



TRANSPORTATION ADVISORY COMMITTEE
Dempsey Bond, Jr, Chairman
Charlotte Griffin, Vice-Chairwoman

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TECHNICAL COORDINATING COMMITTEE
Brian Alligood, Chairman
Jonas Hill, Vice-Chairman

May 16, 2024

Liamcy Hogan-Rivera
Transportation Engineer II
Transportation Planning Division
North Carolina Department of Transportation
1554 Mail Service Center
Raleigh, NC 27699-1554

Subject: Mid-East Rural Planning Organization FY 2024-2025 Planning Work Program

Dear Ms. Hogan-Rivera:

Upon recommendation from the Technical Coordinating Committee, the Transportation Advisory Committee voted to adopt the FY 2024-2025 Planning Work Program for the Mid-East Rural Planning Organization at their May 16, 2024 regular meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charlotte Griffin".

Charlotte Griffin, Vice-Chairwoman
Transportation Advisory Committee
Mid-East Rural Planning Organization

A handwritten signature in blue ink, appearing to read "Sam Singleton".

Sam Singleton, Secretary
Mid-East Rural Planning Organization

Cc: Scott Walston, NCDOT
Bryant Buck, Mid-East Commission
Pat Harris, Mid-East Commission
John Moses, Mid-East Commission

SERVING:

Beaufort County

Aurora • Bath • Belhaven • Chocowinity
Pantego • Washington • Washington Park

Martin County

Bear Grass • Everetts • Hamilton • Hassell • Jamesville
Oak City • Parmele • Robersonville • Williamston

Pitt County

Bethel • Falkland • Farmville • Fountain
Grifton • Grimesland

FY 2025 (July 1, 2024 - June 30, 2025)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
MID-EAST RURAL PLANNING ORGANIZATION

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL	State	FEDERAL	TOTAL
		5%	15%	80%	100%
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 150	\$ 450	\$ 2,400	\$ 3,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 20	\$ 60	\$ 320	\$ 400
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 1,000	\$ 3,000	\$ 16,000	\$ 20,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 1,050	\$ 3,150	\$ 16,800	\$ 21,000
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 850	\$ 2,550	\$ 13,600	\$ 17,000
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
II-4.2.1	Special Study #1 - N/A	\$ -	\$ -	\$ -	\$ -
II-4.2.2	Special Study #2 - N/A	\$ -	\$ -	\$ -	\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 1,150	\$ 3,450	\$ 18,400	\$ 23,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 1,250	\$ 3,750	\$ 20,000	\$ 25,000
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 3	\$ 8	\$ 40	\$ 50
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 75	\$ 225	\$ 1,200	\$ 1,500
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 3	\$ 8	\$ 40	\$ 50
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING	\$ 75	\$ 225	\$ 1,200	\$ 1,500
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 25	\$ 75	\$ 400	\$ 500
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 2,000	\$ 6,000	\$ 32,000	\$ 40,000
V-1.1	Incurred Indirect Costs				
RPO OPERATIONAL EXPENSE TOTAL		\$ 7,650	\$ 22,950	\$ 122,400	\$ 153,000

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 3,000		\$ 3,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 400		\$ 400
Provide explanation for moving funds from one category to another.		
\$ 20,000		\$ 20,000
Provide explanation for moving funds from one category to another.		
\$ 21,000		\$ 21,000
Provide explanation for moving funds from one category to another.		
\$ 17,000		\$ 17,000
Provide explanation for moving funds from one category to another.		
		\$ -
		\$ -
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANSPORTATION PLANNING & POLICIES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 25,000		\$ 25,000
Provide explanation for moving funds from one category to another.		
\$ 50		\$ 50
Provide explanation for moving funds from one category to another.		
\$ 1,500		\$ 1,500
Provide explanation for moving funds from one category to another.		
\$ 50		\$ 50
Provide explanation for moving funds from one category to another.		
\$ 1,500		\$ 1,500
Provide explanation for moving funds from one category to another.		
\$ 500		\$ 500
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 40,000		\$ 40,000
Provide explanation for moving funds from one category to another.		
\$ 153,000	\$ -	\$ 153,000

Approved by the TAC on: _____ 20__

Signature, TAC Chairman

Signature, RPO Secretary

FY 2025 (July 1, 2024 - June 30, 2025)
PLANNING WORK PROGRAM
Narrative
MID-EAST RURAL PLANNING ORGANIZATION

