

**Federal Highway Administration (FHWA) and
Federal Transit Administration (FTA)
Joint Certification Review Topics of the
Winston-Salem Urban Area Metropolitan Planning Organization
October 31, 2012**

Finished Sections

ORGANIZATIONAL STRUCTURE OF STUDY AREA

Regulatory Basis: 23 U.S.C. 134(d), 23 CFR 450.310(d)

1. What is the status of the MPO designation for the urbanized area?
The Winston-Salem Urban Area Metropolitan Planning Organization is designated as a Transportation Management Area (TMA).
2. Are changes in the designation being considered and if so, why and what are they?
No.
3. If the area has re-designated since SAFETEA-LU, does the policy board consist solely of officials as outlined in 23 U.S.C. 134(d)(2)?
Not applicable.
4. Who are the members of the MPO? Who is represented on the policy board? Is the central city represented? Area transit agencies?
The policy board of the Winston-Salem Urban Area MPO is the Transportation Advisory Committee (TAC). Per the Memorandum of Understand (MOU) signed by all member jurisdictions and the State of North Carolina, the TAC includes voting members and non-voting, advisory members.

Voting members

- Three (3) elected officials from the City of Winston-Salem, one of whom shall be the Mayor;
- Two (2) elected officials from Forsyth County Board of Commissioners;
- One (1) elected official from each of the following municipalities:
 - Town of Bethania, Town of Bermuda Run, Village of Clemmons, Town of Kernersville, City of King, Town of Lewisville, Town of Midway, Town of Rural Hall, Village of Tobaccoville, Town of Walkertown, and the Town of Wallburg;
 - Municipalities joining the MPO by becoming party to this agreement and granted voting membership by the TAC;
 - One (1) elected official from each of the following counties: Davidson, Davie and Stokes; and
- One (1) member of the North Carolina Board of Transportation.

Advisory, Non-voting Members. The TAC also includes advisory, non-voting members who represent agencies with an interest in transportation planning for the MPO area. Non-voting, advisory members are:

- The Chairman of the City-County Planning Board (CCPB);
- The Chairman of the Winston-Salem Transit Authority (WSTA);
- The Division Administrator of the Federal Highway Administration (FHWA) or his designee;
- The Chairman of the Forsyth County Airport Commission; and
- The Transportation Planning Coordinator of the CCPB who shall also serve as the TAC Secretary.

The MOU designates a Technical Coordinating Committee (TCC) to advise the TAC. Per the MOU, the TCC include a representative, or his/her designee, from each of the following units of government:

- Deputy County Manager, Forsyth County
- Director, Forsyth County Office of Environmental Assistance and Protection (FCOEAP) (formerly Environmental Affairs Department)
- Assistant City Manager for Public Works, City of Winston-Salem
- Director of Transportation, City of Winston-Salem DOT (WSDOT)
- Community Planner, North Carolina Division of FHWA
- Urban Area Coordinator or Transportation Planning Engineer, NCDOT Transportation Planning Branch
- Urban Area Coordinator, Public Transportation Division, NCDOT
- Ninth Division Engineer, NCDOT
- Director, City-County Planning Board (CCPB)
- Planning Development Coordinator, WSDOT
- Transportation Planning Coordinator, CCPB
- The Manager from each of the following municipalities:
 - Town of Bermuda Run, Town of Bethania, Town of Bermuda Run, Village of Clemmons, Town of Kernersville, City of King, Town of Lewisville, Town of Midway, Town of Rural Hall, Village of Tobaccoville, Town of Walkertown, and the Town of Wallburg; Municipalities added to the MPO
 - The Manager from each of the following counties: Davidson, Davie, and Stokes
- Director, Piedmont Authority for Regional Transportation (PART)
- Planner, Northwest Piedmont Rural Planning Organization (RPO)

The MOU allows for the appointment to the TCC of representatives of major modes of transportation (i.e., trucking firms, railroads, intercity bus, taxi companies, etc.). Currently, the following representatives serve on the TCC:

- Director of the Winston-Salem Transit Authority (WSTA)
- Director of the Smith-Reynolds Airport

Note on Alternates: Per the MOU, any member jurisdiction may designate an alternate member to serve in the absence of a regular member. For the TAC, such designee shall be an elected official of that unit of government and shall have the same number of votes as the regular member. For the TCC, the designated member may appoint an alternate.

5. Identify any implementing agencies that are not members of the MPO policy board.
None.
6. Identify any operators of major modes of transportation that are not members of the MPO.
Freight operators such as trucking firms and railroads, intercity bus, taxi companies are not represented on either the TAC or the TCC, but could be invited once again to be on the TCC based on provisions of the MOU.
7. What is the voting structure of the MPO? One vote per member? Vote by population weight? Combination?
The MOU establishes a combination system of voting for the TAC. Generally, the TAC operates on a one person, one vote system. However, any voting member may invoke the weighted voting system established in the MOU on any vote. As required by the MOU, a weighted voting schedule is adopted as part of the TAC by-laws. Weighted votes are apportioned based on population as of the most recent decennial census with a minimum of one (1) vote per voting member. The TCC operates on a one person, one vote system at all times.

Notes on TAC Quorum: A quorum is required for the transaction of all business of the TAC, including conducting meetings or hearings, participation in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of fifty-one percent (51%) of the voting members of the TAC, plus as many additional members as may be required to ensure that fifty-one percent (51%) of the total weighted votes are present. Currently, at least 11 of the 20 members, representing at least 51 of 100 votes, must be present to establish a quorum.

METROPOLITAN PLANNING AREA BOUNDARIES

Regulatory Basis: 23 U.S.C. 101(37), 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450

1. What is the date of the last MPO and the governor approvals for the UAB? For the MPA?
The current adjusted Urbanized Area Boundary (UAB), based on the 2000 United States Census was adopted by the Winston-Salem Urban Area MPO on January 16, 2003. The Metropolitan Planning Area (MPA) based on the 2000 Census was adopted by the MPO on November 21, 2002, and approved by the governor on December 15, 2002.
2. Have the UAB and MPO been adjusted in accordance with the most recent Census?
A new adjusted Urbanized Area Boundary (UAB) based on the 2010 United States Census has been developed, but has not yet been adopted by the Winston-Salem Urban Area MPO or the governor. The Metropolitan Planning Area (MPA) based on the 2010 United States Census was adopted by the MPO on September 20, 2012, and is awaiting approval by the governor.
3. Have the revised maps been submitted to both FTA and FHWA?
Not yet. Approval by the governor is still pending.

4. Where multiple MPOs are sharing geographic portions of a TMA, are agreements in place to address the responsibilities of each MPO for its share of the overall MPA?
 Not for all MPO's. Agreements have been made with the Greensboro Urban Area MPO, but those with the High Point MPO are only verbal at this point, details (including funding arrangements) are still being arranged (as of October 27, 2012).

5. Which, if any, areas are under consideration for inclusion in an expanded MPO over the next 20 years? What factors will determine the decision on expanded boundaries?
 Possible future expansions in the next 20 years might include areas of eastern Yadkin and Surry counties, as well as additional portions of Stokes County (north of King and Pinnacle and around Walnut Cove) and Davie County (west towards Mocksville and south to Cooleemee). Factors in determining future expansions will be population growth, business development and commuting patterns, land use patterns, and arrangements with neighboring MPO's (Greensboro, High Point, Cabarrus-South Rowan).

6. If the MPO has been identified by EPA as nonattainment or maintenance for ozone or carbon monoxide, has the MPA been expanded to match the nonattainment area boundary? (Note: Expansion is not required.)
 No. The CO maintenance area (Forsyth County) is already included within the MPO except for a small portion which is within the High Point MPO.

7. If the MPA is different than the nonattainment area/maintenance area boundary, what interagency agreement exists for planning and air quality?
 An interagency agreement has been implemented between the Burlington-Graham Urban Area MPO (BGMPO), the Greensboro Urban Area MPO (GUAMPO), the High Point Urban Area MPO (HPMPO), the Winston-Salem Urban Area MPO (WSMPO), and NCDOT, facilitated by the Piedmont Authority for Regional Transportation (PART).
 Who has responsibility for planning in the area not addressed by the MPO?
 By that interagency agreement, five organizations are responsible for making the conformity determinations in five distinct parts of the Triad Nonattainment/Maintenance Area: a) the Burlington-Graham Urban Area MPO (BGMPO) within its portion of the metropolitan area boundary in Guilford County; b) the Greensboro Urban Area MPO (GUAMPO) within the metropolitan area boundary of Guilford County; c) the High Point Urban Area MPO (HPMPO) within its metropolitan area boundary part in Guilford, Davidson and Forsyth Counties; d) the Winston-Salem Urban Area MPO (WSMPO) within its portion of the metropolitan area boundary in Forsyth, Davidson and Davie Counties; and, e) the NCDOT in the rural (donut) areas that is comprised of those county portions of Davidson and Davie that remain outside of any MPO metropolitan area boundary.
 Is it being done?
 Yes, the planning for all areas is being done. Air Quality Conformity Determinations for the affected areas of the Triad have been completed as part of each Long Range Transportation Plan, including the 2035 Transportation Plan Update which is currently being developed.

8. If the MPA has been adjusted, did it change the representation of the policy board? If so, how?
 No representation change has been made, other than that the specific number of votes allocated to each locality in the alternate weighted voting structure may be changed. Membership remains the same, as no new localities were added.

Were representatives of major modes of transportation added to the policy board?

Advisory non-voting representatives of major modes of transportation currently on the Transportation Advisory Committee (TAC) include the Winston-Salem Transit Authority (WSTA) and the Forsyth County Airport Commission. These representatives were already in place on the TAC. It is possible representatives of major modes of transportation could be added to the policy board.

9. If an MPA has been adjusted and now includes Federal lands and/or Indian Tribal lands, how are those affected now appropriately involved in the metropolitan planning process?

No Federal lands or Indian Tribal lands have been included.

AGREEMENTS AND CONTRACTS

Regulatory Basis: 23 U.S.C. 134, 23 CFR 450

1. Do agreements specify the responsibilities of the State, the MPO, the public transportation operator, and the designated air quality agency?
Yes, in general the Memorandum of Understanding (MOU) does this.
2. Do procedures identified in agreements correspond to a genuine 3C process?
Yes.
3. Do the parties to the metropolitan planning process actually adhere to the process identified in the agreements?
Yes.
4. What official cooperative agreements or memoranda of understanding (MOU) identifying planning responsibilities have been established among the MPO(s), State(s), public transportation operator(s), and designated air quality agency(ies)?
The Winston-Salem Urban Area MPO has a Memorandum of Understanding that is in effect and was last updated in the November, 2005 with the inclusion of the Town of Wallburg into the MPO.
5. Are agreements final, signed, and in effect?
Yes.
What updates are being developed or contemplated?
The Winston-Salem Urban Area MPO will likely update the MOU in 2013 once the revised Metropolitan Area Boundaries (MAB) are completed as a result of the 2010 United States Census.
What changes are planned?
A minor updating of the MOU to reflect the changes of names or titles of its membership, any new or revised federal or State legislation affecting transportation planning, and other modifications as needed.

6. How are roles and responsibilities defined for development of the MTP, the TIP, the UPWP, or conformity-related products? For corridor or other major project studies?
Primarily through the adopted Prospectus, UPWP, and MOU as agreed to by those various agencies.
7. What processes are specified for coordination on project prioritization and selection for the TIP?
Please see the TIP section.
8. Is the role of public involvement addressed in terms of decision-making by the MPO? How is coordination of public involvement by the MPO with other planning participants addressed?
Please see the Public Participation section.
9. How does the actual functioning of the MPO conform to the provisions of agreement(s) as concerns the planning process, decision-making, and development of the key products?
The MPO conducts its planning process and develops the required plans and documents as it is required to do in those agreements.
10. To what extent do existing agreements conform to regulatory requirements and how accurately do they represent the planning process as actually practiced?
The MPO's existing agreements conforms to the regulatory requirements and accurately represents the planning process as it is required to do.

UNIFIED PLANNING WORK PROGRAM

Regulatory Basis: 23 CFR 450.308, 23 CFR 420.111

1. Is the UPWP the product of a cooperative approach to development of the region's transportation program?
Yes. All of the members of the Technical Coordinating Committee (TCC) and the Transportation Advisory Committee (TAC) are encouraged to participate in the development of the UPWP.
2. Are required elements (e.g., all transportation planning and transportation-related air quality planning activities regardless of funding source) included?
Yes.
3. Is the UPWP consistent with the objectives and priorities identified in the Metropolitan Transportation Plan? Does the UPWP provide and implement a strategic plan for metropolitan transportation activities?
Yes. The UPWP is consistent with the objectives and priorities in the Metropolitan Transportation Plan and provides and implements a strategic plan for metropolitan transportation activities.

4. Do work activities in the UPWP reflect a commitment to improve the transportation planning process and to address shortcomings identified in previous Certification Reviews, self-certifications, or USDOT planning findings?
Yes, as much as possible.
5. Is the region able to produce UPWP products on time?
Yes. Given the changing schedules and priorities of the various federal, State and local agencies, most of the work tasks and products in the UPWP are completed on time. Where that is not possible, a new identified timeframe is developed, agreed upon and executed.
6. Do work activities address new or changed planning requirements established by statute, regulation, or executive order?
Absolutely, where the planning requirements established by statute, regulation, or executive order are known and proper guidance given by the Federal and State agencies.
7. How is the UPWP developed?
The UPWP development process usually begins in the late fall or early winter each year. The members of the MPO are encouraged to identify projects, studies or work tasks that need to be included in the UPWP for the upcoming fiscal year. The NCDOT Transportation Planning Branch and Public Transportation Division (PTD) calculates and informs the MPO what Section 104(f) (PL) and Federal Transit Administration (FTA) Section 5303 transit planning funds are available for programming.

The total amount of planning funds plus the required local match (typically 20%) are then used in developing a City of Winston-Salem budget for the MPO staff to pay staff salaries and benefits plus operations charges. The “budget” is then utilized to identify in general what types and how much work can get accomplished in the fiscal year. The work estimates are then placed into various work tasks as per the approved Prospectus and a draft UPWP is developed and reviewed by March of each year. Once the draft UPWP has been reviewed by the members of the MPO, it is then sent electronically to NCDOT’s Transportation Planning Branch and Public Transportation Division for their review and comment. Any comments or changes are then incorporated into the draft UPWP and a Final UPWP is developed, reviewed and approved by the TCC and TAC, usually in May. A final letter of approval is then provided to the MPO by NCDOT by July.

- a. How are the State and public transit agencies involved in UPWP development? What about the role of freight, non-motorized transportation, bicycle, pedestrians, and other modal interests?
Both the State and public transit agencies, as members of the MPO, are encouraged to be involved in the development of the annual UPWP. Members of freight, non-motorized transportation, bicycle, pedestrians, and other modal interests are also informed of and encouraged to participate in the development of the annual UPWP through their involvement in the MPOs various subcommittees.
- b. How are UPWP activities developed, selected, prioritized?
With the input from members of the MPO, staff identifies, selects and prioritizes the work tasks that need to be and can be accomplished in the UPWP.

- c. Who reviews the draft and Final Reports? How are comments elicited and addressed?
As mentioned above, the members of the MPO reviews and approves of the draft and final UPWPs with input provided from NCDOT's Transportation Planning Branch and Public Transportation Division. Any comments generated during the UPWP's planning process are discussed at the MPO level and addressed as needed. Usually there is very little in the way of comments provided.
 - d. How is the final version approved?
As mentioned above, the members of the MPO reviews and approves of the draft and final UPWPs with input provided from NCDOT's Transportation Planning Branch and Public Transportation Division.
 - e. How are non-Federally funded studies identified? Do they have to be?
Our MPO has never identified non-Federally funded studies in the UPWP.
8. How are the following required elements addressed?
- a. Planning priorities facing the metropolitan area
They are typically included in the required narrative text (for each work task) that describes the planning priorities facing the metropolitan area.
 - b. Description of all metropolitan transportation and transportation-related air quality planning activities anticipated within the timeframe (one or two years) of the work program
They are typically included in the required narrative text (for each work task) that describes the planning priorities facing the metropolitan area.
 - c. Documentation of planning activities to be performed in accordance with Titles 23 and 49
They are typically included in the required narrative text (for each work task) that describes the planning priorities facing the metropolitan area.
9. Questions about the UPWP's strategic role in the planning process:
- a. How does the UPWP provide a strategic view of and a strategic direction for metropolitan area planning activities?
They are typically included in the required narrative text (for each work task) that describes the planning priorities facing the metropolitan area.
 - b. How does the UPWP describe the MPO's vision for the metropolitan area and the role of proposed activities in achieving desired outcomes?
They are typically included in the required narrative text (for each work task) that describes the planning priorities facing the metropolitan area.

