
*Burlington-Graham
Metropolitan Planning Organization
March 2020*

DRAFT UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR JULY 1, 2020 – JUNE 30, 2021

ADOPTED _____

FUNDS FOR THIS PLANNING WORK PROGRAM PROVIDED BY

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

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 2020 - 2021 Unified Planning Work Program (UPWP) for the Burlington-Graham Metropolitan Planning Organization (BGMPO) study area. It delineates the activities to be accomplished during the period of July 1, 2020 through June 30, 2021, the funding requirements, and the work elements of the FY 2020 - 2021 UPWP.

Proposed FY 2021 UPWP Activities and Emphasis Areas

BGMPO activities and emphasis areas for the FY 2021 UPWP are summarized as follow:

- Development of Community-Viz transportation scenarios
- Continued NCDOT, Division and NCAMPO coordination
- Routine 3-C planning and UPWP updates
- Continued work activities associated with STI and development of the 2022-2031 TIP
- Coordination with NCDOT staff and stakeholders regarding Express Feasibility Design Projects
- Development of Transit Providers MOU
- Implementation of Fast Act Metropolitan Planning requirements
- Update and Monitoring of Title VI Program compliance
- Monitoring of MPO Performance Measure Targets and TAM Plans
- Continuation of routine planning - MTIP, UPWP, Data monitoring, GIS, Public Involvement, etc.
- Continuation of special and mandated projects/programs: Title VI, LEP, EJ, safety/freight, modeling,
- Development of two Special Studies
- Preparation of Base Year data collection/inventory and travel survey for the major model update
- Development of 2020 PTRM Household Travel Survey
- Regional and urban transit planning
- Development of Regional Traffic Count Program
- Other Comprehensive, Cooperative, and Continuing (3-C) initiatives eligible for Federal transportation funding

Background

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

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

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

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

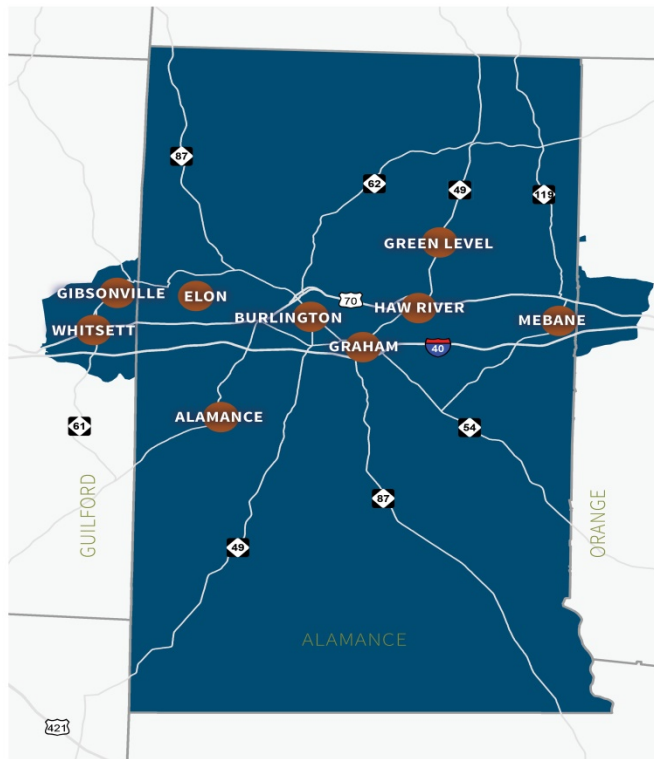
The funding source tables reflect available federal planning fund sources and the amounts of non-federal matching funds. The match is provided through either local or state funds or both. Section 104(f) funds are designated for MPO planning and are used by the LPA to support MPO planning functions. The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

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

BGMPO Area Boundary

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



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

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

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

The U.S. Secretary of Transportation, in consultation with stakeholders, is to establish performance measures to chart progress toward accomplishment of national goals established in MAP-21: safety, infrastructure condition, interstate system condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. Performance targets established by the State and MPO will be based on national performance measures and will improve decision making through performance-based planning and programming. The FAST Act adjusts the timeframe for States and MPOs to make

progress toward meeting their performance targets under the National Highway Performance Program and clarifies the significant progress timeline for the Highway Safety Improvement Program performance targets. The MPO believes in the proactive involvement of citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other interested parties in the development and updates of transportation plans and programs. The transportation planning activities outlined in this document are aligned with the FAST Act national goals.

Comprehensive Transportation Plan (CTP)

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

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

Metropolitan Transportation Plan (MTP)

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

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

Moving Toward Performance Based Planning

MAP-21 established transportation performance management that promotes performance-based planning practices and data-driven decision-making for both state DOTs and MPOs. Performance-based planning refers to the application of performance management – a “strategic approach that uses performance data to support decisions to help achieve desired performance outcomes.” The regulatory changes to the planning process are intended to improve transportation investment decision-making through increased transparency (through the requirement of performance targets) and accountability (via a requirement to report on progress toward meeting

BGMPO Unified Planning Work Program

targets) and to support a core set of national goals. State DOTs and MPOs are free to adopt additional locally defined performance measures and targets through a coordinated process that also includes transit service providers. As part of the MTP update, BGMPO must evaluate the condition and performance of the transportation system, establish performance targets, and report on progress toward the achievement of these performance targets. The performance-based planning process should be carried forward through the project selection process and linked to the fiscally constrained Metropolitan Transportation Improvement Program (MTIP) developed at both the statewide and the metropolitan level.

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

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

State DOTs and MPOs are free to identify additional measures, but all statewide transportation plans and metropolitan transportation plans will need to address the MAP-21 measures and targets associated with those measures, at a minimum. Moreover, state DOTs, MPOs, and public transportation service providers are required to establish performance targets and to coordinate development of these targets to ensure consistency. The BGMPO is committed to making the transition to developing performance measures in its MTP 2045 update as final guidance becomes available from FHWA and NCDOT. The MPO will not be able to make any amendments to the MTP or MTIP after May 27, 2018 or until the MTP meets the FAST ACT requirements; administrative modifications are allowable.

