTS TO BY-LAWS

Amendments to these By-Laws of the NWPTCC shall require the affirmative vote of at least two-thirds of the NWPTCC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) governing this document. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

The Northwest Piedmont Rural Transportation Coordinating Committee approved these By-Laws on October 14, 2014.


Attest:

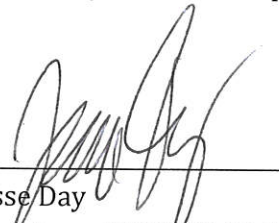

George Crater
Chairman, NWPRPO TCC


Jesse Day
Secretary, NWPRPO TCC

The Northwest Piedmont Rural Transportation Advisory Committee approved these By-Laws on October 15, 2014.

Attest:


Sharon Conaway
Chairperson, NWPRPO TAC


Jesse Day
Secretary, NWPRPO TAC

Appendix D - Public Involvement Plan

PUBLIC PARTICIPATION PLAN

A Strategy for Citizen Involvement



NORTHWEST PIEDMONT
RURAL PLANNING ORGANIZATION



2015

PUBLIC PARTICIPATION PLAN

December 2015

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Policy Statement

Through our philosophy and in our daily practice, the Northwest Piedmont Rural Planning Organization will actively seek comprehensive public input into our public transportation planning process.

Purpose

The purpose of the Northwest Piedmont Rural Transportation Planning Organization (RPO) Public Involvement Plan (Plan) is to provide guidelines and policies for engaging the public in the transportation planning process. The Plan is intended to meet the following objectives:

- Create opportunities for the public to gain information about the transportation planning process and the RPO
- Engage the public throughout the planning process and provide meaningful opportunities to contribute to transportation decisions
- Increase the transparency and visibility of RPO activities in order to gain public support and trust
- Develop transportation projects that reflect the specific interests and needs of communities
- Satisfy the requirements of N.C.G.S. § 136-212 and federal transportation legislation

The Plan is not intended to preempt any public involvement activities conducted by the North Carolina Department of Transportation (NCDOT) or any local governments within the Northwest Piedmont RPO region.

Public Participation

Outreach and Education

The Northwest Piedmont RPO will utilize the following strategies to educate stakeholders and keep the public informed about the transportation planning process:

- Notification of Meetings

The Northwest Piedmont RPO will provide notice of all regular and special meetings to RPO members and media outlets as well as members of the public upon request. The Northwest Piedmont RPO website will contain information about meeting dates, times, and locations. A list of media contacts that will receive meeting notifications is available in Appendix B.

- Press Releases

The Northwest Piedmont RPO will periodically issue press releases detailing significant actions of the RPO, including: Transportation Advisory Committee Meetings, County Advisory Committee Meetings, Adoption of a Comprehensive Transportation Plan, and Adoption of TIP Priority List. A list of media contacts that will receive press releases is available in Appendix B.

- Website

The Northwest Piedmont RPO will maintain a website to provide members, transportation stakeholders, and the public continual access to documents, data, events, and official RPO records. The website is hosted by the Piedmont Triad Regional Council.

- [Newsletters](#)
- [Publications](#)

- Partnerships with Local Jurisdictions
- Posting Official Documents in Public Locations
- Open Houses
- Presentations to Civic Organizations
- Public Input

The Northwest Piedmont RPO will utilize the following strategies to . . .

- Public Meetings
- Public Hearings
- Open Houses/Workshops
- Surveys

Identification of Stakeholders

A stakeholder is any person or group who is affected by a transportation plan, program, or project. Stakeholders may include:

- The general public
- Business/industry organizations
- Environmental organizations
- Neighborhood organizations
- Public agencies
- Civic organizations
- Transit providers
- Motor freight carriers
- Taxicab companies

Stakeholder groups will be identified and will be included on a mailing list for notices of public hearings, workshops, etc. Appendix A contains a maintained list of stakeholders.

Identification of Special Populations Requiring Targeted Public Outreach

Northwest Piedmont Rural Transportation Planning Organization will actively seek out opportunities for inclusion in the transportation planning public involvement process to those groups or persons that may traditionally or historically not been included or involved. Those groups or persons will included but not be limited to the following:

- The Poor
- The Elderly
- The Disabled
- Minorities
- ESL Population (Latino, Hmong, other)

Posting of Draft and Final Planning Documents

Copies of draft and final versions of certain planning documents will be made available at the following locations in the Northwest Piedmont RPO region:

- All public libraries in Stokes, Davie, Yadkin, and Surry Counties
- The County Administrative offices in Stokes, Davie, Yadkin, and Surry Counties

Copies of draft and final versions of certain planning documents will be posted on the Northwest Piedmont Council of Governments' website, and be distributed to Northwest Piedmont RPO member governments for posting on individual county and town websites.

Presentation to Civic Organizations

Presentations will be made to interested civic organizations on Northwest Piedmont RPO activities, the transportation planning process in general, or specific transportation projects. Northwest Piedmont RPO staff and/or NCDOT staff will make presentations.

Public Outreach activities will include efforts to involve traditionally underserved groups (i.e., minorities, elderly, low-income persons) in the transportation planning process. These efforts may include, but not be limited to, the following:

- Identifying areas in the Northwest Piedmont RPO region with concentrations of minority, elderly, and low-income populations
- Including organizations that deal directly with minority groups on the Stakeholder list
- Posting notification of meetings in County Health Departments and Senior Centers

Public Input

Public Input is the process of gathering the views, opinions, and ideas of interested individuals and groups in the transportation planning process. Opportunities for public input provided by the Northwest Piedmont RPO include, but are not limited to, the following:

Public Comment at Northwest Piedmont RPO TAC Meetings

Northwest Piedmont RPO TAC meetings are open to the public and provide opportunity for public comment.

Public Hearings

Public hearings will be held by the Northwest Piedmont RPO's Transportation Advisory Committee (TAC) prior to taking formal action on specific planning documents. These actions may include:

- Adoption of Annual Planning Work Program
- Adoption of Comprehensive Transportation Plan
- Amendment to Comprehensive Transportation Plan
- Adoption of Transportation Improvement Program Project Priority List

Open Houses

Northwest Piedmont County Advisory Committees will hold periodic open houses to gather input on possible transportation projects and to provide information on current transportation projects within the specific County and throughout the Northwest Piedmont RPO. Information on the activities of the Northwest Piedmont RPO will also be presented. These meetings will be open to the public in an informal setting. Although open houses will have no fixed agendas or formal presentations, written materials will be provided and staff may give brief speeches orienting the public to technical planning concepts and the transportation planning process. RPO staff and committee members will be available to provide details and answer questions.

Surveys

Surveys will be developed, administered, and analyzed to gauge the opinions and values of all potentially affected citizens on specific transportation planning issues and/or projects. Survey content, distribution methods and geographic target area will be dependent on the specific transportation planning issues or project and the demographic profile of the citizens likely to be impacted.

Schedule of Public Involvement

Regular Public Involvement Opportunities

- Planning Documents - All documents, resolutions, meeting minutes, etc. adopted by the Northwest Piedmont RPO are kept at the Piedmont Triad Regional Council (LPA) offices at 1398 Carrollton Crossing Drive, Kernersville, NC 27284. These documents will be made available for public review upon request.
- Meetings - Transportation Advisory Committee (TAC) and Transportation Coordinating Committee (TCC) meetings are open to the public, and will include opportunity for public comment. Notification of meetings will be sent to news media in the region.
- Public Hearings - Notification of all public hearings held by the Northwest Piedmont RPO will be sent to news media in the region.
- Press Releases - All press releases issued by Northwest Piedmont RPO will be sent to news media in the region.

Public Involvement for Specific Activities

Public involvement strategies will vary depending on the particular issue or project for which public comment is desired. Typical actions for specific activities of the Northwest Piedmont RPO may include, but are not limited to:

Comprehensive Transportation Plan

- Regular Meetings of the TCC & TAC
- Public Input Meetings
- Posting of Draft and Final Document
- Public Meetings on Draft Comprehensive Transportation Plan

- Presentations to Civic Organizations
- Presentations to County and Municipal Boards

Prioritization of Projects for Recommendation to State's TIP

- Regular Meetings of the TCC & TAC
- Public Hearings
- Posting of Draft and Final Document on NWRPO Website
- Public Comment of Draft TIP at Public Forums

Specific Projects/Issues

- Press Releases
- Public Forums
- Regular Meetings of TAC
- Presentations to Civic Organizations
- Surveys

Planning Work Program

- Press Release; press release will be a general statement of projects with the total budget for the year.
- TAC Meeting Dates
- Posted on Web Page.

Response to Public Input

Public involvement may be documented in a variety of ways. Any comments (written or oral) received during a meeting of the Northwest Piedmont RPO's TAC will be included in the meeting minutes. Also, any comments (written or oral) received during a public hearing held by the Northwest Piedmont RPO's TAC will be included in the meeting minutes. Comments (written or oral) received during workshops, open houses, or presentations to civic organizations will be summarized, presented to the TCC and TAC, and kept on file. Results of surveys will be compiled, summarized, presented to the TCC and TAC, and kept on file.

Public comments may be included as appendices in formal documents or plans for which they were made.

The TAC may direct Northwest Piedmont RPO staff to respond directly to public comments.

Appendices

Appendix A: Stakeholders

Appendix B: Media Contacts

Appendix A: Stakeholders

Local Governments

Davie County

Cooleemee

Mocksville

Stokes County

Danbury

Walnut Cove

Surry County

Dobson

Elkin

Mount Airy

Pilot Mountain

Yadkin County

Boonville

East Bend

Jonesville

Yadkinville

Other Governmental

North Carolina Department of Transportation

Chambers of Commerce

Davie County Chamber of Commerce

Yadkin County Chamber of Commerce

Stokes County Chamber of Commerce

Greater Mount Airy Chamber of Commerce

King Chamber of Commerce

Yadkin Valley Chamber of Commerce

Winston Salem Metropolitan Planning Organization

Economic Development Commissions

Davie County Economic Development Commission
Yadkin County Economic Development Commission
Stokes County Economic Development Commission
Surry County Economic Development Partnership

Regional Organizations

Northwest Piedmont Area Agency on Aging
Piedmont Triad Regional Council

Public Transportation Providers

YVEDDI
Piedmont Authority for Regional Transportation (PART)

Taxicab Companies

Motor Freight Carriers

Other Stakeholders

Senior Service Providers
Service Providers for the Disabled
Public Safety
Police Departments
Sheriff's Departments
Fire Departments
EMS
911 Communications
Cycling & Walking Groups
Recreation Departments

School Systems

Community Colleges

Downtown Associations

Historical Societies

Planning Boards

Realtors

Tourism Development Authorities

Appendix B: Media Contacts

Radio Stations

WFDD 88.5

Newspapers

Davie County Enterprise Record

Mt. Airy News

Winston-Salem Journal

The Stokes News

The Tribune (Elkin)

The Yadkin Ripple

Appendix E – Prospectus

NWPRPO PROSPECTUS

North Carolina Department of Transportation



NORTHWEST PIEDMONT
RURAL PLANNING ORGANIZATION



2012

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INTRODUCTION

The Prospectus is a reference document for transportation planning activities carried out by the state's Rural Planning Organizations (RPOs). The purpose of the Prospectus is to describe the RPO planning tasks involved in the transportation planning, prioritization/TIP, and project development processes. As described in the Prospectus, and further detailed in other RPO guidance documents, the RPO shall provide work products that enhance these processes. The RPO supports North Carolina Department of Transportation's (NCDOT's) planning process in the non-Metropolitan Planning Organization (MPO) areas and may not be responsible for all activities in this Prospectus.

Work carried out by the RPOs may be divided into three categories: Data Collection and Assessment; Transportation Planning; and Administration of Transportation Planning and Policies. Together, these categories provide the framework and contents of the RPO's annual Planning Work Program (PWP). The PWP identifies the planning work tasks and products that are to be accomplished in the upcoming fiscal year and further serves as a document by which funding through the North Carolina Department of Transportation can be documented and justified.

North Carolina's transportation planning process is a cooperative effort between NCDOT and the RPOs to ensure that the long-range transportation needs of the state's rural areas are addressed and the local interests are integrated into the transportation planning process. The RPOs assist NCDOT and local governments in the transportation planning process through four core duties as defined by North Carolina General Statutes:

G.S 136-212

- Developing, in cooperation with the Department, long-range local and regional multimodal transportation plans.
- Providing a forum for public participation in the transportation planning process.
- Developing and prioritizing suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program.
- Providing transportation-related information to local governments and other interested organizations and persons. (2000-123, s. 2.)

Together, NCDOT and the RPOs are working to improve safety and mobility of the transportation system. This is carried out through transportation planning activities and the development of Comprehensive Transportation Plans (CTP). The CTP process is accomplished through five high-level steps: Develop CTP Vision, Needs Assessment, Analysis of Alternatives, Development of Final Plan, and Adoption of Plan. NCDOT, the RPOs, and local governments work collaboratively through each of the five steps.

The RPOs assist NCDOT staff in various capacities. As NCDOT identifies infrastructure deficiencies and transportation projects are proposed to address these needs within a study area; the RPOs' local expertise and strong relationships with the local government agencies benefit the transportation planning process.

Information collected and developed by the RPO is transferred to NCDOT, or other requesting entities, in the form of work products that are designed to expedite and supplement planning/engineering studies, analyses, or grant applications. Work products are defined in the annual work program and should be developed to benefit NCDOT, RPO member agencies, and/or the citizens residing within the

RPO's jurisdiction and should directly contribute to the development of viable transportation projects, services, and/or recommendations.

Additionally, work products developed for NCDOT shall use the templates indicated in the work product descriptions of this Prospectus. The details and data specified in these descriptions for inclusion should be considered minimum criteria. Those work products developed for non-NCDOT recipients should be submitted in accordance to the standards and formats specified by the recipient. *However, all work products are subject to review on the basis of quality and recipient satisfaction.*

Templates, guidelines, and examples pertinent to work product development are provided at the following RPO Guidance Webpage:

[*http://www.ncdot.org/COMINGSOON](http://www.ncdot.org/COMINGSOON)

To assist NCDOT and the RPOs in tracking the effectiveness and efficiency of the RPO, all work products shall be assigned a PWP work product number that shall be used for the life of the work product and referenced in the Budget Report (PWP, Quarterly Invoice Spreadsheet Tables, and Amendment Table) with the task and line item charged. Guidelines for creating PWP work product numbers are provided at the RPO Guidance Webpage referenced above. All work products should be delivered to appropriate NCDOT staff. A bulleted summary of the work product should be included in the Quarterly Invoice Spreadsheet Tables associated with the line-item charges.

The RPO may assist NCDOT in the identification and notification of local transportation needs and conditions. The RPO may assist in these endeavors through data collection and the delivery of planning tasks that identify transportation facility needs and aid in the development of recommendations for transportation improvements.

DATA COLLECTION AND ASSESSMENT

Data collection and assessment refers to the collection and processing of information directly related to transportation planning, its impacts, and/or transportation funding. Surveillance and inventory of transportation data may be submitted as work products to NCDOT or used to support other transportation planning work tasks.

I-1. DATA COLLECTION AND ASSESSMENT

Data collection usually takes place in the initial stages of plan development and may include the warehousing and assessment of data for review and dissemination. RPOs assist NCDOT and other local agencies in the collection, maintenance, and dissemination of transportation and socioeconomic data. The data provided by RPOs is used to support NCDOT staff in the development of CTP studies and planning forecasts as well as local agencies and stakeholders in the development of other transportation related tasks. Work tasks for this section are further detailed below.

I-1.1 CTP Inventory and Assessment

A current library of CTPs and land use plans is required to effectively assist local governments, businesses, and residents in planning for growth and development. The RPO should assemble and maintain an inventory of all current local land use plans, thoroughfare plans, public transportation plans, bicycle and pedestrian plans, and/or CTPs within the jurisdiction of the RPO. *The inventory is an annual expectation within the PWP and should be current by the end of each planning cycle.* Plans should be available upon request and a spreadsheet inventory should be delivered to the TPB area coordinator

with the fourth quarter invoice unless no changes have occurred within the PWP year. Additionally, NCDOT relies upon both, its field staff and the RPOs to monitor and relay information about changes in growth and development that impact either current or future transportation facilities.

On an annual basis, each RPO may review its local and regional transportation planning needs and present a prioritized list of study needs to the designated NCDOT staff. This task requires RPO member consensus verified by the Technical Coordinating Committee (TCC) and the Transportation Advisory Committee (TAC) approval.

Provided: Template Spreadsheet, Guidelines

Work products: An in-house library of local plans; a spreadsheet inventory detailing the plan collection; a summary of transportation related visions, goals and objectives for the region or focus area, and/or, if applicable, a summary of changes in growth and development that may impact current or future transportation facilities, other.

I-1.2 Bicycle and Pedestrian Inventory and Assessment

This PWP task is designed to provide supportive information and data for the development of bicycle and pedestrian plans, educational programs, economic development endeavors, and/or funding alternatives. The RPO may conduct bicycle or pedestrian counts to determine baseline levels of current use, identify user demand, as well as establish travel times and patterns. This PWP task should also include the recording of key user interests and destinations such as universities, schools, parks, local service centers, and existing corridors frequently used by bicyclists and pedestrians.

Work products: Counts, database, and/or ArcGIS mapping detailing locations, other.

I-1.3 Parking Inventories

Parking inventories, for both on-street and off-street parking, provide useful insight for local facility needs assessments and aids in the identification of locations where on-street parking or central parking capacities can be increased by implementing simple geometric improvements or facility re-classification. The RPOs may assist NCDOT and other local agencies in the development and improvement of parking inventories. Relevant data includes inventory of existing parking, projected needs, parking policies and ordinances, ownership, and rate.

Provided: Guidelines, Template Spreadsheet

Work products: Spreadsheet, ArcGIS mapping or database, Facility Needs Assessment detailing current parking deficiencies and projected needs, agency coordination, data collection, other.

I-1.4 Vehicle Occupancy Rates (VOR) Counts and Assessment

Average Vehicle Occupancy rates and analyses are one measure of performance that is associated with the efficiency and effectiveness of a transportation system. This information may be used by NCDOT in the development of travel demand models and calculating motor vehicle emissions for Air Quality Analysis. Average VOR and analyses are applicable across many modes of transportation (passenger cars, rail, buses and coaches, and air) and are defined as the average number of occupants per vehicle.

Methods for data collection may include, but are not limited to, the traditional roadside/windshield method, photographic surveillance, local surveys including service provider ridership data, or accident data extraction. The RPO may elect to conduct vehicle occupancy counts or surveys across a specified service area to measure effectiveness of multimodal projects or public transportation services. This task

may be used to quantify utilization of transit routes, HOV lanes, as well as bicycle and pedestrian facilities.

