

**Winston-Salem Urban Area
Metropolitan Planning Organization
Draft Unified Planning Work Program
For Fiscal Year 2015-2016**



**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)**

Reviewed by the TCC/TAC on February 19, 2015

**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
Draft Unified Planning Work Program
For Fiscal Year 2015-2016**



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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 two (2) 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.

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.

Also, the Federal Surface Transportation Program – Direct Attributable (STP-DA) supplemental planning funds are not included in this year's UPWP as those funds were not extended in the Fiscal Year 2016-2025 Metropolitan Transportation Improvement Program (MTIP)

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 2015-2016 UPWP, please contact Greg Errett at (336) 747-6871, or e-mail him at grege@cityofws.org.

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Funding Sources Table for Fiscal Year 2015-2016

Table 1

March 19, 2015

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	Data and Planning Support														
II-A-1	Networks and Support System	\$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
II-A-2	Travelers and Behavior	\$10,000	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$8,000	\$10,000
II-A-3	Transportation Modeling	\$55,000	\$11,000	\$44,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$44,000	\$55,000
II-B	Planning Process														
II-B-1	Targeted Planning	\$40,000	\$8,000	\$32,000	\$10,000	\$1,000	\$1,000	\$8,000	\$0	\$0	\$0	\$9,000	\$1,000	\$40,000	\$50,000
II-B-2	Regional Planning	\$100,000	\$20,000	\$80,000	\$24,000	\$2,400	\$2,400	\$19,200	\$0	\$0	\$0	\$22,400	\$2,400	\$99,200	\$124,000
II-B-3	Special Studies	\$340,000	\$68,000	\$272,000	\$20,750	\$2,075	\$2,075	\$16,600	\$0	\$0	\$0	\$70,075	\$2,075	\$288,600	\$360,750
III-A	Unified Planning Work Program														
III-A-1	Unified Planning Work Program (UPWP)	\$5,000	\$1,000	\$4,000	\$2,000	\$200	\$200	\$1,600	\$0	\$0	\$0	\$1,200	\$200	\$5,600	\$7,000
III-A-2	Metrics and Performance Measures	\$10,000	\$2,000	\$8,000	\$10,000	\$1,000	\$1,000	\$8,000	\$0	\$0	\$0	\$3,000	\$1,000	\$16,000	\$20,000
III-B	Transportation Improvement Program														
III-B-1	Prioritization	\$15,000	\$3,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$12,000	\$15,000
III-B-2	Metropolitan TIP (MTIP)	\$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-B-3	Merger and Project Development	\$30,000	\$6,000	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III-C-4	Planning for the Elderly & 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 Participation	\$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	Statewide and Extra-Regional Planning	\$30,000	\$6,000	\$24,000	\$6,000	\$600	\$600	\$4,800	\$0	\$0	\$0	\$6,600	\$600	\$28,800	\$36,000
III-E	Management, Operations, and Program Support Administration	\$87,886	\$17,577	\$70,309	\$14,000	\$1,400	\$1,400	\$11,200	\$0	\$0	\$0	\$18,977	\$1,400	\$81,509	\$101,886
TOTALS		\$820,886	\$164,177	\$656,709	\$138,500	\$13,850	\$13,850	\$110,800	\$0	\$0	\$0	\$178,027	\$13,850	\$767,509	\$959,386

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

Draft Narrative Task Table for Fiscal Year 2015-2016

Table 2

March 19, 2015

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-A Data and Support Planning					
II-A-1	Networks and Support Systems				\$30,000
	<i>Traffic Volume Counts</i>	1. Produce new 2014 Average Daily Traffic count maps, tables 2. Conduct traffic counts and turning movement counts for the Town of Rural Hall and as needed for CMP planning	2005, 2007, 2009, 2011 and 2013 average daily traffic counts maps; updated historical traffic count files and tables; Completed intersection turning movement counts	WSDOT, NCDOT	
	<i>Vehicle Miles of Travel (VMT)</i>	None	Calculations prepared for traffic and air quality conformity modeling	NCDOT, PART	
	<i>Street System Changes</i>	1. Review street closure and abandonment petitions as needed	Reviewed many street closure and abandonment petitions; Assisted the CCPB with the naming of streets and highways;	WSDOT, NCDOT and CCPB	
	<i>Traffic Crashes</i>	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; Conducted small traffic engineering studies; Developed and implemented City's traffic calming policy	WSDOT, NCDOT	
	<i>Transit System Data</i>	1. Collect/maintain WSTA vehicle fleet data characteristics 2. Collect/maintain WSTA route/schedule data characteristics including bus stop characteristics 3. Collect/maintain WSTA passenger data characteristics 4. 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 Collected required statistical data for NCDOT and FTA	WSDOT, WSTA, NCDOT and PART	
	<i>Air Travel</i>	None	None	Forsyth County Airport Commission	
	<i>Central Area Parking Inventory</i>	None	Inventories of both on- and off-street parking facilities in downtown Winston-Salem and other areas	WSDOT	
	<i>Bicycle and Pedestrian Facilities Inventory</i>	1. Update maps/tables of all bicycle, greenway, sidewalk and pedestrian facilities 2. Conduct field work as needed with GPS	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 Completed updates with interns	WSDOT, NCDOT and CCPB	
	<i>Collection of Network Data</i>	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 and NCDOT	
	<i>Capacity Deficiency Analysis</i>	None	Maps and tables of capacity deficiencies in street and highway network	WSDOT, NCDOT and PART	

