

**Winston-Salem Urban Area Metropolitan Planning Organization
Transportation Advisory Committee
Action Request**

Meeting Date: : February 15, 2018 **Agenda Item Number:** 10

Action Requested: Review of the Fiscal Year 2018-2019 Unified Planning Work Program (UPWP) for the Winston-Salem Urban Area.

SUMMARY OF INFORMATION: **Attachments:** Yes X No

Each year the Winston-Salem Urban Area Metropolitan Planning Organization (MPO) is required to develop and approve a Unified Planning Work Program (UPWP) for transportation planning. The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the estimated amount of Federal and State highway and transit planning funds that will be used to complete the work, plus the required local matches.

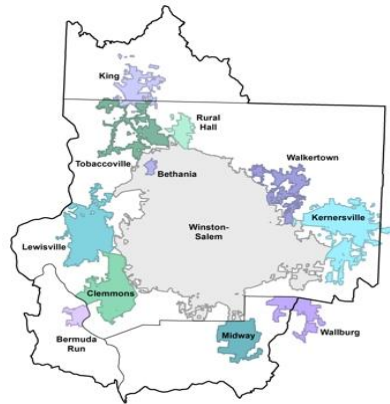
Attached is the draft UPWP for Fiscal Year 2018-2019. The UPWP consists of three (3) major parts:

1. Table 1, a Funding Sources Table;
2. Table 2, a Narrative Task Table; and
3. Table 6 a Five Year Planning Calendar for the MPO.

Tables 3, 4 and 5 contain supplemental funding information as required by the North Carolina Department of Transportation (NCDOT) Public Transportation Division (PTD) for the use of Federal Transit Administration (FTA) Section 5303 transit planning funds.

The draft UPWP was submitted to NCDOT. No comments have been received.

**Winston-Salem Urban Area
Metropolitan Planning Organization
Draft Unified Planning Work Program
For Fiscal Year 2018-2019**



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

**Section 104 (f) WBS: 39225.1.17, CFDA Number: 20-205-5
Surface Transportation Program – Direct Attributable (STP-DA) WBS: 39225.1.22
Winston-Salem Urban Area
Metropolitan Planning Organization
Draft Unified Planning Work Program
For Fiscal Year 2018-2019**



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Introduction

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

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

- FHWA Section 104 (f) Funds (PL Funds) – These funds are the primary funding source dedicated to the MPO to perform transportation planning as required by various State and Federal laws and regulations. These funds require a 20% local match.
- FTA Section 5303 Funds – These funds are used for transit planning in the urban area. The FTA provides 80% of these funds with a 10% match from NCDOT and a local match of 10% from the Winston-Salem Urban Area MPO.
- Federal Surface Transportation Program – Direct Attributable (STP-DA) supplemental planning funds are included in this year's UPWP for the MPO and requires a 20% local match.

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

If you have any questions or need any additional information about the draft Fiscal Year 2018-2019 UPWP, please contact Mr. Fredrick Haith at (336) 747-6869, or e-mail him at fredrickh@cityofws.org.

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Funding Sources Table for Fiscal Year 2018-2019
Table 1