Work products: Written VOR report with accompanying counts, surveys, locations, Arc GIS maps and/or database, other.

I-1.5 Traffic Volume Counts and Assessment

TPB is responsible for obtaining counts at specified locations on the state's major street and highway system, for updating the count location map biennially to reflect changes to the state's major street system, for preparing the Annual Average Daily Traffic (AADT) map, and for the dissemination of this information. The RPO may analyze traffic volume counts for isolated locations or corridors for NCDOT, local governing agencies, or local stakeholders.

Work products submitted to NCDOT may include ArcGIS map or database formats. Special counts, analyses, and maps in support of regional transportation planning initiatives may also be submitted to NCDOT as work products.

Work products: Counts in ArcGIS map format, database, spreadsheet, documentation, and dissemination of information upon request to local stakeholders, other.

I-1.6 Crash Data and Assessment

NCDOT's Transportation Mobility and Safety Division (TMS) develops safety related products for the state's transportation system. The RPO may request existing or special products from TMS to inform members of their RPO or to assist in the identification of sites where the crash rate exceeds the statewide average possibly indicating the need for investigation and/or mitigating action by the Division offices. The RPO may also use NCDOT's Traffic Engineering Accident Analysis System (TEAAS) system to run individual crash reports.

RPO work products may include the preparation of an annual report identifying high- frequency crash sites within the jurisdictional boundaries of the RPO. The report may also compare these locations with those identified in the previous calendar year. The deliverable may be submitted to the TPB area coordinator per request.

Reference: www.ncdot.gov/doh/preconstruct/traffic/safety/

Provided: Template, Guidelines

Work products: The assemblage, documentation, and dissemination of information upon request to local stakeholders; TEAAS training; report with accompanying ArcGIS map and/or database, other.

I-1.7 Public Transportation Service Data and Assessment

An RPO may assist NCDOT's Public Transit Division and transit providers in conducting field investigations and surveys to support service providers in evaluating the effectiveness of their services. Pertinent data should detail connectivity to primary destinations, general public accessibility, perceived infrastructure deficiencies, pedestrian barriers or hazards, location of facilities servicing elderly and disabled, and service access points. Data may also include, but is not limited to, the following: current service providers and routes, relevant demographic information, neighborhoods where transit operation could target demographic needs, route changes, service miles, load factors, route ridership changes, boarding and alighting counts, headways, frequency, and service hours.

The RPO may assist local agencies, service providers, and NCDOT by providing an assessment of transit and rail services and facilities that includes the visions and goals of local stakeholders. The RPO may develop a survey to poll stakeholders and/or residents on the opportunity for new or expanded services. In addition to data collection, the RPO may also assess future needs and/or develop local transit coordinated plans. The assessment should consider the current availability of services to primary local destinations, activity centers, and trip generators.

Assumptions and impacts related to land use, travel behavior, parking centers, and local policies should be clearly defined. Additionally, assessments may include proposed recommendations focused on improvements or alternatives that bridge periods of transitional growth. Facilities located outside of regional boundaries may be considered where connectivity is reasonable. The RPO must provide written *documentation of the agency request*.

Work products: Requests should meet recipient's specifications; submittals to NCDOT should be provided in the following formats: spreadsheet, ArcGIS map, and/or database with written summary, report, other.

I-1.8 Transportation Modes Data Collection and Assessment

The RPO may develop an inventory of all current regional and local multimodal facilities where multimodal refers to the use, provision, connectivity with, or consideration of more than one mode of transportation including highway, railroad, bicycle, pedestrian, ferry, and/or public transit services. The term "facilities" includes, but is not limited to, multimodal centers such as airports, transit hubs, and ferry terminals.

Work products may include an inventory of all current regional and local multimodal service providers and agencies along with their contact information, services, and active routes within the jurisdictional boundaries of the RPO should be included. The assessment may be presented in the form of a written summary with accompanying ArcGIS map or ArcGIS database. For mapping purposes, locations of multimodal carriers and primary routes should be shown.

Work products: Written summary or report, ArcGIS map and/or database, other.

I-1.9 Freight Data Collection and Assessment

The RPO may develop an inventory of all current regional and local freight carriers, distribution centers, and agencies to provide NCDOT with general, functional recommendations for transportation system improvements that support local and regional freight mobility. An inventory of all current regional and local freight carriers, distribution centers, and agencies along with their contact information, services, and active routes within the jurisdictional boundaries of the RPO should be included. The assessment may be presented in the form of a written summary with accompanying ArcGIS map or ArcGIS database. For mapping purposes, locations of freight carriers, distribution centers, and primary routes should be shown.

Work products: Written summary or report, ArcGIS map and/or database, other.

I-1.10 Socioeconomic Data Inventory

Transportation planning uses a variety of socioeconomic data such as population, employment, land use, housing, and travel behavior to build a localized profile of current conditions and future infrastructure needs. To assist NCDOT and local agencies, the RPO should collect and maintain socioeconomic data as a regional repository for use in CTPs and other transportation planning tasks.

Additional tasks may also include verifying data accuracy and projecting socioeconomic data into future years.

Work products: Annual collection and maintenance of current socioeconomic data, compilation and review of data for transportation planning tasks, database, ArcGIS mapping, meetings, other.

I-1.11 Environmental and Land Use Data Inventory and Assessment

The RPO may provide the NCDOT project engineers and local governments with data collection and/or ArcGIS mapping of locally significant built and environmental features including, but not limited to, the following: local landmarks or areas of avoidance; centerlines, parcels, land use, zoning, schools, libraries, universities, environmentally sensitive areas, and significant agricultural and/or research sites.

Work products: Annual collection and maintenance of current environmental data, compilation and review of data for transportation planning tasks; database; ArcGIS mapping, other.

I-1.12 Demographic Data Collection and Assessment

An RPO may assist NCDOT in locating and identifying concentrations of minority and low- income populations by developing an ArcGIS map and/or database that illustrates the relationship between protected groups defined under Title VI provisions and their proximity to local and regional transportation projects during CTP or NEPA studies. Additionally, since transportation planning activities mandate public involvement on the non-MPO level, RPOs must incorporate initiatives and strategies to engage these protected populations in statewide transportation planning processes.

Work products: ArcGIS map, database, summary, and/or reports, other.

TRANSPORTATION PLANNING

Transportation Planning tasks support and assist NCDOT, local governing agencies, and stakeholders in the transportation planning process. These may include mapping, system assessment, and the dissemination of information.

II-1. COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT

NCDOT develops CTPs in partnership with the RPOs, municipalities, and counties to serve present and anticipated travel demand within the study area. The work products delivered under this PWP category should relate specifically to the development or revision of CTP studies and be supported by data collected and analyzed in Section I.

Work products shall be submitted in accordance with the templates, guidelines, and standards provided by NCDOT to ensure the most efficient and productive transfer of information during the CTP planning process. The RPO may assist in the development of the work product. The following work elements may be required as part of the CTP or be delivered to NCDOT as separate work products in accordance with the RPO's PWP. Work tasks for this section are further detailed below.

II-1.1 Develop CTP Vision

At the onset of the study, local stakeholders, NCDOT staff, county and/or municipal representatives, and the RPO come together to initiate the CTP study. Preliminary preparations include establishment of public involvement strategies; formation of committees suitable to address local transportation concerns; establishment of RPO roles, and setting of tentative schedules, milestones, goals, and objectives for the progression of the CTP study.

II-1.1.a CTP Study Setup

CTP study setup refers to the initial coordination efforts expended in the identification of CTP partners and stakeholders as well as the administrative responsibilities associated with the start-up of the CTP process. Following issuance of the Start of Study Letter, NCDOT, and RPO representatives should define the roles and responsibilities assigned to each agency.

- RPO may assist NCDOT in developing a CTP Participation Agreement to define delivery expectations, quality of work product, procedures required in development of work product, and responsibilities included in local coordination.
- RPO may assist in the formation of a CTP steering committee including the identification of appropriate local representatives. These individuals should represent an equitable distribution of the area's diversity. See also Title VI section for additional guidance.
- RPO may collaboratively develop with TPB's project engineer the CTP milestones, schedules, and roles associated with the study.

Provided: CTP Participation Agreement Example, Milestones and Schedules Template

Work products: Summary of CTP tasks, contacts, efforts and outcomes, other.

II-1.1.b Local CTP Vision

The RPO may assist NCDOT in the development of the local vision statement, defining goals and objectives, and identifying performance measures. Working with the CTP Steering Committee, the RPO may also coordinate with, and/or survey, local representatives to define the characteristics, features, and attributes of the future transportation system desired by the community. Surveys may include the polling of local governing agencies, transportation affiliated groups such as the regional TCC and TAC committees, and/or residents to define local vision for multimodal facilities. Surveys may also be used to solicit local input on facilities conducive to the introduction of multimodal alternatives. Surveys should be compiled with a brief summary detailing survey process and parameters, targeted survey recipients, and include both the original survey and all responses.

Required: CTP Committee Consensus

Reference: Guidance for Crafting a Comprehensive Transportation Plan: Vision Statement, Goals, Objectives & Performance Measures (FHWA) can be found on RPO Guidance Webpage, in the RPO public involvement plan, and in Title VI Requirements.

Work products: Coordination of meetings, educational materials, consultations, surveys with compilation of results, and/or written reports, summaries of outcomes, other.

II-1.2 Conduct CTP Needs Assessment

"Conduct Needs Assessment" in the CTP primarily includes data collection and projection, analysis of the current transportation system, and identification of deficiencies in the transportation system.

II-1.2.a Data Collection and Assessment

RPOs may assist NCDOT in collection, mapping, and analysis of existing data as well as the projection of data necessary for the development of the CTP. The RPO may also assist NCDOT in identifying future planned development and coordinating with local agencies on growth expected in relation to established land use plans. This may include the development of educational material and presentations to local officials and/or Steering Committee meetings. Refer to Section I for detailed work product descriptions.

Work products: As defined in Section I or as requested by TPB project engineer, other.

II-1.2.b Current and Future Year Data Endorsements

Following data collection and analysis, preliminary decisions regarding expected growth, land use, employment opportunities, socio-economic projections and predicted changes in the local demographics are developed. These decisions shall be endorsed by the participating communities. The RPO may assist TPB project engineer in obtaining consensus by coordinating with local agencies, developing educational materials, and presenting findings to local officials.

Required: Steering Committee and Policy Board endorsements

Work products: Summary of tasks, contacts, efforts expended, and outcomes, other.

II-1.2.c Deficiency Assessment

Following data collection and analysis, the RPO may assist the TPB project engineer in existing and future year deficiency analysis. NCDOT's analysis may include an evaluation of individual modes (highway, public transportation, rail, bicycle, pedestrian) or intermodal connectivity (how modes interact with one another). The RPO may identify existing locations, facilities, and/or services where individual modes are deficient. For each deficiency there should be a documented problem that will be addressed during the alternatives analysis step of the CTP process by TPB's project engineer.

The RPO may provide an assessment of local and/or regional facilities and modal elements based upon local visions, current user demand, travel patterns, agency consensus, safety, and connectivity. Work products should be in the form of a written document and include relevant information such as, but not limited to, the identified problem (which will become the basis for the Problem Statement and ultimately the Purpose and Need), specific information that led to the identification of the deficiency, and stakeholder contact information. The assessment may be focused on one specific mode or on a comprehensive view of all modes.

The RPO may develop educational material, presentations, and/or promotional programs to encourage general awareness of services or facility benefits; usage of multimodal facilities; and/or participation in associated local/regional events. Materials may be focused on one specific mode or on a comprehensive view of all modes applicable to the facility: highway, public transportation and rail, bicycle, and pedestrian.

Work products: Summary of assumptions, methodology and findings, conditions, accompanying spreadsheets, counts, reports and supportive maps, ArcGIS maps or databases with accompanying documentation, PowerPoint presentation with accompanying script, the "Identified Problem," and/or CTP Inventory and Recommendations Table and Guidance document, other.

II-1.3 Analyze Alternatives and Environmental Screening

Once deficiencies have been identified, TPB staff shall work with the CTP steering committee to identify and evaluate possible solutions. The RPO's knowledge of local transportation facilities and planning expertise provides a significant resource during this CTP development step.

II-1.3.a Alternatives Assessment

During the CTP study, the RPO may assist TPB staff in developing the Alternative Analysis Comparison Matrix upon request. See Section I for work product descriptions associated with applicable data collection and planning tasks.

Work products: ArcGIS mapping, database, Alternative Assessment summary, other.

II-1.3.b Local Alternative Consensus

The RPO may assist TPB staff by coordinating with local officials, governmental agencies, and the general public to gain consensus on alternative scenarios preferred for CTP recommendations.

Work products: Summary detailing stakeholders, facility, preferred alternatives considered and local comments, public workshops, and/or coordinating meetings, other.

II-1.4 Develop Final Plan

With the draft CTP complete, the RPO may assist TPB staff in preparation for local adoption.

II-1.4.a Develop CTP Maps

Draft CTP maps represent the recommendations required to meet the area's travel demand due to growth and development. RPOs may assist TPB staff in the development of CTP maps through quality control and verification of data; comparison assessment of CTP recommendations to vision statement and evaluation criteria; provision of workshops for public comment; and the presentation of draft CTP maps to participating municipal and local governmental agencies for endorsement.

Work products: Summary of tasks and outcomes per request, other.

II-1.4.b Local Endorsement

RPO tasks may include, but are not limited to, the organization of public workshops, notification of public meetings, presentations, promotion of local consensus and subsequent documentation of public comment and the presentation of draft CTP to participating local governmental agencies for final review. All public meetings organized by the RPO should follow the procedures and regulations outlined in Section III.

Work products: Summary of tasks and outcomes per request, other.

II-1.4.c Adopt Plan

In order for the CTP maps to have legal standing for local implementation, the participating municipalities and counties, and NCDOT must mutually adopt the CTP maps (NC G. S. 136- 66.2).

The RPO may assist by: provision of public forum and presentation of final CTP; documentation of public and agency input; and the presentation of final CTP maps to participating local governmental agencies and the RPO for adoption. All public meetings organized by the RPO should follow the procedures and regulations outlined in Section III. Work products may be limited to 'time spent' with a summary of process undertaken and outcomes provided in the Quarterly Invoice Tables.

Provided: Sample resolutions for adoption/endorsement

Required: TCC and TAC endorsement, MPO adoption required where applicable, Municipal and County Adoption

Work products: Summary of tasks and outcomes in the Quarterly Invoice Tables, other.

II-1.4.d CTP Document

The Final CTP document includes all pertinent study information, data collection and analysis, plan development, and the record of public involvement. Depending on roles and responsibilities defined at the start of study; the RPO may assist TPB staff in the development of the report by providing one or more of the following: formatting of data, maps, illustrations for the Appendices, and quality control review. The RPO may further aid the Department by disseminating the document to partners and stakeholders within the jurisdictional boundaries of the RPO for final review.

Work products: Written documentation, ArcGIS mapping, summary of tasks and outcomes in the Quarterly Invoice Tables, other.

II-1.4.e CTP and Local Land Use Revisions

Once the CTP adoption process is complete, it is essential to periodically revisit the land use plans of participating municipal and county agencies in reference to compatibility between the newly adopted CTP and the existing local land use plan. The RPO may assist TPB staff and the local government agencies in making sure that the local land use plan continues to support the goals and visions of the CTP. Work products may include: the provision of feedback to the land use agencies on noted inconsistencies between the CTP and local land use plans, development of a local land use strategy for CTP support, and/or the surveillance and mapping of significant changes to land use that potentially impact the recommendations of an adopted CTP.

Required: TCC and TAC endorsement (Required for all CTP updates and revisions) **Work products:** Summary of findings, documentation of agency notification, ArcGIS mapping and/or database, other.

II-1.4.f Development of Local Implementation Strategies

Municipalities, counties, and NCDOT are responsible for the implementation of the CTP. The RPO may assist the local agencies in this effort through the organization of public meetings, the provision of educational materials or presentations, coordination between resource agencies and the local representatives, and the provision of the planning resources. The RPO may tailor work products to fit the needs and requirements of the recipient agency with inclusion in the annual PWP.

Work products: Documentation of request and summary of task, educational materials, provision of public workshops, and agency coordination, other.

II-2. PRIORITIZATION AND PROGRAM DEVELOPMENT

The RPO is responsible for the development of prioritized lists of its region's transportation projects (including highway, public transportation, bicycle and pedestrian, and rail projects) and the entry of those projects into the state's prioritization process.

II-2.1 Local Project Prioritization

The RPO is responsible for the development of a single, prioritized list of its region's transportation projects (including highway, public transportation, bicycle and pedestrian, and rail projects) and the entry of those projects into the state's prioritization process.

II-2.1.a Local Project Prioritization

Local project prioritization requires the RPO to engage in a public involvement process in order to identify and prioritize transportation needs. To support project prioritization, the RPO may, in conjunction with TPB staff, update project concepts, develop minimum problem statements, and assemble data relevant to the prioritization process.

The RPO must then work collaboratively with regional and local transportation stakeholders and agencies to review the region's proposed transportation projects and rank them according to local priorities. The RPO is responsible for the organization of meetings, provision of educational workshops, developing surveys and tallies, leading public drop-in sessions, coordination with contiguous planning organizations, and development of tasks associated with the procurement of the TCC and TAC endorsement/approval of final list of locally prioritized projects. The final list of RPO projects submitted should be forwarded to TPB staff. TPB staff will support this effort.

Reference: www.ncdot.gov/performance/reform/prioritization/default.html

Required: TCC and TAC endorsement/approval of final prioritization list

Work products: Summary of tasks and outcomes per request; List of locally prioritized projects; Minimum problem statements, other.

II-2.1.b Project Entry and SPOT Prioritization Process

All candidate project proposals must be submitted through the NCDOT Prioritization Template.

Work products: Summary of tasks and outcomes per request, other.

II-2.2 STIP Participation

After the draft STIP has been released by NCDOT for public comment; the RPO acts as a liaison between the Department's Program Development Branch and the regional stakeholders on any issues resulting from the programming of the region's projects.

II-2.2.a STIP Participation

The RPO should review all information related to its regional transportation projects for accuracy and in regards to local interests and/or concerns. The RPO should notify the Program Development Branch regarding discrepancies found within the draft STIP, coordinate meetings representing the region's stakeholders, and/or inform the Program Development Branch when amendments to the STIP may be necessary.

Work products: Projects entered, other.