AGENCY ACRONYMS:

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

Total \$30,000

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

Draft Narrative Task Table for Fiscal Year 2015-2016

**Table 2
March 19, 2015**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-A-2	Travelers and Behavior				\$10,000
	<i>Dwelling Unit, Population and Employment Changes</i>	1. Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB, other municipalities 2. Monitor changes in dwelling units, population and employment through building and demolition permits	Conduct monthly zoning, subdivision and final development plan reviews and special studies Assist City Inspections office with monitoring activities	WSDOT, CCPB, Municipalities WSDOT, CCPB, Municipalities	
	<i>Collection of Base Year Data</i>	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	
	<i>Travel Surveys</i>	None	Assisted NCDOT/consultants with data collection/analysis of Business Interstate 40 Origin/Destination surveys	WSDOT, NCDOT, WSTA and PART	
	<i>Vehicle Occupancy Rates (Counts)</i>	None	2003 Vehicle Occupancy Counts Study	WSDOT	
	<i>Travel Time Studies</i>	None	Travel time surveys for congestion management process	WSDOT	
II-A-3	Transportation Modeling				\$55,000
	<i>Travel Model Updates</i>	1. Provide funds to PART for consultants to update the TRANSCAD and other regional travel demand model 2. Assist Model Team/consultant with various tasks during update 3. Update TAZs in new MPO boundaries as needed	Provided funds to PART for consultants to update the TRANSCAD and other regional travel demand model Assisted Model Team/consultant with various tasks during update 3. Update TAZs in new MPO boundaries as needed	WSDOT, NCDOT and PART WSDOT, NCDOT and PART WSDOT	
	<i>Forecast of Data to Horizon Year</i>	None	Hired consultant to develop 2015, 2025 and 2035 housing, population, and employment projections by TAZ	WSDOT, CCPB, PTRC and PART	
	<i>Forecasts of Future Travel Patterns</i>	1. Conduct modeling of different land use scenarios to gauge their impact on the street and highway network	Developed 2035 traffic projections for the Thoroughfare Plan, CTP and 2035 Metropolitan Transportation Plan	WSDOT, NCDOT and PART	
	<i>Financial Planning</i>	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 MAP-21 legislation and impacts to programs	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	

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Total \$65,000

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Unified Planning Work Program (UPWP)
Draft Narrative Task Table for Fiscal Year 2015-2016**

**Table 2
March 19, 2015**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-B Planning Process					
II-B-1	Targeted Planning				\$50,000
	<i>Air Quality Planning/Conformity Analysis</i>	<ol style="list-style-type: none"> 1. Conduct and review all air quality conformity determination reports for MTIP, amendments 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	
	<i>Alternative Fuels/Vehicles</i>	None	None	FCOEAP	
	<i>Hazard Mitigation and Disaster Planning</i>	None	None	FCOEAP	
	<i>Congestion Management Strategies</i>	<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	
	<i>Freight Movement/ Mobility Planning</i>	<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	
II-B-2	Regional Planning				\$124,000
	<i>Community Goals and Objectives</i>	<ol style="list-style-type: none"> 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	
	<i>Highway Element of the CTP/MTP</i>	<ol style="list-style-type: none"> 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	
	<i>Transit Element of the CTP/MTP</i>	<ol style="list-style-type: none"> 1. Implement strategies from WSTA's Strategic Plan 2. Assist WSTA with new route and schedule planning 3. Evaluate/design all proposed WSTA bus stop locations 	Developed the Transit Element of the 2035 Transportation Plan update; began revisions to route and schedule network	WSDOT, NCDOT, WSTA and PART	
	<i>Bicycle and Pedestrian Element of the CTP/MTP</i>	<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	
	<i>Airport/Air Travel Element of the CTP/MTP</i>	<ol style="list-style-type: none"> 1. Update Air Transportation element for the 2040 Metropolitan rans 	Developed Air Transportation Plan for the 2035 Transportation Plan (LRTP) Update	WSDOT, Forsyth County Airport Commission	
	<i>Collector Street Element of the CTP/MTP</i>	<ol style="list-style-type: none"> 1. Update plan as needed 	Collector Street Plan and maps; London Lane neighborhood traffic study and other neighborhood street plans	WSDOT, CCPB and Forsyth County	
	<i>Rail, Waterway, or Other Mode of the CTP/MTP</i>	<ol style="list-style-type: none"> 1. Assist with Union Station planning, design 2. Assist PART with bus/rail engineering studies and planning 	Participated in the purchase of Union Station from Davis Garage, and initial planning studies Regional commuter rail transportation planning, Southeast High Speed Rail planning	WSDOT, NCDOT and PART WSDOT, NCDOT and PART	

