

**FY 2025 (July 1, 2024-June 30, 2025)**  
**PLANNING WORK PROGRAM**  
**Narrative**  
**Central Pines RPO**

<b>I. DATA COLLECTION AND ASSESSMENT</b>		
<b>I-1 DATA COLLECTION AND ASSESSMENT</b>		\$ 8,000.00
<b>I-1.1</b>	<b>Highway</b>	
	Update of online CTP mapping to reflect new and updated CTPs. Collection of data/information on highway modes (such as crashes, AADTs, forecast data) as requested by citizens/local governments/project engineers. Review of development proposal transportation elements at request of local governments.	
<b>I-1.2</b>	<b>Other Modes</b>	
	Collection of data/information on non-highway modes as requested by citizens/local governments/project engineers. Participation in local transit plans and bike/ped plans that may arise. Participation in Transit Advisory Board meetings. Participation in S-Line Transit Oriented Development Study and other S-Line related efforts.	
<b>I-1.3</b>	<b>Socioeconomic</b>	
	Development of a CommunityViz model to update the socioeconomic/land use data in any travel demand model. Development of socioeconomic data to update the Chatham and Moore County models. Provide data/maps to RTCC and RTAC.	
<b>I-1.4</b>	<b>Title VI</b>	
	Update Title VI mapping & data. Implementation of Title VI requirements.	
<b>II. TRANSPORTATION PLANNING</b>		
<b>II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>		\$ 11,000.00
<b>II-1.1</b>	<b>Develop CTP Vision</b>	
	Participation in Lee County CTP and Chatham County CTP steering committee meetings, staff coordination meetings, and public meetings.	
<b>II-1.2</b>	<b>Conduct CTP Needs Assessment</b>	
	Analysis of deficiencies for Lee County CTP and Chatham County CTP.	
<b>II-1.3</b>	<b>Analyze Alternatives and Environmental Screening</b>	
	Analysis of alternatives for Lee County CTP and Chatham County CTP.	
<b>II-1.4</b>	<b>Develop Final Plan</b>	
	Complete necessary technical revisions to Chatham County CTP. Complete necessary technical revisions to Lee County CTP. Work toward completion of Lee County CTP and Chatham County CTP.	
<b>II-1.5</b>	<b>Adopt Plan</b>	
	Complete necessary technical revisions to Chatham County CTP. Complete necessary technical revisions to Lee County CTP, Work toward adoption of Lee County CTP and Chatham County CTP.	
<b>II-2 PRIORITIZATION</b>		\$ 15,200.00
<b>II-2.1</b>	<b>Project Prioritization</b>	
	Conduct P7.0 process, including submittals, LIP methodology development, and assigning local input points. Participate in the P8.0 Workgroup Process.	
<b>II-3 PROGRAM AND PROJECT DEVELOPMENT</b>		\$ 8,000.00
<b>II-3.1</b>	<b>STIP Participation</b>	
	Review and comment on STIP. Gather input on STIP amendments as needed.	
<b>II-3.2</b>	<b>Merger / Project Development</b>	
	Participation in scoping meetings, public workshops, merger meetings, and local official meetings for projects in Project Development. Comment and review on project-related materials.	
<b>II-4 GENERAL TRANSPORTATION PLANNING</b>		\$ 28,250.00