II-3. PROJECT DEVELOPMENT

The RPO's role in NCDOT's project development process includes dissemination of information to project stakeholders, assistance with the identification of current/future deficiencies as perceived locally, assistance with project purpose and need development, assistance with the identification of possible community impacts, surveillance of local land use plan compatibility with proposed projects, meeting attendance with NCDOT as the local representative, and documentation of the public involvement process. Work tasks for this section are further detailed below.

II-3.1 Problem Statement and Purpose and Need

A problem statement is utilized to define transportation planning recommendations in the CTP and is provided to the Project Development and Environmental Analysis Branch (PDEA) for use in the project development and prioritization process to further develop a project's Purpose and Need. The RPO may assist NCDOT staff in the project development process by collecting and processing data needed to develop a project's Purpose and Need, representing the local interests during the project development process, and providing agencies with critical information about the local project area.

II-3.1.a Purpose and Need Data

The RPO may collect and/or disseminate local data needed by NCDOT in the development of Problem Statements and/or Purpose and Need Statements. Submittals should be made to TPB or PDEA staff. The RPO should review Purpose and Need statements to ensure local

interests and priorities have been adequately identified and addressed within the statement content. The RPO deliverables include time spent and work products required for the quality control, research, dissemination of local socioeconomic data, and/or comment summary as a representative of the communities the RPO serves. Submittals should be made to TPB or PDEA staff.

Work products: Delivery of requested data, review and comment on NCDOT draft problem statements, summary of tasks and outcomes in the Quarterly Invoice Tables, other.

II-3.1.b Public Involvement Strategies

The RPO may assist TPB and PDEA with the implementation of public involvement strategies, in compliance with the RPO Public Involvement Plan (PIP), during the project development process by organizing public workshops, disseminating information amongst local stakeholders, and obtaining local consensus on content of Purpose and Need Statements.

Work products: Delivery of comments to PDEA, verification of time and event held with the Quarterly Invoice Tables, other.

II-3.2 Merger Process

During the project development process for major projects, Merger Meetings are scheduled to discuss the progression of the project, the issues, and steps going forward. RPO participation in these meetings ensures representation of local interests in the development of the project and that local stakeholders receive the most accurate and current information available on projects that impact their communities.

II-3.2.a Meeting Attendance

The RPO should attend all meetings where RPO attendance is beneficial to either the NCDOT project team in regards to local representation or to local transportation stakeholders in regards to the dissemination of information. The RPO should prepare a meeting attendance summary for presentation to the RPO's TCC and TAC.

For RPOs participating in the Merger process with concurrence signature authority, the RPO planner will be expected to attend Merger process training and adhere to the Project Team Member Roles and Responsibilities at all times. Additional information can be found at NCDOT's Merger Process Website.

Reference: <http://www.ncdot.gov/doh/preconstruct/pe/MERGER01>

II-3.2.b Review and Comment

Merger meetings are held by NCDOT staff to discuss background data, Purpose and Need, alternatives, design and environmental impacts, the proposed scope of the project, and potential substantial project issues. The RPOs can assist PDEA by reviewing information presented at these meetings for quality control, need for additional research, completeness/correctness of local demographics, and/or comment as a representative of the communities the RPO serves.

Work products: Meeting attendance, summary of tasks and outcomes in the Quarterly Invoice Tables, other.

II-3.3 Indirect and Cumulative Effects

Indirect and Cumulative Effects (ICE) assessment provides an estimate of the indirect effects of a transportation project and the combined or cumulative effects of the project along with other past, present, or foreseeable future development activities. The primary focus is on the project's potential to induce growth and change land use (e.g., urban and suburban growth), that could in turn affect natural and socioeconomic resources of the study area.

II-3.3.a ICE Assessment of Probable Growth

The assessment of a project's area of influence includes a review of local land use planning, demographic trends, market forces, and infrastructure and other factors that influence urban and suburban development. The RPO may assist PDEA in the assessment of a local project's indirect and cumulative impacts on the area's probable growth trends and boundaries.

Work products: Assessment documenting the expected effects, ArcGIS map or database with accompanying summary of findings, data collection methodologies, and resources used, other.

II-4. GENERAL TRANSPORTATION PLANNING

General planning refers to those planning initiatives that may not relate directly to the CTP process. These initiatives may be owned by local governing agencies, or service providers for which the RPO provides technical support and work product development. Work tasks for this section are further detailed below.

II-4.1 General Transportation Planning Tasks

In performance of General Transportation Planning duties, the RPO may be engaged to assist in the collection of data required for study and analysis, the pursuit of alternative or supplemental funding, and/or for review and comment on transportation related issues.

II-4.1.a Regional or Statewide Planning

An RPO may coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. This may include reviewing the functional classification of roads; reviewing Urban Cluster Boundaries; assisting with, or review of, traffic analysis zones (TAZ's) for CTP models; reviewing National Highway System (NHS); regional model coordination; assisting with air quality conformity; and/or regional transit coordination. Involvement may include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and administrative approval or endorsement of documentation.

Work products: Compiled data, reports, ArcGIS map or database, meeting summaries, dissemination of information, or other dependent upon request, other.

II-4.1.b Special Studies and Projects

An RPO may develop a work product to address a local area's specific needs that are not part of an on-going study or plan under development. An example may include, but is not limited to, assisting NCDOT with a facility deficiency assessment along a specified corridor. Other examples of subject matter for special studies may originate from significant changes in land use that impact the area traffic model patterns such as the introduction or termination of large-scale traffic generators (hospitals, regional malls, etc.). Notable changes that impact local transportation infrastructure should be reported to TPB staff. Changes may also warrant further investigation by RPO staff as impacts may potentially affect the regional distribution and/or anticipated traffic volumes, requiring revision of the local CTP to accommodate the newly forecasted growth.

Prior to the initiation of special studies, work product extent, responsibilities, roles, and allowable cost for the study should be approved by TPB staff and the TAC.

Work products: Dependent upon study, other.

II-4.1.c CMAQ Planning

Congestion Mitigation & Air Quality (CMAQ) is a Federal program that funds transportation projects and programs in air quality non-attainment and maintenance areas. The program is intended to help achieve and maintain national standards for air quality pollutants. Counties and municipalities pursuing CMAQ funding may enlist the RPOs in the preparation of the CMAQ applications and project submittals for Project Prioritization. For those RPOs with non-attainment counties, the following work products may be developed in the pursuit of CMAQ funding. RPO staff may assist local governing agencies with the development or review of CMAQ applications including assistance with emissions analysis. The RPO must endorse all candidate project proposals through resolution or letter of support. An RPO near, or within, a non-attainment area may provide public outreach and educational material pertaining to non-attainment area boundaries in North Carolina, funding opportunities, and potential projects to their member jurisdictions.

Reference: <http://ncdot.org/doh/preconstruct/tpb/services/air.html>

Provided: Endorsement Example

Work products: CMAQ Application; summary of review comments; CMAQ Application endorsement letter, other.

II-4.1.d Air Quality Assessment

RPOs in the vicinity of non-attainment areas may provide the following services related to Air Quality Conformity: collect data including, but not limited to socio-economic data and transportation network data, participate in statewide air quality conference calls, coordinate attainment efforts with regional partners, contribute to the regional model, provide public outreach and educational material pertaining to non-attainment area boundaries in North Carolina, funding opportunities, and potential projects.

Work products: PowerPoint presentation, conformity resolutions, network map updates, socio-economic data, socio-economic maps, meeting with local officials and staff to gather socio-economic data, attending Model Team meetings, brochures, or public workshops, other.

II-4.1.e Alternative Funding

The RPO may provide governing agencies and service providers within the RPO's jurisdiction with assistance in identifying alternative and supplementary funding streams for multimodal or single mode

transportation projects. Work products may include grant writing assistance as well as the assemblage of necessary data.

Work products: Research and identification of alternative funding opportunities, grant writing assistance, and development of all accompanying materials such as mapping and/or visualizations, other.

II-4.1.f Training and Certification

The RPO is responsible for acquiring and maintaining the skill sets needed to perform the administrative duties and long-range planning tasks associated with the RPO's transportation services. The RPO may participate in training and/or certification processes to maintain technical proficiency in the performance of their duties.

Work products: Training and certification.

II-4.2 Title VI

It is NCDOT's policy that Title VI regulations will be upheld in all aspects and levels of its operation and programming without regard to funding source. The RPOs must show due diligence in their compliance and the provision of documentation as described by the work products below as a sub-recipient of state funding for all work submitted to TPB. It is the RPO's responsibility to make sure that its representation business practices meet Title VI requirements.

II-4.2.a RPO Affirmation of Title VI Compliance

Each RPO shall sign the Standard DOT Title VI Assurances that affirms its understanding of compliance with Title VI of the Civil Rights Act of 1964. This includes, at a minimum, the following tasks: adopting a Title VI policy statement, notifying the public of their rights under Title VI, and maintaining a record of complaints (against the area or its vendor/service provider) or concerns raised regarding the denial of services or benefits to any group protected under Title VI (race, color, national origin, minority status, low-income, age, disability, sex).

References: For FTA funds through NCDOT see the following guidance:

<http://www.fta.dot.gov>

Work products: Signed Title VI policy statement, documentation of compliance with regulations submitted with associated work product, other.

II-4.2.b Transportation Initiatives and ADA Compliance

Each RPO shall document and maintain records of efforts to comply with ADA regulations regarding all elements of the planning process. The RPOs should conduct an ADA Compliance Review for all transportation planning initiatives originating with or impacting areas inside the RPO in relation to CTP, SPOT, or STIP projects. The review should include any concerns, conflicts, or relative information to ADA compliance for proposed projects; an inventory of facilities (or agencies) that serve/house the elderly or disabled in the vicinity of the proposed projects, any potential or imposed barriers, and/or special transportation services needed because of the project.

Work products: Written summary or report, ArcGIS map and/or database, RPO documentation compliance, other.

II-4.2.c Environmental Justice Assessment

The RPOs may assist NCDOT staff in conducting an environmental justice impact assessment for all proposed projects planned within the RPO's jurisdiction. The RPO's role is to assist TPB and/or PDEA staff in the identification of socioeconomic groups, specifically low-income and minority populations, located within the vicinity of proposed projects. The RPO may further assist TPB and PDEA staff in the identification of potentially adverse impacts due to future transportation projects that warrant further evaluation of resulting benefits and burdens.

Assessment should address each socioeconomic groups identified and be submitted in written format. The assessment may also include ArcGIS mapping and/or databases that depict the relationship between the identified groups and the proposed transportation project.

Work products: Written summary or report, ArcGIS map and/or database, other.

II-4.2.d Limited English Proficiency (LEP) Assessment

RPOs may assist TPB and PDEA staff in the identification of LEP populations in either written or ArcGIS formats depicting the relationship between identified groups and proposed transportation project or studies. Work products may also include the development of programs, services, and activities that promote compliance with federal and state regulations for the inclusion of LEPs in the transportation planning process such as the provision of translated educational materials as well as all other translation and interpretation requirements for participants during public meetings.

Work products: Written summary or report of findings, programs, dissemination of information, services implemented, ArcGIS map and/or database, other.

ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

Administrative functions consist of those tasks performed by the RPO related to the management of work performed for NCDOT in compliance with state and federal law; standardized practices and best practices; and accounting for the distribution of public funds for work done within the RPO.

III-1. ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT

Administration includes those activities associated with carrying out the transportation planning process within the RPO. Work products include the development/revision of the RPO's PWP and 5-Year Calendar; Quarterly Invoice Tables and Final Yearly Narrative development; and those tasks required in the organization and provision of public meetings and the region's TCC/TAC meetings. Work tasks for this section are further detailed below.

III-1.1 Administrative

The RPO is responsible for the development of the following documents which define the annual work, schedules, and planning priorities of the RPO: the PWP, 5-Year Planning Calendar, Quarterly Invoice Tables and Final Yearly Narrative, Funding Agreement, Memorandum of Understanding, Bylaws, and other regulatory documents.

III-1.1.a Planning Work Program

The RPO shall prepare an annual PWP to define the planning work products and activities to be carried out by the RPO. In the event revisions to the PWP become necessary, the RPO should amend the PWP as specified in the RPO Manual. Amendments to the PWP require TCC/TAC and TPB approvals.

***Provided:* Template PWP, PWP Work Product Number Guidelines.**

***Work products:* Annual TCC/TAC approved PWP.**

III-1.1.b 5-Year Planning Calendar

The 5-Year Planning Calendar is an annually prepared document that coincides with the PWP and links the short-term goals of the annual work program to the long-term goals and priorities of the RPO. The RPO shall review on an annual basis the 5-Year Planning Calendar to align with the goals and objectives of the current PWP. Should changes in RPO priorities, or initiatives, impact the 5-Year Planning Program Calendar during the fiscal planning year, revisions should be made accordingly. Revisions to the 5-Year Planning Calendar require TCC and TAC approval. TPB Staff should provide guidance and assistance in developing this calendar as it relates to upcoming CTP studies.

***Provided:* Example**

***Work products:* Approved 5-Year Planning Program Calendar.**

III-1.1.c Quarterly Invoice Table and Final Yearly Narrative

Quarterly Invoice Tables must be completed and submitted by the Lead Planning Agency (LPA) to TPB in accordance with the approved PWP and the RPO Procedures Manual. Final Yearly Narrative must be completed and submitted by the Lead Planning Agency (LPA) to TPB along with the fourth quarterly invoice table in accordance with the RPO Procedures Manual.

***Provided:* Invoice Template, Final Yearly Narrative Example**

***Work products:* Quarterly Invoice Tables, Final Yearly Narrative.**

III-1.1.d TCC/TAC Work Facilitation

The RPO should organize and schedule a minimum of four (4) TCC and TAC meetings annually. These meetings should be utilized to conduct RPO business associated with transportation project prioritization; address CTP development; provide an opportunity to effectively disseminate information relating to regional transportation projects, legislation, planning strategies; and, provide updates on RPO staff activities. Work facilitation includes all tasks associated with meeting preparation; the review, approval, endorsement, and/or adoption actions taken by the TAC/TCC; and member coordination and scheduling.

***Work products:* TCC and TAC meetings preparation, agendas, meeting minutes, other.**

III-1.1.e Regulatory Documents

The RPO must adopt a funding agreement that establishes the rules for disbursements and accounting of RPO grant funds. Additionally, this work task includes development of any sub-agreements pertaining to the local match in accordance with the RPO Procedures Manual.

The RPO must develop a Memorandum of Understanding (MOU) which establishes the membership, preliminary bylaws, and voting structure of the RPO. The RPO is responsible for the procurement of all necessary signatures as well as the periodic review of the document and the enforcement of all proprieties set forth in the MOU during TCC, TAC, and public meetings conducted by the RPO. The RPOs may develop other regulatory documents/agreements.

Provided: Template

Work products: Funding Agreement and/or sub-agreements, MOU, review and/or amendments, other.

III-1.1.f Miscellaneous Expenses

Miscellaneous duties include those activities associated with the day to day operations of the RPO and the dissemination of transportation-related information to local governments and other interested organizations and persons. While the tasks associated with miscellaneous duties may be small, the RPO has to respond to a multitude of these requests for which no tangible deliverable can be produced. Examples of miscellaneous duties may include: responding to inquiries about transportation issues (i.e. construction projects, striping of bike lanes, funding for sidewalk projects, right of way acquisition, etc.), sending correspondence to local governments. (i.e. announcements for grant applications), responding to requests for copies of transportation plans, etc.

Work products: A description of the miscellaneous duties performed by the RPO each quarter.

III-1.2 Public Involvement

NCDOT is responsible for evaluating and reporting on public involvement strategies and initiatives undertaken during its planning, programming, and project development activities. The RPO supports this process by providing the following information:

III-1.2.a Public Involvement Plan (PIP)

The RPO shall develop a PIP and formally adopt this plan as the guideline by which all public involvement strategies administered by the RPO must be conducted. The PIP should provide guidance to the RPO staff and define the limits of adequate public review opportunities and techniques to be implemented based on specific activities, documents, or processes.

Elements to be incorporated and addressed by the policy include outreach and education, opportunities for input, and implementation procedures. Each RPO should develop or revise their public involvement process to include strategies that target the engagement and involvement of minority representatives and low-income groups in the planning process.

These strategies should be documented and incorporated into the RPO's PIP and be consistent with the Departments Title VI process and PIP. The RPO shall provide a copy of the PIP to TPB Staff.

Provided: Example

Work products: RPO PIP

III-1.2.b Documentation of Public Involvement

Public involvement is intended to engage the public early, and continuously, in the transportation planning process; assist the RPO in developing specific transportation projects that reflect the interests and needs of the community; and aid the RPO in promoting community awareness and understanding of the region's transportation projects and issues. The RPO may assist TPB with the provision of meaningful opportunities for public participation in the transportation planning process.

Work products may include the attendance of RPO staff at educational workshops and regional transportation project meetings, the development of meeting minutes/summaries for TAC/TCC dissemination. As an exception, development of meeting minutes associated with the CTP should be

based upon agreement between the RPO planning staff and the TPB project engineer assigned to the study at the beginning of the CTP study process. All other public input documentation at public meetings hosted/initiated by the RPO shall be the responsibility of the RPO and should be made available upon request for consideration as a work product by the TPB area coordinator.

For event/meeting attendance to be considered as a work product, it must be included in the RPO's PWP and shown to directly benefit NCDOT, RPO member agencies, and/or the citizens residing within the RPO's jurisdictional boundaries. The RPO should submit a brief summary to the TPB area coordinator with the Quarterly Invoice Table, the reasons for attendance, and the benefiting result for RPO stakeholders.

***Work products:* Implementation of aforementioned strategies with written summary, meeting attendance, presentation of information to TAC/TCC committees, development of PowerPoint presentation, summary of meeting(s) with the Quarterly Invoice Table, brochures, website updates, press-release, newsletter, other.**

Appendix F - Ethics Requirements

SEI Helpful Tips 2016

File annually by April 15, 2016, to avoid fines and other penalties.