- c. How do the activities in the UPWP relate to the goals and priorities identified in the Metropolitan Transportation Plan?
The work tasks in the Prospectus guides the MPO to have the UPWP relate to the goals and priorities identified in the Metropolitan Transportation Plan.
- d. How does the UPWP provide for the development of performance measures that relate to the Metropolitan Transportation Plan's goals and objectives?
The UPWP provides for the development of performance measures that relate to the Metropolitan Transportation Plan's goals and objectives primarily through the Congestion Management Planning process.
- e. How does the UPWP provide for funding of the professional development of the MPO staff?
That is handled through the City budget process following the City's policies and procedures for funding of the professional development of the MPO staff.
10. How are amendments developed and processed?
- a. If this is a Consolidated Planning Grant (CPG) State: How much flexibility does the CPG provide in the administration and use of planning funds? What has been the experience concerning administration of fund transfers and reimbursements on a timely basis?
Not applicable.
- b. In the current UPWP, how are all available Federal fiscal planning resources budgeted?
In the Fiscal Year 2012-2013 UPWP, the Federal Section 104 (f) (PL), FTA Section 5303 transit planning funds, and supplemental Surface Transportation Program – Direct Attributable (STP-DA) planning funds are budgeted according to the work that has been planned or required during the year, projects being requested by the members of the MPO, and as directed by the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC).
For the past two years, have all the fiscal resources been spent?
Close to 100% of the PL and Section 5303 funds have been spent. Specialized projects utilizing STP-DA funds are still in various stages of development and thus have not been completely spent so far.
Is there a running balance of Federal planning funds?
According to NCDOT's latest figures, there are some PL funds remaining in our MPO's account, primarily through increases at the federal level or the reapportionment of PL funds that have not been spent by other MPOs in the state. All of the Section 5303 transit planning funds have been spent since they do not roll over from year to year.
If so, what is the average balance?
I would estimate it is in the \$100,000 - \$200,000 range. This is a figure that NCDOT's Transportation Planning Branch can provide you.

What ongoing issues are there concerning over- or under-budgeting of Federal planning funds?

Our MPO has done a good job of planning for and utilizing the federal planning funds to carry out the planning process and maintain its operations. We are more concerned about the potential loss of future transportation planning funds, if cutbacks were to occur.

- c. How are planning activities tracked and their status reported to interested parties? For example, is a summary of the previous year's activities and accomplishments included in the current UPWP?

Yes, the major work accomplishments from previous years are included in the narrative describing the work to be accomplished in the future.

TRANSPORTATION PLANNING PROCESS

Regulatory Basis: 23 CFR 450

1. How are the SAFETEA-LU planning factors incorporated into products of the metropolitan planning process (MTP, TIP, UPWP)?
The SAFETEA-LU planning factors are the basic major areas that must be addressed when developing the MTP, TIP, UPWP, and other documents as needed.
2. What procedures are in place to coordinate metropolitan and statewide planning in the products of the planning process?
Both the MPO and NCDOT are partners to a few agreements which assist in the coordination of metropolitan and statewide planning in the products of the planning process. These agreements contain procedures for a number of things including: submission of required quarterly and annual reports, a Memorandum of Understanding (MOU), the review and delivery of the MTIP and amendments, travel demand modeling, etc.
3. How consistent is the metropolitan planning process with related planning activities (i.e., Strategic Highway Safety Plan and transit safety and security plans and programs)?
The MPO's planning process utilizes these related planning activities to generate the needed projects, programs and services for the urban area and thus are very consistent.
4. How is coordination of the public transit-human services transportation plan development coordinated with the metropolitan planning process?
It is another important element that is coordinated and integral to the metropolitan planning process.
5. How consistent are the products of the metropolitan planning process with the regional ITS architecture?
The MTP includes a section on ITS infrastructure which list existing components and systems along with proposed installations. All elements are reviewed by NCDOT and FHWA for compliance and consistency with the regional ITS architecture plan prior to implementation.

6. How are asset management principles and techniques accounted for in the planning process?
The MPO is not sure what this means.
7. How do the MPO, the State, and transit operators cooperatively determine their mutual responsibilities in the conduct of the planning process, including the following products?
Their general responsibilities are contained in the Prospectus for Transportation Planning. When it comes to a specific project (as the ones listed below), the responsibilities are then further refined and coordinated as needed.
 - a. Corridor refinement studies
 - b. Unified Planning Work Program (UPWP)
 - c. Metropolitan Transportation Plan (MTP)
 - d. Transportation Improvement Plan (TIP)
8. How is development of both the Transportation Plan and the TIP coordinated with other providers of transportation (e.g., regional airports, maritime port operators)?
Those major providers of transportation are invited to become members of the MPO and be involved in the planning process and the development of the MTP and TIP.
9. How does the MPO review and approve the Metropolitan Transportation Plan and its updates?
The MPO's Metropolitan Transportation Plan and its updates are reviewed by the various members of the MPO and the general public and then is adopted by the TCC and TAC following its public participation policy.
10. How do the MPO and the governor approve the TIP and its amendments?
The MPO's TIP and its amendments are reviewed by the various members of the MPO and the general public and then are adopted by the TCC and TAC following its public participation policy. The MPO's TIP and its amendments are forwarded to NCDOT for consideration by the North Carolina Board of Transportation at their regular meetings.
11. In nonattainment or maintenance areas, how does the MPO coordinate the development of the Metropolitan Transportation Plan with the State Implementation Plan development process, including transportation control measures (TCMs)?
Our MPO coordinates the development of the Metropolitan Transportation Plan with the State Implementation Plan development process with the assistance of the Federal Highway Administration (FHWA) through the prescribed Interagency Consultation process. The process works very well in completing the required tasks and products.
12. In nonattainment or maintenance areas, how does the MPO ensure conformity with the SIP, in accordance with EPA regulations, as a condition for approval of any Metropolitan Transportation Plan or program?
Our MPO coordinates the development of the Metropolitan Transportation Plan with the State Implementation Plan development process with the assistance of the Federal Highway Administration (FHWA) through the prescribed Interagency Consultation process.

13. If more than one MPO has authority in a metropolitan planning area, did the MPO and the governor cooperatively establish the boundaries of the metropolitan planning area and the respective jurisdictional boundaries of each MPO? **Yes. In coordination with the Greensboro and High Point Urban Area MPOs, we last completed this task in 2005 with the addition of the Town of Wallburg through its incorporation. We are currently in process of revising the boundaries once again, as a result of the 2010 United States Census.**
How are all plans and programs developed by multiple MPOs in a single metropolitan area coordinated?
The Piedmont Authority for Regional Transportation (PART) is partially responsible for the coordination of all plans and programs developed by multiple MPOs. The NCDOT's Transportation Planning Branch is also responsible for this as well. In combination, both agencies work well to ensure that coordination is carried out.
14. In TMAs, how was the congestion management system developed as part of the metropolitan transportation planning process? What are the linkages between the congestion management process and the Metropolitan Transportation Plan and TIP?
The Congestion Management Process is actually a section within the MTP. The CMP identified projects and mechanisms to address the congested segments within the urban area and to reduce vehicle trips on the network. The success of the projects and mechanisms is tracked through the Biennial Report process. Current projects tracked in the CMP were included in the TIP prior to the initiation of the CMP.
15. What role did the State play in development of the Metropolitan Transportation Plan?
They assisted the MPO in the placement of various street and highway projects by horizon year and in the development of the travel demand model emission factors and other outputs used in the Air Quality Conformity Determination Analysis Report. They also have been very helpful in the overall development of the plan and keeping us informed of the planning rules and regulations pertaining to the Metropolitan Transportation Plan.
16. If the metropolitan planning area includes Federal public lands and/or Tribal lands, how were the affected Federal agencies and Indian Tribes involved in the development of the plans and programs?
Not applicable.
17. What is the role of the transit operator and how is it involved in the MPO's overall planning and project development process?
The Winston-Salem Transit Authority (WSTA) and the Piedmont Authority for Regional Transportation (PART) are both major contributors to the MPO's overall planning and project development process. They are also active members of the TCC and TAC.
18. How is the transit authority's planning process coordinated with the MPO's planning process?
WSTA's planning process is coordinated with the MPO's planning process through constant interaction between the agencies, which has been very effective.

19. How was each of the SAFETEA-LU factors considered in the planning process?
Each of the eight (8) SAFETEA-LU planning factors provide the general guidance and direction of the planning process as it relates to federal law.
20. How was each of the eight (8) SAFETEA-LU planning factors considered in the planning process?
The eight (8) SAFETEA-LU planning factors provide the general guidance and direction of the planning process as it relates to federal law.
21. Was a 45-day comment period provided before the process was (is) adopted (revised)?
Yes. Please see the Public Participation section.
22. What timely information about transportation issues, processes, transportation plans, programs, and projects is provided to citizens and others who may be affected?
Notices of public meetings, plan reviews, etc. are posted on the City's and Department of Transportation websites, run on the City's TV 13 channel, in the MPO's Moving Times newsletters, through advertisement in the newspapers, etc. following the procedures in the adopted Public Participation Policy.
23. What type of public access is provided to technical and policy information used in the development of plans and TIPS?
The general public has full access to all of the MPO's technical and policy information used in the development of plans and TIPS. Most of the finished projects, plans and programs are available to be seen on line through the Department of Transportation website.
- Are matters related to Federally-aided programs considered in open public meetings?
Absolutely. Most every TCC and TAC meeting has some action taken regarding Federally funded programs.
24. What public notice is provided of public involvement activities and opportunities for public review at key decision points including, but not limited to, approval of Metropolitan Transportation Plans and TIPS (30-day comment period is serious and above non-attainment areas)?
See the MPO's Public Participation Policy for more details.
25. How does the public involvement process demonstrate explicit consideration of and responsiveness to public input received during the planning and program development process?
All written public input on plans, projects, programs or services are shared with the TCC and TAC when consideration is being given to those products.
26. How do existing transportation systems identify and address the needs of those who have been traditionally underserved, including low-income and minority households?
The MPO makes specific efforts to identify and address the needs of those who have been traditionally underserved, including low-income and minority households through surveys, community meetings, personal visitation and delivery of information, etc.

27. How is the disposition of comments and changes in the final Metropolitan Transportation Plan or TIP documented, analyzed, and reported when significant oral and written comments are submitted?
All written public input on plans, projects, programs or services are shared with the TCC and TAC when consideration is being given to those products.
28. How much additional time is provided for public review if the “final” document is significantly different from the draft originally made available for public review?
As much time as needed depending on what is different between the draft and final versions of a plan or document. Federal and State requirements for the delivery of these documents may also be a factor in on how much additional time is given.
29. What type of public review does the MPO undertake of the public involvement process to determine if the process is efficient and provides full and open access for all?
As described elsewhere, the general public is encouraged to participate and suggest changes to the Public Participation Policy when it is up for review every few years. The standard 45-day review period is adhered to to give citizens ample time to review and comment on the policy.
30. How is public involvement in the metropolitan transportation planning process coordinated with the Statewide public involvement process to enhance public consideration of issues, plans, and programs?
On an as needed basis, or where the opportunity presents itself. The MPO and NCDOT work together to inform the public about consideration of issues, plans, and programs.
31. What elements of the public involvement process demonstrate consistency with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State?
The entire policy is consistent with the provisions of Title VI and Title VI assurance executed by the State of North Carolina.
32. What activities does the MPO undertake in the metropolitan planning process to demonstrate compliance with ADA regulations?
The MPO routinely offers to provide special accommodations and services for citizens to fully participate in the transportation planning process to meet the compliance regulations of ADA. Statements are usually included in advertisements to inform citizens of their rights to access.
33. What opportunities are provided for participation by traffic, ridesharing, parking, transportation safety, and enforcement agencies; commuter rail operators; airport and port authorities; appropriate private transportation providers; and city officials?
Most of those agencies listed and others are already members of the MPO and are already provided direct opportunities to participate in the MPO’s planning process.
34. What opportunities are there for participation by local, State, and Federal environmental resource agencies and permit agencies where appropriate?
The MPO usually contacts those resource agencies and permitting agencies to participate in the planning process for plans, projects, programs and services.

35. What technical and other reports are prepared through the metropolitan transportation planning process to ensure documentation of the development, refinement, and update of the Metropolitan Transportation Plan?
The MPO works hard to document and develop complete files of all of the technical information, reports, maps, etc. involved in the update of the MTP.
36. What type of routine evaluation is conducted of the public involvement process as required by Federal regulations? What consultation process has been conducted to include organizations representing low-income and minority populations in this evaluation?
Please see the Public Participation Policy section of this document.
37. How does the MPO respond to the annual Planning Emphasis Areas (PEAs) included by FTA in its annual apportionment Federal Register notice? To what extent do PEAs typically meet the MPO's planning emphasis needs? How did the MPO respond to the PEAs?
The annual PEAs are considered when developing the annual Unified Planning Work Program and other documents as needed.
38. What is the MPO's process for handling Title VI complaints?
A specific policy and set of procedures was developed and adopted by the MPO to address any Title VI issues.
39. How are freight shippers and transit users provided the opportunity to comment on the Transportation Plan, TIP, and other MPO products? What opportunities do private enterprises, including private transit providers, have to participate in the planning process?
The MPO usually contacts those freight shippers and transit providers to encourage those groups to participate in the planning process for plans, projects, programs and services.
40. What public involvement procedures are used by transit operators? To what extent is public involvement coordinated between the MPO and transit operators? Are there examples of joint MPO/transit operator public involvement?
Generally the same as the MPO's.
41. In TMAs designated as nonattainment for ozone or carbon monoxide, were Federal funds programmed for any project that would result in a significant increase in carrying capacity of SOVs?
No.
If so, how did the CMP support this result, in complying with Federal regulations? What reasonably available strategies were incorporated to manage the SOV facility effectively?
Not applicable.
42. In TMAs, did the CMP provide for effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies, thus meeting the requirements of 23 CFR 500?
The goals and objectives defined in Element #1. Operations Objectives of the CMP outlines goals to reduce travel demand (increased on-road bicycle facilities; increased regional transit

service and vanpool sharing through PART; expanded service for WSTA) and to improve operational efficiency (update of signal system software; signal system upgrade project).

43. Does the MPO have a process for periodically evaluating the effectiveness of the CMP? What is the process?

The effectiveness of the CMP is evaluated during each biennial report as the progress toward goals is measured, deficient segment data is updated with the latest information, the effectiveness of proposed projects and congestion management strategies is reviewed, and future initiatives are pursued. The CMP is also reevaluated during the MTP update process.

METROPOLITAN TRANSPORTATION PLAN DEVELOPMENT

Regulatory Basis: 23 CFR 450

1. Is the MTP supported by a comprehensive and inclusive public involvement effort that complies with Title VI and the Executive Order on Environmental Justice?
Yes, the public involvement process complies with both Title VI and the Executive Order on Environmental Justice. Public involvement is held during the draft and final review phases of the MTIP and in conjunction with the MTP update. Public outreach occurs prior to beginning the update of the MTP and again during the draft review. Meetings are held in locations that are easily accessible to all populations.
2. Does the MTP cover at least a 20-year planning period and identify projected transportation demand for the movement of people and goods in the metropolitan planning area over that period?
Yes, the MTP covers a 20-year planning horizon and is coordinated with the Triad Regional Demand Model for purposes of Air Quality Conformity and to assess the major highway and regionally significant corridors for the movement of people and goods. The Freight Plan and Congestion Management Processes plan within the document are coordinated with the fiscally constrained network of projects.
3. Is the MTP based on transportation system analysis and monitoring of system conditions? Does it identify capital investments, congestion management strategies, and other measures to preserve the existing transportation system and efficiently use existing transportation capacity to relieve congestion and move people and goods?
Yes, through both the regional Travel Demand Model (TDM) and our Winston-Salem Urban Area CMP, existing conditions on congested thoroughfares are modeled and monitored. A major MTIP project to preserve the efficiency of the existing system will be the system-wide signal system upgrade funded through the Congestion Management and Air Quality (CMAQ) program. This project will bring our network to a new level of performance to maintain the existing system into the future. The new signal system will provide real-time feedback, data and ongoing evaluation of the network for incident management and adjustments to seasonal or land use changes over time. The MPO has used the STP-DA funds to modify problem intersections throughout the urban area to extend the functioning of the more congested areas.

4. How does the MTP address the eight (8) planning factors identified in SAFETEA-LU?
The eight planning factors are addressed individually and are reviewed and revised for each Metropolitan Transportation Plan update.
5. How does the MTP identify transportation investments and services to determine projects for inclusion in the MTP, allow for financial analysis, and ensure that the public can clearly understand the investments, services, and policies proposed for the region?
The MPO develops the list of transportation projects and programs through a community-based process with the municipal partners within the planning area. The projects undergo a review and prioritization within the MPO and are submitted to the NCDOT for inclusion in the Strategic Prioritization Process (SPOT) for the 5 and 10 year Work Program which includes the MTIP. All projects within the MTIP are included as a subset of the MTP and all projects submitted for SPOT review are included within the fiscally constrained time frames of the MTP with anticipated funding through Federal, State and local dollars.
Does the MTP include design concept and scope descriptions of existing and proposed transportation facilities in sufficient detail so that air quality conformity analysis can be performed?
Design concepts and scopes are developed to sufficiently analyze the projects for prioritization and air quality conformity.
6. Does the MTP identify all regionally significant projects, including those from non-Federal funding sources?
Yes, all regionally significant projects are identified based on the guidance provided by NCDOT and FHWA.
7. Is the MTP based on reasonably expected financial resources over the life of the MTP? The MTP uses the best available data from the North Carolina DOT projections based on the STIP and other State funding sources. Federal allocations are included in the projections and direct allocations to the MPO are accounted for in the process.
Does the MTP identify other funding mechanisms where a shortfall exists?
We try to anticipate future funding that may be available through new programs such as the Mobility Fund or other public/private opportunities. Local projects are constrained by the availability of municipal bond referendums or other developer participation.
8. Does the MTP seek to establish links between the MTP and land use plans within the region to support the goals of the former?
Yes, the MPO works very closely with the City-County Planning Board, Forsyth County and other municipal agencies to coordinate the goals and objectives of the MTP into the road, transit, bicycle and pedestrian projects associated with both public and private projects.
9. Is the MTP developed and adopted through an interactive process with the MPO policy board that covers policy options, transportation needs analysis, alternative transportation investment options and development scenarios, and analysis of reasonably available financial resources and alternative funding options?

Yes, the MPO works with the TAC to develop project lists and transportation needs throughout both the MTIP and the MTP processes. Land use planning and scenario analysis is done as a part of the update of socio economic data and modeling of the transportation network.

