

**FTA TASK NARRATIVE TABLE**

1- MPO	Burlington - Graham MPO
2- FTA Code	44.21.00
3- Task Code	III-E
4- Title	<b>Management Ops, Program Suppt Admin</b>
5- Task Objective	This task involves Section 5303 grant application and invoice reimbursement; hosting and preparation of regularly scheduled coordination meetings between MPO and transit agency staff; updating and maintenance of MPO and transit agency agreements; document current federal and state requirements for planning coordination between MPOs and transit agencies; Transit agency involvement in the MPO planning process; working collaboratively with transit agencies on various occasions, such as evaluating transit quality of service. Land use and demographic data analyses will be undertaken to describe current transit service areas. Demographic analyses (Remix, etc.) will be used to analyze, evaluate, and forecast service delivery. The data can be employed in scenario building and alternatives analysis, together with ridership data to augment the travel demand forecasting model.
6- Tangible Product Expected	Section 5303 grant, meeting facilitation, powerpoint presentations, GIS maps
7- Expected Completion Date of Products	Management Ops, Program Suppt Admin Ongoing
8- Previous Work	Operations and management issues are performed on a continual basis.
9- Prior FTA Funds	\$160,000 over past 3 fiscal years in 5303
10- Relationship	Burlington - Graham MPO, transit agencies, NCDOT - PTD and IMD
11- Agency	Burlington - Graham MPO
14 - Section 5303 - Local 10%	\$6,679.30
15 - Section 5303 - State 10%	\$6,679.30
16 - Section 5303 - FTA 80%	\$53,434.41

**Programmed Funds Section 5303 100% of Section 5303 Budget**

PWP FY 2025 FTA Section 5303/5307 Grant Application	Burlington - Graham MPO	
1- MPO	Burlington - Graham MPO	
2- FTA Code	44.21.00	
3- Task Code	III-3	
4- Title	Program Support Administration	
5- Task Objective	Link Transit has funding to conduct the necessary management and operation activities to increase overall ridership and evaluate transit service effectiveness. The Link Transit Manager would perform these functions and report activities to the Link Public Transit Advisory Committee, the BGMPO, and the City of Burlington Director of Transportation. Some of the tools used would include the use of Remix Planning Software to perform effective transit service planning and Title VI analysis.	
6- Tangible Product Expected	Transit Marketing Activities, Transit Service Planning Activities	
7- Expected Completion Date of Products	Transit Marketing Activities – June 30, 2025 Transit Service Planning Activities – June 30, 2025	
8- Previous Work	Transit management and planning of Link Transit services since 2016	
9- Prior FTA Funds		\$80,000.00
10- Relationship	Burlington - Graham MPO	
11- Agency	City of Burlington/Link Transit	
12 - Section 5307 Transit - Local 20%		\$51,249
13 - Section 5307 Transit - FTA 80%		\$204,994
14-100% of Section 5307 Budget		\$256,243

**Programmed Funds Section 5307**

PWP FY 2023 FTA Section 5303/5307 Grant Application **FTA TASK NARRATIVE TABLE** BGMPO January 2023 I- MPO

1- MPO	Burlington - Graham MPO
2- FTA Code	44.23.02
3- Task Code	III-B-3

**FTA TASK NARRATIVE TABLE**

4- Title	Special Studies	
	Link Transit has funding to perform a transit facilities study to evaluate the long-term siting of a transit center in the City of Burlington. The study will also evaluate the need for a long-term transit maintenance facility to house a fleet of transit buses and perform the necessary transit maintenance. Link transit also has funding to perform a transit development plan to review the performance of Link transit and offer recommendations for service delivery, fiscal sustainability and long-term operations and administration. This plan would work in conjunction with the Regional Transit Feasibility Study.	
5- Task Objective		
6- Tangible Product Expected	Transit Facilities Study and Transit Development Plan	
7-Expected Completion Date of Products	Transit Facilities Study - June 30, 2025	
8- Previous Work	Transit Development Plan for Burlington - Graham MPO	
9- Prior FTA Funds		\$250,000.00
10- Relationship	Burlington - Graham MPO Transit Service Operators in the Burlington - Graham MPO area	
11- Agency	City of Burlington/Link Transit	
12 - Section 5307 Transit - Local 20%		\$50,000
13 - Section 5307 Transit - FTA 80%		\$200,000
<b>14 - Programmed Funds Section 5307</b>	<b>100% of Section 5307 Budget</b>	