Metropolitan Transportation Improvement Program (MTIP)

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

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

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

Air Quality Conformity Process

Transportation-air quality conformity ("conformity") is a way to ensure that Federal funding and approval goes to transportation activities that are consistent with air quality goals. Conformity applies to Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) and to projects funded or approved by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) in areas that do not meet -- or have recently not met -- air quality standards for ozone, carbon monoxide, particulate matter, or nitrogen dioxide. These areas are known as "non-attainment areas" or "maintenance areas," respectively. A conformity determination demonstrates that the total emissions projected for a plan or program are within the emissions limits ("budgets") established by the State Implementation Plan (SIP) for air quality, and that

transportation control measures – specific projects or programs enumerated in the SIP that are designed to improve air quality – are implemented in a timely fashion.

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

FY 2021 Emphasis Areas and Special Projects Descriptions

Special emphasis projects and new initiatives for the FY2021 UPWP are described below:

Piedmont Triad Regional Model (PTRM) - Major Model Enhancement and 2020 Household Survey

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

- Compiling useable data from the Piedmont Triad CommunityViz Model
- Performing periodic updates of the parcel level information such as new construction or demolition within the Piedmont Triad CommunityViz Model
- Track and document population estimates and projections from Office of State Budget and Management
- Utilize NCDOT road layers and HERE data to update attributes of highway line network
- Obtaining Phase III freight data such as truck count data and survey data for the calibration and validation of freight tour-based model
- Complete Household Travel Survey data collection for inclusion in Regional Travel Demand Model

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

Special Planning Studies

The BGMPO annually designates a portion of planning funding for special studies. Special studies include staff time for project management activities to ensure consistency with FHWA, FTA and NCDOT procurement requirements and intergovernmental project coordination. At least one Special Study is anticipated in FY 2020 – 2021. The MPO will use planning consultants to assist the MPO staff and member jurisdictions with planning tasks on an as-needed basis (on-going throughout fiscal year). The TAC approved the *Mebane Park and Ride Relocation Study* Special Study for FY2021. The purpose of the study is to establish site parameters and evaluation criteria for a new 150-200 space park and ride to be shared by GoTriangle, PART, and Orange County Public Transit. The project scope includes the development of 10% conceptual design for a preferred location and a possible alternate location. This project task will help implement the CTP and/or MTP by supporting expanded transit services. Project stakeholders will include the BGMPO, City of Mebane, PART, GoTriangle, Orange County, NCDOT and the general public.

Data Collection and Data Management

The MPO is required by federal regulations and the 3-C process to perform continuous data monitoring and maintenance. The BGMPO re-evaluated its traffic count program in an effort to begin a comprehensive and systematic approach to data collection and management, to be consistent with statewide traffic data collection, and for use in the regional travel demand model. The BGMPO expanded its current traffic count program to

better plan for future transportation needs by counting a majority of the intersections within the BGMPO three county planning areas.

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

Title VI Planning

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

Safety and Security Planning

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

Land Use, Socio-Economic, Environmental

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

- Track changes to travel demand model input data
- Coordination with member jurisdictions for parcel tagging/ changed data inputs into the working 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

FY 2021 UPWP Funding Source

FY 2021 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 FY2021 is below.

PL Section 104(f) Funds (80%) \$213,179
Local match (20%) \$53,295
Total \$266,473

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

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

5303 BGMPO Total

Federal (80%) \$43,184

State (10%) \$5,398

Local (10%) \$5,398

Total Sect. 5303 \$53,980

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

5307 BGMPO Total

Federal (80%) \$120,000

Local (20%) \$30,000

Total Sect. 5307 \$150,000

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 MTIP, and the annual UPWP. Emphasis is placed on broadening participation in transportation planning to include key stakeholders who have not traditionally been involved, including the business community, members of the public, community groups, and other governmental agencies. Effective public involvement will result in opportunities for the public to participate in the planning process.

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

Resolutions Certifying the Planning Process and UPWP

As part of the annual UPWP adoption process, the BGMPO Technical Advisory Committee is required to approve the FY2020 – 2021 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 2020-2021

- 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 2040, 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, 20 ____.

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 2020 - 2021 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 2020-2021; and,

NOW, THEREFORE, be it resolved that the Transportation Advisory Committee hereby endorses the FY 2020-2021 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 _____, 2020.

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 _____

Anticipated DBE Contracting Opportunities for FY 2020 – 2021

The BGMPO is anticipating two contracting opportunities for Disadvantaged Business Enterprises (DBEs) for FY 2020 -2021. 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. 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.

In recent years, federal and state legislation, regulations, and technological innovations have increased the complexity of the BGMPO activities and work tasks. The BGMPO FY 2021 budget includes one new GIS/Transportation Planner staff position. The staffer’s primary responsibilities are to maintain and develop STI, CommunityViz, MTP and CTP GIS data such as shapefiles, geodatabases, and ArcGIS databases.

Anticipated DBE Contracting Opportunities for FY 2020 - 2021

Name of MPO: Burlington - Graham

Person Completing Form: Wannetta Mallette, MPO Administrator

Telephone Number: 336-513-5418

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity	Federal Funds to be Contracted Out (Estimated)	Total Funds to be Contracted Out
II-A-1	Regional Traffic Count Program	BGMPO	Consultant	\$48,000	\$60,000
II-B-3	Special Studies				
	Mebane Park and Ride Relocation Study	GoTriangle	Consultant	\$40,000	\$50,000

Burlington Graham Urban Area
Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2020 - 2025

