
*Burlington-Graham
Metropolitan Planning Organization*

DRAFT UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023

ADOPTED _____

FUNDS FOR THIS PLANNING WORK PROGRAM PROVIDED BY

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

ACCESO A INFORMACION. TODOS LOS DOCUMENTOS Y DATOS DE MPO SE PUEDEN PROPORCIONAR EN FORMATOS ALTERNOS A
PETICION POR FAVOR COMUNIQUESE CON LA OFICINA DE MPO PARA INFORMACION E ASISTENCIA ADICIONAL 333.222.5095.

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.

Overview

This document presents the FY 2022 - 2023 Unified Planning Work Program (UPWP) for the Burlington-Graham Metropolitan Planning Organization (BGMPO) study area. It provides an outline of the work tasks and funding requirements that will be accomplished during the period of July 1, 2022 through June 30, 2023.

Resolutions Certifying the Planning Process and UPWP

As part of the annual UPWP adoption process, the BGMPO TAC is required to approve the FY2022 – 2023 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.



RESOLUTION

CERTIFYING THE BURLINGTON - GRAHAM METROPOLITAN PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS FOR FY 2022-2023

A motion was made by TAC Member _____ and seconded by TAC Member _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

- WHEREAS, the Transportation Advisory Committee has found that the Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and,
- WHEREAS, the Transportation Advisory Committee has found the transportation planning process to be in compliance with Sections 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d). (for nonattainment and maintenance areas only); and,
- WHEREAS, the Transportation Advisory Committee has found the transportation planning process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; and,
- WHEREAS, the Transportation Advisory Committee has considered how the transportation planning process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Section 1003(b) of ISTEA of 1991 (Pub. L. 102-240), Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23); and,
- WHEREAS, the Transportation Advisory Committee has considered how the transportation planning process will affect the elderly and the disabled per the provision of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations (49 CFR parts 27, 37, and 38); and,
- WHEREAS, the Metropolitan Transportation Plan has a planning horizon year of 2045, and meets all the requirements for an adequate Transportation Plan.



NOW THEREFORE, be it resolved that the Burlington - Graham Urban Area Transportation Advisory Committee certifies the transportation planning process for the Burlington – Graham Metropolitan Planning Organization on this the ____ day of March, 2022.

Date: _____

By: _____
TAC Chair

STATE of: North Carolina

COUNTY of: Alamance

I, _____, Notary Public of _____ County, North Carolina do hereby certify that _____ personally appeared before me on the ____ day of _____ to affix his signature to the foregoing document. Subscribed and sworn to me this ____ day of ____, 20 ____.

Notary Public

My commission expires:



RESOLUTION

APPROVING THE FY 2022 - 2023 PLANNING WORK PROGRAM FOR THE BURLINGTON-GRAHAM URBAN AREA

A motion was made by TAC Member _____ and seconded by TAC Member _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that federal PL 104 funds for transportation projects are effectively allocated to the Burlington-Graham Urban Area; and,

WHEREAS, the City of Burlington has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303 and 5307) funds; and,

WHEREAS, members of the Burlington-Graham Transportation Advisory Committee agree that the Planning Work Program will effectively advance transportation planning for FY 2022-2023; and,

NOW, THEREFORE, be it resolved that the Transportation Advisory Committee hereby endorses the FY 2022-2023 Planning Work Program for the Burlington-Graham Urban Area.



I, _____, Chairman of the Burlington-Graham Transportation Advisory Committee do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Burlington-Graham Urban Area Transportation Advisory Committee, duly held on the _____ day of _____, 2022.

Date _____

TAC Chair

STATE of: North Carolina
COUNTY of: Alamance

I _____, Notary Public of _____ County, North Carolina do hereby certify that _____ personally appeared before me on the _____ day of _____ to affix his signature to the foregoing document.

Notary Public

My commission expires _____

Public Involvement and Title VI

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 TIP, 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.

A Call for Project submittals for consideration of PL 5307 and 5303 funding was made December 2021. Public input and comments are requested in accordance with the adopted BGMPO Public Involvement Plan by legal advertisement posted in the Burlington Times News. Hard copies of the draft UPWP will be made available upon request or electronically via a link on the BGMPO website at <http://www.bgmpo.org>.

Background

The Metropolitan Planning Area (MPA) is the boundary in which the transportation planning process must be carried out. The MPA is made up of the census-defined Urbanized Area (UZA), plus the contiguous area expected to become urbanized within the next 20 to 25 years. A census-defined UZA consists of a central core (for the Burlington-Graham MPO the central core are the cities of Burlington and Graham) and the adjacent densely settled area that combined has a population of 50,000. 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-Graham area formed the BGMPO by Memorandum of Understanding (MOU) in 1975. With this new designation came the responsibility of adhering to federal continuing planning requirements.

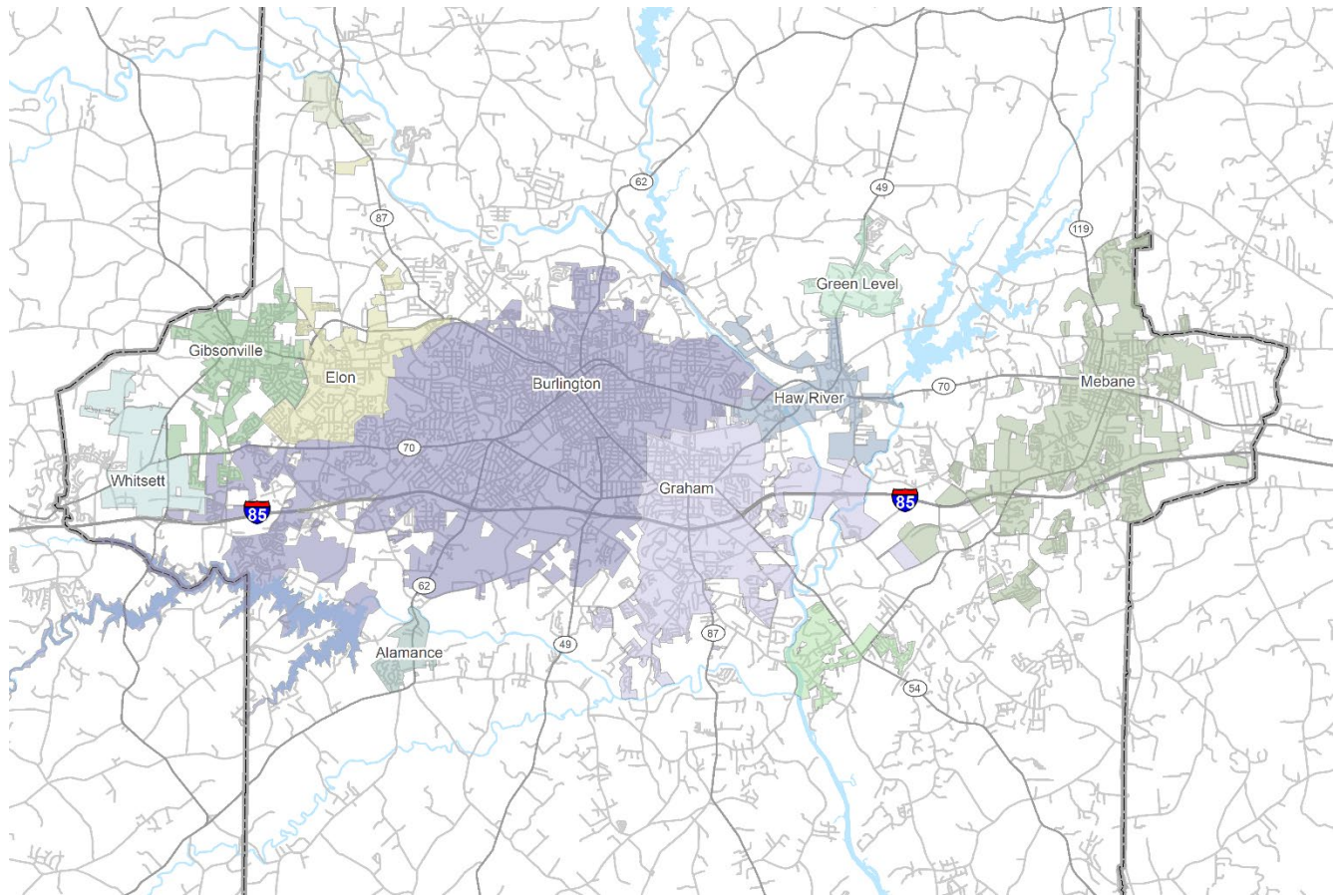
A revised MOU was executed between the cities of Burlington, Graham, and Mebane; the counties of Alamance, Guilford and Orange; towns of Elon, Gibsonville, Whitsett, Green Level and Haw River; Village of Alamance and the North Carolina Department of Transportation (NCDOT) in 2012. The MOU outlined responsibilities, established the City of Burlington as the Lead Planning Agency (LPA), and created a Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) to ensure coordination between the MPO, elected officials, and member agency planning staffs.

The BGMPO is required to prepare an annual UPWP that details and guides the work tasks undertaken within the fiscal year. The UPWP is funded in part by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The federal funds are distributed to NCDOT and reallocated to state MPOs on an annual basis. These funds must be approved by the MPO TAC as part of the UPWP approval process. FHWA Section 104(f) planning funds are used by the LPA to support MPO administration and planning functions. The UPWP funding source tables reflect the eighty-percent (80%) FHWA funding and twenty-percent (20%) non-federal matching funds. The sources of funds for transit planning are the FTA Section 5303 and 5307 grants. Transit agencies can also use portions of their Section 5307 capital and operating funds for planning. The match is provided through either local or state funds or both.

BGMPO Area Boundary

The current BGMPO study area (Figure 1) 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.