January 17, 2018

Task Code	Task Description	Section 104 (f) (PL Funds) Highway			FTA Section 5303 Transit				FHWA STP-DA Funds Highway			Task Funding Summary			Total Planning Funds
		Total	Local 20%	FHWA 80%	Total	Local 10%	PTD 10%	FTA 80%	Total	Local 20%	FHWA 80%	Local	State	Federal	
II-A	Data and Planning Support														
II-A-1	Networks and Support System	\$10,000	\$2,000	\$8,000	\$10,000	\$1,000	\$1,000	\$8,000	\$0	\$0	\$0	\$3,000	\$1,000	\$16,000	\$20,000
II-A-2	Travelers and Behavior	\$10,000	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$8,000	\$10,000
II-A-3	Transportation Modeling	\$150,000	\$30,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$120,000	\$150,000
II-B	Planning Process														
II-B-1	Targeted Planning	\$30,000	\$6,000	\$24,000	\$10,000	\$1,000	\$1,000	\$8,000	\$0	\$0	\$0	\$7,000	\$1,000	\$32,000	\$40,000
II-B-2	Regional Planning	\$50,000	\$10,000	\$40,000	\$22,000	\$2,200	\$2,200	\$17,600	\$0	\$0	\$0	\$12,200	\$2,200	\$57,600	\$72,000
II-B-3	Special Studies	\$400,000	\$80,000	\$320,000	\$20,500	\$2,050	\$2,050	\$16,400	\$875,000	\$175,000	\$700,000	\$257,050	\$2,050	\$1,036,400	\$1,295,500
III-A	Unified Planning Work Program														
III-A-1	Unified Planning Work Program (UPWP)	\$5,000	\$1,000	\$4,000	\$4,000	\$400	\$400	\$3,200	\$0	\$0	\$0	\$1,400	\$400	\$7,200	\$9,000
III-A-2	Metrics and Performance Measures	\$5,000	\$1,000	\$4,000	\$10,000	\$1,000	\$1,000	\$8,000	\$0	\$0	\$0	\$2,000	\$1,000	\$12,000	\$15,000
III-B	Transportation Improvement Program														
III-B-1	Prioritization	\$20,000	\$4,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$16,000	\$20,000
III-B-2	Metropolitan TIP (MTIP)	\$20,000	\$4,000	\$16,000	\$6,000	\$600	\$600	\$4,800	\$0	\$0	\$0	\$4,600	\$600	\$20,800	\$26,000
III-B-3	Merger and Project Development	\$20,000	\$4,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$16,000	\$20,000
III-C	Civil Rights Compliance (Title VI) and Other Regulatory Requirements														
III-C-1	Title VI	\$10,000	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$8,000	\$10,000
III-C-2	Environmental Justice	\$10,000	\$2,000	\$8,000	\$6,000	\$600	\$600	\$4,800	\$0	\$0	\$0	\$2,600	\$600	\$12,800	\$16,000
III-C-4	Planning for the Elderly & Disabled	\$2,000	\$400	\$1,600	\$15,000	\$1,500	\$1,500	\$12,000	\$0	\$0	\$0	\$1,900	\$1,500	\$13,600	\$17,000
III-C-6	Public Participation	\$20,000	\$4,000	\$16,000	\$7,000	\$700	\$700	\$5,600	\$0	\$0	\$0	\$4,700	\$700	\$21,600	\$27,000
III-C-7	Private Sector Participation	\$0	\$0	\$0	\$1,000	\$100	\$100	\$800	\$0	\$0	\$0	\$100	\$100	\$800	\$1,000
III-D	Statewide and Extra-Regional Planning	\$20,000	\$4,000	\$16,000	\$6,000	\$600	\$600	\$4,800	\$0	\$0	\$0	\$4,600	\$600	\$20,800	\$26,000
III-E	Management, Operations, and Program Support Administration	\$73,786	\$14,757	\$59,029	\$20,500	\$2,050	\$2,050	\$16,400	\$0	\$0	\$0	\$16,807	\$2,050	\$75,429	\$94,286
TOTALS		\$855,786	\$171,157	\$684,629	\$138,000	\$13,800	\$13,800	\$110,400	\$875,000	\$175,000	\$700,000	\$359,957	\$13,800	\$1,495,029	\$1,868,786

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2018-2019
Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
II-A Data and Support Planning			
II-A-1	Networks and Support Systems		\$20,000
	<i>Traffic Volume Counts</i>	Collect data and purchase software, equipment, and services needed for counting motor vehicle, bicycle, and pedestrian trips. Costs may include staff, equipment, and data processing services.	
	<i>Vehicle Miles of Travel (VMT)</i>	Plan for future data collection efforts as needed.	
	<i>Street System Changes</i>	Review street closure and abandonment petitions as needed.	
	<i>Traffic Crashes</i>	Collect data and analyze vehicle, bicycle and pedestrian accidents.	
	<i>Transit System Data</i>	WSTA will continue its efforts to measure the effectiveness and efficiency of the public transit system by evaluating the route by route ridership and schedule adherence.	
	<i>Bicycle and Pedestrian Facilities Inventory</i>	Data collection and mapping work needed to maintain the MPO inventory of bicycle and pedestrian facilities. This includes collecting infrastructure asset management data for sidewalk and curb ramps; data needed to prepare updated bicycle level of service including pavement conditions; greenway infrastructure conditions; and other transportation infrastructure conditions data. Develop, maintain, and update database to support data analysis and planning, including sidewalk and greenway projects, bicycle facilities, bicycle and pedestrian counting, and roadway projects. This data is used to help identify future sidewalk and bicycle construction and maintenance needs to guide pedestrian and bicycle improvement planning, and as inputs to multi-modal performance measures. These costs generally cover staff and may include software, data or equipment purchases as needed.	
	<i>Collection of Network Data</i>	Update maps/tables of the street and highway network's physical and operational characteristics, adjust CTP as needed. Analyze problems and conditions of the street and highway network and develop recommendations for improvements.	

Total \$20,000

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
Narrative Task Table for Fiscal Year 2018-2019
Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
II-A-2	Travelers and Behavior		\$10,000
	<i>Dwelling Unit, Population and Employment Changes</i>	Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB, other municipalities. Monitor changes in dwelling units, population and employment through building and demolition permits.	
II-A-3	Transportation Modeling		\$150,000
	<i>Travel Model Updates</i>	Collaborate with regional partners to implement the Regional Model Work Plan, using enhancements like development of freight modeling capacity and associated data collection. Costs will include the MPO's share of routine maintenance and development efforts by the PART staff and corresponding work performed by the MPO staff.	
	<i>Forecasts of Future Travel Patterns</i>	Conduct modeling of different land use scenarios to gauge their impact on the street and highway network	
	<i>Financial Planning</i>	Plan the use of available STP-DA, CMAQ, etc. funds. Develop cost estimates for proposed transportation facilities. Examine options for funding transportation projects/programs.	