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Total \$174,000

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
Draft Narrative Task Table for Fiscal Year 2015-2016
Table 2
March 19, 2015**

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
II-B-3	Special Studies				\$360,750
		1. Assist NCDOT with implementing the Northern Beltway	Since the 1960s, planning for the Northern Beltway has taken various steps and forms including feasibility studies, a full EIS and supplements, design meetings and public hearings, response to multiple lawsuits, various specialized planning studies, etc.	WSDOT, NCDOT and CCPB, Municipalities	
		2. Develop and review Environmental Impact Statements (EIS), Environmental Assessments (EA), Categorical Exclusions (CE), FONSI, feasibility studies and other NCDOT and City planning documents	Developed and reviewed numerous EIS, EA, CE, FONSI, feasibility studies and other NCDOT road widening, bridge replacement, new roads and City planning documents like Ebert/Stratford Road Connector, Peters Creek Parkway Corridor Improvement Plan	WSDOT, NCDOT and CCPB, Municipalities	
		3. Assist MPO members with STP-DA funded projects process	Developed materials and policies to guide all MPO members in the development of their STP-DA funded projects	WSDOT, NCDOT and CCPB, Municipalities	
		4. Subdivision and building permit reviews for Northern Beltway and other road corridors	Conducted numerous proposed subdivision and building permit reviews for Northern Beltway and other road corridors	WSDOT, NCDOT and CCPB, Municipalities	
		5. Manage 2014 City Bond referendum studies and projects	Managed 2000 City Bond referendum studies and projects	WSDOT	
		6. Assist CCPB with small area plans transportation elements	Assisted CCPB with small area plans transportation elements	WSDOT, CCPB	
		7. Work with NCDOT on the Business 40 Corridor Design to include betterments	Developed Transportation Enhancement (TE) projects for possible funding in the MTIP for several years; hired Stimmel and	WSDOT, NCDOT	
		8. Assist with Salem Creek Connector Streetscape Design Plan	Associates to develop Salem Creek Connector Streetscape Design	WSDOT, NCDOT	
		9. Assist Creative Corridors Coalition with their work	Plan; hired Design Workshop to design streetscape plans for MLK	WSDOT, NCDOT	
III-A Unified Planning Work Program					
III-A-1	Unified Planning Work Program (UPWP)				\$7,000
	<i>Development of UPWP and Five-Year Work Plan</i>	1. Develop Fiscal Year 2016-2017 UPWP and five-year work plan and amend Fiscal Year 2015-2016 UPWP as needed	Developed annual UPWPs and five year work plans; completed amendments; developed annual City performance reports and business plans	WSDOT, NCDOT, WSTA and PART	
		2. Amend Prospectus as needed	Completed the Prospectus update in January, 2015	WSDOT	
		3. Complete annual self-certification for MPO's transportation planning process	Completed annual self-certification for MPO's transportation planning process	WSDOT	
		4. Begin to prepare for next Federal certification review in 2016	Federal certification reviews in 2004, 2008 and 2012	WSDOT, NCDOT, CCPB, Forsyth County, PTRC, WSTA and PART	
III-A-2	Metrics and Performance Measures				\$20,000
		1. Develop performance measures for transit and other modes	None	WSDOT, WSTA	