Task	Major Work Task(s)/Products	Fiscal Years					Notes
		2020 2021	2021 2022	2022 2023	2023 2024	2024 2025	
II-A	Surveillance of Inventory Data and Travel Demand Model Inputs						
	ADT Maps, Turning Movement Counts, Regional & State	•	•	•	•	•	Traffic Count Program Expansion, Ongoing
	Street System Changes	•	•	•	•	•	Ongoing
	Household Survey	•					As needed
	Freight Study/Planning	•	•	•	•	•	As needed
	Housing, Employment and Population Data Collection	•	•	•	•	•	On-going Data Collection
	Traffic Accidents	•	•	•	•	•	On-going Data Collection
	Transit System Data	•		•	•	•	On-going Data Collection
	D/U Population Changes	•	•	•			Census 2020 related
	Collection of Network Data and Mapping	•	•	•	•	•	MTP/MTIP/Street Inventory, ongoing
II-B	Planning Process						
	CTP/MTP Plan Update	•			•	•	2045 Plan Completion/2050 Update Procurement/MTP Kickoff
	Collection of Base Year Data					•	MTP/CTP related
	Vision, Goals, Performance Measures	•	•	•	•	•	Ongoing
	Air Quality Conformity Analysis Determination Report	•	•	•	•	•	As needed
	Travel Model Update	•	•	•	•	•	Ongoing in coordination with PART
	Forecast Data	•	•	•	•	•	Ongoing in coordination with PART
	Housing, Employment, and Population Projections	•				•	Travel Demand Model/Community Viz Ongoing
	Plan, Map and Technical Report Amendments	•	•	•	•	•	Ongoing
	Air Quality Conformity Analysis and Coordination	•	•	•	•	•	Ongoing
	Performance Target Setting and Implementation	•	•	•	•	•	Ongoing
	MTP/CTP Plan Implementation	•	•	•	•	•	Ongoing
	Priorization, MTIP and STIP Development	•	•	•	•	•	Update as needed
	Public Involvement Plan Implementation	•	•	•	•	•	Ongoing
III-A	Planning Work Program						
	Planning Work Program Development and Implemenation	•	•	•	•	•	Ongoing/Update as needed
	Member Jurisdiction Coordination - Special Studies	•	•	•	•	•	Ongoing
	Metrics and Performance Measures	•	•	•	•	•	Ongoing
III-B	Transportation Improvement Program (TIP)						
	STIP Process		•		•		Per NCDOT Schedule
	STIP Air Quality Conformity Analysis	•	•	•	•	•	Ongoing
	Bi-Annual Transportation Needs Report	•		•		•	Biannually
	SPOT Evaluation and Analysis	•	•	•	•	•	Ongoing
III-C	Civil Rights Compliance (Title VI) and Other Regulatory Requirements						
	Title VI Compliance	•	•	•	•	•	Ongoing
	Environmental Justice	•	•	•	•	•	Ongoing
	Minority Business Enterprise Planning	•	•	•	•	•	Ongoing
	Planning for the Elderly	•	•	•	•	•	Ongoing
	Public Participation / Outreach	•	•	•	•	•	Ongoing
III-D	Incidental Planning and Project Development						
	Small Transportation Planning and Engineering Studies and Projects	•	•	•	•	•	TCC/TAC approved projects
	Public Involvement and Engagement	•	•	•	•	•	Ongoing
	Regional/Statewide Planning Efforts	•	•	•	•	•	Ongoing
III-E	Management Operations and Program Support Administration						
	Transportation Planning Grants/ Budget Administration	•	•	•	•	•	Quarterly
	TCC/TAC Meeting Administration and Coordination	•	•	•	•	•	Ongoing
	MPO Administration and Operations	•	•	•	•	•	Ongoing
	Unified Planning Work Program	•	•	•	•	•	Quarterly/Annually
	Professional Development/Training	•	•	•	•	•	Ongoing

UPWP Work Items

II-A Data and Planning Support

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

Programmed Amount: \$93,500

35.09% Staff Budget

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

II-A-2 Travelers and Behavior

Objective: To improve the quality of transportation plans and other planning endeavors in the BGMPO planning area through ongoing collection and maintenance of data related to existing and proposed land uses and evolving socioeconomic conditions affecting transportation planning.

- II-A-2 (DU/Population & Employment Changes) If Needed - Review land use and zoning petitions as requested. Coordinate with the US Census Bureau, as well as other agencies to review, analyze confirm, and distribute information collected from the census data as it is available needed for transportation planning efforts. Annual maintenance from building permit data and annexation. Monitor for any revisions to land use or travel models in the MPO area.

BGMPO Unified Planning Work Program

- II-A-2 (Collection of Base Year Data) Monitor changes that are related to planning tasks within the MPO planning boundary. Compare existing characteristics with projections to anticipate planning needs and activities. Continue to build and maintain a data repository of information to support local and regional transportation efforts. This task is also supported by the Piedmont Triad Regional Travel Model process via the Piedmont Authority for Regional Transportation (PART). Building permits and annexation information is updated and sent to PART for model update. Evaluate by TAZ if needed to determine population, housing density, employment, etc. CTP update will be updated with new data.
- II-A-2 (Travel Surveys) Household Survey update and previous data from the Piedmont Travel Survey will be used. This task is conducted by PART in cooperation with the Triad MPO's. Provides origin and destination data and what other modes of travel are used (if any).
- II-A-2 (Collection of Network Data) The MPO will monitor roadway corridors and intersection improvements not included in base travel demand model network. Activities related to the MTP Update completed in prior work plan. CTP update will required network data.
- II-A-2 (Travel Time Studies) This task also is shared with PART and Triad MPO's. Provides origin and destination data and what other modes of travel are used (if any).
- II-A-2 (Capacity Deficiency Analysis) Work with traffic forecast and current traffic counts to evaluate LOS and V/C ratios for local roadways. This data will assist in the prioritization of transportation improvements in the area, and will be used to develop problem statements for priority projects. Use of Triad Model with this task.

II-A-3 Transportation Modeling

- Objective: To assist in maintaining the Piedmont Triad Regional Model (PTRM) for the BGMPO planning area that provides capacity to perform simulations and scenario planning on a continuing basis for examining localized modeling for traffic activity within the BGMPO planning area.
- II-A-3 (Travel Model Update) The MPO will continue to coordinate with the NCDOT, PART and local MPO's to enhance and develop the regional travel model. The transportation model, including assisting in assessment of quality of transportation modeling databases and planning tasks to be completed for the Long Range Transportation Plan update. The MPO will utilize the updated regional model in cooperation with all model team members. Continuous Work with the PTRM team, PART and TPB to meet the needs of the Triad Regional Model. Provide staff support and financial resources for model maintenance. Monitor model coding and network for updates. Consultants may be contracted to provide additional model support during the year. This task is shared by all Triad MPO's and PART staff.
- II-A-3 (Forecast of Future Travel Patterns) Review TIA documents for development and create travel pattern assumptions based on growth and development of urban area. Testing of alternative/future travel patterns is also an element in the Regional Model and CTP Update task.
- II-A-3 (Financial Planning) Update and adjust cost estimates on local projects as needed. The MPO will develop realistic, best estimates of funding sources available and project cost estimates throughout

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

II-B Planning Process

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

Programmed Amount: \$65,000

24.39% Staff Budget

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

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

II-B-2 Regional Planning

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

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

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

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

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

II-B-3 Special Studies

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

II-B-3 The MPO will use its transportation planning consultants to assist the MPO staff and member jurisdictions with planning tasks on an as-needed basis. (Ongoing throughout Fiscal Year). The TAC approved one Special Study for FY2021 the Mebane Park and Ride Relocation Study. The purpose of the study is to establish site parameters and evaluation criteria for a new 150-200 space park and ride to be shared by GoTriangle, PART, and Orange County Public Transit. The project scope includes the development of 10% conceptual design for a preferred location and a possible alternate. This project task will help implement the CTP and/or MTP by supporting expanded transit

BGMPO Unified Planning Work Program

services. Project stakeholders will include the BGMPO, City of Mebane, PART, GoTriangle, Orange County, NCDOT, and general public.

