Prospectus For Continuing Transportation Planning

for the

Cabarrus-Rowan Urban Area

Prepared by:

Cabarrus-Rowan MPO

In cooperation with the:

City of Concord
City of Kannapolis
City of Salisbury
Town of Rockwell
Town of Spencer
Town of East Spencer
Town of China Grove
Town of Cleveland
Town of Granite Quarry
Town of Harrisburg
Town of Landis
Town of Mount Pleasant
County of Cabarrus
County of Rowan
NCDOT Transportation Planning Branch
NCDOT Public Transportation Division
NCDOT Rail Division
NCDOT Division of Bicycle and Pedestrian Transportation
U. S. Department of Transportation

Approved by Cabarrus-Rowan MPO

Date May 25, 2016

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I-Introduction

The municipalities of the Cabarrus-Rowan Urban Planning Area, Cabarrus County, Rowan County, and the North Carolina Department of Transportation, in cooperation with the various administrations within the U.S. Department of Transportation, participate in a continuing transportation planning process in the Cabarrus-Rowan Urban Planning Area as required by Section 134 (a), Title 23, United States Code. A Memorandum of Understanding approved by the municipalities, the counties, and the North Carolina Department of Transportation establishes the general operating procedures and responsibilities by which short-range and long-range transportation plans are developed and continuously evaluated.

The Prospectus contained herein is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it.

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Planning Work Program (PWP). The PWP identifies the planning work tasks that are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

The Metropolitan Planning Organization (MPO) is responsible for carrying out the transportation planning process in the Cabarrus-Rowan Urban Planning Area. The MPO is an organization consisting of the representatives of general purpose local government; the North Carolina Department of Transportation; a Transportation Advisory Committee; a Technical Coordinating Committee; and the various agencies and units of local and State government participating in transportation planning for the area.

The respective governing boards (the City/Town Council or County Board of Commissioners) make policy decisions for local agencies of government. The Board of Transportation makes policy decisions for the North Carolina Department of Transportation. The municipal governing board and the N.C. Department of Transportation have implementation authority for construction, improvement, and maintenance of streets and highways.

The Memorandum of Understanding, as amended on April 24, 2013, established a Transportation Advisory Committee (TAC) composed of representatives from the policy boards to provide policy direction for the planning process, and to improve communications and coordination between the several Policy Boards. The TAC is responsible for (1) review and approval of the PWP; (2) review and approval of the area's Metropolitan Transportation Improvement Program (MTIP) which ensures coordination between local and State programs; (3) review of the National Highway System, review and approval of changes to the Functional Classification Designation (as it pertains to the Surface Transportation Program) and review and approval of the Metropolitan Area Boundary; (4) endorsement, review, and approval of the Prospectus; (5) guidance on

transportation goals and objectives; and (6) review and approval of changes to the adopted Metropolitan Transportation Plan. As required by North Carolina General Statutes 136-66.2, revisions to the Comprehensive Transportation Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation.

A Technical Coordinating Committee (TCC), also established by the Memorandum of Understanding, is responsible for supervision, guidance, and coordination of the continuing planning process, and for making recommendations to the local and State governmental agencies and the Transportation Advisory Committee regarding any necessary action. The TCC is also responsible for review of the National Highway System and for development, review, and recommendation for approval of the Prospectus, PWP, TIP, Functional Classification Designation (as it pertains to the Surface Transportation Program), Metropolitan Area Boundary revisions, and technical reports of the transportation study. The membership of the TCC consists of, but is not limited to, key staff from the North Carolina Department of Transportation, the Centralina Council of Government, Federal Highway Administration, the counties, transit operators, and the municipalities.

The City of Concord is designated as the Lead Planning Agency (LPA) and is primarily responsible for annual preparation of the Planning Work Program and Metropolitan Transportation Improvement Program. The City of Concord is the primary local recipient of planning funds received from USDOT for the Cabarrus-Rowan Urban Area.

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II-Methodology, Responsibilities & Schedules

The continuing transportation planning work tasks are described here. Appendix A details the history of transportation planning in the area. Appendix B contains the community goals and objectives for the transportation system.

II-A-1: Networks and Support Systems

A number of conditions generally need to be continuously surveyed and compiled annually to determine whether previous projections are still valid or whether plan assumptions need to be changed. Surveillance tasks are described in the following sections and agency responsibilities are listed in Table 1.

