

**Winston-Salem Urban Area  
Metropolitan Planning Organization  
Unified Planning Work Program  
For Fiscal Year 2013-2014**



**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)**

**Adopted by the TAC on March 21, 2013**

**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 2012-2013**



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## 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 2013-2014 UPWP, please contact Greg Errett at (336) 747-6871, or e-mail him at [grege@cityofws.org](mailto:grege@cityofws.org).

**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Funding Sources Table for Fiscal Year 2013-2014  
Table 1**

March 6, 2013

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	
<b>II-A</b>	<b>Surveillance of Inventory Data</b>														
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	2,000	400	1,600	0	0	0	0	0	0	0	\$400	\$0	\$1,600	2,000
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	6,000	1,200	4,800	10,000	1,000	1,000	8,000	0	0	0	\$2,200	\$1,000	\$12,800	16,000
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	2,000	400	1,600	0	0	0	0	0	0	0	\$400	\$0	\$1,600	2,000
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	10,000	2,000	8,000	0	0	0	0	0	0	0	\$2,000	\$0	\$8,000	10,000
<b>II-B</b>	<b>Long Range Transportation Plan (LRTP)</b>														
II-B-1	Collection of Base Year Data	3,000	600	2,400	0	0	0	0	0	0	0	\$600	\$0	\$2,400	3,000
II-B-2	Collection of Network Data	10,000	2,000	8,000	0	0	0	0	0	0	0	\$2,000	\$0	\$8,000	10,000
II-B-3	Travel Model Updates	4,000	800	3,200	0	0	0	0	100,000	20,000	80,000	\$20,800	\$0	\$83,200	104,000
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	13,000	2,600	10,400	0	0	0	0	0	0	0	\$2,600	\$0	\$10,400	13,000
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	2,000	400	1,600	0	0	0	0	0	0	0	\$400	\$0	\$1,600	2,000
II-B-9	Highway Element of the LRTP	10,000	2,000	8,000	0	0	0	0	0	0	0	\$2,000	\$0	\$8,000	10,000
II-B-10	Transit Element of the LRTP	20,000	4,000	16,000	25,000	2,500	2,500	20,000	50,000	10,000	40,000	\$16,500	\$2,500	\$76,000	95,000
II-B-11	Bicycle and Pedestrian Element of the LRTP	70,000	14,000	56,000	0	0	0	0	200,000	40,000	160,000	\$54,000	\$0	\$216,000	270,000
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	4,000	800	3,200	0	0	0	0	0	0	0	\$800	\$0	\$3,200	4,000
II-B-14	Rail, Waterway, or Other Mode of the LRTP	7,000	1,400	5,600	7,000	700	700	5,600	0	0	0	\$2,100	\$700	\$11,200	14,000
II-B-15	Freight Movement/Mobility Planning	5,000	1,000	4,000	0	0	0	0	0	0	0	\$1,000	\$0	\$4,000	5,000
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
<b>III-A</b>	<b>Unified Planning Work Program (UPWP)</b>	4,000	800	3,200	2,000	200	200	1,600	0	0	0	\$1,000	\$200	\$4,800	6,000
<b>III-B</b>	<b>Transportation Improvement Program (TIP)</b>	20,000	4,000	16,000	6,000	600	600	4,800	0	0	0	\$4,600	\$600	\$20,800	26,000
<b>III-C</b>	<b>Civil Rights Compliance (Title VI) and Other Regulatory Requirements</b>														
III-C-1	Title VI	0	0	0	10,000	1,000	1,000	8,000	0	0	0	\$1,000	\$1,000	\$8,000	10,000
III-C-2	Environmental Justice	12,000	2,400	9,600	0	0	0	0	0	0	0	\$2,400	\$0	\$9,600	12,000
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	8,950	895	895	7,160	0	0	0	\$5,895	\$895	\$27,160	33,950
III-C-7	Private Sector Participation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	0
<b>III-D</b>	<b>Incidental Planning and Project Development</b>														
III-D-1	Transportation Enhancement Planning	22,000	4,400	17,600	0	0	0	0	100,000	20,000	80,000	\$24,400	\$0	\$97,600	122,000
III-D-2	Environmental Analysis and Pre-TIP Planning	3,000	600	2,400	0	0	0	0	0	0	0	\$600	\$0	\$2,400	3,000
III-D-3	Special Studies	30,000	6,000	24,000	10,000	1,000	1,000	8,000	250,000	50,000	200,000	\$57,000	\$1,000	\$232,000	290,000
III-D-4	Regional and Statewide Planning	12,000	2,400	9,600	6,000	600	600	4,800	0	0	0	\$3,000	\$600	\$14,400	18,000
<b>III-E</b>	<b>Management and Operations</b>	70,000	14,000	56,000	10,000	1,000	1,000	8,000	0	0	0	\$15,000	\$1,000	\$64,000	80,000
<b>TOTALS</b>		<b>\$456,000</b>	<b>\$91,200</b>	<b>\$364,800</b>	<b>\$109,950</b>	<b>\$10,995</b>	<b>\$10,995</b>	<b>\$87,960</b>	<b>\$700,000</b>	<b>\$140,000</b>	<b>\$560,000</b>	<b>\$242,195</b>	<b>\$10,995</b>	<b>\$1,012,760</b>	<b>\$1,265,950</b>

