



FY 2025
Unified Planning Work Program

Proposed Adoption May 15, 2024

Continuing · Comprehensive · Cooperative · Transportation Planning

RESOLUTION
APPROVING THE FY 2025 UNIFIED PLANNING WORK PROGRAM
OF THE SANDHILLS METROPOLITAN PLANNING ORGANIZATION

A motion was made by _____ and seconded by _____ for the adoption of the following resolution approving the FY 2025 Unified Planning Work Program, and upon being put to a vote was duly adopted.

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Sandhills Metropolitan Planning Organization; and

WHEREAS, the Village of Pinehurst has been designated as the recipient of Federal Highway Administration Metropolitan Planning Program (Section 104f) funds and Section 5303 Federal Transit funds; and

WHEREAS, members of the Sandhills Metropolitan Planning Organization Governing Board agree that the Planning Work Program will effectively advance transportation planning for Fiscal Year 2025; and

NOW, THEREFORE, BE IT RESOLVED that the Sandhills Metropolitan Planning Organization Governing Board hereby approves the FY 2025 Planning Work Program for the Pinehurst-Southern Pines Metropolitan Area.

I, Taylor Clement, Chairman of the Sandhills Metropolitan Planning Organization Governing Board, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Governing Board, duly held on this _____ day of _____, 2024.

Taylor Clement, Chairman
SMPO Governing Board

Subscribed and sworn to me this _____ day of _____, 2024.

Notary Public
My Commission Expires: _____

(Notary Seal)

TABLE OF CONTENTS

INTRODUCTION4

FIXING AMERICA’S SURFACE TRANSPORTATION ACT (FAST ACT).....5

BUDGET SUMMARY6

SECTION 104 PL WORK TASK NARRATIVE8

ANTICIPATED DBE CONTRACTING OPPORTUNITY.....12

FIVE YEAR TRANSPORTATION PLANNING CALENDAR.....13

SECTION 5303 WORK TASK NARRATIVE15

FUNDING TABLE.....16

INTRODUCTION

The Sandhills Metropolitan Planning Organization (SMPO) is the lead cooperative partner responsible for undertaking the federally required Continuing, Comprehensive and Cooperative (3-C) transportation planning process within the Pinehurst-Southern Pines Metropolitan Planning Area (MPA), as required by Section 134 (a), Title 23, United States Code. The SMPO includes the following municipalities: Village of Pinehurst, Town of Southern Pines, Town of Aberdeen, Village of Whispering Pines, Town of Pinebluff, Village of Foxfire (represented by the County), Town of Taylortown and portions of unincorporated Moore County.

The Village of Pinehurst is the Lead Planning Agency for the SMPO and is the recipient of the Federal Highway Administration 104f Metropolitan Planning Funds and the Federal Transit Administration 5303 Metropolitan Planning Funds.

The MPO operations are designed to foster cooperation among the local governments in the region to plan and develop a multimodal transportation system that meets the mobility needs of the area’s residents and serves the region’s economy.

Governing Board Voting Members

Town of Aberdeen	Robert Farrell	Mayor
DOT Board Member	Pat Molamphy	DOT Board At-Large
Moore County	Frank Quis	Commissioner
Town of Pinebluff	Ronald McDonald	Mayor
Village of Pinehurst	Patrick Pizzella	Mayor
Town of Southern Pines	Taylor Clement	Mayor
Town of Taylortown	Sidney Gaddy	Mayor Pro Tem
Village of Whispering Pines	Pamela Harris	Mayor Pro Tem

Technical Coordinating Committee Voting Members

Town of Aberdeen	Paul Sabiston	Town Manager
Village of Foxfire	Lisa Kivett	Village Clerk/Zoning Adm
NCDOT Transportation Planning Division Representative	Scott Walston	Transportation Engineer Supervisor
Moore County	Debra Ensminger	Planning Director
Town of Pinebluff	Melissa Adams	Town Administrator
Village of Pinehurst	Jeff Sanborn	Village Manager

Town of Southern Pines	Reagan Parsons	Town Manager
Town of Taylortown	Carolyn Cole	Town Administrator
Village of Whispering Pines	Rich Lambdin	Village Manager
Division 8 Engineer	Bryan Kluchar	Division Planning Engineer
Moore County Transportation Services Director	Sonia Biggs	Transportation Services Director

FIXING AMERICA’S SURFACE TRANSPORTATION ACT (FAST ACT)

This UPWP has been developed in accordance with the Fixing America’s Surface Transportation Act or FAST Act, which requires a planning process that is continuing, cooperative, and comprehensive for making transportation investment decisions in metropolitan areas. The FAST Act also encourages MPOs to consult with planning officials responsible for other types of planning activities affected by transportation, including areas pertaining to land development, environmental protection, economic development, etc. The Sandhills MPO strives to maintain a cooperative relationship with all of our local planning partners by including them as members of our TCC. Understanding that transportation issues impact all of these areas of concern, MPO staff works to balance these needs throughout our planning process.