Figure 1. BGMPO Urbanized Area



Metropolitan Planning Factors and Federal and State Requirements

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

Pursuant to the Moving Ahead for Progress in the 21st Century Act (MAP-21) Act enacted in 2012 and the Fixing America's Surface Transportation Act (FAST Act) enacted in 2015, state Departments of Transportation (DOT), MPOs, and public transportation providers must apply a transportation performance management approach in carrying out their federally-required transportation planning and programming activities with the goal of achieving the most efficient and effective use of transportation funding. FAST Act retains the previous eight factors that should be considered when developing plans and programs and adds three planning factors. The following outlines the 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.

Moving Toward Performance Based Planning

The U.S. Secretary of Transportation, in consultation with stakeholders, established performance measures to chart progress toward accomplishment of national goals established in MAP-21. In accordance with 23 CFR 450.324(f)(3)-(4)(i)(ii) of the Planning Rule, MPOs must include a description of the applicable performance measures and targets in their metropolitan transportation plans. Performance targets established by NCDOT and the BGMPO are based on the national performance measures guidance with the goals to improve decision making and project funding efficiency through performance-based planning and programming. The MPO work plan activities outlined in this document are aligned with the FAST Act national goals.

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.

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 – 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 – MPOs must report to NCDOT its progress toward achieving targets and NCDOT will assess such progress

Moreover, MPOs and public transportation service providers are required to establish performance targets and to coordinate the development of these targets to ensure consistency. The BGMPO current performance measures are included in the 2045 Metropolitan Transportation Plan described below.

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is a long-range plan for transportation improvements across the region. This plan includes roadway, transit, bicycle, pedestrian, aviation, freight, and other transportation projects expected to be constructed within a minimum 20 to 25-year planning horizon. The BGMPO is required to update its MTP required every five years. The BGMPO 2045 MTP was developed over a sixteen-month period which began March 2019 and ended with final plan adoption on June 16, 2020. The planning process involved the general public, member jurisdictions, key stakeholders, the TCC and TAC, NCDOT and federal and state regulators.

Metropolitan Transportation Improvement Program

The BGMPO is also responsible for developing a Metropolitan Transportation Improvement Program (TIP). The TIP is a financially constrained program for addressing transportation priorities within a five-year time horizon consistent with the MTP. The TIP is regional in scope and lists the construction and anticipated funding schedule for each included project. Project phases can include preliminary engineering, design, environmental review, right-of-way acquisition, and construction. The TIP must include the following:

- A list of proposed federally supported projects and strategies to be implemented during the TIP reporting period to include project schedules and costs.
- A proactive public involvement process.

Air Quality Conformity Process

Transportation-air quality conformity ("conformity") is a way to ensure that federal funding for transportation improvements are consistent with regional air quality goals. Conformity applies to MTPs and TIPs and to projects funded or approved by the FHWA or 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.

A portion of the BGMPO planning area 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 TIP. The BGMPO will work with the FHWA, NCDOT, Capital Area Metropolitan Planning Organization (CAMPO), and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) in making conformity determinations by performing systems level conformity analysis on the highway portion of the MTP.

Comprehensive Transportation Plan

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 Comprehensive Transportation Plan (CTP) is the responsibility of NCDOT. The CTP is the element of the Metropolitan Transportation Plan that identifies unfunded regional transportation needs. The CTP is not required to be fiscally constrained and no minimum horizon year or update timeframes are specified. The BGMPO and NCDOT share the responsibility of recommending projects to ensure that transportation facilities reflect the needs of the region.

Proposed FY 2022 UPWP Activities

BGMPO activities and emphasis areas for the FY 2023 UPWP are summarized as follow:

- Continued NCDOT, Division 7 and NC AMPO coordination
- Implementation of FHWA and FTA MPO planning process review recommendations
- Implementation of MAP-21 and Fast Act MPO requirements
- Implementation of Transportation Safety Program and development of the Transportation Safety Plan
- Implementation of Transportation Demand Management Initiative
- Development of CommunityViz future growth scenarios; participation in regional workshops; co-hosting MPO CommunityViz Workshops and Landuse Subcommittee meetings
- Development of the Household Travel and Freight Surveys
- Continued Title VI Program and Public Involvement Plan compliance
- Monitoring of MPO Transit Performance Measure Targets and TAM Plans
- Continued administrative tasks – TCC and TAC coordination, UPWP, GIS, etc.
- Continued implementation and amendments to the TIP and MTP
- Implementation of Special Studies
- Continued of data collection/inventory and assessment of travel behavior patterns
- Other Comprehensive, Cooperative, and Continuing (3-C) initiatives eligible for Federal transportation funding

FY 2023 Special Emphasis Projects

Special emphasis projects and new initiatives for the FY2023 UPWP are described below:

Special Studies

The BGMPO annually designates a portion of planning funding for Special Studies. Special Studies include staff time for project management activities to ensure consistency with FHWA, FTA and NCDOT procurement requirements and intergovernmental project coordination. At least one new Special Study and two carry-over Special Studies are anticipated in FY 2022 – 2023. The MPO anticipates soliciting consultants to assist MPO staff and member jurisdictions with project implementation on an as-needed basis (on-going throughout fiscal year).

Regional Transit Feasibility Study

The BGMPO is served by four regional and one fixed route transit systems: Orange County Public Transportation (OPT) 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. The BGMPO proposes to develop a regional transit feasibility study to assess existing transit conditions and recommend systemwide improvements and sustainable funding options. The study will include an identification of cost-effective service enhancements, evaluation of safety performance measures and target-setting and development of funding suballocation recommendations. The plan will also help distinguish service areas to reduce service duplication and determine operators of future service expansions. A consultant will be retained to develop the feasibility study. The proposed project schedule is July 2022 - March 2023.

Data Collection and Management

The BGMPO is required by federal regulations and the 3-C process to perform continuous data monitoring and maintenance. The purpose of this task is to collect, maintain and analyze traffic count, 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.

Household Travel Survey

The Household Travel Survey will obtain information on travel characteristics in the Triad region, which will be used to update and calibrate the PTRM for use in travel forecasting, policy analysis, and transportation planning. The 2022 household travel survey will be the basis to support the development and refinement of the trip-based travel demand model, address regional growth and transportation planning issues, as well as support other planning and general research activities. The model area includes all of Alamance, Davidson, Forsyth, and Guilford counties and portions of five counties including Davie, Orange, Randolph, Rockingham, and Stokes counties. The primary goals of the travel survey are to: Understand changing travel behaviors and new, emergent transportation modes (e.g., shared mobility); Integrate travel behavior data with 2020 US Decennial Census Data; and; Maximize sample size and response rates to develop statistically significant estimates.

Piedmont Triad Freight Study

PART in partnership with Triad MPOs and NCDOT is conducting the Piedmont Triad Freight Study. The data collected in the study will be used as input to the PTRM and throughout the Triad region to make predictions about future commercial vehicle travel demands; guide transportation investment decisions; and contribute to a better understanding of and influence planning for future commercial vehicle travel needs across the region and state.

Piedmont Triad Regional Model (PTRM) – Travel Demand Model Enhancement

The Piedmont Authority for Regional Transportation (PART), in coordination with NCDOT, is the custodial manager of the BGMPO Regional Travel Demand Model (RTDM). The travel demand model program consists of four elements: the RTDM, the Advanced Freight Model (AFM), the Transit Boarding and Estimation Simulation Tool (TBEST) and CommunityViz Scenario Model (CVSM). The program is jointly funded by MPOs within the Triad area. The BGMPO assists PART in the collection and analysis of socio-economic and travel characteristics data to determine future year travel demand. Specifically:

- Assisting member jurisdictions with review of parcel tagging and verifying application of appropriate suitability factors for the Piedmont Triad CommunityViz Model
- Coordination with the integration of the Piedmont Triad CommunityViz Model for updating SE data and forecasts used by the travel demand model
- Review and update SE data with the Piedmont Triad CommunityViz and other data from different sources
- Tracking and documenting population estimates and projections from Office of State Budget and Management and socioeconomic databases
- Utilizing NCDOT shapefiles and HERE data to update attributes of the travel demand network
- Obtaining Phase III freight data such as truck count data and survey data for the calibration and validation of the freight tour-based model
- Completing Household Travel Survey data collection for inclusion in Regional Travel Demand Model

Targeted Planning

Complete Streets

The BGMPO's Complete Streets Initiative and Transportation Safety Plan is intended to create a safe and efficient transportation network that promotes the health and mobility of all residents and visitors by providing safe, high quality multimodal (pedestrian, bicycle, transit and automobile) access throughout the region. The FHWA now considers bicycle and pedestrian facilities Proven Safety Countermeasures (PSCs), effective in reducing roadway fatalities and serious injuries. State transportation agencies are strongly encouraged to consider widespread implementation of PSCs to accelerate the achievement of local and state safety goals. Partnering with NCDOT-TPD,

The BGMPO will take the necessary steps to assess the regional transportation network during the Comprehensive Transportation Plan development, prioritization processes and project scoping meetings for STIP

projects. As part of the Transportation Safety Plan, the BGMPO will conduct transit stop audits, and host community engagement events to promote transportation safety. Additionally, the BGMPO provides technical assistance to its partners by offering workshops and attending Alamance Wellness Collaborative meetings, trainings and workshops.

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.

Anticipated DBE Contracting Opportunities for FY 2022 – 2023

The BGMPO is anticipating one Special Studies contracting opportunity for Disadvantaged Business Enterprises (DBEs) for FY 2022-2023. The contracting disciplines are detailed in the UPWP budget summary. 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 and through targeted bid solicitations.

BGMPO Administration and Management

The BGMPO has a “hosted” administrative structure. The MPO is housed within the City of Burlington and the City acts as the fiscal agent for the MPO. Although hosted, the BGMPO retains a separate name and identity from that of its host. In recent years, federal and state legislation, regulations, and technological innovations have increased the complexity of the BGMPO activities and work tasks. The BGMPO functions include preparing planning and programming documents, procurement, general agency administration, staff training, managing and serving on project team and steering committees, and conducting public involvement to engage the public in the activities and decision-making processes of the MPO.

