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*Burlington-Graham  
Metropolitan Planning Organization  
March 2019*

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**UNIFIED PLANNING WORK PROGRAM**

**FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020**

**ADOPTED \_\_\_\_\_**

**FUNDS FOR THIS PLANNING WORK PROGRAM PROVIDED BY**

**FEDERAL HIGHWAY ADMINISTRATION  
FEDERAL TRANSIT ADMINISTRATION  
NCDOT PUBLIC TRANSPORTATION DIVISION  
CITY OF BURLINGTON**

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# BGMPO Unified Planning Work Program

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Prepared by the Burlington-Graham Metropolitan Planning Organization. For more information regarding this plan or any other BGMPO activity, please contact us at: Burlington-Graham Metropolitan Planning Organization, PO Box 1358, Burlington, NC 27216-1358. Visit our website for the most up-to-date information and downloadable documents at: [www.bgmpo.org](http://www.bgmpo.org).

### Overview

This document presents the FY 2019 - 2020 Unified Planning Work Program (UPWP) for the Burlington-Graham Metropolitan Planning Organization (BGMPO) study area. It delineates the activities to be accomplished during the period of July 1, 2019 through June 30, 2020, the funding requirements, and the work elements of the FY 2019 - 2020 UPWP.

### Proposed FY 2019 UPWP Activities and Emphasis Areas

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BGMPO activities and emphasis areas for the FY 2019 UPWP are summarized as follow:

- Development of the 2045 Metropolitan Transportation Plan (MTP)
- Development of the 2022-2031 Metropolitan Transportation Improvement Program (MTIP)
- Development of the Comprehensive Transportation Plan (CTP)
- Development of the Regional Freight Study Phase III
- Commence work activities associated with SPOT 6.0
- Continue to implement Fast Act Metropolitan Planning requirements
- Update and Monitoring of Title VI Program compliance
- Monitoring of MPO Performance Measure Targets and TAMP Plans
- Continuation of routine planning - MTIP, UPWP, Data monitoring, GIS, Public Involvement, etc.
- Continuation of special and mandated projects/programs: Title VI, LEP, EJ, safety/freight, modeling,
- Development of five Special Studies
- Preparation of Base Year data collection/inventory and travel survey for the major model update
- Development of 2020 PTRM Household Travel Survey
- Regional and urban transit planning
- Development of Regional Traffic Count Program
- Other Comprehensive, Cooperative, and Continuing (3-C) initiatives eligible for Federal transportation funding

### Background

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The Burlington-Graham area was designated an "Urbanized Area" by the US Bureau of Census in 1974. As a result of this designation, the Burlington-Alamance area formed the BGMPO in 1975. MPOs represent areas greater than 50,000 in population, and North Carolina has 18 MPO's throughout the State. With this new designation came the responsibility of adhering to federal continuing planning requirements. A revised Memorandum of Understanding was executed between the cities of Burlington, Graham, and Mebane, the Towns of Elon, Gibsonville, Whitsett, Green Level and Haw River, the Village of Alamance, Guilford County, Orange County and Alamance County; and the North Carolina Department of Transportation (NCDOT) in 2012. The memorandum delineated responsibilities in maintain and continuing planning process and established the City of Burlington as the Lead Planning Agency (LPA), a Technical Coordinating Committee (TCC) with the responsibility for general review, guidance, and coordination of the continuing planning process. A Transportation Advisory Committee (TAC), comprised of representatives of the elected policy boards in the urban area, was also established to assure coordination between the elected officials, policy boards and the transportation planning process.

The BGMPO is required by federal regulations to prepare an annual UPWP that details and guides the urban area transportation planning activities. Funding for the UPWP is provided on an annual basis by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Essentially, the UPWP provides yearly funding allocations to support the ongoing transportation planning activities of the BGMPO. The UPWP must identify MPO planning tasks to be undertaken with the use of federal transportation funds, including highway and transit programs. The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff works cooperatively with NCDOT and consultants to implement and ensure completion

of the planning tasks identified in the UPWP. The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding.

Tasks are identified by an alphanumeric task code and description. A complete narrative description for each task is more completely described below. The UPWP also contains project descriptions for special projects and Federal Transit Administration (FTA) projects. Special project descriptions are provided by the responsible agency. FTA planning project task descriptions, FTA Disadvantaged Businesses Contracting Opportunities forms, and FTA funding source tables are also included in this work program.

