

**Winston-Salem Urban Area
Metropolitan Planning Organization
Unified Planning Work Program
For Fiscal Year 2014-2015**



**Produced by the
Winston-Salem Department of Transportation,
in cooperation with the
North Carolina Department of Transportation,
the Winston-Salem Urban Area Technical Coordinating Committee (TCC), and the
Winston-Salem Urban Area Transportation Advisory Committee (TAC)**

Approved by the TCC/TAC on March 20, 2014

**Section 104 (f) WBS: 39225.1.17, CFDA Number: 20.205-5
Surface Transportation Program – Direct Attributable (STP-DA) WBS: 39225.1.22**

**Winston-Salem Urban Area
Metropolitan Planning Organization
Unified Planning Work Program
For Fiscal Year 2014-2015**



Table of Contents

Introduction

Table 1 - Funding Sources Table

Table 2 - Narrative Task Table

Table 3 - Anticipated DBE Contracting Opportunities

Table 4 - FTA Funding Sources Table

Table 5 - FTA Task Narrative Table

Table 6 - Five Year Planning Calendar

Appendix A - TAC Resolution Approving the UPWP

Appendix B - NCDOT Funding Allocations Letters

Appendix C - Project Requests from MPO Members

Introduction

Each year the Winston-Salem Urban Area Metropolitan Planning Organization (MPO) is required to develop and approve a Unified Planning Work Program (UPWP). The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the amount of federal and State highway and transit planning funds that will be used to complete the work, plus the required State and local matches. Depending on the specific funding source, tasks funded through the UPWP are eligible for reimbursement of 80-90% of their cost from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) through the North Carolina Department of Transportation (NCDOT).

The Winston-Salem Urban Area UPWP identifies three (3) separate federal funding sources for conducting transportation planning and they are shown in Table 1. They include:

- FHWA Section 104 (f) Funds – These funds are the primary funding source dedicated to the MPO to perform transportation planning as required by various State and Federal laws and regulations. These funds require a 20% local match.
- FTA Section 5303 Funds – These funds are used for transit planning in the urban area. The FTA provides 80% of these funds with a 10% match from NCDOT and a local match of 10% from the Winston-Salem Urban Area MPO.
- FHWA Surface Transportation Program – Direct Attributable (STP-DA) Funds – These funds are available to the MPO to supplement the Section 104 (f) funds and are shown in the State Transportation Improvement Program (STIP). The MPO has used these funds to conduct a variety of large projects and studies. These funds also require a 20% local match.

The Statewide Planning and Research Programs (SPR) Funds – These funds are no longer being shown in the UPWP Table 1. The funds are still provided to the NCDOT Transportation Planning Branch to conduct work for the Winston-Salem Urban Area MPO.

The local match requirements will be shared by all members of the Winston-Salem Urban Area MPO as defined in the Memorandum of Understanding (MOU).

If you have any questions or need any additional information about the Fiscal Year 2014-2015 UPWP, please contact Greg Errett at (336) 747-6871, or e-mail him at grege@cityofws.org.

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Funding Sources Table for Fiscal Year 2014-2015
Table 1**

March 5, 2014

Task Code	Task Description	Section 104 (f) (PL Funds) Highway			FTA Section 5303 Transit				FHWA STP-DA Funds Highway			Task Funding Summary			Total Planning Funds
		Total	Local 20%	FHWA 80%	Total	Local 10%	PTD 10%	FTA 80%	Total	Local 20%	FHWA 80%	Local	State	Federal	
II-A	Surveillance of Inventory Data														
II-A-1	Traffic Volume Counts	\$5,000	\$1,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$4,000	\$5,000
II-A-2	Vehicle Miles of Travel	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-3	Street System Changes	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-4	Traffic Accidents	6,000	1,200	4,800	0	0	0	0	0	0	0	\$1,200	\$0	\$4,800	6,000
II-A-5	Transit System Data	0	0	0	10,000	1,000	1,000	8,000	0	0	0	\$1,000	\$1,000	\$8,000	10,000
II-A-6	Dwelling Unit, Population and Employment Changes	10,000	2,000	8,000	0	0	0	0	0	0	0	\$2,000	\$0	\$8,000	10,000
II-A-7	Air Travel	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-8	Vehicle Occupancy Counts	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-9	Travel Time Studies	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-10	Mapping	12,000	2,400	9,600	0	0	0	0	0	0	0	\$2,400	\$0	\$9,600	12,000
II-A-11	Central Area Parking Inventory	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-A-12	Bicycle and Pedestrian Facilities Inventory	15,000	3,000	12,000	0	0	0	0	0	0	0	\$3,000	\$0	\$12,000	15,000
II-B	Long Range Transportation Plan (LRTP)														
II-B-1	Collection of Base Year Data	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-2	Collection of Network Data	15,000	3,000	12,000	0	0	0	0	0	0	0	\$3,000	\$0	\$12,000	15,000
II-B-3	Travel Model Updates	15,000	3,000	12,000	0	0	0	0	80,000	16,000	64,000	\$19,000	\$0	\$76,000	95,000
II-B-4	Travel Surveys	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-5	Forecast of Data to Horizon Year	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-6	Community Goals and Objectives	6,000	1,200	4,800	0	0	0	0	0	0	0	\$1,200	\$0	\$4,800	6,000
II-B-7	Forecasts of Future Travel Patterns	7,000	1,400	5,600	0	0	0	0	0	0	0	\$1,400	\$0	\$5,600	7,000
II-B-8	Capacity Deficiency Analysis	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-9	Highway Element of the LRTP	15,000	3,000	12,000	0	0	0	0	0	0	0	\$3,000	\$0	\$12,000	15,000
II-B-10	Transit Element of the LRTP	15,000	3,000	12,000	27,000	2,700	2,700	21,600	0	0	0	\$5,700	\$2,700	\$33,600	42,000
II-B-11	Bicycle and Pedestrian Element of the LRTP	70,000	14,000	56,000	0	0	0	0	0	0	0	\$14,000	\$0	\$56,000	70,000
II-B-12	Airport/Air Travel Element of the LRTP	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-13	Collector Street Element of the LRTP	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
II-B-14	Rail, Waterway, or Other Mode of the LRTP	2,000	400	1,600	7,000	700	700	5,600	0	0	0	\$1,100	\$700	\$7,200	9,000
II-B-15	Freight Movement/Mobility Planning	10,000	2,000	8,000	0	0	0	0	0	0	0	\$2,000	\$0	\$8,000	10,000
II-B-16	Financial Planning	5,000	1,000	4,000	0	0	0	0	0	0	0	\$1,000	\$0	\$4,000	5,000
II-B-17	Congestion Management Strategies	11,000	2,200	8,800	0	0	0	0	0	0	0	\$2,200	\$0	\$8,800	11,000
II-B-18	Air Quality Planning/Conformity Analysis	25,000	5,000	20,000	0	0	0	0	0	0	0	\$5,000	\$0	\$20,000	25,000
III-A	Unified Planning Work Program (UPWP)	6,000	1,200	4,800	2,000	200	200	1,600	0	0	0	\$1,400	\$200	\$6,400	8,000
III-B	Transportation Improvement Program (TIP)	20,000	4,000	16,000	10,000	1,000	1,000	8,000	0	0	0	\$5,000	\$1,000	\$24,000	30,000
III-C	Civil Rights Compliance (Title VI) and Other Regulatory Requirements														
III-C-1	Title VI	15,000	3,000	12,000	0	0	0	0	0	0	0	\$3,000	\$0	\$12,000	15,000
III-C-2	Environmental Justice	15,000	3,000	12,000	6,000	600	600	4,800	0	0	0	\$3,600	\$600	\$16,800	21,000
III-C-3	Minority Business Enterprise Planning	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
III-C-4	Planning for the Elderly and the Disabled	3,000	600	2,400	15,000	1,500	1,500	12,000	0	0	0	\$2,100	\$1,500	\$14,400	18,000
III-C-5	Safety/Drug Control Planning	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
III-C-6	Public Involvement	25,000	5,000	20,000	9,750	975	975	7,800	0	0	0	\$5,975	\$975	\$27,800	34,750
III-C-7	Private Sector Participation	0	0	0	1,000	100	100	800	0	0	0	\$100	\$100	\$800	1,000
III-D	Incidental Planning and Project Development														
III-D-1	Transportation Enhancement Planning	200,000	40,000	160,000	0	0	0	0	60,000	12,000	48,000	\$52,000	\$0	\$208,000	260,000
III-D-2	Environmental Analysis and Pre-TIP Planning	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
III-D-3	Special Studies	200,000	40,000	160,000	57,000	5,700	5,700	45,600	60,000	12,000	48,000	\$57,700	\$5,700	\$253,600	317,000
III-D-4	Regional and Statewide Planning	15,000	3,000	12,000	6,000	600	600	4,800	0	0	0	\$3,600	\$600	\$16,800	21,000
III-E	Management and Operations	77,886	15,577	62,309	14,000	1,400	1,400	11,200	0	0	0	\$16,977	\$1,400	\$73,509	91,886
TOTALS		\$820,886	\$164,177	\$656,709	\$164,750	\$16,475	\$16,475	\$131,800	\$200,000	\$40,000	\$160,000	\$220,652	\$16,475	\$948,509	\$1,185,636