Traffic Volume Counts

Annual Average Daily Traffic (AADT) will be estimated on a biennial schedule at specified locations on each segment of the principal arterial, minor arterial, and collector street systems inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours. Axle counts will be converted to volume counts using adjustment ratios that account for multiple-axle vehicles. Volume counts will be seasonally adjusted and averaged to generate AADT estimates. These estimates will be evaluated for temporal and spatial consistency. Factors for seasonal adjustment will be based on traffic data from permanent traffic monitoring stations located at typical urban settings throughout the State.

The City of Concord and North Carolina Department of Transportation is responsible for obtaining counts at specified locations on the Cabarrus-Rowan Urban Area Municipal Street System and for furnishing the raw daily traffic counts, count information, and location maps to the Transportation Planning Branch the first week of November each scheduled collection year. The Transportation Planning Branch is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biennially to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the Lead Planning Agency.

As part of the Congestion Monitoring Program, the City of Concord will be responsible for taking traffic counts at a specified number of count stations that will be representative of the street system as a whole. These counts will be at 15-minute intervals and collected for a minimum of 48 hours so they can be used to determine peak hour spreading and will be taken every three years.

Special counts may be taken during travel model updates or validations. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements. The Transportation Planning Branch will coordinate traffic data collection for these special counts.

Vehicle Miles of Travel (VMT)

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by TPB-Road Inventory Section. These VMT estimates are used by the Division of Air Quality for air quality monitoring. MPOs may also choose to estimate VMT for the urban planning area on a regular basis using the applicable Regional Travel Demand Model.

Street System Changes

Records on improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each municipality should maintain similar records for its municipal street system. The municipalities participating in the Powell Bill Program must certify city street mileage maintained annually.

An inventory of the geometric and signalization of the existing major street system for the planning area should be maintained by the Cabarrus-Rowan MPO and its member jurisdictions. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is updated.

Traffic Crashes

North Carolina law requires that any traffic accident involving personal injury and/or property damage in excess of $1,000.00 be reported in detail to the Division of Motor Vehicles (DMV) of the NCDOT. The DMV also receives a detailed report on any crash investigated by a law officer. Copies of all these reports are forwarded to the Transportation Mobility and Safety Section of the Division of Highways, where the information is summarized and stored. Annual analyses will compare each year's high crash locations to previous years' high crash locations.

The Transportation Mobility and Safety Section of the Division of Highways will provide the Annual Highway Safety Program Listing Report on request.

Transit System Data

A summary and analysis of transit ridership revenue and expense data by route will be prepared annually by the Concord/Kannapolis Area Transit System and the Salisbury Transit System for their Section 15 reporting requirements. Items to be included are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours.

Air Travel

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport enplanements/

deplanements may help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

Central Area Parking Inventory

Inventories of both on and off street parking supply in the MPO central areas are maintained by the MPO. Periodic updates and inventories of other parking facilities in other areas will be performed as determined by the MPO through the development of the Planning Work Program. Data collected should include parking policies, ownership, and rates.

Bicycle and Pedestrian Facilities Inventory

An inventory of significant municipal, county and state, and bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Metropolitan Transportation Plan update and analyzed in conjunction with other transportation performance measures.

Collection of Network Data

Collection of the following variables describing the existing street system is necessary to build a base network for the travel model: 1) posted speed limit; 2) width/lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated. The network development process is included in this task item.

Capacity Deficiency Analysis

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the HIGHWAY CAPACITY MANUAL, Special Report 209, Highway Research Board, National Academy of Sciences, National Research Board.

II-A-2: Travelers and Behavior

Dwelling Unit, Population, and Employment Changes

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, building permit, zoning, tax data records, Employment Security Commission, and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database for the regional travel demand model.

Collection of Base Year Data

Collection of the following variables for existing conditions, by traffic analysis zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to the Model Custodian.

Travel Surveys

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit to name a few.

New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources and share will be determined at the onset of the study.

Vehicle Occupancy Rates (Counts)

Vehicle occupancy counts are collected across the service area to measure effectiveness of transportation investments and operations. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Metropolitan Transportation Plan.

Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management System. The travel time studies may be required during the travel model calibration phase as well.