III-B Transportation Improvement Program

III-B-1 Prioritization				\$15,000
		1. Refine Prioritization 3.0 project evaluation and selection process; begin to review proposed 4.0 project evaluation and selection process	Participated in NCDOT's Prioritization 1.0, 2.0 and 3.0 project evaluation and selection process	WSDOT, NCDOT, Municipalities
III-B-2 Metropolitan TIP (MTIP)				\$30,000
		1. Complete Developing the Fiscal Year 2016-2025 MTIP	Completed the Fiscal Year 2012-2018 MTIP	WSDOT, NCDOT, WSTA, Municipalities
		2. Amend the Fiscal Year 2012-2018 MTIP as needed	Completed numerous amendments of the Fiscal Year 2012-2018 MTIP	WSDOT, NCDOT, WSTA, Municipalities
		3. Program and administer STP-DA, CMAQ and TAP funds for various bicycle, greenway, sidewalk and pedestrian facilities, intersection improvements and small roadway projects; assisted small towns with process	Programmed and administered STP-DA, CMAQ and TAP funds for various bicycle, greenway, sidewalk and pedestrian facilities, intersection improvements and small roadway projects; assisted small towns with process	WSDOT, NCDOT, WSTA, Municipalities
III-B-3 Merger and Project Development				\$30,000
	Merger Process	1. Participate in NCDOT's Merger Team process meetings as needed	Participated in NCDOT's Merger Team process meetings for the Northern Beltway and various other major street and highway projects in the MPO	WSDOT, NCDOT, Municipalities
	Feasibility Studies	1. Participate in NCDOT's feasibility studies as needed	Participated in several NCDOT's feasibility studies in the MPO	WSDOT, NCDOT, Municipalities

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Total \$462,750

Winston-Salem Urban Area Metropolitan Planning Organization

Unified Planning Work Program (UPWP)

Draft Narrative Task Table for Fiscal Year 2015-2016

Table 2
March 19, 2015

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs
III-C Civil Rights Compliance (Title VI) and Other Regulatory Requirements					
III-C-1	Title VI				\$15,000
		1. Continue to implement the 2012 Federal certification report recommendations	Established Title VI Coordinator position and fulfilled other federal requirements	WSDOT, CCPB and WSTA	
		2. Update maps and materials on locations of minority and low-income (MLI) populations	Maps and materials on locations of minority and low-income populations from 2010 U.S. Census; ensured public involvement of MLI groups to prevent disproportionately high/adverse impacts; documentation of M/WBE firms used	WSDOT, CCPB	
III-C-2	Environmental Justice (EJ)				\$21,000
		1. Continue to implement the 2012 Federal certification report recommendations	Reviewed and responded to initial comments from NCDOT	WSDOT	
		2. Update maps of minority and low-income (MLI) populations	Maps and materials on locations of minority and low-income populations from 2010 U.S. Census; ensured public involvement of MLI groups to prevent disproportionately high/adverse impacts; documentation of M/WBE firms used	WSDOT, CCPB, and WSTA	
		3. Update the MPO's EJ Plan; identify service inequities	Developed initial EJ Plan	WSDOT	
III-C-3	Minority Business Enterprise Planning (MBE)				\$0
		None	None	WSDOT, WSTA	
III-C-4	Planning for the Elderly and the Disabled				\$18,000
		1. Update the Human Service Transportation Plan	Developed the Human Service Transportation Plan in 2010	WSDOT, WSTA	
		2. Administer JARC, Section 5310 funds annually	Have managed the JARC, Section 5310 programs for several years	WSDOT	
		3. Attend regular BeHealthy Coalition meetings	Attended regular BeHealthy Coalition meetings	WSDOT, CCPB	
		4. Participate in Step up Forsyth!, Forsyth in Motion committees	Participated in Step up Forsyth!, Forsyth in Motion committees	WSDOT, CCPB	
III-C-5	Safety/Drug Control Planning				\$0
		None	None	WSTA, PART	
III-C-6	Public Involvement				\$34,750
		1. Assist the general public, appointed and elected officials	Provided assistance to the general public, appointed and elected officials;	WSDOT, CCPB and WSTA	
		2. Update City DOT website, provide materials to the general City website	Refined/updated the City DOT website regularly	WSDOT	
		3. Produce the MPO's newsletter Moving Times twice a year	Produced brochures and several editions of the MPO newsletter	WSDOT	
		4. Develop maps/materials on projects	Developed maps and materials on projects as needed	WSDOT	
		5. Make presentations to realtors and civic groups	Made numerous presentations to realtors and civic groups	WSDOT	
		6. Develop advertisements, flyers, other materials for projects	Developed advertisements, videos, flyers, and other materials	WSDOT	
		7. Continue to find ways to fully involve the public in planning	Staff has worked with the City's Marketing and Communications staff to come up with ideas to involve the general public in the transportation planning process;	WSDOT	
III-C-7	Private Sector Participation				\$1,000
		1. Develop public-private partnership strategies and meetings for transit related projects; assist business community with public-private partnership opportunities	None	WSTA, PART	