10. As much as is practicable, the MPO policy board is involved in the process through the stages from needs analysis, evaluation of criteria, and priority inputs into the local and state funding processes through the MTIP/STIP and SPOT.

Yes, as much as possible the TAC reviews and provides input during each stage of the MTIP, STIP and MTP processes.

11. In nonattainment and maintenance areas, is the MTP reviewed and updated at least every four years?

Yes.

12. What long- and short-range strategies and actions does the MTP identify leading to the development of a multimodal transportation system? How are the following addressed in the Transportation Plan?

- a. Projected demand: What are the roles and methods of demographic, land use, and travel-demand forecasting.

The MPO relies on the State Demographer for data that is fed into the travel demand model and uses the City-County Planning Board and previous socio-economic data allocation as base year conditions with professional judgment by Planning staff on the land use conditions and comprehensive planning assumptions.

- b. Congestion management strategies.

The initial Congestion Management Processes Plan (CMP) was developed for the 2035 Transportation Plan (created in 2008) and has been evaluated and modified to acknowledge new technologies and congestion management efforts by the NCDOT Division 9. The CMP includes a Monitoring Toolkit which outlines long and short-range strategies to address congestion. The Toolkit includes highway, transit operation, bicycle and pedestrian, freight management, traffic operations, ITS, access management, and land development strategies.

- c. Pedestrian walkway and bicycle transportation facilities.

Extensive work by the MPO has been done to document existing facilities and to develop short and long-range implementation plans for creating a strong and well-linked bicycle and pedestrian network. Area and municipal plans have been evaluated and prioritized to accomplish the projects listed in the MTP and CTP. The Comprehensive Bicycle Master Plan, the Sidewalk and pedestrian Facilities Plan, and Greenway Plan update have all strengthened the coordination with private development implementation as well as coordinating funding through local, State and Federal sources.

- d. Design concept and scope of all existing and proposed major transportation facilities.

The Comprehensive Transportation Plan (CTP) is developed as an unconstrained multi-

modal transportation by State statute, all transportation facilities have been identified with an appropriate cross-section based on the new Complete Streets designs approved by NCDOT. This assists in both establishing needed right-of-way through the development process and assuring that privately built facilities meet our future needs.

- e. Maintenance and preservation of the Federally supported existing and future transportation system.
NCDOT has developed funding schedules for pavement rehabilitation and bridge construction to maintain a safe and functioning system. The CMAQ project to overhaul the MPO traffic signal system should assist in making the best use of the existing network through more predictable travel through the system and management of incidents and peak hour congestion. Allocation of STP-DA funds for problem intersection improvements will add needed capacity to problem areas when wholesale widenings are financially infeasible.
- f. Transportation, socioeconomic, environmental, and financial impacts of the overall plan.
The MPO has always made a commitment to provide planning assistance and locally assigned STP-DA funds to the entire network with the planning area and takes into consideration the municipal, geographic and socio-economic needs of the community.
- g. Local and regional land use plans and development objectives, housing goals and strategies, community development and employment plans and strategies, environmental resource plans, and the area's overall social, economic, environmental, and energy conservation goals and objectives.
The MPO works closely with the planning agencies with the MPO and all projects are a jointly considered effort including working with our adjacent MPO partners and regional transportation providers.
- h. What transportation enhancements are identified?
With the adoption of the Complete Streets policy by the North Carolina Board of Transportation and the incorporation of bicycle and pedestrian accommodation in the road cross-sections, all projects other than freeways, now have a multi-modal cross-section. There is still work to be done to incorporate bicycle, pedestrian and transit elements in the projects being done on the urban fringe of the MPO by NCDOT.
- i. How is the Plan financially constrained?
The plan is constrained by time horizon based on the best available information about future funding from Federal, State and local sources.
- j. How is public involvement incorporated in development of the Transportation Plan?
Public involvement on the Transportation Plan occurs prior to the plan update and during the draft review. The MTP is used continuously during public involvement for other plans such as the Legacy Comprehensive Plan Update and area plans as all the plans are linked and interdependent.

What opportunities are provided for participation in its early stages and throughout the course of its development?

The MPO takes the planning documents out to the public in venues that are more accessible such as the Transit Center or Friday night art festivals or the shopping malls.

- k. What strategy has been developed to implement provisions of the MTP? The projects listed in the MTP have been coordinated with NCDOT and each municipality to insure implementation. General policies and recommendations are developed in conjunction with the City-County Planning Board and the municipalities to be consistent with community goals. Continuous coordination with the MPO partners is essential to maintain consistent planning documents.
Have implementation strategies been established?
The STP-DA process has been a particularly successful program to implement active transportation modes and assist in meeting the transit needs of the MPO.
- l. In nonattainment and maintenance areas, have the MPO, FTA, and FHWA determined conformity in accordance with the Clean Air Act and EPA regulations?
The MPO works closely with all our Federal and State partners to assure compliance with the CAA and EPA requirements for the MTIP and MTP.
- m. How have Title VI of the Civil Rights Act of 1964 and related requirements been addressed?
Title VI of the Civil Rights Act has been integrated into the Public Participation Plan and we have developed our MPO Title VI requirements and have instituted a complaint procedure.
- n. How have the State DOT and metropolitan transit operators participated in Plan development?
NCDOT Statewide Planning, local Division 9, Winston-Salem Transit Authority (WSTA) and Piedmont Authority for Regional Transportation (PART) have been integrally involved in the evaluation of the existing MTP and in updating the plans and projects.
12. How is the distribution of impacts to different socioeconomic and ethnic minorities identified and measured?
The MPO develops the MTP over many years of planning and works with all communities through local area plans and specific community transportation plans. Extensive public involvement occurs at the local community level during this land use and transportation coordination. Inclusion in the MTP of projects comes after this initial work has been done. As projects proceed to the implementation phase, additional work is done through the NEPA process to assure community impacts are assessed with additional community involvement occurring in economically disadvantaged or minority communities.
How are benefits and burdens across all socioeconomic groups examined in the modeling and planning performed in support of Transportation Plan development?
Benefits and burdens are evaluated by professional staff working with stakeholders to identify issues to mitigate and manage as a part of the project planning process.

FINANCIAL PLANNING

Regulatory Basis: 23 CFR 450

1. How is the financial information in the financial plan coordinated with all of the affected agencies (MPOs, State DOT, transit operator, local jurisdictions)?
The State Transportation Improvement Program (STIP) and the Metropolitan TIP (MTIP) contain the most of the financial assumptions and recommendations that are included in the overall metropolitan transportation plan. Other financial assumptions and recommendations from the municipalities are then incorporated and blended in with the overall financial plan for a relatively complete picture of planned revenues and expenditures.
2. How are the assumptions and data sources for **each** revenue source (Federal, State, local, other) documented in the financial plan?
Primarily in large spreadsheets and tables with text explaining the assumptions and data sources for each revenue source.
3. How are the approaches for forecasting future revenues documented and defined?
A set of financial assumptions and calculations are established that guide the general approach to forecasting future revenues and are included in the plan.
4. Do all revenue figures cover consistent timeframes and fiscal years?
Yes.
5. Are consistent dollar values used and defined?
Yes.
6. How is the financial plan made available to the public?
The financial plan is included as an element in the overall transportation plan (MTP) and thus is included in the regular public participation process.
7. Do the MTP and TIP clearly indicate which revenue sources exist and which are new?
Generally a key of the available financial resources are listed and described in the TIP and are then incorporated into the MTP. If **new** revenue sources for the MTP and TIP are planned or in process of being developed, they are also noted and described, as needed.
8. How are new revenue sources identified and how are the strategies to achieve these documented?
All potential new revenue sources are identified via research through the City's Budget office, NCDOT's Program Development and Transportation Planning Branches and Division 9, on the internet and through interactions with other MPOs around the state and country.
9. Are the possible parties for implementing these strategies identified?
Yes.

10. If the MTP includes “illustrative projects,” how are these projects and their associated revenue sources clearly separate and distinguishable from the fiscally constrained portion of the plan?
I don’t believe our MPO’s MTP has ever included “illustrative projects” and their associated revenue sources, and thus, is not applicable to us.
11. Are anticipated discretionary funds consistent with past levels of discretionary funds and are they actually allocated to the pertinent agencies/jurisdictions, or is there a clear strategy for securing those funds?
The only true discretionary funds are the STP-DA funds designated for our MPO and they are administered through the MPO staff. The MPO has worked closely with the NCDOT Program Development Branch on how best to program and use them.
12. For the TIP in nonattainment and maintenance areas, how do you ensure only projects for which funding is available or committed are included for the first two years?
Through working with the NCDOT Program Development Branch who are responsible for the development of the State TIP.
13. Does the TIP provide specific information on revenue source by program year and funding source?
Yes. The TIP provides specific information on revenue source by program year for all available federal and State funds.
What information is provided?
The description of the project (s), the total cost of the project, previous expenditures, the fiscal years those funds are programmed to be used, and the source(s) of funds.
14. What steps are taken to ensure the financial plans for the TIP are consistent with those of the MTP?
The MTP utilizes the TIP as a basis for developing the financial plan assumptions and calculations.
15. What mechanism is used to ensure project costs updates from completed environmental documents, mega project cost plans, and final designs are included in MTP and TIP documents?
The MPO consults with both NCDOT and the City’s Engineering Staff to generate the latest project cost estimates.
16. What procedures are followed to ensure the TIP financial plans within the State are consistent with the STIP?
The MPO consults with various NCDOT departments and divisions, the City’s Engineering and Public Works staff to ensure the TIP financial plans within the State are consistent with the STIP. They are required to match, so they must be consistent with each other.
16. What types of historical data are used as a basis for preparing conceptual project estimates?
NCDOT provides tables of expenditures by funding categories for the past 20 years or more that assist in preparing conceptual project estimates.
How are the data adjusted for time (schedule), location, and other project specific conditions?

On an as needed basis.

17. How are contingency amounts incorporated into the estimate?
Generally, an amount of 10-20% is often used for contingencies when estimating a project cost estimate.
Are contingency amounts based on total estimated costs, identified project risks, or some other variables?
Generally on the total estimated costs.
18. How are cost differences between the long range planning (MTP) conceptual cost estimate and programming (TIP) conceptual cost estimates reconciled?
The MPO will use the TIP conceptual cost estimates in developing the MTP when they are known. Sometimes, similar project types will assist in developing conceptual cost estimates in the MTP.
How and where is this process documented?
Usually when the TIP is being generated, there are often comparisons of older estimated figures with current ones.
19. What triggers an update of an estimate during the long range planning and programming process?
Usually when the scope of the project changes significantly or a significantly change in the delivery of the project is anticipated.
Are estimates updated on an ongoing basis as project development progresses?
Yes, when new figures are known.
Are estimates updated when major design changes occur or through some other triggering mechanism?
As mentioned above, usually when the scope of the project changes significantly or a significantly change in the delivery of the project is anticipated.
20. Which of the agencies responsible for operation and maintenance (O&M) on the Federally-supported system are involved in the development of O&M estimates?
The North Carolina Department of Transportation (NCDOT) usually develops these calculations for their system roads and highways.
Explain the process.
Not applicable.
Is their participation documented in a formal agreement?
Municipal agreements are usually developed between the cities and towns and the NCDOT to formally establish for the participation amounts.
21. How is an “adequate” level of O&M determined?
Usually by the implementing agency, typically NCDOT or the municipality.
Are needs derived from a desired level of service or rating of asset condition and how will these be met with expected funding levels?
Yes, the implementing agency usually determines the needs through an evaluation process but are not always met due to funding shortages or changes (Powell Bill for example)
How many of the agencies involved have an asset management system?
All of the ones within our MPO have one.

22. Are levels of service or ratings of facility condition expected for a given funding level communicated to the public?
This is usually on an as needed basis but is often discussed during the Budget evaluation season.
How?
Typically through City Council public meetings and hearings.
23. What triggers an update of an O&M estimate during the long range planning and programming process?
Only as needed when new information is provided.
Are estimates updated on a periodic basis, when system condition and performance changes occur, or through some other trigger mechanism?
Yes.
24. When amending the MTP or TIP, how is fiscal constraint ensured?
The MPO usually depends on NCDOT to provide the financial estimates on cost and available funds.
Does the MPO have criteria for determining that a project change does not warrant a formal amendment – and, instead, constitutes an Administrative Modification?
Yes, as was provided by NCDOT.
25. How are AC projects treated in the TIP?
Not applicable.
26. How does the financial plan illustrate adequate non-Federal revenue to cover AC projects?
Not applicable.
27. How is the revenue from billed AC conversion treated?
Not applicable.
28. For the TIP, do the cost and revenue numbers in the project listings match the numbers in the summary comparison table?
Yes.

AIR QUALITY

To be answered later.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT AND PROJECT SELECTION

Regulatory Basis: 23 CFR 450

1. Is the TIP updated at least every four years, on a schedule compatible with TIP development?
Yes.

2. How do the State, the MPO, and transit operators collaborate on the development of the TIP?
The MPO provides a prioritized list of projects to the NCDOT with relevant local data for inclusion in the SPOT process. The draft STIP is released and the MPO provides a local version of the document for the public's review using familiar language and street names. Both the NCDOT and the MPO provide opportunities for the public to make comments on the draft STIP/MTIP and public hearings are held. The final STIP is released and the MTIP is hopefully matching other than adjustments to funding and minor time changes.

3. Are specific criteria used to determine which projects will be included in the TIP? If so, what process was used in developing these criteria? How are projects prioritized? The MPO follows the guidelines of the SPOT process and submits projects that are within the MTP for funding. Point assignments are based on joint consideration of the MPO and Division 9 to maximize the potential for projects to be included in the TIP.
Are any STP or Section 5307 funds sub-allocated among jurisdictions or modes? If so, how much funding is sub-allocated and through what process?
The allocation of STP-DA funds is done exclusively through the MPO with placeholder TIP assignments and amendments to the TIP as needed for the project types such as greenways, bicycle and pedestrian facilities, intersections or small roadway projects and transit and enhancement projects.

4. How successfully does the TIP serve as a management tool for implementing the MTP? How successfully does the TIP reflect policies, investment choices, and priorities identified in the Plan?
Ideally the STIP would match the time horizons established by the MPO, however, funding priorities of the NCDOT change such as new emphasis on bridge and pavement rehabilitation or the allocation of loop funds and reprioritization at the State level, plus the general lack of funds for sub-regional projects, means that many local projects slip into later horizons with each successive STIP. There is a new commitment by NCDOT to provide a higher degree of certainty on projects within the first 5 years of the STIP.

5. Does the TIP cover a period of at least four years?
Yes.

6. Does the TIP contain:
 - a. All of the transportation projects to be funded under Title 23, U.S.C., with the exception of categories that are specifically exempt (e.g., safety projects funded under 23 U.S.C. 402)?
Yes
 - b. All regionally significant transportation projects regardless of funding source?
Yes for the ones within the five year STIP Work Plan.
Cost estimates? Yes
 - c. Project phase and implementation status?
Yes
 - d. Amount of Federal funds proposed to be obligated during each program year?
Yes
 - e. Proposed source of Federal and non-Federal funds?

Yes

7. In nonattainment and maintenance areas, have TCMs been identified in sufficient detail for conformity determination? Does the TIP give priority to eligible TCMs identified in the STIP?
The MPO doesn't have TCM measures in the Winston-Salem Urban Area MPO.
8. Is the TIP financially constrained by year?
The MPO assumes so.
 - a. What are the methods and sources of cost estimates?
This is a question for NCDOT's Mike Stanley.
 - b. Do revenue estimates reflect reasonable assumptions?
This is a question for NCDOT's Mike Stanley.
 - c. Do the State and the transit operators provide the MPO with estimates of Federal and State funds available for the metropolitan area? Ideally, but there always seems to be a lag in this information – the MPO is still waiting for the draft Public Transportation portion of the STIP.
9. How is public involvement incorporated in the TIP development process, and how has this involvement affected the content of the TIP?
When the MPO produced a new Needs Report as a submission to NCDOT for project incorporation into the STIP, there was public involvement in the process. The MPO haven't added any new projects that are not already included in the MTP for several STIP cycles. For projects that are incorporated in the STIP-DA project list, a public call for projects and work with the individual municipalities is ongoing and extensive prior to project evaluation and prioritization.
10. Is the total Federal share of projects proposed for funding under Section 5307 of the Federal Transit Act consistent with authorized funding levels?
Yes, however, this is a question for NCDOT's Public Transportation Division (PTD) staff.
11. Has the TIP been included in the STIP without modification?
Yes. MTIP and STIP must match exactly.
12. What is the process for modifying/amending the TIP?
The NCDOT may ask us to modify and/or amend the MTIP based on project scope or time changes, and we may modify or amend the MTIP for time, project scope and/or funding changes. The amendment is presented at one meeting of the TAC for information purposes and will be brought back for approval generally at the following meeting and resolutions and action items are sent to the NCDOT for final approval by the NCBOT or vice versa.
13. If Administrative Modification procedures are in effect:
 - a. Do they govern only minor changes to existing project listings, such as project descriptions with no change in scope, funding, and/or scheduling information?
Yes
 - b. Changes that require no State DOT or FHWA/FTA approval? Changes that do not add or delete projects from the TIP?