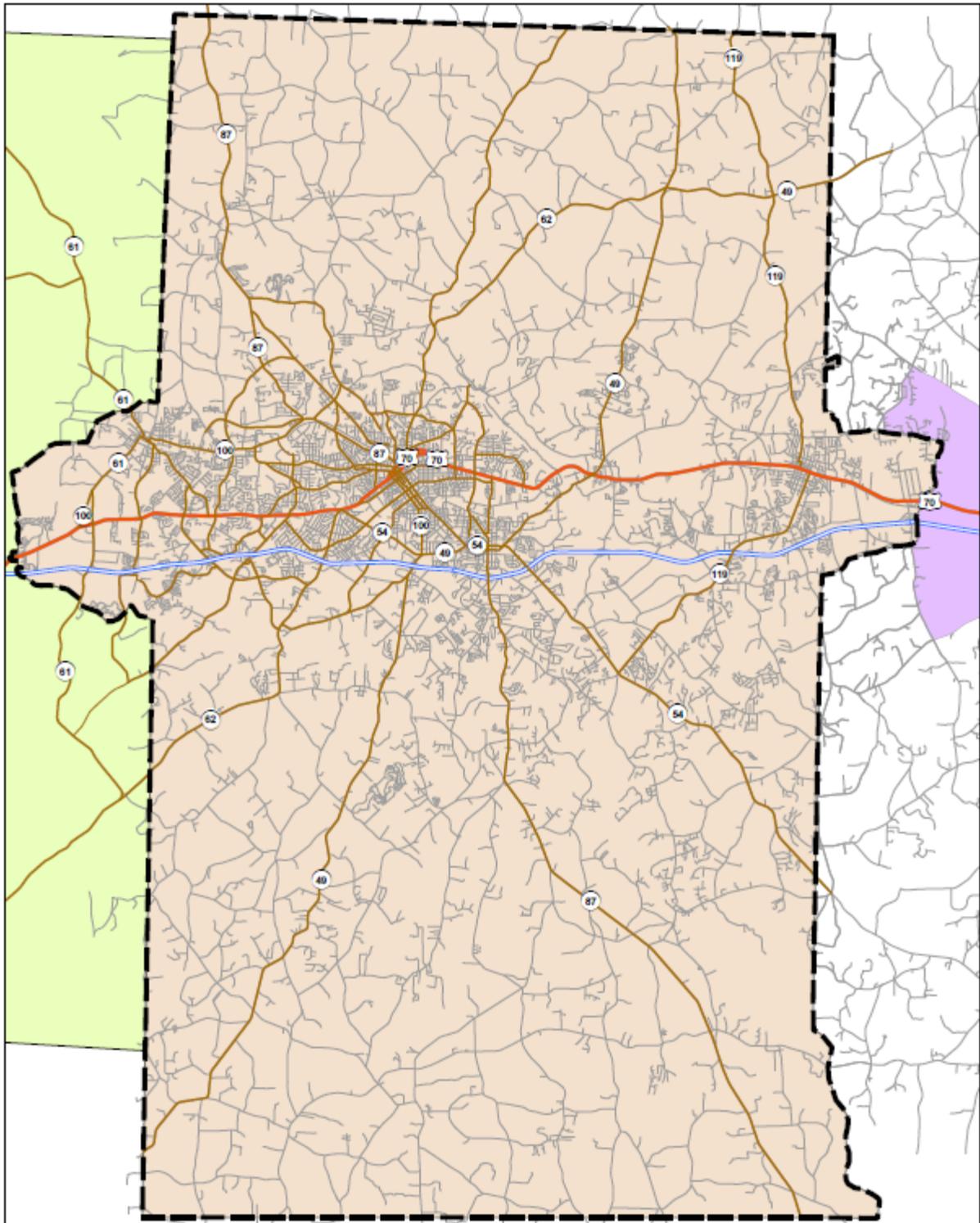
The funding source tables reflect available federal planning fund sources and the amounts of non-federal matching funds. The match is provided through either local or state funds or both. Section 104(f) funds are designated for MPO planning and are used by the LPA to support MPO planning functions. The LPA and MPO jurisdictions use these funds to support the MPO planning functions and regional special projects, such as the Regional Freight Plan, data collection geo-database update, regional model update and enhancement, travel behavior surveys and onboard transit survey, etc.

The sources of funds for transit planning are the Federal Transit Administration's (FTA) Section 5303 and 5307 grants. Transit agencies can also use portions of their Section 5307 capital and operating funds for planning. These funds must be approved by the MPO Board as part of the UPWP approval process.

### BGMPO Area Boundary

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The current BGMPO study area encompasses over 435 square miles and includes all of Alamance County and portions of Guilford and Orange counties. The City of Burlington is the major population and employment center in the region. Like many urban areas, rapid growth and development have contributed to ever-increasing needs in transportation. By federal definition, the MPO's planning area must at least include the urbanized area (as defined by the U.S. Census Bureau) and the contiguous area that may reasonably be expected to become urbanized in the next 20 years.



# BGMPO Boundary

- Legend**
- DCMPO Boundary
  - DCHC MPO
  - Greenboro MPO



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## Metropolitan Planning Factors and Federal and State Requirements

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Federal transportation regulations require MPOs to consider specific planning factors when developing transportation plans and programs in the metropolitan area. Current legislation calls for MPOs to conduct planning that:

1. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increases the safety of the transportation system for motorized and non-motorized users;
3. Increases the security of the transportation system for motorized and non-motorized users;
4. Increases the accessibility and mobility of people and for freight;
5. Protects and enhances the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promotes efficient system management and operation;
8. Emphasizes the preservation of the existing transportation system.
9. Improves the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhances travel and tourism.

## FAST Act Planning Factors

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FAST Act retains the previous eight factors that should be considered when developing plans and programs and adds three planning factors. The following outlines these eleven factors:

- Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve transportation system resiliency and reliability;
- Reduce (or mitigate) the storm water impacts of surface transportation; and
- Enhance travel and tourism. FAST Act Performance Management MAP-21 instituted Performance Management to provide greater accountability and transparency and help achieve the most efficient and effective investment of transportation resources.