The FAST Act requires the metropolitan planning process to provide for consideration of projects and strategies that will promote and support the following planning factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system; and
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Each work element within the UPWP satisfies at least one of these ten factors.

Citizen involvement is a vital component of FAST Act compliance. As such, resources and activities are included within this UPWP to implement the Sandhills MPO's Public Involvement Plan. As a component of our Public Involvement Plan, the Sandhills MPO website will be maintained on a regular basis to broadcast information on MPO activities and to encourage community involvement in the MPO process. The MPO will also proactively notify citizens of plans and activities on a regular basis through public notices, press releases, social media, and other commonly used media outlets and public presentations.

All MPO plans and programs comply with the public participation provisions of Title VI which states:

"[n]o person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

BUDGET SUMMARY

The UPWP is adopted prior to the beginning of the fiscal year and serves as the program for coordinating MPO activities with the goal of developing an integrated program that addresses current and future mobility needs of our region. Many tasks contained within the UPWP are required by federal or state law and are ongoing. Some of these reoccurring tasks include conducting Governing Board and Technical Coordinating Committee (TCC) meetings, maintaining a current Metropolitan Transportation Improvement Program, long-range transportation planning and implementing our Public Involvement Plan. Other planning initiatives contained within the UPWP vary from year-to-year. For instance, the scope of special projects completed by the MPO to address specific areas of transportation concern (such as small area plans, modal plans or corridor studies) change on an annual basis. This document blends ongoing and year-to-year activities into a cohesive program that builds consensus among federal, state, and local stakeholders regarding MPO operations and budgetary needs.

Revenue

There are two major funding sources that fund the UPWP. These sources come from the federal government and involve either local or state matching funds. The disbursement of all the funds is managed by the North Carolina Department of Transportation. The funding sources are displayed in the UPWP that is approved by the Sandhills MPO.

Metropolitan Planning Funds (PL 104)

Commonly known as "PL" (short for Public Law) funds, these funds are the primary source of funding for MPO Planning and Administration. The MPO Lead Planning Agency and MPO staff administer the funds. The Federal Highway Administration provides 80% of the funding, and local governments of the Sandhills MPO provide the 20% local match.

Section 5303 Funds

These are funds from the Federal Transit Administration (FTA) that are designated exclusively for transit planning. The funds are currently administered by the Village of Pinehurst. The FTA provides 80% of the funds. The state provides 10% and the Sandhills MPO provides 10% local match.

Funding Summary FY 2024-2025 (Total Funds programmed in PWP, including Transit Funds)				
Funding Source	Federal Funding	State Funding	Local Match	Total
Planning Funds (PL 104)	\$173,400	-	\$43,350	\$216,750
Section 5303	-	-	-	-
Total	\$173,400	-	\$43,350	\$216,750

Revenue Source	Total Amount	Percent of Total
Section 104 PL (federal)	\$173,400	80%
Section 5303 (federal)		
NCDOT		
Local	43,350	20%
Total	\$216,750	100%

Expenditure

Fiscal Year 2025 work program expenditures are expected to match our projected revenues. A detailed summary of our anticipated expenditures is provided by the FY 2025 Unified Planning Work Program Table (Section 104 PL work task narrative, Section 5303 work task narrative) and DBE contracting opportunities table.