**Burlington - Graham MPO**

1-	MPO			
2-	FTA Code	44.21.00	44.21.00	
3-	Task Code	III.E	III.E	Total
4-	Title of Planning Task	Management Operations / Program Support Admin.	Management Operations / Program Support Admin.	
5-		This task involves Section 5303 grant application and invoice reimbursement; hosting and preparation of regularly scheduled coordination meetings between MPO and transit agency staff; updating and maintenance of MPO and transit agency agreements; document current federal and state requirements for planning coordination between MPOs and transit agencies; Transit agency involvement in the MPO planning process; working collaboratively with transit agencies on various occasions, such as evaluating transit quality of service. Land use and demographic data analyses will be undertaken to describe current transit service areas.	Link Transit has funding to conduct the necessary management and operation activities to increase overall ridership and evaluate transit service effectiveness. The Link Transit Manager would perform these functions and report activities to the Link Public Transit Advisory Committee, the BGMPO, and the City of Burlington Director of Transportation. Some of the tools used would include the use of Remix Planning Software to perform effective transit service planning and Title VI analysis. An updated Title VI Program for Link Transit would need to be prepared this year.	
6-	Tangible Product Expected	Section 5303 grant, meeting agendas, powerpoint presentations, GIS maps	Transit Marketing Activities, Transit Service Planning Activities	
7-	Expected Completion Date of Product(s)	Management Ops, Program Suppt Admin Ongoing	Transit Marketing Activities - June 30, 2025 Transit Service Planning Activities - June 30, 2025	
8-	Previous Work	Operations and management issues are performed on a continual basis.	Transit management and planning of Line Transit services since 2016	
9-	Prior FTA Funds			
		\$60,080	\$80,000	

9-	Relationship To Other Activities	MPO Administration and Operations	BGMPO/Link Transit	
10-	Agency Responsible for Task Completion	Burlington - Graham MPO/Link Transit	Burlington - Graham MPO/Link Transit	
11-	Section 5303 Local 10%	\$6,679.30	\$0	\$6,679.30
13-	Section 5303 NCDOT 10%	\$6,679.30	\$0	\$6,679.30
14-	Section 5303 FTA 80%	\$53,434.41	\$0	\$53,434.41
15-	<i>Subtotal</i>	<b>\$66,793.01</b>	<b>\$0</b>	\$66,793.01
16-	Section 5307 Local 20%	\$0.00	\$51,249.00	\$51,249.00
17-	Section 5307 FTA 80%	\$0.00	\$204,994.00	\$204,994.00
18-	<i>Subtotal</i>	\$0.00	\$256,243.00	\$256,243.00
19-	<i>Grand Total</i>	<b>\$66,793.01</b>	<b>\$256,243.00</b>	\$323,036.01

Name of MPO: Burlington - Graham Metropolitan Planning Organization

Person Completing Form: Wannetta Mallette

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Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (Consultant, etc.)	Federal funds contracted out	Total funds contracted
II-B-3	Special Studies	City of Graham	Consultant	\$40,000	\$50,000
II-B-3	Special Studies	BGMPO	Consultant	\$80,000	\$100,000
410,411,412,413,414,426	Transit Facilities Study	City of Burlington	Consultant	\$200,000	\$250,000
Total				<b>\$320,000</b>	<b>\$400,000</b>