The U.S. Secretary of Transportation, in consultation with stakeholders, is to establish performance measures to chart progress toward accomplishment of national goals established in MAP-21: safety, infrastructure condition, interstate system condition, congestion reduction, system reliability, freight movement and economic

vitality, environmental sustainability, and reduced project delivery delays. Performance targets established by the State and MPO will be based on national performance measures and will improve decision making through performance-based planning and programming. The FAST Act adjusts the timeframe for States and MPOs to make progress toward meeting their performance targets under the National Highway Performance Program and clarifies the significant progress timeline for the Highway Safety Improvement Program performance targets. The MPO believes in the proactive involvement of citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other interested parties in the development and updates of transportation plans and programs. The transportation planning activities outlined in this document are aligned with the FAST Act national goals.

### Comprehensive Transportation Plan (CTP)

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Under State law (N.C.G.S. § 136-66.2), for municipalities and counties, or portions thereof, located within an MPO planning area, the development of a CTP shall be by the NCDOT in cooperation with the MPO. The CTP is not required to be fiscally constrained and no minimum horizon year or update timeframes are specified. The CTP is the element of the Metropolitan Transportation Plan (MTP) that identifies transportation needs before fiscal constraint is applied.

The BGMPO and NCDOT-TPD share the responsibility for access management and the planning, design and construction of the recommended projects. The BGMPO CTP will serve as an official guide to providing a well-coordinated, efficient, and economical transportation system for the future of the region. The BGMPO CTP will be utilized to ensure that planned transportation facilities reflect the needs of the public.

### Metropolitan Transportation Plan (MTP)

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The MPO is responsible for developing a MTP for a minimum of 20-year time horizon in cooperation with the state, MPO member agencies and with local transit operators. Balancing technical analysis along with public input will be the core principle used to develop the BGMPO 2045 MTP. The MTP is produced through a planning process which involves the region's local governments, NCDOT and citizens of the region. Additionally, representatives from the offices of the U.S. Department of Transportation (USDOT) Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), North Carolina Department of Environmental Quality (NCDEQ) and the U.S. Environmental Protection Agency (US EPA) provide guidance and participate in the planning process. The Metropolitan Transportation Plan (MTP) must include the following:

- Vision, Goals, and Objectives;
- Land use impacts;
- Identification and assessment of needs;
- Identification of transportation facilities (including major roadways, transit, multimodal and intermodal facilities and intermodal connectors) that function as an integrated metropolitan transportation system;
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities;
- A financial plan that demonstrates how the adopted transportation plan can be implemented;
- Operations and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs; and
- Proposed transportation and transit enhancement activities.

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### Moving Toward Performance Based Planning

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MAP-21 established transportation performance management that promotes performance-based planning practices and data-driven decision-making for both state DOTs and MPOs. Performance-based planning refers to the application of performance management – a “strategic approach that uses performance data to support decisions to help achieve desired performance outcomes.” The regulatory changes to the planning process are intended to improve transportation investment decision-making through increased transparency (through the requirement of performance targets) and accountability (via a requirement to report on progress toward meeting targets) and to support a core set of national goals. State DOTs and MPOs are free to adopt additional locally defined performance measures and targets through a coordinated process that also includes transit service providers. As part of the MTP update, BGMPO must evaluate the condition and performance of the transportation system, establish performance targets, and report on progress toward the achievement of these performance targets. The performance-based planning process should be carried forward through the project selection process and linked to the fiscally constrained Metropolitan Transportation Improvement Program (MTIP) developed at both the statewide and the metropolitan level.

Additional performance plans are now required under MAP-21 for the BGMPO include the:

- Metropolitan System Performance Report
- Transit Asset Management Plan
- Target Achievement
- Special Performance Rules – Special rules apply to the performance elements related to safety (high-risk rural roads and older drivers and pedestrians), Interstate Pavement Condition, and
- National Highway System Bridge Condition
- Performance Reporting – State DOTs and MPOs must report to USDOT on progress toward achieving targets and USDOT will assess such progress

State DOTs and MPOs are free to identify additional measures, but all statewide transportation plans and metropolitan transportation plans will need to address the MAP-21 measures and targets associated with those measures, at a minimum. Moreover, state DOTs, MPOs, and public transportation service providers are required to establish performance targets and to coordinate development of these targets to ensure consistency. The BGMPO is committed to making the transition to developing performance measures in its MTP 2045 update as final guidance becomes available from FHWA and NCDOT.

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### Metropolitan Transportation Improvement Program (MTIP)

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The BGMPO is responsible for developing a Metropolitan Transportation Improvement Program (MTIP) for a five-year time horizon in cooperation with the state, MPO member agencies and with local transit operators. The TIP is produced through a planning process which involves the region's local governments, the NCDOT and citizens of the metropolitan area. The MTIP must include the following:

- A list of proposed federally supported projects and strategies to be implemented during MTIP period;
- Proactive public involvement process;
- Descriptions of each project in the MTIP.

This task addresses periodic updates, reviews, amendments, and progress on the long-range planning process to foster livable and sustainable communities and transportation systems in the BGMPO area as required by FAST Act and the previous legislations.