TASK CODES	DESCRIPTIONS
<p>II-A-1 Network and support systems Traffic Volume Counts Vehicle Miles of Travel (VMT) Street System Changes Traffic Crashes Transit System Data Air Travel, etc. Parking Inventory Collection of Network Data Capacity Deficiency Analysis Mapping</p>	<p>Update information on Traffic volume counts, VMTs, traffic crashes and other data for analysis in support of future planning and performance measures; coordinate and assist in AADT mapping and analysis in support of planning needs; perform tube and turning movement counts using in-house or contracted resources; conduct parking inventory, establish count areas, field reports;</p>
<p>II-A-2 Travelers and Behavior Dwelling Unit, Population and Employment Changes Collection of Base Year Data Travel Surveys Vehicle Occupancy Rates (Counts) Travel Time Studies</p>	<p>Review development plans and continuously compare the plans against socioeconomic forecasts used by the regional travel demand model; update baseline data or census information that may be used in various transportation plans or planning activities; identify and evaluate changes in population and development throughout the MPO; update the census baseline population and dwelling data with pertinent American Community Survey variables as they become available; assist NCDOT TPD as needed with follow up clarifications about travel behavior; vehicle occupancy rate and travel time studies as needed; conduct surveys to attain information such as origin and destinations, travel behavior, transit ridership, workplace commuting, etc.</p>
<p>II-A-3 Transportation Modeling Travel Model Update Forecast of Data to Horizon Year Forecast of Future Travel Patterns Financial Planning</p>	<p>Participate in the update of the Regional 16 Travel Demand Model; Review data for accuracy, and work with NCDOT to develop realistic transportation revenue and cost estimates for various transportation improvements. Research potential funding sources and refinement of long-range financial plan as needed; provide data and local support for creation and implementation of fiscal model for the 2050 MTP update.</p>

<p>II-B-1 Targeted Planning Hazard Mitigation and Disaster Planning Congestion Management Strategies Freight Movement/Mobility Planning</p>	<p>Analyze effects of transportation development on the resiliency of the region; assist in study of emergency events and participate in planning session on how to reduce events to travel and transportation; coordinate with private freight carriers in the region to identify major shipping lanes in and out of the region and potential projects where NCDOT/SMPO can facilitate cooperation; incorporate applicable projects in the MTP and prepare update of the freight element of the MTP; participate in the FAST ACT related training and workshops to assist development of MTP and performance measures; research alternative fuel vehicles, advanced transportation technologies, infrastructure, fueling/re-charging stations, related equipment.</p>
<p>II-B-2 Regional Planning Community Goals and Objectives Highway Element of the CTP/MTP Transit Element of the CTP/MTP Bicycle and Pedestrian Element of CTP/MTP Airport/Air Travel Element of CTP/MTP Collector Street Element of CTP/MTP Rail, Waterway, or other Mode of the CTP/MTP Safe & Accessible Transportation Options</p>	<p>Work with a consultant to update the MTP to reflect performance measures, adopted goals and strategies that will be used to reach these goals; coordinate implementation of MPO’s 2050 MTP to include data gathering/verification, meeting coordination, public involvement and evaluation of MTP strategy and policy recommendation to ensure Plan continues to meet community goals and objectives; staff will continually asses the need of the MTP for updates; coordinate bike/ped projects with all member agencies; coordinate with EWN on future airport needs and travel patterns.</p>
<p>II-B-3 Special Studies</p>	<p>Professional consulting firm will be hired to assist the MPO with any special studies that have been identified.</p>
<p>III-A-1 Planning Work Program</p>	<p>Develop annual planning work program that addresses future year tasks, reviews recent milestones accomplished during the current planning process and sets a five years calendar of tasks. Manage Current Work Program through quarterly reports, requests for reimbursement and annual report.</p>

III-A-2 Metrics and Performance Measures	Enhance performance measures and tracking systems to satisfy FAST Act requirements as needed and/or directed
III-B-1 Prioritization	Maintain Prioritization list, participate in meetings with NCDOT on SPOT process, revise/update as needed the projects prioritization methodology, update/prepare problem statements for future SPOT projects as needed.
III-B-2 Metropolitan Transportation Improvement Program	Coordinate with NCDOT, RPO and other partner agencies in the review and comments on the Draft/Final STIP. Prepare Draft/Final MTIP and open for public review. Process MTIP Amendments and Modifications as needed.
III-B-3 Merger/Project Development Merger Process Project Review Feasibility Studies	Participate in meetings as required; Review project development and permitting of TIP projects as needed; assist with public outreach efforts
III-C-1 Title VI Compliance	Development and updates to the Title VI and Limited English Proficiency Plans (LEP) and related tasks needed for compliance with associated federal regulations.
III-C-2 Environmental Justice	Prepare transportation plans in such a manner as to ensure public involvement of low-income and minority groups, and to prevent disproportionately high and adverse impacts to low-income and minority groups.
III-C-3 Disadvantaged Business Enterprise	Encourage participation of minority-owned business enterprises in contractual and supply opportunities.
III-C-4 Planning for the Elderly and Disabled	Ensure the special needs of the elderly and disabled are addressed in all transportation planning projects. Staff will also identify areas with potential concentrations of elderly and disabled for further analysis and inclusion in planning projects
III-C-5 Safety/Drug Control Planning	Performing safety audits, developing safety/security improvements, and developing policies and planning for safety, security, and emergency preparedness issues.