**Burlington - Graham Urban Area Metropolitan Planning Organization**  
**UNIFIED PLANNING WORK PROGRAM (UPWP) - FY25**  
**July 1, 2024 to June 30, 2025**

**Introduction**

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

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

**Funding Summary FY 2024-2025 (Total funds programmed in PWP including Transit funds)**

Federal			\$513,728
Local Contribution			\$121,753
State Contribution			\$11,279
<b>Total</b>			<b>\$646,761</b>
<b>Planning and Administration (PL Funds)</b>			

<b>Task Code</b>	<b>Task Code Group</b>	<b>Amount</b>	<b>%</b>
II-A	Data and Planning Support	\$60,000	18.8%
II-B	Planning Process	\$165,000	51.7%
	Increasing Safe and Accessible Transportation	\$4,600	
III-A	Planning Work Program	\$15,000	4.7%
III-B	Transportation Improvement Plan	\$15,500	4.9%
III-C	Civil Right Comp./ Other Reg. Requirements	\$8,000	2.5%
III-D	Statewide and Extra-Regional Planning	\$5,000	1.6%
III-E	Management Ops, Program Support Administration	\$50,625	15.9%
<b>TOTAL PL and Section 5303 Funds</b>		<b>\$319,125</b>	<b>100.0%</b>

## **Burlington - Graham Urban Area 2024-2025 PWP Narrative**

### ***UPWP Overview***

#### **Burlington - Graham Urban Area Metropolitan Planning Organization**

#### **UNIFIED PLANNING WORK PROGRAM (PWP) for FY25**

**July 1, 2024 to June 30, 2025**

### ***Introduction***

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

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

This UPWP for the Burlington - Graham Urban Area Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2024-2025 (from July 1, 2024 through June 30, 2025). The goal of the MPO is to ensure a continuing, cooperative, and comprehensive ("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

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

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

### ***Federal Requirements***

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

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

### ***Metropolitan Planning Factors & Federal Requirements***

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

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

These factors are addressed through various work program tasks selected for fiscal year 2024-2025

### ***Public Participation and Title VI***

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the Metropolitan Transportation Plan, the short-term Transportation Improvement Program, and the annual Unified Planning Work Program. Effective public involvement will result in opportunities for the public to participate in the planning process.

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

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

### ***Metropolitan Transportation Plan***



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

The Metropolitan Transportation Plan (MTP) includes the following:

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

### ***Transportation Improvement Program (TIP)***

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

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

### ***Air Quality Conformity Process***

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

### ***II-A Data and Planning Support***

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

## **II-A-1 Networks and Support Systems**

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

## **II-A-2 Travelers and Behaviour**

- **Dwelling Unit, Population and Employment Changes**
  - **Collection of Base Year Data**
  - **Travel Surveys**
  - **Vehicle Occupancy Rates (Counts)**
  - **Travel Time Studies**
- Updates of baseline data or census information that may be used in various transportation plans or planning activities. Identify and evaluate changes in population and development throughout the MPO. Obtain, identify, and analysis of Census data, local parcel, zoning, and tax data records.

- Collection of the following variables, by traffic zone: 1) population, 2) housing units, and 3) employment. Update GIS database used to maintain housing and land use information.
- Updates to the 2010 Census baseline population and dwelling unit data with pertinent American Community Survey variables as they become available. Including those related to Title VI issues and include data formerly in the Census Summary File 3 taken from the long form sample in 2000.
- Assist NCDOT TPD and Piedmont Authority for Regional Transportation (PART) as needed with follow up or clarifications about travel behavior related to the survey.
- Vehicle occupancy rate and travel time studies, as needed.
- Conduct surveys to attain information such as origins and destinations, travel behavior, transit ridership, workplace commuting, etc Purchase of wireless signaling/digital mobility data from consultants who can collect mobile device signals and develop meaningful location data, travel patterns, and transportation trends.