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### Air Quality Conformity Process

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Transportation-air quality conformity ("conformity") is a way to ensure that Federal funding and approval goes to transportation activities that are consistent with air quality goals. Conformity applies to Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) and to projects funded or approved

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## BGMPO Unified Planning Work Program

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by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) in areas that do not meet -- or have recently not met -- air quality standards for ozone, carbon monoxide, particulate matter, or nitrogen dioxide. These areas are known as "non-attainment areas" or "maintenance areas," respectively. A conformity determination demonstrates that the total emissions projected for a plan or program are within the emissions limits ("budgets") established by the State Implementation Plan (SIP) for air quality, and that transportation control measures – specific projects or programs enumerated in the SIP that are designed to improve air quality – are implemented in a timely fashion.

The BGMPO is required to demonstrate air quality conformity for the BGMPO's MTPs and TIPs. A portion of the Burlington – Graham MPO (BGMPO) that falls within the Triangle region boundary is currently designated as a "maintenance area" for the 8-hour ozone standard. The BGMPO will continue to implement activities, including air quality analysis and conformity determination in its MTP and MTIP. The BGMPO will work with the FHWA and NCDOT in making conformity determinations by performing systems level conformity analysis on the highway portion of the MTP.

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### FY 2019 Emphasis Areas and Special Projects Descriptions

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Special emphasis projects and new initiatives for the FY2019 UPWP are described below:

#### **Piedmont Triad Regional Model (PTRM) - Major Model Enhancement**

The purpose of this task is to continue to review and analyze existing travel demand and air quality models in order to determine feasible enhancements to the modeling procedures that are used in the PTRM study area. BGMPO will continue to assist in the development of the regional travel demand model. One of the customary first tasks will be to identify and select model enhancements for implementation based on the needs of the BGMPO member jurisdictions.

Specific activities to develop model enhancements include: staff time preparing and evaluating technical proposals for model revisions and developing the model; negotiating the scope of enhancements with regional model partners; consultant assistance (Piedmont Authority for Regional Transportation (PART)) in preparing technical specifications and in developing the model; and research and peer contact aimed at assessing the technical merits and operational challenges of the various modeling strategies that will be under consideration.

#### **Special Planning Studies**

The BGMPO annually designates a portion of planning funding for special studies. Special studies include staff time and professional services for the development of transportation studies. Staff will assist sub-grantee members to meet procurement requirements. At least four special studies are anticipated in FY 2019 – 2020.

#### **Data Collection and Data Management**

The MPO is required by federal regulations and the 3-C process to perform continuous data monitoring and maintenance. The BGMPO re-evaluated its traffic count program in an effort to begin a comprehensive and systematic approach to data collection and management, to be consistent with statewide traffic data collection, and for use in the regional travel demand model. The BGMPO will expand its current traffic count program to better plan for future transportation needs by counting a majority of the intersections within the BGMPO three county planning areas.

The BGMPO, in cooperation with the City of Burlington, will use traffic cameras for (13-hour) full-turning movement counts and submit the data to a private contractor for analysis. All of the proposed count sites will be scheduled on a biennial schedule. The traffic count data will be part of the metrics used to measure performance targets under MAP-21 and included in our Piedmont Regional Travel Demand Model update, as well as to fill a jurisdiction's particular need. In addition to the regularly schedule traffic counts, numerous other special counts will be taken to support specific transportation planning projects, or at the request of local governments for various reasons. A number of transportation and traffic conditions will be continuously surveyed and compiled annually to feed into various MPO technical analyses such as modeling, Metropolitan Transportation Plan update, project development, Title VI planning, EJ/LEP demographic profiles, TIP, project prioritization, etc.

### **Title VI Planning**

The purpose of this work task is to ensure that no person will, on the grounds of race, color, national origin, income, gender, age, and disability, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the BGMPO. The BGMPO will update its Title VI and Limited English Proficiency (LEP) Program Plans to ensure consistency with current guidelines and continue to monitor the Title VI program and implement Title VI Assurance.

### **Safety and Security Planning**

The purpose of this task is to reduce the human and economic toll on the region's multi-modal transportation system due to traffic crashes through collaboration and supporting NCDOT's Vision Zero initiative including engineering, enforcement, education and emergency response to meet newly enacted safety performance measures. BGMPO will continue to analyze safety data and collaborate with NCDOT and regional safety stakeholders to monitor safety programs and continually revise and refine the planning process.

### **Land Use, Socio-Economic, Environmental**

The purpose of this task is to collect, maintain and analyze regional land use, socio-economic and environmental data that will be used in regional demographic forecasting, transportation planning, land use planning, air quality planning, emergency planning, Title VI and economic development efforts. BGMPO will continue to participate, provide input to member jurisdictions and agencies in the development of local comprehensive plans, and provide guidance to NCDOT Project Development and NEPA on land use and zoning issues affecting the project development and process.

## **FY 2019 UPWP Funding Source**

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FY 2019 UPWP funding levels as well as the descriptions of funding sources is summarized below:

**Planning (PL) Section 104(f)** – These funds are Federal Highway Administration (FHWA) funds for urbanized areas, administered by NCDOT, and require a 20% local match. The PL funding apportionment to the state is distributed to the MPOs through a population-based formula. The proposed Section 104(f) funding level is based on the FAST-ACT Section 104(f) allocation. The statewide section 104(f) funds are distributed among all MPOs based on a formula. The BGMPO PL fund allocation for FY2019 is below.