READ EACH QUESTION CAREFULLY AS THE TIME PERIODS FOR REPORTING VARY PER THE NC STATE GOVERNMENT ETHICS ACT (N.C.G.S 138A)

- 1. PUBLIC RECORDS.** The State Ethics Commission (Commission) is required to collect and maintain disclosures from certain persons covered by the State Government Ethics Act (Ethics Act). *By law, the information requested is public record and available to the public upon request.* As public records, 2016 Statements of Economic Interest (SEI) are available on the Commission's website. Personal contact information, however, is not.
- 2 CONTACT INFORMATION PAGE.** The Contact Information page, which includes your personal contact information, will not be available on the Commission's website.
- 3. CHILDREN'S INITIALS.** Only list minor children's INITIALS on the SEI. List each child's full legal name on the Confidential Form at the end of the SEI. The Confidential Form is not a public record, and the Commission will not make it available to the public.
- 4. ANSWER EACH QUESTION.** It is important to answer each question, including all applicable sub-parts. Even if your answer is "no" or "not applicable," make certain you answer *each question*. Many of the questions have "yes" and "no" boxes to check for your convenience. Incomplete SEIs may cause delays and negatively impact your public service on a covered board or as an employee.
- 5. WHY ARE YOU FILING.** You must list the complete name of the state board or state agency employer for which you are filing the SEI. Without this information, your SEI may be delayed and negatively impact your public service on a covered board or as an employee.
- 6. HOW TO FILE.** The Commission strongly recommends *on-line filing* as it is secure, allows easy information updates, and gives you access to your electronic SEIs previously filed. Filing your SEI on-line is easy, quick, convenient, and reduces the chance of reporting errors. Getting started is easy. Follow the simple steps to create your own NCID account and get access today:

<http://www.ethicscommission.nc.gov/library>

To file a paper version of the SEI, you must provide the Commission with a *signed, original* SEI form. Each SEI includes an "affirmation" and is a legally binding document. Please sign your paper SEI in blue ink.

FAXED OR EMAILED COPIES OF YOUR SEI CANNOT BE ACCEPTED

- 7. INCOME.** List each source of income as requested on the SEI. The actual dollar amount is not required. Be sure to list your employer as a source of income in Question # 6 of the SEI.

SEI Helpful Tips 2016

8. **READ CAREFULLY.** Read each question carefully, as the Ethics Act requires that you disclose your financial holdings and obligations, personal property, and real property and may also include your knowledge of the holdings of both your *immediate* family and your *extended* family. “Immediate family” and “extended family” are defined terms in the Ethics Act, and those definitions are included with this document.

PAY CLOSE ATTENTION TO TIME PERIODS IN EACH QUESTION

9. **REFLECT.** Think carefully about WHY you are filing, and whether it has any relationship to your position. Does your board or commission license or regulate you? For many of the boards, a subject matter expert like a licensee is needed. Answering “yes” does *not* prohibit your service on the board, and your perspective is valued.

10. **MAKE A COPY.** Make a copy of the SEI for your own records, and make a note in your calendar when you submit it, whether on-line or by mail or hand delivery. When you successfully submit your SEI electronically *on-line*, the final screen will provide a confirmation number and will be definitive proof that you have satisfied your filing obligation. Please print the confirmation screen for your records.

11. **ETHICS LIAISON.** Contact your Ethics Liaison to assist you in your obligations under the Ethics Act. Your Ethics Liaison is good source of information about how to fill out your SEI.

12. **ON-LINE HELP.** The Ethics Commission has on-line resources to answer questions you may have about your SEI. For more information, please visit the **State Ethics Commission website** which has education offerings.

13. **DEFINITIONS.** As noted above, certain terms are defined in the Ethics Act (“immediate family”). These definitions may be helpful to you in completing your SEI. A complete list of all definitions used in the Ethics Act is available on the Commission’s website. Some of the more common ones are attached to this document.

14. **WE ARE HERE TO HELP YOU.** In addition to on-line resources and written materials, the Ethics Commission has expert staff ready to answer any questions you might have and assist you in completing and filing your SEI. Do not hesitate to contact us at

sei@doa.nc.gov

(919)814-3600

SEI Helpful Tips 2016

HELPFUL DEFINITIONS

The definitions below may be helpful to you in completing your SEI. A complete list of all definitions used in the State Government Ethics Act, N.C.G.S. § 138A-3, is available on the Commission's website.

Board. Any State board, commission, council, committee, task force, authority, or similar public body, however denominated, created by statute or executive order, as determined and designated by the Commission, except for those public bodies that have only advisory authority.

Business. Any of the following organized for profit: association, business trust, corporation, enterprise, joint venture, organization, partnership, proprietorship, vested trust, and every other business interest, including ownership or use of land for income.

Business with which associated. A business in which the covered person or filing person or any member of that covered person's or filing person's immediate family does any of the following: is an employee, holds a position as a director, officer, partner, proprietor, or member or manager of a limited liability company, irrespective of the amount of compensation received or the amount of the interest owned, owns a legal, equitable or beneficial interest of ten thousand dollars (\$10,000) or more in the business or five percent (5%) of the business, whichever is less, other than as a trustee on a deed of trust, or is a lobbyist registered under Chapter 120C of the General Statutes.

For the purposes of this definition, the term "business" shall not include a widely held investment fund, regulated investment company, or pension or deferred compensation plan, if all of the following apply: the covered person, filing person, or a member of the covered person's or filing person's immediate family neither exercises nor has the ability to exercise control over the financial interests held by the fund, and the fund is publicly traded or the fund's assets are widely diversified.

Emancipation. A minor child, under the age of 18 years, is emancipated by the following acts: marriage, enlistment in the United States armed forces, or court action for emancipation.

Extended family. Spouse, lineal descendant, lineal ascendant, sibling, spouse's lineal descendant, spouse's lineal ascendant, spouse's sibling, and the spouse of any of these individuals.

Honoraria. Payments for services for which fees are not legally or traditionally required.

Immediate family. An unemancipated child of the covered person residing in the household and the covered person's spouse, if not legally separated. A member of a covered person's extended family shall also be considered a member of the immediate family if actually residing in the covered person's household.

Judicial officer. Justice or judge of the General Court of Justice, district attorney, clerk of court, or any individual elected or appointed to any of these positions prior to taking office.

Nonprofit corporation or organization with which associated. Any not for profit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes and of which the covered person,

SEI Helpful Tips 2016

filing person, or any member of the covered person's or filing person's immediate family is a director, officer, governing board member, employee, lobbyist registered under Chapter 120C of the General Statutes, or independent contractor. Nonprofit corporation or organization with which associated shall not include any board, entity, or other organization created by this State or by any political subdivision of this State.

Person. Any individual, firm, partnership, committee, association, corporation, business, or any other organization or group of persons acting together. The term "person" does not include the State, a political subdivision of the State, a board, or any other entity or organization created by the State or a political subdivision of the State.

Person with which the legislator is associated. Any of the following: a member of the legislator's extended family, a client of the legislator, a business with which the legislator or a member of the legislator's immediate family is associated, a nonprofit corporation or association with which the legislator or a member of the legislator's immediate family is associated, the State, a political subdivision of the State, a board, or any other entity or organization created by the State or a political subdivision of the State that employs the legislator or a member of the legislator's immediate family.

Person with which the public servant is associated. Any of the following: a member of the public servant's extended family, a client of the public servant, a business with which the public servant or a member of the public servant's immediate family is associated, a nonprofit corporation or association with which the public servant or a member of the public servant's immediate family is associated, and the State, a political subdivision of the State, a board, or any other entity or organization created by the State or a political subdivision of the State that employs the public servant or a member of the public servant's immediate family.

Scholarship. A grant-in-aid to attend a conference, meeting, or other similar event, which includes all event-related expenses, like food, beverages, registration, travel and lodging.

Trusts: Blind Trust. A trust established by or for the benefit of a covered person or a member of the covered person's immediate family for divestiture of all control and knowledge of assets. A trust qualifies as a blind trust under this subdivision if the covered person or a member of the covered person's immediate family has no knowledge of the holdings and sources of income of the trust, the trustee of the trust is independent of and not associated with or employed by the covered person or a member of the covered person's immediate family and is not a member of the covered person's extended family, and the trustee has sole discretion as to the management of the trust assets.

Trusts: Vested Trust. A trust or annuity, or other funds held by a trustee or other third party for the benefit of the covered person or a member of the covered person's immediate family, except a blind trust. A vested trust shall not include a widely held investment fund, including a mutual fund, regulated investment company, or pension or deferred compensation plan, if the covered person or a member of the covered person's immediate family neither exercises nor has the ability to exercise control over the financial interests held by the fund; and the fund is publicly traded, or the fund's assets are widely diversified.



NORTH CAROLINA STATE ETHICS COMMISSION
2016 STATEMENT OF ECONOMIC INTEREST

FOR ETHICS COMMISSION USE ONLY

Date Received:

_____ Checked for Completion

_____ Scanned _____ Date

CONTACT INFORMATION

This contact information page will *not* be available on the Commission's website, but it is a public document.

919-814-3600

www.ethicscommission.nc.gov

COMPLETE THIS FORM AND SEND SIGNED ORIGINAL TO:

STATE ETHICS COMMISSION

BY MAIL AT:
 1324 MAIL SERVICE CENTER
 RALEIGH, NC 27699-1324

OFFICE LOCATION:
 CAPEHART CROCKER HOUSE
 424 N. BLOUNT ST.
 RALEIGH, NC 27601-1010

**THIS ENTIRE FORM MUST
 BE COMPLETED TO FULFILL
 YOUR SEI FILING
 OBLIGATION.**

FILER'S NAME (FIRST, MIDDLE, LAST)

Prefix	First Name	Middle Name	Last Name	Suffix

MAILING ADDRESS (REQUIRED)

Address	City	State	Zip

DAYTIME PHONE NUMBER (REQUIRED)

ALTERNATE PHONE NUMBER

--	--

E-MAIL ADDRESS (REQUIRED)

--

HOME ADDRESS:

PROVIDE YOUR HOME ADDRESS ONLY IF YOU ARE HOLDING OR SEEKING AN ELECTED OFFICE WITH A RESIDENCY REQUIREMENT. This requirement does not apply to Judicial Officers.

Judicial officer means Justice or Judge of the General Court of Justice, District Attorney, or Clerk of Court, or any individual elected or appointed to any of these positions prior to taking office.

Same as Mailing Address

Address	City	State	Zip



**NORTH CAROLINA STATE ETHICS COMMISSION
2016 STATEMENT OF ECONOMIC INTEREST**

919-814-3600

www.ethicscommission.nc.gov

FOR ETHICS COMMISSION USE ONLY
Date Received: _____

**THIS ENTIRE FORM MUST BE COMPLETED TO FULFILL
YOUR SEI FILING OBLIGATION**

____ Checked for completion

____ Scanned _____ Date

Incomplete ?s _____

Supp. Sent Date _____ By _____

Supp. Received Date _____

Entered in database _____ By _____

FILER'S NAME (FIRST, MIDDLE, LAST)				
Prefix	First Name	Middle Name	Last Name	Suffix
CURRENT EMPLOYER			JOB TITLE	
NATURE OR TYPE OF BUSINESS				
REASON FOR FILING (SELECT ALL THAT APPLY)				
<input type="checkbox"/> STATE GOVERNMENT JOB (Please specify the agency for which you work or are being considered)		<input type="checkbox"/> BOARD/COMMISSION (Please list complete name of all State boards on which you are serving or are being considered)		
<input type="checkbox"/> JUDICIAL OFFICER (Please specify the office you hold)		<input type="checkbox"/> LEGISLATOR (Please specify House or Senate)		
A. Do other Immediate Family members reside in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No When used throughout this form, the term Immediate Family includes your spouse (unless legally separated). It also includes members of your extended family (your and your spouse's children, grandchildren, parents, grandparents, and siblings, and the spouses of each of those persons) who reside in your household.				
List the full name of all adults and emancipated minors in your household. A minor is a child under 18 years old. Minors are emancipated by marriage, enlistment in the US military or court order for emancipation.				
FULL NAME OF ADULTS & EMANCIPATED MINORS	RELATIONSHIP	EMPLOYER	JOB TITLE	NATURE OF BUSINESS

B. List **ONLY the initials** of all **unemancipated minors** in your household below. A minor is a child under 18 years old. Minors are emancipated by marriage, enlistment in the US military or court order for emancipation.

Note: You must list the full name of each minor child on the Confidential Form available at the end of this document.

INITIALS FOR UNEMANCIPATED MINORS	RELATIONSHIP	EMPLOYER	JOB TITLE	NATURE OF BUSINESS

PROPERTY INTERESTS

1. As of December 31, 2015, did you, your spouse, or members of your immediate family:

A. Have an ownership interest in North Carolina real estate (including your residence) with a market value of \$10,000 or more?

Yes No

Owner of Real Estate	% Ownership Interest	Location by City	Location by County

B. Lease or rent real estate or personal property to or from the State of North Carolina with a market value of \$10,000 or more?

Yes No

Name of Lessor	Name of Lessee (Renter)	If Real Estate, Location by City & County	If Personal Property, Describe

2. At any time during 2014 or 2015, did you, your spouse, or members of your immediate family sell to or buy from the State of North Carolina personal property with a market value of \$10,000 or more?

Yes No

Name of Purchaser	Name of Seller	Type of Property

FINANCIAL INTERESTS

3. As of December 31, 2015, did you, your spouse, or members of your immediate family own any of the following financial interests valued at \$10,000 or more?

A. Stock in a publicly owned company?

Yes No

► Do not list ownership interests in a widely held investment fund (including mutual funds, regulated investment companies, or pension or deferred compensation plans) if: (i) the fund is publicly traded or its assets are widely diversified; and (ii) neither you nor an immediate family member are able to control the assets held in the mutual fund, investment company, or pension or deferred compensation plan.

Owner of Interest	Full Name of Company (Do not use a ticker symbol)

B. Stock Options in a company or business?

Yes No

Owner of Stock Option	Full Name of Company (Do not use a ticker symbol)

C. Interests in a non-publicly owned company or business entity (including interests in sole proprietorships, partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations)?

Yes No - If "No," proceed to question 4.

Owner of Interest	Name of Company or Business Entity

C (1). For each non-publicly owned company or business entity (the "primary company") identified in question 3.C above, please list the names of *any other companies or business entities* in which the primary company owns securities or equity interests valued at over \$10,000, *if known*.

Non-Publicly Owned Company or Business Entity (the Primary Company)	Other Companies in which the Primary Company Owns Security or Equity Interests
<input type="checkbox"/> None or Not Known	

C (2). If you know that any company or business entity listed in 3.C or 3.C(1) above has any material business dealings or business contracts *with the State of North Carolina*, or is *regulated by the State*, provide a brief description of that business activity.

Name of Company or Business Entity	Description of Business Activity with the State
<input type="checkbox"/> None or Not Known	

4. As of December 31, 2015, were you, your spouse, or members of your immediate family the beneficiaries of a vested trust with a value of \$10,000 or more that was created, established, or controlled *by you*?

Do not list assets held in blind trusts. See 2016 SEI Helpful Tips for the definition of "Vested Trust" and "Blind Trust."

Yes No

Name and Address of Trustee	Description of the Trust	Your Relationship to the Trust

5. As of December 31, 2015, did you, your spouse, or members of your immediate family have liabilities of \$10,000 or more, excluding the mortgage on your primary personal residence? Examples include credit card debts, auto loans, student loans, personal loans and intra-family debt.

Yes No

Name of Debtor (You, Spouse, Immediate Family Member)	Type of Creditor (Commercial Bank, Credit Union, Individual, etc.)

6. List each source of income (not specific amounts) of more than \$5,000 received by you, your spouse, or members of your immediate family during 2015. Include salary, wages, state/local government retirement, professional fees, honoraria, interest, dividends, rental income, business income, and other types of income required to be reported on your State and federal tax returns.

Do not include income received from the following sources:

- ▶ Capital gains
- ▶ Federal government retirement
- ▶ Military retirement
- ▶ Social security income/SSDI

Recipient of Income	Name of Source	Type of Business/Industry	Type of Income
<input type="checkbox"/> I had no reportable income over \$5,000 in 2015.			

PROFESSIONAL AND CIVIC RELATIONSHIPS

7(a). During 2015, were you, your spouse or members of your immediate family a director, officer, governing board member, employee, independent contractor, or registered lobbyist of a nonprofit corporation or organization operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes?

Yes No - If "No," proceed to question 8.

- ▶ Do not list State boards or entities, or entities created by a political subdivision of the State.
- ▶ Do not list organizations of which you are a mere member.

Name of Person	His/Her Position	Name of Nonprofit Corporation or Organization	Nature of Business or Purpose of Organization

7(b). If the nonprofit corporations or organizations listed above do business with the State of North Carolina or receive State funds, please provide a brief description of the nature of that business, if known or with which due diligence could reasonably be known.

Name of Nonprofit Corporation or Organization	Describe State Business or State Funding
<input type="checkbox"/> None or Not Known	

8. During 2015, were you, your spouse, or members of your immediate family a director, officer, or governing board member of any society, organization, or advocacy group with an interest in matters over which your agency or board may have jurisdiction?

Yes No Legislator/Judicial Officer - You are not required to complete this question if you are filing because you are a legislator or a judicial officer or you are filing as an appointee to those offices.

- ▶ Do not list organizations of which you are only a member (not serving in a leadership role).

Name of Person	Name of Society, Organization or Advocacy Group	Leadership Position (Director, Officer, Board Member)

9(a). List the name of each company or business with which you were associated where you or a member of your immediate family was an employee, director, officer, partner, proprietor, or member or manager as of December 31, 2015.

Name of Person	Relationship to Filer	Name of Company	Role of Person
<input type="checkbox"/> No Business Associations – If “No,” proceed to question 10			

9(b). If you know that any company or business entity listed in 9(a) above had any material business dealings or business contracts with the State of North Carolina or was regulated by the State as of December 31, 2015, provide a brief description of that business activity.

Name of Company or Business Entity	Description of Business Activity with the State
<input type="checkbox"/> Not applicable (No entities listed on #9a) <input type="checkbox"/> No relationship / Not known	

10. Are you a practicing attorney?

Yes No Judicial Officer/State Attorney

If “Yes”, check each category of legal representation in which you or the law firm with which you are affiliated has earned legal fees of more than \$10,000 during 2015.

- | | | | |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Admiralty | <input type="checkbox"/> Corporate | <input type="checkbox"/> Criminal |
| <input type="checkbox"/> Decedent’s Estates | <input type="checkbox"/> Environmental | <input type="checkbox"/> Insurance | <input type="checkbox"/> Labor |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Real Property | <input type="checkbox"/> Securities | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Tort litigation (including negligence) | <input type="checkbox"/> Utilities Regulation | <input type="checkbox"/> Other category not listed. | |

11. During 2015, were you a licensed professional (other than an attorney) or did you provide consulting services individually or as a member of a professional association for which you charged or were paid over \$10,000?

Yes No

Type of Business	Nature of Services Rendered

12. Are you or your employer, your spouse or members of your immediate family, or their employer currently:

- Licensed by the State board or employing entity with which you are or will be associated **or**
- Regulated by the State board or employing entity with which you are or will be associated **or**
- Have a business relationship with the State board or employing entity with which you are or will be associated?