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2014-2015
Table 2
March 5, 2014**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-A	Surveillance of Inventory Data				
II-A-1	Traffic Volume Counts	1. Update 2011, 2013 Average Daily Traffic count maps, tables 2. Work with NCDOT on new traffic count locations needed 3. Conduct traffic counts and turning movement counts as needed for CMP planning	2005, 2007 and 2009 average daily traffic counts base maps; updated historical traffic count files and tables; completed intersection turning movement counts	WSDOT, NCDOT	\$5,000
II-A-2	Vehicle Miles of Travel (VMT)	None	Calculations prepared for traffic and air quality conformity modeling	NCDOT	\$0
II-A-3	Street System Changes	None	Reviewed annual Powell Bill maps for the City of Winston-Salem; Reviewed many street closure petitions and assisted the CCPB with the naming of streets and highways	WSDOT, NCDOT and CCPB	\$0
II-A-4	Traffic Accidents	1. Collect traffic crash data for vehicles, bicyclists, pedestrians 2. Analyze traffic crash data, use in project funding analysis 3. Conduct small traffic engineering studies as needed 4. Assist with traffic calming project reviews as needed	Gathered and analyzed traffic accident data on various streets and highways; City of Winston-Salem's annual Traffic Safety Reports; developed and implemented City's traffic calming policy; conducted small traffic engineering studies	WSDOT, NCDOT	\$6,000
II-A-5	Transit System Data	1. Assist WSTA/PART with route and schedule planning; 2. Evaluate all WSTA/PART bus stop location data 3. Collect required statistical data for NCDOT and FTA	Collected all bus stop data; WSTA's strategic plan; Collected transit origin-destination survey data in 2013	WSDOT, WSTA, NCDOT and PART	\$10,000
II-A-6	Dwelling Unit, Population and Employment Changes	1. Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB 2. Monitor changes in dwelling units, population and employment	Monthly zoning, subdivision and final development plan reviews and special studies	WSDOT, CCPB, PTRC and PART	\$10,000
II-A-7	Air Travel	None	None	Forsyth County Airport Commission	\$0
II-A-8	Vehicle Occupancy Counts	None	2003 Vehicle Occupancy Counts Study	WSDOT	\$0
II-A-9	Travel Time Studies	None	Travel time surveys for congestion management process	WSDOT, NCDOT	\$0
II-A-10	Mapping	1. Create and maintain all base maps, map files, flat files and cabinets and other mapping materials, aerials, etc. 2. Maintain library of plans, studies, books, reports, etc.	Maintained all base maps, map files, flat files and cabinets and other mapping materials; updated library of maps/materials; 2005 aerial photography/mapping work for MPO areas	WSDOT, NCDOT, CCPB, PTRC and PART	\$12,000
II-A-11	Central Area Parking Inventory	None	Inventories of both on- and off-street parking facilities in downtown Winston-Salem and other areas	WSDOT	\$0
II-A-12	Bicycle and Pedestrian Facilities Inventory	1. Update maps/tables of all bicycle and pedestrian facilities 2. Conduct field work as needed with GPS 3. Implement system for managing the inventory of data	Completed an extensive field survey in 2004-2005 of all bicycle and pedestrian facilities in the MPO; used GPS technology to enter it into City GIS system	WSDOT, NCDOT and CCPB	\$15,000

AGENCY ACRONYMS:

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WSTA = Winston-Salem Transit Authority
MPO = Metropolitan Planning Organization

\$58,000

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2014-2015**

**Table 2
March 5, 2014**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-B	Long Range Transportation Plan (LRTP)				
II-B-1	Collection of Base Year Data	None	Review of 2010 United States Census base year dwelling units, population, employment data by traffic analysis zones (TAZs); Review all sources of socio-economic data - ESC, CTPP, etc.	WSDOT, NCDOT CCPB and PART	\$0
II-B-2	Collection of Network Data	1. Update maps/tables of the street and highway network's physical and operational characteristics, adjust CTP as needed 2. Analyze problems and conditions of the street and highway network and develop recommendations for improvements	Updates of maps/tables of the street and highway network's physical and operational characteristics for the Thoroughfare Plan, CTP and 2035 Transportation Plan (LRTP); updates of traffic signal inventories in City of Winston-Salem and throughout the urban area	WSDOT, NCDOT and PART	\$15,000
II-B-3	Travel Model Updates	1. Provide funds to PART for consultants to update the TRANSCAD regional travel demand model 2. Assist Model Team/consultant with various tasks during update 3. Update TAZs in new MPO boundaries	TRANSCAD regional traffic model development and training; traffic modeling for projects; completed traffic modeling Memorandum of Agreement (MOA) with NCDOT, other MPOs and agencies; updated the TAZ maps	WSDOT, NCDOT and PART	\$95,000
II-B-4	Travel Surveys	None	Assist NCDOT/consultants with data collection/analysis of Business Interstate 40 (US 421) Origin/Destination surveys	WSDOT, NCDOT and PART	\$0
II-B-5	Forecast of Data to Horizon Year	None	Hired consultant to develop 2015, 2025 and 2035 housing, population, and employment projections by TAZ	WSDOT, CCPB, PTRC and PART	\$0
II-B-6	Community Goals and Objectives	1. Assist in the development of the goals, objectives and policies in the CCPB area plans updates	Developed the 2035 Transportation Plan (LRTP); used the Legacy Plan goals and objectives; assisted CCPB area plans	WSDOT, CCPB, PTRC and PART	\$6,000
II-B-7	Forecasts of Future Travel Patterns	1. Conduct modeling of different land use scenarios to gauge their impact on the street and highway network	2035 traffic projections for the Thoroughfare Plan, CTP and 2035 Transportation Plan	WSDOT, NCDOT and PART	\$7,000
II-B-8	Capacity Deficiency Analysis	None	Maps and tables of capacity deficiencies in street and highway network	WSDOT, NCDOT and CCPB	\$0
II-B-9	Highway Element of the LRTP	1. Refine the CTP Street and Highway Technical Report 2. Manage the Street and Highway Planning Subcommittee work 3. Identify future changes to CTP system for expanded MPO	2004 Thoroughfare Plan map and Technical Report update; completed conversion to CTP format and process; developed new CTP Street and Highway Technical Report	WSDOT, NCDOT CCPB, and PART	\$15,000
II-B-10	Transit Element of the LRTP	1. Implement strategies from WSTA's/PART's Strategic Plans 2. Assist WSTA/PART with route and schedule planning	Developed the Transit Element of the 2035 Transportation Plan update; began revisions to route and schedule network	WSDOT, NCDOT, WSTA and PART	\$42,000

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation
CCPB = City-County Planning Board
PTRC = Piedmont Triad Regional Council
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation
FCOEAP = Forsyth County Office Environmental Assistance and Protection
WSTA = Winston-Salem Transit Authority
MPO = Metropolitan Planning Organization

\$180,000

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2014-2015**

**Table 2
March 5, 2014**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-B-11	Bicycle and Pedestrian Element of the LRTP	<ol style="list-style-type: none"> 1. Manage the Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees 2. Maintain/update bicycle, sidewalk, greenway plans as needed 3. Implement bike, greenway, sidewalk programs and projects 4. Conduct needed greenway feasibility and engineering studies 5. Provide assistance for Safe Routes to Schools planning, grants 6. Provide technical assistance for citizens, MPO members 	Completed urban area Bicycle Plan, and Sidewalk and Pedestrian Facilities Plan; completed Bicycle and Pedestrian Facilities Plan for the Towns of Lewisville and Rural Hall; managed the MPO Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees; Safe Routes to Schools Planning; managed bicycle, sidewalk, bike lane, bike rack projects initiated Cycling Sundays and community bike rides	WSDOT, NCDOT and CCPB	\$70,000
II-B-12	Airport/Air Travel Element of the LRTP	None	Developed Air Transportation Plan for the 2035 Transportation Plan (LRTP) Update	WSDOT, Forsyth County Airport Commission	\$0
II-B-13	Collector Street Element of the LRTP	None	Collector Street Plan and maps; London Lane neighborhood traffic study and other neighborhood street plans	WSDOT, CCPB and Forsyth County	\$0
II-B-14	Rail, Waterway, or Other Mode of the LRTP	<ol style="list-style-type: none"> 1. Complete Winston-Salem urban circulator environmental and engineering study - Phase III <li style="background-color: #e0e0e0;">2. Assist with Union Station transit center planning 3. Assist PART with bus/rail engineering studies and planning 4. Continue transit integration with intercity and Southeast High Speed Rail planning; 	Completed second phase of Urban Streetcar planning, engineering study; assisted PART with preliminary engineering studies and land use planning for the Triad Alternatives Analysis; continue Intercity Rail and Southeast High Speed Rail planning; assist with Union Station (Davis Garage) planning and acquisition	WSDOT, NCDOT and PART	\$9,000
II-B-15	Freight Movement/Mobility Planning	<ol style="list-style-type: none"> 1. Participate in the regional logistics planning committee 	Freight movement planning; planning and implementation of Mobility Manager Project - Phases I and II	WSDOT, NCDOT, CCPB, and WSTA	\$10,000
II-B-16	Financial Planning	<ol style="list-style-type: none"> 1. Plan the use of available STP-DA, CMAQ, etc. funds 2. Develop cost estimates for proposed transportation facilities 3. Examine options for funding transportation projects/programs 4. Review new MAP-21 legislation and impacts to programs <li style="background-color: #e0e0e0;">5. Assist with 2014 City Bond Referendum 	Financial planning for funding proposed transportation projects/ programs; developed Financial Plan (Fiscally Constrained) assumptions/projections in the 2035 Transportation Plan (LRTP); developed cost estimates for proposed transportation facilities; monthly financial reports and analyses of WSTA services	WSDOT, NCDOT and PART	\$5,000
II-B-17	Congestion Management Strategies	<ol style="list-style-type: none"> 1. Continue to update/implement a Congestion Management Process (CMP) Plan, complete biennial report 2. Manage the CMP Planning Subcommittee work 3. Coordinate with other agencies and collect required data 4. Assist NCDOT on Intelligent Transportation Systems planning 	Formed a steering committee and began to develop a CMS plan; TDM and Intelligent Transportation Systems (ITS) planning; traffic operations improvements, incident management and access management Planning; 2035 LRTP CMS Strategies; Conducted small traffic engineering studies as needed	WSDOT, NCDOT, CCPB, WSTA and PART	\$11,000
II-B-18	Air Quality Planning/Conformity Analysis	<ol style="list-style-type: none"> 1. Conduct and review all air quality conformity determination reports for MTIP and transportation plans 2. Participate in monthly NCDENR air quality planning meetings 3. Review new federal air quality standards/area designations 4. Participate in Triad Area Commute Challenge 5. Seasonal air quality planning activities 	2008, 2012 air quality conformity analysis report and conformity finding for the 2035 Transportation Plan (LRTP), PM 2.5 and the 2009-2015 MTIP; air quality Memorandum of Agreement (MOA); NCDOT/NCDENR monthly air quality planning meetings; attended meetings and development/implementation of the Ozone EAC; Review new federal air quality standards and area designations; support for air awareness program and seasonal air quality planning activities	WSDOT, NCDOT, FCOEAP and PART	\$25,000