PL Section 104(f) Funds (80%) \$ 263,540  
Local match (20%) \$ 65,885  
**Total \$ 329,425**

**NCDOT MPO/RPO Fund Account** – NCDOT is initiating a new PL funding program for FY19-20. With the new system, MPOs will no longer maintain unobligated balances. The NCDOT will redistribute available planning funds based on the PL formula. The total amount that will be distributed to each MPO will be FHWA's early allocation in addition to any available remaining PL funds. These federal funds will be administered by NCDOT and require a 20% local match. The BGMPO will request \$ 117,625 from the NCDOT PL Fund Account to supplement Planning (PL) Section 104(f) funds.

NCDOT PL Fund Account (80%) \$117,625  
Local Match (20%) \$ 29,406  
**Total \$147,031**

**BGMPO PL Fund Total \$476,456**

**FTA Funds** - Two types of funds are used for transit planning purposes by the BGMPO; Section 5303 and Section 5307 funds administered through the Federal Transit Administration (FTA) and the NCDOT Public Transit Division. The BGMPO is served by four regional and one fixed route transit systems: Orange Public Transportation (OPT)

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## BGMPO Unified Planning Work Program

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serves all of Orange County and parts of Alamance County. Go Triangle operates a regional bus service connecting Durham to Raleigh, Chapel Hill, Apex, Hillsborough, and Wake Forest. The Alamance County Transportation Authority serves the transportation needs of the elderly, disabled, and general public in Alamance County. The Authority utilizes vans and buses which are ADA equipped, including wheelchair lifts, to assist persons with specialized needs. The Piedmont Authority for Regional Transportation (PART) Alamance Burlington Express connects Greensboro, Burlington, Graham, Mebane, and Chapel Hill and the Burlington Link Transit serves Burlington, Gibsonville, and Alamance Community College.

**Section 5303** funds are grant monies from FTA that provide assistance to urbanized areas for transit planning. The funds are for planning and technical studies related to urban public transportation. They are provided from the FTA through the NCDOT-PTD to the MPO (80% from FTA, 10% from NCDOT-PTD, and 10% local match).

**5303 BGMPO Total**

**Federal (80%)** \$20,000

**State (10%)** \$2,500

**Local (10%)** \$2,500

**Total Sect. 5303** \$25,000

**Section 5307** funds can be used for transit planning as well as other related purposes, and are distributed by formula by FTA. Transit providers are eligible to use Section 5307 funds from the FTA for assistance on a wide range of planning activities. These planning funds require a 20% local match.

**5307 BGMPO Total**

**Federal (80%)** \$120,000

**Local (20%)** \$30,000

**Total Sect. 5307** \$150,000

**Burlington Graham Metropolitan Planning Organization  
UNIFIED PLANNING WORK PROGRAM (UPWP) - FY19**

**July 1, 2019 to June 30, 2020**

**Introduction**

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding.

**Funding Summary FY 2019-2020 (PL104)**

Federal Highway Administration - 80%		\$	263,540
NCDOT PL Fund Account - 80%		\$	117,625
	<b>Total PL Funds</b>	<b>\$</b>	<b>381,165</b>
Local Match - 20%		\$	95,291
	<b>Total</b>	<b>\$</b>	<b>476,456</b>

**Program Summary for MPO Planning and Administration (PL Funds)**

II-A Data and Planning Support	\$	138,316	29.03%
II-B Planning Process	\$	223,544	46.92%
III-A Planning Work Program	\$	10,612	2.23%
III-B Transp. Improvement Plan	\$	11,332	2.38%
III-C Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$	14,000	2.94%
III-D Statewide and Extra-Regional Planning	\$	7,000	1.47%
III-E Management Ops, Program Support Admin	\$	71,652	15.04%
<b>TOTAL PL104</b>	<b>\$</b>	<b>476,456</b>	<b>100.00%</b>

### Public Involvement and Title VI

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Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the MTP, the short-term MTIP, and the annual UPWP. Emphasis is placed on broadening participation in transportation planning to include key stakeholders who have not traditionally been involved, including the business community, members of the public, community groups, and other governmental agencies. Effective public involvement will result in opportunities for the public to participate in the planning process.

Public input into this document was achieved in accordance with the adopted Public Participation Plan of the BGMPO. TCC and TAC members were requested to provide project submittals for consideration of PL, 5307 and 5303 funding. The draft document was also published on the BGMPO website at <http://www.bgmipo.org>. The availability of the document was noted in the legal advertisement section posted in the local paper.

### Certification of MPO Transportation Planning Process

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As part of the annual UPWP adoption process, the BGMPO Technical Advisory Committee is required to approve the FY2019 – 2020 BGMPO UPWP and to certify that it adheres to the 3-C transportation planning process. The resolutions adopting the UPWP and certifying the transportation planning process is included as part of this work program.