II-A-3: Transportation Modeling

Travel Model Updates

The Cabarrus-Rowan MPO will be a model owner of the Metrolina Regional Travel Model as specified in the Model Governance document. The Cabarrus-Rowan MPO will also be party to the Metrolina Regional Travel Model Protocol, which will detail accepted standards and practices in the travel model to calibrate and substantiate acceptable tolerances. The Metrolina Regional Travel Demand Model will use the following 4 steps process and accuracy checks:

a. Trip Generation – This step generally involves analysis of actual and projected socio-economic data including, but not limited to, population, dwelling units, and employment. Based on these and other factors, an approximation of the number of trips generated by sub-area or zone can be determined.

b. Trip Distribution - Using formulas based on the gravity model, an approximation of where the specific generated trips are beginning and ending is determined.

c. Modal Split – This step is an analysis of mode chosen and factors that lead to those choices. Factors could include actual and perceived travel times, actual and perceived travel costs, as well as availability or convenience of certain modes.

d. Trip Assignment - This step loads trips onto the network based on the paths selected for the origins and destinations from above. The effects of congestion and the somewhat random nature of travelers can be taken into account through loading techniques such as incremental restraint, equilibrium, stochastic or all-or-nothing assignments.

e. Accuracy Checks – Checks involve comparing or calibrating mathematically generated data to actual field conditions. These typically involve screen line crossings to within 5% and link volumes to within 10% of ground counts.

A technical summary report of the travel modeling process and results will be provided by the modeling custodian as named in the Model Governance.

Forecast of Data to Horizon Year

The travel demand models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area wide basis, to cross check these projections and convert them to land use quantities, and to distribute the projected planning data to traffic analysis zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts for the Regional Travel Demand Model.

Forecasts of Future Travel Patterns

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel forecast models. The models are sensitive to changes in trip generation, trip purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted.

Financial Planning

As required by the FAST Act, the MTP must be fiscally constrained. Project cost estimates and

revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance and operations as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and any public-private partnerships.

II-B: Planning Process

II-B-1 Targeted Planning

This section includes non-modal specific planning, and focuses on themes across modes. It can include (but is not limited to):

Air Quality Planning/ Conformity Analysis

The transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality. MPOs have the responsibility to make a determination as to whether or not transportation plans, programs, and projects conform to the intent of the SIP. Tasks involved in this pursuit include, but are not limited to:

a. Participation in interagency consultation process as part of SIP development and conformity determination development

b. Providing assistance to NCDENR in developing and maintaining mobile source emission inventories,

c. Participating in development of TCMs for the SIP

d. Implementation of TCMs as appropriate

e. Performing analysis and approving conformity determination as required. The conformity determination must be approved by the Cabarrus-Rowan TAC.

Alternative Fuels/Vehicles

MPOs can support transportation projects that reduce mobile source emissions and reduce vulnerability of fuel supplies and enhance fuel security in times of extreme weather events or other reasons for petroleum scarcity. Eligible activities include transit improvements, travel demand management strategies, traffic flow improvements, and public fleet conversions to cleaner fuels, among others. Alternative fuel projects for the public and private sector fleet can include coordination of education and incentive programs and/or planning for the provision of fueling or charging infrastructure and pipeline security.

Hazard Mitigation and Disaster Planning

Conduct analysis in areas related to climate change and extreme weather adaptation such as assessments of transportation vulnerability to extreme weather events, or to develop options for improving resiliency of transportation facilities or systems related to climate changes and/or extreme weather events.

Congestion Management Strategies

The 3-C Transportation Planning Process stresses efficient system management and operations. Planning for congestion management strategies such as these below are included in this item.

a. Transportation Demand Management (TDM)
b. Intelligent Transportation System (ITS)
c. High Occupancy Vehicle lanes or priorities (HOV)
d. Access Control and Management
e. Traffic Operations Improvements, Incident Management
f. Growth Management/Land Use Planning

This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

Freight Movement/Mobility Planning

As one of the FAST Act ten planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

II-B-2 Regional Planning

This element includes development and creation of both the Comprehensive Transportation Plan (NC Requirement) and Metropolitan Transportation Plan (FAST Act Requirement). To be valid and useful for corridor protection and other uses, the CTP must be mutually adopted by both the MPO and NCDOT.

Community Goals and Objectives

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Metropolitan Transportation Plan. Local citizens input will be obtained

through the Public Involvement Policy and on-going outreach by MPO member jurisdictions. Additional citizen input may be obtained through any standing committees.