- Correct
- c. Do they adversely affect air quality, the timely implementation of TCMs, and financial constraint?
No, that would be considered an amendment and would require an air quality conformity analysis and determination.
- d. Are they formalized and available?
Yes, on a monthly basis.
14. In nonattainment and maintenance areas, is a new conformity determination prepared if projects affecting emissions are added or deleted?
Yes.
15. In TMAs, are projects (except NHS and bridge, interstate maintenance, and Federal Lands Highway program projects) selected from the second, third, and fourth year of the TIP?
The MPO is not sure what this means.
16. Does the MPO have an agreed-to formal process for selecting projects from the second, third, and fourth year of the TIP?
Projects in the 2nd, 3rd, and 4th years of the STIP have generally been in the hopper for years and are making their way into a funded construction status. These are not new projects added into the system.
17. Is an annual list of projects for which Federal funds have been obligated published or otherwise made available for public review?
Yes.
18. Are individual projects grouped via lump-sum and/or line-item listings in order to streamline the process?
The MPO is not sure what this means. The STP-DA projects are in a blanket listing and this generally streamlines the process.
19. Discuss the MPO's project selection process.
See attached Needs List selection and STP-DA selection criteria.
20. Discuss the MPO's project prioritization process.
See attached Needs List project prioritization prior to submission for the SPOT process. STP-DA projects are submitted to the TAC with a priority ranking based on recommendations from the Bicycle and Pedestrian Committee for those modes and from the Street and Highway Committee for the Intersection and Small Roadway projects.

PUBLIC OUTREACH

Regulatory Basis: 23 CFR 450

1. Describe how your public involvement program supports participation of traditionally underserved communities. Have organizations representing low-income and minority populations been consulted as part of the evaluation of the public involvement process?
We make special efforts to provide a day of involvement at the Transit Center and Health Department on the MPO plans and for specific projects we use community churches and local venues to provide easier access to our information. The MPO will go door to door with informational flyers in both English and Spanish prior to meetings in low income and minority communities. The MPO employs a Spanish language translator to work at public meetings, provide hot line services during public comment periods on the MTP and MTIP and to develop Spanish translations of flyers, newsletters and brochures. The MPO has worked with service providers and minority community leaders to establish the best methods to reach the underserved communities.

To assure adequate participation of groups such as low-income and minority households, the MPO shall use tools such as advisory boards (whose members shall be either low-income or minority individuals, or represent low-income or minority groups), target mailing list, workshops, and public notices in minority or low-income targeted media outlets.

2. How does the MPO document its consideration and response to public input?
All public comments are responded to, if submitted with return address or email information, and contained within the final document. Comments are presented to the TAC during the public hearing or final deliberations. Public comments that can be addressed by other departments or agencies within the State or municipal departments are forwarded to the appropriate agency.

To assure adequate participation of groups such as low-income and minority households, the MPO shall use tools such as advisory boards (whose members shall be either low-income or minority individuals, or represent low-income or minority groups), target mailing list, workshops, and public notices in minority or low-income targeted media outlets.

3. What degree of coordination is conducted between the metropolitan and Statewide public involvement processes to enhance public consideration of issues, plans, and programs?
The MPO works closely with the NCDOT when public involvement events are held within the MPO to schedule convenient and appropriate venues. The MPO assists in advertising the meetings and attends all events sponsored by NCDOT. The MPO comments on all environmental or scoping documents and includes Statewide Planning staff in the routing of comments on MTIP or MTP documents.
4. How was the public involvement program developed (who participated in its development)?
The public involvement program called the Public Participation Policy (PPP) was developed in conjunction with the 2008 MTP and was reviewed by municipal, State and Federal partners as well as stakeholder groups identified through years of public involvement on plans and

projects. The PPP was updated during the spring of 2012 to include recommendations for the Certification Review process and to make the document more user-friendly.

Is (was) a 45-day comment period provided before the process was (is) revised (adopted)?

The PPP was available for public comment for over 45 days with 2 separate advertisement periods and a public hearing. Public comments received during the public hearing specific to the PPP were incorporated into the document prior to approval on July 19, 2012.

A 45-day comment period was provided from May 17 – July 2, 2012, before a public hearing on July 19, 2012.

4. What are the public involvement program's goals? What is the strategy for achieving these goals?

The goals and objectives of this policy are:

- Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.
- Make special efforts to increase the opportunities for involvement by groups of citizens who do not generally participate in community affairs, particularly low-income and minority populations.
- Provide citizens with opportunities to participate in developing plans and programs for their communities.
- Make information on government activities widely available to the public.
- Maximize the use of communications technology to facilitate the exchange of information between public officials and citizens, including use of the MPO web site and other electronically accessible formats (CDs, e-mail, etc.).
- Ensure that technical information is available in understandable form and that all segments of citizens are afforded access to this information.

What is the strategy for achieving these goals?

There are numerous strategies for engaging the public and several tiers of public involvement based on the type of plan or project and the community. Please see the attached PPP to review the strategies.

The goals and objectives of the Public Participation Policy are: 1) bring a broad cross-section of the public into the public policy and transportation planning decision-making process; 2) make special efforts to increase the opportunities for involvement by groups of citizens who do not generally participate in community affairs, particularly low-income and minority populations; 3) provide citizens with opportunities to participate in developing plans and programs for their communities; 4) make information on government activities widely available to the public; 5) maximize the use of communications technology to facilitate the exchange of information between public officials and citizens, including use of the MPO web site and other electronically accessible formats (CDs, e-mail, etc.); and 6) ensure that technical information is available in understandable form and that all segments of citizens are afforded access to this information.

A three-tier approach was developed for implementing the public participation goals.

Some minor items are performed administratively with limited public involvement; these do not require a formal public involvement process outside the regular meeting structure of the MPO. Residents may attend and speak at each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers.

For all other plans and projects, additional public involvement tools should be used. In general, the following are the minimum requirements: a) a public notice inviting comments at the beginning of the public review period; b) staff will make efforts to include maps, photos, or renderings on public notices to attract interest where appropriate; c) the public notice (ad or poster) will be submitted to a variety of outlets, including major newspapers, publications serving minority communities, local access cable television stations, the lead planning agency Web site, and press releases to media outlets; d) documents shall be available for public review for 30 calendar days at locations such as municipal and county government offices, WSDOT Office, NCDOT Division 9 Office, and local libraries; e) documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be as jargon-free and succinct as possible; f) during the public review period, comments shall be allowed to be submitted in writing, via e-mail, and through Internet forms if available; g) public comments received will be acknowledged, responded to as appropriate, documented and presented to the TAC, and included in final documents if sufficiently significant.

For the most significant documents, such as the MTIP, the MTP, or major projects or plans, other methods are highly recommended in addition: a) the MPO should use its most inclusive contact list to ensure that as many people as possible receive information; b) for a newspaper selected that serves minority communities, the public notice display ad should be run at least twice and in different weeks; c) public notices should be placed in additional locations, such as PART and WSTA transit hubs and buses, bulletin boards in parking decks, recreation centers, and places of worship; d) municipalities outside the MPO should also receive notices; e) documents should be available for public review at additional library locations; f) an electronic notice should be sent to a list of interested parties; g) TCC meetings should include additional agency invitees; h) multiple public meetings should be held; i) the MPO should make efforts to ensure that meetings are accessible to the public, including individuals with disabilities; and j) special services should be available including translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing; and k) targeted mailings should be sent to the transit operator's community organizations mailing list.

6. Is the effectiveness of the public involvement process routinely evaluated as required by Federal regulations?

The effectiveness of public involvement is routinely evaluated. Methods and venues that are successful continue to be a part of the MPOs ongoing public outreach while activities that generate low turnouts have been minimized. The MPO has found that going where the community is at public functions or events, rather than holding meetings in libraries or town halls, is a more successful way to gather public input.

If so, how?

The MPO keeps a record of meeting attendance and takes comments on flip charts or one on one to improve in participation and to assist with any limited English or literacy difficulties. Additionally, new methods of reaching the public and underserved populations are

brainstormed during each major plan update and involvement period. Feedback on how participants heard about the meeting and the success of the location, time or materials is obtained from the comments taken through public meetings or on-line comments and surveys. Website hits for pertinent pages are gathered to ascertain how much traffic the online documents receive. As a part of the PPP, a review of the document comes every three years prior to the update of the MTP.

7. What opportunities are provided for public involvement at key decision points in the planning, programming (TIP), and project development phases of transportation decision-making?
Public comments are always taken on the existing plan prior to beginning the update and during the public comment period once the draft is available for review. Public meetings are held and a semi-annual newsletter is broadcast to the stakeholders and all members of the public that have participated in either transportation or planning public involvement activities. There is a public comment period at the beginning of each TCC and TAC meeting. All agenda and minutes of the TCC and TAC meetings are posted on the MPO website and mailed to stakeholder groups and the press.

8. What resources were devoted to implementing the public involvement program, including staff time and partnering with other organizations, such as local colleges, in addition to actual funding dollars?

One Planner was devoted to revising the PPP and responding to comments and a Principal Planner reviewed and revised the updated document. Planning agencies within the municipalities and boards and community groups with an interest in transportation issues such as the BeHealthy Coalition and Forsyth in Motion for the elderly and disabled were part of the groups that reviewed the planning documents. If necessary, exact figures can be generated to calculate the amount of resources were used in this effort by the MPO.

9. How do MTPs, programs, and projects provide timely information about transportation issues and processes to citizens and others who may be affected?

The MTP and other planning documents do not necessarily provide timely information, but the public involvement done for these documents provides the opportunity to engage the public in discussions about transportation issues and programs that are of interest or than affect their lives and community. At any opportunity to hold public meetings or events, all the pertinent transportation documents including feasibility studies and preliminary designs are available for display and discussion. The MPO website is a repository for all plans, documents and data of interest to the community. The headline page for the MPO website as well as the City of Winston-Salem website is where the most timely information is displayed.

The newsletter Moving Times is issued at key times to keep citizens and other stakeholders updated on current and likely near-future issues involving transportation. Additionally, the Winston-Salem DOT web site is kept up-to-date with current and upcoming meetings, projects, and events.

10. How does the MPO engage in public education efforts designed to make the transportation planning process and decisions it produces easier to understand in laypersons' terms?

The MPO staff works to make the language and concepts in all our documents more readable and accessible to the public. Glossaries of terms and acronyms are included in all documents

and revised continually to keep up with anything new that comes out of Federal and State agencies. MPO staff participates in community activities to promote an understanding of the plans, projects and programs we work on from Cycling Sunday events, to community fairs and area plan meetings, to setting up at Farmer's markets and stock car races.

11. How is public access provided to technical and policy information used in the development of plans and TIPs? Are matters related to Federally-aided programs considered in open public meetings?

All relevant technical data used in analyzing and prioritizing projects is provided in public review documents or on line at the MPO website. Matters related to Federal aid programs are always considered at open meetings of the TCC and TAC.

10. How does the metropolitan transportation planning process include the preparation of technical and other reports to ensure documentation of the development, refinement, and update of the MTP?

Each step of the project list development is reviewed with the TCC and TAC prior to its adoption and inclusion in the regional travel demand model for air quality conformity analysis and determination with both the MTIP and MTP. Other elements of the MTP are presented during development and significant public input is obtained on the MTP goals and objectives through the Legacy Comprehensive Plan Update process and the PPP.

13. How is adequate public notice of public involvement activities and opportunities for public review (given?) at key decision points including but not limited to approval of MTPs and TIPs? Public notices are published in all local newspapers, special notice is placed on the City of Winston-Salem and MPO website, and public releases are sent out to all media notifying them of the public involvement and public hearing opportunities. The MPO produces a newsletter prior to public involvement activities and emails it to all stakeholders that have commented on transportation issues through the MPO or Planning outreach activities.

In general, the following are the minimum requirements: a) a public notice inviting comments at the beginning of the public review period; b) staff will make efforts to include maps, photos, or renderings on public notices to attract interest where appropriate; c) the public notice (ad or poster) will be submitted to a variety of outlets, including major newspapers, publications serving minority communities, local access cable television stations, the lead planning agency Web site, and press releases to media outlets; d) documents shall be available for public review for 30 calendar days at locations such as municipal and county government offices, WSDOT Office, NCDOT Division 9 Office, and local libraries.

For the most significant documents, such as the MTIP, the MTP, or major projects or plans, other methods are highly recommended in addition: a) the MPO should use its most inclusive contact list to ensure that as many people as possible receive information; b) for a newspaper selected that serves minority communities, the public notice display ad should be run at least twice and in different weeks; c) public notices should be placed in additional locations, such as PART and WSTA transit hubs and buses, bulletin boards in parking decks, recreation centers, and places of worship; d) municipalities outside the MPO should also receive notices; e) documents should be available for public review at additional library locations; f) an

electronic notice should be sent to a list of interested parties; g) TCC meetings should include additional agency invitees; h) multiple public meetings should be held; i) the MPO should make efforts to ensure that meetings are accessible to the public, including individuals with disabilities; and j) special services should be available including translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing; and k) targeted mailings should be sent to the transit operator's community organizations mailing list.

14. How does the public involvement process demonstrate explicit consideration and responsiveness to public and interested parties' input received during the planning and program development process? What kind of feedback do the public/interested parties receive on the proposals and questions they put forward?

We always acknowledge public comments with personal written responses either by mail or email depending on how the comments are received. Comments that are specific to concerns or issues that can be resolved through municipal agency action are forwarded to the correct and responsible agency. The MPO requests that contact be made with the person who made the comment and feedback be given to the MPO staff about the issue's resolution. If the comments are more general or can be included in the planning documents, then we make changes and inform the person who made the comments how the input was included in the plan.

Public comments received will be: 1) acknowledged with a written or e-mailed receipt message for comments submitted in writing, via e-mail, or through Internet forms; 2) responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document; 3) documented and presented to the MPO's Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC), in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and 4) included in summary form or verbatim with final documents, if sufficiently significant.

15. How does the public involvement process contribute to identification of the needs of those traditionally underserved by existing transportation systems, including low-income and minority households? Have organizations representing low-income and minority populations been consulted as part of the evaluation of the public involvement process?

Public involvement events are specifically scheduled for a full day at the WSTA transit center and the Public Health Department. Yes, organizations representing low-income and minority populations are consulted when developing the PPP and providing continuing public involvement on projects located in minority, limited English and low-income areas.

Several participation strategies are intended to help reach minority or low-income communities, and are noted specifically in the policy. Among these are: a) public notice in newspapers and publications serving minority communities; b) press releases to media contacts; c) documents containing maps, photos, renderings, or other visualization tools to aid in understanding and being as jargon-free and succinct as possible; d) document available on the visually-accessible lead agency web site; e) public notice placement at the WSTA hub, on buses, in parking decks, and in places of worship; and f) provision of special services for non-English speakers, the visually impaired and the deaf.

16. How does the public involvement process address the principles of Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State?
Specific language is included in the PPP to address Title VI and Civil Rights legislation. Advertisements always include language to provide for accommodation of civil rights or discrimination complaints. A specific Title VI and Civil Rights Act process and plan was adopted in the winter of 2012 and implemented starting on January 1, 2012.
17. How is the disposition of comments and changes in the final Transportation Plan or TIP documented, analyzed, and reported when significant oral and written comments are submitted?
All comments are reported to the TAC prior to the adoption of plans. All comments and responses are included in the plan and any comments that are incorporated are highlighted prior to adoption.

Public comments received will be: 1) acknowledged with a written or e-mailed receipt message for comments submitted in writing, via e-mail, or through Internet forms; 2) responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document; 3) documented and presented to the MPO's Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC), in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and 4) included in summary form or verbatim with final documents, if sufficiently significant.
18. How much additional time is provided for public review if the "final" document is significantly different from the draft originally made available for public review?
The MPO always provides more than the thirty day review (30 day) standardized in our PPP. Comments on the plans are taken and incorporated into the MTP or specific corridor and management plans continuously until adoption. Comments received after the plans adoption are held until the next available opportunity to bring the document forward for revisions. Often changes to the MTIP have required amendments to the MTP and we have opened up the document for additional review and revisions based on other information or modal plans that have been produced in the interim. All additional information is highlighted and taken out for specific review and comment in addition to any comments received during the process.
19. How is public involvement in the metropolitan transportation process coordinated with the Statewide public involvement process to enhance public consideration of issues, plans, and programs?
As much as possible, the MPO highlights any statewide plans, programs and workshops that are available for the public. The MPO staff attends all statewide events within a reasonable distance. Information about the statewide programs of importance to the public such as the 2040 State Transportation Plan and the Governor's Highway Safety program are included in the appendices of the MTP document and noted in the text.
20. What opportunities are provided for participation by traffic, ridesharing, parking, transportation safety and enforcement agencies, commuter rail operators, airport and port authorities, appropriate private transportation providers, and city officials?
The Winston-Salem Transit Authority (WSTA) and the Piedmont Authority for Regional Transportation (PART) are partners in developing the MTP and MTIP. Public involvement is

specifically held at the WSTA transit center during operation hours to engage the WSTA and PART riders as well as clients using the intercity bus services. Valuable feedback on transit service and other issues related to the network are obtained during these events. The TCC members of the airport commission are provided an opportunity to review and assist in the development of the MTP and MTIP. Private transportation providers are accounted for in the MTP and the municipal staff that monitors for-hire transportation services participates in the development of the plan. City and municipal officials are consulted at all phases in the development of the MTP and MTIP.

21. What opportunities are provided for participation and consultation by State, Tribal, and local agencies responsible for land-use management, natural resources, environmental protection, conservation, and historic preservation where appropriate?

When updating the MTP, the State and local agencies are notified to update contact information and give preliminary information on the upcoming draft plan review. The draft plan is distributed to all consultation agencies either by hard copy or with a link to the MPO website based on their desires. The agencies are asked to comment during the public involvement period. Follow up inquiries are made by the MPO liaison in the City-County Planning Board to be sure that the agency has had an opportunity to review and comment on the plan. Individual projects have more specific and on-going review of the environmental documents generally handled through the State or local municipal government managing the project.