III-A Planning Work Program

Objective: To maintain the current UPWP and develop a Unified Planning Work Program for the 2020-21 fiscal year.

Programmed Amount: \$14,000

5.25% Staff Budget

III-A-1 (Planning Work Program) Monthly and quarterly reporting systems for the City of Burlington as LPA and NCDOT. MPO staff will continue to evaluate, administer, and amend the FY 2021-20 UPWP as necessary, and will develop quarterly reports to NCDOT for reimbursement of planning funds. Develop DRAFT UPWP. Present to TCC and TAC for review and adoption. Process UPWP amendments and prepare resolutions as needed.

III-B Transportation Improvement Program

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

Programmed Amount: \$17,000

6.38% Staff Budget

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

III-C Civil Rights Compliance / Other Regulations

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

Programmed Amount: \$10,000

3.75% Staff Budget

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

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

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

III-C-6 (Public Involvement) The MPO will provide requested information to the public, government agencies and elected officials; increase public awareness of the MPO and its role; increase the opportunities for public involvement. To increase public participation in the metropolitan transportation planning process and 2045 MTP update, especially from those segments of the

population that are considered to be traditionally underserved. Through a comprehensive public outreach program, local residents are encouraged to participate in the process by learning more about planning and providing feedback. A diverse set of activities for outreach and communication to local citizens; web site, project development, media relations, education, etc. Each TCC and TAC meeting provide for public comment at the beginning of the meeting agenda. Agendas and other MPO materials are/being translated to Spanish versions.

III-D Statewide and Extra-Regional Planning

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

Programmed Amount: \$5,500

2.06% Staff Budget

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

III-E Management Operations / Program Support Admin.

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

Programmed Amount: \$61,473

23.07% Staff Budget

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

This task includes the hiring of a full-time planner to provide professional and technical services in support and maintenance of the Geographic Information System (GIS) data layers; completing transportation planning work elements; and, maintaining MPO GIS data such as shapefiles, geodatabases developed as a result of the MTP 2045 update.

(Travel)

NCDOT has implemented a pre-approval procedure to review the eligibility for all training and overnight trips for Federal funds prior to the trips being taken unless included in the UPWP. If not

included, this will include sending the Travel Eligibility Verification form to the TPD staff prior to training or overnight travel to ensure eligibility for transportation planning purposes. The BGMPO anticipates attending the following events, meetings, conferences and training this fiscal year in addition to those that are reasonable and necessary for the normal course of business:

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

BGMPO FY 2021 Funding Summary and Budget

Burlington Graham Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM (UPWP) - FY21

July 1, 2020 to June 30, 2021

Introduction

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

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

Funding Summary FY 2020-2021 (PL104)

Federal Highway Administration - 80%		\$ 213,179
	Total PL Funds	\$ 213,179
Local Match - 20%		\$ 53,295
	Total	\$ 266,473

Program Summary for MPO Planning and Administration (PL Funds)

II-A Data and Planning Support	\$ 93,500	35.09%
II-B Planning Process	\$ 65,000	24.39%
III-A Planning Work Program	\$ 14,000	5.25%
III-B Transp. Improvement Plan	\$ 17,000	6.38%
III-C Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 10,000	3.75%
III-D Statewide and Extra-Regional Planning	\$ 5,500	2.06%
III-E Management Ops, Program Support Admin	\$ 61,473	23.07%
TOTAL PL104	\$ 266,473	100.00%

BGMPO 2020-2021 UPWP Narrative

UPWP Overview

This Unified Planning Work Program (UPWP) for the Burlington Graham Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2020-2021 (from July 1, 2020 through June 30, 2021). 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 2020-2021.

Federal Requirements

FAST Act Legislation / SAFETEA-LU 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 and for the U. S. 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 Fixing America's Surface Transportation Act (FAST), federal transportation legislation passed by U.S. Congress and signed by the President in 2015, 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

Each of those eight factors is addressed through various work program tasks selected for fiscal year 2020-2021.

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. In addition, MAP-21 places significant emphasis 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.

The Burlington Graham MPO's Public Participation Plan (PPP) 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. Public comments may be provided at this time. The final PWP comes back again to the 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:

Metropolitan Transportation Plan

Burlington Graham MPO as the MPO for region is responsible for developing the Metropolitan Transportation Plan (MTP) for a 25-year time horizon and a Transportation Improvement Program (TIP) for a 10 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 citizens 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) must include 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, BGMPO area is considered in attainment for air quality. Should the Burlington Graham 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.

Programmed Amount: \$93500

35.09% of staff budget

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, etc. Total: \$ 80000**

- Intersection traffic volume counts and evaluation of high accident locations will expand to all areas of the urbanized boundary
- Work with NCDOT for updated AADT mapping and analysis in support of planning needs.
- Transit System data will increase as the Link Transit System expands. Assist model team with data about the network as needed.
- The BGMPO and Link Transit staff will update data for fixed routes, current and future service areas, paratransit service and ridership for the Link system.
- Maintain a inventory of existing data from local, state, and federal partners related to bicycle and pedestrian transportation facilities. Continue to monitor the Bicycle and Pedestrian Plans of the MPO agencies as needed.