Highway Element of the CTP/MTP

The highway map (a subset of which is the highway element of the MTP) will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the Metropolitan Transportation Plan and the interrelationship between alternative travel modes. Recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated. It should be noted that any regionally significant Metropolitan Transportation Plan revisions must be analyzed for conformity with the SIP in non-attainment/maintenance areas. Alternatives that may be considered include (1) a Do-Nothing Alternative, (2) Alternative Modes, (3) Travel Demand Management, and (4) Alternative Design: Types and Standards.

Transit Element of the CTP/MTP

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service, ridesharing, fixed-guide way transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types, and areas of service may be recommended, supported by rider ship forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

Bicycle and Pedestrian Element of CTP/MTP

A bikeway and pedestrian plan is an essential part of the multi-modal MTP for an urban area. The report entitled, Incorporating Bicycle and Pedestrian Elements into Transportation Plans, produced by the Transportation Planning Branch, describes the essentials of this task. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the MTP.

Airport/Air Travel Element of MTP

The Concord Regional Airport Master Plan may be coordinated with the MPO, and be an element of the MTP. Any changes in existing and future expansions of the airport as a result of this master plan should be reported to the MPO.

Collector Street Element of CTP/MTP

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

Rail, Waterway, or Other Mode of CTP/MTP

The MPO will incorporate additional transportation elements in the multi-modal MTP where appropriate.

I-B-3 Special Studies

This element includes mode-specific plans and special studies that do not fall under Operational Planning.

Special Studies

During annual reevaluation of the Metropolitan Transportation Plan, there occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, environmental impact, and functional designs.

In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic, that could require changes to the Metropolitan Transportation Plan to accommodate the newly forecasted growth.

The extent, responsibility, and cost for a corridor or sub-area study, which should be conducted within the work plan of the TCC, would be determined prior to its initiation.

III-A Unified Planning Work Program

III-A-1: Unified Planning Work Program

Development of Unified Planning Work Program and Five-Year Plan

A Unified Planning Work Program (UPWP) will be prepared annually by the City of Concord in

cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The UPWP will present the proposed unified planning work program for the next year and review the recent accomplishments of the planning process. The UPWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The UPWP will be reviewed and approved by the Transportation Advisory Committee, by the State and Regional intergovernmental review process, the North Carolina Department of Transportation, and Federal agencies providing planning funds for continuing transportation planning. These Federal planning funds are provided by FHWA (Section 104(f)) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the UPWP to receive planning funds from FTA.

The MPO must certify their 3-C Transportation Planning Process annually as part of the UPWP adoption.

III-A-2: Metrics and Performance Measures

Metrics & Performance Measures: This is a new section; waiting for FAST Act guidance
Each metropolitan planning organization shall establish performance targets and measures that address performance of the transportation system. MPOs shall coordinate with appropriate State and transit agencies in developing targets for the transportation system. The MPO shall integrate in the metropolitan planning process directly or by reference the goals, objectives performance measures and targets described in other State transportation plans and processes, as well as, any plans developed under chapter 53 of title 49 by providers of public transportation, required as part of a performance-based program.

III-B: Transportation Improvement Program

III-B-1 Prioritization

The MPO list of projects to evaluate under NCGS § 136-18 (42) is developed biennially to communicate the MPO's priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The List may include cost estimates, purpose and need statements, and other supporting materials. A prioritization process is a key step in cooperative TIP development between the MPO, the transit operator, and NCDOT. Local processes for prioritization such as STP-DA, TA or CMAQ projects should also be included here.

III-B-2 Metropolitan TIP (TIP)

Every 2 years, the MPO will prepare a metropolitan programming document (TIP) which is coordinated with the State Transportation Improvement Program (STIP). The local programming document is a short range, five to ten-year multi-modal program which identifies transportation improvements recommended for advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

As conditions change, it may be necessary to amend the TIP to ensure consistency with the STIP. The MPO will coordinate with NCDOT to keep the documents aligned and bring modifications/amendments before the MPO boards as needed.

The MPO will coordinate with local governments to include major non-NCDOT projects in the TIP, with a blanket local STIP identifier to be assigned by NCDOT. The MPO will develop criteria to define "major" along with NCDOT and federal partners.

III-B-3 Merger and Project Development

The proposed Comprehensive Transportation Plan (CTP) and selected alternative plans will be evaluated based on criteria established by the goals and objectives reevaluation study and impact on the environment. The Airport Master Plan or other modal plan not included in the CTP should also be evaluated on these criteria. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

Merger Process

Merger is a process to streamline the project development and permitting processes, agreed to by the USACE, NCDENR (DWQ, DCM), FHWA and NCDOT and supported by other stakeholder agencies and local units of government. To this effect, the Merger Process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

Each project team will consist of appropriate primary signatory agencies and partnering signatory agencies. The composition of agencies on each project team will vary depending on the specific project's location and scope.