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

Total \$89,750

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

Draft Narrative Task Table for Fiscal Year 2015-2016

Table 2

March 19, 2015

Task Code	Prospectus Task Code Titles	Tangible Products Expected	Previous Work Toward This Year's Program	Agencies Responsible For Work	Total Costs	
III-D Statewide and Extra-Regional Planning						
	Statewide and Extra-Regional Planning	1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning	Attended PART Board/Executive Staff/Committees planning meetings	WSDOT, PART	\$36,000	
		2. Print federal functional classification, NHS system maps	Completed recent update of federal functional classification, NHS system maps	WSDOT, NCDOT		
		3. Attend Interstate 73/74/75 Corridor Association meetings as needed; recruit other members to join	Participated in National I-73/74/75 Corridor Association Road Rallies and North Carolina Road Rallies	WSDOT		
		4. Assist PTRC/Rural Planning Organizations (RPOs)	Attended regular meetings of the PTRC/Northwest Piedmont Triad RPO	WSDOT, PTRC, Municipalities		
		5.. Attend in High Point TCC/TAC meetings	Attended monthly High Point TCC/TAC meetings	WSDOT, PART		
		6.. Attend NCAPA, NCAMPO, NCSITE, NCDOT PTD meetings and conferences	Attended NCAPA, NCAMPO, NCSITE, NCDOT PTD meetings and conferences	WSDOT, NCDOT		
	Statewide and Federal Policy Development and Implementation	1. Review proposed federal transportation legislation, other legislation	Review/implement ISTEA, SAFETEA-LU, TEA-21 federal transportation legislation	WSDOT, NCDOT		
		2. Attend Annual TRB, TRB Committees, etc. conferences	Attended Annual TRB conferences, TRB AFB40 Committee meetings, held a TRB AFB40 conference in 2014	WSDOT, NCDOT		
III-E Management, Operations and Program Support Administration						
	Board Support	1. Prepared for and conduct seven Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc. each year	Prepared for and attended at least seven Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc. yearly	WSDOT, NCDOT, CCPB, FCOEAP, PTRC, WSTA PART, Municipalities	\$101,886	
	Subcommittee Support	1. Manage these subcommittees of the MPO: Street and Highway Planning, the Bicycle and Greenway Planning, Sidewalks and Pedestrian Facilities Planning and Congestion Management Planning	Managed these subcommittees of the MPO: Street and Highway Planning, the Bicycle and Greenway Planning, Sidewalks and Pedestrian Facilities Planning and Congestion Management Planning	WSDOT		
	Workgroup Support	1. Provide assistance to other groups and standing committees	1. Provide assistance to other groups and standing committees	WSDOT		
	Member Services	1. Provide Technical assistance for each MPO municipality	Provided technical assistance for each MPO municipality as needed; staff assigned to a municipality to be their representative	WSDOT, NCDOT, and CCPB		
	Administration	1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.	Managed overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.	WSDOT, NCDOT, and CCPB		
		2. Manage WSDOT Planning staff operations, conduct evaluations	Managed WSDOT Planning staff operations, conduct evaluations	WSDOT		
		3. Complete all transportation planning grants administration, reporting	Completed all transportation planning grants administration, reporting	WSDOT, NCDOT, and WSTA		
		4. Develop annual City budget for Transportation Planning Division	Developed annual City budget for Transportation Planning Division	WSDOT		
		5. Complete required professional development and training	Attended professional development and training	WSDOT, CCPB, WSTA, PART		
		6. Purchase/maintain office equipment and supplies	Office equipment and supplies, purchases and maintenance	WSDOT		
		7. Computer and paper file management, handle e-mail	Computer and paper file management, handle e-mail	WSDOT		
		8. Create and maintain all base maps, map files, flat files and cabinets and other mapping materials, aerials, etc.	Maintained all base maps, map files, flat files and cabinets and other mapping materials; updated library of maps/materials;	WSDOT		
		9. Maintain library of plans, studies, books, reports, etc.	2005 aerial photography/mapping work for MPO areas	WSDOT		
					Total	\$137,886

AGENCY ACRONYMS:

WSDOT = Winston-Salem Department of Transportation
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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

**Winston-Salem Urban Area Metropolitan Planning Organization
 Unified Planning Work Program (UPWP)
 Anticipated DBE Contracting Opportunities for Fiscal Year 2015-2016
 Table 3**

February 19, 2015

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-1	442400	Networks and Support Systems	City of Winston-Salem DOT	None	None	None
II-B-1	442301	Targeted Planning	City of Winston-Salem DOT	None	None	None
II-B-2	442301	Regional Planning	City of Winston-Salem DOT	None	None	None
II-B-3	442302	Special Studies	City of Winston-Salem DOT	None	None	None
III-A-1	442100	Unified Planning Work Program (UPWP)	City of Winston-Salem DOT	None	None	None
III-A-2	442100	Metrics and Performance Measures	City of Winston-Salem DOT	None	None	None
III-B-2	442500	Metropolitan Transportation Improvement Program (MTIP)	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	None	None	None
III-C-6	442700	Public Participation	City of Winston-Salem DOT	Public Notice Advertising	FTA	\$1,400
III-C-7	442700	Private Sector Participation	City of Winston-Salem DOT	None	None	None
III-D	442301	Statewide and Extra-Regional Planning	City of Winston-Salem DOT	None	None	None
III-E	442100	Management, Operations and Program Support Administration	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 2015-2016
Table 4**