Total \$160,000

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2018-2019
Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
II-B Planning Process			
II-B-1	Targeted Planning		\$40,000
	<i>Air Quality Planning/ Conformity Analysis</i>	Complete a conformity analysis as required for FY 2017-2027 MTIP project changes and additions and the 2040 MTP. Coordinate this conformity work with Triad MPOs, PART, and NCDOT. Also, continue participation in the statewide interagency consultation process. This will include staff work and professional services as necessary.	
	<i>Congestion Management Strategies</i>	Conduct data collection and analysis for performance measures established in the Congestion Management Process as well as work on the Congestion Management Process update. This will include staff work and professional services as necessary.	
	<i>Freight Movement/Mobility Planning</i>	Assess freight issues and transportation needs in connection with possible future revisions to the freight element of the Metropolitan Transportation Plan Update. This will include staff work and as needed professional services, data packages, and/or analytical support software and devices. Work includes staff participation on the Statewide freight committee.	
II-B-2	Regional Planning		\$72,000
	<i>Community Goals and Objectives</i>	Assist in the development of the goals, objectives and policies in the MTP and the CCPB area plans updates	
	<i>Highway Element of the CTP/MTP</i>	Assess roadway needs to identify future revisions to the highway element for the 2040 Metropolitan Transportation Plan and Comprehensive Transportation Plan, as well as to identify candidate projects for NCDOT Prioritization. Study area transportation needs issues relative to the impacts of new major roadway improvement projects. This will include staff work and professional services as necessary.	
	<i>Transit Element of the CTP/MTP</i>	Update the Long Range Public Transportation Plan. In the process assess project issues and transportation needs to identify future revisions to the transit element of the Metropolitan Transportation Plan Update and Comprehensive Transportation Plan. Implement the Coordinated Human Services Public Transportation Plan, including allocating available funds to eligible projects and updating the plan as needed to ensure continued compliance with federal regulations. These costs cover staff work, as well as consultant support as needed.	
	<i>Bicycle and Pedestrian Element of the CTP/MTP</i>	Implementation of the WSMPO Bicycle & Pedestrian Master Plan. Study bicycle & pedestrian projects as needed to refine project assumptions. Give design guidance to NCDOT, the City, MPO Area Towns, and developers on bicycle & pedestrian facility construction. Work with regional partners on planning and implementation of priority pedestrian and bicycle projects. This will include staff work and may include consultant assistance.	
	<i>Airport/Air Travel Element of the CTP/MTP</i>	Participate in the planning efforts of the Smith Reynolds Airport, including any updates to the Airport Master Plan and related project development and environmental document work.	
	<i>Collector Street Element of the CTP/MTP</i>	Update the Collector Street Plan on an as-needed basis.	
	<i>Rail, Waterway, or Other Mode of the CTP/MTP</i>	Assist with Union Station planning, design, and funding.	

Total \$112,000

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2018-2019

Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
II-B-3	Special Studies		\$1,295,500
		Conduct feasibility studies/ corridor assessments as appropriate for project development and planning purposes. This may include a range of studies for project development and planning purposes on an as-needed basis. Develop and review Environmental Impact Statements (EIS), Environmental Assessments (EA), Categorical Exclusions (CE), FONSI's, feasibility studies and other NCDOT and City planning documents. Assist MPO members with STP-DA funded projects process. Manage City Bond referendum studies and projects. Assist CCPB with small area plans transportation elements.	
III-A Unified Planning Work Program			
III-A-1	Unified Planning Work Program (UPWP)		\$9,000
	<i>Development of UPWP and Five-Year Work Plan</i>	Develop Fiscal Year 2018-2019 UPWP and five-year work plan and amend Fiscal Year 2017-2018 UPWP as needed. Amend Prospectus as needed. Complete annual self-certification for MPO's transportation planning process.	
III-A-2	Metrics and Performance Measures		\$15,000
		Develop performance measures for transit and other modes.	
III-B Transportation Improvement Program			
III-B-1	Prioritization		\$20,000
		Prepare for 5.0 process.	
III-B-2	Metropolitan TIP (MTIP)		\$26,000
		Program and administer STP-DA, CMAQ and TAP funds for various bicycle, greenway, sidewalk and pedestrian facilities, intersection improvements and small roadway projects; assisted small towns with process. Various STIP amendments and modifications as needed.	
III-B-3	Merger and Project Development		\$20,000
	<i>Merger Process</i>	Participate in NCDOT's Merger Team process meetings as needed.	
	<i>Feasibility Studies</i>	Participate in NCDOT's feasibility studies as needed.	