**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Narrative Task Table for Fiscal Year 2013-2014  
Table 2  
March 6, 2013**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
<b>II-A</b>	<b>Surveillance of Inventory Data</b>				
II-A-1	Traffic Volume Counts	1. Update 2011 Average Daily Traffic count maps and 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	1. Review all 2012-13 Powell Bill reports and maps for MPO 2. Review all street closure and abandonment petitions 3. Assist CCPB with the naming of streets and highways	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	\$2,000
II-A-4	Traffic Accidents	1. Develop City of Winston-Salem's annual Traffic Safety Report 2. Assist with requested traffic calming project reviews 3. Conduct small traffic engineering studies as needed 4. Analyze traffic accident data, make recommendations	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. Collect required statistical data for NCDOT and FTA 3. Evaluate all WSTA/PART bus stop location data	Collected all bus stop data; WSTA's strategic plan;	WSDOT, WSTA, NCDOT and PART	\$16,000
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 NWPCOG 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	1. Travel time surveys for congestion management process (CMP) plan and traffic signal system improvements	Selected peak and off-peak travel time studies for CMP planning	WSDOT, NCDOT	\$2,000
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, NWPCOG 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	\$10,000

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation  
CCPB = City-County Planning Board  
NWPCOG = Northwest Piedmont Council of Governments  
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation  
FCEAD = Forsyth County Environmental Affairs Department  
WSTA = Winston-Salem Transit Authority  
MPO = Metropolitan Planning Organization

**\$63,000**

**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Narrative Task Table for Fiscal Year 2013-2014**

**Table 2  
March 6, 2013**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
<b>II-B</b>	<b>Long Range Transportation Plan (LRTP)</b>				
II-B-1	Collection of Base Year Data	1. Review of 2010 United States Census base year dwelling units, population, employment data by traffic analysis zones (TAZs) 2. Review all sources of socio-economic data - ESC, CTPP, etc.	Collection of 2002 land use, dwelling units, population and employment data by TAZs	WSDOT, NCDOT CCPB and PART	\$3,000
II-B-2	Collection of Network Data	1. <b>Update maps/tables of the street and highway network's physical and operational characteristics for the expanded portions of the urbanized area boundaries; adjust CTP as needed</b> 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	\$10,000
II-B-3	Travel Model Updates	1. Provide funds for PART to hire a consultant to update the TRANSCAD regional travel demand model 2. Assist Model Team/consultant with various tasks during update 3. Create/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	\$104,000
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	1. Assist PART with development of 2020, 2030, and 2040 housing, population and employment projections by TAZ	Hired consultant to develop 2015, 2025 and 2035 housing, population, and employment projections by TAZ	WSDOT, CCPB NWPCOG, PART	\$13,000
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 with area plans	WSDOT, CCPB NWPCOG, 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	1. Updated maps and tables of capacity deficiencies in street and highway network	Maps and tables of capacity deficiencies in street and highway network	WSDOT, NCDOT and CCPB	\$2,000
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	\$10,000
II-B-10	Transit Element of the LRTP	1. Implement strategies from WSTA's Strategic Plan 2. <b>Assist WSTA with new route and schedule planning</b>	Developed the Transit Element of the 2035 Transportation Plan update	WSDOT, NCDOT, WSTA and PART	\$95,000

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation  
CCPB = City-County Planning Board  
NWPCOG = Northwest Piedmont Council of Governments  
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation  
FCEAD = Forsyth County Environmental Affairs Department  
WSTA = Winston-Salem Transit Authority  
MPO = Metropolitan Planning Organization