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\$130,000

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2014-2015
Table 2
March 5, 2014**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
III-A	Unified Planning Work Program (UPWP)	1. Develop Fiscal Year 2015-2016 UPWP, new Prospectus	Developed annual UPWPs; completed amendments; developed annual City performance report and business plans; completed annual transportation planning process self certifications and Federal certification reviews in 2004, 2008 and 2012	WSDOT, NCDOT, CCPB, Forsyth County, PTRC WSTA and PART	\$8,000
		2. Amend Fiscal Year 2014-2015 UPWP			
		3. Complete annual transportation planning process self-certification for MPO			
III-B	Transportation Improvement Program (TIP)	1. Complete developing the Fiscal Year 2014-2020 MTIP	Completed FY 2012-2018 MTIP and amendments; participated in NCDOT SPOT 1.0, 2.0 and 3.0 project evaluation process; programmed and administered STP-DA and CMAQ funds for various transportation bicycle, pedestrian, sidewalk, intersection and small roadway projects; assisted small towns with process	WSDOT, NCDOT, Forsyth County, WSTA, and PART	\$30,000
		2. Amend the Fiscal Year 2012-2018 MTIP as needed			
		3. Continue to work with NCDOT on SPOT process			
		4. Administer All CMAQ/STP-DA Projects			
III-C Civil Rights Compliance (Title VI) and Other Regulatory Requirements					
III-C-1	Title VI	1. Implement 2012 Federal certification report recommendations	Maps and materials on locations of minority and low-income (MLI) populations from 2000 U.S. Census; ensured public involvement of MLI groups to prevent disproportionately high/adverse impacts; documentation of MWBE firms used	WSDOT, NCDOT, CCPB and WSTA	\$15,000
		2. Update maps and materials on locations of minority and low-income (MLI) populations			
		3. Refine EJ Plan as needed; identify service inequities			
III-C-2	Environmental Justice (EJ)	1. Implement 2012 Federal certification report recommendations	Maps and materials on locations of minority and low-income (MLI) populations from 2000 U.S. Census; ensured public involvement of MLI groups for Interstate 74 (US 52) Corridor Plan to prevent disproportionately high/adverse impacts, and to assure these groups receive a proportionate share of benefits from this plan	WSDOT, NCDOT, CCPB, PTRC WSTA and PART	\$21,000
		2. Update maps and materials of minority and low-income (MLI) populations			
		3. Refine EJ Plan as needed			
		4. Identify service inequities			
III-C-3	Minority Business Enterprise Planning (MBE)	None	None	WSDOT, WSTA	\$0
III-C-4	Planning for the Elderly and the Disabled	1. Update the Human Service Transportation Plan	Implement Human Service Transportation Plan; attend BeHealthy Coalition meetings; administer JARC, New Freedom funds assisted on Active Living by Design grant and Step Up Forsyth! walking and exercise program	WSDOT, CCPB WSTA and PART	\$18,000
		2. Administer JARC, Section 5310 funds annually			
		3. Attend regular BeHealthy Coalition meetings			
		4. Participate in Step up Forsyth!, Forsyth in Motion committees			
III-C-5	Safety/Drug Control Planning	None	None	WSTA, PART	\$0
III-C-6	Public Involvement	1. Assist the general public, appointed and elected officials	Provide assistance to the general public, appointed and elected officials; refine/update the City DOT website, brochure and MPO newsletter; develop maps and materials on projects; presentations to realtors and civic groups; develop advertisements, videos, flyers, and other materials for projects; 1996, 2000 Transportation Forums	WSDOT, NCDOT CCPB, PTRC WSTA and PART	\$34,750
		2. Update City DOT website, develop an MPO website			
		3. Produce MPO newsletter twice a year			
		4. Develop maps/materials on projects			
		5. Make presentations to realtors and civic groups;			
		6. Develop advertisements, flyers, other materials for projects			
		7. Continue to find ways to fully involve the public in planning			

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\$126,750

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2014-2015
Table 2
March 5, 2014**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
III-D	Incidental Planning and Project Development				
III-D-1	Transportation Enhancement Planning	<ol style="list-style-type: none"> 1. Work with NCDOT on the Business 40 Corridor Design to include betterments 2. Complete the MLK, Jr. Drive Streetscape Design Plan 3. Assist Creative Corridors Coalition with their work 	Developed Transportation Enhancement (TE) projects for possible funding in the MTIP for several years; hired Stimmel and Associates to develop Salem Creek Connector Streetscape Design Plan; hired Design Workshop to design streetscape plans for MLK	WSDOT, NCDOT, Forsyth County, WSTA and PART	\$260,000
III-D-2	Environmental Analysis and Pre-TIP Planning	None	CCPB maps/materials of environmental inventory; participated in the NCDOT Merger Team process for the Northern Beltway	WSDOT, NCDOT, CCPB and PART	\$0
III-D-3	Special Studies	<ol style="list-style-type: none"> 1. Assist NCDOT with implementing the Northern Beltway 2. Review Environmental Impact Statements (EIS), Environmental Assessments (EA), feasibility studies and other NCDOT planning documents 3. Draw functional designs and corridor maps for ROW protection 4. Subdivision and building permit reviews for Northern Beltway and other road corridors 5. Manage STP-DA funded special studies and projects 6. Assist CCPB with small area plans transportation elements 7. Participate in NCDOT's Merger Team process meetings 	Northern Beltway EIS/plan design review; beltway lawsuit help: numerous road widening, bridge replacement and new roads EAs, FONSI, feasibility studies; Bethania Land Use and Transportation Plan; US 52 Corridor Land Use and Transportation Plan Phases I and II, and US 52 Interim Improvements Planning; 2000 Winston-Salem Bond Referendum projects planning; functional designs; subdivision and building permit reviews; Ebert/Stratford Connector Study; Lewisville Parallel Road Traffic Study; US 311 Connector Feasibility Study; Peters Creek Parkway Corridor Improvement Plan;	WSDOT, NCDOT, CCPB, PTRC, PART and WSTA	\$317,000
III-D-4	Regional and Statewide Planning	<ol style="list-style-type: none"> 1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning 2. Review MAP-21 Act, other federal legislation 3. Update federal functional classification, NHS system maps 4. Attend Interstate 73/74/75 Corridor Association meetings 5. Assist Rural Planning Organizations (RPOs) 6. Participate in High Point and Greensboro MPO meetings 7. Attend NCAPA, NCAMPO, NCSITE meetings and conferences 	Regional transportation planning projects; Interstate 73/74 corridors planning; PART Planning; SAFETEA-LU and TEA-21 planning regulations and grant proposals; reviewed NCDOT's draft Statewide Transportation Plan; regional bus service planning; PTIA Airport Area transportation planning; assist RPOs in Piedmont Triad Area with planning and coordination; completed new functional classification maps; attend MPO meetings in Greensboro/High Point; attended NCAMPO meetings Heart of the Triad (HOT) Planning	WSDOT, NCDOT, CCPB, PTRC PART and WSTA	\$21,000
III-E	Management and Operations	<ol style="list-style-type: none"> 1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc. 2. Manage WSDOT staff operations, conduct evaluations 3. Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc. 4. Transportation planning grants administration, reporting 5. Develop City budget for Transportation Planning Division 6. Professional development and training 7. Attend Annual TRB, Southern District ITE, etc. conferences 8. Office equipment and supplies, purchases and maintenance 9. Computer and paper file management, handle e-mail 	MPO and transportation planning grant administration; TCC and TAC administration; completed Metropolitan Area Boundary (MAB) Map, added new MPO members and modified TAC voting structure and Memorandum of Understanding (MOU); WSDOT/City staff operations; developed annual City budget for transportation planning; office equipment supplies, purchases; professional development and training; planned/hosted 2000 and 2013 MPO Conferences, 2003 Southern District ITE Conference, and the 2003 NCAPA Conference; attend annual NCAPA, MPO and NCSITE conferences and meetings; conducted annual staff performance planning and evaluations	WSDOT, NCDOT, CCPB, Forsyth County, WSTA and PART	\$91,886