February 19, 2015

Prospectus Task Code	FTA Task Code	Task Description	Section 5303			Total	Percent	Notes
			Local 10%	NCDOT 10%	FTA 80%			
II-A-1	442400	Networks and Support Systems	1,000	1,000	8,000	\$10,000	7%	Assist WSTA/PART with route and schedule planning; collect and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
II-B-1	442301	Targeted Planning	1,000	1,000	8,000	\$10,000	7%	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
II-B-2	442301	Regional Planning	2,400	2,400	19,200	\$24,000	17%	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; 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
II-B-3	442302	Special Studies	2,075	2,075	16,600	\$20,750	15%	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
III-A-1	442100	Unified Planning Work Program (UPWP)	200	200	1,600	\$2,000	1%	Develop Fiscal Year 2016-2017 UPWP; amend Fiscal Year 2015-2016 UPWP, Prospectus as needed; complete annual transportation planning process self-certification for MPO
III-A-2	442100	Metrics and Performance Measures	1,000	1,000	8,000	\$10,000	7%	Develop performance measures for transit and other modes
III-B-2	442500	Metropolitan Transportation Improvement Program (MTIP)	1,000	1,000	8,000	\$10,000	7%	Complete developing the Fiscal Year 2016-2025 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 and Disabled	1,500	1,500	12,000	\$15,000	11%	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 Participation	975	975	7,800	\$9,750	7%	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	442301	Statewide and Extra-Regional Planning	600	600	4,800	\$6,000	4%	Attend Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning, and RPO Meetings
III-E	442100	Management, Operations, and Program Support Administration	1,400	1,400	11,200	\$14,000	10%	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2016 City Budget preparation, and participate in transportation conferences
Totals			\$13,850	\$13,850	\$110,800	\$138,500	100%	

**Winston-Salem Urban Area Metropolitan Planning Organization
Unified Planning Work Program (UPWP)
FTA Task Narrative Table for Fiscal Year 2015-2016
Table 5**

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442400
3.	Task Code	II-A-1
4.	Title of Planning Task	Networks and Support Systems
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 and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
7.	Expected Completion Date of Product(s)	June 30, 2016
8.	Previous Work	Assist WSTA/PART with route and schedule planning; collect and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
9.	Prior FTA Funds	\$0.00
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 2015-2016
 Table 5**

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-1
4.	Title of Planning Task	Targeted Planning
5.	Task Objective	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
6.	Tangible Product Expected	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
7.	Expected Completion Date of Product(s)	June 30, 2016
8.	Previous Work	NA
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%	\$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 2015-2016**

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-2
4.	Title of Planning Task	Regional Planning
5.	Task Objective	Rail and Transit integration planning
6.	Tangible Product Expected	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; 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, 2016
8.	Previous Work	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; 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
9.	Prior FTA Funds	\$5,600.00
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%	\$2,400.00
17.	Section 5303 NCDOT 10%	\$2,400.00
18.	Section 5303 FTA 80%	\$19,200.00
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)**

FTA Task Narrative Table for Fiscal Year 2015-2016

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442302
3.	Task Code	II-B-3
4.	Title of Planning Task	Special Studies
5.	Task Objective	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
6.	Tangible Product Expected	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
7.	Expected Completion Date of Product(s)	June 30, 2016
8.	Previous Work	NA
9.	Prior FTA Funds	\$45,600.00
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%	\$2,075.00
17.	Section 5303 NCDOT 10%	\$2,075.00
18.	Section 5303 FTA 80%	\$16,600.00
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 2015-2016
Table 5**

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-A-1
4.	Title of Planning Task	Unified Planning Work Program (UPWP)
5.	Task Objective	To complete the development of the Fiscal Year 2016-2017 UPWP
6.	Tangible Product Expected	Develop Fiscal Year 2016-2017 UPWP; amend Fiscal Year 2015-2016 UPWP, Prospectus as needed; complete annual transportation planning process self-certification for MPO
7.	Expected Completion Date of Product(s)	June 30, 2016
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 2015-2016

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-A-2
4.	Title of Planning Task	Metrics and Performance Measures
5.	Task Objective	Develop performance measures for transit and other modes
6.	Tangible Product Expected	Develop performance measures for transit and other modes
7.	Expected Completion Date of Product(s)	June 30, 2016
8.	Previous Work	NA
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%	\$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 2015-2016
Table 5**