**\$250,000**

**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Narrative Task Table for Fiscal Year 2013-2014**

**Table 2  
March 6, 2013**

<b>Task Code</b>	<b>Prospectus Task Code Titles</b>	<b>Tangible Products Expected</b>	<b>Previous Work Toward This Year's Program</b>	<b>Agencies Responsible For Work</b>	<b>Total Costs</b>
II-B-11	<b>Bicycle and Pedestrian Element of the LRTP</b>	<ol style="list-style-type: none"> <li>Maintain/update bicycle, sidewalk, greenway plans as needed</li> <li>Manage the Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees</li> <li>Implement bike, greenway, sidewalk programs and projects</li> <li><b>Conduct needed greenway feasibility and engineering studies</b></li> <li>Provide assistance for Safe Routes to Schools planning, grants</li> <li>Provide technical assistance for citizens, MPO members</li> </ol>	<p>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</p>	WSDOT, NCDOT and CCPB	\$270,000
II-B-12	<b>Airport/Air Travel Element of the LRTP</b>	None	Developed Air Transportation Plan for the 2035 Transportation Plan (LRTP) Update	WSDOT, Forsyth County Airport Commission	\$0
II-B-13	<b>Collector Street Element of the LRTP</b>	<ol style="list-style-type: none"> <li><b>Update Collector Street Plan and Technical Report</b></li> <li>Conduct neighborhood street connectivity studies</li> </ol>	Collector Street Plan and maps; London Lane neighborhood traffic study and other neighborhood street plans	WSDOT, CCPB and Forsyth County	\$4,000
II-B-14	<b>Rail, Waterway, or Other Mode of the LRTP</b>	<ol style="list-style-type: none"> <li><b>Complete Winston-Salem urban circulator environmental and engineering study - Phase III</b></li> <li>Assist PART with bus/rail engineering studies and planning</li> <li>Continue intercity rail, Southeast High Speed Rail planning</li> <li>Assist with Union Station planning</li> </ol>	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	\$14,000
II-B-15	<b>Freight Movement/Mobility Planning</b>	<ol style="list-style-type: none"> <li>Participate in the regional logistics planning committee</li> </ol>	Freight movement planning; planning and implementation of Mobility Manager Project - Phases I and II	WSDOT, NCDOT CCPB, and WSTA	\$5,000
II-B-16	<b>Financial Planning</b>	<ol style="list-style-type: none"> <li>Plan the use of available STP-DA, CMAQ, etc. funds</li> <li>Develop cost estimates for proposed transportation facilities</li> <li>Examine options for funding transportation projects/programs</li> <li>Review new MAP-21 legislation and impacts to programs</li> </ol>	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	<b>Congestion Management Strategies</b>	<ol style="list-style-type: none"> <li>Continue to update/implement a Congestion Management Process (CMP) Plan, complete biennial report</li> <li>Manage the CMP Planning Subcommittee work</li> <li>Coordinate with other agencies and collect required data</li> <li>Assist NCDOT on Intelligent Transportation Systems planning</li> </ol>	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	<b>Air Quality Planning/Conformity Analysis</b>	<ol style="list-style-type: none"> <li><b>Conduct and review all air quality conformity determination reports for MTIP and transportation plans</b></li> <li>Participate in monthly NCDENR air quality planning meetings</li> <li>Review new federal air quality standards/area designations</li> <li>Participate in Triad Area Commute Challenge</li> <li>Seasonal air quality planning activities</li> </ol>	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 FCEAD and PART	\$25,000

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

**\$334,000**

**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Narrative Task Table for Fiscal Year 2013-2014  
Table 2  
March 6, 2013**