22. For the Certification Review, how was the public component developed? Who participated in its design? Was it held at a convenient time and location? Was feedback delivered to participants and the public at large on the results of their involvement in the Certification Review?

The MPO staff worked with FHWA staff to develop a schedule for the Certification Review process that was compatible with ongoing workloads and the meeting schedules of the TCC and TAC. The preliminary documentation of the MPOs answers to the questions included in the Certification process was available at all the usual review locations and on the MPO website. Advertisements were posted in all newspapers and public service announcement outlets. A public hearing was held as a part of the process for FHWA staff to receive comments on the MPO performance.

23. Does the MPO employ any visualization techniques? If so, what types of techniques? What are the results?

Maps, overlays on aerial photography, charts and photographs of existing sites or similar projects in other parts of the country are routinely used in the MPO documents. Occasionally, visualizations of the future cross-section have been produced for specific projects. For high profile projects, a model and 3D computer simulations in addition to graphics before and after images were produced. When access to the internet is available, the MPO staff will bring the SmartBoard to public involvement meetings and show how to access the MPO website, information on the Northern Beltway and other plans and data available on line.

Extensive use is made of GIS displays and mapping, and conceptual drawings or future transportation scenarios are frequently included in plans. Transportation simulations, such as

with Synchro, are sometimes used in analysis. Some initial work has been done to develop elevation data, which should eventually lead to increased use of 3D models in the future.

24. Are there any comparisons of MTPs with State conservation plans or maps available?
Yes, in the Natural Environment and Environmental Features section of the MTP.
25. Are there any comparisons of MTPs to inventories of natural or historic resources available?
Yes, in the Natural Environment and Environmental Features section of the MTP.
26. Is key information being made available in electronic format?
Yes, always.

SELF-CERTIFICATIONS

Regulatory Basis: 23 CFR 450; U.S.C. Title 23, Section 134; U.S.C. Title 49, Chapter 53, Section 5303

1. What process/procedures are used to self-certify the planning process?
NCDOT provides a checklist of topics and issues to the MPO to consider for self-certifying the planning process. The checklist of topics and issues are then addressed in narrative form and provided to the MPO for their review and consideration. The self-certification of the planning process is then provided to NCDOT, the FHWA and FTA for their purposes.
 - How are the transit authority, State DOT, and others involved?
Each agency involved in the MPO is provided an opportunity to review and comment on the answers given in the checklist during the development of the draft and final UPWPs
 - What criteria have been established for the self-certification?
The criteria for self-certification are included in the form of the checklist provided by NCDOT.
 - What opportunities are provided for public comment? How are comments addressed?
The public is provided an opportunity at every MPO meeting to comment on the self-certification and any other topics on transportation.
 - How is the self-certification process documented?
The checklist of topics and issues are then addressed in narrative form and provided to the MPO for their review and consideration.
2. What supporting documentation/information is provided to the MPO policy board when the self-certification is approved?
The checklist of topics and issues are then addressed in narrative form and provided to the MPO for their review and consideration.
 - Is the policy board provided with background information and documentation on what is required in the planning process by various laws? When and how?

Yes. All of the major laws that govern transportation planning are identified at the very beginning of the self-certification process.

- What documentation to support the self-certification is provided to the policy board and the public?

The checklist of topics and issues are then addressed in narrative form and provided to the MPO for their review and consideration.

3. How is the self-Certification provided to the Federal agencies – as part of the TIP/STIP or UPWP, or in a separate submittal?

It is usually as part of the UPWP package of materials sent to the Federal agencies.

4. How is the need for continuity and consistency addressed between the self-certification and quadrennial Federal Certification?

The same process is used every year for self-certification, thus ensuring a continuity and consistency between the self-certification and quadrennial Federal Certification.

5. Does the MPO have processes, procedures, guidelines, and/or policies that address Title VI, ADA, DBE, and other regulatory requirements?

Yes, Title VI.

- a. How are these applied and documented?

To be answered later.

TITLE VI AND RELATED REQUIREMENTS

To be answered later.

CONGESTION MANAGEMENT PROCESS

1. Describe how the CMP has been fully integrated into the overall metropolitan planning process. For instance, do the visions and goals articulated in the MTP support CMP and vice versa? Also, are transportation systems management and operations strategies part of the metropolitan planning process?

The CMP is a section in the LRTP and the policies and recommendations align with the LEGACY 2030 Plan. Management and operations are not included in the process.

2. What procedures are in place to connect the CMP evaluations and strategies to the metropolitan planning process (e.g., UPWP, corridor studies, conformity, and TIP/MTP project development/prioritization)?

STP-DA and CMAQ funding has been utilized by the MPO to address needs and goals identified in the CMP.

3. Does the CMP follow the 8-Step approach? If not, why not, and are there any steps being taken to align the CMP with the recommended 8-Step approach?

Yes. In our recent revision of the CMP for the MTP update, we reorganized the document to better align with the FHWA CMP Handbook.

4. What efforts have been made to identify and include CMP stakeholders such as other transportation agencies, and system operators in the region who stand to gain from addressing congestion problems? Describe the interaction that has taken place with local transit, freight and traffic control operators, and other stakeholders in the CMP.
PART and WSTA are integral stakeholders in the CMP as their services are integral to the goal and objectives. They were engaged as part of the recent CMP update and biennial report to update progress since the last biennial report and to provide new goals for the next reporting period. The development of the original CMP was a joint effort with NCDOT and other municipalities within the urban area. Since the main congestion issues facing the urban area lie within the City of Winston-Salem on NCDOT roadways, the coordination has been limited to those two and the public transportation providers in the latest update.
5. Explain how stakeholders coordinate data in the development of performance measures in the CMP. How are the stakeholders involved in the development and analysis of potential congestion mitigation strategies?
Staff receives data from NCDOT and the regional model from PART in addition to turning movement counts and travel time data collected by the City of Winston-Salem and its consultants.
6. Are performance measures periodically reviewed for usefulness and applicability, and if yes, how often does this review take place?
Performance measures are reviewed during the biennial report process.
7. How often is the CMP as a whole evaluated for effectiveness and updated? What is the process for such evaluation and update? Are proper and effective analysis tools being utilized to evaluate the anticipated performance and expected benefits of future strategies?
The effectiveness of the CMP is evaluated during each biennial report as the progress toward goals is measured, deficient segment data is updated with the latest information, the effectiveness of proposed projects and congestion management strategies is reviewed, and future initiatives are pursued. The CMP is also reevaluated during the MTP update process.
8. Is the CMP fully documented so that consistency with statutory requirements can be demonstrated?
Is this question asking if section numbers from the code are included in the CMP? If so, then no.
9. Describe in detail the composition (area, network, and modes) of the CMP. How did the MPO determine the adequacy of the composition selected?
The entire urban area MPO's Metropolitan Area Boundary (MAB) serves as the boundary for the CMP. The Urban Area consists of Forsyth County, northern Davidson County including the Towns of Midway and Wallburg, eastern Davie County including the Town of Bermuda Run, and southern Stokes County including the City of King. It should be noted, a small portion of southeastern Forsyth County is excluded from the WSMAB. It is now in the High Point MPO MAB and is part of the CMP for their MPO. Consideration is also given to

examining traffic congestion conditions and problems on a regional basis since construction work, crashes and other incidents along the Interstate highways, other freeways and expressways, and other major roads linking the entire Piedmont Triad in Greensboro and High Point may have impacts on congestion levels within the Winston-Salem MPO boundary and vice versa. During the initial development of the CMP, the Task Force, while considering automobile, regular-route bus, regional commuter bus, intercity bus, bicycle, pedestrian, rail transportation for freight, and taxi or other for-hire passenger transportation, concluded that the only mode of transportation needing examination for the CMP was the automobile. There are no congestion issues with WSTA's regular-route bus, PART's regional commuter bus, intercity bus, bicyclists and pedestrians, rail transportation for freight, taxi or other for-hire transportation modes in the urban area.

Are there plans to refine and/or expand the comprehensiveness of the CMP?

The Task Force agreed that the CMP should only analyze streets and highways defined as Principal Arterials or higher by the urban area's Federal Functional Classification system maps provided by NCDOT. Thus, the analysis includes all of the Interstate Highways, Freeways/Expressways and Other Principal Arterials in the urban area. There has been some consideration for including the streets and highways defined as Minor Arterials or Collectors in the future. Future initiatives identified in the latest update to the CMP include expanding the scope of the biennial report to include coordination with the FCOEAP on air quality analysis for deficient locations and to implement the process for collecting corridor travel speed and travel time data, both as a measure of effectiveness on deficient segments.

10. Does the CMP consider all modes of transportation (SOV, shared ride, transit, intermodal connections, non-motorized means such as bicycling and walking, etc.) in developing congestion management strategies?
Yes. The goals and objectives are focused on reducing travel demand and expanding public transportation within the urban area.
11. Does the CMP address the mobility needs of people and goods? How are freight mobility needs assessed and addressed through the CMP?
Other than the emphasis on moving traffic efficiently throughout the urban area, no.
12. What technical tools are utilized through the CMP to identify congestion at various levels and extents (e.g. regional, corridor, spot location, and time-of-day)? Do these tools also identify and assess non-recurring congestion (e.g., due to events, traffic incidents, weather)?
The CMP does not currently utilize the regional traffic model or other tools outside of traffic counts and V/C and Level of Service analysis. As such, non-recurring congestion such as events, incidents or weather are not accounted for in the current CMP.
13. What performance measures are in place and how are they being used? How are the CMP and MTP performance measures linked or related? How do the CMP performance measures support the overall goals and objectives of the MTP? The current performance measures in the CMP are V/C ratio and Level of Service. These performance measures provide a generalized analysis of the urban area's roadway segments and allow for further data collection and analysis if needed. The goals and objectives of the CMP were derived from the goals within the MTP to effectively move vehicular traffic, expand public transportation, and reduce travel

demand. The V/C ratio and Level of Service values provide a benchmark on how effectively vehicular traffic is moving on the network. The evaluation of segments on the biennial basis tracks if the objectives in the CMP have been successful in reducing travel demand and shifting vehicular traffic to the public transportation system.

14. What types of data are being collected? Describe how the data is used to measure system performance, identify the cause of congestion, develop and evaluate alternatives, prioritize/schedule solutions, and evaluate the effectiveness of selected improvements and progress toward resolution of congestion. Do the data types being collected enable performance tracking as part of the CMP evaluation process?
Since the major congestion issue in the Winston-Salem Urban Area is vehicular, the main data source for the CMP is traffic counts. The first step in data collection is the AADT values provided by NCDOT. If the AADT value and the corresponding V/C ratio shows a segment or corridor is congested, additional data collection is called for in the CMP if the segment or corridor contains signalized intersections. In this case, turning movement counts at signalized intersections and travel time/speed studies would be conducted to verify there is an issue on the segment or to show that Level of Service values and travel times and speeds are acceptable. This data collection and analysis allows the evaluation of projects and proposed improvements as they are completed during the biennial report process.
15. Are the performance measurements based on actual data or are they modeled? Are there considerations within the CMP for the modeled performance measures to allow for error, and if yes, what are they?
The performance measurements are based on actual data.
16. For nonattainment TMAs, describe the process for addressing proposals for adding SOV capacity. How have other travel demand reduction and operational management strategies been analyzed? When SOV capacity is warranted, how does the CMP demonstrate the analysis of travel demand reduction and operational management strategies?
Not applicable.
17. For SOV projects identified in a nonattainment TMA, have travel demand reduction and operational management strategies been incorporated into the SOV projects? Have other travel demand reduction and operational management strategies been identified in the corridor, separate from the SOV project? How have these projects been analyzed and demonstrated through the CMP?
Not applicable.
18. Have ITS strategies proposed for congested locations been reviewed in the context of the Regional ITS Architecture?
Since the congested locations are all along NCDOT roadways (Business I-40, US 52, I-40), proposed improvements are incorporating additional ITS infrastructure. In conjunction with the Signal System Upgrade project, the systems will all be tied to the regional facility for the Piedmont Triad area.

19. Explain how the CMP leads to the development of programs and projects contained in the Plan and TIP. How are these activities supported in the UPWP?
It currently does not. There is a backlog of projects that have not been constructed. As these projects come online, the CMP will evaluate the effectiveness of the projects and determine if any additional measures are needed.
20. What are the outputs and results of the CMP? Is there an identified schedule for implementation and a corresponding list of responsible agencies?
The biennial report produces the strategy monitoring table which identifies deficient locations, potential strategies, planned or proposed projects and construction timeframes.
21. What CMP strategies have been implemented and how have they been integrated with other resulting strategies from the metropolitan planning process?
There are projects that are currently under construction or programmed in the current TIP. The CMP has been a multi-modal document from inception which links it with Bicycle and Pedestrian Planning, Public Transportation Planning and Land Development.
22. Are TDM and operational commitments recommended through the CMP eventually implemented?
Yes. Agencies in the MPO have implemented Bicycle and Pedestrian improvements, PART expansion of service, and Traffic Signal System Software Update which were all identified in the initial CMP.
23. Who are the implementers of CMP strategies (e.g., State DOT, transportation management associations, transit agencies, locals)?
State DOT, WSDOT and other municipalities within the UAB, and local/regional transit providers.
24. How does the CMP claim credit for the strategies implemented by others, if any?
Any strategies implemented at a regional level and produce an impact to the Winston-Salem Urban Area would be noted in the biennial report. However, this is not applicable at this time.
25. How has the CMP influenced the construction or implementation of non-SOV projects?
The CMP has engaged the regional and local transit providers in goal-setting and planning in an effort to both expand public transportation options and services and to reduce travel demand (the intent of expanding public transportation).
26. How is the progress toward identified system performance goals evaluated? How is the effectiveness of individual projects/strategies evaluated? How is the success of individual actions reflected in system-/network-wide evaluations? How are the results of these evaluations utilized into making quality improvements to the CMP? As a part of the biennial report, the Strategy Monitoring Table is updated to include proposed project or projects already within the TIP and the related CMP strategies that they are intended to provide to the congested segments. As the projects are completed, the biennial report will include information about the project completion and an evaluation of the segment based on the latest data to determine if the CMP strategies were successful following the project's completion.

27. Are local operating agencies coordinating and implementing strategies through their own planning and programming processes that support the operational objective of the CMP?
Yes.
28. Describe how highway and transit agencies and other stakeholders are included in the MPO's CMP reevaluation and improvement initiatives.
NCDOT is part of the CMP Task Force and is involved in the biennial process. Transit providers update their progress toward goals and provide updated goals.
29. What impact has the CMP had on communication and coordination between planning and operation stakeholders? What actions has the MPO taken to facilitate improved communication and coordination among the CMP stakeholders?
WSDOT is the planning and primary operations stakeholder in conjunction with NCDOT. We regularly coordinate with the other municipalities in the MPO and the public transportation providers.
30. What CMP work activities are included in the UPWP? What UPWP activities are planned to strengthen and/or improve an objectives-driven, performance-based approach to CMP?
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 data; and, 4) Assist NCDOT on ITS planning.

LIST OF OBLIGATED PROJECTS

Regulatory Basis: 23 CFR 450

1. What is the process for conveying information on annual obligations to the MPO?
The MPO receives the list of annual obligations from the NCDOT Program Development Branch.
2. What information is provided? How? When?
All the annual obligations of both Federal and State dollars by project, project stage, date of action, and funding source. The information is contained in a spreadsheet after the end of the fiscal year.
3. Is a listing published for all projects for which funds are obligated each year?
Yes all roadway projects.
4. Which transportation modes are included in the listing? Are bicycle and pedestrian facilities included?
Only roadway projects are currently included in the listing.
5. Which projects are included that receive funding from FHWA? FTA? Non-Federal sources (optional)?
We don't receive the same obligation list from the Public Transportation Branch of NCDOT.

6. How is the listing included in the TIP or Transportation Plan? In what form is the list published in years when the TIP/Transportation Plan is not updated?
The obligated funds list is included in the Draft MTIP released for public review and the final MTIP produced for publication. The MPO modifies the list to make it more readable for the general public by identifying projects by common street names rather than State Route numbers and providing additional information on projects and funding keys. Any years that the obligated funds listing is produced without the MTIP, the list is put out for review with any other document receiving review and is posted on the MPO website.
7. How is the Annual Listing made available to the public?
Public review is done in a notebook in all public libraries, municipal buildings, NCDOT Division 9 and on the MPO website.
8. What types of public comments have been received on the listing? How are such comments used in assessing the metropolitan transportation planning process?
We have never received any specific comments on the obligated funds listing.
9. What method is available for comparing the projects in the Annual Listing to the TIP?
Generally the obligated funds document is included with the MTIP including all the applicable years since the previous MTIP. On in-between years, it is located in the same webpage and within the existing document on file in the public review locations.
10. How do the planning partners use the Annual Listing to help market area progress or the benefits of the metropolitan transportation planning process?
The MPO always notes the completed projects from the previous MTIP and the obligated funds totals are noted in the summary review.
11. How and when is the Federal obligation limitation information made available to the MPO? Is this information adequate to produce the Annual Listing?
I don't know that we receive obligation limitation information other than in one-on-one discussions with NCDOT during the draft MTIP process. We don't produce the Annual Listing.
12. Is the Annual Listing a stand-alone document or is it incorporated into the TIP or MTP?
Incorporated.
13. How easily can a project in the Annual Listing be matched to a project in the TIP?
The project is always identified by both the TIP number and the project name that matches what is in the MTIP and MTP.
14. Does the Annual Listing include optional items that specify the phase of project development, the amount of funding obligated in the current year and historically (as well as total anticipated project cost), authorized funding versus actual project cost, funding sources and recipient, and whether, in non-attainment and maintenance areas, the project is a TCM (in air-quality nonattainment and maintenance areas)? How are these items included?
The MPO includes additional information to make identification of the project by the public easier including mapping, however, the table doesn't duplicate information in the MTIP or

STIP as these documents provide a more complete picture of the total project costs and timeframes.

