



## *ARPO FY 18-19 Planning Work Program (PWP)*

### *Summary*

The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

### *I - Data Collection and Assessment*

During FY 18-19, the ARPO will continue implementing of the action steps in the Albemarle Regional Bicycle Plan such as: completing the Regional Bicycle website in partnership with the NCDOT Bicycle and Pedestrian Division. ARPO staff will also continue to monitor compliance with the Title VI program, maintaining socioeconomic and demographic data for member counties, participate in ICPTA TAB Board meetings and participate in the drafting of the Elizabeth City Pedestrian Plan and Ocracoke Pedestrian Plan if they are funded. The ARPO will also continue to collect ADT maps as well as attend required transit workshops and/or meetings.

### *II - Transportation Planning*

#### *II-1 Comprehensive Transportation Plan (CTP) Development*

Comprehensive Transportation Plans (CTP) have been drafted and adopted for all ten of the ARPO's member counties. Funds were left in this category in case a member county would like to complete an amendment to their CTP.

#### *II-2 Prioritization*

ARPO Staff will continue attending required SPOT training and carryout all steps required in the ARPO's Local Input Methodology. Information for Prioritization 5.0 will be posted to the ARPO website, SPOT project scores will be reviewed with Division 1, local input methodology scores will be calculated for Regional Impact and Division Needs, and local input points will be entered into SPOT Online.

#### *II-3 Program and Project Development*

ARPO staff will review the Draft STIP with Division 1 and report out STIP funded projects to the RTCC and RTAC. ARPO Staff will also attend required merger team meetings and any local government and/or public meeting for projects in the merger process. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

## II-4 General Transportation Planning

The ARPO Director is a member of the NCARPO Legislative Committee and will continue her work on the committee during FY 18-19 as well as provide updates to the RTCC and RTAC Boards on transportation related legislation. Staff will also continue to attend all transportation related meetings required to attend such as US17/64 meetings, Southern Albemarle Association meetings, passenger Ferry meetings and the ENC Freight Plan meetings. The ARPO Director will also continue to attend all NCARPO quarterly meetings in FY 18-19 as it is a requirement of funding.

## III – Administrative Of Transportation Planning and Policies

### III-1 Administrative Activities

As a requirement of funding, the ARPO Director will prepare the PWP for FY 19-20, prepare quarterly invoice and progress reports for FY 18-19, coordinate TAC Ethics requirements, update the ARPO Public Involvement Plan (PIP), update the ARPO Facebook page and web page on a regular basis, prepare and distribute meeting agendas, draft meeting minutes, and continue to respond to member requests. The ARPO Director will also continue to work with the State Ethics office regarding RTAC member Ethics forms, and provide weekly updates regarding transportation related news in our region

## IV – Direct Costs

### IV-1 Programmatic Direct charges

These are regular costs for administration of the RPO program not covered in Indirect costs. These include, computer equipment, printer cartridges, printers, phone and internet and other office supplies not covered under Indirect charges. Direct costs also include advertising, hotel and meal costs and registration and training costs for the RPO Director.

## V – Indirect Costs

These costs include a portion of the Albemarle Commission Executive Directors salary, Finance Director salary and Program Coordinator salary, workman's compensation, unemployment insurance, contracted services for IT, finance and legal, general office supplies, rent for facilities, meeting room equipment, and staff development programs.