Yes No Legislator/Judicial Officer - You are not required to complete this question if you are filing because you are a legislator or a judicial officer ("judicial officer" is defined in the SEI Helpful Tips) or you are filing as an appointee to those offices.

Name of Person	Name of Employer (if applicable)	Type of Relationship (Licensing, Regulatory, Business)

13. Are you, your spouse or a member of your immediate family currently registered as a lobbyist or lobbyist principal, or were you registered as such within the 12 months preceding your filing of this form?

Yes No

Name of Lobbyist	Lobbyist's Principal	Date of Registration	Registration Expiration

OTHER DISCLOSURES

14. During any calendar quarter in 2015 (but only the time period after you were appointed, employed or filed or were nominated as a candidate), did you

- receive any "gift(s)" exceeding \$200 per quarter from a person or group of persons acting together, **and**
- when both you and those person(s) were outside North Carolina at the time you accepted the gift(s), **and**
- the gift(s) were given under circumstances that would lead a reasonable person to conclude that they were given for lobbying?

Yes No

▶ Do not report gifts given by members of your extended family.

▶ Do not report gifts that have previously been reported by you to the Department of the Secretary of State on the "Expense Report for Exempted Persons."

Date Item Received	Name and Address of Donor(s)	Describe Item Received	Estimated Market Value

15. During 2015 (but only the time period after you were appointed, employed, or filed or were nominated as a candidate) did you

- accept a "scholarship" exceeding \$200 from a person or group of persons acting together **and**
- those person(s) were outside North Carolina **and**
- the scholarship was related to your public position? **A "scholarship" is a grant-in-aid, either direct or indirect, to attend a conference, meeting, or similar event, including tuition, travel, lodging, meals, and other similar expenses.**

Yes No Judicial Officer - You are not required to complete this question if you are a judicial officer or you are filing as a judicial officer appointee.

- ▶ Do not report gifts that have previously been reported by you to the Department of the Secretary of State on the "Expense Report for Exempted Persons."
- ▶ Legislators are not required to report scholarships paid by a nonpartisan legislative organization of which the legislator or the General Assembly is a member or participant or an affiliate of that organization.

Date of Scholarship	Name and Address of Donor(s)	Describe Event	Estimated Market Value

16. Were you appointed or are you being considered for an appointment to a covered board by the **Governor** or another Council of State member?

Council of State members are:

- ▶ Governor
- ▶ State Auditor
- ▶ Attorney General
- ▶ Commissioner of Insurance
- ▶ Lt. Governor
- ▶ State Treasurer
- ▶ Commissioner of Agriculture
- ▶ Secretary of State
- ▶ Superintendent of Public Instruction
- ▶ Commissioner of Labor

Yes No

If "Yes", list all contributions you (NOT immediate family members) made during 2015 with a cumulative total of more than \$1,000 to the Governor or other Council of State member who appointed you.

▶ Contributions are defined in N.C.G.S. 163-278.6(6) and include, but are not limited to, "any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, gift, pledge or subscription of money or anything of value whatsoever."

Date	Amount	Contributed to
<input type="checkbox"/> No contribution(s) with a cumulative total of more than \$1,000		

17. Are you an appointee or prospective appointee to:

- a. the head of a principal state department (e.g. cabinet secretary) appointed by the Governor; or
- b. a North Carolina Supreme Court Justice, Court of Appeals, Superior or District Court Judge; or
- c. a member of any of the following boards:
 - ABC Commission
 - Coastal Resources Commission
 - State Board of Education
 - State Board of Elections
 - Division of Employment Security
 - Environmental Management Commission
 - Industrial Commission
 - Human Resources Commission
 - Rules Review Commission
 - Board of Transportation
 - UNC Board of Governors
 - Utilities Commission
 - Wildlife Resources Commission

Yes No

If "No," proceed to question 18.

d. If so, were you appointed or are you being considered for appointment to that public position by a Council of State member? Council of State members are listed in question 16.

Yes No

If "No," proceed to question 18.

e. If so, you must indicate whether during 2015 you (not immediate family members) engaged in any of the following activities with respect to or on behalf of the candidate or campaign committee of the Council of State member who appointed you to your public position:

Yes No

i. Collected contributions from multiple contributors, took possession of such multiple contributions, and transferred or delivered those collected contributions to the candidate or committee? Contributions are defined in question 16.

ii. Hosted a fundraiser at your residence or place of business?

Yes No

iii. Volunteered for campaign-related activities, which include, but are not limited to, phone banks, event assistance, mailings, canvassing, surveying, or any other activity that advances the campaign of a candidate?

Yes No

18. Have you ever been convicted of a felony for which you have not received either: (i) a pardon of innocence; or (ii) an order of expungement regarding that conviction?

Yes No

Offense	Date of Conviction	County of Conviction	State of Conviction

19. Are you aware of any other information that *you believe* may assist the State Ethics Commission in advising you concerning your compliance with the State Government Ethics Act?

Yes No If yes, please provide such information below.

AFFIRMATION

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto (with the exception of the Confidential Form regarding Unemancipated Children) are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

§ 138A-26. Concealing or failing to disclose material information.

A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45.

§ 138A-27. Penalty for false information.

A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45.

I Agree

Signature

Date

Printed Name

Submit SIGNED, ORIGINAL documents only. Do not fax or email this form.

Confidential Form Unemancipated Children 2016 Statement of Economic Interest

Confidential: Not subject to public disclosure pursuant to N.C.G.S. § 138A-24(a)(1)

Name of Person Filing SEI _____

Agency or Board _____

Please list the full names of those children who were identified by initials on your Statement of Economic Interest.

Initials	Child's Name

Signature of Person Filing Supplement

Date: _____

This Confidential Form is NOT a public record; and the Commission will NOT make it available on the Commission's website.



NORTH CAROLINA STATE ETHICS COMMISSION

2016 Real Estate Disclosure Form

ALL MPO AND RPO TAC MEMBERS MUST FILE THIS FORM WITH THE 2016 SEI

FOR ETHICS COMMISSION USE ONLY
Date Received: _____
_____ Checked for completion
_____ Scanned _____ Date
Entered in DB _____ by _____

Name of Person Filing Real Estate Disclosure Form

Prefix	First Name	Middle Name	Last Name	Suffix

Name of MPO or RPO

Please list all real estate (including real estate listed on question 1 of the Statement of Economic Interest) owned wholly or in part by you, a member of your *extended family*ⁱ, or a *business with which you are associated*ⁱⁱ **within the jurisdiction of the MPO or RPO on which you are serving.**

Name of Owner of Real Estate	Location by City	Location by County

This entire document and any attachments are public record.

ⁱ “Extended family” includes your spouse, lineal descendants, lineal ascendants, siblings, spouse’s lineal descendants, spouse’s lineal ascendants, spouse’s siblings, and the spouse of any of these individuals.

ⁱⁱ “Business with which associated” includes any for profit business in which you are or any member of your immediate family (see definition on Statement of Economic Interest) is:

- an employee, director, officer, partner, proprietor; **or**
- a member or manager of a limited liability company; **or**
- an owner of an interest of \$10,000 or more in the business or 5% of the business whichever is less; **or**
- a registered lobbyist.

This Confidential Form is NOT a public record; and the Commission will NOT make it available on the Commission’s website.

AFFIRMATION

I affirm that the information provided in this Real Estate Disclosure Form and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Real Estate Disclosure Form and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand the applicable violation provision set out below:

(MPO) § 136-200.2(j). Violations

An MPO member who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a required filing under this Article shall be guilty of a Class 1 misdemeanor and an MPO member who provides false information on a required filing knowing that the information is false is guilty of a Class H felony. (2013-156, s. 1(b).)

(RPO) § 136-211(j). Violations

An RPO member who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a required filing under this Article shall be guilty of a Class 1 misdemeanor and an RPO member who provides false information on a required filing knowing that the information is false is guilty of a Class H felony. (2013-156, s. 2(b).)

I Agree

Signature

Printed Name

Date

SUBMIT SIGNED, ORIGINAL DOCUMENTS ONLY. DO NOT FAX OR EMAIL THIS FORM

For assistance please call: 919-814-3600 or e-mail SEI@doa.nc.gov

This entire document and any attachments are public record.

This Confidential Form is NOT a public record; and the Commission will NOT make it available on the Commission's website.

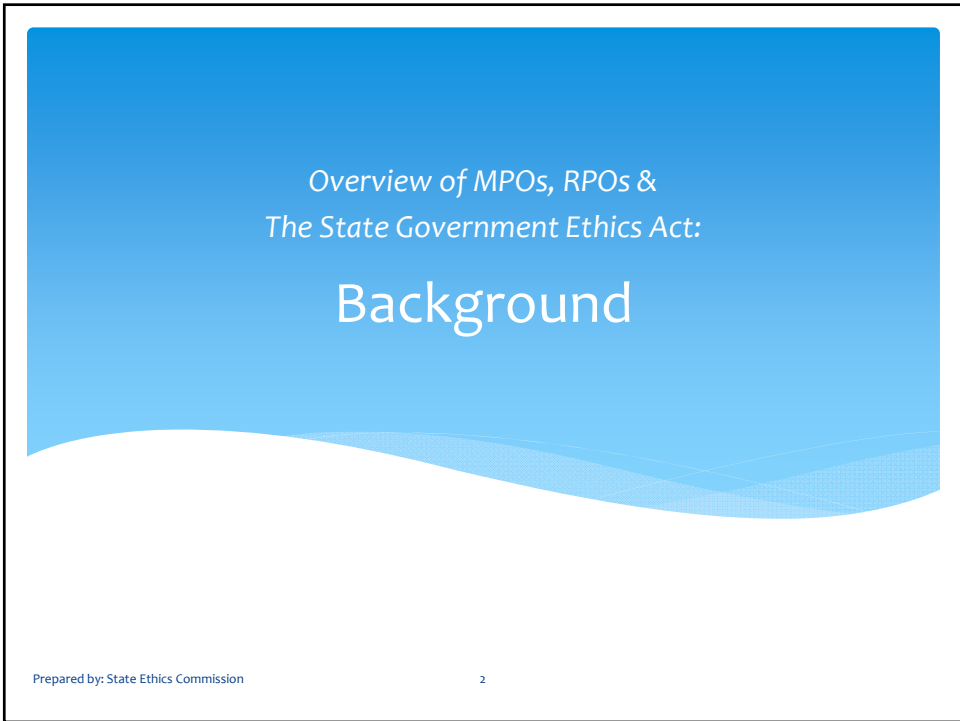


**The State Government
Ethics Act**

Overview for MPO & RPO
TAC Members

January, 2016

The slide features a blue gradient background with a white wavy pattern at the bottom. The text is centered and uses a clean, sans-serif font.



*Overview of MPOs, RPOs &
The State Government Ethics Act:*

Background

Prepared by: State Ethics Commission

2

This slide has the same blue gradient background and white wavy pattern as the title slide. The text is centered, with the main title in a larger, bold font and the subtitle in a smaller, italicized font. The footer contains the text 'Prepared by: State Ethics Commission' and the number '2'.

What is the State Government Ethics Act?

- * Chapter 138A of the NC General Statutes.
- * Establishes a code of conduct for certain elected and appointed public officials and employees.
- * Requires financial disclosures from most, including TACS.
- * Requires ethics education of some, but NOT TACS.
- * Prohibits certain conduct.
- * Interpreted & enforced by the State Ethics Commission.
 - * 8 members appointed by the Governor & General Assembly.
 - * Bi-partisan: 4 Republicans and 4 Democrats.

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3

How does the Ethics Act Apply to MPOs & RPOs

- * **TAC members of the MPO and RPOs and their alternates or designees** are subject to certain ethics standards and certain provisions of the Ethics Act (S.B. 411; S.L. 2013-156) .
- * MPO TAC members are subject to the Ethics Act through G.S. 136-200.2.
- * RPO TAC members are subject to the Ethics Act through G.S. 136-211.
- * G.S. 136 is one of the statutes that addresses local government employees and their conduct. **The UNC School of Government interprets G.S. 136.**
- * The Ethics Commission does not interpret G.S. 136.

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4

Enhanced Civil Fines and Criminal Penalties

- * In 2014, the General Assembly enacted legislation (Section 12 of S.L. 2014-58(H1025)) that amended G.S. 138A-25 by
 - * establishing civil fines and criminal penalties for TAC members of MPOs and RPOs and their alternates or designees who fail to timely file **both** a complete Statement of Economic Interest (SEI) **and** a complete Real Estate Disclosure Form (RED) with the State Ethics Commission.
- * This law went into effect on October 1, 2014 and applies to all SEI and RED filings required on or after October 1, 2014.

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5

Enhanced SEI Civil Fines and Criminal Penalties For Late Filing, Incomplete or Non-Filing

Civil

- * **\$250 civil penalty shall be imposed** for late, incomplete, or non-filing of the SEI (except in extenuating circumstances as determined by the Ethics Commission).

Criminal

- * **Class 1 misdemeanor** for failure to file a complete SEI within 60 days of notice of failure and the **Commission shall report such failure** to the Director of the State Bureau of Investigation for investigation and referral to the District Attorney for possible prosecution (unless Commission determines extenuating circumstances exist).
- * **Criminal penalties** for knowingly concealing information or providing false information on the SEI.

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6

Enhanced RED Civil Fines and Criminal Penalties For Late Filing, Incomplete, or Non-Filing

Civil

- * **\$250 civil penalty shall be imposed** for late, incomplete, or non-filing of the RED (except in extenuating circumstances as determined by the Ethics Commission).

Criminal

- * **Class 1 misdemeanor** for failure to file a complete RED within 60 days of notice of failure and the **Commission shall report such failure** to the Director of the State Bureau of Investigation for investigation and referral to the District Attorney for possible prosecution (unless Commission determines extenuating circumstances exist).
- * **Criminal penalties** for knowingly concealing information or providing false information on the RED.

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7

What MPO and RPO Members Are Subject to the SEI and RED Filing Requirements of the Ethics Act?

- * Newly Appointed/Prospective TAC members of each MPO and RPO
- * Current TAC members of each MPO and RPO
- * TAC Members' Alternates or Designees

TCC Members are NOT subject to the SEI and RED filing requirements of the Ethics Act.

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*Overview of MPOs, RPOs &
The State Government Ethics Act:*

Duties & Responsibilities Pursuant to the Ethics Act

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Initial Appointment Filing and Evaluation Requirements

WHEN AND WHAT

Initial Filing –An individual appointed to an MPO or RPO TAC may **not** assume his or her position on the TAC (and thus may not participate in TAC meetings as a member, including voting on matters before the TAC) **until:**

- (1) **They have filed** a complete Statement of Economic Interest (SEI) with the State Ethics Commission (Commission); **and**
- (2) **They have filed** a complete Real Estate Disclosure Form (RED) with the Commission ****the 2016 RED is attached to the 2016 SEI****; **and**
- (3) **They have received** the Commission's written evaluation of their filed SEI.

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Statement of Economic Interest (SEI)

WHAT

- * A written disclosure of certain financial, professional & personal information about you and your **immediate family**.
- * **Immediate family includes** you (TAC member), your spouse (unless legally separated), unemancipated children living in your household **and** members of your **extended family** who live with you.
- * **Extended family includes** you (TAC member), your spouse, lineal descendants (children, grandchildren, great-grandchildren, etc.), lineal ascendants (parents, grandparents, etc.), siblings, your spouse's lineal descendants and lineal ascendants, your spouse's siblings, and the spouse of any of these individuals.

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11

Real Estate Disclosure Form (RED)

WHAT

- * A list of all real estate that is owned wholly **or** in part by
 - * You (the TAC member),
 - * a member of your **extended family**, **or**
 - * a **business with which you are associated**; **AND**
- * that is located **within the jurisdiction of the MPO or RPO on which you serve**.

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WHAT QUALIFIES AS A BUSINESS WITH WHICH ASSOCIATED?

```

graph TD
    A["BUSINESS  
in which you (TAC member) or a member of your immediate family is one of these"] --> B((Employee))
    A --> C((Lobbyist))
    A --> D((Owns Lesser of $10K+ or 5% Interest))
    A --> E((Director, Officer, Partner, etc.))
    
```

GS 136-200.2(i); GS 138A-3(3).

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SEI and RED Filing Times and Ways

WHEN

- * **Initially Appointed and Prior to Assuming TAC Position**
- * **Annually - Filing Period Opens: January 1st each year**
- * **Deadline: April 15th**
- * **Must file each year no later than April 15th**
- * After the SEI and RED are properly completed & filed, no duty to amend or update a complete SEI and RED during the year.

How

- * Two Ways to File in 2016
 - 1) **Electronically** via the Commission’s website, obtain NCID account, complete form and submit it electronically to the Commission; or
 - 2) **Manually** – print the form out, complete it, sign it, and file the **original** with the Commission.

Copies and forms submitted via email or fax CANNOT be accepted

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2016 SEI CONTACT INFORMATION PAGE

NORTH CAROLINA STATE ETHICS COMMISSION
2016 STATEMENT OF ECONOMIC INTEREST

CONTACT INFORMATION
This contact information page will not be available on the Commission's website, but it is a public document.
919-715-2071 www.ethicscommission.nc.gov

COMPLETE THIS FORM AND SEND SIGNED ORIGINAL TO:
STATE ETHICS COMMISSION
BY MAIL, 417 1324 MAIL SERVICE CENTER RALEIGH, NC 27699-1324
OFFICE LOCATION: CASHMANT CRICKER HOUSE 424 N. BLOUNT ST. RALEIGH, NC 27603-1010

FOR ETHICS COMMISSION USE ONLY
Date Received: _____
Checked for Completion: _____
Scanned: _____ Date: _____

THIS ENTIRE FORM MUST BE COMPLETED TO FULFILL YOUR SEI FILING OBLIGATION.