ENVIRONMENTAL MITIGATION

Regulatory Basis: 23 CFR 450

1. How has the process for estimating potential environmental mitigation activities built upon the existing consultation process?

For the MTP Update, we are using the consultation process established in 2008 for the 2035 Plan adopted in 2009.

2. What outreach activities have been used to consult with Federal, State, Tribal, and local agencies?

For the 2035 MTP, the WSUA MPO in consultation with PART and other Triad MPOs developed a resource agency contact list that including agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation (attached.) The resource agencies were contacted during development of the plan and later when a draft plan was available. Comments and recommendations from the resource agencies were in incorporated. All consultations and comments received were summarized in Section 6 and are included in full in the Appendix .

For the 2035 Update currently being drafted, resources agencies were contacted in summer 2012 to update contact, data and mapping information. The agencies will be contacted again when draft plan is available and given 30 days to provide comments. The Plan includes mapping with projects and environmental factors and a table with impact areas and potential mitigation measures.

As documented in the plans, the WSUA MPO has strong, ongoing and continuous consultation efforts with land use planning, historic preservation and air quality agencies.

3. What opportunities were provided for participation and consultation by State, Tribal, and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation?

See Question #2 above.

4. How have discussions with Federal, State, Tribal, and local agencies been documented? See Question #2 above.

5. What timeframes were established for performing consultations?

In 2012, no specific timeframe was established for the initial consultation. Agencies will be given 30 days to comment when the draft plan in available in November 2012.

6. What are some of the policies, programs, or strategies that have been identified? The Environmental Mitigation Section establishes sequencing: avoid, minimize, repair/restore, reduce over time and compensate. The section also includes a multi-page table that identifies mitigation measures by impact area.

7. What criteria have been used to assess which activities may have the greatest potential to restore, improve, and maintain the environment?
Input/comments from resource agencies.
8. What information and data have been assembled regarding the location and condition of environmental features that might be affected by proposals outlined in the MTP?
Using mapping and data provided or recommended by the resource agencies, the WSUA MPO compiled three Environmental Factors maps to show transportation projects and relevant factors.
 - The Agricultural Factors maps shows Farmland Preservation properties, voluntary agricultural districts, and farmland viability levels.
 - The Natural (previously known as Environmental) Factors map shows rivers, streams, 303D-listed streams, lakes/ponds, floodplains, wetlands, Natural Heritage Areas, and Trust Conservation Properties, Land Managed for Conservation and open space, conservation tax credit properties, and hazardous substances disposal sites.
 - The Cultural Factors Map shows parks, schools and historic resources.
9. What resources were devoted to implementing this process, including staff time and partnering with other organizations such as local resource agencies, in addition to actual funding dollars?
The MPO does not separately account for time and resources expended in consultation and mitigation efforts, particularly our continuous and on-going efforts with land use planning, historic resources and air quality. The City-County Planning staff member that serves as Secretary of the TAC and liaison between land use and transportation typically charges 20-40% of her time to transportation planning.
10. Do you have a list of resource agencies and contacts with whom to consult?
Yes. It was included in the 2035 Plan and will be included in the MTP Update.
11. Do you have consultation agreements with resource agencies?
We have ongoing relationships with land use planning, historic resources and air quality agencies.
12. How do you assess the system-wide impacts of implementing the plan?
We review the Environmental Factors maps and get comments from resource agencies. See also response to question #14 below.
13. How do you work with resource agencies to define potential mitigation measures that may be needed (system-wide, not project level)?
As part of consultation process, resource agencies can review the proposed mitigation measures in the MTP and recommend additional mitigation measures that may be needed. See also Question #2 above.
14. Have you ever adjusted the MTP to minimize impacts?
Due to the generalized nature of the MTP, we have not adjusted the plan to minimize impacts. However, we do use the Environmental Factors Mapping (see question #8 above) to identify projects in proximity to environmental and cultural features and recognize that avoidance,

minimization or mitigation may be necessary as part of project implementation. For such projects, a note (“E”) is included in the “Other Significant Factors” column of the project lists in the MTP.

CONSULTATION AND COORDINATION

Regulatory Basis: 23 CFR 450

1. How was the consultation process developed and who participated in its development? How is the process documented?
The Consultation process for the MTP with the environmental and resource agencies was developed after a FHWA workshop that was held in 2007 to assist MPOs and NCDOT understand the expectations of the consultation process. The MPO worked with our adjacent MPO partners and PART to hold a regional workshop to identify resources and strategies for notification and consultation with local, State and Federal agencies. The 2008 MTP was the first effort to develop a comprehensive list of agencies and resource groups, to locate data and create an overlay mapping system to compare MPO projects to identify natural, cultural, and agricultural resources as well as hazardous conditions. The regional partners worked together to share information and mapping.
2. What opportunities are provided for agency consultation at key decision points in the planning, programming (TIP) phases of transportation planning decision-making?
The local Forsyth County Environmental Protection and Community Assistance agency, Historic Properties and Resources Commissions, the North Carolina Division of Air Quality, EPA and all agencies that are consulted during Environmental Assessments and NEPA projects are involved during the planning and development of MPO projects.
3. Are different procedures used for consultation with State, Tribal, and local and Federal Lands Management agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation? If so, how are they different?
No, all procedures are the same. We have very little or no Federal, State or Tribal lands within the MPO.
4. What financial and personnel resources are devoted to implementing the consultation process?
The GIS planner, the Principal Planner acting as the liaison to the MPO and other key staff assist as needed with consultation. For Air Quality purposes, the Civil Engineer, Principal Planner, modeler and Deputy Director at PART, and meteorologists with the Forsyth County Environmental Protection and Community Assistance agency all work together on the conformity analysis and determinations.
5. How are agencies informed of consultation activities and opportunities for review at key decision points included but not limited to approval of MTPs and TIPs?
Agencies are informed by email and personal phone calls when documents are in the draft or review stage or the agencies are part of the MPO continuous consultation and notification process through the bimonthly TCC/TAC packets.

6. How does the consultation process demonstrate explicit consideration and responsiveness to input received? What kind of feedback did the agencies receive on the proposals and questions they put forward?
Air Quality Conformity consultation is a direct feedback with questions posed by the environmental agencies and responses provided by the MPO with corrections to either the MTIP or MTP documents or further explanation of the discrepancies in language between the two documents. The response and coordination between the planning and design phase is iterative in the development of projects. All comments and responses become a public record within the environmental documents and assist us in refining our process. The MTP relies on the input of the environmental agencies to update the document with current data, policies, rulemaking and other issues that may affect or conflict with the content and meaning of the plan.
7. How is consultation in the metropolitan transportation process coordinated with the Statewide consultation process to enhance public consideration of issues, plans, and programs?
The Statewide Interagency Consultation Meetings (SICM) as well as the MTIP and MTP specific Interagency Consultation meetings held monthly during plan development and review are well coordinated both at the Federal, State, regional and MPO level. This process has been very successful in creating a team effort in working through the requirements of Air Quality Conformity. The MTP coordination on other natural and cultural resources is accomplished during the preliminary and draft reviews of the document.
8. Does the MPO employ any visualization techniques to assist agencies in understanding the transportation plan elements? If so, what types of techniques? What are the results?
The overlay maps incorporate all the projects within the time horizons of the MTP and show which resources may be affected by the projects. Any project which has multiple resources within the general corridor or alignment will be noted as having an environmental component in the project listing table. The overlays are at such a large scale that anything more concrete and descriptive would need to be a part of the detailed planning and design of the project and would be jointly identified during that process by the resource agencies, NCDOT and the MPO. For local projects, the MPO has sponsored historic resource surveys in Forsyth County with the joint use of identifying properties prior to project alternative selection and to assist the Planning Department by providing the resources to inventory and evaluate historic resources before they are lost.
9. How is the Transportation Plan compared with State conservation plans and maps? With inventories of natural or historic resources?
The MTP projects are overlaid on the mapping of natural and historic resources culled from numerous sources on NCOneMap and other agency shared GIS files.
10. How is the Transportation Plan compared to inventories of natural or historic resources?
The MTP projects are overlaid on the mapping of natural and historic resources culled from numerous sources on NCOneMap and other agency shared GIS files.

MANAGEMENT AND OPERATIONS CONSIDERATIONS

Regulatory Basis: 23 CFR 450

1. Does the MTP include M&O strategies proposed for funding under Title 23 or 49 that are supported by specific goals and measurable objectives contained in the plan?
Yes, they are being developed now as part of the MTP update.
What involvement does the operations community have in the development of these goals, objectives and strategies, and more generally, in the planning process?
The operations community will have the same opportunity to review and comment on the goals, objectives and strategies, and in the planning process as does the rest of the community as per our public participation policy.
Are these M&O strategies consistent with those contained in the MPO's CMP?
We would expect that they will be.
2. What mechanism(s) are in place for measuring performance of M&O goals and objectives?
They are being developed now as part of the MTP update.
3. How is the ITS Regional Architecture related to the planning process?
The ITS Regional Architecture has projects contained within it that are consistent with the MTP and are included in the overall planning process.
Are the ITS projects in the MPO's TIP and MTP documents that support M&O strategies consistent with the ITS Regional Architecture?
Yes.
4. Is a data collection and analysis process in place to assess the existing transportation system for management and operational efficiencies?
Yes.
Have current operations conditions been adequately assessed to form a baseline?
They are being developed now as part of the MTP update.
5. How is the operation of the transit network a clear focus of attention?
The MPO is not sure what this means.
Are multimodal approaches such as coordinated signal/bus per-emption systems, dedicated busway considerations, and/or BRT projects included?
They are being studied as part of the overall traffic signal system upgrade project.
6. What steps have been taken to ensure that transit operations are discussed on a regular basis in your metropolitan area?
WSTA's operations are reviewed frequently as part of the regular monthly WSTA Board and staff meetings.
7. What medium of transit M&O strategies are implemented in your area to improve the performance of existing transportation facilities?
WSTA's transit M&O strategies are being developed through a new strategic plan to improve the performance of existing transportation facilities. This effort is just now beginning.

8. What process is in place to track and inform elected officials and the public on progress of the MTP and TIP toward the inclusion and implementation of M&O goals and objectives?
As part of its strategic plan development, it is possible that WSTA will develop a process to track and inform elected officials and the public on progress of the MTP and TIP toward the inclusion and implementation of M&O goals and objectives.
9. How are the operational strategies in the MTP and TIP identified to allow stakeholders to clearly see the corresponding levels of investment?
The MPO is not clear what this means.
10. If the MPO is multi-State/multi-jurisdictional, or its planning boundary is adjacent to a metro area in another country, how does the MPO collaborate and/or coordinate the multi-jurisdictional nature of its M&O efforts therein or with those of the other areas?
Not applicable.
11. Does the MTP and TIP include a documented methodology for assessing the costs associated with maintaining and operating the existing Federal-aid transportation system?
No. The MPO works with NCDOT and the City of Winston-Salem's Engineering and Streets Departments to assess the costs associated with maintaining and operating the existing Federal-aid transportation system.
Does the methodology also assess revenue availability to fund the associated costs?
Revenue availability is always a factor that is considered.
12. Has the MPO region been utilizing a Regional Concept for Transportation Operations (RCTO)? The RCTO is a collaborative process that develops a short-term (typically three to five years) objectives-driven M&O approach agreed upon by a diverse group of transportation operations stakeholders interested in improving the performance of the region's transportation system.
No. Given it is defined here indicates that this is a new process that is being developed or has been recently developed.
13. How frequently does the MPO region evaluate performance measurements utilized for M&O for the MTP and TIP?
It has primarily been developed and utilized in the MPO's CMP.

TRANSPORTATION SAFETY PLANNING

Regulatory Basis: 23 CFR 450; 23 U.S.C. 148

1. How is the safety planning factor considered in your planning process?
It is a very important component of the MPO's planning process and is applied in a number of ways – as an element of evaluation for street and highway project selection, for traffic calming efforts in neighborhoods, and through the City's Annual Intersection Safety Report which identified and documents efforts to improve the worst intersections.

2. Describe the collaborative process for developing safety goals, objectives, performance measures, and strategies for MPA.
 The City of Winston-Salem and NCDOT work cooperatively in developing safety goals, objectives, performance measures, and strategies for the urban area.
 - a. Who are the safety partners that are involved?
 As mentioned above, the City and NCDOT are primarily involved as well as the City's Police Department, Forsyth County's Sherriff's office, Emergency Management Department, town managers, etc.
 - b. Is the collaboration institutionalized or ad hoc?
 These agencies meet regularly to discuss a variety of issues and concerns regarding safety and security.
 - c. How does the TMA safety process relate to the SHSP process?
 The MPO follows the SHSP process closely as funding can be provided through the TIP.

3. How is safety addressed as an explicit goal in your planning process and your MTP?
 - a. What safety related goals and objectives have been identified?
 Please see the draft MTP for these safety goals and objectives. They are also listed in the draft Legacy Plan update being completed by the City-County Planning board currently.
 - b. Have safety goals and objectives been developed to cover all modes of transportation (transit, bicyclists, pedestrian, freight)?
 Yes.

4. Describe how the safety goals and objectives for the MPA are consistent with the SHSP. For example, are "number of crashes" consistent between your safety plan and the SHSP?
 Yes.

5. What safety data does the MPO collect or obtain from other sources?
 - a. (i.e., fatalities, serious injuries, crash rates, crash hot spots, collision inventories, pedestrian injuries, behavior statistics, driver's age, location, GIS, and roadway inventory data, etc.)?
 The MPO collects all crash data available from the NCDOT's TEEAS site as well from the City's Police Department. The data collected involves not only normal vehicular crash data but also those involving bicyclists and pedestrians.

6. How are safety performance measures incorporated in the planning process?
 The numbers of accidents and their severity are the basic measures used in the MPO's planning process in determining whether specific actions or techniques are needed to solve these problems and concerns.
 If so, what metrics are used?
 The numbers of accidents and their severity are the basic measures used in the MPO's planning process.

7. How is safety addressed in public involvement activities of the MPO?

The MPO is not sure what this question means.

8. How do the MTP and TIP consider safety of all road users on all public roads?
Both the MTP and TIP include safety as an important factor in determining appropriate projects or actions to serve all users of public roads.
9. How are safety impacts of potential transportation projects evaluated?
The estimated reductions in vehicle crashes and their severity are factors used in transportation project evaluations.
10. What safety data collection and analysis tasks are included in the UPWP?
The task “Traffic Accidents” in the annual UPWP regularly programs funds to collect accident data, conduct the necessary analyses, and recommend actions or recommendations. Much of this work can be fed into the City’s Annual Traffic Safety Report.
11. How is safety addressed in Purpose and Needs statements of projects in the TIP?
NCDOT usually examines the traffic volume and accident information up front to assist in developing the required project Purpose and Needs Statements.
12. How is safety considered in determining which projects will be included in the MTP?
As mentioned earlier safety is a component in examining projects for inclusion in the MTP and TIP. NCDOT also have funds specifically set aside for making safety improvements along roadways (guardrails, rumble strips, enhanced lighting, turn lanes, better pavement marking and signs, etc.)
13. What implantation steps are included for the safety component of the MTP?
The MPO is not sure what this question means.
14. In the programming process, is “safety” a project prioritization factor?
Yes.
15. Identify projects included in the TIP that relate exclusively to “safety.”
As mentioned above, projects like guardrails, rumble strips, enhanced lighting, turn lanes, better pavement marking and signs, etc. are typical projects that are funded to address specific safety issues.
16. What is the mechanism for including HSIP funded projects, which are within the MPO, in the TIP?
Most of these projects come from NCDOT and are routinely included in the TIP when project requests are taken.
17. What are the plans for addressing safety in the next TIP and MTP update?
Safety has been and will continue to be major components in the next TIP and MTP updates currently underway.

SECURITY IN THE PLANNING PROCESS

Regulatory Basis: 23 CFR 450

1. How have you defined security planning for your region?
2. How does the MPO or State DOT collaborate with regional, State, or national security professionals during the transportation planning process? Which organizations are included and how does this collaboration occur?
3. How are security roles and responsibilities defined in the MTP, the TIP, the UPWP, or the CMP? Is security considered in corridor or other project studies?
Security is not discussed in the CMP. This is addressed in Section 3.7 of the MTP where the roles of technical staff for WSDOT in the event of emergencies or EOC activation and previous training for WSDOT staff are outlined.
4. What types of natural emergencies does this region account for?
5. What plans have been created for evacuation of transportation-disadvantaged populations such as the elderly, low-income, and disabled?
6. Do the regional planning entities have their own Continuity of Operations Plan (COOP)? If so, what are the principal components of the plan?

INTEGRATING FREIGHT IN THE TRANSPORTATION PLANNING PROCESS

Regulatory Basis: 23 U.S.C. 134; 23 CFR 450

1. Which local freight professional development capacity building or training exercise (e.g., NHI courses, conferences, workshops) have been hosted within the planning area? When were the training courses or workshops held and who attended?
No freight professional development capacity building or training exercises have been hosted within the planning area.
2. How has the MPO identified the transportation link freight and economic development opportunities for the area? How have these planning factors been documented within the MPO planning products (e.g., TIP, MTP, UPWP, etc.)?
Freight planning factors have not been identified for the MPO.
3. Has the MPO developed a “freight contact” list for purposes of encouraging freight shippers and providers of freight transportation services a reasonable opportunity to participate as part of the metropolitan planning process?