### **II-A-3 Transportation Modeling**

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

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

### **II-B Planning Process**

#### **II-B-1 Targeted Planning**

- **Air Quality Planning/Conformity Analysis**
- **Alternative Fuels/Vehicles**
- **Hazard Mitigation and Disaster Planning**
- **Congestion Management Strategies**
- **Freight Movement/Mobility Planning**

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

## **II-B-2 Regional Planning**

- **Community Goals and Objectives**
- **Highway Element of the CTP/MTP**
- **Transit Element of the CTP/MTP**
- **Bicycle and Pedestrian Element of CTP/MTP**
- **Airport/Air Travel Element of CTP/MTP**
- **Collector Street Element of CTP/MTP**
- **Rail, Waterway, or other Mode of the CTP/MTP**
- Assist PART and Division 7 as needed with follow up or clarifications about travel patterns.
- Establish regional goals, objectives, and policies.
- Work with stakeholders, NCDOT, etc to develop system plans, MTP/CTP updates.
- Work with NCDOT PTD to update 5-year capital plans (as needed) for MPO transit providers in the region and assist providers with any changes in federal or state funding programs.
- Coordinate Bike/Ped projects. MPO staff will also provide coordination with "Safe Route to Schools" programs. Coordinate with Bicycle and Pedestrian Commissions, sub-committees and other community organizations interested in non-motorized travel, develop agendas and presentations, respond to commission and community requests, research best practices for related policies, and perform related work. Coordinate updates and/or implementation of the bicycle/pedestrian/greenway master plan.
- Coordinate with the Burlington - Alamance Airport and Federal Aviation Administration on future airport needs and travel patterns; incorporate connections for passenger and freight needs coming to/leaving the airport into the MTP update.
- Mapping in support of TIP, Merger, MTP, Prioritization, and Complete Streets Subcommittee including project packet maps detailing existing and future land use, zoning, EJ demographics, planning context, and natural environment.
- Coordinate with private rail companies and ports in the region and potential projects where NCDOT/BGMPO can facilitate cooperation.

## **II-B-3 Special Studies**

The BGMPO annually designates a portion of planning funding for Special Studies. Special Studies include staff time for project management activities to ensure consistency with FHWA, FTA and NCDOT procurement requirements and intergovernmental project coordination. The MPO anticipates soliciting consultants to assist MPO staff and member jurisdictions with project implementation on an as-needed basis (on-going throughout the fiscal year). BGMPO staff will assist subgrantee members with reporting requirements and maintaining budgets for Special Studies projects funded through this UPWP category. Projects may be developed and/or amended as the year progresses. The MPO generally funds two Special Studies each fiscal year as a result of its annual Call for Projects. At least one new Special Study and one carry-over Special Studies are anticipated in FY 2024 - 2025.

The City of Graham proposes to develop the Hawfields Area Comprehensive Planning Study in response to rapid development and related impacts within its industrial corridor and related impacts. Most of the impacts are attributable to increased traffic. The City of Burlington on behalf of Link Transit intends to continue its transit development plan and transit facility study which will be completed by June 30, 2025. This plan will guide the future of Link Transit as well as provide any necessary guidance on building transit facilities to support overall transit operations. The BGMPO will develop the 2050 Metropolitan Transportation Plan anticipated to be completed August 2025.

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

### **III-A-1 Planning Work Program**

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

### **III-A-2 Metrics and Performance Management**

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

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

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

### **III-B-1 Prioritization**

- Maintenance of a prioritized needs list (the SPOT list) of potential STIP projects across modes. Develop purposed and needs statements, as appropriate/needed.
- Work to update and improve local prioritization process for SPOT projects.
- Data, Maps and Resolutions for STIP Project Recommendations as needed.
- Attendance of any STIP- or SPOT-related meetings.
- Gathering and entry of data required for SPOT ranking of projects.
- Evaluate transportation projects. Review scoring methodology and score transportation projects, as requested by NCDOT.