FILER'S NAME (FIRST, MIDDLE, LAST)
Prefix First Name Middle Name Last Name Suffix

MAILING ADDRESS (REQUIRED)
Address City State Zip

DAYTIME PHONE NUMBER (REQUIRED) ALTERNATE PHONE NUMBER

E-MAIL ADDRESS (REQUIRED)

HOME ADDRESS:
PROVIDE YOUR HOME ADDRESS ONLY IF YOU ARE HOLDING OR SEEKING AN ELECTED OFFICE WITH A RESIDENCY REQUIREMENT. This requirement does not apply to Judicial Officers.
Judicial officer means Justice or Judge of the General Court of Justice, District Attorney, or Clerk of Court, or any individual elected or appointed to any of these positions prior to taking office.
 Same as Mailing Address
Address City State Zip

SEIs and All Attachments Are–

- Public records
- 2016 SEIs – will be accessible online

Contact Information Page

- First Page of the 2016 SEI
- Contains required personal contact information such as
 - Mailing address
 - Phone number
 - Email address
- Will not be accessible on Commission's website
- Info is a public record

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ACCESSING & COMPLETING THE SEI and the RED FORM ELECTRONICALLY

This Presentation Addresses How To:

1. Access the Web Form
2. Complete the Web Form
 - a. Use the Web Form
 - b. Multi-Response Questions & Attachments
3. Save, Log Out, & Log Back In
 - a. Save & log out
 - b. Timing out
 - c. Log back in
4. Review Draft Responses
5. Upload Attachments: Electronic Filing Only
6. Check for Completeness & Correcting “Errors”
7. File Electronically

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Obtaining an NCID Account

Must Obtain an NCID Account to
Electronically File Your SEI and RED

* Go to: <https://ncid.nc.gov> & follow the instructions

To register for a new NCID account click here: [Register!](#)

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ACCESSING THE WEB FORM

Go to the Commission's website at www.ethicscommission.nc.gov

- Choose the "Statements of Economic Interest" drop down menu.
- Click on "MPO/RPO Filers"

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CHOOSE ELECTRONIC FILING

Electronic Filing

Type your responses and file your SEI electronically. We HIGHLY RECOMMEND ELECTRONIC FILING. It's fast, easy, ensures immediate confirmation of your filing, and saves your information for future filings.

[Create NCID Account](#)
[Login](#) ←

[2016 Long Form](#) or
[2016 No Change Form](#)

Manual Filing

Print PDF document and handwrite your responses and mail to the State Ethics Commission for SEI.

You must complete the SEI form or the No Change Form to re-file!! Do not leave blank!

2016 Long Form
2016 No Change Form
[Real Estate Disclosure Form](#)

- Choose **Electronic Filing** &
- Click **"Login"**

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ENTER YOUR NCID

User ID: [Forgot your User ID?](#)

Password: [Forgot Your Password?](#)

Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#)

- Enter your NCID User ID & Password
- If First Time NCID User - Select Such
- Click **"Submit"**

You must have an NCID to access the SEI web form.
For questions about NCID, contact NC DIT at 919-754-6000 or toll free at 800-722-3946.
NCID is not administered by the State Ethics Commission.

CHOOSE THE CORRECT FORM THE LONG FORM OR THE NO CHANGE FORM

Under Electronic Filing

Electronic Filing

Type your responses and file your SEI electronically. We HIGHLY RECOMMEND ELECTRONIC FILING. It's fast, easy, ensures immediate confirmation of your filing, and saves your information for future filings.

[Create NCID Account](#)

[Login](#)

[2016 Long Form](#) or
[2016 No Change Form](#)

Manual Filing

You MUST file the ENTIRE form or you will be required to re-file!

[2016 SEI Long Form](#)
[2016 SEI No Change Form](#)
[Real Estate Disclosure Form](#)

- First time filing an SEI
 - choose the SEI/RED "2016 Long Form"
- Did not file an SEI in 2015
 - choose the SEI/RED "2016 Long Form"
- Have ANY Changes to the SEI information since filing your 2015 SEI
 - choose the SEI/RED 2016 Long Form"
- Filed an SEI Long Form or an SEI Short Form in 2015 and there are no changes to your SEI information since you filed your 2015 SEI Form
 - Choose the SEI/RED "2016 No Change Form"

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COMPLETING THE WEB FORM

NORTH CAROLINA STATE ETHICS COMMISSION

[Save and Logout](#)

Contact Information

Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Review SEI](#)

[Affirmation](#)

Mailing Address

Address:

City/State/Zip: NC

[Back](#)
[Next](#)

Click on "Back" to Return to the previous question.

Type in the required information for each question.

Click on "Next" to Advance to the next question.

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MULTI-RESPONSE QUESTIONS

MULTI-RESPONSE QUESTIONS

ETHICS COMMISSION

[Save and Logout](#)

\$10,000 Plus Disclosures

If you, your spouse or members of your immediate family have assets or liabilities with a market value of at least \$10,000 in the following categories, please provide the requested information as of December 31st of the preceding year unless another time period is specified in the question.

- Do not list the value of those assets or liabilities.
- Do not list assets or liabilities held in a blind trust established by or for the benefit of you or an immediate family member.

Section

[Contact Information](#)
[\\$10,000 Plus Disclosures \(1-8\)](#)
[Other Disclosures \(9-22\)](#)
[Review SEI](#)
[Affirmation](#)

1. Do you, your spouse or members of your immediate family have an ownership interest in North Carolina real estate with a market value of \$10,000 or more?

Yes No

See Attached

Name of Real Estate	% Ownership Interest	City
Edit Delete Joan Filer	100	Raleigh, Wake

Owner of Real Estate:

% Ownership Interest:

City:

County:

- After entering the information, click "Add" & the information will appear on the screen.
- Repeat as needed for additional responses

You can also edit or delete information you have entered.

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USING ATTACHMENTS

USING ATTACHMENTS

ETHICS COMMISSION

[Save and Logout](#)

\$10,000 Plus Disclosures

If you, your spouse or members of your immediate family have assets or liabilities with a market value of at least \$10,000 in the following categories, please provide the requested information as of December 31st of the preceding year unless another time period is specified in the question.

- Do not list the value of those assets or liabilities.
- Do not list assets or liabilities held in a blind trust established by or for the benefit of you or an immediate family member.

Section

[Contact Information](#)
[\\$10,000 Plus Disclosures \(1-8\)](#)
[Other Disclosures \(9-22\)](#)
[Review SEI](#)
[Affirmation](#)

1. Do you, your spouse or members of your immediate family have an ownership interest in North Carolina real estate with a market value of \$10,000 or more?

Yes No

See Attached


Instead of typing in your responses, you may include attachments by checking the "See Attached" box. (Attachments must be in pdf format.)

If you check this box make sure you remember to attach your attachments to your SEI.

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SAVE, LOGOUT & LOG BACK IN

NORTH CAROLINA STATE
ETHICS
COMMISSION



[Save and Logout](#)

You can save your information & logout at any time.

\$10,000 Plus Disclosures

Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Review SEI Affirmation](#)

6(a). Do you, your spouse, or members of your immediate family have financial interests valued at \$10,000 or more in a non-publicly owned company or business entity (including interests in sole proprietorships, partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations)?

Yes No

6(b). For each of those non-publicly owned companies or business entities identified in question 6 (a) (the "primary company"), please list the names of any other companies in which the primary company owns securities or equity interests valued at over \$10,000, if known.

None or Not Known

6(c). If you know that any company or business entity listed in 6(a) or (b) above has any material business dealings or business contracts with the State, or is regulated by the State, provide a brief description of that business activity.

None or Not Known


[Back](#)

Question 6 of 22

[Next](#)

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TIMING OUT



Electronic Filing

Type your responses and file your SEI electronically. We HIGHLY RECOMMEND ELECTRONIC FILING. It's fast, easy, ensures immediate confirmation of your filing, and saves your information for future filings.

[Create NCID Account](#)

[Login](#)

[2016 Long Form](#) or [2016 No Change Form](#)

Manual Filing

Print PDF document and handwrite your responses and mail or hand deliver your SEI.

You MUST complete the ENTIRE form or you will be asked to re-file!! Do not leave answers blank!

[2016 SEI Long Form](#) or [2016 SEI No Change Form](#)

[Real Estate Disclosure Form](#)

After 30 minutes of inactivity, your session will time out.

Click "Login" & use your NCID to return to the form.

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LOG BACK IN

Electronic Filing

Type your responses and file your SEI electronically. We HIGHLY RECOMMEND ELECTRONIC FILING. It's fast, easy, ensures immediate confirmation of your filing, and saves your information for future filings.

[Create NCID Account](#)

[Login](#)

[2016 Long Form](#) or [2016 No Change Form](#)

Manual Filing

Print your document and hand-deliver it to the State Ethics Commission. You MUST print the form or you will have to re-file! Do not leave the printer blank!


[2016 Long Form](#)

[2016 SEI No Change Form](#)

[Real Estate Disclosure Form](#)

To log back in & access your form, click Login & use your NCID.

Choose your form "In Progress."



Do NOT click "Remove Form in Progress" UNLESS you want to delete all of your information & start a new form.

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REVIEW DRAFT RESPONSES

NORTH CAROLINA STATE
ETHICS
COMMISSION


[Save and Logout](#)

Review

Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Add Attachments](#)

[Review SEI](#)

[Affirmation](#)

Click the link below to review a **draft** of your SEI.

[Review SEI Responses](#)

DO NOT submit this draft copy to the State Ethics Commission.

You must click the "Next" button at the bottom of the page to affirm and complete your SEI.


Click here to open your draft responses in a pdf document.

[Back](#)
[Next](#)

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UPLOADING ATTACHMENTS – ELECTRONIC FILING

NORTH CAROLINA STATE
ETHICS
COMMISSION



[Save and Logout](#)

Attachments

Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Add Attachments](#)

[Review SEI](#)

[Affirmation](#)

If you answered "See Attached" on any questions, you may upload your attachments here.

- To upload, click "Select File," choose the file you want to upload, and click "Upload File".
- You may upload multiple files.
- Please include the SEI question number to which you are responding on the attachment.
- Only PDF files can be uploaded.
- Maximum file size is 10MB.

- Please disclose only information required by each question on the SEI form.
- Please redact from any attachment(s) all identifying information, including but not limited to Social Security numbers, account numbers, and any other numbers or information that can be used to access a person's financial resources.

Attachments:

The file is ready to be uploaded. Click the Upload File button below.

Click "Select File" & choose the attachment you want to upload.


Attachment must be a pdf file.

Then click "Upload File".

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UPLOADING ATTACHMENTS – ELECTRONIC FILING

NORTH CAROLINA STATE
ETHICS
COMMISSION



[Save and Logout](#)

Attachments

Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Add Attachments](#)

[Review SEI](#)

[Affirmation](#)

If you answered "See Attached" on any questions, you may upload your attachments here.

- To upload, click "Select File," choose the file you want to upload, and click "Upload File".
- You may upload multiple files.
- Please include the SEI question number to which you are responding on the attachment.
- Only PDF files can be uploaded.
- Maximum file size is 10MB.

- Please disclose only information required by each question on the SEI form.
- Please redact from any attachment(s) all identifying information, including but not limited to Social Security numbers, account numbers, and any other numbers or information that can be used to access a person's financial resources.

Attachments:

File Name
View Delete Test SEI Upload pdf.pdf

After uploading an attachment, the file name will appear on the screen.

You may also view or delete attachments.

Hint: If you select the wrong attachment, upload the file then delete it.

[Back](#) Question of 22 [Next](#)

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CHECKING FOR SEI COMPLETENESS: ELECTRONIC FILING

COMMISSION

Save and Logout

Affirmation

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

138A-26. Concealing or failing to disclose material information.
A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

138A-27. Penalty for false information
A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

I Agree - It is my intention that this check box constitutes my electronic signature. By checking this box I certify that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

File Electronically and Print

Section

- Contact Information
- \$10,000 Plus Disclosures (1-8)
- Other Disclosures (9-22)
- Add Attachments
- Review SEI
- Affirmation

Please carefully read the Affirmation information & then check the "I Agree" box.

Then click here.

Prepared by: State Ethics Commission 31

CORRECTING "ERRORS"

Save and Logout

Affirmation

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

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A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

I Agree

Print and File Manually

The following errors must be corrected before continuing:

- Additional data is required for the following questions: 7, 8, 10

Go to first error

Back

If you did not fully answer all questions, including subparts, you will receive an error message indicating which questions you did not answer.

Click here to go to the first error.

Prepared by: State Ethics Commission 32

CORRECTING "ERRORS"

NORTH CAROLINA STATE
ETHICS
COMMISSION

[Save and Logout](#)

\$10,000 Plus Disclosures

Section
[Contact Information](#)
[\\$10,000 Plus Disclosures \(1-8\)](#)
[Other Disclosures \(9-22\)](#)
[Review SEI](#)
[Affirmation](#)

7. Are you, your spouse, or members of your immediate family the beneficiaries of a vested trust with a value of \$10,000 or more that is created, established, or controlled by you? **Do not list blind trusts.**

Yes No

[Go to next error](#)

[Back](#)[Next](#)

Question 7 of 22

- After responding, click here to go to the next **unanswered** question.
- **DO NOT CLICK "BACK" OR "NEXT"**

Prepared by: State Ethics Commission 33

AFFIRMING YOUR SEI IS CORRECT

NORTH CAROLINA STATE
ETHICS
COMMISSION

[Save and Logout](#)

Section
[Contact Information](#)
[\\$10,000 Plus Disclosures \(1-8\)](#)
[Other Disclosures \(9-22\)](#)
[Review SEI](#)
[Affirmation](#)

Affirmation

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

138A-26. Concealing or failing to disclose material information.
A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

138A-27. Penalty for false information
A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

I Agree

After correcting all errors, you must check "I Agree".

Prepared by: State Ethics Commission 34

Completing the Confidential Form Unemancipated Children

**Confidential Form
Unemancipated Children
2016 Statement of Economic Interest**

Confidential: Not subject to public disclosure pursuant to N.C.G.S. § 138A-24(a)(1)

Name of Person Filing SEI _____
Agency or Board _____

Please list the full names of those children who were identified by initials on your Statement of Economic Interest.

Initials	Child's Name

Signature of Person Filing Supplement
Date: _____

The Confidential Form follows the SEI Affirmation Page.

2016 SEI –
• Include the initials only of unemancipated children on your SEI.

• You must complete the Confidential Form to provide the full name of children identified by initials on your SEI.

This page is not a public record.

Completing the RED Form Electronically

The RED follows the SEI Affirmation Page

All TAC Members are required to file a complete RED, even if they do not own any real property or the real property that they own is not located within the MPO or RPO area.

If no property is owned—complete the top section of the RED and insert “NA” or “None” on the first line of the table.

NORTH CAROLINA STATE ETHICS COMMISSION
2016 Real Estate Disclosure Form

ALL MPO AND RPO TAC MEMBERS MUST FILE THIS FORM WITH THE 2016 SEI

FOR ETHICS COMMISSION USE ONLY
Date Received: _____
Checked for completion _____ Date _____
Scanned _____ Date _____
Entered in DB _____ by _____

Name of Person Filing Real Estate Disclosure Form

Prefix	First Name	Middle Name	Last Name	Suffix

Name of MPO or RPO _____


Please list all real estate (including real estate listed on question 1 of the Statement of Economic Interest) owned wholly or in part by you, a member of your extended family¹, or a business with which you are associated² within the jurisdiction of the MPO or RPO on which you are serving.

Name of Owner of Real Estate	Location by City	Location by County

This entire document and any attachments are public record.
¹ "Extended family" includes your spouse, lineal descendants, lineal ascendants, siblings, spouse's lineal descendants, spouse's lineal

AFFIRMING YOUR RED IS CORRECT

NORTH CAROLINA STATE
ETHICS
COMMISSION



[Save and Logout](#)

Affirmation

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

138A-26. Concealing or failing to disclose material information.
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138A-27. Penalty for false information
A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

I Agree

After completing the RED form, review it and correct any errors.

Please *carefully read* the Affirmation information & check the "I Agree" box.

Prepared by: State Ethics Commission

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ELECTRONIC FILING CONFIRMATION NUMBER AND COPY OF SEI AND RED

NORTH CAROLINA STATE ETHICS COMMISSION
2016 STATEMENT OF ECONOMIC INTEREST

CONFIRMATION

Your SEI was successfully submitted at 1/8/2016 1:35:34 PM.
Your confirmation number is ae64-8a21484a2a8f.


**Click on "View Filed SEI" to open your filed SEI and RED and print and/or save a copy.
*Please keep a copy for your records.***

After electronically filing your SEI and RED, you will be given a confirmation number with the date and time your SEI and RED were successfully filed.

Prepared by: State Ethics Commission

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ELECTRONIC FILING CONFIRMATION



NORTH CAROLINA STATE ETHICS COMMISSION
2016 STATEMENT OF ECONOMIC INTEREST

CONFIRMATION

Your SEI was successfully submitted at 1/8/2016 1:35:34 PM.

Your confirmation number is ab12-3a45674a2a8f.

The following documents were attached and have been submitted with this filing:

Test SEI upload pdf.pdf ←

A filing confirmation page is included at the end of the filed SEI and RED. Printing a copy of the SEI and RED will include a copy of the Confirmation page.

Any attachments uploaded with your SEI or RED are listed on the confirmation page.

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SEI Civil Fines and Criminal Penalties For Late Filing, Incomplete or Non-Filing

Civil

- * \$250 civil penalty **shall** be imposed for late, incomplete, or non-filing. (except in extenuating circumstances as determined by the Ethics Commission)

Criminal

- * **Criminal penalties** for knowingly concealing information or providing false information.

Removal

- * May be removed from position as MPO or RPO member.

Prepared by: State Ethics Commission 40

RED Civil Fines and Criminal Penalties For Late Filing, Incomplete or Non-Filing

Civil

- * \$250 civil penalty **shall** be imposed for late, incomplete, or non-filing. (except in extenuating circumstances as determined by the Ethics Commission)

Criminal

- * Criminal penalties for knowingly concealing information or providing false information.

Removal

- * May be removed from position as MPO or RPO member.

Prepared by: State Ethics Commission

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SEI Evaluations

- Ethics Commission staff evaluates your SEI for actual and potential conflicts of interest and sends you the SEI Evaluation Letter.
 - NOTE: Having a potential conflict does **not** disqualify you from serving, but you **may** have to recuse yourself from certain official actions in certain situations.
- Norma Houston with the UNC School of Government answers questions and provides guidance regarding any actual conflict or potential conflict of interest identified in your SEI Evaluation Letter.

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SEI Evaluation Letters

- **Evaluation letters help you (the TAC member) identify areas where you need to exercise caution – they point out potential “red flags”**
- Remember
 - Having a conflict of interest does not mean you cannot serve
 - May require you to recuse yourself regarding a particular matter

SEIs, REDS & Evaluation Letters are public records

Prepared by: State Ethics Commission

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Ethics Act Education

- * You are **NOT** required to take the Ethics Education and Lobbying Awareness Training provided by the State Ethics Commission.
- * You **ARE** required to take the local government ethics education training required under state law pertaining to local government officials and any other training required by your unit of local government. Contact Norma Houston at the SOG for more details about these local government requirements.