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<b>II-4.1</b>	<b>Regional and Statewide Planning</b>		
	Participation in NCARPO and other statewide committees as needed. Attendance at annual MPO/RPO Conference, NC Transportation Summit, and NADO Rural Transportation Conference in Greenville, SC. Participation in statewide planning activities led by NCDOT, and joint regional planning activities with neighboring Planning Organizations.		
<b>II-4.2</b>	<b>Special Studies, Projects and Other Trainings</b>		
	Participation in training opportunities that arise throughout the year. Participate in members' planning efforts as they relate to transportation. Administer any grants awarded to CPRPO or member municipalities, if requested, from NCDOT. Attend NCAMPO, NCARPO quarterly meetings, NCAUG meetings and conference, NCGIS conference and related NC-specific modal conference (BikeWalk, etc.). Renew GISP certification.		
<b>II-4.2.1</b>	<b>Special Study #1 - insert name of consultant-led study here</b>	\$	-
	A consultant will be used to.....		
<b>II-4.2.2</b>	<b>Special Study #2 - insert name of consultant-led study here</b>	\$	-
	A consultant will be used to....		
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>			
<b>III-1 ADMINISTRATIVE ACTIVITIES</b>		\$	27,500.00
<b>III-1.1</b>	<b>Administrative Documents</b>		
	Preparation of quarterly invoices, PWP amendments, FY26 PWP, and updates to other CPRPO documents as needed. Continue updating all documents to reflect new name.		
<b>III-1.2</b>	<b>TCC / TAC Work Facilitation; Ethics Compliance</b>		
	Participation in RTCC and RTAC meetings, preparation of agendas, minutes, and meeting materials and coordination of meeting logistics. Coordination of ethics filing requirements for RTAC members.		
<b>III-1.3</b>	<b>Program Administration</b>		
	Minor administrative tasks such as responding to citizen/local government requests, participating in staff meetings, etc. Maintenance of CPRPO website. Also includes staff leave time, which CPRC bills to programs based on the percentage of time an employee is budgeted to work on the project (NCDOT has requested this be reported on this line).		
<b>IV. DIRECT COSTS</b>			
<b>IV-1 PROGRAMMATIC DIRECT CHARGES</b>		\$	3,611.00
<b>IV-1.1</b>	<b>Program-wide Direct Costs</b>		
	Estimated cost for annual ArcGIS license renewal, Community Analyst. AirTable, and other software as needed		
<b>IV-2 ADVERTISING</b>		\$	100.00
<b>IV-2.1</b>	<b>News Media Ads</b>		
	Advertisements as may be necessary per Public Involvement Plan or procurement policies		
<b>IV-3 LODGING, MEALS, INCIDENTALS</b>		\$	3,000.00
<b>IV-3.1</b>	<b>Hotel Costs</b>		
	Lodging expenses associated with quarterly NCARPO meetings, annual MPO Conference, annual NADO rural transportation conference, NCAUG meetings and conference, NCGIS conference and annual other NC modal conferences (BikeWalk, Rail or Public Transportation).		
<b>IV-3.2</b>	<b>Meal Costs</b>		

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Meal per diem expenses associated with quarterly NCARPO meetings, annual MPO Conference, annual NADO rural transportation conference, NCAUG meetings and conference, NCGIS conference and annual other NC modal conferences (BikeWalk, Rail or Public Transportation).

<b>IV-3.3</b>	<b>Incidentals</b>		
<b>IV-4 POSTAGE</b>		\$	-
<b>IV-4.1</b>	<b>Mailings</b>		
<b>IV-5 REGISTRATION / TRAINING</b>		\$	1,000.00
<b>IV-5.1</b>	<b>Conference Registration</b>		
	Registration fees for NC MPO Conference, NC Transportation Summit, NADO Rural Transportation Conference, and annual GIS conferences		
<b>IV-5.2</b>	<b>Meeting / Workshop / Training Fees</b>		
	Fees for various transportation training events/workshops through the year		
<b>IV-6 TRAVEL</b>		\$	3,000.00
<b>IV-6.1</b>	<b>Mileage Reimbursement</b>		
	Reimbursement of mileage costs for travel to meetings and field work		
<b>IV-6.2</b>	<b>Car Rental Costs</b>		
<b>IV-6.3</b>	<b>Other Travel Expenses</b>		
	Reimbursement of tolls for travel to meetings and field work		
<b>V. INDIRECT COSTS</b>			
<b>V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY</b>		\$	50,239.00
<b>V-1.1</b>	<b>Incurred Indirect Costs</b>		
	Estimated using previous year's approved rate (51.29% of Salary+Fringe)		
<b>RPO OPERATIONAL EXPENSE TOTAL</b>		\$	158,900.00