FY 2023 UPWP Funding Source

FY 2023 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 FY2023 is below:

PL Section 104(f) Federal Funds (80%) \$255,300
Local match/City of Burlington (20%) \$63,825
Total \$319,125

FTA Funds – Section 5303 and 5307 funds can be used by the BGMPO for transit planning purposes and are administered through the Federal Transit Administration (FTA) and the NCDOT Integrated Mobility Division.

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).

Federal (80%) \$88,234.49

State (10%) \$8,823.45

Local/City of Burlington (10%) \$8,823.44

Total Sect. 5303 \$105,881.38

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.

Federal (80%) \$120,000

Local/City of Burlington (20%) \$30,000

Total Sect. 5307 \$150,000

UPWP PL 104 Work Items

II-A Data Management 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: \$63,825

20% Staff Budget

- | | |
|--------|--|
| II-A-1 | (Traffic Volume Counts) Traffic data is needed for continuous and on-going MPO planning activities. The work task includes annual intersection counts for maintenance and monitoring of the computerized signal system. Traffic count data analysis will be made available to PART, the NCDOT, and member jurisdictions upon request. Counts will include intersection turning movement and average daily traffic counts as needed. |
| II-A-1 | (Street System Change) As development continues and travel demand boundaries are modified, the MPO will monitor regional street network changes for revisions and updates to the MTP, CTP and/or MPO planning activities. This work task also involves the review of construction project schedules, participation in project scoping meetings and NCDOT routine coordination. |
| II-A-1 | (Traffic Accidents) Use NCDOT crash data as needed for safety performance measures target setting, planning studies, mapping high accident locations, and developing infographics. |
| 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. Data will continue to be collected to inform various transit planning efforts to 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. Data collected will be used to monitor service to 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) Create and maintain GIS mapping of MTP, TIP, CTP, TAZ and census data maps for the MPO. |

II-A-1 (Bicycle & Pedestrian Inventory) Assist with area-wide bike and pedestrian improvement projects and update the CTP and MTP accordingly. Conduct activities associated with the Highway Safety Program. 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) Review, analyze, and evaluate information collected from census data, private and public demographic databases and other sources as it is available and required for transportation planning efforts.

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 PTRM process via the PART. Evaluate by TAZs if needed to determine population, housing density, employment, etc.

II-A-2 (Travel Time Surveys) The Household Travel Survey work task is conducted by PART in cooperation with area Triad MPO's. Travel surveys will collect origin and destination data used for travel demand modeling.

II-A-2 (Capacity Deficiency Analysis) Collect and review existing and traffic forecasts and the travel demand model to evaluate systemwide LOS conditions. This data will be used to evaluate transportation improvements and develop problem statements (purpose and need) for priority projects.

II-A-3 Transportation Modeling

Objective: To assist in maintaining the 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 regional MPO's to develop the regional travel model and assist as needed in assessment of transportation modeling databases and planning tasks to be completed for long range planning updates. The MPO will utilize the updated regional model in cooperation with all model team members and provide staff support and financial resources for model maintenance. Consultants may be contracted to provide additional model support during the year.

II-A-3 (Forecast of Future Travel Patterns) Review of transportation planning documents, ITS studies and new technologies for impacts to future travel patterns. Testing of alternative/future travel patterns is also an element in the Regional Model and CTP Update task. Provide guidance and expertise on the variables and characteristics of travel behaviors and encourage modal choice.

II-A-3 (Financial Planning) Update and adjust cost estimates on regional projects as needed based on NCDOT's spending plan. The MPO will develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the STIP, MTP and TIP and other pertinent planning efforts. 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: \$22,339

7% 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 transportation planning vision for the BGMPO planning area, 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 and pedestrian maps as needed. Work with MPO partners to consider local bike and pedestrian plans for future adoption.

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). The MPO will conduct and assist member jurisdictions conducting transportation planning studies on an as-needed basis pending TAC approval.

Programmed Amount: \$47,869

15% Staff Budget

III-A Planning Work Program**Objective:** **To maintain the current fiscal year UPWP and develop a UPWP on an annual basis.****Programmed Amount: \$31,912****10% Staff Budget**

III-A-1 (Planning Work Program) MPO staff will continue to develop a draft UPWP; present draft UPWP to TCC and TAC for review and adoption; evaluate, administer, and amend the final UPWP as necessary; and, develop quarterly reports and invoices to NCDOT for reimbursement of planning funds. Prepare UPWP amendments and corresponding resolutions as needed.

III-B Transportation Improvement Program**Objective:** **To maintain the Transportation Improvement Program (TIP) and appropriate revisions as needed through the Strategic Prioritization Process and STIP updates; to develop the TIP with a comprehensive update for adaption every five years.****Programmed Amount: \$31,912****10% Staff Budget**

III-B-1 (Prioritization/Transportation Improvement Program) Continue to refine the previous year TIP based on NCDOT program changes, satisfying federal and state requirements. Prepare and process changes or amendments necessary. Staff will participate as necessary in workshops, training, and meetings regarding the NCDOT prioritization process (Ongoing throughout fiscal year). Coordinate with SPOT Office and member jurisdictions with development of draft STIP and TIP. Monitor TIP and MTP and present updates based upon STIP updates and amendments.

III-C Regulatory Compliance/Other Regulations**Objective:** **To continue active citizen education, participation and underrepresented populations involvement in all aspects of the BGMPO planning process.****Programmed Amount: \$15,956****5% 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.

III-C-2 (Environmental Justice) Review and monitor public participation processes for environmental justice compliance. Evaluate Public Involvement Plan and project planning for updates or improvements.

III-C-3 (Disadvantaged Business Enterprise/Minority Business Enterprise) Develop procurement programs and adhere to federal, state and local policies regarding the active participation of disadvantaged and minority businesses in MPO solicitations.

III-C-6 (Public Involvement) To increase public participation in the metropolitan transportation planning process especially from those segments of the population that are considered to be traditionally underserved through a comprehensive public outreach program in accordance with the Public Involvement Plan; increase public awareness of the MPO and its role; increase the opportunities for public involvement; and update the Public Involvement Plan as necessary.

III-D Statewide and Extra-Regional Planning**Objective:** **To support statewide and regional transportation and related planning efforts. To foster better coordination of planning efforts across jurisdictional boundaries, promote better informed decision-making by policy makers and an informed general public. To support implementation of the 2045 MTP.**

Programmed Amount: \$9,574

3% Staff Budget

III-D-1 (Regional & Statewide Studies) Coordination with federal, state and regional stakeholders on various transportation planning efforts.

II-E Management Operations/Program Support Admin.

Objective: To effectively and efficiently administer and manage initiatives of the MPO, facilitate TAC and TCC advisory committees and subcommittees; ensure compliance with federal and state requirements with regard to MPO activities; special studies procurement; review and development of various reports; staff training and resources to conduct MPO activities.

Programmed Amount: \$95,738

30% Staff Budget

III-E (Incidental Planning & Project Development/Operations)
To maintain an effective and efficient continuing, cooperative and comprehensive (3-C) transportation planning process in the administration and operation of MPO duties and functions. Monitor of state and federal transportation legislation, assist in the procurement of MPO and member jurisdiction special studies. Facilitate and attend MPO-meetings, webinars, workshops and conferences. Technical review and analysis of transportation plans and documents. TCC and TAC member coordination to include the facilitation of meetings and public hearings, public notification and website maintenance and updates. Provide technical services in support and maintenance of GIS data layers, shapefiles and geodatabases.

(Travel)

Given the increased risk exposure inherent in traveling, the BGMPO will discourage business travel and follow local and state travel policies related to COVID-19. NCDOT has implemented a pre-approval procedure to review the eligibility for all training paid with federal funds unless included in the UPWP. The BGMPO anticipates attending the following virtual events, meetings, conferences and training 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.)

BGMPO FY 2023 Total Funding Summary and Budget

FTA TASK NARRATIVE TABLE

I- MPO	Burlington - Graham MPO
2- FTA Code	44.24.00
3- Task Code	III-B-3
4- Title	Special Studies
5- Task Objective	The BGMPO proposes to develop a regional transit feasibility study to assess existing transit conditions and recommend systemwide improvements and sustainable funding options. The study will include an identification of cost-effective service enhancements, evaluation of safety performance measures and target-setting and development of funding suballocation recommendations. The plan will also help distinguish service areas to reduce service duplication and determine operators of future service expansions. A consultant will be retained to develop the feasibility study. The proposed project schedule is July 2022 - March 2023. In addition, the BGMPO will continue review of data ridership reports and conduct route performance analyses on an on-going basis to develop performance measures and standards for improved monitoring of regional service delivery and ridership goals. Staff will develop geospatial data (bus-stops, park and ride lots and routes) will be maintained. MPO facilitation of the Transit Subcommittee meetings to coordinate with, discuss and manage regional transit data.
6- Tangible Product Expected	Regional Transit Feasibility Study, updated route service delivery maps, performance measures and targets
7- Expected Completion Date of Products	<div>Regional Transit Feasibility Study</div> <div>Transit Safety Plans Review and establishment of Performance Measures</div> <div>Maintenace and upate of route system data and mapping</div> <div>Transit Subcommittee Meetings</div> <div>March 2023</div> <div>Annually</div> <div>Ongoing</div> <div>Quarterly</div>
8- Previous Work	Regional Transit Subcommittee Meetings, Safety Plans, Service Evaluation via Remix, EJ Screening Tool
9- Prior FTA Funds	\$25,000 over past 3 fiscal years in 5307
10- Relationship	Burlington - Graham MPO Transit Service Operators, DCHC MPO, Triangle J MPO, Greensboro MPO
11- Agency	Burlington - Graham MPO
12 - Section 5307 Transit - Local 20%	\$5,000.00
13 - Section 5307 Transit - FTA 80%	\$20,000.00
14 - Section 5303 Transit - Local 10%	\$10,000.00
15 - Section 5303 Transit - State 10%	\$10,000.00
16 - Section 5303 Transit - FTA 80%	\$80,000.00
Programmed Funds Section 5303 94.4% of Section 5303 Budget	
Programmed Funds Section 5307 16.7% of Section 5307 Budget	
I- MPO	Burlington - Graham MPO
2- FTA Code	44.25.00
3- Task Code	III-B-1, III-B-2
4- Title	Prioritization/TIP
5- Task Objective	Activities associated with priorization and developoment of TIP. In addition, as projects in the TIP must reflect projects in the STIP, the MPO will coordinate with the transit agencies and NCDOT-PTD with the development of TIP amendments for TCC/TAC action approval.
6- Tangible Product Expected	Development of TIP based on NCDOT's STIP schedule, TIP amendments and MTP updates to reflect amendment updates.
7- Expected Completion Date of Products	<div>Data Processing</div> <div>TIP development</div> <div>On-going</div> <div>On-going</div>
8- Previous Work	2020-2025 TIP, STIP and TIP amendments
9- Prior FTA Funds	\$120,000 in Section 5307 funds
10- Relationship	Burlington - Graham MPO, NCDOT-TPD, Divison 7, Transit Service Providers
11- Agency	Burlington - Graham MPO
12- Section 5307 - Local 20%	\$8,000
13 - Section 5307 - FTA 80%	\$32,000
Programmed Funds Section 5307 26.7% of Section 5307 Budget	