Prepared by: State Ethics Commission

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Overview of MPOs, RPOs &
The State Government Ethics Act:

Complaints & Consequences

Prepared by: State Ethics Commission 45

Complaints

- * Anyone can file a complaint against you with the State Ethics Commission alleging that you violated the SEI or RED filing requirements.
- * Commission shall report all received complaints of violations of the SEI and RED filing requirements to the Director of the State Bureau of Investigation for investigation and possible prosecution.

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Consequences

- * A civil fine of \$250 will apply for a SEI violation in 2016 and a civil fine of \$250 will apply for a RED filing violation in 2016, resulting in a total fine of \$500.
- * Referral to the State Bureau of Investigation for investigation and possible prosecution.
- * Criminal penalties will apply to SEI and RED filing violations in 2016.
- * Criminal penalties will apply for knowingly providing false information or failing to disclose information on the SEI or the RED.

Prepared by: State Ethics Commission

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Overview of MPOs, RPOs &
The State Government Ethics Act:

Questions & Advice

Prepared by: State Ethics Commission

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Advice & Guidance

- * State Ethics Commission provides guidance and advice as to the SEI and RED filing requirements.
- * The UNC School of Government advises as to all other ethics questions, including conflicts of interest.

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Important Dates & Deadlines

- * **January 1, 2016**
 - * 2016 SEI filing period opens.
- * **April 15, 2016**
 - * Deadline for filing your SEI and RED

Remember late filing or failure to file in 2016 will result in civil and criminal sanctions.

Prepared by: State Ethics Commission

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Contact Information

❖ **MAILING ADDRESS**

Mail Service Center
Raleigh, NC 27699-1324

❖ **STREET ADDRESS**

424 N. Blount Street
Raleigh, NC 27601-1010

❖ **PHONE & FAX**

Phone: 919-814-3600
Fax: 919-715-1644

MPO-RPO PARALEGAL – PEGGY MALPASS
SEI ATTORNEY - GRETCHEN AYCOCK
EDUCATION ATTORNEY – SUE LUNDBERG

❖ **E-MAIL**

- **SEI Questions:**
SEI@doa.nc.gov
- **RED Questions:**
SEI@doa.nc.gov
- **Education Questions:**
Education.Ethics@doa.nc.gov
- **Other Questions:**
nhouston@sog.org

❖ **WEBSITE**

www.ethicscommission.nc.gov

Appendix G - Acronyms

Transportation Acronyms

Transportation planners and engineers have a wide variety of acronyms that they use in technical speech and documents. The following list is not exhaustive, but should be a helpful resource to those who have a question about the meaning of a particular acronym.

AADT – Annual Average Daily Traffic (the average daily traffic on a given road segment in a given year)

AASHTO – American Association of State Highway and Transportation Officials

AAWDT – Annual Average Weekday Traffic (the average weekday traffic on a given road segment in a given year)

ADA – Americans with Disabilities Act

ADT – Average Daily Traffic (sometimes used in place of ‘AADT’)

APTA – American Public Transit Association

B/C – Benefit/Cost (typically followed by ‘analysis’ or ‘ratio’)

BGMPO – Burlington–Graham Metropolitan Planning Organization

BMP – Best Management Practice

B/P – Bicycle/Pedestrian

BST – Bituminous Surface Treatment (also known as ‘chipseal’)

BTS – Bureau of Transportation Statistics

CADD – Computer Aided Drafting and Design

CAMPO – Capital Area Metropolitan Planning Organization

CBD – Central Business District

C–D – Collector–Distributor Road (separated lanes for merging and weaving within a freeway interchange)

CE – Categorical Exclusion (an exclusion from the environmental analysis process for certain categories of projects)

CEQ – Council on Environmental Quality (federal agency with power to regulate the environmental analysis (NEPA) process)

CFR – Code of Federal Regulations

CMAQ – Congestion Mitigation and Air Quality (funding program for projects that mitigate congestion and/or improve air quality in areas designated as ‘nonattainment’ or ‘maintenance’ for air quality)

COE – US Army Corps of Engineers (see also ‘USACE’)

COLTS – County of Lee Transit System

CTN – Chatham Transit Network

CTP – Comprehensive Transportation Plan (long-range multimodal plans developed and adopted cooperatively by NCDOT and local counties/municipalities in RPO areas)

DBE – Disadvantaged Business Enterprise

DCHC – Durham–Chapel Hill–Carrboro Metropolitan Planning Organization

DEIS – Draft Environmental Impact Statement

DENR – North Carolina Department of Environment and Natural Resources

EA – Environmental Assessment (a limited environmental analysis performed as part of NEPA to determine whether a full Environmental Impact Statement is necessary)

EEP – NCDOT Ecosystem Enhancement Program

EIS – Environmental Impact Statement (environmental analysis conducted for NEPA ; see also ‘DEIS’ and ‘FEIS’)

EPA – US Environmental Protection Agency

ESC – North Carolina Employment Security Commission

FAA – Federal Aviation Administration

FAMPO – Fayetteville Area Metropolitan Planning Organization

FEIS – Final Environmental Impact Statement

FEMA – Federal Emergency Management Agency

FHWA – Federal Highway Administration

FMCSA – Federal Motor Carrier Safety Administration

FONSI – Finding of No Significant Impact (potential outcome of environmental analysis/NEPA process)

FRA – Federal Railroad Administration

FTA – Federal Transit Administration

FY – Fiscal Year (for TARPO, these run from July 1 to June 30)

GIS – Geographic Information Systems (for computer-based mapping)

HCM – Highway Capacity Manual

HOT – High Occupancy/Toll lanes (lanes for free use by carpools/transit vehicles and tolled use by single-occupancy vehicles)

HOV – High Occupancy Vehicle lanes (lanes reserved for exclusive use by carpools and transit vehicles)

ICC – Interstate Commerce Commission (responsible for regulating railroads)

ILT – North Carolina Interagency Leadership Team (group of leadership representatives from various state and federal regulatory agencies that oversee coordination between these agencies)

ISTEA – Intermodal Surface Transportation Efficiency Act (federal transportation authorization passed in 1991; has since been superseded – see ‘SAFETEA–LU’)

ITS – Intelligent Transportation Systems

KTRPO – Kerr–Tar Rural Planning Organization

LOS – Level of Service (method of grading service provided by a specific transportation facility)

LRRPO – Lumber River Rural Planning Organization

L RTP – Long Range Transportation Plan (long-range cost-constrained plans developed and adopted by MPOs; RPOs do not currently develop L RTPs)

MBE – Minority Business Enterprise

MCRPO – Mid-Carolina Rural Planning Organization

MCTC – Moore County Transportation Committee

MCTS – Moore County Transit System

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization (TARPO shares borders with four MPOs: Capital Area (Raleigh), Durham-Chapel Hill-Carrboro, Burlington-Graham, and Fayetteville Area)

MTIP – Metropolitan Transportation Improvement Program (developed by MPOs in coordination with the STIP)

MUTCD – Manual on Uniform Traffic Control Devices

NAAQS – National Ambient Air Quality Standards (used to determine attainment and nonattainment areas)

NADO – National Association of Development Organizations

NCARPO – North Carolina Association of Rural Planning Organizations

NCDOT – North Carolina Department of Transportation

NCHRP – National Cooperative Highway Research Program

NCPTA – North Carolina Public Transit Association

NEPA – National Environmental Policy Act (federal law requiring analysis of environmental impacts of transportation projects)

NHS – National Highway System (a designated set of major roadways of national importance)

NHTSA – National Highway Traffic Safety Administration

NPDES – National Pollutant Discharge Elimination System

NPS – National Park Service

NTSB – National Transportation Safety Board

O-D – Origin-Destination survey/study/data (information about where traffic is coming from and going to)

O&M – Operations and Maintenance (can refer to transit or highway modes; sometimes shown as 'M&O')

OMB – Office of Management and Budget (federal agency)

OPT – Orange Public Transportation

OUT – Orange Unified Transportation board

PDEA – NCDOT Project Development and Environmental Analysis Branch

PE – Preliminary Engineering (including planning, environmental analysis, and design)

PE – Professional Engineer

PTRPO – Piedmont Triad Rural Planning Organization

PWP – Planning Work Program (document showing MPO/RPO budget and tasks/deliverables for given fiscal year)

RFP – Request for Proposals

ROD – Record of Decision (documents decision made at end of EIS process)

ROW – Right-of-Way (sometimes shown as R/W)

RPO – Rural Planning Organization (for example, Triangle Area RPO)

RTAC – Rural Transportation Advisory Committee (policy board for RPO)

RTCC – Rural Technical Coordinating Committee (technical staff committee of RPO)

SAFETEA–LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (current federal transportation authorization law, passed in 2005, replacing TEA–21)

SEIS – Supplemental Environmental Impact Statement (used when changes are necessary to a previously approved FEIS)

SEPA – State Environmental Policy Act (similar to NEPA, but part of state law)

SHPO – State Historic Preservation Officer

SOV – Single-occupancy Vehicle

SPOT – NCDOT Strategic Planning Office of Transportation (responsible for coordinating project prioritization process and development of STIP)

STIP – Statewide Transportation Improvement Program (document showing projects planned for funding within next 6-7 years, developed by NCDOT)

STP – Surface Transportation Program (one of the major federal funding programs identified in SAFETEA–LU)

TAC – Transportation Advisory Committee (policy board of MPO or RPO; see also ‘RTAC’)

TARPO – Triangle Area Rural Planning Organization

TCC – Technical Coordinating Committee (technical staff committee of MPO or RPO; see also ‘RTCC’)

TDM – Travel Demand Management (methods to reduce the demand for transportation infrastructure, such as transit, carpooling, teleworking, and flexible work hours)

TEA–21 – Transportation Equity Act for the 21st Century (federal transportation authorization law passed in 1998; has since been superseded by SAFETEA–LU)

TIP – Transportation Improvement Program (see also ‘STIP’)

TJCOG – Triangle J Council of Governments (host agency for TARPO staff)

TPB – NCDOT Transportation Planning Branch

TRB – Transportation Research Board (a program of the National Academy of Sciences)

TSM – Transportation System Management (or Transportation Supply Management; methods for improving the efficiency and operations of the transportation system, such as signal timing improvements, access management, and ramp metering)

TWLTL – Two-way Left Turn Lane (or Center Turn Lane)

USACE – US Army Corps of Engineers (see also ‘COE’)

USC – United States Code

USDOT – United States Department of Transportation

USFS – United States Forest Service

USFWS – United States Fish and Wildlife Service

VPD – Vehicles per Day (see also ‘AADT’)

WBE – Women’s Business Enterprise

WRC – North Carolina Wildlife Resources Commission

3-C – Continuing, Cooperative, and Comprehensive planning process (federal requirements for MPO planning processes)

3-R – Highway Resurfacing, Restoration, and Rehabilitation

4-R – Highway Reconstruction, Resurfacing, Restoration, and Rehabilitation

Appendix H - Glossary

Glossary of Transportation Related Terms

Acceleration Lane – A paved auxiliary lane, including tapered areas, allowing vehicles to accelerate when entering the through-traffic lane of the roadway.

Access – The ability to reach or connect to a transportation facility (e.g. from an individual property or another mode).

Access Management – The planning, design, and implementation of land use and transportation strategies that maintain a safe flow of traffic while accommodating the access needs of adjacent development. The goal of Access Management is to balance the need to provide efficient, safe, and timely travel with the desired ability to allow access to the individual destination.

Access Point – An intersection, driveway, or opening on the right-hand side of a roadway. An entry on the opposite side of a roadway or a median opening also can be considered as an access point if it is expected to influence traffic flow significantly in the direction of interest.

Alternative – One of a number of specific transportation improvement proposals, alignments, options, design choices, etc., in a defined study area. For a transportation project, alternatives to be studied normally include the no-action alternative, an upgrading of the existing roadway alternative, new transportation routes and locations, transportation systems management strategies, multimodal alternatives, if warranted, and any combinations of the above.

Alternative Access – The ability of any vehicle to enter a roadway indirectly through a roadway of lower classification.

Alternatives Analysis – Comparative analysis of the social, economic and environmental impacts and benefits for alternatives on a proposed action.

Annual Average Daily Traffic (AADT) – The total volume of traffic on a highway segment for one year, divided by the number of days in the year.

Arterial – A class of roads serving major traffic movements (high-speed, high volume) for travel between major points.

Auxiliary Lane – An additional lane on a freeway to connect an on-ramp and an off-ramp.

Average Daily Traffic (ADT) – Total volume during a given time period (in whole days), greater than one day and less than one year, divided by the number of days in that time period.

Avoidance Alternative – general term used to refer to any alignment proposal which has been either developed, modified, shifted, or downsized to specifically avoid impacting one or more resources.

Boulevard – A facility with a functional purpose of moderate mobility and low to moderate access. The facility has limited or partial control of access, traffic signals, and a minimum of two travel lanes with a median. Connections are provided primarily at at-grade intersections for major and minor cross streets.

Capacity – A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period.

Clean Air Act (CAA) – Purpose is to "protect and enhance the quality of the Nation's air resources." Its primary programs regulate the release of contaminants to air from new and existing polluting facilities.

Clean Air Act Amendments of 1990 (CAAA) – Federal legislation passed in 1990 that amended the Clean Air Act. It strengthened ability of EPA to set and enforce pollution control programs aimed at protecting human health and the environment; included provisions for acid rain program.

Clean Water Act (CWA) – Objective is to "restore and maintain the chemical, physical, and biological integrity of the Nation's waters." One of the act's major enforcement tools is the National Pollutant Discharge Elimination System permit.

Collector – In rural areas, routes that serve intracounty rather than statewide travel. In urban areas, streets that provide direct access to neighborhoods and arterials.

Collector/Distributor – A roadway parallel to a freeway that carries one-way traffic to and from ramps, which would otherwise exit or enter the freeway directly.

Comment Period – Duration of time during which written comments or responses may be submitted to an agency that has distributed a document for review and comment. It can be applicable to all types of documents that are circulated, as well as to formal presentations such as those, which may be given by transportation department officials at a public hearing.

Comprehensive Transportation Plan (CTP) – A mutually adopted, multimodal transportation planning set of vision maps (highway, public transportation & rail, bicycle, and pedestrian) that serves present and anticipated travel demand in a safe and effective manner.

Connectivity – The ability to travel to desired destinations.

Control of Access – The regulation of public access rights to and from properties abutting and public streets crossing highway facilities. Also see Full Control of Access, Limited Control of Access, Partial Control of Access, and No Control of Access.

Corridor – A broad geographical land area that is linear, connects major sources of trips, and may contain a number of streets, highways, transit lines, and routes; generally follows an interstate, greenway, or major roadway.

Cross-section – A basic description of type of roadway. Includes at a minimum the number of lanes and whether the roadway has a median or two-way left turn lane.

Deceleration Lane – A paved auxiliary lane, including tapered areas, allowing vehicles leaving the through-traffic lane of the roadway to decelerate.

Design Speed – A selected speed used to determine the various geometric design features of the roadway. The assumed design speed should be a logical one with respect to topography, the adjacent lane use, the classification of the highway, and the anticipated operating speed (usually 5 mph less than design speed).

Direct Effects – Effects caused by a given action and occurring at the same time and place. Changes in noise levels, fill discharges in wetlands, and changes in visual conditions are examples of direct effects.

Directional Crossover – Also known as a "left-over", is an intersection which eliminates full-movement intersections. Traffic on the primary route is not affected; however, traffic on the secondary route must turn right onto the primary route and make a U-turn either at a median opening or the next full-movement intersection.

Directional Median Opening – An opening in a restrictive median that provides for specific movements and physically restricts other movements.

Diverge – A movement in which traffic separates from the primary roadway onto an exit ramp.

Ecosystem Enhancement Program (EEP) – NCDOT and NCDENR partnered to create the Ecosystem Enhancement Program, in order to deal with a rapidly expanding transportation program that would impact acres of wetlands and streams. The EEP protects the state’s natural resources through the assessment, restoration, enhancement, and preservation of ecosystem functions, and through identifying and implementing compensatory mitigation programmatically, at the watershed level.

Environmental Impact Statement (EIS) – Report developed as part of the National Environmental Policy Act (NEPA) requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which federal funding is being sought. Adverse effects could include air, water, or noise pollution; destruction or disruption of natural resources; adverse employment effects; injurious displacement of people or businesses; or disruption of desirable community or regional growth. A Draft (DEIS) and Final (FEIS) document are prepared. The FEIS must address comments received on the DEIS, making any appropriate revisions or decisions and, identify (if not identified in the DEIS) and describe the preferred alternative and the basis for the decision.

Environmental Impacts – Direct effects of socio-economic activities and natural events on the components of the environment.

Environmental Justice Populations – Historically ethnic and low-income groups who do not typically participate in the planning process and have been under-represented and/or underserved by the transportation system.

Erosion – Wearing away of the land by running water, rainfall, wind, ice or other geological agents, including such processes as detachment, entrainment, suspension, transportation and mass movement. Geologically, erosion is defined as the process that slowly shapes hillsides, allowing the formation of soil cover from the weathering of rocks and from alluvial and colluvial deposits. Erosion is often intensified by land-clearing human activities related to farming, resident and industrial development and it has as effect increasing run-offs, decline of arable layers, siltation in lakes, lagoons and oceans.

Expansion – Activities focused on adding capacity of new facilities/services.

Expressway – A facility with a functional purpose of high mobility and low to moderate access. The facility has limited or partial control of access, no traffic signals, and a minimum of 4 travel lanes with a median. Connections are provided only at interchanges for major cross streets and at-grade intersections for minor cross streets.

Facility Type – A classification for highways in terms of the character of service that individual facilities are providing or are intended to provide, including the level of access, ranging from travel mobility to land access. Facility Types include Freeways, Expressways, Boulevards, and Thoroughfares.

Freeway – A facility with a functional purpose of high mobility and low access. The facility has full control of access, no traffic signals, no driveways, and a minimum of 4 travel lanes with a median. Connections are provided only at interchanges for major cross streets. All cross streets are grade-separated.

Frontage Road – A public or private drive that generally parallels a public roadway between the right-of-way and the front building setback line. The frontage road provides access to private properties while separating them from the arterial roadway. Also see Service Road.

Full Control of Access – Connections to a facility provided only via ramps at interchanges. All cross-streets are grade-separated. No private driveway connections allowed. A control of access fence is

placed along the entire length of the facility and at a minimum of 1000 feet beyond the ramp intersections on the Y lines (minor facility) at interchanges (if possible).