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Anticipated DBE Contracting Opportunities for FY 2019 – 2020

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The BGMPO is anticipating the following Disadvantaged Business Enterprise (DBE) contracting opportunities for FY 2019-2020. It is the policy of the BGMPO to ensure that DBEs as defined in 49 CFR Part 26 have an equal opportunity to receive and participate in federally-assisted contracts. Implementation of the DBE program is in compliance with all other legal obligations incurred by the BGMPO in its financial assistance agreements with the Department of Transportation. Contracting opportunities will be distributed to DBE and non-DBE business communities that perform work for the BGMPO on federally assisted contracts. The dissemination will be accomplished by posting a link on the BGMPO website.

BGMPO Administration and Management

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UPWP Work Items

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**II-A Data and Planning Support**

**Objective: To monitor travel and development patterns in order to determine growth areas and identify potential transportation/congestion management issues and intermodal linkages.**

**Programmed Amount: \$138,316**

**29.03% Staff Budget**

- II-A-1 (Traffic Volume Counts) Traffic data is needed for continuous and on-going MPO planning activities. The MPO will expand its annual intersection counts for maintenance and monitoring of the computerized signal system to include all of the BGMPO planning area using consultant services and equipment. Traffic count data analysis will be made available to PART, the NCDOT TPD Coordinator and member jurisdictions upon request. Counts will include intersection turning movement and ADT counts as needed.
- II-A-1 (Street System Change) As development continues and area boundaries modify the MPO will evaluate the street network for changes or revisions to the CTP and/or MPO planning activities. This evaluation will include maintenance and inventory of the signals and design of the street system. Review construction project schedules for completion dates and upcoming system changes. Also coordinate with NCDOT for Functional Class revisions.
- II-A-1 (Traffic Accidents) Monitor data / provide to TCC and public. Use NCDOT Crash Data as needed for planning studies and local area high accident location.
- II-A-1 (Transit System Data) Short-range and mid-range transit planning efforts will be conducted by the MPO in cooperation with regional transit providers Piedmont Authority for Regional Transportation and Triangle Transit. Data will continue to be collected to inform various transit planning efforts in the region, including the Metropolitan Transportation Plan, Transit Maintenance Plans, and local implementation planning efforts. This could include the evaluation of transit service performance, development of cross-regional route(s), universities/college route(s) and urban service routes that extend beyond the boundaries of the general BGMPO area. Transit partners/operators will identify strengths and weaknesses of service by route in order to assess service barriers and future options. Information will be used to monitor service and meet NCDOT and FTA reporting requirements. The MPO will continue to assist and support the transit planning and administration of the Link fixed route system.
- II-A-1 (Mapping) The MPO and Burlington GIS work together to create and maintain GIS mapping of MAB, UAB, TAZ and Census data maps for the MPO. Mapping for the Triad Regional Model and TIP project mapping will be developed. CTP mapping will also be updated. Annual and on-going task.

- II-A-1 (Bicycle & Pedestrian Inventory) Assist with local bike and pedestrian improvement projects. Identify grant programs for MPO members to participate/apply.
- II-A-2 Travelers and Behavior
- Objective: To improve the quality of transportation plans and other planning endeavors in the BGMPO planning area through ongoing collection and maintenance of data related to existing and proposed land uses and evolving socioeconomic conditions affecting transportation planning.
- II-A-2 (DU/Population & Employment Changes) If Needed - Review land use and zoning petitions as requested. Coordinate with the US Census Bureau, as well as other agencies to review, analyze confirm, and distribute information collected from the census data as it is available needed for transportation planning efforts. Annual maintenance from building permit data and annexation. Monitor for any revisions to land use or travel models in the MPO area.
- II-A-2 (Collection of Base Year Data) Monitor changes that are related to planning tasks within the MPO planning boundary. Compare existing characteristics with projections to anticipate planning needs and activities. Continue to build and maintain a data repository of information to support local and regional transportation efforts. This task is also supported by the Piedmont Triad Regional Travel Model process via the Piedmont Authority for Regional Transportation (PART). Building permits and annexation information is updated and sent to PART for model update. Evaluate by TAZ if needed to determine population, housing density, employment, etc. CTP update will be updated with new data.
- II-A-2 (Travel Surveys) Household Survey update and previous data from the Piedmont Travel Survey will be used. This task is conducted by PART in cooperation with the Triad MPO's. Provides origin and destination data and what other modes of travel are used (if any).
- II-A-2 (Collection of Network Data) The MPO will monitor roadway corridors and intersection improvements not included in base travel demand model network. Activities related to the MTP Update completed in prior work plan. CTP update will required network data.
- II-A-2 (Travel Time Studies) This task also is shared with PART and Triad MPO's. Provides origin and destination data and what other modes of travel are used (if any).
- II-A-2 (Capacity Deficiency Analysis) Work with traffic forecast and current traffic counts to evaluate LOS and V/C ratios for local roadways. This data will assist in the prioritization of transportation improvements in the area, and will be used to develop problem statements for priority projects. Use of Triad Model with this task.
- II-A-3 Transportation Modeling
- Objective: To assist in maintaining the Piedmont Triad Regional Model (PTRM) for the BGMPO planning area that provides capacity to perform simulations and scenario planning on a continuing basis for examining localized modeling for traffic activity within the BGMPO planning area.
- II-A-3 (Travel Model Update) The MPO will continue to coordinate with the NCDOT, PART and local MPO's to enhance and develop the regional travel model. The transportation model, including assisting in assessment of quality of transportation modeling databases and planning tasks to be completed for the Long Range Transportation Plan update. The MPO will utilize the updated regional model in cooperation with all model team members. Continuous Work with the PTRM team, PART and TPB to meet the needs of the Triad Regional Model. Provide staff support and financial resources for model maintenance. Monitor model coding and network for updates. Consultants may be contracted to provide additional model support during the year. This task is shared by all Triad MPO's and PART staff.