We have a list compiled over the years as a result of our participation on various regional freight committees and roundtables. We also have a contact list of Winston-Salem specific freight carriers.

4. How does the MPO TAC include input from freight representatives and private freight shippers?
There is a citizen comment period at the beginning of each meeting.
5. How does the MPO consider and evaluate land use and freight-oriented developments within their metropolitan planning area?
1) The City-County Planning Board prepares Area Plans, design studies, and corridor studies in an effort to translate the comprehensive plan into more precise terms that can be followed on a local level. Under its enabling legislation, the Planning Board is responsible for preparing and maintaining a comprehensive plan for Forsyth County. The Legacy Development Guide, the County's overall plan for managed growth in the community, was adopted by all nine jurisdictions in Forsyth County in 2001. Traditionally, the comprehensive plan takes a broad, communitywide perspective for guiding growth. Various elements of Legacy are concerned with land use, freight, housing, recreation, transportation, and other planning components. 2) The Land Use Administration (LUA) section of the Planning Department reviews and processes applications for rezoning, major and minor subdivisions, Special Use Permits (requiring elected body approval), Planning Board review items, and UDO (Unified Development Ordinances) text amendments.
6. How is the freight community engaged in the planning process, particularly in the development of the transportation plan and TIP?
They are awarded the same opportunities to review and comment on the documents as the general public. They also have an opportunity to review all freight related projects and recommend new projects.
7. Is the involvement of the freight community in the planning process a sustained, ongoing collaborative effort?
The involvement of the freight community is an ongoing process but we are not yet at a point where one could say it is a sustained, collaborative effort.
8. How is the freight community kept engaged in the planning process?
The freight community is notified of upcoming public meeting regarding planning efforts. A 210 freight survey was also distributed.
9. What have been some of the outcomes from the participation of the freight community in the planning process? Who specifically has participated? What are some of the lessons learned?
The Winston-Salem Forsyth Urban Area Metropolitan Planning Organization sponsored a Piedmont Triad Motor Carriers Survey in 2010. The survey gave motor carriers an opportunity to help shape the transportation future of the region. Motor carrier personnel with route and road network knowledge were encouraged to participate (Examples: Drivers, Route Managers, and Terminal Managers). May 13, 2010 through June 7, 2010 the Piedmont Round table for Logistics and Distribution assisted with the distribution of The Piedmont Triad Motor Carriers

Survey. Over 150 invitations were mailed with only 21 participants, 12 from the same company.

10. Has the MPO defined the term “freight corridor” for transportation planning purposes? If so, what is the definition of this term used by the MPO and have these major freight corridors been visually mapped within the metropolitan planning area?
No.
11. Are freight-related corridors given extra weight as part of the MPO TIP/MTP prioritization and project selection process? Have these documented freight-related project selection procedures been adopted by the MPO policy board?
No.
12. What NHS “intermodal connector” projects has the MPO identified?
The MPO has not identified NHS “intermodal connector” projects. How has the MPO prioritized and addressed freight-related system linkages and improvements within the MPO planning area?
14. Explain how the MPO transportation planning process addresses the requirement that:
 - a. The MTP shall include both long-range and short-range strategies/actions that lead to the development of an integrated multi-modal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.
Virtually all of the transportation projects, programs and services in the MTP were included to address the basic requirement (goal) above.
15. How is coordination between land use plans and future freight-related development needs addressed (i.e., accounting for increased freight-related movement and system expansion)?
Identify existing and future industrial collectors as part of a future update of the *Collector Street Plan*. Require, through the development process, construction of industrial collectors consistent with plan recommendations.
16. Has the MPO identified short- and long-term freight-related needs or projects pertaining to major freight corridor studies?
The MPO has not identified short- and long-term freight-related needs or projects pertaining to major freight corridor studies.
How have these purpose and need statements been incorporated as part of the NEPA environmental process?
17. How does the MPO document the process to effectively evaluate, monitor, and implement freight-related strategies and specific improvements to sustain or enhance system performance within freight corridors?
The MPO does not have a process to effectively evaluate, monitor, and implement freight-related strategies and specific improvements to sustain or enhance system performance within freight corridors.

18. What process does the MPO have in place to collect traffic data and monitor the system performance and reliability of the regional transportation system with regard to major freight movements (e.g., travel time, speed, delay time, etc.)? How is this data used to calibrate and validate the travel demand forecasting model?
 The MPO does not have a process in place to collect traffic data and monitor the system performance and reliability of the regional transportation system with regard to major freight movements. The Piedmont Triad Regional Model Team is formulating a plan to collect traffic data and monitor the system performance and reliability of the regional transportation system with regard to major freight movements.
 How is this data used to calibrate and validate the travel demand forecasting model?
 How is this data used to calibrate and validate the travel demand forecasting model is not yet known.
19. How are the performance measures that are developed by the MPO actually used in order to document, monitor, and evaluate freight-related system-level reliability goals or other established performance level goals?
 The performance measures that are developed by the MPO are not used to document, monitor, and evaluate freight-related system-level reliability goals or other established performance level goals.
20. How does the MPO collect and utilize freight-related data? Does this data serve to provide origin-destination information for purposes of traffic demand model calibration and validation?
 The MPO does not collect and utilize freight-related data.
 How does the MPO utilize this freight-related data for purpose of tracking performance goals or objectives?

VISUALIZATION TECHNIQUES

Regulatory Basis: 23 CFR 450

1. How does the TMA present information on planning procedures and products?
 The MPO uses a variety of methods to present information, dependent on the audience, venue and resources available.
- For public meetings, we use printed maps and projected presentations (usually Power Point presentations). Where internet is available, we also use a computer or mobile SMARTBoard to link to on-line resources, including the tax data base that can be with beltway and other project alignments.
 - For policy board meetings, hard copy agendas and plans are sent TAC/TCC members and staff and also made available to the general public. Over the last few years, we have taken steps to provide more visual information in the agenda packets (see attached examples from recent meetings.) At the meetings, we present information verbally, supported by graphics on individual screens and SMARTBoards. Note: We have discussed reducing our hard copy production of materials, particularly the information sent to our TAC, but we have many elected officials who only use or strongly prefer hard copy versions. We also feel hard copy material is necessary to assure access to non-digital members of the public. Digital only (no hard copy) options are available upon request— usually links to our website.

- For general information all plans, maps, agendas and other materials are also available digitally, primarily on our website (see question #8 below), but also via email or on disc, by request.
- We have gotten into more creative methods of presenting information through our participation with the Creative Corridors Coalition (www.creativecorridors.org), a community-based nonprofit organization created to provide a voice and a process for residents of Winston Salem and Forsyth County to influence the design and implementation of roadway infrastructure projects in and around the downtown area. CCC has developed used a variety of visualization methods in their work. The MPO recently provided STP-DA funds to develop images, a physical model, and a video (viewable on Youtube) of the CCC's proposed "Twin Arches" bridges to be constructed over US 52 as part of the Salem Creek Connector project.

2. What provisions for the use of visualization techniques are set forth in the public participation plan?

The goals of the Public Participation Policy (PPP) adopted in 2012 includes:

- Maximizing the use of communications technology to facilitate the exchange of information between public officials and citizens, including use of the MPO web site and other electronically accessible formats (CDs, e-mail, etc.); and
- Ensuring that technical information is available in understandable form and that all segments of citizens are afforded access to this information.

The PPP includes the following Visualization Techniques Policy:

The Winston-Salem Urban Area MPO shall employ visualization techniques in disseminating information relating to MPO long range transportation plans, MTIPs and other planning programs. The goal of the MPO visualization policy is to help the public and decision makers visualize and interact with transportation plans and projects, alternatives, large data sets and land-use information more effectively. Visualization techniques will vary, and could range from Geographic Information Systems (GIS) displays, mappings and land use/transportation scenario planning tools to information technology, such as three-dimensional digital models, web-based information systems, transportation and urban simulation, and Internet communications.

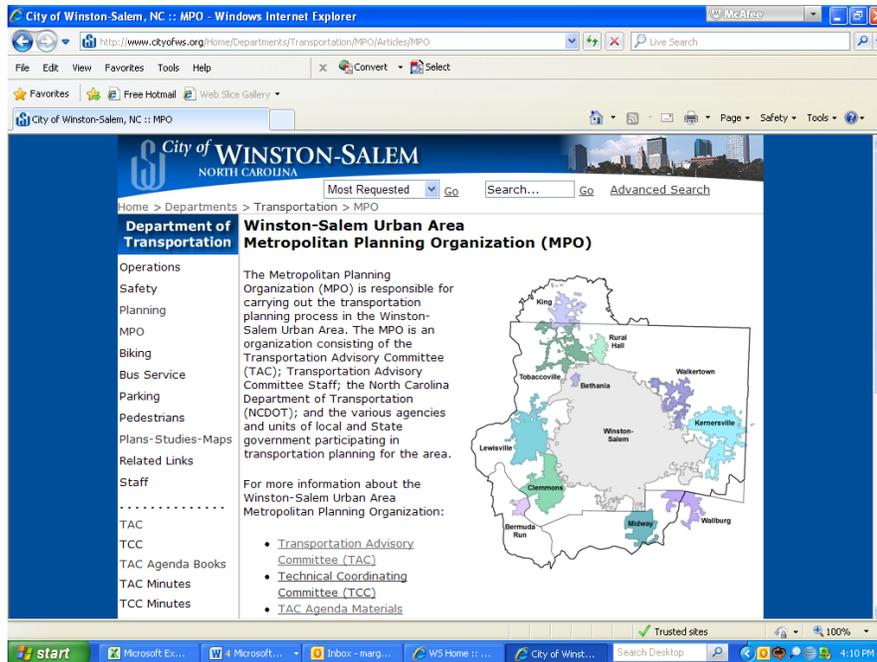
3. What efforts are employed to move beyond traditional tables and listing to visually display information? Examples might range from the use of a pie chart to visually display the relative portion coming from different sources to the use of a video to emphasize current conditions or the impact of different levels.

The MPO makes traditional tables and listings more readable with color annotation and by providing supportive maps, diagrams and photographs. See examples provided in Question #1 above. See also response to questions #1 above.

4. What kinds of graphics are used in the MTP, TIP, and other key MPO documents?

The MPO uses maps, tables, charts, diagrams, sketches, photographs, aerial photos, and annotated aerial photos as visualization tools in its plans, documents, agendas, newsletters and website. We have branched into more creative visualization techniques in the Creative Corridors Coalition process. See response question #1 above.

5. What types of databases does the TMA have, and what data are coded into a GIS? What display capabilities are available through GIS and how does the TMA use the capability in presenting planning documents?
The MPO has hundreds of GIS data layers available, including tax parcel, zoning, land use, transportation features, and environmental information. The MPO uses the data as appropriate to analysis proposed plans and projects and to present information. Most commonly, we use the information to make maps that are then printed or available digitally. We occasionally use the information more interactively to respond to queries via phone or at a public meeting. A typical question would be: where is my home in relation to this proposed project? To respond, we use GIS based data via a computer or SMARTBoard to show pull up tax parcel and transportation project information.
5. How is output from travel demand models converted into graphics, maps, and other visual displays to illustrate plan alternatives, as well as the adopted MTP and TIP?
Model data is used to help create the Comprehensive Transportation Plan (CTP) tables. We have had model data provided to consultants who have used it for analysis in road project studies. Recently, MPO staff used model data for a study of transportation improvements proposed as part of the Cleveland Avenue Initiative.
6. Does the MPO have a style manual that addresses standards for using visualization in preparing planning documents, reporting on status, and seeking input from the public and interested parties? If so, what is included and why?
No.
7. Does the MPO have a website? What is on the website? How often is it updated? What visualization techniques are used on the website?
The MPO's website:
<http://www.cityofws.org/Home/Departments/Transportation/MPO/Articles/MPO> is extensive and includes administrative information (rosters, agendas, minutes, by-laws), maps and plans (viewing and downloads), transportation study/project information, and links to websites, videos and events. A screenshot from the first page is included below. The website is updated as needed, but at least weekly.



8. What options are available for downloading information and other visual material from the website?
All plans and maps can be downloaded from the website.

9. What options are available to the public for accessing searchable data such as a TIP on the website?
The MPO website does not currently have searchable project database, but NCDOT has searchable project options on their website. The MPO is developing a searchable project database that will be available for staff use in the near future. We have not determined whether this database will be made available to the public.

10. What consideration has been give to using local access cable to broadcast committee meetings or provide information during key steps of the planning process? If this approach has been used, how has it worked and how has its effectiveness been measured?
MPO staff worked the City's Marketing and Communications Department to develop PSAs on bike usage/promotion. The PSAs have run on City TV13, on the MPO website, and the City's YouTube channel and Facebook page. MPO staff is currently with to develop a 30 second commercial to promote the MTP Update review and public involvement process. The commercial will be "tongue and cheek", using transportation acronym-speak. TAC meetings are not currently broadcast.

11. What other media are used by the MPO to present information?
We have used a SMARTboard to access on-line information, including tax data, at public meetings. To promote the review and public involvement process for the MTP Update, we'll be running ads on movie screens in Winston-Salem.

12. How do the planning partners know if the visualization techniques are working?
We have received thanks and positive comments from TAC members and the public.

LAND USE AND LIVABILITY

Regulatory Basis: 23 CFR 450

1. How does the MTP demonstrate comparison of the consistency of proposed transportation improvements with State and local planned growth and economic development?
The MPO strives to integrate land use and transportation planning in a variety of ways, including but not limited to:
- The goals and objectives of the MTP are the same as the goals and objectives of the transportation chapter of *Legacy* (and soon the *Legacy 2030 Update*), the comprehensive plan adopted by all jurisdiction in Forsyth County. MPO staff members actively participate in development of *Legacy* and the public involvement process.
 - The key component of *Legacy* (and soon the *Legacy 2030 Update*) is its Growth Management Plan which identifies growth areas and growth corridors. Road classifications/functions and proposed transportation projects, such as the Beltway, are fully integrated with the *Legacy*'s Growth Management Plan.
 - *Legacy* is implemented locally through the small area plan process (all land area in Forsyth County is included in a small area plan area.) Each small area plan includes a transportation section and map. Projects already in MTP and CTP are mapped and factored into land use recommendations. New transportation improvements are identified and incorporated into future transportation plan updates. MPO staff members serve on the small area plan team.
 - Land use planners from throughout the MPO participate in development of transportation plans and studies and serve on the TCC and MPO Subcommittees (such as Bike/Pedestrian Subcommittee). A City-County Planning staff member serves as the Secretary of the TAC and a member of TCC. Planning Director for Winston-Salem/Forsyth County and many other jurisdictions serve on the TCC.
 - CTP street classifications are used in zoning district purpose statements and permitted use conditions in the Unified Development Ordinance for jurisdictions in Forsyth County.
2. To what extent are non-motorized modes of travel (e.g., bicycle, pedestrian movements) analyzed and addressed in the MTP and throughout the transportation planning process?
The LRPT includes an extensive Bicycle and Pedestrian section. The CTP includes bikeways, sidewalks and greenways. We also designate a percentage of federal funding at the MPO level for bike/ped projects.
- a. Are specific (or grouped) non-motorized projects advanced to the TIP (as part of larger construction or reconstruction projects or as stand-alone projects)?
We always try to incorporate bike/ped improvements into all TIP projects (e.g. Business 40, Salem Creek Connector, bridge replacement projects, intersection improvements, etc). We also submit bike/ped projects through the SPOT process for

inclusion in the TIP. We also set aside a certain amount of federal funding at the MPO level for stand-alone bike/ped projects.

- b. How is the “Safe Routes to School” Program coordinated with non-motorized planning?
Bike/ped projects that are near schools receive additional points in our ranking process based on whether they are .5, 1, or 1.5 miles from a school. The highest ranked projects are at the top of the list for receiving federal funding at the MPO level. Our SRTS program also plays a significant role in our education and encouragement efforts to complement the infrastructure improvements we make through TIP projects.
3. Summarize briefly the discussion of environmental mitigation activities included in the MTP. See questions #6 and 8 in Environmental Mitigation above.
 - a. What, if any, environmental mitigation strategies have been included in the MTP?
See question #6 in Environmental Mitigation above.
4. In coordination with, or even outside of, the “traditional “ transportation planning process, how are issues related to “smart growth, “ context-sensitive solutions, “green” infrastructure, “complete streets”, transit-oriented development, etc., considered, advanced, or supported through the MPO, State DOT, transit operator(s), local jurisdictions, or other organizations in your planning region?

General: Most of the concepts mentioned in the questions are included in the Legacy 2030 Update.

Smart Growth: Legacy 2030 Update has three themes, Fiscal Responsibility, Sustainable Growth and Liveable Design, which together form our local “smart growth” efforts.

Context sensitive solutions: The MPO currently utilizes and encourages context sensitive transportation planning. There are specific recommendations in the Legacy Update and the MTP Update related to use of context sensitive approaches.

Complete Streets: The State adopted a complete streets policy in 2009 and is currently working to implement the policy. The Legacy Update and the MTP Update include a recommendation to adopt a complete street policy and design guidelines. Staff will ask the TAC and local jurisdictions to consider local complete streets policies, starting in spring 2013.

Transit/pedestrian-oriented Development: Legacy and the Legacy update include many recommendations related to transit/pedestrian-oriented development. We chose to add “pedestrian” to the term to make it more palatable and applicable locally. We have modified our regulations, but have had only minor success in getting local projects to be developed in a transit/pedestrian-oriented manner. As the economy improves and the pace of development increases, we hope to see more transit/pedestrian-oriented developments.

Green Infrastructure: The MPO, the City of Winston-Salem and Forsyth County all recently adopted the Greenway Plan Update. The Winston-Salem/Forsyth County Greenway Planner serves on the Green Infrastructure Working Group of Piedmont Tomorrow, the regional sustainable communities planning project (see question #7 below.)