FTA TASK NARRATIVE TABLE

I- MPO	Burlington Graham MPO
2- FTA Code	44.27.00
3- Task Code	III-C-1, III-C-6
4- Title	Title VI and Public Involvement
5- Task Objective	This task will involve working to ensure Title VI of the Civil Rights Act of 1964 compliance in all MPO transit planning programs and activities and members of the public are properly notified of transit activities and transit funding expenditures to include the Program of Projects, Public Transportation Safety Agency Plans, etc.
6- Tangible Product Expected	Public notices, Title VI Plan updates
7- Expected Completion	Public notices On-going
Date of Products	Title VI Plan updates On-going
8- Previous Work	Public notices, Title VI Plan updates
9- Prior FTA Funds	None
10- Relationship	The Burlington -Graham MPO will coordinate with NCDOT - PTD and regional transit providers.
11- Agency	Burlington - Graham MPO
12 - Section 5307 - Local 20%	\$2,000
13 - Section 5307 - FTA 80%	\$8,000

Programmed Funds Section 5307 6.7% of Section 5307 Budget

I- MPO	Burlington Graham MPO
2- FTA Code	44.26.13
3- Task Code	III - D
4- Title	Statewide and Extra-regional planning
5- Task Objective	This task will involve coordination and cooperation between the NCDOT-PTD, MPO and transit agencies; coordination with NCDOT- TPD in the selection of state and MPO safety performance targets for each of the National Safety Plan safety performance measures; attending NCDOT-PTD training workshops
6- Tangible Product Expected	Regional TAM and safety performance targets updates, suballocation of regional Section 5307 funding
7- Expected Completion Date of Products	Mar-23
8- Previous Work	Regional TAM and safety performance targets
9- Prior FTA Funds	\$25,000 over past 3 fiscal years in 5303 and 5307
10- Relationship	The Burlington - Graham MPO will coordinate NCDOT- PTD and regional transit agencies.
11- Agency	Burlington - Graham MPO
12 - Section 5307 - Local 20%	\$2,000
13 - Section 5307 - FTA 80%	\$8,000

Programmed Funds Section 5307 6.7% of Section 5307 Budget

I- MPO	Burlington - Graham MPO
2- FTA Code	44.26.14
3- Task Code	III - E
4- Title	Management Ops, Program Suppt Admin
5- Task Objective	This task involves Section 5303 and 5307 grant application and invoice reimbursement; hosting and preparation of regularly scheduled coordination meetings between MPO and transit agency staff; updating and maintenance of MPO and transit agency agreements; document current federal and state requirements for planning coordination between MPOs and transit agencies; Transit agency involvement in the MPO planning process; working collaboratively with transit agencies on various occasions, such as evaluating transit quality of service. Land use and demographic data analyses will be undertaken to describe current transit service areas. Demographic analyses (Remix, etc.) will be used to analyze, evaluate, and forecast service delivery. The data can be employed in scenario building and alternatives analysis, together with ridership data to augment the travel demand forecasting model.
6- Tangible Product Expected	Section 5303 and 5307 grant, meeting agendas, powerpoint presentations, GIS maps

FTA TASK NARRATIVE TABLE

7- Expected Completion Date of Products	Management Ops, Program Suppt Admin Ongoing
8- Previous Work	Operations and management issues are performed on a continual basis.
9- Prior FTA Funds	\$100,000 over past 3 fiscal years in 5307
10- Relationship	Burlington - Graham MPO, transit agencies, NCDOT - PTD
11- Agency	Burlington - Graham MPO
12 - Section 5307 - Local 20%	\$3,000
13 - Section 5307 - FTA 80%	\$12,000
14 - Section 5303 - Local 10%	\$588
15 - Section 5303 - State 10%	\$588
16 - Section 5303 - FTA 80%	\$4,705
Programmed Funds Section 5307 10.0% of Section 5307 Budget	
Programmed Funds Section 5303 5.6% of Section 5303 Budget	

<div> <div>Burlington - Graham MPO</div> <div>FY2022-2023 Planning Work Program Transit Task Narrative</div> </div>										
1-	MPO									
2-	FTA Code	44.24.00	44.25.00	44.27.00	44.26.13	44.26.14	44.24.00	44.26.14	44.21.00	44.21.00
3-	Task Code	III.B.3	III.B.1/III.B.2	III.C.1/III.C.6	III.D	III.E	II.A.1	II.A.2	III.A.1	III.A.2
4-	Title of Planning Task	Special Studies	Prioritization/TIP	Title VI/Public Involvement	Statewide and Extra-Regional Planning	Management Operations / Program Support Admin.	Networks and Support Systems	Transportation Demand Management	Planning Work Program	Performance Measures
5-	Task Objective	The BGMPO proposes to develop a regional transit feasibility study to assess existing transit conditions and recommend systemwide improvements and sustainable funding options.	Activities associated with prioritization and development of TIP. In addition, as projects in the TIP must reflect projects in the STIP, the MPO will coordinate with the transit agencies and NCDOT-PTD with the development of TIP amendments for TCC/TAC action approval.	This task will involve working to ensure Title VI of the Civil Rights Act of 1964 compliance in all MPO transit planning programs and activities and members of the public are properly notified of transit activities and transit funding expenditures to include the Program of Projects, Public Transportation Safety Agency Plans, etc.	This task will involve coordination and cooperation between the NCDOT-PTD, MPO and transit agencies; coordination with NCDOT- TPD in the selection of state and MPO safety performance targets for each of the National Safety Plan safety performance measures; attending NCDOT-PTD training workshops	This task involves Section 5303 and 5307 grant application and invoice reimbursement; hosting and preparation of regularly scheduled coordination meetings between MPO and transit agency staff; updating and maintenance of MPO and transit agency agreements; document current federal and state requirements for planning coordination between MPOs and transit agencies; Transit agency involvement in the MPO planning process; working collaboratively with transit agencies on various occasions, such as evaluating transit quality of service. Land use and demographic data analyses will be undertaken to describe current transit service areas.	This task involves monitoring transit route and ridership data for on-going transit system analysis and assessments. Staff will review National Transit Database and NCDOT - IMD information.	This task involves the short-range transit planning efforts conducted by the MPO in cooperation with its regional transit providers. Data will continue to be collected to inform various transit planning efforts in the region, including the MPO Transportation Safety Plan, transit agency safety plans, MTP, TIP, and TDM local implementation planning efforts.	Monthly and quarterly reporting systems for NCDOT for reimbursement of transit planning funds. Develop draft UPWP, amendments, resolutions, and presentations to TCC and TAC for review and adoption as needed.	This task involves reviewing annual and five-year average crash statistics, transit safety plans, traffic forecast and current traffic counts to evaluate LOS and safety performance measures and targets. This data will assist in the prioritization of transit capital and operational improvements.
6-	Tangible Product Expected	Section 5303 grant, meeting agendas, powerpoint presentations, GIS maps	Development of TIP based on NCDOT's STIP schedule, TIP amendments and MTP updates to reflect amendment updates.	Public notices, Title VI Plan updates	Regional TAM and safety performance targets updates, suballocation of regional Section 5307 funding	Section 5303 and 5307 grant, meeting agendas, powerpoint presentations, GIS maps	GIS shapefiles, Excel spreadsheets, Suballocation formulas, etc.	TDM program; website/social media articles; Highway Safety Program to spread awareness of traffic safety and change public attitudes and behaviors to reduce accident rates in the region; development of the Transportation Safety Plan	Development of TIP based on NCDOT's STIP schedule, TIP amendments and MTP updates to reflect amendment updates.	Regional TAM and safety performance targets updates
7-	Expected Completion Date of Product(s)	Regional Transit Feasibility Study March 2023 Transit Safety Plans Review and establishment of Performance Measures Annually Maintenance and update of route system data and mapping Ongoing Transit Subcommittee Meetings Quarterly	Data Processing On-going TIP development On-going	Public notices On-going Title VI Plan updates On-going	Mar-23	Management Ops, Program Suppt Admin Ongoing	Data Analysis On-going GIS Shapefiles On-going	Data Processing On-going TDM Initiative Implementation On-going Transportation Safety Plan October 2022	Draft UPWP January 2023 Final UPWP March 2023 Amendments, resolutions As needed Invoicing reports Quarterly	Transit Performance Targets Annually