Total \$1,385,500

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2018-2019

Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
III-C Civil Rights Compliance (Title VI) and Other Regulatory Requirements			
III-C-1	Title VI		\$10,000
		Implement the Federal certification report recommendations. Update maps and materials on locations of minority and low-income (MLI) populations.	
III-C-2 Environmental Justice (EJ)			
		Continue efforts to support principles of environmental justice in transportation planning activities. Continue to review and refine public involvement process and activities to enhance opportunities for participation in transportation decision-making among low income and minority groups. Conduct analysis regarding equitable distribution of transportation system benefits and costs among all socio-economic groups throughout the MPO area.	\$16,000
III-C-4 Planning for the Elderly and the Disabled			
		Continue efforts to emphasize the planning, development, evaluation, and reevaluation of transportation facilities and services for the elderly and disabled. Update the Coordinated Human Services Transportation Plan as needed. Administer JARC, Section 5310 funds annually.	\$17,000
III-C-6 Public Involvement			
		Continue to provide for an open exchange of information and ideas between the public and transportation decision-makers. Continue to evaluate community concerns regarding transportation issues. Public involvement efforts are a common element of many UPWP task-codes, such as those relating to Transportation Plan development, special studies, and etc. Update the Public Participation Plan as needed.	\$27,000
III-C-7 Private Sector Participation			
		Continue efforts to ensure that private transportation operators have the maximum feasible opportunity to participate in planning and provision of local transportation services.	\$1,000
Total			\$71,000

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Narrative Task Table for Fiscal Year 2018-2019
Table 2
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Code Title Descriptions	Total Costs
III-D Statewide and Extra-Regional Planning			
	<i>Statewide and Extra-Regional Planning</i>	Regional planning is conducted in association with the other three MPOs in the Triad, the Piedmont Authority for Regional Transportation and the Rural Planning Organization. This includes participation in PART Board Meetings and regional transportation planning working groups and committees. Examples include the Model Team, the Executive Committee, and the Regional Transit Development plan. Statewide planning includes participation in various statewide planning initiatives. Past examples have included the CMAQ Committee, the State Transportation Plan process, the State TIP Review Working Group, and the activities of the North Carolina Association of Metropolitan Planning Organizations.	\$26,000
	<i>Statewide and Federal Policy Development and Implementation</i>	Review proposed federal transportation legislation, other legislation. Attend Annual TRB, TRB Committees, etc. conferences.	
III-E Management, Operations and Program Support Administration			
		Management and operations includes items such as such as: 1) general MPO administration including conducting TAC and TCC meetings and associated material and presentation development; 2) a continuing evaluation of administrative practices and the review and implementation of MPO process enhancements; 3) staff development through professional training courses, seminars, and conferences; 4) subscriptions to professional publications and professional organizational dues; 5) the acquisition of needed software, books, equipment and other materials; and 6) other MPO capacity-building efforts for the TAC, TCC and MPO staff; 7) Provide assistance to other groups and standing committees; 8) Provide Technical assistance for each MPO municipality.	\$94,286

Total \$120,286

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
Anticipated DBE Contracting Opportunities for Fiscal Year 2018-2019
Table 3

January 17, 2018

Person Completing Form: Fredrick Haith, City of Winston-Salem DOT

Telephone Number: (336) 747-6869

Prospectus Task Code	FTA Task Code	Task Description	Name of Agency Contracting Out	Type of Contracting Opportunity	Federal Funds To Be Contracted Out	Total Funds To be Contracted Out
II-A-1	442400	Networks and Support Systems	City of Winston-Salem DOT	None	None	None
II-B-1	442301	Targeted Planning	City of Winston-Salem DOT	None	None	None
II-B-2	442301	Regional Planning	City of Winston-Salem DOT	None	None	None
II-B-3	442302	Special Studies	City of Winston-Salem DOT	None	None	None
III-A-1	442100	Unified Planning Work Program (UPWP)	City of Winston-Salem DOT	None	None	None
III-A-2	442100	Metrics and Performance Measures	City of Winston-Salem DOT	None	None	None
III-B-2	442500	Metropolitan Transportation Improvement Program (MTIP)	City of Winston-Salem DOT	None	None	None
III-C-2	442700	Environmental Justice	City of Winston-Salem DOT	None	None	None
III-C-4	442612	Planning for the Elderly & Disabled	City of Winston-Salem DOT	None	None	None
III-C-6	442700	Public Participation	City of Winston-Salem DOT	Public Notice Advertising	FTA	\$1,400
III-C-7	442700	Private Sector Participation	City of Winston-Salem DOT	None	None	None
III-D	442301	Statewide and Extra-Regional Planning	City of Winston-Salem DOT	None	None	None
III-E	442100	Management, Operations and Program Support Administration	City of Winston-Salem DOT	None	None	None

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
FTA Funding Sources Table for Fiscal Year 2018-2019
Table 4