I. DATA COLLECTION AND ASSESSMENT		
I-1 DATA COLLECTION AND ASSESSMENT		\$ 3,000.00
I-1.1	Highway	
	Perform crash data analysis and traffic counts to identify potential projects. Perform any other type of analysis to identify potential safety projects. Begin assessing potential Prioritization 8.0 projects.	
I-1.2	Other Modes	
	Collect data for non-highway modes. Begin assessing potential Prioritization 8.0 projects.	
I-1.3	Socioeconomic	
	Update socioeconomic and demographic data for all counties. Maintain and update parcel and centerline data for all counties.	
I-1.4	Title VI	
	Affirm RPO compliance with Title VI requirements. Perform LEP assessment where needed.	
II. TRANSPORTATION PLANNING		
II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT		\$ 400.00
II-1.1	Develop CTP Vision	
	Review 2014 Beaufort County CTP for potential update.	
II-1.2	Conduct CTP Needs Assessment	
	N/A	
II-1.3	Analyze Alternatives and Environmental Screening	
	N/A	
II-1.4	Develop Final Plan	
	N/A	
II-1.5	Adopt Plan	
	(If not yet adopted by new FY) Monitor Adoption of 2024 Pitt County CTP and assist when needed.	
II-2 PRIORITIZATION		\$ 20,000.00
II-2.1	Project Prioritization	
	Review Prioritization 7.0 Quantitative Scores. Ensure that P7 LIP Methodology is adopted and ready for use. Meet with Division 1 and Division 2 staff to discuss Division Engineers' local input point assignments for projects. Meet with neighboring RPOs and MPOs to discuss potential LIP sharing. Hold public hearing for quantitative scores and potential LIP assignments. Assign local input points to projects. Review final project scores. Publish all info for public consumption. Inform, meet with, and present all P7 news and data to TCC & TAC members. Perform any and all tasks related to Prioritization and Prioritization 8.0.	
II-3 PROGRAM AND PROJECT DEVELOPMENT		\$ 21,000.00
II-3.1	STIP Participation	
	Review and Analyze draft 2026-2035 STIP. Monitor draft 2026-2035 STIP for changes, additions, or deletions. Review the NCBOT-adopted 2026-2035 STIP in June 2025. Inform TCC, TAC, Local Governments, and the Public on all matters relating to the STIP and MERPO projects within it.	
II-3.2	Merger / Project Development	
	Attend merger meetings. Perform any and all project development tasks.	
II-4 GENERAL TRANSPORTATION PLANNING		\$ 17,000.00

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II-4.1	Regional and Statewide Planning		
	Attend meetings for the following: NCARPO, NCAMPO (As RPO Liason), Annual MPO conference, Annual NC Transportation Summit, Highway 17/64 Association, Southern Albemarle Association, Beaufort Area Transit System TAB, Martin County Transit TAB, Greenville MPO TCC, County Commissioners (When needed), City/Town Council (When needed). Also attend any meetings with local governments and/or NCDOT when needed.		
II-4.2	Special Studies, Projects and Other Trainings		
	Attend and/or provide input for any project express designs or feasibility studies.		
II-4.2.1	Special Study #1 - N/A	\$	-
	N/A		
II-4.2.2	Special Study #2 - N/A	\$	-
	N/A		
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES			
III-1 ADMINISTRATIVE ACTIVITIES		\$	23,000.00
III-1.1	Administrative Documents		
	Prepare, obtain approval, and submit PWP and needed amendments. Prepare and submit quarterly reports and final yearly narrative. Update Bylaws. Review PIP and update if needed.		
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance		
	Prepare minutes, agendas, materials, speakers, etc. for and hold TCC and TAC meetings. Inform TAC of ethics information and deadlines. Assist TAC members with ethics forms if needed.		
III-1.3	Program Administration		
	Providing transportation information and data. Contact NCDOT staff concerning questions from officials, citizens, and TAC/TCC members. Includes phone calls, emails, etc. Update MERPO website as needed. Perform any and all tasks related to administration of MERPO.		
IV. DIRECT COSTS			
IV-1 PROGRAMMATIC DIRECT CHARGES		\$	25,000.00
IV-1.1	Program-wide Direct Costs		
	Office supplies, printing, cost of space, hosted computer & telephone, equipment.		
IV-2 ADVERTISING		\$	50.00
IV-2.1	News Media Ads		
	Advertising costs for public hearings, workshops, etc.		
IV-3 LODGING, MEALS, INCIDENTALS		\$	1,500.00
IV-3.1	Hotel Costs		
	Costs for overnight stays at NCARPO quarterly meetings, MPO Conference, NC Transportation Summit, and other relevant conferences and trainings.		
IV-3.2	Meal Costs		
	Meal costs while on overnight or extended travel.		
IV-3.3	Incidentals		
	Hotel parking, tips		
IV-4 POSTAGE		\$	50.00
IV-4.1	Mailings		

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Costs for mailings associated with MERPO tasks or projects (surveys, notices, etc.)

IV-5 REGISTRATION / TRAINING		\$ 1,500.00
IV-5.1	Conference Registration	
	Registration fees for NCAMPO Conference, and other relevant conferences.	
IV-5.2	Meeting / Workshop / Training Fees	
	Registration/class fees for relevant trainings.	
IV-6 TRAVEL		\$ 500.00
IV-6.1	Mileage Reimbursement	
	Mileage Reimbursement for personal vehicle if Mid-East Commission vehicle is unavailable.	
IV-6.2	Car Rental Costs	
	N/A	
IV-6.3	Other Travel Expenses	
	Airfare, other.	
V. INDIRECT COSTS		
V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY		\$ 40,000.00
V-1.1	Incurred Indirect Costs	
	Indirect costs incurred by the LPA: Mid-East Commission.	
RPO OPERATIONAL EXPENSE TOTAL		\$ 153,000.00