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)	<ol style="list-style-type: none"> <li>Develop Fiscal Year 2014-2015 UPWP</li> <li>Amend Fiscal Year 2013-2014 UPWP, Prospectus</li> <li>Complete annual transportation planning process self-certification for MPO</li> </ol>	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, NWPCOG WSTA and PART	\$6,000
III-B	Transportation Improvement Program (TIP)	<ol style="list-style-type: none"> <li>Complete Developing the Fiscal Year 2014- 2020 MTIP</li> <li>Amend the Fiscal Year 2012-2018 MTIP as needed</li> <li>Continue to work with NCDOT on SPOT process</li> <li>Administer All CMAQ/STP-DA Projects</li> </ol>	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	\$26,000
<b>III-C Civil Rights Compliance (Title VI) and Other Regulatory Requirements</b>					
III-C-1	Title VI	<ol style="list-style-type: none"> <li>Implement 2012 Federal certification report recommendations</li> <li>Update maps and materials on locations of minority and low-income (MLI) populations</li> <li>Refine EJ Plan as needed</li> <li>Identify service inequities</li> </ol>	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	\$10,000
III-C-2	Environmental Justice (EJ)	<ol style="list-style-type: none"> <li>Implement 2012 Federal certification report recommendations</li> <li>Update maps and materials on locations of minority and low-income (MLI) populations</li> <li>Refine EJ Plan as needed</li> <li>Identify service inequities</li> <li>Refine the policy statement regarding Title VI and EJ</li> </ol>	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, NWPCOG WSTA and PART	\$12,000
III-C-3	Minority Business Enterprise Planning (MBE)	None	None	WSDOT, WSTA	\$0
III-C-4	Planning for the Elderly and the Disabled	<ol style="list-style-type: none"> <li>Update the Human Service Transportation Plan</li> <li>Administer JARC, New Freedom funds annually</li> <li>Attend Regular BeHealthy Coalition meetings</li> <li>Participate in Step up Forsyth!, Forsyth in Motion committees</li> </ol>	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
III-C-5	Safety/Drug Control Planning	None	None	WSTA	\$0
III-C-6	Public Involvement	<ol style="list-style-type: none"> <li>Assist the general public, appointed and elected officials</li> <li>Update City DOT website, develop an MPO website</li> <li>Produce MPO newsletter twice a year</li> <li>Develop maps/materials on projects</li> <li>Make presentations to realtors and civic groups;</li> <li>Develop advertisements, flyers, other materials for projects</li> <li>Continue to find ways to fully involve the public in planning</li> </ol>	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, NWPCOG WSTA and PART	\$33,950
III-C-7	Private Sector Participation	None	None	WSTA and PART	\$0

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation  
CCPB = City-County Planning Board  
NWPCOG = Northwest Piedmont Council of Governments  
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation  
FCEAD = Forsyth County Environmental Affairs Department  
WSTA = Winston-Salem Transit Authority  
MPO = Metropolitan Planning Organization

**\$105,950**



**Winston-Salem Urban Area Metropolitan Planning Organization  
Unified Planning Work Program (UPWP)  
Narrative Task Table for Fiscal Year 2013-2014  
Table 2  
March 6, 2013**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
III-D	<b>Incidental Planning and Project Development</b>				
III-D-1	<b>Transportation Enhancement Planning</b>	<ol style="list-style-type: none"> <li>1. Complete the MLK, Jr. Drive Streetscape Design Plan</li> <li>2. Work with NCDOT on the Salem Creek Connector Design to include betterments</li> <li>3. Assist Creative Corridors Coalition with their work</li> </ol>	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	\$122,000
III-D-2	<b>Environmental Analysis and Pre-TIP Planning</b>	<ol style="list-style-type: none"> <li>1. Update CCPB maps/materials of environmental inventory</li> <li>2. Participate in NCDOT's Merger Team process meetings</li> </ol>	CCPB maps/materials of environmental inventory; participated in the NCDOT Merger Team process for the Northern Beltway	WSDOT, NCDOT CCPB and PART	\$3,000
III-D-3	<b>Special Studies</b>	<ol style="list-style-type: none"> <li>1. Assist NCDOT with implementing the Northern Beltway</li> <li>2. Review Environmental Impact Statements (EIS), Environmental Assessments (EA), feasibility studies and other NCDOT planning documents</li> <li>3. Draw functional designs and corridor maps for ROW protection</li> <li>4. Subdivision and building permit reviews for Northern Beltway and other road corridors</li> <li>5. Manage STP-DA funded special studies and projects</li> <li>6. Assist CCPB with small area plans transportation elements</li> </ol>	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, NWPCOG PART and WSTA	\$290,000
III-D-4	<b>Regional and Statewide Planning</b>	<ol style="list-style-type: none"> <li>1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning</li> <li>2. Define new MPO boundaries, MOAs, etc.</li> <li>3. MAP-21 Act, other federal legislation</li> <li>4. Update federal functional classification, NHS system maps</li> <li>5. Attend Interstate 73/74/75 Corridor Association meetings</li> <li>6. Assist Rural Planning Organizations (RPOs)</li> <li>7. Participate in High Point and Greensboro MPO meetings</li> <li>8. Attend NCAPA, NCAMPO, NCSITE meetings and conferences</li> </ol>	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, NWPCOG PART and WSTA	\$18,000
III-E	<b>Management and Operations</b>	<ol style="list-style-type: none"> <li>1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.</li> <li>2. Manage WSDOT staff operations, conduct evaluations</li> <li>3. Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc.</li> <li>4. Transportation planning grants administration, reporting</li> <li>5. Develop City budget for Transportation Planning Division</li> <li>6. Professional development and training</li> <li>7. Attend Annual TRB, Southern District ITE, etc. conferences</li> <li>8. Office equipment and supplies, purchases and maintenance</li> <li>9. Computer and paper file management, handle e-mail</li> </ol>	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	\$80,000