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation
CCPB = City-County Planning Board
PTRC = Piedmont Triad Regional Council
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation
FCOEAP = Forsyth County Office Environmental Assistance and Protection
WSTA = Winston-Salem Transit Authority
MPO = Metropolitan Planning Organization

\$689,886

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Anticipated DBE Contracting Opportunities for Fiscal Year 2014-2015
Table 3**

March 5, 2014

Person Completing Form: Kaori Fujisawa, City of Winston-Salem DOT

Telephone Number: (336) 747-6882

Prospectus Task Code	FTA Task Code	Task Description	Name of Agency Contracting Out	Type of Contracting Opportunity	Federal Funds To Be Contracted Out	Total Funds To be Contracted Out
II-A-5	442400	Transit System Data	City of Winston-Salem DOT	None	None	None
II-B-10	442301	Transit Element of the LRTP	City of Winston-Salem DOT	None	None	None
II-B-14	442301	Rail, Waterway, or Other Mode of the LRTP	City of Winston-Salem DOT	None	None	None
III-A	442100	Unified Planning Work Program	City of Winston-Salem DOT	None	None	None
III-B	442500	Transportation Improvement Program	City of Winston-Salem DOT	None	None	None
III-C-2	442700	Environmental Justice	City of Winston-Salem DOT	None	None	None
III-C-4	442612	Planning for the Elderly & Disabled	City of Winston-Salem DOT	Public Notice Advertising	FTA	\$1,600
III-C-6	442700	Public Involvement	City of Winston-Salem DOT	None	None	None
III-C-7	442700	Private Sector Participation	City of Winston-Salem DOT	None	None	None
III-D-3	442302	Special Studies	City of Winston-Salem DOT	None	None	None
III-D-4	442301	Regional and Statewide Planning	City of Winston-Salem DOT	None	None	None
III-E	442100	Management & Operations	City of Winston-Salem DOT	None	None	None

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
FTA Funding Sources Table for Fiscal Year 2014-2015
Table 4**

March 5, 2013

Prospectus Task Code	FTA Task Code	Task Description	Section 5303			Total	Percent	Notes
			Local 10%	NCDOT 10%	FTA 80%			
II-A-5	442400	Transit System Data	1,000	1,000	8,000	\$10,000	6%	Assist WSTA/PART with route and schedule planning; collect required statistical data for NCDOT and FTA; evaluate all WSTA/PART bus stop location data
II-B-10	442301	Transit Element of the LRTP	2,700	2,700	21,600	\$27,000	16%	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning
II-B-14	442301	Rail, Waterway, or Other Mode of the LRTP	700	700	5,600	\$7,000	4%	Complete Winston-Salem urban circulator environmental and engineering study - Phase III; assist PART with bus/rail engineering studies and planning; continue transit integration with intercity and Southeast High Speed Rail planning; assist with Winston-Salem Union Station transit center planning
III-A	442100	Unified Planning Work Program	200	200	1,600	\$2,000	1%	Develop Fiscal Year 2015-2016 UPWP; amend Fiscal Year 2014-2015 UPWP, Prospectus; complete annual transportation planning process self-certification for MPO
III-B	442500	Transportation Improvement Program	1,000	1,000	8,000	\$10,000	6%	Complete Developing the Fiscal Year 2014- 2020 MTIP; amend the Fiscal Year 2012-2018 MTIP as needed; continue to work with NCDOT on SPOT process; administer All CMAQ/STP-DA Projects
III-C-2	442700	Environmental Justice	600	600	4,800	\$6,000	4%	Implement 2012 Federal certification report recommendations; update maps and materials on locations of minority and low-income (MLI) populations; refine EJ Plan as needed; identify service inequities
III-C-4	442612	Planning for the Elderly & Disabled	1,500	1,500	12,000	\$15,000	9%	Update the Human Service Transportation Plan; administer JARC, Section 5310 funds annually; attend Regular BeHealthy Coalition meetings; participate in Step up Forsyth!, Forsyth in Motion committees
III-C-6	442700	Public Involvement	975	975	7,800	\$9,750	6%	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
III-C-7	442700	Private Sector Participation	100	100	800	\$1,000	1%	Develop Public-Private partnership strategies and meetings for transit related projects, assist business community with public-private partnership opportunities
III-D-3	442302	Special Studies	5,700	5,700	45,600	\$57,000	35%	Manage STP-DA funded special studies and projects; assist CCPB with small area plans elements
III-D-4	442301	Regional and Statewide Planning	600	600	4,800	\$6,000	4%	Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning, TRCOG and RPO Meetings
III-E	442100	Management & Operations	1,400	1,400	11,200	\$14,000	8%	Transportation planning grants administration, reporting, TRB and other transportation conferences
Totals			\$16,475	\$16,475	\$131,800	\$164,750	100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
FTA Task Narrative Table for Fiscal Year 2014-2015
Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442400
3.	Task Code	II-A-5
4.	Title of Planning Task	Transit System Data
5.	Task Objective	To collect the required statistical data for NCDOT and FTA
6.	Tangible Product Expected	Assist WSTA/PART with route and schedule planning; collect required statistical data for NCDOT and FTA; evaluate all WSTA/PART bus stop location data
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Assisted WSTA/PART with route and schedule planning; collected required statistical data for NCDOT and FTA; evaluated all WSTA/PART bus stop location data
9.	Prior FTA Funds	\$7,600.00
10.	Relationship To Other Activities	Assist WSTA and PART with their reporting requirements to NCDOT and FTA
11.	Agency Responsible for Task Completion	Winston-Salem DOT, Winston-Salem Transit Authority
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
 Unified Planning Work Program (UPWP)
 FTA Task Narrative Table for Fiscal Year 2014-2015
 Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-10
4.	Title of Planning Task	Transit Element of the LRTP
5.	Task Objective	Implement strategies from PART's/WSTA's Strategic Plan; assist WSTA with new route and schedule planning
6.	Tangible Product Expected	Implement strategies from PART's/WSTA's Strategic Plan; assist WSTA with new route and schedule planning
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	2035 Transportation Plan Update
9.	Prior FTA Funds	\$16,720.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$2,700.00
17.	Section 5303 NCDOT 10%	\$2,700.00
18.	Section 5303 FTA 80%	\$21,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2014-2015

Table 5

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-14
4.	Title of Planning Task	Rail, Waterway, or Other Mode of the LRTP
5.	Task Objective	Rail and Transit integration planning
6.	Tangible Product Expected	Complete Winston-Salem urban circulator environmental and engineering study - Phase III; assist PART with bus/rail engineering studies and planning; continue transit integration with intercity and Southeast High Speed Rail planning; assist with Winston-Salem Union Station transit center planning
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Complete Winston-Salem urban circulator environmental and engineering study - Phase II; assisted PART with bus/rail engineering studies and planning; continue intercity rail and Southeast High Speed Rail planning; assisted with Union Station planning
9.	Prior FTA Funds	\$0.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$700.00
17.	Section 5303 NCDOT 10%	\$700.00
18.	Section 5303 FTA 80%	\$5,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
 Unified Planning Work Program (UPWP)
 FTA Task Narrative Table for Fiscal Year 2014-2015
 Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-A
4.	Title of Planning Task	Unified Planning Work Program
5.	Task Objective	To complete the development of the Fiscal Year 2015-2016 UPWP
6.	Tangible Product Expected	Develop Fiscal Year 2015-2016 UPWP and Prospectus; amend Fiscal Year 2014-2015 UPWP; complete annual transportation planning process self-certification for MPO
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Annual UPWPs
9.	Prior FTA Funds	\$1,600.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$200.00
17.	Section 5303 NCDOT 10%	\$200.00
18.	Section 5303 FTA 80%	\$1,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
FTA Task Narrative Table for Fiscal Year 2014-2015
Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442500
3.	Task Code	III-B
4.	Title of Planning Task	Transportation Improvement Program (TIP)
5.	Task Objective	To identify future years needs and funding sources.
6.	Tangible Product Expected	Complete Developing the Fiscal Year 2014- 2020 MTIP; amend the Fiscal Year 2012-2018 MTIP as needed; continue to work with NCDOT on SPOT process; administer All CMAQ/STP-DA Projects
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$3,760.00
10.	Relationship To Other Activities	The City of Winston-Salem's Capital Improvement Program (CIP)
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2014-2015