5. To what degree have jurisdictions within the TMA adopted climate change mitigation or greenhouse gas (GHG) emission reduction goals or plans?
 The City of Winston-Salem adopted a resolution supporting the US Conference of Mayors' Climate Protection Agreement in May 2007. The City adopted a Green House Gas Inventory and Local Action Plan to Reduce Emissions in July 2008.
- a. Does the MPO coordinate any activities or plans of the local member jurisdictions related to reducing GHGs through the transportation planning process?
 While specifically targeted to greenhouse gas reduction, MPO activities that reduce fossil fuel use (walking/biking, transit, etc.) will likely help reduce greenhouse gas emissions.
 - b. Does the MPO have a regional GHG reduction goal or is this being considered? If so, is this effort coordinated with other entities?
 No.
- 6.. Does the transportation planning process consider affordable housing plans or involve agencies/organizations responsible for identifying or addressing housing needs and options?
 The MPO has not previously affordable housing plans or housing agencies in the system wide planning processes, although housing agencies regularly participate in review and comment on individual transportation projects. The MPO is currently collaborating with the Housing Authority of Winston-Salem (HAWS) on transportation improvements related to the Cleveland Avenue Initiative, a redevelopment of an area in eastern Winston-Salem into a mixed-income and mixed use community. The MPO will add the City and the County housing departments and the Housing Authority of Winston-Salem to the Resource Agency contact list and request review and comment as part of the consultation process, starting in November 2012.
7. Overall, what is the level of “consciousness” and concern about going “green” in your region, State, among local member jurisdictions, or the general public? How does this affect (or not) the transportation planning process?
 There an increasing level of local interest by the public and by member jurisdictions about “going green” and in sustainability. This has had a very positive impact on support for transportation choices, particularly walking, biking, and transit use. Some local examples:
- The City of Winston-Salem is a Green City. The City of Winston-Salem hired a Sustainability Director to oversee the City’s sustainability efforts in its own operations. In collaboration with others, the City supports a Sustainability Resource Center to promote and consult on sustainability efforts in the community. See also response to question #5 above.
 - Our region, the Piedmont Triad Region, is currently involved in a Sustainable Communities Planning Project (branded *Piedmont Together*) funded by a HUD grant and coordinated by regional transportation and planning organizations. Project themes are jobs, housing and transportation and the goal is to plan a more resilient future for our region. The MPO is supports the project by being a consortium member. Many member jurisdictions are also consortiums members or process participants.
 - One of the themes of the Legacy 2030 Update is sustainable growth. Sustainability is a theme or goal in many plans of jurisdictions in the MPO.

TRANSIT PLANNING

1. Do MPO planning boundaries make sense in terms of transit planning?
Currently, two public transit organizations operate within the MPO planning boundaries. The first is the Winston-Salem Transit Authority. The fixed-route division services Winston-Salem proper. However, the demand-response (para-transit) division services all of Forsyth County. The Piedmont Authority for Regional Transportation either provides transportation to or has plans to provide transportation to the following municipalities: Winston-Salem, King, Kernersville, and Clemmons.

Transit representatives from both PART and WSTA are active participants in the MPO planning process.
2. Does the transit operator operate beyond the MPO planning boundaries?
Yes, the Piedmont Authority for Regional Transportation operates beyond the MPO planning boundaries.
3. Does the transit operation link to adjacent MPO planning areas effectively?
Yes, the Piedmont Authority for Regional Transportation operates in the following counties with a focus on peak drive-time service: Forsyth, Surry, Davidson, Randolph, Yadkin and Davie
4. How do the planners within the MPO interface with transit operator planners?
The City of Winston-Salem retains a full-time planner that is specifically assigned to the transit authority and is responsible for transit interface including grants management, TIP and STIP submission, transit planning, attending transit staff meetings and representing transit authority interests at TCC and TAC meetings.
5. Are transit goals and objectives inherent in MPO goals and objectives?
Yes, specific transit elements and goals are contained in the 2012-2018 Metropolitan Improvement Plan, the 2035 Long Range Transportation Plan, Air Quality Conformity Analysis and the Human Services Coordination Plan.
6. What are the stressors between MPO roadway planning and transit activities?
As is common to all MPOs, competition for limited funds is an issue. However, the MPO recognizes that roadway and transit planning are complimentary and inextricably intertwined. This commitment is evident in the dedication of considerable funds for transit vehicle acquisition in recent and future years.
7. Do the MPO and transit operator enjoy a robust, synergistic relationship?
Yes, as stated previously, the City of Winston-Salem retains a fulltime transit planner with responsibilities as previously listed.

8. How are planning factors collectively considered?
The transit planner is an integral part of both transit capital planning and operations planning and works directly with the transit general manager to formulate policy regarding both.
9. Is the transit operator adequately represented on the MPO board?
Yes.
10. What efforts are being initiated to alleviate imbalances in transit representation?
Not applicable.
11. What is the vision and driving strategy of the transit organization?
The overall vision of the Winston-Salem Transit Authority (WSTA) is to evolve with the changing characteristics of the urbanized area and to effectively coordinate service with the regional provider and incorporate plans for an urban circulator. To that end, the Authority is currently conducting a comprehensive operation analysis which will be presented at strategic planning sessions scheduled for January and March of 2013 and will include the board of directors, planners and local officials. The goal of the strategic planning sessions is to produce a vision for public transit and will identify specific steps necessary to achieve that vision.
12. How do the vision and strategy complement the parallel ideas of the MPO?
The MPO recognizes the integral role that public transportation plays in the growth of our community. However, it also recognizes the limitations imposed on public transportation such as dispersed growth and changing travel patterns. Additionally, the MPO recognizes that public transit is frequently not incorporated into business planning and design. However, current municipal policy requires companies to consider public transit amenities prior to the construction of new buildings. Nevertheless, the MPO has committed significant dollars to capital acquisition and works with the transit authority to insure it has a place at the table.
13. Please characterize the transit operator organization.
The Winston-Salem Transit Authority was created in 1972 and is managed by Veolia Transportation. Policy is formulated by an eight member board of directors appointed by the Mayor and City Council. The Authority consists of four major departments tasked with specific functions. An administrative staff oversees these departments. The departments are fixed-route operations, Trans-Aid operations (para-transit), Mobility Management (reservations and information) and vehicle maintenance. Total employees number about 170. The total fleet numbers 76. Fixed-route services are confined to Winston-Salem proper while the para-transit division covers Forsyth County and is responsible for compliance with ADA mandates.
14. What is the image of the transit operator within the community/collective communities served?
Both the city and the transit authority have conducted surveys to gauge the public image of the city. In general, the image of the authority consistently rates above eight on a scale of ten. Safe operation has ranked especially high. The authority keeps track of complaints through a

database and addresses each complaint to insure that the authority is responsive to the community.

15. What are the primary markets served?
The fixed-route department services Winston-Salem proper and the para-transit division services Forsyth County.
16. Please characterize the transit ridership in the community/communities served.
Demographically, ridership for both the fixed-route and para-transit service can be characterized as primarily lower income and minority.
17. How many vehicles and what kinds of equipment are currently in use?
There are 52 fixed-route vehicles, 26 para-transit vehicles and 12 service vehicles.
18. How many vehicles and what kinds of equipment are programmed for acquisition during the ensuing?
See MTIP.
19. What are the central problems inherent to transit planning and resultant operations locally?
Lack of sufficient long-range funding which limits the ability to plan for long-range projects; disproportionate dedication of funds to highway projects; lack of commitment to public transit on the part of major employers.
20. Specifically, how does the MPO collaborate with the transit operator in the development of the funding aspect of the Unified Planning Work Program?
As previously stated, the City of Winston-Salem retains a fulltime planner to address transit issues. The transit planner attends all TCC and TAC and provides input with respect to public transit. The transit planner works with the MPO to access funding for specific transit planning projects. (Provide examples: (database of transit stops\administering JARC\New Freedom?))
21. Does the MPO pass-through any FTA planning funding to the transit operator?
For what specific purposes or types of purposes?
Yes. The transit planner's salary is underwritten by 5303 planning funds. (projects?)
22. Does the transit operator pass-through any FTA planning funding to the MPO?
No.
23. Is FTA flexible funding routinely transferred to FHWA?
No.
24. Is FHWA flexible funding routinely transferred to FTA?
Yes.

25. How are transfer decisions made?
Recommendations are generated by the TCC to the TAC and the TAC authorizes the transfers.
26. Do the MPO and the transit operator have a firm grasp of the differences in eligibility between FTA and FHWA funded uses?
Yes.
27. What is the remaining longevity of the current Plan and how is the update underway?
2035.
28. Specifically, how does the MPO consider transit in MTP development?
Transit is an important component of the MTP. The transit policies and recommendations are fully incorporate into MTP.
29. Is the transit operator satisfied with its input/collaboration with respect to Plan development and updates?
Yes.
30. Does the transit operator have a TDP?
WSTA has recently retained a consultant to assist with the development of a TDP. Retreats with the Board of Directors, transit staff and city officials will be scheduled for January and March of 2013. The resulting TDP is scheduled to be finalized in April of 2013.
31. What is the term of the TDP?
TBD.

EXTRA TRANSIT QUESTIONS

MPO Boundaries:

Do the MPO planning boundaries make sense in terms of transit planning?

Does the transit operator operate beyond the MPO planning boundaries?

Does the transit operation link to adjacent MPO planning areas effectively?

MPO/Transit Operator (Planners) Interactivity:

How do the planners within the MPO interface with transit operator planners?

Are transit planning goals and objectives inherent in MPO goals and objectives?

What are the stressors between MPO roadway planning and transit planning activities?

Do MPO and transit operator planners enjoy a robust, synergistic relationship?

How are the planning factors collectively considered?

Transit Representation on the MPO Board and Voting Membership:

Is the transit operator adequately represented on the MPO Board?

What efforts are being initiated to alleviate imbalances in transit representation?

Transit Operator (Profile):

What is the vision and driving strategy of the transit organization?

How do the vision and strategy complement the parallel ideas of the MPO?

Please characterize the transit operator organization (staffing, facilities, general operations).

What is the image of the transit operator within the community/collective communities served?

What are the primary markets served?

Please characterize the transit ridership in the community/communities served.

Transit Operations:

How many vehicles and what kinds of equipment are currently in use?

How many vehicles and what kinds of equipment are programmed for acquisition during the ensuing?

What are the central problems inherent to transit planning and resultant operations locally?

Regional Character of Transit Operations:

Please explain the regional character of transportation planning and operations?

Are there any identified barriers to regional planning?

How are the MPO and transit operators planning to meet regional livability and sustainability goals?

FTA Funding:

Specifically how does the MPO collaborate with the transit operator in development of the funding aspect of the Unified Planning Work Program?

Does the MPO pass-through any FTA planning funding to the transit operator?

For what specific purposes or types of purposes?

Does the transit operator pass-through any FTA planning funding to the MPO?

For what specific purposes or types of purposes?

Is FTA flexible funding (funds appropriate and allocated originally through FTA) routinely transferred to FHWA for use?

Is FHWA flexible funding routinely transferred to FTA?

How are transfer decisions made?

Do the MPO and the transit operator have a firm grasp of the differences in eligibility between FTA and FHWA-funded uses?

Long Range Transportation Plan:

What is the remaining longevity of the current Plan and how is update underway?

Specifically how does the MPO consider transit in MTP development?

Is the transit operator satisfied with its input/collaboration with respect to Plan development and updates?

Transportation Improvement Plan Development:

Statewide Transportation Plan Compilation:

Unified Planning Work Program Development:

How do the transit operator and MPO work together to develop the UPWP?

Transit Development Plan (TDP) Development:

Does the transit operator have a TDP?

What is the term of the TDP?

Does the MPO assist in development of the TDP?

How does the TDP interface with TIP/STIP development?

Public Involvement Plan Development:

What is the current status of the MPO's Participation Plan?

What is the update cycle for the Participation Plan?

Who leads/collaborates on Participation Plan development?

Who within the MPO and transit organizations as well as who within the community/communities collaborates on development of the Participation Plan?

Does the Participation Plan address the faith-based community, business community and EJ at-risk community factions adequately? Please describe.

What resources are used in Participation Plan development?

What techniques, opportunities and activities have been most/least successful locally?

What methodology is currently being used to provide quality assurance on the activities undertaken through the Participation Plan?

Is there a State DOT Participation Plan? If so, how does the MPO Participation Plan mesh with the State Participation Plan?

Has any community controversy been identified pursuant to the MPO's posture on public participation?

Does the Participation Plan include provisions for a Speakers Bureau? How is it used and what is its level of effectiveness?

Transit Marketing:

How does the transit operator approach marketing?

Is there a dedicated marketing executive within the transit organization?

How do the MPO and transit operator work together to promote transit marketing?

What marketing activities are currently underway?

What marketing activities have been best/least successful?

Civil Rights:

Have any civil rights complaints been lodged against the transit operator since the last Planning Certification Review?

Have any civil rights complaints been lodged based upon Americans with Disabilities Act (ADA) compliances such as accessibility?

Have any civil rights complaints been lodged based upon failures in para-transit operations?

What types of civil rights complaints are typical?

How have the complaints been treated/resolved?

Was FTA involved in civil rights complaint resolution?

Environmental Justice Promotion:

How does the MPO determine at-risk populations within its boundaries?

What special public engagement efforts are directed to at-risk factions?

Is the MPO aware of the ramifications of EO12898?

What kinds of quality assurance activities do the MPO and the transit operator undertake to ensure the adequacy of EJ compliance?

What specific EJ issues have arisen in the MPO area since the last Planning Certification Review, and how were they dealt with?

Air Quality Conformity Status/Change:

What is the current status of the MPO area with respect to air quality conformity?

Does the MPO and does the transit operator participate regularly in an Interagency Consultation Group (IACG)?

What is the composition/representation on the IACG?

How often does the IACG meet?/Which organization usually chairs/agendas meetings?

Does the IACG meet in person or by telephone?/Does this provide a satisfactory experience?

How well does the IACG operate?/Is this a mutually profitable activity?

What are the stressors within the IACG?

Has the MPO area changed status with respect to air quality conformity during the period since the last Planning Certification Review?

Will the MPO area change status with respect to conformity in the foreseeable future? Does the MPO track actions by EPA pursuant to changes in air quality standards for ozone precursor pollutants and identified mobile sources pursuant to the National Ambient Air Quality Standards (NAAQS)?

Will non-attainment with ensuing Emissions Budget and State Implementation Plan constrain flexibility within transit operations? What plans are being laid to compensate for the loss of flexibility (such as moving projects across analysis blocks of years)?

Have MPO and transit operator modelers been trained in the new emissions model, MOVES?

When will the MPO change from modeling using Mobile6.2 to modeling using MOVES? What are the anticipated ramifications of the change?

Will the eventual conversion from Mobile6.2 to MOVES occasion stress in the MPO planning and transit planning processes?

Does the MPO/transit operator planner participate in biennial Southern Transportation Air Quality Seminar (STAQS) sponsored by EPA and FHWA?

Does the MPO/transit operator planner participate in South Eastern States Air Resources Management (SESARM) online and seminar-based training?

National Environmental Policy Act Compliance Issues:

Is NEPA compliance a major hurdle in programming the Plan and TIP?

How does the MPO coordinate NEPA-readiness with programming transit projects into the TIP?

Does the MPO/transit operator regularly confer with the sponsoring federal agency to determine class of action prior to beginning NEPA exploration/documentation? Has this worked well?

What types of NEPA issues (biological/botanical, parks/recreational lands, cultural/historic assets, brown fields/land or water pollution, noise/vibration, etc.) tend to be the most troublesome in the MPO area?

What are the stressors the MPO and transit operator usually experience with respect to NEPA compliance for federal grants?

Does the transit operator work with/through the MPO toward NEPA compliance including but not limited to consultation and preparation of NEPA documentation?

Does the MPO/transit operator do I-H or procurement of NEPA documentation services? What are the inherent problems encountered in either approach?

State Transit Association Participation:

How do the MPO and transit operator participate in the transit association?

What initiatives or research has the MPO or transit operator undertaken through the transit association?

Transportation University Research Center Interactivity:

How do the MPO and transit operator use FTA/FHWA sponsored University resources such as Center for Urban Transportation Research (CUTR)?

What additional resources would the MPO and/or transit operator like to have made available through University resources?

Best Practices:

Besides that which has been identified earlier during the Planning Certification Review, are there other planning activities/processes undertaken within the MPO/transit planning groups that the examinees would like to offer as “best practices”? Note that “best practices” should be activities adaptable for use in other venues. Please give specific examples of activities and results, including how you quantified/qualified the results.

Training:

What training needs have been identified by MPO and/or transit operator through which to provide better transportation planning?

Do the MPO and transit operator use National Highway Institute and National Transit Institute courses as elements of training programs?

Which NHI/NTI courses have proven most/least valuable?

Does the MPO/transit operator use FTA planning funds for training? /How?

What training needs have been identified for which courses have not been identified?

Does the MPO/transit operator participate in training offered by FTA TRO-04 and/or FHWA Division and/or FHWA National Resource Center?

Does the MPO/transit operator use the FHWA and FTA websites effectively?

Does the MPO/transit operator participate in FTA/FHWA online training/webinars and/or USDOT Town Hall Meetings?

What specific training can FTA provide to enhance the MPO's/transit operators' ability to accomplish the planning associated with federal funding?

Financial:

“What are the major issues, needs and priorities currently facing the region’s transit operator(s)? What particular concerns have the operators identified in their planning processes? What is the MPO’s role in addressing these issues, needs, and priorities?”