- Attend SPOT-related workgroup/policy-development/planning workgroups or related meetings at a local, regional, or Statewide level.
- Meet/work with local government entities to assist with prioritization or project development/refinement.

### **III-B-2 Metropolitan TIP**

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

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

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

### **III-C-1 Title VI Compliance**

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

### **III-C-2 Environmental Justice**

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

### **III-C-3 Minority Business Enterprise Planning**

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

### **III-C-4 Planning for the Elderly**

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

### **III-C-5 Safety and Drug Control Planning**

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

### **III-C-6 Public Involvement**

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

### **III-C-7 Private Sector Participation**

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

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

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

### **III-E. Management and Operations**

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

### **III-E Management Operations and Program Support Administration**

- Provide direct support to the MPO Governing Board and Technical Coordinating Committee (TCC), including agenda preparation and circulation, preparation of minutes, and scheduling, notification, venue setup and breakdown, and facilitation of meetings.
- Procure supplies related to transportation planning activities.
- Support staff training and development.
- Cover direct costs associated with MPO administration.
- Maintain adequate files and records for the MPO.
- Tracking the status of transportation projects, status reports to the TCC, TAC, and interested persons.
- Staying up to date with transportation issues (regional, statewide, air quality, census, environmental justice, 'smart growth", etc.). Finding, researching, and disseminating relevant transportation information for local officials, public, and MPO members.
- Staying up to date on transportation-related bills and regulations.
- Presentations at local association meetings, regular briefings of legislators and local officials.
- Allow for Link Transit to perform transit planning and ridership development to increase transit ridership using their FTA 5307 funds.
- Consistent public/media information. Examples include press releases, web page updates etc.
- Innovative and successful public involvement (two-way communication).
- Grant writing.
- Preparing press releases, web page updates, etc.
- Presentations at local association meetings, regular briefings of legislators and local officials.

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



FTA Code	PL Task Code	Task Description	MPO Planning and Admin - PL104				Transit - Section 5303				Transit - Section 5307			Subtotal			Total Funding
			Local (20%)	FHWA (80%)	TOTAL 100%	STATE 100%	Local (10%)	State (10%)	FTA (80%)	Total	Local (20%)	FTA (80%)	TOTAL 100%	Local	State	Federal	
	II-A	<b>Data and Planning Support</b>	\$12,000	\$48,000	\$60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 48,000	\$ 60,000
	II-A-1	Networks and Support Systems	\$5,000	\$20,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	II-A-2	Travelers and Behavior	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	II-A-3	Transportation Modeling	\$6,000	\$24,000	\$30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	II-B	<b>Planning Process</b>	\$23,000	\$92,000	\$115,000	\$ 4,600								\$ 23,000	\$ 4,600	\$ 92,000	\$ 119,600
	II-B-1	Targeted Planning	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	II-B-2	Regional Planning (CTP, MTP, etc)	\$2,000	\$8,000	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Increasing Safe and Access Transportation	\$0	\$0	\$0	\$ 4,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	II-B-3	<b>Special Studies</b>															
		BGMPO 2050 MTP Update	\$20,000	\$80,000	\$100,000	\$ -								\$ -	\$ -	\$ -	\$ -
	III-A	<b>Planning Work Program</b>	\$3,000	\$12,000	\$15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000
	III-A-1	Planning Work Program	\$2,000	\$8,000	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-A-2	Metrics and Performance Measures	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-B	<b>Transp. Improvement Plan</b>	\$3,100	\$12,400	\$15,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100	\$ -	\$ 12,400	\$ 15,500
	III-B-1	Prioritization	\$1,400	\$5,600	\$7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-B-2	Metropolitan TIP	\$1,600	\$6,400	\$8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-B-3	Merger/Project Development	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C	<b>Cvl Rgts. Cmp./Otr .Reg. Reqs.</b>	\$1,600	\$6,400	\$8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -	\$ 6,400	\$ 8,000
	III-C-1	Title VI Compliance	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-2	Environmental Justice	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-3	Minority Business Enterprise Planning	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-4	Planning for the Elderly	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-5	Safety/Drug Control Planning	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-6	Public Involvement	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-C-7	Private Sector Participation	\$100	\$400	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	III-D	<b>Statewide &amp; Extra-Regional Planning</b>	\$1,000	\$4,000	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 4,000	\$ 5,000
44.21.00	III-E	<b>Management Ops, Program Suppt Admin</b>	\$20,125	\$80,500	\$100,625	\$0	\$6,679	\$6,679	\$53,434	\$66,793	\$51,249	\$204,994	\$256,243	\$78,053	\$6,679	\$338,928	\$423,661
		<b>TOTALS</b>	\$63,825	\$255,300	\$319,125	\$4,600	\$6,679	\$6,679	\$53,434	\$66,793	\$51,249	\$204,994	\$256,243	\$121,753	\$11,279	\$513,728	\$646,761
<b>Special Studies</b>																	
Funded FY24 Special Studies contintuing in FY25 using remaining FY24 funds																	
44.23.02	II-B-3	Link Transit Facilities Study and Transit Development Plan			\$250,000												
	II-B-3	Hawfields Area Comprehensive Planning Study			\$50,000												