8-	Previous Work	Regional Transit Subcommittee Meetings, Safety Plans, Service Evaluation via Remix, EJ Screening Tool	2020-2025 TIP, STIP and TIP amendments	Public notices, Title VI and Public Involvement Plan updates	Regional TAM and safety performance targets	Operations and management issues are performed on a continual basis.	GIS Shapefiles, Excel spreadsheets, Suballocation formulas, etc.	GIS mapping, census data review and analysis, BGMPO TDM Initiative	Prepared, published and submitted all quarterly statistical and financial reports required by state and federal governments.	Regional TAM and Safety Performance Targets	
9-	Relationship To Other Activities	Transit Safety Plans, TAM Plans, Transportation Safety Plan, MTP	TIP, MTP, CTP	Title VI Plan/Public Involvement Plan	The Burlington - Graham MPO will coordinate NCDOT-PTD and regional transit agencies.	MPO Administration and Operations	TIP, MTP	TDM Plan, TIP, Performance Measures and Targets, Transportation Safety Plan	UPWP, Section 5303 & 5307 Grants	Transit Safety Plans, TAM Plans, Transportation Safety Plan, MTP	
10-	Agency Responsible for Task Completion	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	Burlington - Graham MPO	
11-	Section 5303 Local 10%	\$10,000				\$588					\$10,588
13-	Section 5303 NCDOT 10%	\$10,000				\$588					\$10,588
14-	Section 5303 FTA 80%	\$80,000				\$4,705					\$84,705
15-	<i>Subtotal</i>	\$100,000	\$0	\$0	\$0	\$5,881	\$0	\$0	\$0	\$0	\$105,881
16-	Section 5307 NCDOT 20%	\$5,000	\$8,000	\$2,000	\$2,000	\$3,000	\$4,000	\$4,000	\$1,000	\$1,000	\$30,000
17-	Section 5307 FTA 80%	\$20,000	\$32,000	\$8,000	\$8,000	\$12,000	\$16,000	\$16,000	\$4,000	\$4,000	\$120,000
	<i>Subtotal</i>	\$25,000	\$40,000	\$10,000	\$10,000	\$15,000	\$20,000	\$20,000	\$5,000	\$5,000	\$150,000
	<i>Grand Total</i>	\$125,000	\$40,000	\$10,000	\$10,000	\$20,881	\$20,000	\$20,000	\$5,000	\$5,000	\$255,881

Name of MPO: Burlington - Graham Metropolitan Planning Organization

Person Completing Form: Wannetta Mallette

Telephone Number: (336) 513-5418

wmallette@burlingtonnc.gov

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (Consultant, etc.)	Federal PL funds contracted out	Total federal funds to be contracted out
410,411,412,413,414,426	Regional Transit Feasibility Study	BGMPO	Consultant	\$100,000	\$125,000
Total				\$100,000	\$125,000

Burlington - Graham Urban Area Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM (UPWP) - FY22

July 1, 2022 to June 30, 2023

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. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

Funding Summary FY 2022-2023 (Total funds programmed in PWP including Transit funds)

Federal		\$460,005
Local Contribution		\$104,413
State Contribution		\$10,588
Total		\$575,006

Program Summary for MPO Planning and Administration (PL Funds)

Task Code	Task Code Group	Amount	%
II-A	Data and Planning Support	\$95,000	22.7%
II-B	Planning Process	\$33,000	7.9%
	<i>Special Studies</i>	\$100,000	23.86%
III-A	Planning Work Program	\$32,000	7.6%
III-B	Transportation Improvement Plan	\$45,259	10.8%
III-C	Civil Right Comp./ Other Reg. Requirements	\$22,500	5.4%
III-D	Statewide and Extra-Regional Planning	\$10,000	2.4%
III-E	Management Ops, Program Support Administration	\$81,366	19.4%
TOTAL PL Funds		\$419,125	100.0%

Burlington - Graham Urban Area 2022-2023 PWP Narrative

UPWP Overview

Burlington - Graham Urban Area Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM (PWP) for FY23

July 1, 2022 to June 30, 2023

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. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

This UPWP for the Burlington - Graham Urban Area Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2022-2023 (from July 1, 2022 through June 30, 2023). The goal of the MPO is to ensure a continuing, cooperative, and comprehensive ("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

- Local and regional MPO member governments and agencies
- North Carolina Department of Transportation (NCDOT)
- Federal Highway Administration (FHWA), and
- Federal Transit Administration (FTA)

This document outlines metropolitan planning requirements and issues; then presents a work program of planning activities to address them during the fiscal years 2022-2023

Federal Requirements

The FAST ACT in concert with the Clean Air Act as Amended, envisions a transportation system that maximizes mobility and accessibility and protects the human and natural environments. This is achieved through a Continuing, Cooperative, and Comprehensive (3-C) transportation planning process that results in a long-range plan and short-range program of projects.

A metropolitan planning organization is required to develop a long-range plan and a short-range transportation improvement program that provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the planning area and as an integral part of the intermodal transportation system for North Carolina. The federally-required major components that feed into the development of the long range plan and short range program are listed below.

Metropolitan Planning Factors & Federal Requirements

The Moving Ahead for Progress in the 21st Century (MAP-21), federal transportation legislation passed by U.S. Congress and signed by the President in 2012, defines specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. Current legislation calls for MPOs to conduct planning that:

- Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increases the safety of the transportation system for motorized and non-motorized users
- Increases the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protects and enhances the environment, promotes energy conservation, and improves quality of life, and promotes consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promotes efficient system management and operation
- Emphasizes the preservation of the existing transportation system

These factors are addressed through various work program tasks selected for fiscal year 2022-2023

Public Participation and Title VI

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 Metropolitan Transportation Plan, the short-term Transportation Improvement Program, and the annual Unified Planning Work Program. Effective public involvement will result in opportunities for the public to participate in the planning process.

The Burlington - Graham Urban Area MPO's Public Involvement Plan (PIP) requires that the draft Planning Work Program (PWP) is reviewed by the Technical Coordinating Committee (TCC). The TCC meetings are open to the public and public comments can be provided. The TCC then endorses a draft PWP and forwards the document to the TAC. The draft PWP is then reviewed by the TAC and, if in agreement, a motion for adoption is considered. TAC for approval. Upon TAC approval, the PWP is then forwarded on to the State and FHWA/FTA.

All MPO plans and programs comply with the public involvement provisions of Title VI: "No person in the United States shall, on the grounds of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities under any program or activity receiving federal financial assistance." The MPO has an adopted Title VI plan that provides further analysis.

Metropolitan Transportation Plan

The Burlington - Graham Urban Area MPO is responsible for developing the Metropolitan Transportation Plan (MTP) for a minimum 20-year time horizon and a Transportation Improvement Program (TIP) for a 7 year time horizon in cooperation with the State and with local transit operators. The MTP and TIP are produced through a planning process which involves the region's local governments, the North Carolina Department of Transportation (NCDOT), local jurisdictions and residents of the region. Additionally, representatives from the local offices of the U.S. Department of Transportation (US DOT) Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and the U.S. Environmental Protection Agency (US EPA) provide guidance and participate in the planning process.

The Metropolitan Transportation Plan (MTP) includes the following:

- 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.
- Proposed transportation and transit enhancement activities.

Transportation Improvement Program (TIP)

The Metropolitan Transportation Improvement Program (TIP) must include the following:

- A priority list of proposed federally supported projects and strategies to be carried out within the TIP period
- A financial plan that demonstrates how the TIP can be implemented
- Descriptions of each project in the TIP

Air Quality Conformity Process

Currently, the Burlington - Graham MPO area is considered in attainment of the National Ambient Air Quality Standards. Should the Burlington - Graham Urban Area Metropolitan Planning Organization (BGMPO) become designated as non-attainment for air quality, and become required to make conformity determination on its Transportation Plan, the following shall apply: the North Carolina Department of Transportation (NCDOT) would assist the MPO in making a conformity determination by performing a systems level conformity analysis on the highway portion of the fiscally constrained long range transportation plan (LRTP). The Metropolitan Transportation Improvement Program is a subset of the Transportation Plan and is therefore covered by the conformity analysis.

II-A Data and Planning Support

This section covers data and processes used to support transportation planning related to transportation infrastructure.

II-A-1 Networks and Support Systems

- **Traffic Volume Counts**
 - **Vehicle Miles of Travel (VMT)**
 - **Street System Changes**
 - **Traffic Crashes**
 - **Transit System Data**
 - **Air Travel**
 - **Central Area Parking Inventory**
 - **Bike/Ped Facilities Inventory**
 - **Collection of Network Data**
 - **Capacity Deficiency Analysis**
 - **Mapping**
-
- The Burlington - Graham Urban Area MPO will create and maintain spatial data, metadata, and data catalog created from Python script (inclusive of member governments municipal boundaries, zoning, facilities, physical and environmental features, orthophotography, etc.) for the MPO planning area and immediately adjacent areas.
 - AADT mapping and analysis in support of planning needs. Update the GIS Street Database as needed.
 - Perform both tube and turning movement counts using in-house and contracted resources throughout the urban area for ongoing transportation planning purposes. Purchase of transportation data-collection equipment, including those devices using radar, magnetic detection, motion sensor technology, and/or greenway/pedestrian/bicycle counters.
 - Conduct parking inventory, establish count areas, Prepare field procedures / personnel as necessary. On and off street parking data collection may include parking policies, ownership and rates.
 - Review VMT data provided by NCDOT as needed. Receive countywide estimates and review as needed.
 - Update local street centerline GIS data. MPO geographical area will be updated as needed, with metadata verified or created.
 - Update GIS data for fixed routes, deviated fixed routes, service areas, and ridership for transit providers in the region.
 - Maintain the project inventory geospatial and tabular data related to transit, bike, pedestrian, and other travel modes' changes in CTP projects, Priority Needs List projects, LRTP, and STIP/MTIP projects.