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation  
CCPB = City-County Planning Board  
NWPCOG = Northwest Piedmont Council of Governments  
PART = Piedmont Authority for Regional Transportation

NCDOT = North Carolina Department of Transportation  
FCEAD = Forsyth County Environmental Affairs Department  
WSTA = Winston-Salem Transit Authority  
MPO = Metropolitan Planning Organization

**Total** **\$513,000**

**Winston-Salem Urban Area Metropolitan Planning Organization (MPO)  
 Unified Planning Work Program (UPWP)  
 Anticipated DBE Contracting Opportunities  
 for Fiscal Year 2013-2014**

**Table 3  
 March 21, 2013**

Person Completing Form: Greg Errett, City of Winston-Salem DOT

Telephone Number: (336) 747-6871

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		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-1		Title VI	City of Winston-Salem	None	None	None
III-C-4	442600	Planning for the Elderly & Disabled	City of Winston-Salem DOT	None	None	None
III-C-6	442700	Public Involvement	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 (MPO)  
Unified Planning Work Program (UPWP)  
FTA Funding Sources Table  
for Fiscal Year 2013-2014**

**Table 4**

**March 6, 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	9%	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	2,500	2,500	20,000	\$25,000	23%	Implement strategies from WSTA'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	6%	Complete Winston-Salem urban circulator environmental and engineering study - Phase III; assist PART with bus/rail engineering studies and planning; continue intercity rail, Southeast High Speed Rail planning; assist with Union Station planning
III-A	442100	Unified Planning Work Program	200	200	1,600	\$2,000	2%	Develop Fiscal Year 2014-2015 UPWP; amend Fiscal Year 2013-2014 UPWP, Prospectus; complete annual transportation planning process self-certification for MPO
III-B	442500	Transportation Improvement Program	600	600	4,800	\$6,000	5%	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-1	442700	Title VI	1,000	1,000	8,000	\$10,000	9%	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	442600	Planning for the Elderly & Disabled	1,500	1,500	12,000	\$15,000	14%	Update the Human Service Transportation Plan; administer JARC, New Freedom funds annually; attend Regular BeHealthy Coalition meetings; participate in Step up Forsyth!, Forsyth in Motion committees
III-C-6	442700	Public Involvement	895	895	7,160	\$8,950	8%	Assist the general public, appointed and elected officials; update City DOT website, develop an MPO website; produce MPO newsletter twice a year; 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

III-D-3	442302	Special Studies	1,000	1,000	8,000	\$10,000	9%	Manage STP-DA funded special studies and projects; assist CCPB with small area plans transportation elements
III-D-4	442301	Regional and Statewide Planning	600	600	4,800	\$6,000	5%	Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning
III-E	442100	Management & Operations	1,000	1,000	8,000	\$10,000	9%	Transportation planning grants administration, reporting
Totals			\$10,995	\$10,995	\$87,960	\$109,950	100%	

**Winston-Salem Urban Area Metropolitan Planning Organization (MPO)  
Unified Planning Work Program (UPWP)  
FTA Task Narrative Table  
for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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, 2014
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	\$10,000.00
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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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 WSTA's Strategic Plan; assist WSTA with new route and schedule planning
6.	Tangible Product Expected	Implement strategies from WSTA's Strategic Plan; assist WSTA with new route and schedule planning
7.	Expected Completion Date of Product(s)	June 30, 2014
8.	Previous Work	2035 Transportation Plan Update
9.	Prior FTA Funds	\$10,000.00
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%	\$2,500.00
17.	Section 5303 NCDOT 10%	\$2,500.00
18.	Section 5303 FTA 80%	\$20,000.00
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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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 planning
6.	Tangible Product Expected	Completed Winston-Salem urban circulator environmental and engineering study - Phase III; assist PART with bus/rail engineering studies and planning; continue intercity rail, Southeast High Speed Rail planning; assist with Union Station planning
7.	Expected Completion Date of Product(s)	June 30, 2014
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, 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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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 2014-2015 UPWP
6.	Tangible Product Expected	Develop Fiscal Year 2014-2015 UPWP; amend Fiscal Year 2013-2014 UPWP, Prospectus; complete annual transportation planning process self-certification for MPO
7.	Expected Completion Date of Product(s)	April 1, 2014
8.	Previous Work	Annual UPWPs
9.	Prior FTA Funds	\$2,000.00
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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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, 2014
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$5,000.00
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%	\$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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442612
3.	Task Code	III-C-1
4.	Title of Planning Task	Title VI
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, 2014
8.	Previous Work	Title VI reports
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%	\$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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014  
 Table 5**