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

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL			
			Highway / Transit			TOTAL
			Local	State	Federal	
	<b>II-A</b>	<b>Data and Planning Support</b>	\$ 12,000.00	\$ -	\$ 48,000.00	\$ 60,000.00
	II-A-1	Networks and Support Systems <ul style="list-style-type: none"> <li>• Traffic Volume Counts</li> <li>• Vehicle Miles of Travel (VMT)</li> <li>• Street System Changes</li> <li>• Traffic Crashes</li> <li>• Transit System Data</li> <li>• Air Travel</li> <li>• Central Area Parking Inventory</li> <li>• Bike/Ped Facilities Inventory</li> <li>• Collection of Network Data</li> <li>• Capacity Deficiency Analysis</li> <li>• Mapping</li> </ul>	\$ 5,000.00		\$ 20,000.00	\$ 25,000.00
	II-A-2	Travelers and Behavior <ul style="list-style-type: none"> <li>• Dwelling Unit, Population and Employment Changes</li> <li>• Collection of Base Year Data</li> <li>• Travel Surveys</li> <li>• Vehicle Occupancy Rates (Counts)</li> <li>• Travel Time Studies</li> </ul>	\$ 1,000.00		\$ 4,000.00	\$ 5,000.00
	II-A-3	Transportation Modeling <ul style="list-style-type: none"> <li>• Travel Model Update</li> <li>• Forecast of Data to Horizon Year</li> <li>• Forecast of Future Travel Patterns</li> <li>• Financial Planning</li> </ul>	\$ 6,000.00		\$ 24,000.00	\$ 30,000.00
	<b>II-B</b>	<b>Planning Process</b>	\$ 23,000.00	\$ -	\$ 92,000.00	\$ 119,600.00
	II-B-1	Targeted Planning <ul style="list-style-type: none"> <li>• Air Quality Planning/Conformity Analysis</li> <li>• Alternative Fuels/Vehicles</li> <li>• Hazard Mitigation and Disaster Planning</li> <li>• Congestion Management Strategies</li> <li>• Freight Movement/Mobility Planning</li> </ul>	\$ 1,000.00		\$ 4,000.00	\$ 5,000.00
	II-B-2	Regional Planning <ul style="list-style-type: none"> <li>• Community Goals and Objectives</li> <li>• Highway Element of the CTP/MTP</li> <li>• Transit Element of the CTP/MTP</li> <li>• Bicycle and Pedestrian Element of CTP/MTP</li> <li>• Airport/Air Travel Element of CTP/MTP</li> <li>• Collector Street Element of CTP/MTP</li> <li>• Rail, Waterway, or other Mode of the CTP/MTP</li> </ul>	\$ 2,000.00		\$ 8,000.00	\$ 10,000.00
		Increasing Safe and Accessible Transportation		\$ 4,600.00		\$ 4,600.00
	II-B-3	Special Studies BGMPO 2050 Metropolitan Transportation Plan	\$ 20,000.00	\$ -	\$ 80,000.00	\$ 100,000.00
	<b>III-A</b>	<b>Planning Work Program</b>	\$ 3,000.00	\$ -	\$ 12,000.00	\$ 15,000.00
	III-A-1	Planning Work Program	\$ 2,000.00		\$ 8,000.00	\$ 10,000.00