Table 5

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-2
4.	Title of Planning Task	Environmental Justice (EJ)
5.	Task Objective	Ensure federal Title VI laws are enforced with transportation planning
6.	Tangible Product Expected	Implement 2012 Federal certification report recommendations; update maps and materials on locations of minority and low-income (MLI) populations; refine EJ Plan as needed; identify service inequities
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	None
9.	Prior FTA Funds	\$0.00
10.	Relationship To Other Activities	Necessary for the delivery goals outlined in the Transit Section of the 2035 Long Range Transportation Plan and the 2012-2018 Metropolitan Transportation Improvement Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$600.00
17.	Section 5303 NCDOT 10%	\$600.00
18.	Section 5303 FTA 80%	\$4,800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
FTA Task Narrative Table for Fiscal Year 2014-2015
Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442612
3.	Task Code	III-C-4
4.	Title of Planning Task	Planning for the Elderly & Disabled
5.	Task Objective	To address mobility needs of the elderly and persons of disabilities
6.	Tangible Product Expected	Update the Human Service Transportation Plan; administer JARC, Section 5310 funds annually; attend Regular BeHealthy Coalition meetings; participate in Step up Forsyth!, Forsyth in Motion committees
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Created the Human Service Transportation Plan; administered JARC, New Freedom funds annually; attended Regular BeHealthy Coalition meetings; participated in Step up Forsyth!, Forsyth in Motion committees
9.	Prior FTA Funds	\$18,400.00
10.	Relationship To Other Activities	Necessary for the delivery goals outlined in the Transit Section of the 2035 Long Range Transportation Plan and the 2012-2018 Metropolitan Transportation Improvement Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,500.00
17.	Section 5303 NCDOT 10%	\$1,500.00
18.	Section 5303 FTA 80%	\$12,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2014-2015

Table 5

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-6
4.	Title of Planning Task	Public Involvement
5.	Task Objective	To find ways to fully involve the public in the planning process
6.	Tangible Product Expected	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; make presentations to realtors and civic groups; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; make presentations to realtors and civic groups; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
9.	Prior FTA Funds	\$4,816.00
10.	Relationship To Other Activities	Interrelates with other elements in the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$975.00
17.	Section 5303 NCDOT 10%	\$975.00
18.	Section 5303 FTA 80%	\$7,800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2014-2015

Table 5

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-7
4.	Title of Planning Task	Private Sector Involvement
5.	Task Objective	To find ways to fully involve the private sector in the planning process
6.	Tangible Product Expected	Develop Public-Private partnership strategies and meetings for transit related projects, assist business community with public-private partnership opportunities
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	
9.	Prior FTA Funds	\$0.00
10.	Relationship To Other Activities	Interrelates with other elements in the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$100.00
17.	Section 5303 NCDOT 10%	\$100.00
18.	Section 5303 FTA 80%	\$800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
 Unified Planning Work Program (UPWP)
 FTA Task Narrative Table for Fiscal Year 2014-2015
 Table 5**

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442302
3.	Task Code	III-D-3
4.	Title of Planning Task	Special Studies
5.	Task Objective	To inventory, plan, develop and evaluate bus stop locations for transit riders
6.	Tangible Product Expected	Manage STP-DA funded special studies and projects; assist CCPB with small area plans transportation elements
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Development of new transit routes; Survey of transit O-D study
9.	Prior FTA Funds	\$21,040.00
10.	Relationship To Other Activities	Coordinates Transit Planning with future roadway, sidewalk and greenway improvement projects
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$5,700.00
17.	Section 5303 NCDOT 10%	\$5,700.00
18.	Section 5303 FTA 80%	\$45,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
 Unified Planning Work Program (UPWP)
 FTA Task Narrative Table for Fiscal Year 2014-2015
 Table 5
 March 5, 2014**

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	III-D-4
4.	Title of Planning Task	Regional and Statewide Planning
5.	Task Objective	To coordinate all transit planning activities in the MPO
6.	Tangible Product Expected	Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning, TRCOG and RPO Meetings
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	Piedmont Seamless Mobility Study, PART Regional Rail Study, PTCOG and NWPCOG RPO Mtgs.; Park and Ride Planning Study
9.	Prior FTA Funds	\$3,200.00
10.	Relationship To Other Activities	Coordinates transportation planning efforts locally with transportation efforts regionally and statewide
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$600.00
17.	Section 5303 NCDOT 10%	\$600.00
18.	Section 5303 FTA 80%	\$4,800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2014-2015

Table 5

March 5, 2014

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-E
4.	Title of Planning Task	Management and Operations
5.	Task Objective	To administer the use of the transit planning grants and serve as Transit Planning Liaison for the WSDOT
6.	Tangible Product Expected	WSTA BOD and Staff Mtgs.; DOT Staff Meetings, TAC/TCC Meetings, Submit FTA and NCDOT Quarterly Reports for Union Station, Stimulus, Other Grants
7.	Expected Completion Date of Product(s)	June 30, 2015
8.	Previous Work	WSTA BOD and Staff Mtgs.; DOT Staff Meetings, TAC/TCC Meetings, 2013 City Budget Preparation, Submit FTA Quarterly Reports for Union Station, Stimulus, Triennial Review
9.	Prior FTA Funds	\$8,264.00
10.	Relationship To Other Activities	Implementation of the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,400.00
17.	Section 5303 NCDOT 10%	\$1,400.00
18.	Section 5303 FTA 80%	\$11,200.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2014-2019**

Table 6



March 5, 2014

Task Code	Prospectus Task Code Titles	Task Description	Fiscal Years						Notes
			2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	
II-A	Surveillance of Inventory Data								
1	Traffic Volume Counts	1. Produce new 2013 Average Daily Traffic count maps, tables 2. Work with NCDOT on new traffic count locations needed 3. Conduct traffic counts and turning movement counts for the Town of Rural Hall and as needed for CMP planning							Begin work on 2015 As needed As requested
2	Vehicle Miles of Travel (VMT)	None							
3	Street System Changes	None							
4	Traffic Accidents	1. Collect traffic crash data for vehicles, bicyclists, pedestrians 2. Analyze traffic crash data, use in project funding analysis 3. Conduct small traffic engineering studies 4. Assist with traffic calming project reviews							Annually as needed Annually as needed As needed As needed
5	Transit System Data	1. Evaluate/refine draft WSTA routes and schedules 2. Evaluate all proposed WSTA bus stop location data 3. Collect required statistical data for NCDOT and FTA							Regularly Regularly Yearly
6	Dwelling Unit, Population and Employment Changes	1. Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB 2. Monitor changes in dwelling units, population and employment							Monthly Regularly
7	Air Travel	None							
8	Vehicle Occupancy Counts	None							
9	Travel Time Studies	None							
10	Mapping	1. Create and maintain all base maps, map files, flat files and cabinets and other mapping materials, aerials, etc. 2. Maintain library of plans, studies, books, reports, etc.							Regularly Regularly
11	Central Area Parking Inventory	None							
12	Bicycle and Pedestrian Facilities Inventory	1. Update maps/tables of all bicycle and pedestrian facilities 2. Conduct field work with GPS 3. Implement system for managing the inventory of data							Regularly As needed As needed
II-B	Long Range Transportation Plan (LRTP)								
1	Collection of Base Year Data	None							
2	Collection of Network Data	1. Update maps/tables of the street and highway network's physical and operational characteristics, adjust CTP as needed 2. Analyze problems and conditions of the street and highway network and develop recommendations for improvements							As needed For 2035 Plan Update

3	Travel Model Updates	1. Provide funds to PART for consultants to update the TRANSCAD regional travel demand model						Annually
		2. Assist Model Team/consultant with various tasks during update						Regularly
		3. Update TAZs in new MPO boundaries as needed						Regularly
4	Travel Surveys	None						
5	Forecast of Data to Horizon Year	None						For 2035 Plan Update
6	Community Goals and Objectives	1. Assist in the development of the goals, objectives and policies in the CCPB area plans updates						For 2035 Plan, Legacy Plan Update
7	Forecasts of Future Travel Patterns	1. Conduct modeling of different land use scenarios to gauge their impact on the street and highway network						As needed
8	Capacity Deficiency Analysis	None						For 2035 Plan Update
9	Highway Element of the LRTP	1. Refine the CTP Street and Highway Technical Report						Update
		2. Manage the Street and Highway Planning Subcommittee work						Monthly
		3. Identify future changes to CTP system for expanded MPO						Update
10	Transit Element of the LRTP	1. Implement strategies from WSTA's Strategic Plan						For 2035 Plan, Legacy Plan Update
		2. Assist WSTA with new route and schedule planning						Biennially
		3. Evaluate/design all proposed WSTA bus stop locations						Biennially
11	Bicycle and Pedestrian Element of the LRTP	1. Manage the Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees						As needed
		2. Maintain/update bicycle, sidewalk, greenway plans						Monthly
		3. Implement bike, greenway, sidewalk programs and projects						Regularly
		4. Conduct needed greenway feasibility and engineering studies						As needed
		5. Provide assistance for Safe Routes to Schools planning, grants						Annually
		6. Provide technical assistance for citizens, MPO members						Daily
12	Airport/Air Travel Element of the LRTP	None						For 2035 Plan, Legacy Plan Update
13	Collector Street Element of the LRTP	None						For 2035 Plan, Legacy Plan Update
14	Rail, Waterway, or Other Mode of the LRTP	1. Complete Winston-Salem urban circulator environmental and engineering study - Phase III						For 2035 Plan, Legacy Plan Update
		2. Assist with Union Station planning, design, funding						As needed
		3. Assist PART with bus/rail engineering studies and planning						As needed
15	Freight Movement/Mobility Planning	1. Participate in the regional logistics planning committee						As needed
16	Financial Planning	1. Plan the use of available STP-DA, CMAQ, etc. funds						For 2035 Plan, Legacy Plan Update
		2. Develop cost estimates for proposed transportation facilities						
		3. Examine options for funding transportation projects/programs						Regularly
		4. Review new MAP-21 legislation and impacts to programs						
		5. Assist with possible 2014 City Bond Referendum						As needed
17	Congestion Management Strategies	1. Continue to update/implement a Congestion Management Process (CMP) Plan, complete biennial report						Biennially