**March 6, 2013**

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, New Freedom 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, 2014
8.	Previous Work	Created the Human Service Transportation Plan; administer JARC, New Freedom funds annually; attended Regular BeHealthy Coalition meetings; participated in Step up Forsyth!, Forsyth in Motion committees
9.	Prior FTA Funds	\$25,000.00
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 (MPO)  
Unified Planning Work Program (UPWP)  
FTA Task Narrative Table  
for Fiscal Year 2013-2014**

**Table 5  
March 6, 2013**

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; update City DOT website, develop an MPO website; produce MPO newsletter twice a year; 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, 2014
8.	Previous Work	Assist the general public, appointed and elected officials; update City DOT website, develop an MPO website; produce MPO newsletter twice a year; 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	\$6,020.00
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%	\$895.00
17.	Section 5303 NCDOT 10%	\$895.00
18.	Section 5303 FTA 80%	\$7,160.00
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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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 pedestrians
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, 2014
8.	Previous Work	Completion of Transit Stop Inventory; Research/report comparing services in other cities (transit services survey)
9.	Prior FTA Funds	\$26,430.00
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%	\$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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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
7.	Expected Completion Date of Product(s)	June 30, 2014
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	\$10,000.00
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%	\$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 (MPO)  
 Unified Planning Work Program (UPWP)  
 FTA Task Narrative Table  
 for Fiscal Year 2013-2014**

**Table 5**

**March 6, 2013**

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, 2014
8.	Previous Work	WSTA BOD and Staff Mtgs.; DOT Staff Meetings, TAC/TCC Meetings, 2011 City Budget Preparation, Submit FTA Quarterly Reports for Union Station, Stimulus, Triennial Review
9.	Prior FTA Funds	\$10,500.00
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%	\$1,000.00
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 (MPO)  
Unified Planning Work Program (UPWP)  
Five Year Planning Calendar for Fiscal Years 2013-2018**

**Table 6**

**March 6, 2013**

Task Code	Prospectus Task Code Titles	Task Description	Fiscal Years						Notes
			2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	
<b>II-A</b>	<b>Surveillance of Inventory Data</b>								
1	Traffic Volume Counts	1. Update 2011 Average Daily Traffic count maps and tables	■						Due in 2013
		2. Work with NCDOT on new traffic count locations needed	■		■		■		Before biennial counts
		3. Conduct traffic counts and turning movement counts as needed for CMP planning	■		■	■	■		As needed
2	Vehicle Miles of Travel (VMT)	None							
3	Street System Changes	1. Review all 2012-13 Powell Bill reports and maps for MPO	■						Annually
		2. Review all street closure and abandonment petitions	■						As needed
		3. Assist CCPB with the naming of streets and highways	■						As needed
4	Traffic Accidents	1. Develop City of Winston-Salem's annual Traffic Safety Report	■						Annually as needed
		2. Assist with requested traffic calming project reviews	■						Annually as needed
		3. Conduct small traffic engineering studies as needed	■						
		4. Analyze traffic accident data, make recommendations	■						As needed
5	Transit System Data	1. Assist WSTA/PART with route and schedule planning	■						
		2. Collect required statistical data for NCDOT and FTA	■						Biennially
		3. Evaluate all WSTA/PART bus stop location data	■						Regularly
6	Dwelling Unit, Population and Employment Changes	1. Complete zoning, subdivision and final development plan reviews and special studies for CCPB	■						Monthly
		2. Monitor changes in dwelling units, population and employment	■						Regularly
7	Air Travel	None							
8	Vehicle Occupancy Counts	None							
9	Travel Time Studies	1. Travel time surveys for congestion management process (CMP) plan and traffic signal system improvements	■						Annually as needed
10	Mapping	1. Create and maintain all base maps, map files, flat files and cabinets and other mapping materials, aerials, etc.	■						Regularly
		2. Maintain library of plans, studies, books, reports, etc.	■						Regularly
11	Central Area Parking Inventory	None							
12	Bicycle and Pedestrian Facilities Inventory	1. Update maps/tables of all bicycle and pedestrian facilities	■						Regularly
		2. Conduct field work as needed with GPS	■						As needed
		3. Implement system for managing the inventory of data	■						
<b>II-B</b>	<b>Long Range Transportation Plan (LRTP)</b>								