FHWA, USACE, NCDOT and NCDENR are the primary signatories for the Merger Process agreement and are also known as the process owners or sponsors. The partnering agencies are as follows: U. S. Environmental Protection Agency; U. S. Fish and Wildlife Service; National Marine Fisheries Service; N. C. Wildlife Resources Commission; N. C. Department of Cultural Resources; U. S. Coast Guard, U. S. Forest Service; and Metropolitan Planning Organizations (MPO's). Some of the partnering agencies will participate only when the project is in their respective geographic area of responsibility or statutory authority.

Feasibility Studies

MPOs will participate as needed in NCDOT-sponsored feasibility studies identified in the STIP/TIP.

III-C: Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Civil Rights Compliance (Title VI) and Other Regulatory Requirements

III-C-1 Title VI

Provide update of Civil Rights statistics report for submittal to USDOT to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

III-C-2 Environmental Justice

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the MPOs, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows:

a. ensure public involvement of low-income and minority groups in decision making;

b. prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and
c. assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made.

III-C-3 Minority Business Enterprise Planning (MBE)

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBEs in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPOs, utilizing transportation planning funds to update existing MBE programs as necessary.

III-C-4 Planning for the Elderly and Disabled

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities.

Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process.

Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan transportation facilities and services that can be effectively utilized by persons with limited mobility, such as:

a. Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service;

b. Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public; and

c. New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible.

d. Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

III-C-5 Safety/Drug Control Planning

MPOs may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against transit users, facilities, and equipment.

III-C-6 Public Participation

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23 CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact their communities. The Cabarrus-Rowan MPO has a formalized public involvement policy that was adopted on March 27, 2013.

III-C-7 Private Sector Participation

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process.

The general criteria for making public/private service decisions may include but is not limited to:

a. comparative cost of private versus public services in similar situations;

b. perceived quality and reliability of service;

c. local control of services;

d. responsiveness and flexibility of operators; and

e. private operator financial stability.

III-D: Statewide and Extra-Regional Planning

This section covers planning and policy development outside the region and support of state and national user groups and organizations. Legislative issues are also covered.

Statewide and Extra-Regional Planning

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: Functional Reclassification of roads, designation of Urban Area Boundaries, National Highway System coordination, Highway Performance Monitoring System activities, and regional transit coordination.

Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation.

Statewide and Federal Policy Development and Implementation

Coordinate with state and federal agencies as a partner for developing policy direction and implementation. Examples include participation in SPOT, CMAQ or other NCDOT workgroups to develop scoring criteria, provide technical expertise to AMPO, AASHTO, ITE or other organizations at the national and state level that provide policy development assistance; responding to requests from NCGA or individual legislators as needed.

III-E: Management, Operations, and Program Support Administration

Board Support

Support of advisory and governing bodies, including maintenance of membership and appointments, meeting planning, agenda preparation and posting, conducting meetings & hearings, minutes preparation, and compliance with Open Meetings & Public Records statutes.

Subcommittee Support

Same as above for standing and ad-hoc subcommittees. Examples include TCC Subcommittee, Complete Streets Subcommittee, Data and Modeling Subcommittee, Bike/Ped Subcommittee.

Member Services

This includes responding to specific members' needs not covered in other items. It includes presentations to local boards on MPO business and mission, assistance with transportation-related grant applications, or local staff technical assistance as examples.

Administration

This includes day-to-day operational necessities not directly related to the UPWP. Examples include filling out paperwork for finance departments, including timesheets, expense reports, work summaries, invoices, etc. Updates to the MOU, Prospectus, or other tasks that do not have another category are also covered here.

Appendix A

TRANSPORTATION PLANNING HISTORY AND STATUS

The development and adoption of a Thoroughfare Plan was provided for in North Carolina General Statutes 136-66 that was enacted by the State Legislature in 1959. These General Statutes require State-municipal cooperative development of a Thoroughfare Plan, provide for State-municipal adoption of the plan, require State-municipal agreement on street and highway system responsibilities, define State and municipal responsibilities, and provide for revision of the plan.