II-A-3 (Forecast of Future Travel Patterns) Review TIA documents for development and create travel pattern assumptions based on growth and development of urban area. Testing of alternative/future travel patterns is also an element in the Regional Model and CTP Update task.

II-A-3 (Financial Planning) Update and adjust cost estimates on local projects as needed. The MPO will develop realistic, best estimates of funding sources available and project cost estimates throughout

the forecast years for the next MTP/CTP and other pertinent planning efforts. Evaluate and discuss alternative project financing for local and state projects. Monitor and adjust cost estimates prepared for MTP Horizon Year tables.

**II-B Planning Process**

**Objective:** **To plan for efficient movement of people and goods through linkages between modes of transportation by updating both the MTP and CTP; to examine transportation system deficiencies and determine areas of congestion (incident and recurring) throughout the urban area, which may be reduced by congestion management techniques and strategies, making more efficient use of the existing transportation system including times of emergencies to include improvements in the City of Burlington signal system.**

**Programmed Amount: \$223,544**

**46.92% Staff Budget**

II-B-1 (Air Quality Planning / Conformity Analysis) Monitor regulatory agencies and review proposed standards - in combination with the Triad and Triangle Modeling effort. The MPO staff also monitored state and federal air quality regulations and their relationship to the Travel Demand Model process. Participation on the Triad Interagency Coordination Team and consultation process.

II-B-1 (Freight Movement / Mobility) Regional Freight Study Phase III that the MPO will use to better integrate freight and goods movement into the regional transportation planning process. Freight policies, strategies, and projects specific to BGMPO region identified in the study will be incorporated into the next update of the MTP and MTIP. Freight deficiencies and improvement strategies will be developed. This work is also associated with the Model Development work task.

**II-B-2 Regional Planning**

**Objective:** To increase public awareness and implement the shared vision of the BGMPO planning area in 2045, particularly focused on enhancement of identified multimodal corridors and systems.

II-B-2 (Community Goals & Objectives) - Conduct open TCC and TAC meetings to allow public input and community involvement. The MPO will work with member agencies and the public to gather community input on the region's transportation goals and objectives for all modes.

II-B-2 (Highway Element of the MTP) - Continue update of traffic data for MTP/CTP and Travel Model. Incorporate the Comprehensive Transportation Plan mapping and descriptions.

II-B-2 (Transit Element of the MTP) - Collect, analyze and store data necessary for conducting a viable transit planning process. Coordinate local and regional transit planning activities, and encourage citizen knowledge and awareness of public and private transit services.

II-B-2 (Bike & Ped Element of the MTP) - Work with MPO partners to update Bike & Pedestrian Maps as needed. Work with MPO partners to consider local bike and pedestrian plans for future adoption. CTP element will be updated.

**II-B-3**      **Special Studies**

**Objective:** To examine specific projects involving multimodal issues and linkages with land use, as well as factors that affect future growth patterns, economic development, community design, and impacts on the transportation systems (special area plans, traffic impact studies, corridor studies, CTPs, etc).

II-B-3      The MPO will use its transportation planning consultants to assist the MPO staff with planning tasks on an as-needed basis. (Ongoing throughout Fiscal Year). TCC will identify functional design and corridor studies to conduct via a consultant. New studies/plans for FY2019 will be selected by TAC during the year.

**III-A**      **Planning Work Program**

**Objective:** **To maintain the current UPWP and develop a Unified Planning Work Program for the 2019-20 fiscal year.**

**Programmed Amount: \$10,612**      **2.38% Staff Budget**

III-A-1      (Planning Work Program) Monthly and quarterly reporting systems for the City of Burlington as LPA and NCDOT. MPO staff will continue to evaluate, administer, and amend the FY 2019-20 UPWP as necessary, and will develop quarterly reports to NCDOT for reimbursement of planning funds. Develop DRAFT UPWP. Present to TCC and TAC for review and adoption. Process UPWP amendments and prepare resolutions as needed.

**III-B**      **Transportation Improvement Program**

**Objective:** **To maintain the Transportation Improvement Program (TIP) through appropriate revisions as needed through the Strategic Prioritization Process; to develop the Metropolitan Transportation Improvement Program (MTIP) with a comprehensive update for adaption every five years.**

**Programmed Amount: \$11,332**      **2.38% Staff Budget**

III-B-1      (Prioritization/Transportation Improvement Program) Continue to refine the previous year TIP based on NCDOT program changes, satisfying FAST requirements (SPOT, STI, etc.). Prepare and process changes or amendments necessary. Develop the annual unfunded projects list and collect data and mapping for SPOT online submittals. Staff will participate as necessary in workshops, training, and meetings regarding the NCDOT prioritization process (Ongoing throughout fiscal year) Monitor MTIP and CTP and present new TIP when released from NCDOT.