- Maintain a GIS inventory of existing data from local, state, and federal partners related to bicycle and pedestrian transportation facilities. Obtain updated sidewalk, bike facility, and greenways data from local partners. Continue collection of missing attributes or data for those data sets in need of updating or creation.

II-A-2 Travelers and Behaviour

- **Dwelling Unit, Population and Employment Changes**
 - **Collection of Base Year Data**
 - **Travel Surveys**
 - **Vehicle Occupancy Rates (Counts)**
 - **Travel Time Studies**
- Updates of baseline data or census information that may be used in various transportation plans or planning activities. Identify and evaluate changes in population and development throughout the MPO. Obtain, identify, and analysis of Census data, local parcel, zoning, and tax data records.
 - Collection of the following variables, by traffic zone: 1) population, 2) housing units, and 3) employment. Update GIS database used to maintain housing and land use information.
 - Updates to the 2010 Census baseline population and dwelling unit data with pertinent American Community Survey variables as they become available. Including those related to Title VI issues and include data formerly in the Census Summary File 3 taken from the long form sample in 2000.
 - Assist NCDOT TPD and Piedmont Authority for Regional Transportation (PART) as needed with follow up or clarifications about travel behavior related to the survey.
 - Vehicle occupancy rate and travel time studies, as needed.
 - Conduct surveys to attain information such as origins and destinations, travel behavior, transit ridership, workplace commuting, etc Purchase of wireless signaling/digital mobility data from consultants who can collect mobile device signals and develop meaningful location data, travel patterns, and transportation trends.

II-A-3 Transportation Modeling

- **Travel Model Update**
 - **Forecast of Data to Horizon Year**
 - **Forecast of Future Travel Patterns**
 - **Financial Planning**
- Assist PART with model updates as needed. Update socioeconomic, roadway, and travel data. review the model for any network and coding inconsistencies. Database update and/or any other travel demand modeling work associated with keeping the model up-to-date. Some of this work to be performed by PART along with use of consultant effort. A consultant may purchase mobile device signal data to develop origin and destination data, along with identifying other travel patterns.
 - Assist with model updates and scenario runs by coordinating and supplying data about the network as needed. Test alternative roadway network scenarios.
 - Review major land use changes and modify the travel demand model's TAZ files accordingly.
 - Assist PART and the model team as needed with follow up or clarifications about SE Data forecasts or travel patterns. Drafting of any required documentation.
 - Maintain fiscal model and interactive mapping of the 2045 MTP. Develop project cost estimates and identify funding sources available throughout the forecast years for the LRTP. Identify new and alternative funding sources.
 - Update ongoing research about funding sources and refinement of long-range financial plan as needed.
 - Create project-level cost estimates where SPOT, TIP, or other NCDOT-sanctioned estimates are not available.

Tasks within this category are related to the development of the MPO Long Range Transportation Plan and Comprehensive Transportation Plan. Federal regulations require each MPO to have a fiscally-constrained long range transportation plan looking out at least 20 years. The plan must be updated every five years. The MPO also participates in the development of Comprehensive Transportation Plan (CTP) for the region. The plan is developed jointly with NCDOT and reflects the vision and long term needs of the transportation system. In addition, the MPO is responsible for a number of ongoing long-range planning activities such as corridor studies, congestion management monitoring and air quality planning.

II-B Planning Process

II-B-1 Targeted Planning

- **Air Quality Planning/Conformity Analysis**
 - **Alternative Fuels/Vehicles**
 - **Hazard Mitigation and Disaster Planning**
 - **Congestion Management Strategies**
 - **Freight Movement/Mobility Planning**
-
- Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions and transportation system management strategies. Provide documentation of the process to be used in updating the MTP. Tasks also include planning strategies associated with Transportation Demand Management, Access Control and Management, Traffic Operations Improvements, Incident Management and Growth Management.
 - Coordinate with private freight carriers in the region to identify major shipping lanes in and out of the region and potential projects where NCDOT/BGMPO can facilitate cooperation; incorporate applicable projects into the MTP and prepare update of the freight element of the MTP. Identify freight movement deficiencies, priorities, and proposed improvement solutions and strategies.
 - Participate in MAP-21 related training and workshops.
 - Research/investigate/analyze/report on alternative fuel vehicles, advanced transportation technologies, infrastructure, fueling/recharging stations, related equipment, and alt fuels technology, including public transit and transportation corridors.
 - Assist with conformity determination analysis, interagency consultation process, and coordination with State and Federal agencies in developing and maintaining mobile source emission inventories. Attending air quality-related trainings/briefings/coordination meetings.

II-B-2 Regional Planning

- **Community Goals and Objectives**
 - **Highway Element of the CTP/MTP**
 - **Transit Element of the CTP/MTP**
 - **Bicycle and Pedestrian Element of CTP/MTP**
 - **Airport/Air Travel Element of CTP/MTP**
 - **Collector Street Element of CTP/MTP**
 - **Rail, Waterway, or other Mode of the CTP/MTP**
-
- Assist PART and Division 7 as needed with follow up or clarifications about travel patterns.
 - Establish regional goals, objectives, and policies.
 - Work with stakeholders, NCDOT, etc to develop system plans, MTP/CTP updates.
 - Work with NCDOT PTD to update 5-year capital plans (as needed) for MPO transit providers in the region and assist providers with any changes in federal or state funding programs.

- Coordinate Bike/Ped projects. MPO staff will also provide coordination with "Safe Route to Schools" programs. Coordinate with Bicycle and Pedestrian Commissions, sub-committees and other community organizations interested in non-motorized travel, develop agendas and presentations, respond to commission and community requests, research best practices for related policies, and perform related work. Coordinate updates and/or implementation of the bicycle/pedestrian/greenway master plan.
- Coordinate with the Burlington - Alamance Airport and Federal Aviation Administration on future airport needs and travel patterns; incorporate connections for passenger and freight needs coming to/leaving the airport into the MTP update.
- Mapping in support of TIP, Merger, MTP, Prioritization, and Complete Streets Subcommittee including project packet maps detailing existing and future land use, zoning, EJ demographics, planning context, and natural environment.
- Coordinate with private rail companies and ports in the region and potential projects where NCDOT/BGMPO can facilitate cooperation.

II-B-3 Special Studies

The BGMPO annually designates a portion of planning funding for Special Studies. Special Studies include staff time for project management activities to ensure consistency with FHWA, FTA and NCDOT procurement requirements and intergovernmental project coordination. The MPO anticipates soliciting consultants to assist MPO staff and member jurisdictions with project implementation on an as-needed basis (on-going throughout the fiscal year). BGMPO staff will assist subgrantee members with reporting requirements and maintaining budgets for Special Studies projects funded through this UPWP category. Projects may be developed and/or amended as the year progresses. The MPO generally funds two Special Studies each fiscal year as a result of its annual Call for Projects. At least one new Special Study and two carry-over Special Studies are anticipated in FY 2022 - 2023.

Regional Transit Feasibility Study

The BGMPO is served by four regional and one fixed route transit systems: Orange County Public Transportation (OPT) 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. The BGMPO proposes to develop a regional transit feasibility study to assess existing transit conditions and recommend systemwide improvements and sustainable funding options. The study will include an identification of cost-effective service enhancements, evaluation of safety performance measures and target-setting and development of funding suballocation recommendations. The plan will also help distinguish service areas to reduce service duplication and determine operators of future service expansions. A consultant will be retained to develop the feasibility study. The proposed project schedule is July 2022 - March 2023.

This category relates to the preparation and monitoring of the MPO Unified Planning Work Program, and preparation of quarterly reports, the annual report, and requests for reimbursement. MAP-21 mandated performance measure reporting requirements are also a part of this work task-group.

III-A-1 Planning Work Program

- The Burlington - Graham Urban Area MPO will develop a Planning Work Program (PWP) with the guidance of the Technical Coordinating Committee (TCC) and MPO Board; Present the PWP for approval to the Transportation Advisory Committee and submit to the NCDOT Transportation Planning Branch.
- Actively manage the progress of consultants engaged in completing UPWP tasks.
- Develop the FY 5-year Planning Work Program Calendar.

III-A-2 Metrics and Performance Management

- Update the UPWP, MTP, etc to address MAP-21 Performance Measure tracking and reporting.
- Prepare quarterly reports, the annual report, and requests for reimbursement.
- Work on establishing/developing/refinement/updating of performance measures/targets.
- Update plans (CTP/MTP/TIP), as required, to meet MAP-21 performance measure requirements.

III-B Transportation Improvement Program

This category relates directly to the identification and prioritization of transportation improvement projects within the MPO area on an on-going basis, coordination of the MTIP with the STIP and SPOT processes, the development of the MTIP, and processing of MTIP amendments.

III-B-1 Prioritization

- Maintenance of a prioritized needs list (the SPOT list) of potential STIP projects across modes. Develop purposed and needs statements, as appropriate/needed.
- Work to update and improve local prioritization process for SPOT projects.
- Data, Maps and Resolutions for STIP Project Recommendations as needed.
- Attendance of any STIP- or SPOT-related meetings.
- Gathering and entry of data required for SPOT ranking of projects.
- Evaluate transportation projects. Review scoring methodology and score transportation projects, as requested by NCDOT.
- Attend SPOT-related workgroup/policy-development/planning workgroups or related meetings at a local, regional, or Statewide level.
- Meet/work with local government entities to assist with prioritization or project development/refinement.