		2. Manage the CMP Planning Subcommittee work						Monthly
		3. Coordinate with other agencies and collect required data						As needed
		4. Assist NCDOT on Intelligent Transportation Systems planning						As needed
18	Air Quality Planning and Conformity Analysis	1. Conduct and review all air quality conformity determination reports for MTIP, amendments and transportation plans						For 2035 Plan, Legacy Plan Update
		2. Participate in NCDENR air quality planning meetings						Monthly
		3. Review new federal air quality standards/area designations						Regularly
		4. Participate in Triad Area Commute Challenge						Annually
		5. Seasonal air quality planning activities						Annually
III-A	Unified Planning Work Program (UPWP)							
		1. Develop Fiscal Year 2015-2016 UPWP, new Prospectus						Annually
		2. Amend Fiscal Year 2014-2015 UPWP						As needed
		3. Complete self-certification for MPO						Annually
III-B	Transportation Improvement Program (TIP)							
		1. Complete Developing the Fiscal Year 2014-2020 MTIP						As planned
		2. Amend the Fiscal Year 2012-2018 MTIP						As needed
		3. Refine Prioritization 3.0 project selection process						Annually
		4. Administer All CMAQ/STP-DA Projects						As needed
III-C	Civil Rights Compliance (Title VI) and Other Regulatory Requirements							
1	Title VI	1. Continue to implement 2012 Federal certification report recommendations						As needed
		2. Update maps and materials on locations of minority and low-income (MLI) populations						Every 3-4 years
		3. Establish Title VI Coordinator position						New job
2	Environmental Justice (EJ)	1. Continue to implement 2012 Federal certification report recommendations						As needed
		2. Update maps of minority and low-income (MLI) populations						Every 3-4 years
		3. Refine EJ Plan as needed; identify service inequities						Annually
3	Minority Business Enterprise Planning (MBE)	None						
4	Planning for the Elderly and the Disabled	1. Update the Human Service Transportation Plan						As needed
		2. Administer JARC, Section 5310 funds annually						Annually
		3. Attend regular BeHealthy Coalition meetings						Monthly
		4. Participate in Step up Forsyth!, Forsyth in Motion committees						As needed
5	Safety/Drug Control Planning	None						
6	Public Involvement	1. Assist the general public, appointed and elected officials						As needed
		2. Update City DOT website, develop an MPO website						Daily
		3. Produce MPO newsletter twice a year						Biennially
		4. Develop maps/materials on projects						Daily
		5. Make presentations to realtors and civic groups						As needed
		6. Develop advertisements, flyers, other materials for projects						As needed
		7. Continue to find ways to fully involve the public in planning						As needed

7	Private Sector Participation	1. Assist business community with contracting opportunities							Consultant studies
III-D Incidental Planning and Project Development									
1	Transportation Enhancement Planning	1. Work with NCDOT on the Business 40 Corridor Design to include betterments							Finish in 2015
		2. Assist with MLK, Jr. Drive Streetscape Design Plan							Finish in 2015
		3. Assist Creative Corridors Coalition with their work							As needed
2	Environmental Analysis and Pre-TIP Planning	None							As needed
3	Special Studies	1. Assist NCDOT with implementing the Northern Beltway							As needed
		2. Review Environmental Impact Statements (EIS), Environmental Assessments (EA), feasibility studies and other NCDOT planning documents							As needed
		3. Participate in NCDOT's Merger Team process meetings							For beltway only
		4. Subdivision and building permit reviews for Northern Beltway and other road corridors							For beltway only
		5. Manage City/STP-DA funded special studies and projects							Regularly
		6. Assist CCPB with small area plans transportation elements							As needed
		7. Assist MPO members with STP-DA funded projects							As needed
4	Regional and Statewide Planning	1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning							Regularly
		2. Review MAP-21 Act, other federal legislation							As needed
		3. Update federal functional classification, NHS system maps							Finish in 2014?
		4. Attend Interstate 73/74/75 Corridor Association meetings							As needed
		5. Assist PTRC/Rural Planning Organizations (RPOs)							Regularly
		6. Participate in High Point and Greensboro MPO meetings							Monthly
		7. Attend NCAPA, NCAMPO, NCSITE, NCDOT PTD meetings and conferences							As funding permits
III-E Management and Operations									
		1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.							Daily
		2. Manage WSDOT Planning staff operations, conduct evaluations							Daily
		3. Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc.							Monthly
		4. Transportation planning grants administration, reporting							Daily
		5. Develop City budget for Transportation Planning Division							Annually
		6. Professional development and training							Annually
		7. Attend Annual TRB, TRB Committees, etc. conferences							As funding permits
		8. Office equipment and supplies, purchases and maintenance							As needed
		9. Computer and paper file management, handle e-mail							As needed

 = Fiscal Year 2013-2014 Completed Tasks or Underway
 = Future Fiscal Years Tasks

Appendix A – TAC Resolution Approving the UPWP

Appendix B - Transportation Planning Funding Allocations Letters from NCDOT

Appendix C - Project Requests from MPO Members



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

1501 MAIL SERVICE CENTER, RALEIGH, N. C. 27699-1501

ANTHONY J. TATA
SECRETARY

December 9, 2013

Mr. Greg Errett, AICP
Planning Development Coordinator
City of Winston-Salem - Transportation Dept.
P.O. Box 2511
Winston-Salem, North Carolina 27102-2511

Subject: Winston-Salem/Forsyth UA MPO, FY 2015 PL Work Program Allocation - REVISED

Dear Greg:

MAP-21 has provided \$5,506,226 in PL funds for FFY 2014. These funds have been allocated using the current PL fund allocation formula plus an additional amount (2013 Match) to make sure your allocation is not less than your FY 2013 allocation and are available for programming for your FY 2015 PL program that begins July 1, 2014.

The MPO has an available balance of \$656,709. This includes your PL fund allocation of \$372,775 (\$344,832 MAP-21, \$27,944 2013 Match) plus unspent funds from your FY 2013 and previous work plans which have been closed out. If the MPO plans to program any STP-DA funds for planning, you should coordinate with your appropriate TIP regional contact to have it added to the TIP and include it in your Work Program. You should also review existing STP-Da projects for invoicing and close out.

For auditing purposes, you should include the program name (State Planning and Research/PL 104(f) funds), the WBS (39225.1.17) and the CFDA Number (20.205-5) on your Schedule of Expenditures for Federal and State Awards. The WBS for STP-DA funds is 39225.1.22.

Your approved PWP should be submitted by May 2, 2014. It should be submitted online in .pdf format and include the cover letter, adoption resolution, summary budget table, and an item by item task description. The MPO is also required to complete an annual certification. This is required to be complete prior to the Department approving your FY 2015 PL program. The annual certification resolution (as well as the yearend report) should be uploaded as separate .pdf documents. It should be noted that the FTA Task narrative table submitted to PTD will not be accepted as a substitute for TPB's task by task description format. Work plans lacking any of these documents will not be approved. NCDOT is utilizing an online submittal process for all MPO documents: invoices, draft and final work plans, annual certifications, and year end reports. Invoices and work programs will go through two levels of approval within TPB. At any time, you will be able to see the status of documents submitted by going to the MPO Grants Sharepoint Site:
<https://connect.ncdot.gov/site/tpb/pages/default.aspx>.

If you have any questions, please do not hesitate to call or email me: (919) 707-0901, mbruff@ncdot.gov.

Sincerely,

Mike Bruff, P.E.
Manager, Transportation Planning Branch

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PLANNING BRANCH
1554 MAIL SERVICE CENTER
RALEIGH NC 27699-1554



<http://ncdot.org/doh/preconstruct/tpb/>

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC 27601
Phone: 919-707-0900
Fax: 919-733-9794



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

October 25, 2013

MEMORANDUM

To: MPO Lead Planning Agency Contacts
Transit Agency Contacts

From: Cheryl M. Leonard, MPA
Assistant Director for Mobility Development

Subject: Planning Work Program (PWP) Section 5303 Application for FY2015
Transit Planning Funds

The Public Transportation Division (PTD) of the North Carolina Department of Transportation (NCDOT) is pleased to announce the FY2015 estimated transit planning allocations for the state's urbanized areas (Attachment #1). These funds are available from the Federal Transit Administration (FTA) under the Metropolitan Planning Program (49 U.S.C. 5305(d)).

For planning purposes, we are estimating the total amount of 5303 funds available to North Carolina to be \$2,055,600. The allocation for each MPO's in Table 1 reflects the amount expected for the upcoming fiscal year. It may be necessary for revisions to be made to individual UPWPs after the final allocation amounts are announced for FY 2015.

Draft UPWP/PWPs must be submitted to PTD by **Friday, February 7, 2014** for review. The Draft UPWP/PWP must include the Funding Sources Table, the FTA Task Narrative Table, a DBE Anticipated Contracting Opportunities form and a notation of the MPO's anticipated PWP adoption date. You only need to provide complete information for each item in the FTA Task Narrative Table for Section 5303 and Section 5307 funded planning tasks.

