

**FY 2019-2020
PLANNING WORK PROGRAM
Narrative
NWRPO Rural Planning Organization
(TEMPLATE)**

I. DATA COLLECTION AND ASSESSMENT		
I-1 DATA COLLECTION AND ASSESSMENT		\$ 12,000.00
I-1.1 Highway	Perform crash data analysis, traffic volume counts, and parking inventories as needed.	
I-1.2 Other Modes	Update and maintain bicycle, pedestrian, and trail facility data; attend County transit system TAB	
I-1.3 Socioeconomic	Update socioeconomic and demographic data for all counties; participate in regional CommunityViz meetings.	
I-1.4 Title VI	Ensure NWRPO is compliant with Title VI requirement; update Environmental Justice and Limited English Proficiency (LEP) Assessment.	
II. TRANSPORTATION PLANNING		
II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT		\$ 13,000.00
II-1.1 Develop CTP Vision	Assist with Steering Committee set-up for Regional Plan distribute CTP goals survey.	
II-1.2 Conduct CTP Needs Assessment	Verify socioeconomic data for Regional CTP.	
II-1.3 Analyze Alternatives and Environmental Screening	Assist with alternatives and environmental screenings for CTP.	
II-1.4 Develop Final Plan	Assist with development of maps for CTP.	
II-1.5 Adopt Plan	Prepare adoption resolutions for Regional CTP; attend presentation of CTPs to County and Municipal boards.	
II-2 PRIORITIZATION		\$ 18,226.00
II-2.1 Project Prioritization	Prepare and present to TCC/TAC spreadsheet of Committed, Carryover, Holding Tank, and Deleted projects; hold meeting in each county to solicit new projects; obtain TCC/TAC approval of projects; gather data for highway projects and enter highway and non-highway projects into SPOT Online; discuss Alternative Criteria rates with other RPO/MPOs and Divisions; attend SPOT training; update Local Input Methodology; carry out steps of Methodology; post information on website as required by Methodology.	
II-3 PROGRAM AND PROJECT DEVELOPMENT		\$ 2,000.00
II-3.1 STIP Participation	Review status of projects in STIP, report to TCC/TAC.	
II-3.2 Merger / Project Development	Attend merger meetings. Attend project officials and public meetings.	
II-4 GENERAL TRANSPORTATION PLANNING		\$ 15,000.00
II-4.1 Regional and Statewide Planning	Attend NCARPO quarterly meetings, MPO conference, RPO America conference, NC APA conference; NC Rural Center trainings, GIS conferences, NC Safe Routes to School conferences, NC Moves 2050 activities, WSMPO TCC and CTP/MTP Steering, NC Complete Streets conferences and workshops, and other conferences as necessary; participate in NCARPO subcommittee meetings; participate in state workgroup meetings; stay up-to-date on Joint Legislative Transportation Oversight Committee meetings and report to Executive Committee and TCC/TAC as needed; assist municipalities and counties on transportation related projects.	
II-4.2 Special Studies, Projects and Other Trainings		

Coordinate Yadkin Valley Regional Bike Plan; provide planning and support for Piedmont Legacy Trails and other bicycle and pedestrian programs and projects; aid in CMAQ and other air quality outreach and education grants, trainings or programs; attend trainings including facilitation and GIS training; participation in Piedmont Transportation Professionals meetings and trainings.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES \$ 15,000.00

III-1.1 Administrative Documents

Prepare, obtain approval, and submit PWP and needed amendments; prepare and submit Quarterly Reports and Final Yearly Narrative; update MOU and PIP as needed.

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

Prepare minutes, agendas, materials, speakers, etc. for and hold TCC and TAC meetings; inform TAC of ethics information and deadlines; assist TAC members with ethics forms.

III-1.3 Program Administration

Providing transportation information and data; contact NCDOT staff concerning questions from, officials, citizens and TAC /TCC members; update website; perform daily tasks including phone calls, emails, etc.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES \$ 15,000.00

IV-1.1 Program-wide Direct Costs

Direct costs include telephone, occupancy, dues and subscriptions, supplies and computer equipment and services including a new plotter and ArcGIS and Adobe Cloud license.

IV-2 ADVERTISING \$ 1,250.00

IV-2.1 News Media Ads

Advertising costs for Public Hearings, workshops etc; targeted paid advertisements on social media sites.

IV-3 LODGING, MEALS, INCIDENTALS \$ 2,500.00

IV-3.1 Hotel Costs

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

IV-3.2 Meal Costs

Meal costs while on overnight or extended travel.

IV-3.3 Incidentals

Hotel parking, tips, etc.

IV-4 POSTAGE \$ -

IV-4.1 Mailings

IV-5 REGISTRATION / TRAINING \$ 1,250.00

IV-5.1 Conference Registration

MPO conference, RPO America conference, NC APA conference; NC Rural Center trainings, NADO, GIS conferences, NC Safe Routes to School conferences, NC Complete Streets conferences and workshops, and other conferences as necessary;

IV-5.2 Meeting / Workshop / Training Fees

GIS and facilitation training

IV-6 TRAVEL \$ 4,500.00

IV-6.1 Mileage Reimbursement

Reimbursement for total miles traveled at the federal reimbursement rate.

IV-6.2 Car Rental Costs

Reimbursement for rental car usage.

IV-6.3 Other Travel Expenses

Parking fees, air fare, other.

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19 \$ 33,243.00

V-1.1 Incurred Indirect Costs

Indirect costs incurred for the RPO program

TOTAL

\$ 132,969.00