III-B-2 Metropolitan TIP

- Work cooperatively with NCDOT and other partner agencies to review, comment, adopt and amend TIP and MTP cooperatively with NCDOT and other partner agencies.
- Review and refine schedules and descriptions for TIP projects in the Draft TIP.
- Coordinate meaningful public involvement in the TIP process and in review of the TIP.
- Review design issues for TIP Projects and provide comments to appropriate agencies.
- Participate in the environmental study process for TIP projects and provide an MPO representative on NEPA/404 Merger Teams.
- Monitor the public involvement process for TIP projects and ensure adequate community input.
- Continue participation in project-specific workgroup meetings, as needed.
- Continue to facilitate dialogue between NCDOT and MPO-member communities.
- Continue to participate on scoping meetings, public input, and merger meetings
- Work associated with development or amendments to the TIP.

III-C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

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

III-C-1 Title VI Compliance

- Conduct ongoing analysis of all MPO planning activities for compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-2 Environmental Justice

- On a continuing basis, update maps used for transit planning with ACS data from the US Census, as available, to include Low-Mod Income, English as second language, elderly, young, and no-car populations.
- Program and/or specific project-related work regarding compliance with environmental justice goals and regulations.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-3 Minority Business Enterprise Planning

- Activities to encourage the participation of minority-owned business enterprises in contractual and supply opportunities on an ongoing basis.

III-C-4 Planning for the Elderly

- Provide efforts focusing on complying with the key provisions of the ADA. Plan transportation facilities and services that can be utilized by persons with limited mobility.
- Coordinate with community stakeholders to identify relevant aging issues.

III-C-5 Safety and Drug Control Planning

- Performing safety audits, developing safety/security improvements, and developing policies and planning for safety, security, and emergency preparedness issues.

III-C-6 Public Involvement

- Develop outreach efforts for effectively communicating with the community about transportation planning and projects including all MTP/CTP/TIP-related outreach.
- Update website, social media, and outreach materials to make them more useful, including translation of documents and materials as needed.
- Place advertisements in media outlets as required by Public Involvement Plan.
- Respond to interview and data requests from the media & public.
- Ensure compliance with North Carolina general statutes regarding open meetings and public records.
- Expand ability to provide data to member governments and the public.
- Update the Public Involvement Plan, as needed.

III-C-7 Private Sector Participation

- Activities to encourage private sector participation in planning and project activities.

III-D Statewide and Extra-Regional Planning

- Coordinate with other regional, state and federal agencies involved in transportation planning activities; monitor federal and state legislation.
 - Coordinate with neighboring MPOs and RPOs, transit-providers, and other agencies.
 - Participate in the North Carolina Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues.
 - Participate in working groups, subcommittees, or task forces associated with NCDOT or other government agencies or statewide or regional professional associations such as the North Carolina Geographic Information Coordinating Council (NCGICC), NCSITE, NCURISA, NCAPA, et cetera.
- Attend regional, statewide, national, and/or other planning initiatives, meetings, or conferences.

III-E. Management and Operations

This category relates to the on-going administrative responsibilities related to the MPO, including support of both the Transportation Coordinating Committee and the Transportation Advisory Committee.

III-E Management Operations and Program Support Administration

- Provide direct support to the MPO Governing Board and Technical Coordinating Committee (TCC), including agenda preparation and circulation, preparation of minutes, and scheduling, notification, venue setup and breakdown, and facilitation of meetings.
- Procure supplies related to transportation planning activities.
- Support staff training and development.
- Cover direct costs associated with MPO administration.
- Maintain adequate files and records for the MPO.
- Tracking the status of transportation projects, status reports to the TCC, TAC, and interested persons.
- Staying up to date with transportation issues (regional, statewide, air quality, census, environmental justice, 'smart growth', etc.). Finding, researching, and disseminating relevant transportation information for local officials, public, and MPO members.
- Staying up to date on transportation-related bills and regulations.
- Presentations at local association meetings, regular briefings of legislators and local officials.
- Consistent public/media information. Examples include press releases, web page updates etc.
- Innovative and successful public involvement (two-way communication).
- Grant writing.
- Preparing press releases, web page updates, etc.
- Presentations at local association meetings, regular briefings of legislators and local officials.

This task provides for the MPO to perform necessary activities in order to continue a cooperative, comprehensive, and continuing transportation planning process for the urbanized area. Funds will allow for performance of required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

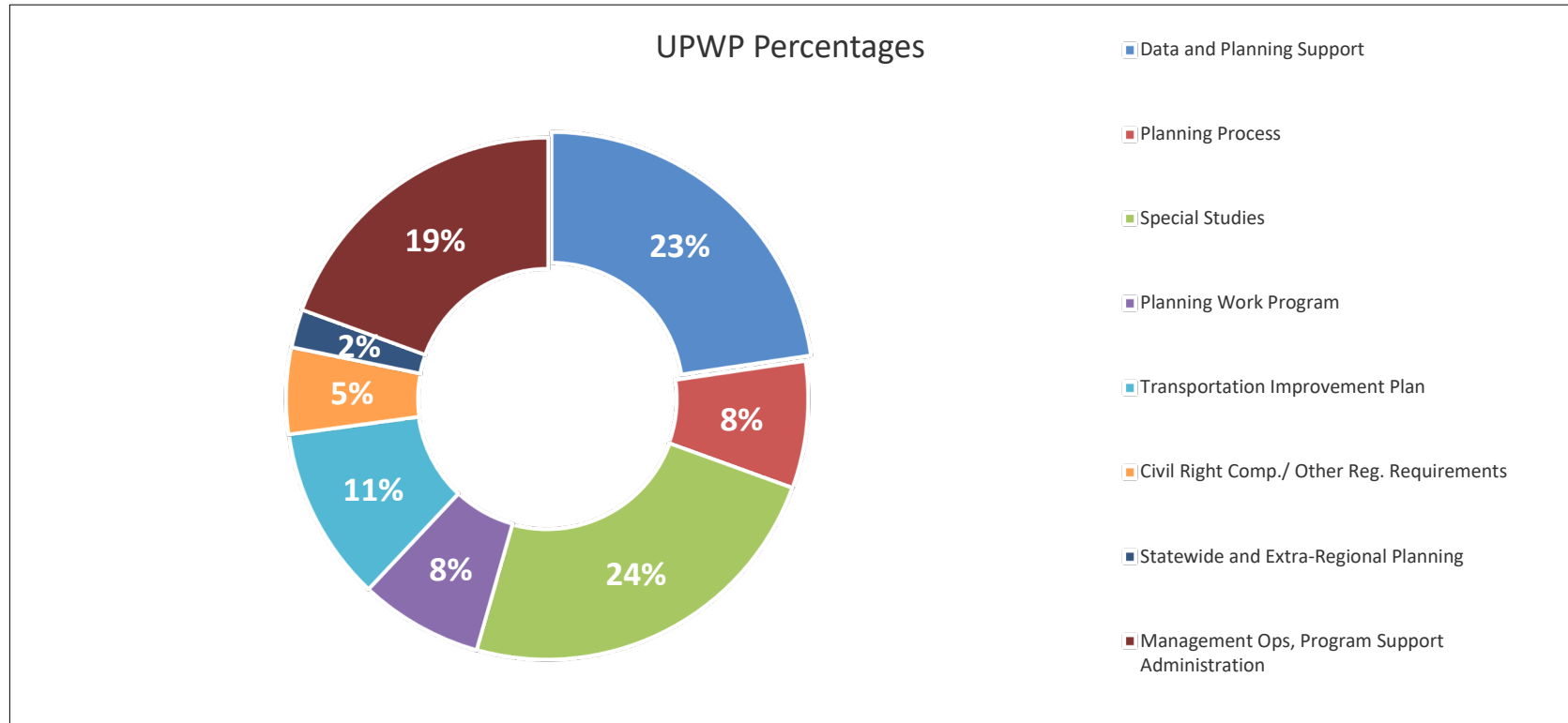
FTA Code	PL Task Code	Task Description	MPO Planning and Admin - PL104				Transit - Section 5303				Transit - Section 5307				Subtotal			Total Funding	
			Local (20%)	FHWA (80%)	TOTAL 100%	STATE 100%	Local (10%)	State (10%)	FTA (80%)	Total	Local (20%)	State	FTA (80%)	Total	Local	State	Federal		
	II-A	Data and Planning Support	\$19,000	\$76,000	\$95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 32,000.00	\$ 40,000.00	\$ 27,000	\$0	\$ 108,000	\$ 135,000	
44.24.00	II-A-1	Networks and Support Systems	\$10,000	\$40,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 16,000.00	\$ 20,000.00					
44.26.14	II-A-2	Travelers and Behavior	\$4,000	\$16,000	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 16,000.00	\$ 20,000.00					
	II-A-3	Transportation Modeling	\$5,000	\$20,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
	II-B	Planning Process	\$6,600	\$26,400	\$33,000	\$ -	\$ 10,000.00	\$10,000.00	\$80,000.00	\$ 100,000.00	\$ 5,000	\$ -	\$ 20,000	\$ 25,000	\$ 21,600	\$10,000	\$ 126,400	\$ 158,000	
	II-B-1	Targeted Planning	\$1,600	\$6,400	\$8,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -							
	II-B-2	Regional Planning (CTP, MTP, etc)	\$5,000	\$20,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
	II-B-3	Special Studies				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
44.24.00		BGMPO Regional Transit Feasiblity Study				\$ -	\$ 10,000.00	\$10,000.00	\$80,000.00	\$ 100,000.00	\$ 5,000.00	\$ -	\$ 20,000.00	\$ 25,000.00					
	III-A	Planning Work Program	\$6,400	\$25,600	\$32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 8,000.00	\$ 10,000.00	\$ 8,400	\$0	\$ 33,600	\$ 42,000	
44.21.00	III-A-1	Planning Work Program	\$4,000	\$16,000	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 4,000.00	\$ 5,000.00					
44.24.00	III-A-2	Metrics and Performance Measures	\$2,400	\$9,600	\$12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 4,000.00	\$ 5,000.00					
	III-B	Transp. Improvement Plan	\$9,052	\$36,207	\$45,259	\$ -					\$ 8,000	\$ -	\$ 32,000	\$ 40,000	\$ 17,052	\$0	\$ 68,207	\$ 85,259	
44.25.00	III-B-1	Prioritization	\$5,000	\$20,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 16,000	\$ 20,000					
44.25.00	III-B-2	Metropolitan TIP	\$3,052	\$12,207	\$15,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 16,000	\$ 20,000					
	III-B-3	Merger/Project Development	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$4,500	\$18,000	\$22,500	\$ -		\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 8,000	\$ 10,000	\$ 6,500	\$ -	\$ 26,000	\$ 32,500	
44.27.00	III-C-1	Title VI Compliance	\$2,000	\$8,000	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 4,000	\$ 5,000					
	III-C-2	Environmental Justice	\$700	\$2,800	\$3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
	III-C-3	Minority Business Enterprise Planning	\$500	\$2,000	\$2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
	III-C-4	Planning for the Elderly	\$0	\$0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
	III-C-5	Safety/Drug Control Planning	\$0	\$0	\$0	\$ -					\$ -	\$ -	\$ -	\$ -					
44.27.00	III-C-6	Public Involvement	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 4,000	\$ 5,000.00					
	III-C-7	Private Sector Participation	\$300	\$1,200	\$1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
44.26.13	III-D	Statewide & Extra-Regional Planning	\$2,000	\$8,000	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 8,000	\$ 10,000	\$ 4,000	\$0	\$ 16,000	\$ 20,000	
44.26.14	III-E	Management Ops, Program Suppt Admin	\$16,273	\$65,093	\$81,366	\$ -	\$588	\$588	\$4,705	\$5,881	\$3,000	\$0	\$12,000	\$15,000	\$19,861	\$588	\$81,798	\$102,247	
	TOTALS		\$63,825	\$255,300	\$319,125	\$ -	\$10,588	\$10,588	\$84,705	\$105,881	\$30,000	\$0	\$120,000	\$150,000	\$104,413	\$10,588	\$460,005	\$575,006	
	II-B-3	Special Studies																	
		Funded FY22 Special Studies continuing in FY23 using remaining FY22 funds																	
		Transportation Safety Plan				\$125,000													
		Regional Traffic Data Collection Program	\$16,000	\$64,000	\$80,000														