Final UPWP/PWPs with supporting documentation including TAC Resolution should be entered into the on-line grants module, Partner Connect, on or before **Friday, March 28, 2014**.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-733-4713
FAX: 919-733-1391

WWW.NCDOT.GOV/TRANSIT/NCTRANSIT

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

The MPO's for areas over 200,000 in population must also submit their UPWP directly to FTA for approval and provide PTD a copy of the FTA Approval Letter. The FTA address is listed below.

Yvette G. Taylor
Regional Administrator
Federal Transit Administration
230 Peachtree, NW
Suite 800
Atlanta, GA 30303

We strongly encourage you to review the instructions and to work with your PTD staff member to develop your 5303 PWP activities. Please contact Tamra Shaw at (919) 707-4679 or tshaw@ncdot.gov if you have any questions.

Cc: Richard J. Walls, PE, Deputy Secretary of Transit, Interim Acting PTD Director

Attachments: 9

ATTACHMENTS

Allocation Table and Distribution Formula	Attachment # 1
FY2014 PWP Schedule	Attachment # 2
PWP Instructions	Attachment # 3
Sample FTA Task Narrative Table	Attachment # 4
Funding Sources Table	Attachment # 5
FTA Codes	Attachment #6
DBE Anticipated Contracting Opportunities Form	Attachment # 7
Sample Resolution Approving the FY2014 PWP	Attachment # 8
FTA Checklist	Attachment #9

ATTACHMENT #1

FY2014 FUNDING ALLOCATION TABLE

Urban Areas 200,000 & Over	Federal Allocation (80%)	Local Match (10%)	State Match (10%)	Total Project Funds
Asheville	\$67,384	\$8,423	\$8,423	\$84,230
Cabarrus- Rowan	\$47,632	\$5,954	\$5,954	\$59,540
CAMPO	\$353,224	\$44,153	\$44,153	\$441,530
Charlotte	\$526,360	\$65,795	\$65,795	\$657,950
D-CH-C	\$301,104	\$37,638	\$37,638	\$376,480
Fayetteville	\$73,416	\$9,177	\$9,177	\$91,770
Greensboro	\$170,080	\$21,260	\$21,260	\$212,600
Hickory	\$51,304	\$6,413	\$6,413	\$64,130
Wilmington	\$79,312	\$9,914	\$9,914	\$99,140
Winston-Salem	\$131,800	\$16,475	\$16,475	\$164,750
Subtotal	\$1,80,,616	\$225,202	\$225,020	\$2,252,,020
Urban Areas Under 200,000				
Brlngtn./Grhm.	\$20,000	\$2,500	\$2,500	\$25,000
Gastonia	\$33,016	\$4,127	\$4,127	\$41,270
Goldsboro	\$33,592	\$4,199	\$4,199	\$41,990
Greenville	\$37,448	\$4,681	\$4,681	\$46,810
High Point	\$50,744	\$6,343	\$6,343	\$63,430
Jacksonville	\$29,352	\$3,669	\$3,669	\$36,690
New Bern	\$20,000	\$2,500	\$2,500	\$25,000
Rocky Mount	\$29,832	\$3,729	\$3,729	\$37,290
Subtotal	\$253,984	\$31,748	\$31,748	\$317,480
TOTAL	\$2,055,600	\$256,949	\$256,949	\$2,569,500

Descriptive material on the allocation formula

1. Each urban area is eligible to receive the hold harmless amount published in the federal register as a base federal dollar allocation. The Durham-Chapel Hill-Carrboro Urban Area receives an additional \$20,000 base allocation due to the fact that there are two major transit systems in the urban area.

2. Urban areas with populations of 200,000 or receive an additional 20 % above their hold harmless amount. This 20 % is added after the hold harmless amounts for all participating urban areas are allocated.

3. All urban areas with urban transit systems receive a proportional amount of any remaining funds based on the share of each transit system's service hours relative to the total service hours provided by all urban transit systems in the state. Regional transit systems (TT and PART) service hours are allocated between the urbanized areas served.

ATTACHMENT #2

FY2014-2015 Planning Work Program Schedule

- October 25, 2013 PWP/Section 5303 Application package sent to eligible applicants.
- February 7, 2014** Draft UPWP/PWP and budget to be submitted in Partner Connect for NCDOT-PTD Review.
- February 28, 2014 PTD reviews the draft and provides comments to MPOs for Inclusion in the final UPWP/PWP Section 5303 application
- March 28, 2014** Final UPWP/PWP and Resolution, with original signatures of the MPO's TAC Chair approving UPWP/PWP, and final budget to be submitted into the Partner Connect. (If the final UPWP/PWP is not approved by this date, then it must be attached by April 19, 2014 in order to be eligible for state match funds).
- April 3, 2014 NCDOT Statewide Federal Planning (Section 5303) program of Projects will be presented to the NC Board of Transportation
- April 25, 2014 NCDOT Unified Planning Work Program/Section 5303 grant Application to be submitted to FTA
- *June, 2014 Receipt of the approval notification from FTA for the Section 5303 grant application
- July 1, 2014 Beginning of State fiscal year and Period of Performance for Section 5303 program funds for FY2015
- *July, 2014 Mailing of the approved budgets and invoice forms to the MPOs

*These dates are subject to FTA's approval dates and notifications

ATTACHMENT #3

PWP INSTRUCTIONS

General Information

The Planning Work Program and FTA Section 5303 Grant Application

The Planning Work Program (PWP) format is designed to provide inputs to create a statewide Unified PWP and to provide the data required for a statewide Section 5303 grant application to FTA. Information on the format and process for highway PL funds, Section 104(f), are provided separately by the NCDOT Transportation Planning Branch.

Attachment #9 provides the FTA checklist for reviewing the PWP's. Please review the attachment for the required elements.

FY2015 Planning Work Program Funds

Each urbanized area receives a Section 5303 allocation from the North Carolina Department of Transportation (NCDOT) (see Attachment #1) for MPO transit planning activities. The Public Transportation Division (PTD) will provide one half the local match (10%) for FTA Section 5303 and 5307 (as applicable) funded transit planning tasks. No state match will be provided for Section 5303 funds used for highway planning (see more on this below).

If the Section 5303 allocation for your urbanized area does not provide adequate funding to address the area's transit planning tasks, please indicate the additional source of funds, such as Section 5307 Planning, Section 104(f)(PL) or local funds. Information regarding the programming of State Planning and Research (SPR) funds is provided by the NCDOT Transportation Planning Branch. Please consider all funding sources prior to preparing the PWP.

Note that all of the Section 5303 and 5307 funds to be used for planning tasks must be shown in the PWP.

PWP Development Process

- Using the Section 5303 allocation announced in this mailing and available Section 5307 funds plus PL funds and SPR funds which are identified by the NCDOT Transportation Planning Branch, the MPO develops a **draft** PWP for FY2015. *In your PWP you must use the Funding Sources Table and the FTA Task Narrative Table formats as included with this mailing.*
- This draft PWP, which does not have to be approved by the Technical Coordinating Committee (TCC) or the Transportation Advisory Committee (TAC) at this stage, must be submitted to PTD by **Friday, February 7, 2014** for review and comment. The Funding Sources Table and the FTA Task Narrative Table must be completed and included in the Draft PWP submission. You are required to identify all sources of funding, including Section 104(f) (PL) and SPR funds, in the Funding Sources Table in the “draft” submission.
- PTD reviews the Draft PWP and provides comments to the MPO for each urbanized area on or before February 28, 2014.

Please note that all changes made to the Draft document after February 7, 2014, should be a result of concerns voiced by the PTD, FTA, TCC or TAC during the final approval process.

- The MPO proceeds to finalize the PWP, including accommodating the PTD comments, and seeks TAC approval.
- The final PWP, including a cover letter, signed by the TAC Chairperson, indicating a date of approval and requesting the Section 5303 funds, along with the resolution with original signatures evidencing MPO approval, is due to the PTD by **March 28, 2014 as submitted in Partner Connect**. The Direct Apportionment areas must also transmit a copy of their final PWP directly to the FTA Region IV office in Atlanta at this time.

Draft PWP Components:

1. FY2015 PWP Funding Sources Table;
2. FTA Task Narrative Table;
3. Report of Anticipated DBE Contracting Opportunities FY2015.

Final PWP Components:

1. An original transmittal letter signed by the TAC chairperson;
2. FY2015 PWP Funding Sources Table;
3. FTA Task Narrative Table;
4. Report of Anticipated DBE Contracting Opportunities FY2015.
5. Original Resolution Approving the FY2015 PWP.

Detailed Description of Draft and Final PWP Components

Transmittal Letter (with Final PWP only)

Each MPO is required to send a transmittal letter to PTD notifying them of the submission of the final PWP and requesting FTA Metropolitan Planning Program (Section 5303) funds (see Attachment #9 for sample). The letter must include:

1. An original signature of the person authorized by resolution to apply for the funds;
2. The dollar amounts requested in FTA Section 5303 funds and the appropriate local and state matches; and
3. Source of how the local match is going to be provided.

FY2015 Planning Work Program Funding Sources Table

There is certain information required for each planning activity and Attachment #5 shows this information. This information is to be completed for each budget line item. This table serves as a project budget and task summary for the PWP (sample shown on Attachment #5). The table will indicate all transportation planning tasks to be accomplished in the urbanized area.