January 17, 2018

Prospectus Task Code	FTA Task Code	Task Description	Section 5303			Total	Percent	Notes
			Local 10%	NCDOT 10%	FTA 80%			
II-A-1	442400	Networks and Support Systems	1,000	1,000	8,000	\$10,000	7%	Assist WSTA/PART with route and schedule planning; collect and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
II-B-1	442301	Targeted Planning	1,000	1,000	8,000	\$10,000	7%	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
II-B-2	442301	Regional Planning	2,200	2,200	17,600	\$22,000	16%	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; Assist PART with bus/rail engineering studies and planning; continue transit integration with intercity and Southeast High Speed Rail planning; assist with Winston-Salem Union Station transit center planning
II-B-3	442302	Special Studies	2,050	2,050	16,400	\$20,500	15%	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
III-A-1	442100	Unified Planning Work Program (UPWP)	400	400	3,200	\$4,000	3%	Develop Fiscal Year 2018-2019 UPWP; amend Fiscal Year 2017-2018 UPWP, Prospectus as needed; complete annual transportation planning process self-certification for MPO
III-A-2	442100	Metrics and Performance Measures	1,000	1,000	8,000	\$10,000	7%	Develop performance measures for transit and other modes
III-B-2	442500	Metropolitan Transportation Improvement Program (MTIP)	600	600	4,800	\$6,000	4%	Complete developing the Fiscal Year 2018-2027 MTIP; amend the Fiscal Year 2016-2025 MTIP as needed; continue to work with NCDOT on SPOT process; administer All CMAQ/STP-DA Projects
III-C-2	442700	Environmental Justice	600	600	4,800	\$6,000	4%	Federal certification report recommendations; update maps and materials on locations of minority and low-income (MLI) populations; refine EJ Plan as needed; identify service inequities
III-C-4	442612	Planning for the Elderly and Disabled	1,500	1,500	12,000	\$15,000	11%	Update the Human Service Transportation Plan; administer JARC, Section 5310 funds annually; attend regular BeHealthy Coalition meetings; participate in Step Up Forsyth!, Forsyth in Motion committees
III-C-6	442700	Public Participation	700	700	5,600	\$7,000	5%	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
III-C-7	442700	Private Sector Participation	100	100	800	\$1,000	1%	Develop Public-Private partnership strategies and meetings for transit related projects, assist business community with public-private partnership opportunities
III-D	442301	Statewide and Extra-Regional Planning	600	600	4,800	\$6,000	4%	Attend Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning, and RPO Meetings
III-E	442100	Management, Operations, and Program Support Administration	2,050	2,050	16,400	\$20,500	15%	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2016 City Budget preparation, and participate in transportation conferences
Totals			\$13,800	\$13,800	\$110,400	\$138,000	100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442400
3.	Task Code	II-A-1
4.	Title of Planning Task	Networks and Support Systems
5.	Task Objective	To collect the required statistical data for NCDOT and FTA
6.	Tangible Product Expected	Assist WSTA/PART with route and schedule planning; collect and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Assist WSTA/PART with route and schedule planning; collect and maintain a wide range of data for statistical measures and FTA; evaluate all WSTA/PART bus stop location data
9.	Prior FTA Funds	\$8,000.00
10.	Relationship To Other Activities	Assist WSTA and PART with their reporting requirements to NCDOT and FTA
11.	Agency Responsible for Task Completion	Winston-Salem DOT, Winston-Salem Transit Authority
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-1
4.	Title of Planning Task	Targeted Planning
5.	Task Objective	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
6.	Tangible Product Expected	Assist with Congestion Management Strategies and other mobility planning. Analyze and compare fuel consumption and emissions utilizing different transportation modes and alternative fuels.
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	NA
9.	Prior FTA Funds	\$8,000.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	II-B-2
4.	Title of Planning Task	Regional Planning
5.	Task Objective	Rail and Transit integration planning
6.	Tangible Product Expected	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; assist PART with bus/rail engineering studies and planning; continue transit integration with intercity and Southeast High Speed Rail planning; assist with Winston-Salem Union Station transit center planning
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Implement strategies from WSTA's/PART's Strategic Plan; assist WSTA with new route and schedule planning; assist PART with bus/rail engineering studies and planning; continue transit integration with intercity and Southeast High Speed Rail planning; assist with Winston-Salem Union Station transit center planning
9.	Prior FTA Funds	\$19,200.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$2,200.00
17.	Section 5303 NCDOT 10%	\$2,200.00
18.	Section 5303 FTA 80%	\$17,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442302
3.	Task Code	II-B-3
4.	Title of Planning Task	Special Studies
5.	Task Objective	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
6.	Tangible Product Expected	Manage human service transportation studies and other studies and projects; assist CCPB with small area plans elements
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	NA
9.	Prior FTA Funds	\$16,600.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$2,050.00
17.	Section 5303 NCDOT 10%	\$2,050.00
18.	Section 5303 FTA 80%	\$16,400.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-A-1
4.	Title of Planning Task	Unified Planning Work Program (UPWP)
5.	Task Objective	To complete the development of the Fiscal Year 2017-2018 UPWP
6.	Tangible Product Expected	Develop Fiscal Year 2018-2019 UPWP; amend Fiscal Year 2017-2018 UPWP, Prospectus as needed; complete annual transportation planning process self-certification for MPO
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Annual UPWPs
9.	Prior FTA Funds	\$1,600.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$400.00
17.	Section 5303 NCDOT 10%	\$400.00
18.	Section 5303 FTA 80%	\$3,200.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019

Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-A-2
4.	Title of Planning Task	Metrics and Performance Measures
5.	Task Objective	Develop performance measures for transit and other modes
6.	Tangible Product Expected	Develop performance measures for transit and other modes
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	NA
9.	Prior FTA Funds	\$8,000.00
10.	Relationship To Other Activities	Coordination with the highway planning activities
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442500
3.	Task Code	III-B-2
4.	Title of Planning Task	Metropolitan Transportation Improvement Program (MTIP)
5.	Task Objective	Complete developing the Fiscal Year 2018- 2027 MTIP; amend the current MTIP as needed; continue to work with NCDOT on SPOT process; administer all CMAQ/STP-DA Projects
6.	Tangible Product Expected	Complete developing the Fiscal Year 2018- 2027 MTIP; amend the current MTIP as needed; continue to work with NCDOT on SPOT process; administer all CMAQ/STP-DA Projects
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$8,000.00
10.	Relationship To Other Activities	The City of Winston-Salem's Capital Improvement Program (CIP)
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,000.00
17.	Section 5303 NCDOT 10%	\$1,000.00
18.	Section 5303 FTA 80%	\$8,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-2
4.	Title of Planning Task	Environmental Justice (EJ)
5.	Task Objective	Ensure federal Title VI laws are enforced with transportation planning
6.	Tangible Product Expected	Implement the Federal certification report recommendations; update maps and materials on locations of minority and low-income (MLI) populations; refine EJ Plan as needed; identify service inequities
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$4,800.00
10.	Relationship To Other Activities	Necessary for the delivery goals outlined in the Transit Section of the 2040 Metropolitan Transportation Plan and the 2016-2025 Metropolitan Transportation Improvement Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$600.00
17.	Section 5303 NCDOT 10%	\$600.00
18.	Section 5303 FTA 80%	\$4,800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442612
3.	Task Code	III-C-4
4.	Title of Planning Task	Planning for the Elderly and Disabled
5.	Task Objective	To address mobility needs of the elderly and persons of disabilities
6.	Tangible Product Expected	Update the Human Service Transportation Plan; administer JARC, Section 5310 funds annually; attend regular BeHealthy Coalition meetings; participate in Step Up Forsyth!, Forsyth in Motion committees
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Created the Human Service Transportation Plan; administered JARC, New Freedom funds annually; attended regular BeHealthy Coalition meetings; participated in Step Up Forsyth!, Forsyth in Motion committees
9.	Prior FTA Funds	\$12,000.00
10.	Relationship To Other Activities	Necessary for the delivery goals outlined in the Transit Section of the 2040 Metropolitan Transportation Plan and the 2016-2025 Metropolitan Transportation Improvement Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$1,500.00
17.	Section 5303 NCDOT 10%	\$1,500.00
18.	Section 5303 FTA 80%	\$12,000.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-6
4.	Title of Planning Task	Public Participation
5.	Task Objective	To find ways to fully involve the public in the planning process
6.	Tangible Product Expected	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Assist the general public, appointed and elected officials; provide updates for City DOT website, develop maps/materials on projects; make presentations to realtors and civic groups; develop advertisements, flyers, other materials for projects; continue to find ways to fully involve the public in planning
9.	Prior FTA Funds	\$7,800.00
10.	Relationship To Other Activities	Interrelates with other elements in the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$700.00
17.	Section 5303 NCDOT 10%	\$700.00
18.	Section 5303 FTA 80%	\$5,600.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442700
3.	Task Code	III-C-7
4.	Title of Planning Task	Private Sector Participation
5.	Task Objective	To find ways to fully involve the private sector in the planning process
6.	Tangible Product Expected	Develop Public-Private partnership strategies and meetings for transit related projects, assist business community with public-private partnership opportunities
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Ongoing
9.	Prior FTA Funds	\$800.00
10.	Relationship To Other Activities	Interrelates with other elements in the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$100.00
17.	Section 5303 NCDOT 10%	\$100.00
18.	Section 5303 FTA 80%	\$800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019
Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442301
3.	Task Code	III-D
4.	Title of Planning Task	Statewide and Extra-Regional Planning
5.	Task Objective	To coordinate all transit planning activities in the MPO
6.	Tangible Product Expected	Piedmont Authority for Regional Transportation (PART) Board/Executive Staff/Committees planning, and RPO Meetings
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	Piedmont Seamless Mobility Study, PART Regional Rail Study, PTCOG and NWPCOG RPO Meetings; Park and Ride Planning Study
9.	Prior FTA Funds	\$4,800.00
10.	Relationship To Other Activities	Coordinates transportation planning efforts locally with transportation efforts regionally and statewide
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$600.00
17.	Section 5303 NCDOT 10%	\$600.00
18.	Section 5303 FTA 80%	\$4,800.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
FTA Task Narrative Table for Fiscal Year 2018-2019