	III-A-2	Metrics and Performance Measures	\$ 1,000.00		\$ 4,000.00	\$ 5,000.00
	<b>III-B</b>	<b>Transp. Improvement Plan</b>	\$ 3,100.00	\$ -	\$ 12,400.00	\$ 15,500.00
	III-B-1	Prioritization	\$ 1,400.00		\$ 5,600.00	\$ 7,000.00
	III-B-2	Metropolitan TIP	\$ 1,600.00		\$ 6,400.00	\$ 8,000.00
	III-B-3	Merger/Project Development	\$ 100.00		\$ 400.00	\$ 500.00
	<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr. Reg. Rqs.</b>	\$ 1,600.00	\$ -	\$ 6,400.00	\$ 8,000.00
	III-C-1	Title VI Compliance	\$ 100.00		\$ 400.00	\$ 500.00
	III-C-2	Environmental Justice	\$ 100.00		\$ 400.00	\$ 500.00
	III-C-3	Minority Business Enterprise Planning	\$ 100.00		\$ 400.00	\$ 500.00
	III-C-4	Planning for the Elderly	\$ 100.00		\$ 400.00	\$ 500.00
	III-C-5	Safety/Drug Control Planning	\$ 100.00		\$ 400.00	\$ 500.00
	III-C-6	Public Involvement	\$ 1,000.00		\$ 4,000.00	\$ 5,000.00
	III-C-7	Private Sector Participation	\$ 100.00		\$ 400.00	\$ 500.00
	<b>III-D</b>	<b>Statewide and Extra-Regional Planning</b>	\$ 1,000.00		\$ 4,000.00	\$ 5,000.00
44.26.14	<b>III-E</b>	<b>Management Ops, Program Support Admin</b>	\$ 78,053.30	\$ 6,679.30	\$ 338,928.41	\$ 423,661.01
		<b>TOTALS</b>	\$ 121,753.30	\$ 11,279.30	\$ 513,728.41	\$ 646,761.01

**Burlington - Graham Urban Area MPO Five Year Planning Program**

FISCAL YEAR	PLANNING PROCESS ACTION		PRODUCTS OF THE PLANNING PROCESS			
	CERTIFICATION OF PLANNING PROCESS	PWP	METROPOLITAN TRANSPORTATION PLAN (5 Year Cycle)		METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM	SPECIAL STUDIES
			MTP Activities	Major Update		
2025	Yes	Yes	Amendments as needed	Yes	Amendments as Needed/Prioritization	BGMPO MTP Update
			Travel Demand Model Calibration			
2026	Yes	Yes	Amendments as needed	No		Regional Resiliency Plan - Transition to Clean Energy
2027	Yes	Yes	Adopt 2050 MTP (Aug, 2025)	No	Adopt TIP	Transportation Safety Action Plan Update
2028	Yes	Yes	Amendments as needed	No	Amendments as needed/Prioritization	Regional Bicycle and Pedestrian Plan
2029	Yes	Yes	S/E Parcel Updates		Adopt TIP	Regional Transportation Demand Management Plan

## **Explanation of Funding Sources in the UPWP**

### **Overview**

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

### **Metropolitan Planning Funds**

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

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

### **Section 5303 Funds**

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

### **Section 5307 Funds**

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