State and Local Match Shares

Please note the required local match for the different funding sources. The PTD will assist urban areas by providing a 10% match of the required nonfederal portion for Section 5303 funded transit planning activities; local funds will be required to provide the entire 20% match for Section 5303 funds used for highway planning. The FTA 80% share columns under Section 5303 must be evenly divisible by eight (there should not be any cents when calculating the 80/10/10 split). Also, the Federal Section 5303 amount must not exceed exactly 80% of the total cost of each individual task. The "80% Federal Allocation" column on Attachment #1 lists your total section 5303 allocation.

FY2015 FTA Task Narrative Table

This table (Attachment #4) must include the tasks to be funded with the Section 5303 and 5307 funds. This table provides the input for the statewide Section 5303 grant application to FTA. To ensure correct and complete input for the grant application, the PTD staff will provide comments on your draft table.

Anticipated DBE Contracting Opportunities - FY2015 Form

The form (Attachment #7) should be filled out showing any possible DBE contracting opportunities and included with your 5303 PWP. You **must** provide a completed form even if you do not anticipate any DBE contracting opportunities.

If no contracting opportunities are anticipated, check the “No contracting opportunities” space on the form.

Resolution Approving the FY2015 Planning Work Program

A resolution from the Metropolitan Planning Organization Transportation Advisory Committee for the applicable urban area must be provided (**with original signatures**). A sample resolution with the suggested language is enclosed (Attachment #8).

Assistance

For assistance in developing your PWP and to answer questions about these instructions, please contact Tamra Shaw at (919) 707-4679 or tshaw@ndot.gov.

ATTACHMENT #4

SAMPLE FTA TASK NARRATIVE TABLE

1- MPO	City of Dogwood
2- FTA Code	442301
3- Task Code	II-B-17
4- Title	Congestion Management Analysis
5- Task Objective	To initiate a Transportation Energy Conservation Plan to include energy conservation, ridesharing, carpooling, and enhanced transit.
6- Tangible Product Expected	The Transportation Energy Conservation Planning Document will be updated to include new and innovative measures of energy conservation (i.e. TDM activities).
7- Expected Completion Date of Products	June-2015
8- Previous Work	Several earlier efforts have been made with the use of alternative fuels with city vehicles. The Stevens Study has also provided evidence that there exists a need for alternative modes of transportation.
9- Prior FTA Funds	0
10- Relationship	The Planning and Research Branch, Traffic Engineering Branch and the Division of Public Information will provide technical assistance to the Dogwood Department of Transportation in the development and periodic update of this plan.
11- Agency	City of Dogwood Transportation Department
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%	400
17- Section 5303 NCDOT 10%	400
18- Section 5303 FTA 80%	3200
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
21- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	

1. The name of the grantee.
2. This is the federal code for the activity/project.
3. This is the Prospectus task code for the activity/project, used in conjunction with the FTA code.
4. The title of the planning activity.
5. The objective(s) of the task to be undertaken.
6. Identify the tangible products expected to be produced.
7. Show the expected completion date of the planning activity.
8. List any previous work on this planning task.
9. Provide the total amount of FTA funds already spent on this planning activity,
10. Identify any relationships to other activities being undertaken by your agency or other agencies.
11. Entity responsible for the work element or work activity.
- 12-22. Cost and funding breakdown of the planning activity.

ATTACHMENT #5
Funding Sources Table
Please see attached file labeled Funding Sources Table.xls

ATTACHMENT #6 FTA TASK CODES

NB. – Applications not using valid FTA task codes will not be approved. Please be sure that codes used match FTA codes currently in use. Check the FTA website for possible updates to FTA codes prior to application submission:

http://www.fta.dot.gov/printer_friendly/grants_financing_91.html

Planning – Metropolitan:

- 44.21.00 Program Support Administration
- 44.22.00 General Development/Comprehensive Planning
- 44.23.00 Long Range Transportation Planning
 - 44.23.01 – System Level
 - 44.23.02 – Project Level
- 44.24.00 Short Range Transportation Planning
- 44.25.00 Transportation Improvement Program
- 44.27.00 Other Activities

ATTACHMENT # 7 –
DBE Anticipated Contracting Opportunities

Please see attached file labeled DBE.doc

ATTACHMENT #8

RESOLUTION

**APPROVING THE FY2015 PLANNING WORK PROGRAM
OF THE _____ URBAN AREA.**

A motion was made by the 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 work program must be
carried out cooperatively in order to ensure that funds for transportation projects are
effectively allocated to the _____.

Whereas, _____ has been designated as the
recipient of Federal Transit Administration Metropolitan Planning Program funds.

Whereas, members of the _____ Transportation
Advisory Committee agree that the Planning Work Program will effectively
advance transportation planning for FY2015

NOW, THEREFORE, be it resolved that the Transportation Advisory
Committee hereby endorses the FY2015 Planning Work Program for
the _____ Urban Area.

I, _____ Chairman of the _____
Transportation Advisory Committee do hereby certify that the above is true and correct
copy of an excerpt from the minutes of a meeting of
the _____, duly held on this ___ day of _____ 2014

Chairman, Transportation Advisory Committee (Signature)

Subscribed and sworn to me this ___ day of _____ 2014

Notary Public (Signature)

(Notary Seal)

My Commission Expires _____.

Attachment #9
Checklist for FTA UPWP Reviews:

- 1) Planning activities should be programmed which support required actions emanating from a **minimum twenty-year horizon long range transportation plan** (the Plan) which **conforms to Environmental Protection Agency air quality standards**; any goals and objectives stated in the UPWP should be reflect goals and objectives stated in the Plan;
- 2) **Description of each discreet task** (in simple narrative sentence(s). Note that not only “new” actions, but also “carry-over” actions listed in previous programming documents must be described, for each UPWP should be independent and comprehensive; new actions should be clearly differentiated from carry-over action; tasks that may be within the MPO’s charter, but will not be included in the current year planning should be excluded/deleted; the UPWP should not be constructed as a universal or perpetual document, but should be tailored each year;
- 3) **Amount of FTA planning funds** sought to support each planning action/task in the current FY; note that administrative costs including indirect overhead costs may be spread across tasks, and not listed as a separate task OR at the option of the author, an overhead rate applicable across the board to all activities may be indicated and the totals extended;
- 4) **FTA Program** (e.g. Section 5307 Urbanized Area Formula Program, Section 5303 Metropolitan Planning Program etc.) from which those funds will be drawn; when a specific task is proposed to be funded from more than one source, it is necessary to indicate FTA funding associated with each programmatic source;
- 5) **Cumulative amount of FTA** funds previously drawn to support each task during past fiscal years (ONLY for multi-year tasks which produce specific deliverables); note that amounts should be identified in terms of the year of federal allocation and year of expenditure;
- 6) **Product/Deliverable** that will be derived from the planning effort (e.g. study, model, UPWP, TIP, etc); deliverables should be actual tangible products rather than indications of progress or expended efforts;
- 7) **Schedule indicating progress for multi-year tasks**, including date when FTA can expect completion of the planning action/task; here, we seek a **completion date** rather than an expression of the duration of time expected for completion (e.g. “the study will be completed by April 30, 2006” rather than “the study will require six months to complete”);
- 8) **Indication that FTA funds are being used efficiently** for the programmed tasks rather than being banked;
- 9) **Planning should be accomplished within the environment of robust public involvement** in compliance with the MPO Public Participation Plan (conforming to SAFETEA-LU and MAP-21 requirements) endorsed through the Planning Certification Review process;
- 10) Specific reference should be made to **SAFETEA-LU** and **MAP-21** reauthorization legislation.

**North Carolina Department of Transportation
Public Transportation Division
Fiscal Year 2014-2015 Expected Funding Allocation Table
For FTA Section 5303 Transit Planning Funds**

Urban Areas 200,000 & Over	Federal Allocation (80%)	Local Match (10%)	State Match (10%)	Total Project Funds
Asheville	\$67,384	\$8,423	\$8,423	\$84,230
Cabarrus-Rowan	\$47,632	\$5,954	\$5,954	\$59,540
CAMPO	\$353,224	\$44,153	\$44,153	\$441,530
Charlotte	\$526,360	\$65,795	\$65,795	\$657,950
D-CH-C	\$301,104	\$37,638	\$37,638	\$376,480
Fayetteville	\$73,416	\$9,177	\$9,177	\$91,770
Greensboro	\$170,080	\$21,260	\$21,260	\$212,600
Hickory	\$51,304	\$6,413	\$6,413	\$64,130
Wilmington	\$79,312	\$9,914	\$9,914	\$99,140
Winston-Salem	\$131,800	\$16,475	\$16,475	\$164,750
Subtotal	\$1,801,616	\$225,202	\$225,020	\$2,252,020
Urban Areas Under 200,000				
Burlington-Graham	\$20,000	\$2,500	\$2,500	\$25,000
Gastonia	\$33,016	\$4,127	\$4,127	\$41,270
Goldsboro	\$33,592	\$4,199	\$4,199	\$41,990
Greenville	\$37,448	\$4,681	\$4,681	\$46,810
High Point	\$50,744	\$6,343	\$6,343	\$63,430
Jacksonville	\$29,352	\$3,669	\$3,669	\$36,690
New Bern	\$20,000	\$2,500	\$2,500	\$25,000
Rocky Mount	\$29,832	\$3,729	\$3,729	\$37,290
Subtotal	\$253,984	\$31,748	\$31,748	\$317,480
TOTAL	\$2,055,600	\$256,949	\$256,949	\$2,569,500