Functional Design – A general design that includes horizontal and vertical alignments, edge of pavements, slope stakes, and right of way limits. No turn lanes are added at this stage. This type of design is usually performed using orthophotographs.

Gore Area – The triangular area located immediately between the left edge of a ramp pavement and the right edge of the major roadway pavement at either a merge or diverge area.

Grade-Separation – The use of a bridge structure and its approaches to confine portions of traffic to different elevations, thus dividing or separating the crossing movement.

High-Occupancy Toll (HOT) – HOV facilities that allow lower occupancy vehicles, such as solo drivers, to use HOV lanes in return for toll payments.

High-Occupancy Vehicle (HOV) – A vehicle with a defined minimum number of occupants (>1); HOVs often include buses, taxis, and carpools, when a lane is reserved for their use.

Hurricane Evacuation Route – Major facilities that shall be used to evacuate people from coastal areas in the event of a hurricane; developed by the North Carolina Division of Emergency Management.

Indirect and Cumulative Impacts (ICI) – Impacts on the environment which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or non-federal) or person undertakes such other actions. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air and water and other natural systems, including ecosystems. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

Intelligent Transportation Systems (ITS) – Advanced traffic operations and communications technologies that increase traffic flow on existing facilities, improve safety, and provide better and more accurate traveler information.

Interagency Leadership Team (ILT) – Their purpose is to address Goal #1 of the FHWA/NCDOT Joint Work Plan for Timely Program Delivery with Environmental Excellence. The goal is to: "develop and implement an action plan that demonstrates NCDOT, FHWA, and resource agency commitment to deliver NC's transportation program in a timely manner with environmental excellence." The mission of the ILT is "to develop an interagency plan for North Carolina to balance successfully mobility, natural and cultural resource protection, community values, and economic vitality at the confluence of our missions". Partners include: FHWA, USACE, USEPA, USFWS, NOAA, NCDOT, NCDOT, NCDENR, NCDOT, and the NCWRC.

Interchange – A system of interconnecting roadways in conjunction with one or more grade separations that provides for the movement of traffic between two or more roadways or highways on different levels (with ramps).

Intermodal – Interconnectivity between various types (modes) of transportation.

Intermodal Surface Transportation Efficiency Act (ISTEA) – Landmark federal legislation signed into law in 1991. It made broad changes in the way transportation decisions are made by emphasizing diversity and balance of modes as well as the preservation of existing systems and construction of new facilities. The law expired in 1997, but much of the program were carried forward by the Transportation Equity Act for the 21st Century (TEA-21).

Intersection – The general area where two or more highways join or cross, including the roadway and roadside facilities for traffic movements within the area. The three general types of highway crossings are at-grade intersections, grade separations without ramps, and interchanges.

Interstate – A full control of access Freeway of at least four lanes designated by USDOT as part of the Interstate System. Interstates are the highest form of Freeways and have uniform geometric and construction standards, which include a minimum of four 12-foot wide travel lanes, a minimum shoulder width, full control of access, and design speeds of 50 to 70 miles per hour.

Interstate System – Formally known as the Dwight D. Eisenhower National System of Interstate and Defense Highways, it is the system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States. Also connects the United States to internationally significant routes in Canada and Mexico.

Interstate Loops and Spurs – Interstate connectors or full or partial circumferential beltways around an urban area. These highways carry a three-digit number.

Land Use Plan – A plan that establishes strategies for the use of land to meet identified community needs.

Land Use – Refers to the manner in which portions of land or the structures on them are used, i.e. commercial, residential, retail, industrial, etc.

Land-use Classification – Classification providing information on land cover, and the types of human activity involved in land use. It may also facilitate the assessment of environmental impacts on, and potential or alternative uses of, land.

Left-over – Also known as a “Directional Crossover”, is an intersection which eliminates full-movement intersections. Traffic on the primary route is not affected; however, traffic on the secondary route must turn right onto the primary route and make a U-turn either at a median opening or the next full-movement intersection.

Level of Service (LOS) – 1) A qualitative assessment of a road's operating conditions. For local government comprehensive planning purposes, LOS means an indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. LOS indicates the capacity per unit of demand for each public facility. 2) This term refers to a standard measurement used by transportation officials which reflects the relative ease of traffic flow on a scale of A to F, with free-flow being rated LOS-A and congested conditions rated as LOS-F.

Limited Control of Access – Connections to a facility provided only via ramps at interchanges (major crossings) and at-grade intersections (minor crossings and service roads). No private driveway connections allowed. A control of access fence is placed along the entire length of the facility, except at intersections, and at a minimum of 1000 feet beyond the ramp intersections on the Y lines (minor facility) at interchanges (if possible).

Long Range Transportation Plan (LRTP) – A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

Median – The portion of a highway physically separating opposing directions of travel, not including two-way left-turn lanes; can be non-traversable (a physical barrier, such as a concrete barrier or landscaped island) or traversable (grass median or monolithic island), but not painted or striped.

Merge – A movement in which traffic combines from the primary roadway and an entrance ramp.

Merger 01 – The melding together of 404 regulations and NEPA for current projects. One of the goals of the Merger 01 process is to incorporate regulatory requirements into the NEPA decision-making process. The Merger 01 process is also designed to improve interagency coordination and it is an effort to streamline the project development and permitting processes.

Metropolitan Planning Organization (MPO) – A federally mandated transportation policymaking entity made up of representatives from local government and transportation authorities for urban areas with populations greater than 50,000. MPOs are responsible for developing long-range transportation plans and Transportation Improvement Plans (TIP) for their respective regions, while ensuring transportation projects and programs are based on a comprehensive, cooperative, and continuing (3-C) planning process.

Mitigation – The process of moderating the impact(s) a project has on the environment.

Mobility – The ability to move unimpeded, safely, and efficiently using a reliable transportation system.

Multimodal – The availability of multiple transportation options, especially within a system or corridor.

Multiple Land Use – Use of land for more than one purpose, for example, grazing of livestock, recreation and timber production. The term may also apply to the use of associated bodies of water for recreational purposes, fishing and water supply.

National Ambient Air Quality Standards (NAAQS) – Federal standards that set allowable concentrations and exposure limits for various pollutants. The USEPA developed the standards in response to a requirement of the Clean Air Act of 1990. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

National Environmental Policy Act of 1969 (NEPA) – An act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality (CEQ) to administer NEPA, and to provide for other purposes. NEPA requires that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made. The NEPA process consists of a set of fundamental objectives that include interagency coordination and cooperation, and public participation in planning and project development decision-making.

Environmental reviews involve an interdisciplinary and interagency process. This coordinated review process includes input from the public, as well as from other agencies, to guarantee that all environmental protections, as well as other issues are addressed.

National Highway System (NHS) – The Interstate System as well as other roads important to the nation's economy, defense, and mobility; developed by the United States Department of Transportation in cooperation with the states, local officials, and metropolitan planning organizations.

Natural Resources – Natural assets (raw materials) occurring in nature that can be used for economic production or consumption. See also renewable natural resources and non-renewable natural resources.

No Control of Access – Connections to a facility provided via ramps at interchanges, at-grade intersections, and private driveways. No physical restrictions, i.e., a control of access fence, exist. Normally, private driveway connections are defined as one connection per parcel. Additional connections may be considered if they are justified and if such connections do not negatively impact traffic operations and public safety.

North Carolina Intrastate System – A 3,600 mile system of highways designated by the North Carolina General Assembly in 1989 to be improved to at least four lanes in order to encourage economic development and growth, and connect the population areas to outlying areas of the state.

Notice of Intent (NOI) – An announcement to the public and to interested agencies that a project is being developed and that an EIS will be prepared. It briefly describes the study area, the proposed action, its proposed purpose and need, the agency's proposed public scoping process, and identifies the agency contact person (name and address).

Operations – The day to day tasks associated with maintaining and constructing highways. Includes evaluating driveway permits, traffic signal installations, overseeing constructing projects, and patching potholes. The 14 NCDOT Highway Division Offices are the primary groups responsible for handling the daily operations.

Partial Control of Access – Connections to a facility provided via ramps at interchanges, at-grade intersections, and private driveways. Private driveway connections are normally defined as a maximum of one connection per parcel. One connection is defined as one ingress and one egress point. The use of shared or consolidated connections is highly encouraged. Connections may be restricted or prohibited if alternate access is available through other adjacent public facilities. A control of access fence is placed along the entire length of the facility, except at intersections and driveways, and at a minimum of 1000 feet beyond the ramp terminals on the minor facility at interchanges (if possible).

Permit – Written permission given by a governmental agency with "permitting" authority to take certain action during specific steps of a project development process. Example: permits may include permission for any construction, excavation, depositing of material, or other work in navigable waters (USACE), permission required for the discharge of dredged or fill material into waters of the United States (USACE). A permit may also refer certain other clearances or certifications such as a clearance from the FAA for proposed highway construction in the vicinity of public use and military airports, and water quality certifications for the licensing of an action that would result in a discharge into regulated waters. These approvals, plus certain others relating to solid waste management, underground storage tanks, coastal zone areas, etc., involve approvals and documentation commonly referred to as permits.

Preferred Alternative – The recommended alternative put forth no later than the FEIS. A recommended Preferred Alternative can be identified in the DEIS.

Public Hearing – A meeting designed to afford the public the fullest opportunity to express opinions on a transportation project. A verbatim record (transcript) of the proceedings is made part of the project record.

Public Involvement – The process through which government communicates with its stakeholders using a series of products, tools, documents and outreach opportunities.

Public Meeting – An announced meeting conducted by the convening agency designed to facilitate participation in the decision-making process and to assist the public in gaining an informed view of a proposed project at any level. Can be referred to as a public information meeting or workshop.

Purpose and Need Statement – Establishes why the project is proposed and is the foundation to determine if alternatives meet the needs in the area. The Purpose and Need Statement is developed in consultation with local, state and federal agencies as well as the public. It is the first concurrence point of the 404/Merger process.

Quadrant Interchange – Also known as “square loops”, is an interchange which consists of converting a full movement intersection into a grade separation and provides a quadrant roadway connecting the two streets, thus creating two new intersections. By dividing the movements of a single full movement intersection into two full movement intersections the overall efficiency is improved.

Queue – A line of vehicles waiting to be served by the roadway network or intersection control.

Ramp Junction – A short segment of highway along which vehicles transfer from an entrance ramp to the main roadway or from the main roadway to an exit ramp.

Ramp Meter – A traffic signal that controls the entry of vehicles from a ramp onto a limited access facility; the signal allows one or two vehicles to enter on each green or green flash.

Ramp Terminal – The roadway segment over which an entrance or an exit ramp joins with a surface street.

Right-in/Right-out – A roadway intersection where vehicles are restricted to entering and exiting an intersection by right-turn movement only.

Right of Way – The land (usually a strip) acquired for or devoted to highway transportation purposes.

Roundabout – An unsignalized intersection with a circulatory roadway around a central island with all entering vehicles yielding to the circulating traffic.

Rural Planning Organization (RPO) – Planning entities for rural (non-MPO) areas of three to 15 counties (establishment is voluntary). Core roles include: 1) development and prioritization of transportation projects for input into the State Transportation Improvement Program (TIP); (2) coordination of local and regional multimodal transportation plans; (3) providing an information clearinghouse (information resource center); and, (4) providing a mechanism for meaningful public participation.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) – Congressional act authorizing federal surface transportation programs for highways, highway safety, and transit for the five-year period from 2005- 2009.

Scoping – The process of establishing the principal issues to be addressed in an environmental impact assessment.

Secondary and Cumulative Effects – See Indirect and Cumulative Impacts.

Service Interchange – A junction between a freeway and a secondary roadway.

Service Road – A public or private road, auxiliary to and normally located parallel to a controlled access facility or arterial that maintains local road continuity and provides access to parcels adjacent to the controlled access facility or arterial.

Shared Access – A single access connection serving two or more adjoining lots or parcels.

Shoulder – The portion of the roadway contiguous to the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of the roadway.

Square Loops – Also known as “quadrant interchange”, is an interchange which consists of converting a full movement intersection into a grade separation and provides a quadrant roadway connecting the two streets, thus creating two new intersections. By dividing the movements of a single full movement intersection into two full movement intersections the overall efficiency is improved.

Stakeholder – Individuals, communities, government agencies, private organizations, nongovernmental organizations or others having a legitimate interest or "stake" in both the process and outcomes of a project.

Statewide Transportation Plan – Formally known as North Carolina’s Long-Range Multimodal Transportation Plan, it is the state’s plan which identifies and evaluates a full spectrum of future transportation needs and potential solutions by mode and by function. The overriding purpose of this Statewide Transportation Plan is to establish a long-range blueprint for transportation investment in North Carolina. The Statewide Transportation Plan also provides a balanced picture of the state's transportation challenges and opportunities based on anticipated resources, projected passenger and freight movement needs, and estimated improvement costs. The end result is a preferred North Carolina transportation investment strategy for the next 25 years.

STRAHNET – The Department of Defense’s Strategic Highway Network for moving military personnel and equipment.

Strategic Highway Corridors (SHC) – A set of primarily existing highway corridors that exemplify the long-term potential to serve passenger and freight movement in a high-speed manner. These facilities, upon some level of improvement, will substantially increase the mobility and connectivity of travel to destinations within and just outside North Carolina, while helping foster economic prosperity and promoting environmental stewardship. The Board of Transportation adopted the SHC concept as a part of the Statewide Transportation Plan in September 2004.

Superfund – The common name used for the trust fund or process established under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) to clean up hazardous waste sites across the country. Also used to in the context of a cleanup site that has been placed on the National Priorities List (e.g. a Superfund site).

Superstreet – The common name for an intersection design on a divided highway in an urban area in which a right turn, followed by a u-turn, replaces a prohibited left turn or through movement. Motorists using the major highway have the ability to turn right and (usually) left onto the minor street. Motorists on the side street can only to turn right onto the major highway, then must proceed to median crossover at least 800 feet downstream, make a u-turn on the major highway followed by a right onto the minor street to continue on “through” the intersection (if applicable). The intersections and median crossovers may be signalized. A similar design with directional crossovers, median u-turns, and no traffic signals is used in rural areas.

System Interchange – A junction between two intersecting freeways.

Thoroughfare – A facility with a functional purpose of moderate to low mobility and high access. The facility has no control of access, traffic signals, driveways with full movements, and a minimum of 2 travel lanes without a median. Connections are provided primarily at at-grade intersections.

Transportation Equity Act for the 21st Century (TEA-21) – Congressional act authorizing federal surface transportation programs for highways, highway safety, and transit for the six-year period from 1998-2003.

Transportation Improvement Program (TIP) – Federally-mandated, fiscally constrained schedule that prioritizes transportation projects and studies of regional or statewide significance that covers a minimum period of three years. (7 years in North Carolina.) A short-term, fiscally constrained program of multimodal transportation projects for metropolitan areas. It documents the anticipated timing, cost, and rationale for transportation improvements to be made in the region. It translates recommendations from the long-range transportation plan into a short-term program of improvements. The MPO generally prepares and updates the TIP every year (but is only required to do so every 2 years) in cooperation with the state transportation and public transit operators.

MPOs, federal transportation agencies, and the Governor must approve the program.

Travel Demand – A measure of transportation activity. Specifically for highways, the number of vehicles desiring to use a particular facility.

Travel Demand Management (TDM) – A system of actions whose purpose is to alleviate traffic problems through improved management of vehicle trip demand. These actions, which are primarily directed at commuter travel, are structured to either reduce the dependence on and use of single-occupant vehicles, or to alter the timing of travel to other, less congested time periods. Simply stated, the purpose of travel demand management is to maximize the movement of "people," not vehicles, within the transportation system.

Truck Traffic Percentages – The percentage of trucks of the total number vehicles using a highway.

Vehicle Miles Traveled (VMT) – A measure of highway use; measures the total miles traveled by all vehicles in the area for a specified time period (one vehicle traveling one mile is one vehicle-mile).

Weaving – The crossing of two or more traffic streams traveling in the same direction along a significant length of highway, without the aid of traffic control devices (except for guide signs).

Wetlands – Areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Zoning – Process in physical planning, or the results thereof, in which specific functions or uses are assigned to certain areas (for example, industrial zones, residential areas).

Sources:

NCDOT Strategic Highway Corridors. *Glossary of Terms*.

http://www.ncdot.org/doh/preconstruct/tpb/SHC/pdf/shc_glossary.pdf. Website accessed January 27, 2010.

Transportation Research Board, *Highway Capacity Manual*. Washington, D.C. 2000.

American Association of State Highway and Transportation Officials – *A Policy on Geometric Design of Highways and Streets*, Fifth Edition. Washington, D.C. 2004.

Appendix H - Links

Links

Comprehensive Transportation Plans	https://connect.ncdot.gov/projects/planning/Pages/Comprehensive-Transportation-Plans.aspx
Congestion Mitigation & Air Quality in North Carolina	https://connect.ncdot.gov/projects/planning/Pages/CongestionMitigationAirQualityNC.aspx
Crash Data and Maps	https://connect.ncdot.gov/resources/safety/Pages/Crash-Data.aspx
Division of Bicycle and Pedestrian Transportation	http://www.ncdot.gov/bikeped/
Feasibility Study Documents	https://connect.ncdot.gov/projects/planning/Pages/FeasibilityStudyDocuments.aspx
NC State Ethics Commission	http://www.ethicscommission.nc.gov/sei/blankForm.aspx?type=MPO_RPO
NCDOT Division 11	http://www.ncdot.gov/doh/divisions/?id=11
NCDOT Division 9	http://www.ncdot.gov/doh/divisions/?id=9
NCDOT Employee Directory	https://apps.dot.state.nc.us/dot/directory/
Northwest Piedmont RPO	http://www.ptrc.org/nwprpo
Piedmont Authority for Regional Transportation (PART)	http://www.partnc.org/
Prioritization Resources	https://connect.ncdot.gov/projects/planning/Pages/PrioritizationResources.aspx
Secondary Roads Database Lookup	https://apps.ncdot.gov/SRLookup/
State Transportation Improvement Program	https://connect.ncdot.gov/projects/planning/Pages/State-Transportation-Improvement-Program.aspx
Statewide Logistics Plan	http://www.ncdot.gov/business/committees/statewidelogistics/
Strategic Transportation Investments	http://www.ncdot.gov/strategictransportationinvestments/
Traffic Data and Counts	http://www.ncdot.gov/projects/trafficsurvey/
Winston-Salem Metropolitan Planning Organization	http://www.cityofws.org/departments/transportation/mpo
Yadkin Valley Economic Development District, Inc. (YVEDDI)	http://www.yveddi.com/yveddi-public-transportation/