II-A-2 Travelers and Behaviour

- The BGMPO will continue to work with local inspections and land planning offices to monitor changes in employment or housing trends. Review land use and zoning petitions as requested. Review and confirm interim and 2020 census data as it is available. Annual maintenance from building permit data and annexation. Monitor for any revisions to land use or travel models in the MPO area.
- The BGMPO in partnership with PART will conduct a household travel survey to help understand the transportation needs of the community. This informs decision-makers on where to spend transportation dollars to reduce congestion, improve safety, and increase the availability of transportation within the region.
- Monitor changes that are related to planning tasks within the MPO planning boundary. Compare existing characteristics with projections to anticipate planning needs and activities. Continue to build and maintain a data repository of information to support local and regional transportation efforts. This task is also supported by the Piedmont Triad Regional Travel Model process via the Piedmont Authority for Regional Transportation (PART). Building permits and annexation information is updated and sent to
- The MPO will monitor roadway corridors and intersection improvements not included in base travel demand model network. Activities related to the MTP Update completed in prior work plan. CTP update will required network data.
- Travel Time Studies- This task also is shared with PART and Triad MPO's. Provides origin and destination data and what other modes of travel are used (if any).
- Work with traffic forecast and current traffic counts to evaluate LOS and V/C ratios for local roadways. This data will assist in the prioritization of transportation improvements in the area, and will be used to develop problem statements for priority projects. Use of Triad Model with this task.
- **Travel Model Update**
 - **Forecast of Data to Horizon Year**
 - **Forecast of Future Travel Patterns**
- BGMPO will assist NCDOT TPD and the model team with model updates as needed.
- Travel Model Update- The MPO will continue to coordinate with the NCDOT, PART and local MPO's to enhance and develop the regional travel model. The transportation model, including assisting in assessment of quality of transportation modeling databases and planning tasks to be completed for the Long Range Transportation Plan update. The MPO will utilize the updated regional model in cooperation with all model team members. Continuous work with the Triad Model Team, PART and TPD to meet the needs of the Triad Regional Model. Provide staff support and financial resources for model maintenance. Monitor model coding and network for updates. Consultants may be contracted to provide additional model support during the year. This task is shared by all Triad MPO's and PART staff.
- The BGMPO in partnership with PART is conducting Phase III of the regional Freight Study. The purpose of this project is to fully re-estimate the freight model components, recalibrate and validate the tour-based freight model as well as to validate the entire Piedmont Travel Regional Model.
- Forecast of Future Travel Patterns -Review TIA documents for development and create travel pattern assumptions based on growth and development of urban area. Testing of alternative/future travel patterns is also an element in the Regional Model and CTP Update task.

- Update and adjust cost estimates on local projects as needed. The MPO will develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the next MTP/CTP and other pertinent planning efforts. Evaluate and discuss alternative project financing for local and state projects. Monitor and adjust cost estimates prepared for MTP Horizon Year tables.
- Develop cost estimates for projects / planning level assumptions for TIP and local projects as needed.

II-B Planning Process

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.

Programmed Amount: \$65000

24.39% of staff budget

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 Total: \$ 7500**

● Air Quality Planning / Conformity Analysis -Monitor regulatory agencies and review proposed standards - in combination with the Triad 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

● Review changing fuels and vehicles for trends and needs in urban area (charging stations, Park and Ride lots, etc.) Coordinate with local NCDOT Incident Management Team for interstate and interlocal cooperation for emergency and disaster situations in urban area.

● Freight Movement / Mobility Regional Freight Phase III Study 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 BGMP region identified in the study will be incorporated into the next update of the MTP and Transportation Improvement Program. Additional freight study tasks will be conducted in the Triad via a partnership of MPO and NCDOT staff. Freight deficiencies and improvement strategies will be developed. This work is also associated with the Model Development work task.

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 Total: \$ 7500**

- 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.

- Highway Element of the MTP - Continue update of traffic data for MTP/CTP and Travel Model. Incorporate the Comprehensive Transportation Plan 2.0 mapping and descriptions.

- 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. Work with transit agencies to implement TAM plans.

- Work with transit stakeholder groups in the area to inform and encourage use of public transportation system (local and regional)

- 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.

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

- Coordinate with the Burlington Regional Airport Authority and Federal Aviation Administration on future airport needs; the airport has requested a new multi million dollar Terminal Facility and Plan to be conducted, staff will work with airport for SPOT and STIP coordination as needed.

- Mapping in support of all MPO planning items and TCC/TAC activities. Coordination with Burlington GIS department and staff support.

- Coordinate with PART, NCDOT Rail Division and other freight companies. Work with member jurisdictions to develop P6.0 rail projects.

II - B - 3 Special Studies \$99746

- Special Studies TCC will identify transportation projects and corridor studies to conduct via a professional consultant. All modes will be considered for evaluation and study. Studies are anticipated pending TCC/TAC approval. The BGMPO will continue to assist the development of the Transportation Element of the Burlington Comprehensive Plan and UDO. Any new studies/plans for FY2019-2020 will be selected by TAC.

The MPO will utilize transportation planning consultants to assist the MPO staff with conducting regional planning studies on an as-needed basis. The TCC identified the Mebane Park and Ride Relocation Study as a FY 20-21 Special Studies Project. The purpose of the study is to establish site parameters and evaluation criteria for a 150 - 200 space park and ride lot to be shared by GoTriangle, PART, and Orange County Public Transportation.

III-A Unified Planning Work Program

The single task within 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.

Programmed Amount: \$18004 5% of staff budget

III-A-1 Planning Work Program Total: \$ 5000

- (Planning Work Program) Monthly and quarterly reporting systems for the City of Burlington as LPA and NCDOT. MPO staff will continue to evaluate, administer, and amend the FY 2019-2020 UPWP as necessary, and will develop quarterly reports to NCDOT for reimbursement of planning funds. Develop DRAFT UPWP. Present to TCC and TAC for review and adoption. Process PWP amendments and prepare resolutions as needed. Manage the consultants engaged in completing Studies and any other UPWP tasks.
- Develop and submit PL invoices, monitor work tasks and staff hours.

III-A-2 Metrics and Performance Measures Total: \$ 9000

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.

Programmed Amount: \$17000

6.38% of staff budget

III-B-1 Prioritization Total: \$ 12000

- Prioritization/Transportation Improvement Program - Continue to refine the previous year Transportation Improvement Program (TIP) based on NCDOT program changes, satisfying FAST requirements (SPOT, STI, etc.). Prepare and process changes or amendments necessary. Develop the annual unfunded projects list and collect data and mapping for SPOT online submittals. Staff will participate as necessary in workshops, training, and meetings regarding the NCDOT prioritization process and monitor MTIP and CTP.
- Data, Maps and Resolutions for STIP Project Recommendations as needed.