Table 5

January 17, 2018

1.	MPO Name	Winston-Salem Urban Area
2.	FTA Code	442100
3.	Task Code	III-E
4.	Title of Planning Task	Management, Operations, and Program Support Administration
5.	Task Objective	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2018 City Budget preparation, and participate in transportation conferences
6.	Tangible Product Expected	Transportation planning grants administration; submit FTA and NCDOT PTD quarterly reports; attend WSTA BOD and Staff Meetings, DOT Staff Meetings, and TAC/TCC Meetings; assist with 2018 City Budget preparation, and participate in transportation conferences
7.	Expected Completion Date of Product(s)	June 30, 2018
8.	Previous Work	WSTA BOD and Staff Mtgs.; DOT Staff Meetings, TAC/TCC Meetings, Prior Year City Budget Preparation, Submit FTA Quarterly Reports for Union Station, Stimulus, Triennial Review
9.	Prior FTA Funds	\$11,200.00
10.	Relationship To Other Activities	Implementation of the Unified Planning Work Program
11.	Agency Responsible for Task Completion	Winston-Salem DOT
12.	HPR - Highway - NCDOT 20%	
13.	HPR - Highway - FHWA 80%	
14.	Section 104 (f) PL Local 20%	
15.	Section 104 (f) PL FHWA 80%	
16.	Section 5303 Local 10%	\$2,050.00
17.	Section 5303 NCDOT 10%	\$2,050.00
18.	Section 5303 FTA 80%	\$16,400.00
19.	Section 5307 Transit - Local 10%	
20.	Section 5307 Transit - NCDOT 10%	
21.	Section 5307 Transit - FTA 80%	
22.	Additional Funds - Local 100%	

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2019-2024

Table 6
January 17, 2018

Task Code	Prospectus Task Code Titles	Task Description					
			2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
II-A-1							
	Traffic Volume Counts	1. Produce new Average Daily Traffic count maps, tables 2. Conduct traffic counts and turning movement counts for the Town of Rural Hall and as needed for CMP planning					
	Street System Changes	1. Review street closure and abandonment petitions as needed					
	Traffic Crashes	1. Collect traffic crash data for vehicles, bicyclists, pedestrians					
		2. Analyze traffic crash data, use in project funding analysis					
		3. Conduct small traffic engineering studies as needed					
		4. Assist with traffic calming project reviews as needed					
	Transit System Data	1. Collect/maintain WSTA vehicle fleet data characteristics					
		2. Collect/maintain WSTA route/schedule data characteristics including bus stop characteristics					
		3. Collect/maintain WSTA passenger data characteristics					
		4. Collect required statistical data for NCDOT and FTA					
	Bicycle and Pedestrian Facilities Inventory	1. Update maps/tables of all bicycle, greenway, sidewalk and pedestrian facilities					
		2. Conduct field work as needed with GPS					
	Collection of Network Data	1. Update maps/tables of the street and highway network's physical and operational characteristics, adjust CTP as needed					
		2. Analyze problems and conditions of the street and highway network and develop recommendations for improvements					
II-A-2							
	Dwelling Unit, Population and Employment Changes	1. Complete monthly zoning, subdivision and final development plan reviews and special studies for CCPB, other municipalities					
		2. Monitor changes in dwelling units, population and employment through building and demolition permits					

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2019-2024

Table 6

January 17, 2018

Task Code	Prospectus Task Code Titles	Task Description					
			2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
II-A-3							
	<i>Travel Model Updates</i>	1. Provide funds to PART for consultants to update the TRANSCAD and other regional travel demand model 2. Assist Model Team/consultant with various tasks during update					
	<i>Forecasts of Future Travel Patterns</i>	1. Conduct modeling of different land use scenarios to gauge their impact on the street and highway network					
	<i>Financial Planning</i>	1. Plan the use of available STP-DA, CMAQ, etc. funds					
II-B-1							
	<i>Air Quality Planning/Conformity Analysis</i>	1. Conduct and review all air quality conformity determination reports for MTIP, amendments and transportation plans					
	<i>Congestion Management Strategies</i>	1. Continue to update/implement a Congestion Management Process (CMP) Plan, complete biennial report					
II-B-2							
	<i>Community Goals and Objectives</i>	1. Assist in the development of the goals, objectives and policies in the CCPB area plans updates					
	<i>Highway Element of the CTP/MTP</i>	1. Refine the CTP Street and Highway Technical Report					
		2. Manage the Street and Highway Planning Subcommittee work					
		3. Identify future changes to CTP system for expanded MPO					
	<i>Transit Element of the CTP/MTP</i>	1. Implement strategies from WSTA's Strategic Plan					
		2. Evaluate/design all proposed WSTA bus stop locations					
	<i>Bicycle and Pedestrian Element of the CTP/MTP</i>	1. Manage the Bicycle and Greenway Planning and the Sidewalk and Pedestrian Facilities Planning Subcommittees					
		2. Maintain/update bicycle, sidewalk, greenway plans as needed					