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442500
3.	Task Code	III-B-2
4.	Title of Planning Task	Metropolitan Transportation Improvement Program (MTIP)
5.	Task Objective	Complete developing the Fiscal Year 2016- 2025 MTIP; amend the Fiscal Year 2012-2018 MTIP as needed; continue to work with NCDOT on SPOT process; administer all CMAQ/STP-DA Projects
6.	Tangible Product Expected	Complete developing the Fiscal Year 2016- 2025 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, 2016
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$8,000.00
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%	\$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 2015-2016

Table 5

February 19, 2015

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, 2016
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$4,800.00
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 2015-2016
Table 5**

February 19, 2015

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 and 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, 2016
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	\$12,000.00
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
Unified Planning Work Program (UPWP)**

FTA Task Narrative Table for Fiscal Year 2015-2016

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-6
4.	Title of Planning Task	Public Participation
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; 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, 2016
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	\$7,800.00
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 2015-2016

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-7
4.	Title of Planning Task	Private Sector Participation
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, 2016
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$800.00
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 2015-2016

Table 5

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-7
4.	Title of Planning Task	Private Sector Participation
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, 2016
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$800.00
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 2015-2016
 Table 5
 February 19, 2015**

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	III-D
4.	Title of Planning Task	Statewide and Extra-Regional 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, and RPO Meetings
7.	Expected Completion Date of Product(s)	June 30, 2016
8.	Previous Work	Piedmont Seamless Mobility Study, PART Regional Rail Study, PTCOG and NWPCOG RPO Meetings; Park and Ride Planning Study
9.	Prior FTA Funds	\$4,800.00
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 2015-2016
Table 5**

February 19, 2015

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-E
4.	Title of Planning Task	Management, Operations, and Program Support Administration
5.	Task Objective	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2016 City Budget preparation, and participate in transportation conferences
6.	Tangible Product Expected	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2016 City Budget preparation, and participate in transportation conferences
7.	Expected Completion Date of Product(s)	June 30, 2016
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	\$11,200.00
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 2015-2020**

Table 6

March 19, 2015

Task Code	Prospectus Task Code Titles	Task Description	2014 -	2015 -	2016 -	2017 -	2018 -	2019 -	Notes
			2015	2016	2017	2018	2019	2020	
II-A-1 Networks and Support Systems									
	<i>Traffic Volume Counts</i>	1. Produce new 2014 Average Daily Traffic count maps, tables 2. Conduct traffic counts and turning movement counts for the Town of Rural Hall and as needed for CMP planning							
	<i>Vehicle Miles of Travel (VMT)</i>	None							
	<i>Street System Changes</i>	1. Review street closure and abandonment petitions as needed							
	<i>Traffic Crashes</i>	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							
	<i>Transit System Data</i>	1. Collect/maintain WSTA vehicle fleet data characteristics 2. Collect/maintain WSTA route/schedule data characteristics including bus stop characteristics 3. Collect/maintain WSTA passenger data characteristics 4. Collect required statistical data for NCDOT and FTA							
	<i>Air Travel</i>	None							
	<i>Central Area Parking Inventory</i>	1. Comprehensive study of on-street and off-street parking in downtown Winston-Salem							
	<i>Bicycle and Pedestrian Facilities Inventory</i>	1. Update maps/tables of all bicycle, greenway, sidewalk and pedestrian facilities 2. Conduct field work as needed with GPS							
	<i>Collection of Network Data</i>	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							
	<i>Capacity Deficiency Analysis</i>	None							
II-A-2 Travelers and Behavior									
	<i>Dwelling Unit, Population and Employment Changes</i>	1. Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB, other municipalities 2. Monitor changes in dwelling units, population and employment through building and demolition permits							
	<i>Collection of Base Year Data</i>	None							
	<i>Travel Surveys</i>	None							
	<i>Vehicle Occupancy Rates (Counts)</i>	None							
	<i>Travel Time Studies</i>	None							