**III-C**      **Civil Rights Compliance / Other Regulations**

**Objective:** **To continue active citizen education, participation and underrepresented populations involvement in all aspects of the BGMPO planning process.**

**Programmed Amount: \$14,000**      **2.94% Staff Budget**

III-C-1      (Civil Rights Compliance) (Title VI) The MPO will annually adopt certifications and assurances to conform to the state and federal Title VI regulations. The MPO complaint process and the access to information will be monitored for update. MPO staff will work with NCDOT's Office of Civil Rights and Business Opportunity and Workforce Development Office (BOWD) and all member governments to ensure that MPO projects and programs meet the intent of all applicable Title VI legislation. This work task also associated with Community Goals and Objectives.

III-C-2      (Environmental Justice) Review and monitor public participation process for environmental justice populations. Evaluate Public Participation Plan for updates or improvements. Public Participation Plan and Title VI policies updated in previous year. Continue distribution of meeting notifications and MPO programs via local media and agencies.

III-C-3 (Minority Business / MBE) If Needed – existing city policy and MPO actions encourage minority and DBE involvement with MPO programs.

III-C-6 (Public Involvement) The MPO will provide requested information to the public, government agencies and elected officials; increase public awareness of the MPO and its role; increase the opportunities for public involvement. To increase public participation in the metropolitan transportation planning process and 2045 MTP update, especially from those segments of the population that are considered to be traditionally underserved. Through a comprehensive public outreach program, local residents are encouraged to participate in the process by learning more about planning and providing feedback. A diverse set of activities for outreach and communication to local citizens; web site, project development, media relations, education, etc. Each TCC and TAC meeting provide for public comment at the beginning of the meeting agenda. Agendas and other MPO materials are/being translated to Spanish versions.

**III-D Statewide and Extra-Regional Planning**

**Objective: To assist with statewide and regional transportation and related planning efforts. To foster better coordination of planning efforts across jurisdictional boundaries, promote better informed decision-making by staff and policy makers, and better-informed citizens. To support implementation of the current BGMPO Long Range Metropolitan Transportation Plan by encouraging growth patterns and community design to lessen adverse impacts of growth on the state and regional transportation system.**

**Programmed Amount: \$7,000**

**1.47% Staff Budget**

III-D-1 (Regional & Statewide Studies) Provide guidance and expertise on the variables and characteristics that contribute toward enhancing the experience of people using various transportation modes, and embracing the concept of moving people, not just highway. (Ongoing) Coordination with Triad and Triangle MPO's on various transportation planning programs/air quality and TIP planning. Off model tasks needed for the Regional Travel Model maintenance.

**III-E Management Operations / Program Support Admin.**

**Objective: To effectively and efficiently administer and manage initiatives of the MPO TCC and TAC and their various advisory committees and subcommittees; to ensure compliance with federal and state requirements; coordination of MPO activities; with those of all local and state agencies/governments; documentation of MPO activities and to ensure staff has adequate training and resources to conduct these activities.**

**Programmed Amount: \$71,652**

**15.04% Staff Budget**

III-E (Incidental Planning & Project Development / Operations)  
Complete activities that guide and effectively manage the tasks in the Unified Planning Work Program (UPWP), to maintain an effective and efficient continuing, cooperative and comprehensive (3-C) transportation planning process, and to meet the needs of the member local governments and all federal and state requirements. Maintain MPO operations for all member jurisdictions. Serve as resource agency for transportation planning technical assistance. Monitor of state and federal transportation legislation, prepare grant applications for members, and make MPO planning presentations to local agencies. Transit planning tasks continue to increase and the MPO will be the lead agency for urban transit planning activities in the area. Additional staff time and expertise will be necessary as transit activities increase. Attend meetings and provide technical review for transportation planning items. Plan and conduct all TCC and TAC meetings, staff development and training and acquire necessary tools and certifications for the LPA to provide the continuous transportation planning process.

**(Travel)**

NCDOT has implemented a pre-approval procedure to review the eligibility for all training and overnight trips for Federal funds prior to the trips being taken unless included in the UPWP. If not included, this will include sending the Travel Eligibility Verification form to the TPD staff prior to training or overnight travel to ensure eligibility for transportation planning purposes. The BGMPO anticipates attending the following events, meetings, conferences and training this fiscal year in addition to those that are reasonable and necessary for the normal course of business:

- NCAMPO (conference and all other meetings/events)
- AMPO (conference and all other meetings/events)
- TRB (conference and all other meetings/events)
- AASHTO (conference and all other meetings/events)
- NHI (conference and all other meetings/events)
- NTI (conference and all other meetings/events)
- APA (conference and other meetings/events related to transportation/land use/  
tech skills/law/ethics)
- APA-NC (conference and other meetings/events related to transportation/land use/  
technical skills/law/ethics)  
Alamance Community College (continuing education/professional certification classes)
- USDOT (conference and all other meetings/events)
- NCSU – ITRE (training and all other meetings/events)
- ESRI (conference and other meetings/events related to transportation/land use/  
tech skills/law/ethics)
- Caliper (conferences and other meetings/events related to transportation/land use/tech  
skills)
- NCDOT (meetings/classes/summits/workshops/workgroups/public meetings/steering  
committees, etc.)
- MPO/RPO (regional or division wide meetings)
- Member jurisdictions (transportation related public meeting, workshops, events, steering  
committees, etc.)