III-C-6 Public Involvement	Update and continue implementation of the Public Involvement Plan as needed. Maintain an accessible web site and participate in local events. Provide access and comment periods for all documents generated. Develop outreach efforts for effectively communicating with the community about transportation planning and projects; respond to interview and data requests.
III-C-7 Private Sector Participation	Activities to encourage private sector participation in planning and project activities.
III-D State and Extra-Regional Planning	Coordinate with other regional, state and federal agencies involved in transportation planning activities; monitor federal and state legislation. Coordinate with neighboring RPO's, transit-providers, and other agencies. Participation in the NC Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues; Participate in working groups or subcommittees associated with NCDOT or other government agencies or statewide or regional professional associations
III-E Management Operations, Program Support Administration	Provide direct administrative support to the TAC and TCC, procure supplies related to transportation planning activities; training and development; maintain adequate files and records of the MPO; tracking the status of transportation projects, status reports to the TCC, TAC, and interested persons; presentations at local association meetings and local officials; activities, responsibilities and objectives related to grant writing for potential planning and construction based transportation grants; perform any necessary activities in order to continue a cooperative, comprehensive and continuing transportation process for the urbanized area.

ANTICIPATED DBE CONTRACTING OPPORTUNITY

Name of MPO: Sandhills MPO

Person Completing Form: Doug Willardson, Assistant Village Manager, Village of Pinehurst

Telephone Number: 910-295-1900

Prospectus Task Code	Prospectus Description	Name of Contracting Agency	Type of Contracting Opportunity (consultant, etc.)	Federal Funds to be Contracted	Total Funds to be Contracted
II-B-2	Regional Planning	SMPO	Consultant – MTP Preparation	\$73,756	\$92,195

FIVE YEAR TRANSPORTATION PLANNING CALENDAR

FISCAL YEAR	PLANNING PROCESS ACTION		PRODUCTS OF THE PLANNING PROCESS		PRIORITIZATION	SPECIAL STUDIES	
	CERTIFICATION OF PLANNING PROCESS	PWP	METROPOLITAN TRANSPORTATION PLAN				
			Review of MTP	Major Update			
2025	Yes	Yes	Yes	Continue 2050 MTP/CTP	Draft TIP	Finish P7.0	As Needed
2026	Yes	Yes	Yes	Continue 2050 MTP/CTP	Adopt TIP 2025-2034	Begin P8.0	As Needed
2027	Yes	Yes	Yes	Adopt 2050 MTP/CTP (due 12/29/26)	Draft TIP Review, Amend current as required	Continue P8.0	As Needed
2028	Yes	Yes	Yes		Draft TIP Review, Amend current as required	Finish P8.0	As Needed
2029	Yes	Yes	Yes	Preliminary Studies for 2055 MTP	Adopt TIP 2027-2036	Begin P9.0	As Needed

SECTION 5303 WORK TASK NARRATIVE (N/A—No Section 5303 Funds)

FTA CODE	44.27.00
TASK CODE	II-B-3
TITLE OF PLANNING TASK	
TASK OBJECTIVE	
TANGIBLE PRODUCT EXPECTED	
EXPECTED COMPLETION DATE	
PREVIOUS WORK	
PRIOR FTA FUNDS	
RELATIONSHIP TO OTHER ACTIVITIES	
RESPONSIBLE AGENCY	
SECTION 104(F) PL LOCAL 20%	
SECTION 104(F) PL FHWA 80%	
SECTION 5303 LOCAL 10%	
SECTION 5303 NCDOT 10%	
SECTION 5303 FTA 80%	