Metropolitan Planning (PL) 23 U.S.C. 104(f) Funding Summary

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL			
			Highway / Transit			TOTAL
			Local	State	Federal	
	II-A	Data and Planning Support	\$ 27,000	\$ -	\$ 108,000	\$ 135,000
44.24.00	II-A-1	Networks and Support Systems <ul style="list-style-type: none"> • Traffic Volume Counts • Vehicle Miles of Travel (VMT) • Street System Changes • Traffic Crashes • Transit System Data • Air Travel • Central Area Parking Inventory • Bike/Ped Facilities Inventory • Collection of Network Data • Capacity Deficiency Analysis • Mapping 	\$ 14,000		\$ 56,000	\$ 70,000
44.26.14	II-A-2	Travelers and Behavior <ul style="list-style-type: none"> • Dwelling Unit, Population and Employment Changes • Collection of Base Year Data • Travel Surveys • Vehicle Occupancy Rates (Counts) • Travel Time Studies 	\$ 8,000		\$ 32,000	\$ 40,000
	II-A-3	Transportation Modeling <ul style="list-style-type: none"> • Travel Model Update • Forecast of Data to Horizon Year • Forecast of Future Travel Patterns • Financial Planning 	\$ 5,000		\$ 20,000	\$ 25,000
	II-B	Planning Process	\$ 21,600	\$ 10,000	\$ 126,400	\$ 158,000
	II-B-1	Targeted Planning <ul style="list-style-type: none"> • Air Quality Planning/Conformity Analysis • Alternative Fuels/Vehicles • Hazard Mitigation and Disaster Planning • Congestion Management Strategies • Freight Movement/Mobility Planning 	\$ 1,600		\$ 6,400	\$ 8,000
	II-B-2	Regional Planning <ul style="list-style-type: none"> • Community Goals and Objectives • Highway Element of the CTP/MTP • Transit Element of the CTP/MTP • Bicycle and Pedestrian Element of CTP/MTP • Airport/Air Travel Element of CTP/MTP • Collector Street Element of CTP/MTP • Rail, Waterway, or other Mode of the CTP/MTP 	\$ 5,000		\$ 20,000	\$ 25,000
44.24.00	II-B-3	Special Studies				
		BGMPO Regional Transit Feasibility Study	\$ 15,000	\$ 10,000	\$ 100,000	\$ 125,000
	III-A	Planning Work Program	\$ 8,400	\$ -	\$ 33,600	\$ 42,000
44.21.00	III-A-1	Planning Work Program	\$ 5,000		\$ 20,000	\$ 25,000
44.24.00	III-A-2	Metrics and Performance Measures	\$ 3,400		\$ 13,600	\$ 17,000
	III-B	Transp. Improvement Plan	\$ 17,052	\$ -	\$ 68,207	\$ 85,259
44.25.00	III-B-1	Prioritization	\$ 9,000		\$ 36,000	\$ 45,000
44.25.00	III-B-2	Metropolitan TIP	\$ 7,052		\$ 28,207	\$ 35,259
	III-B-3	Merger/Project Development	\$ 1,000		\$ 4,000	\$ 5,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 6,500	\$ -	\$ 26,000	\$ 32,500
44.27.00	III-C-1	Title VI Compliance	\$ 3,000		\$ 12,000	\$ 15,000
	III-C-2	Environmental Justice	\$ 700		\$ 2,800	\$ 3,500
	III-C-3	Minority Business Enterprise Planning	\$ 500		\$ 2,000	\$ 2,500
	III-C-4	Planning for the Elderly	\$ -		\$ -	\$ -
	III-C-5	Safety/Drug Control Planning	\$ -		\$ -	\$ -
44.27.00	III-C-6	Public Involvement	\$ 2,000		\$ 8,000	\$ 10,000
	III-C-7	Private Sector Participation	\$ 300		\$ 1,200	\$ 1,500
44.26.13	III-D	Statewide and Extra-Regional Planning	\$ 4,000		\$ 16,000	\$ 20,000
44.26.14	III-E	Management Ops, Program Support Admin	\$ 19,861	\$ 588	\$ 81,798	\$ 102,247
		TOTALS	\$ 104,413	\$ 10,588	\$ 460,005	\$ 575,006

Burlington - Graham Urban Area MPO Five Year Planning Program

FISCAL YEAR	PLANNING PROCESS ACTION		PRODUCTS OF THE PLANNING PROCESS			
	CERTIFICATION OF PLANNING PROCESS	PWP	METROPOLITAN TRANSPORTATION PLAN (5 Year Cycle)		METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM	SPECIAL STUDIES
			MTP Activities	Major Update		
2023	Yes	Yes	Amendments as needed	No	Adopt TIP	BGMPO Highway Safety Plan BGMPO Traffic Data Collection BGMPO Regional Transit Feasibility Study
			Tour Based Freight Model Adoption			
			Household Travel Survey Adoption			
			S/E Data/Parcel Data Collection			
2024	Yes	Yes	Travel Demand Model Calibration	Yes	Amendments as needed/Priorization	BGMPO MTP Update
2025	Yes	Yes	Adopt 2050 MTP (Aug, 2025)	Yes	Adopt TIP	Regional Bicycle and Pedestrian Plan
2026	Yes	Yes	Amendments as needed	No	Amendments as needed/Priorization	Regional Resiliency Plan - Transition to Clean Energy
2027	Yes	Yes	S/E Parcel Updates		Adopt TIP	Regional Transportation Demand Management Plan



Explanation of Funding Sources in the UPWP

Overview

There are three major funding sources that make up the UPWP. All three of these sources come from the federal government and involve either local or state matching funds. The disbursement of all the funds is managed by the North Carolina Department of Transportation. All three of the funding sources are displayed in the UPWP that is approved by the Burlington - Graham Urban Area MPO.

Metropolitan Planning Funds

Commonly known as "PL" (short for Public Law) funds, these funds are the primary source of funding for MPO Planning and Administration. The MPO Lead Planning Agency and MPO staff administer the funds. The Federal Highway Administration provides 80% of the funding, and local governments of the Burlington - Graham Urban Area MPO provide the 20% local match. In some cases, funds are sub-allocated to other agencies to perform special studies. This is not a grant program, but rather a reimbursement program. In other words, valid expenditures for transportation planning are reimbursed at a rate of 80%. The MPO Staff submits quarterly invoices to the NCDOT for reimbursement.

The MPO uses the PL funds to carry out tasks identified in the Planning Work Program. Some of the funds are used to pay staff salaries for time spent on transportation planning activities and for administration of the MPO. Some of the funds are used to pay outside consultants for special planning studies. All planning activities and special studies conducted during the year must be a part of the approved Planning Work Program. Occasionally funds are reimbursed to other local agencies that complete tasks identified in the PWP.

Section 5303 Funds

These are funds from the Federal Transit Administration (FTA) that are designated exclusively for transit planning. The funds are currently administered by the City of Burlington as a Direct Recipient of federal transit funds. The funds are primarily used to pay staff salaries for time spent on transit planning. The FTA provides 80% of the funds. The state provides 10% and the City of Burlington provides 10%.

Section 5307 Funds

Section 5307 funds can be used for transit planning as well as other related purposes, and are distributed by formula by FTA. The MPO is eligible to use Section 5307 funds from the FTA for assistance on a wide range of planning activities and will utilize funding for administration activities associated with regional transit planning, safety target setting and monitoring, prioritization, etc. Activities include implementation of the Regional Transit Operators MOU, facilitation of Transit Safety Subcommittee. These planning funds require a 20% local match.