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2019-2024

Table 6

January 17, 2018

Task Code	Prospectus Task Code Titles	Task Description					
			2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
		3. Implement bike, greenway, sidewalk programs and projects					
		4. Conduct needed greenway feasibility and engineering studies					
	<i>Collector Street Element of the CTP/MTP</i>	1. Update plan as needed					
	<i>Rail, Waterway, or Other Mode of the CTP/MTP</i>	1. Assist with Union Station planning, design					
II-B-3							
		1. Conduct feasibility studies/ corridor assessments as appropriate for project development and planning purposes.					
		2. Assist MPO members with STP-DA funded projects process					
III-A-1							
	<i>Development of UPWP and Five-Year Work Plan</i>	Develop Fiscal Year 2018-2019 UPWP and five-year work plan and amend Fiscal Year 2017-2018 UPWP as needed. Amend Prospectus as needed. Complete annual self-certification for MPO's transportation planning process.					
III-A-2							
		1. Develop performance measures for transit and other modes					
III-B-1							
		Prepare for 5.0 process.					
III-B-2							
		Program and administer STP-DA, CMAQ and TAP funds for various bicycle, greenway, sidewalk and pedestrian facilities, intersection improvements and small roadway projects; assisted small towns with process. Various STIP amendments and modifications as needed.					

Winston-Salem Urban Area Metropolitan Planning Organization
Draft Unified Planning Work Program (UPWP)
Five Year Planning Calendar for Fiscal Years 2019-2024

Table 6

January 17, 2018

Task Code	Prospectus Task Code Titles	Task Description					
			2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
III-B-3							
	<i>Merger Process</i>	1. Participate in NCDOT' s Merger Team process meetings as needed					
	<i>Feasibility Studies</i>	1. Participate in NCDOT' s feasibility studies as needed					
III-C-1							
		Implement the Federal certification report recommendations. Update maps and materials on locations of minority and low-income (MLI) populations.					
III-C-2							
		1. Update maps of minority and low-income (MLI) populations					
		2. Update the MPO's EJ Plan; identify service inequities					
III-C-4							
		Administer JARC, Section 5310 funds annually					
III-C-6							
		Continue to provide for an open exchange of information and ideas between the public and transportation decision-makers.					
III-C-7							
		Develop public-private partnership strategies and meetings for transit related projects; assist business community with public-private partnership opportunities					
III-D Statewide and Extra-Regional Planning							
	<i>Statewide and Extra-Regional Planning</i>						

Winston-Salem Urban Area Metropolitan Planning Organization
***Draft* Unified Planning Work Program (UPWP)**
Five Year Planning Calendar for Fiscal Years 2019-2024

Table 6

January 17, 2018

Task Code	Prospectus Task Code Titles	Task Description					
			2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
	<i>Statewide and Federal Policy Development and Implementation</i>	Review proposed federal transportation legislation, other legislation. Attend Annual TRB, TRB Committees, etc. conferences					

III-E Management, Operations and Program Support Administration							
	<i>Board Support</i>	Management and operations includes items such as such as: 1) general MPO administration including conducting TAC and TCC meetings and associated material and presentation development; 2) a continuing evaluation of administrative practices and the review and implementation of MPO process enhancements; 3) staff development through professional training courses, seminars, and conferences; 4) subscriptions to professional publications and professional organizational dues; 5) the acquisition of needed software, books, equipment and other materials; and 6) other MPO capacity-building efforts for the TAC, TCC and MPO staff; 7) Provide assistance to other groups and standing committees; 8) Provide Technical assistance for each MPO municipality.					



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

January 11, 2018

Mr. Fredrick Haith
Planning Development Coordinator
Department of Transportation
City of Winston-Salem
P.O. Box 2511
Winston-Salem, NC 27102

Subject: Winston-Salem/Forsyth UA MPO, FY 2019 PL Work Program Allocation

Dear Mr. Haith:

As a result of being in a continuing resolution status, NCDOT estimates that the FAST Act will provide \$5,746,888 in PL funds for FFY 2019. Estimated assessment costs have been deducted, and the remaining funds have been allocated using the current PL fund allocation formula and are available for programming for your FY 2019 PL program that begins July 1, 2019.

The MPO has an available balance of \$684,629. This includes your PL fund allocation of \$361,416 plus unspent funds from FY 2017 and previous work plans which have been closed out. Note that once the assessment costs for FY 2017 and FY 2018 have been finalized, this amount may decrease. If the MPO plans to program any STBG-DA funds for planning, you should coordinate with your appropriate TIP regional contact to have it added to the TIP and include it in your Work Program. You should also review existing STBG-DA projects for invoicing and close out.

For auditing purposes, you should include the program name (State Planning and Research/PL 104(f) funds) and the CFDA Number (20.205-5) on your Schedule of Expenditures for Federal and State Awards. The WBS for your STBG-DA funds is 47616.1.7.

Your approved PWP should be submitted by March 31, 2018. It should be submitted online in .pdf format and include the cover letter, adoption resolution, summary budget table, and an item by item task description. The MPO is also required to complete an annual certification prior to the Department approving your FY 2019 PL program. The annual certification resolution (as well as the yearend report) should be uploaded as separate .pdf documents.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jamal Alavi".

Jamal Alavi, P.E.
Manager, Transportation Planning Division