III-B-2 Metropolitan TIP Total: \$ 3000

- Work cooperatively with NCDOT and other partner agencies to develop, review and adopt Draft STIP, final STIP and corresponding MTIP.
- Develop project lists and schedules for TIP projects in the Draft TIP.
- Coordinate public involvement in the TIP process and in review of the TIP.

III-B-3 Merger/Project Development Total: \$ 2000

- Review design issues for TIP Projects and provide comments to appropriate agencies.
- Respond to NCDOT project data request and Community Impact inquiries.

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.

Programmed Amount: \$10000

3.75% of staff budget

III-C-1 Title VI Compliance Total: \$ 1500

- 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

III-C-2 Environmental Justice Total: \$ 1500

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

III-C-3 Minority Business Enterprise Planning Total: \$ 1500

- Encourage the participation of minority-owned business enterprises in contract opportunities
- Existing city policy and MPO actions encourage minority and DBE involvement with MPO programs.

III-C-4 Planning for • Elderly Total: \$ 1500

- Work with Link Transit and other local transportation agencies to evaluate and improve access to programs and systems.

III-C-6 Public Involvement Total: \$ 4000

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

III-D. Statewide and Extra-Regional Planning

Tasks within this category relate to the unique role that the MPO plays within our region and illustrate the broad impacts of transportation on the built and natural environment, and includes working to understand and help craft planning policy and standards at the statewide level.

Programmed Amount: \$5500

2.06% of staff budget

III-D Statewide and Extra-Regional Planning Total: \$ 5500

- (Regional & Statewide Studies) Provide guidance and expertise on the variables and characteristics that contribute toward enhancing the experience of people using various transportation modes (Ongoing) Continue working with member jurisdictions to develop projects from area studies including the NC54West Corridor Study, Mebane's Comprehensive Transportation Plan and Train Separation Study and ACTA's Community Connectivity Plan etc. Coordination with Triad and Triangle MPO's on various transportation planning programs/air quality conformity and TIP planning. Off model tasks needed for the Regional Travel Model maintenance.
- Coordinate with the RPO, transit-providers, and other agencies.
- Participate in the North Carolina Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues.

III-E. Management and Operations

III-E Management Ops, Program Support Admin Total: \$ 31473

25.00% of staff budget

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

FTA CODE	TASK CODE	TASK DESCRIPTION	Percentages of Respective Shares		MPO Planning and Admin - PL		
			Local	Federal	Highway / Transit		TOTAL
					Local min. 20%	Federal max. 80%	
	II-A	Data and Planning Support	35.09%	35.09%	\$ 18,700	\$ 74,800	\$ 93,500
44.24.00	II-A-1	Networks and Support Systems	30.02%	30.02%	\$ 16,000	\$ 64,000	\$ 80,000
44.23.01	II-A-2	Travelers and Behaviour	2.25%	2.25%	\$ 1,200	\$ 4,800	\$ 6,000
44.23.02	II-A-3	Transportation Modeling	2.81%	2.81%	\$ 1,500	\$ 6,000	\$ 7,500
	II-B	Planning Process	24.39%	24.39%	\$ 13,000	\$ 52,000	\$ 65,000
44.23.02	II-B-1	Targeted Planning	2.81%	2.81%	\$ 1,500	\$ 6,000	\$ 7,500
44.23.01	II-B-2	Regional Planning	2.81%	2.81%	\$ 1,500	\$ 6,000	\$ 7,500
44.27.00	II-B-3	Special Studies - Mebane Park and Ride Relocation Plan	18.76%	18.76%	\$ 10,000	\$ 40,000	\$ 50,000
	III-A	Planning Work Program	5.25%	5.25%	\$ 2,800	\$ 11,200	\$ 14,000
44.21.00	III-A-1	Planning Work Program	1.88%	1.88%	\$ 1,000	\$ 4,000	\$ 5,000
44.24.00	III-A-2	Metrics and Performance Measures	3.38%	3.38%	\$ 1,800	\$ 7,200	\$ 9,000
	III-B	Transp. Improvement Plan	6.38%	6.38%	\$ 3,400	\$ 13,600	\$ 17,000
44.25.00	III-B-1	Prioritization	4.50%	4.50%	\$ 2,400	\$ 9,600	\$ 12,000
44.25.00	III-B-2	Metropolitan TIP	1.13%	1.13%	\$ 600	\$ 2,400	\$ 3,000
44.25.00	III-B-3	Merger/Project Development	0.75%	0.75%	\$ 400	\$ 1,600	\$ 2,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	3.75%	3.75%	\$ 2,000	\$ 8,000	\$ 10,000
44.27.00	III-C-1	Title VI Compliance	0.56%	0.56%	\$ 300	\$ 1,200	\$ 1,500
44.27.00	III-C-2	Environmental Justice	0.56%	0.56%	\$ 300	\$ 1,200	\$ 1,500
44.27.00	III-C-3	Minority Business Enterprise Planning	0.56%	0.56%	\$ 300	\$ 1,200	\$ 1,500
44.27.00	III-C-4	Planning for • Elderly	0.56%	0.56%	\$ 300	\$ 1,200	\$ 1,500
44.27.00	III-C-6	Public Involvement	1.50%	1.50%	\$ 800	\$ 3,200	\$ 4,000
	III-D	Statewide and Extra-Regional Planning	2.06%	2.06%	\$ 1,100	\$ 4,400	\$ 5,500
44.27.00	III-D	Statewide and Extra-Regional Planning	2.06%	2.06%	\$ 1,100	\$ 4,400	\$ 5,500
	III-E	Management Ops, Program Support Admin	23.07%	23.07%	\$ 12,295	\$ 49,178	\$ 61,473
44.27.00	III-E	Management Ops, Program Support Admin	11.81%	11.81%	\$ 6,295	\$ 25,178	\$ 31,473
44.27.00		Program Support Administration	11.26%	11.26%	\$ 6,000	\$ 24,000	\$ 30,000
	TOTALS		100.00%	100.00%	\$ 53,295	\$ 213,178	\$ 266,473
		Funded FY 20 Special Studies continuing in FY 21 using remaining FY 20 funds					
		Mebane Lowes Blvd Corridor Plan			\$10,000	\$40,000	\$50,000
		Elon Haggard Avenue Study			\$10,000	\$40,000	\$50,000
		Regional Traffic Count Program			\$12,000	\$48,000	\$60,000