1	Collection of Base Year Data	1. Review of 2010 United States Census base year dwelling units, population, employment data by traffic analysis zones (TAZs)							
		2. Review all sources of socio-economic data - ESC, CTPP, etc.							Regularly
2	Collection of Network Data	<b>1. Update maps/tables of the street and highway network's physical and operational characteristics for the expanded portions of the urbanized area boundaries; adjust CTP as needed</b>							Regularly
		2. Analyze problems and conditions of the street and highway network and develop recommendations for improvements							For 2035 Plan Update
3	Travel Model Updates	1. Provide funds for PART to hire a consultant to update the TRANSCAD regional travel demand model							Annually
		2. Assist Model Team/consultant with various tasks during update							Regularly
		3. Create/update TAZs in new MPO boundaries							Regularly
									As needed
4	Travel Surveys	None							
5	Forecast of Data to Horizon Year	1. Assist PART with development of 2020, 2030, and 2040 housing, population and employment projections by TAZ							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
									Regularly
8	Capacity Deficiency Analysis	1. Updated maps and tables of capacity deficiencies in street and highway network							For 2035 Plan Update
9	Highway Element of the LRTP	1. Refine the CTP Street and Highway Technical Report							Completed in late 2012
		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							Legacy Plan Update
		<b>2. Assist WSTA with new route and schedule planning</b>							Biennially
11	Bicycle and Pedestrian Element of the LRTP	1. Maintain/update bicycle, sidewalk, greenway plans as needed							As needed
		2. Manage the Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees							Monthly
		3. Implement bike, greenway, sidewalk programs and projects							Regularly
		<b>4. Conduct needed greenway feasibility and engineering studies</b>							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							
13	Collector Street Element of the LRTP	<b>1. Update Collector Street Plan and Technical Report</b>							For 2035 Plan, Legacy Plan Update
14	Rail, Waterway, or Other Mode of the LRTP	<b>1. Complete Winston-Salem urban circulator environmental and engineering study - Phase III</b>							in 2013
		2. Assist PART with bus/rail engineering studies and planning							As needed
		3. Continue intercity rail, Southeast High Speed Rail planning							As needed
		4. Assist with Union Station 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						For 2035 Plan, Legacy Plan Update
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/Conformity Analysis	1. Conduct and review all air quality conformity determination reports for MTIP and transportation plans						For 2035 Plan, Legacy Plan Update
		2. Participate in monthly NCDENR air quality planning meetings						Monthly
		3. Review new federal air quality standards/area designations						As needed
		4. Participate in Triad Area Commute Challenge						Regularly
		5. Seasonal air quality planning activities						As needed
							Annually	
III-A	Unified Planning Work Program (UPWP)							
		1. Develop Fiscal Year 2014-2015 UPWP						Annually
		2. Amend Fiscal Year 2013-2014 UPWP, Prospectus						As needed
		3. Complete annual transportation planning process self-certification for MPO						Annually
III-B	Transportation Improvement Program (TIP)							
		1. Complete Developing the Fiscal Year 2014- 2020 MTIP						Summer 2013
		2. Amend the Fiscal Year 2012-2018 MTIP as needed						As needed
		3. Continue to work with NCDOT on SPOT 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. Implement 2012 Federal certification report recommendations						Regularly
		2. Update maps and materials on locations of minority and low-income (MLI) populations						Every 3-4 years
		3. Refine EJ Plan as needed						As needed
		4. Identify service inequities						As needed
2	Environmental Justice (EJ)	1. Implement 2012 Federal certification report recommendations						Regularly
		2. Update maps and materials on locations of minority and low-income (MLI) populations						Every 3-4 years
		3. Refine EJ Plan as needed						Annually