II-B-2 Regional Planning (Cont.)								
Bicycle and Pedestrian Element of the CTP/MTP	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							
Airport/Air Travel Element of the CTP/MTP	1. Update Air Transportation element for the 2040 Metropolitan Transportation Plan							
Collector Street Element of the CTP/MTP	1. Update plan as needed							
Rail, Waterway, or Other Mode of the CTP/MTP	1. Assist with Union Station planning, design							
	2. Assist PART with bus/rail engineering studies and planning							
II-B-3 Special Studies								
	1. Assist NCDOT with implementing the Northern Beltway							
	2. Develop and review Environmental Impact Statements (EIS), Environmental Assessments (EA), Categorical Exclusions (CE), FONSI, feasibility studies and other NCDOT and City planning documents							
	3. Assist MPO members with STP-DA funded projects process							
	4. Subdivision and building permit reviews for Northern Beltway and other road corridors							Court cases pending
	5. Manage 2014 City Bond referendum studies and projects							
	6. Assist CCPB with small area transportation elements							
	7. Work with NCDOT on the Business 40 Corridor Design to include betterments							
	8. Assist with Salem Creek Connector Streetscape Design Plan							
	9. Assist Creative Corridors Coalition with their work							
III-A-1 Unified Planning Work Program (UPWP)								
Development of UPWP and Five-Year Work Plan	1. Develop Fiscal Year 2016-2017 UPWP and five-year work plan and amend Fiscal Year 2015-2016 UPWP as needed							
	2. Amend Prospectus as needed							
	3. Complete annual self-certification for MPO's transportation planning process							
	4. Begin to prepare for next Federal certification review in 2016							
III-A-2 Metrics and Performance Measures								
	1. Develop performance measures for transit and other modes							
III-B-1 Prioritization								
	1. Refine Prioritization 3.0 project evaluation and selection process; begin to review proposed 4.0 project evaluation and selection process							

III-B-2 Metropolitan TIP (MTIP)								
		1. Complete Developing the Fiscal Year 2016-2025 MTIP						
		2. Amend the Fiscal Year 2012-2018 MTIP as needed						
		3. Program and administer STP-DA, CMAQ and TAP funds for various bicycle, greenway, sidewalk and pedestrian facilities, intersection improvements and small roadway projects; assisted small towns with process						
III-B-3 Merger and Project Development								
	Merger Process	1. Participate in NCDOT' s Merger Team process meetings as needed						
	Feasibility Studies	1. Participate in NCDOT' s feasibility studies as needed						
III-C-1 Title VI								
		1. Continue to implement the 2012 Federal certification report recommendations						
		2. Update maps and materials on locations of minority and low-income (MLI) populations						
III-C-2 Environmental Justice (EJ)								
		1. Continue to implement the 2012 Federal certification report recommendations						
		2. Update maps of minority and low-income (MLI) populations						
		3. Update the MPO's EJ Plan; identify service inequities						
III-C-3 Minority Business Enterprise Planning (MBE)								
		None						
III-C-4 Planning for the Elderly and the Disabled								
		1. Update the Human Service Transportation Plan						
		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						
III-C-6 Public Involvement								
		1. Assist the general public, appointed and elected officials						
		2. Update City DOT website, provide materials to the general City website						
		3. Produce the MPO's newsletter Moving Times 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						

III-C-7 Private Sector Participation								
		1. Develop public-private partnership strategies and meetings for transit related projects; assist business community with public-private partnership opportunities						
III-D Statewide and Extra-Regional Planning								
	Statewide and Extra-Regional Planning	1. Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning						
		2. Print federal functional classification, NHS system maps						
		3. Attend Interstate 73/74/75 Corridor Association meetings as needed; recruit other members to join						
		4. Assist PTRC/Rural Planning Organizations (RPOs)						
		5.. Attend in High Point MPO meetings						
		6.. Attend NCAPA, NCAMPO, NCSITE, NCDOT PTD meetings and conferences						
	Statewide and Federal Policy Development and Implementation	1. Review proposed federal transportation legislation, other legislation						
		2. Attend Annual TRB, TRB Committees, etc. conferences						
III-E Management, Operations and Program Support Administration								
	Board Support	1. Prepared for and conduct seven Technical Coordinating/Transportation Advisory Committees (TCC/TAC) administration - meetings, agendas, minutes, etc. each year						
	Subcommittee Support	1. Manage these subcommittees of the MPO: Street and Highway Planning, the Bicycle and Greenway Planning, Sidewalks and Pedestrian Facilities Planning and Congestion Management Planning						
	Workgroup Support	1. Provide assistance to other groups and standing committees						
	Member Services	1. Provide Technical assistance for each MPO municipality						
	Administration	1. Manage overall Metropolitan Planning Organization (MPO) work, MOU, by-laws, handbook, etc.						
		2. Manage WSDOT Planning staff operations, conduct evaluations						
		3. Complete all transportation planning grants administration, reporting						
		4. Develop City budget for Transportation Planning Division						
		5. Complete required professional development and training						
		6. Purchase/maintain office equipment and supplies						
		7. Computer and paper file management, handle e-mail						
		8. Create and maintain all base maps, map files, flat files and cabinets and other mapping materials, aerials, etc.						
		9. Maintain library of plans, studies, books, reports, etc.						

Appendix A – TAC Resolution Approving the UPWP

Appendix B - Transportation Planning Funding Allocations Letters from NCDOT

Appendix C - Project Requests from MPO Members