[illegible]

FTA TASK NARRATIVE TABLE

1- MPO	Burlington Graham MPO	
2- FTA Code	442400	
3- Task Code	II-A-1	
4- Title	Networks and Support Systems	
5- Task Objective	The Transit System Data task will supply reliable information to analyze, evaluate, and forecast service delivery. The data are necessary to describe the current system and plan future needs for service.	
6- Tangible Product Expected	Transit System Data for short-range and mid-range transit planning efforts will be conducted by the MPO in cooperation with regional transit providers. TAM plans will be monitored and data will continue to be collected to inform various transit planning efforts in the region, including the Metropolitan Transportation Plan, Transit Systems Plan, and local implementation planning efforts. This could include the evaluation of transit service performance, development of cross-regional route(s), universities/college route(s) and urban service routes that extend beyond the boundaries of the general BGMPO area; system evaluation and route enhancement, public education and outreach, and regional transit planning and coordination. Information will be used to monitor service and meet NCDOT and FTA reporting requirements. The MPO will assist and support the transit planning and administration of all regional transit providers. Tangible work products include: RFP for Transit Center/ Admin Facility and RFP for Paratransit Service and creating transit routing scenarios using Remix and CommunityViz to assess service barriers and future options.	
7- Expected Completion	Reports and analyses	Ongoing
Date of Products	Database Maintenance	Ongoing
	Route planning and analysis	Ongoing
	NTD passenger miles report	October 2020/ongoing
	Transit Staff and Operator meetings	Every months
	Present data via maps and reports	Ongoing
	(to include Ridership, Routes, & System Map)	
8- Previous Work	The Link system began operations in June 2016. In FY 2018-2019, three new bus shelters were installed, and ridership grew over 5% from 2017. All bus stops, schedules, and routes will be under review and evaluation, and changes implemented as needed. The system will adjust and improve as operations continue into Year 3	
9- Prior FTA Funds	Prior 5303 grant for transit planning	
10- Relationship	The City of Burlington Department of Transportation will work together to integrate transit into other city services and policy operations.	
11- Agency	City of Burlington Transportation Department and Information Technology Department will work together to maintain the data.	
12- HPR - Highway - NCDOT 20%		
13- HPR - Highway - F11WA 80%		
14- Section 104 (f) PI, Local 20%		
15- Section 104 (f) P I FHWA 80%		
16- Section 5303 Local 10%	\$5,398.00	
17- Section 5303 NCDOT 10%	\$5,398.00	
18- Section 5303 FTA 80%	\$43,184.00	
19- Section 5307 Transit - Local 10%		
20- Section 5307 Transit - NCDOT 10%	\$	
21- Section 5307 Transit - FTA 80%	\$	
22- Additional Funds - Local 100%		

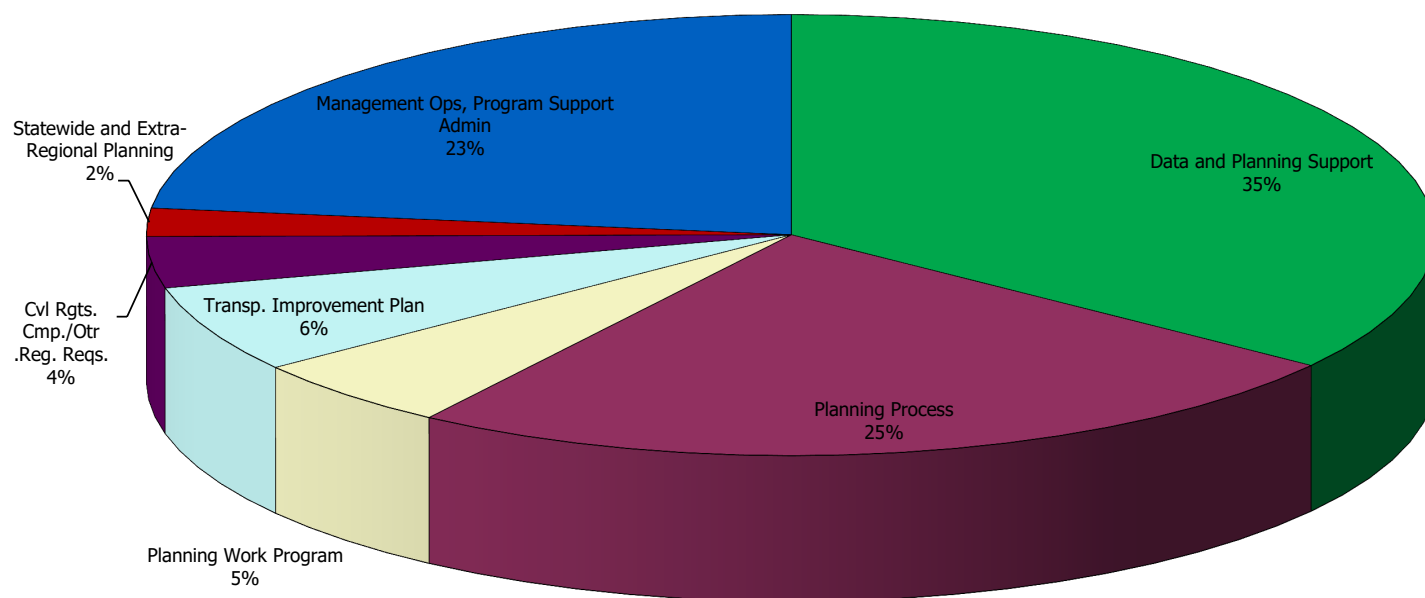
Programmed Funds \$53980 215.92% of 5303 budget