FUNDING TABLE

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL104			Transit Planning - 5303				Task Funding Summary			
			Local 20%	Federal 80%	TOTAL 100%	Local (10%)	State (10%)	Federal (80%)	Fund Total	Local	State	Federal	TOTAL
	II-A	Data and Planning Support	\$ 4,560	\$ 18,240	\$ 22,800	\$ -	\$ -	\$ -	\$ -	\$ 4,560	\$ -	\$ 18,240	\$ 22,800
44.24.00	II-A-1	Networks and Support Systems	\$ 1,980	\$ 7,920	\$ 9,900	\$ -	\$ -	\$ -	\$ -	\$ 1,980	\$ -	\$ 7,920	\$ 9,900
44.23.01	II-A-2	Travelers and Behavior	\$ 1,980	\$ 7,920	\$ 9,900	\$ -	\$ -	\$ -	\$ -	\$ 1,980	\$ -	\$ 7,920	\$ 9,900
44.23.02	II-A-3	Transportation Modeling	\$ 600	\$ 2,400	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 2,400	\$ 3,000
	II-B	Planning Process	\$ 22,979	\$ 91,916	\$ 114,895	\$ -	\$ -	\$ -	\$ -	\$ 22,979	\$ -	\$ 91,916	\$ 114,895
44.23.02	II-B-1	Targeted Planning	\$ 400	\$ 1,600	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 1,600	\$ 2,000
44.23.01	II-B-2	Regional Planning (CTP, MTP, etc)	\$ 4,140	\$ 16,560	\$ 20,700	\$ -	\$ -	\$ -	\$ -	\$ 4,140	\$ -	\$ 16,560	\$ 20,700
44.27.00	II-B-3	Special Studies				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		MTP Consultant	\$ 18,439	\$ 73,756	\$ 92,195					\$ 18,439	\$ -	\$ 73,756	\$ 92,195
			\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -
	III-A	Planning Work Program	\$ 1,380	\$ 5,520	\$ 6,900	\$ -	\$ -	\$ -	\$ -	\$ 1,380	\$ -	\$ 5,520	\$ 6,900
44.21.00	III-A-1	Planning Work Program	\$ 980	\$ 3,920	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ 980	\$ -	\$ 3,920	\$ 4,900
44.24.00	III-A-2	Metrics and Performance Measures	\$ 400	\$ 1,600	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 1,600	\$ 2,000
	III-B	Transp. Improvement Plan	\$ 1,380	\$ 5,520	\$ 6,900	\$ -	\$ -	\$ -	\$ -	\$ 1,380	\$ -	\$ 5,520	\$ 6,900
44.25.00	III-B-1	Prioritization	\$ 980	\$ 3,920	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ 980	\$ -	\$ 3,920	\$ 4,900
44.25.00	III-B-2	TIP	\$ 200	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 800	\$ 1,000
44.25.00	III-B-3	Merger/Project Development	\$ 200	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 800	\$ 1,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 1,000	\$ 4,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 4,000	\$ 5,000
44.27.00	III-C-1	Title VI Compliance	\$ 400	\$ 1,600	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 1,600	\$ 2,000
44.27.00	III-C-2	Environmental Justice	\$ 200	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 800	\$ 1,000
44.27.00	III-C-3	Minority Business Enterprise Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44.27.00	III-C-4	Planning for the Elderly	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44.27.00	III-C-5	Safety/Drug Control Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44.27.00	III-C-6	Public Involvement	\$ 400	\$ 1,600	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 1,600	\$ 2,000
44.27.00	III-C-7	Private Sector Participation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44.27.00	III-D	Statewide & Extra-Regional Planning	\$ 3,940	\$ 15,760	\$ 19,700	\$ -	\$ -	\$ -	\$ -	\$ 3,940	\$ -	\$ 15,760	\$ 19,700
44.27.00	III-E	Management Ops, Program Suppt Admin	\$ 4,170	\$ 16,680	\$ 20,850	\$ -	\$ -	\$ -	\$ -	\$ 4,170	\$ -	\$ 16,680	\$ 20,850
		SUBTOTAL DIRECT COSTS	\$ 39,409	\$ 157,636	\$ 197,045	\$ -	\$ -	\$ -	\$ -	\$ 39,409	\$ -	\$ 157,636	\$ 197,045
		Indirect Costs (10% of MTDC)	\$ 3,941	\$ 15,764	\$ 19,705	\$ -	\$ -	\$ -	\$ -	\$ 3,941	\$ -	\$ 15,764	\$ 19,705
		TOTALS	\$ 43,350	\$ 173,400	\$ 216,750	\$ -	\$ -	\$ -	\$ -	\$ 43,350	\$ -	\$ 173,400	\$ 216,750