		4. Identify service inequities							
		5. Refine the policy statement regarding Title VI and EJ							As needed
3	Minority Business Enterprise Planning (MBE)	None							
4	Planning for the Elderly and the Disabled	1. Update the Human Service Transportation Plan							Monthly
		2. Administer JARC, New Freedom funds annually							Daily
		3. Attend Regular BeHealthy Coalition meetings							Daily
		4. Participate in Step up Forsyth!, Forsyth in Motion committees							Twice each year
5	Safety/Drug Control Planning	None							As needed
6	Public Involvement	1. Assist the general public, appointed and elected officials							As needed
		2. Update City DOT website, develop an MPO website							
		3. Produce MPO newsletter twice a year							As needed
		4. Develop maps/materials on projects							Daily
		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							
7	Private Sector Participation	None							
III-D	Incidental Planning and Project Development								
1	Transportation Enhancement Planning	1. Complete the MLK, Jr. Drive Streetscape Design Plan							Finish in 2013
		2. Work with NCDOT on the Salem Creek Connector Design to include betterments							Finished in 2012
		3. Assist Creative Corridors Coalition with their work							As needed
2	Environmental Analysis and Pre-TIP Planning	1. Update CCPB maps/materials of environmental inventory							As needed
		2. Participate in NCDOT' s Merger Team process meetings							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							For beltway only
		3. Draw functional designs and corridor maps for ROW protection							As needed
		4. Subdivision and building permit reviews for Northern Beltway and other road corridors							Daily
		5. Manage STP-DA funded special studies and projects							Monthly
		6. Assist CCPB with small area plans transportation elements							As needed
4	Regional and Statewide Planning	1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning							As needed
		2. Define new MPO boundaries, MOAs, etc.							As needed
		3. MAP-21 Act, other federal legislation							Monthly
		4. Update federal functional classification, NHS system maps							Annually
		5. Attend Interstate 73/74/75 Corridor Association meetings							May, 2013
		6. Assist Rural Planning Organizations (RPOs)							
		7. Participate in High Point and Greensboro MPO meetings							
		8. Attend NCAPA, NCAMPO, NCSITE meetings and conferences							

III-E	Management and Operations			
		1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.	▣▣▣▣	Daily
		2. Manage WSDOT staff operations, conduct evaluations	▣▣▣▣	Daily
		3. Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc.	▣▣▣▣	Monthly
		<b>4. Transportation planning grants administration, reporting</b>	▣▣▣▣	Daily
		5. Develop City budget for Transportation Planning Division	▣▣▣▣	Annually
		6. Professional development and training	▣▣▣▣	Annually
		7. Attend Annual TRB, Southern District ITE, 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 2012-2013 Completed Tasks or Underway  
 ▣▣▣▣ = Future Fiscal Years Tasks

**Appendix A – TAC Resolution Approving the UPWP**



**Appendix B - Transportation Planning Funding Allocations Letters from NCDOT**



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

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

ANTHONY J. TATA  
SECRETARY

PAT MCCRORY  
GOVERNOR

February 4, 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 2014 PL Work Program Allocation

Dear Greg:

MAP-21 has provided \$5,503,954 in PL funds for FFY 2013. 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 2014 PL program that begins July 1, 2013.

The MPO has an available balance of \$613,818. This includes your PL fund allocation of \$372,775 (\$362,790 MAP-21, \$9,985 2013 Match) plus unspent funds from your FY 2012 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.

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.

If you have not done so already, your approved PWP should be submitted by May 3, 2013. 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 2014 PL program. The annual certification resolution (as well as the year end report) should be uploaded as a 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/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/preconstruction/tipb/>

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

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

ANTHONY J. TATA  
SECRETARY

PAT MCCRORY  
GOVERNOR

February 7, 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 2014 PL Work Program Allocation - REVISED

Dear Greg:

MAP-21 has provided \$5,503,954 in PL funds for FFY 2013. 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 2014 PL program that begins July 1, 2013.

The MPO has an available balance of \$613,818. This includes your PL fund allocation of \$372,775 (\$344,675 MAP-21, \$28,100 2013 Match) plus unspent funds from your FY 2012 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. This also reflects the transfer of a population of 30,428 from the WS MPO to the HP MPO as approved in your MOA with the HPMPO.

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.

If you have not done so already, your approved PWP should be submitted by May 3, 2013. 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 2014 PL program. The annual certification resolution (as well as the year end report) should be uploaded as a 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

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If you have any questions, please do not hesitate to call or email me: (919) 707-0901, mbrufft@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/preconstruction/tpb/>

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



## **Appendix C - Project Requests from MPO Members**