FTA TASK NARRATIVE TABLE

1- MPO	Burlington Graham MPO
2- FTA Code	442400
3- Task Code	III-E
4- Title	Program Support Administration
5- Task Objective	Transit Program Administration is ongoing using Section 5307 funds for assistance. These task will include all reporting and managerial responsibilities of the Transit Management/city staff support. Staff will prepare Link Transit data for federal, state, and local agencies. This task will also include annual oversight of any transit sub-recipients and sub-contractors.
6- Tangible Product Expected	Quarterly, yearly, and grant progress reports will be prepared for the FY 2020-21. PL funds for the Mebane Park and Ride Relocation Study may be flexed to Section 5307.
7- Expected Completion Date of Products	5307 Program Quarterly Report Ongoing Annual NTD Report October 2020 Ongoing NTD Safety and Security Report Monthly Op Stats Report Monthly FTA Milestone Quarterly Reports Quarterly Subcontractor Oversight Ongoing Link transit planning and route evaluation tasks on-going Public Transit Advisory Committee for Link agendas/reports monthly and quarterly Review / Monitor subs an contractors ongoing
8- Previous Work	Completing quarterly and annual reports; preparing Public Transit Advisory Committee monthly meeting materials and updates; coordination with transit operators, NCDOT, FTA and the public at large.
9- Prior FTA Funds	Section 5307 Planning task with the Link Transit System
10- Relationship	The Burlington Department of Transportation will coordinate other city, state, and federal transportation programs to monitor the Link system overall service. City of Burlington Department of Transportation
11- Agency	
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	
17- Section 5303 NCDOT 10%	
18- Section 5303 FTA 80%	
19- Section 5307 Transit - Local 20%	\$30,000
20- Section 5307 Transit - NCDOT 0%	\$0
21- Section 5307 Transit - FTA 80%	\$120,000
22- Additional Funds - Local 100%	
Programmed 5303 Funds \$53980 100.00% of 5303 budget	
Programmed 5307 Funds \$150000 100.00% of 5307 budget	

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL104			Transit Planning - 5303				SECTION 5307			
			Local 20%	Federal 80%	TOTAL	Local (10%)	State (10%)	Federal (80%)	Fund Total	Local 10	State 10%	FTA 80%	5307 Total
	II-A	Data and Planning Support	\$ 18,700	\$ 74,800	\$ 93,500								
44.24.00	II-A-1	Networks and Support Systems	\$ 16,000	\$ 64,000	\$ 80,000	\$5,398	\$5,398	\$43,184	\$53,980				
		GIS/Transportation Planner											
44.23.01	II-A-2	Travelers and Behavior	\$ 1,200	\$ 4,800	\$ 6,000								
44.23.02	II-A-3	Transportation Modeling	\$ 1,500	\$ 6,000	\$ 7,500								
	II-B	Planning Process	\$ 13,000	\$ 52,000	\$ 65,000								
44.23.02	II-B-1	Targeted Planning	\$ 1,500	\$ 6,000	\$ 7,500								
44.23.01	II-B-2	Regional Planning	\$ 1,500	\$ 6,000	\$ 7,500								
44.27.00	II-B-3	Special Studies	\$ 10,000	\$ 40,000	\$ 50,000								
		Mebane Park and Ride Relocation Study	\$ 10,000	\$ 40,000	\$ 50,000								
	III-A	Planning Work Program	\$ 2,800	\$ 11,200	\$ 14,000								
44.21.00	III-A-1	Planning Work Program	\$ 1,000	\$ 4,000	\$ 5,000								
44.24.00	III-A-2	Metrics and Performance Measures	\$ 1,800	\$ 7,200	\$ 9,000								
	III-B	Transp. Improvement Plan	\$ 3,400	\$ 13,600	\$ 17,000								
44.25.00	III-B-1	Prioritization	\$ 2,400	\$ 9,600	\$ 12,000								
44.25.00	III-B-2	Metropolitan TIP	\$ 600	\$ 2,400	\$ 3,000								
44.25.00	III-B-3	Merger/Project Development	\$ 400	\$ 1,600	\$ 2,000								
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 2,000	\$ 8,000	\$ 10,000								
44.27.00	III-C-1	Title VI Compliance	\$ 300	\$ 1,200	\$ 1,500								
44.27.00	III-C-2	Environmental Justice	\$ 300	\$ 1,200	\$ 1,500								
44.27.00	III-C-3	Minority Business Enterprise Planning	\$ 300	\$ 1,200	\$ 1,500								
44.27.00	III-C-4	Planning for the Elderly	\$ 300	\$ 1,200	\$ 1,500								
44.27.00	III-C-6	Public Involvement	\$ 800	\$ 3,200	\$ 4,000								
	III-D	Statewide & Extra-Regional Planning	\$ 1,100	\$ 4,400	\$ 5,500								
44.27.00	III-D-1	Statewide & Extra-Regional Planning	\$ 1,100	\$ 4,400	\$ 5,500								
	III-E	Management Ops, Program Suppt Admin	\$ 12,295	\$ 49,178	\$ 61,473					\$15,000	\$15,000	\$120,000	\$150,000
44.27.00		Management Operations	\$ 6,295	\$ 25,178	\$ 31,473					\$0	\$0	\$0	\$ -
44.27.00		Program Support Administration	\$ 6,000	\$ 24,000	\$ 30,000					\$15,000	\$15,000	\$120,000	\$150,000
	TOTALS		\$ 53,295	\$ 213,178	\$ 266,473	\$5,398	\$5,398	\$43,184	\$53,980	\$15,000	\$15,000	\$120,000	\$150,000

BGMPO FY21 PWP BREAKDOWN



Appendix 1. Explanation of Funding Sources in the UPWP

Overview

There are four major funding sources that make up the UPWP. All four 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 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 City of Burlington provides 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.

State Planning and Research (SPR) Funds

State Planning and Research Funds, known as SPR funds, are administered by the North Carolina Department of Transportation. Previously, MPO under 200,000 in population were not part of the call for SPR applications. Starting in 2017, smaller MPOs could apply. The Federal Highway Administration provides 80% of the funds, and the State of North Carolina provides the remaining 20%. Eligible activities are included in MAP-21 §52005; and 23 USC 505. In general, eligible activities : Engineering and economic surveys and investigations; Planning of future highway programs and local public transportation systems and planning of the financing of such programs and systems, including metropolitan and statewide planning; Development and implementation of management systems, plans and processes under the NHPP, HSIP, CMP, and the National Freight Policy; Studies of the economy, safety, and convenience of surface transportation systems and the desirable regulation and equitable taxation of such systems; Study, research an Service and creating transit routing scenarios using Remix and CommunityViz to assess service barriers and future options. t staffing and other costs associated with MPO administration.

ystemning on the engineering standards and construction materials for transportation systems described in the previous bullet, including the evaluation and accreditation of inspection and testing and the regulation and taxation of their use; and activities relating to the planning of real-time monitoring elements. BGMPO cannot be used as local match. As Alamance County is a Tier 2 County, the local match is 10%.