In 1962, Section 134, Title 23 of the United States Code was enacted by Congress which required a continuing and comprehensive transportation planning process carried on cooperatively by states and local communities for all urban areas over 50,000 (3C Planning Process). The Federal Highway Act of 1973 provided for Federal planning funds to be disbursed through the States to MPOs for the purpose of accomplishing the transportation planning, and for the first time, permits limited use of Federal highway funds for urban mass transit projects.

LOCAL AREA TRANSPORTATION PLANNING HISTORY

In 1959 a preliminary report was prepared for the Concord area entitled Concord Origin-Destination Traffic Survey by the Planning Department, State Highway Commission. This report was prepared at the request of the City of Concord and of Kannapolis citizens. A preliminary thoroughfare plan followed with a brief report of the study. The plan was submitted to the Concord Board of Alderman on May 27, 1965 for review with the objective of State-Municipal adoption. During the preliminary study it was decided that a more comprehensive analysis was needed.

In April, 1966 the City of Concord and the North Carolina State Highway Commission (now NC Department of Transportation) entered into a contract to develop a comprehensive thoroughfare plan for the Concord, Kannapolis, China Grove, and Landis Urban Area. The study included the development of mathematical models to predict travel behavior to the year 1995. The models were developed using an external origin and destination travel survey, a limited internal home interview survey, a comprehensive socioeconomic data inventory, and an inventory of traffic volumes on the major street system. Details of this analysis and preliminary recommendations were presented to the policy and governmental boards serving the area. The plan was further revised and mutually adopted by the participating municipalities and the NC Board of Transportation in 1980 and 1981. An updated comprehensive thoroughfare plan was revisited in 1993 and a multi-modal Long Range Transportation Plan was developed and adopted in June of 2001. This plan conforms to the required elements specified by the Federal Highway Administration and the new requirements of Chapter 136, Article 3A, Section 136-66.2 of the General Statutes.

Appendix B

TRANSPORTATION SYSTEM GOALS AND OBJECTIVES

Street System Goal – Develop an efficient street and highway network for the Cabarrus-Rowan Urban Area

Objective – Enhance mobility by improving the connectivity of the existing street network.

Objective – Explore improvement to the street network that will most effectively handle capacity deficiencies.

Objective – Support a safe and secure transportation system through efforts to reduce vehicular and non-vehicular crashes and points of conflict between modes of transportation.

Congestion Management Goal – Develop a local thoroughfare system that minimizes traffic congestion and maximizes system preservation

Objective – Improve traffic signal timing and coordination through intelligent transportation system measures.

Objective – Develop streets and highways with the intent of minimizing travel times and distances.

Objective – Pursue funding for the purposes of preserving and modernizing the existing system of streets and highways.

Title VI and Environmental Justice Goal – Plan and promote a transportation system that does not disproportionately impact minority and low–income populations

Objective – Assess and identify the transportation needs of minority and low-income populations.

Objective - Avoid and/or minimize disproportionately high and adverse impacts on minority and low-income populations.

Objective – Assess whether the benefits and burdens of transportation investments are fairly distributed among all populations.

Environmental Goal – Develop a transportation system, which preserves and enhances the natural and built environments

Objective – Promote better integration of land use and transportation planning.

Objective - Support multi-modal transportation projects, which preserve and complement the Urban Area's natural features.

Objective – Promote and plan for a transportation system that increases the vehicle occupancy rates, improves mode split, and reduces traffic congestion.

Public Transportation Goal – Support efforts to improve mobility for Urban Area residents

Objective – Increase awareness of public transportation services provided by the Concord/Kannapolis Area Transit System, Salisbury Transit System, Rowan Individual Transit Assistance system, Cabarrus County Transportation System (CCTS), and the Concord Express service. Explore additional public transportation alternatives for the Urban Area with connection to the Metrolina Region.

Objective – Support any expansion plans for Salisbury Transit, Concord/Kannapolis Area Transit, and Concord Express that will improve mobility for residents within the Urban Area. Conduct appropriate transit planning studies to evaluate the need and benefit of public transportation.

Objective – Support the efforts of the public and private stakeholders concerning possible public transit options that would benefit the Cabarrus-Rowan Urban Area.

Bicycle and Pedestrian Goal – Promote development of an integrated bicycle and pedestrian network

Objective – Pursue funding for a coordinated and comprehensive network of sidewalks and bicycle routes throughout the Urban Area.

Objective – Improve the transportation system with accommodations for bicycle and pedestrian access.