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# MEMORANDUM

TO: DCHC MPO Board

FROM: David Miller, Transportation Planner  
Madeline Galliano, Transportation Planner

DATE: February 27, 2024

RE: **FY2024 UPWP ADMINISTRATIVE MODIFICATION #1**

## SUMMARY

This memorandum serves as information pertaining to an administrative modification to the FY2024 Unified Planning Work Program (UPWP).

## BACKGROUND

### Chapel Hill Transit

The Town of Chapel Hill Transit Department will receive federal funding under FTA's Section 5310 Areas of Persistent Poverty Program. These funds will support the Chapel Hill Transit's efforts to financially plan and design a new, app-based, on-demand micro transit system to serve a two-mile corridor of the planned North-South bus rapid transit route. Inclusion of these apportioned funds in the FY2024 UPWP is required as documentation to drawdown these funds. The project and budget will be described in Appendix H.

### Town of Carrboro

The Town of Carrboro has requested a redistribution of its programmed STBG-DA funds between its task codes. This amendment does not represent a gain or loss of UPWP funds; it solely represents re-balancing of the existing budget associated with several task codes as outlined in Table 1.

Table 1: STBG-DA Re-Allocation Amounts

Agency	Task Code	Local (20%)	Federal (80%)	Total (100%)
Town of Carrboro	II-B-3A: Special Studies Operations	(\$300)	(\$1,200)	(\$1,500)
Town of Carrboro	II-A-2: Travelers and Behavior	\$50	\$200	\$250
Town of Carrboro	II-B-1: Targeted Planning / CMP	\$70	\$280	\$350
Town of Carrboro	III-B-1: Prioritization	\$40	\$160	\$200
Town of Carrboro	III-B-2: Metropolitan TIP	\$100	\$400	\$500
Town of Carrboro	III-E: Board & TC Support and Liaison	\$40	\$160	\$200

## MPO Staff

MPO Staff has requested to add language in its task code II-B-2: Regional Planning for planning development activities, which is described in the highlighted sections below. There is no financial change in this administrative modification.

### **II-B-2: Regional Planning**

#### **PURPOSE/OUTCOME**

One of DCHC's core functions is guiding effective and efficient transportation infrastructure investment. The MPO advises its local, regional, state, and federal stakeholders to align their policies and actions through the North Carolina Comprehensive Transportation Plan (CTP) process and the USDOT required long-range Metropolitan Transportation Plan (MTP) process.

#### **METHODOLOGY**

Comprehensive Transportation Plan (CTP): The MPO will conduct periodic reviews, amend, and monitor progress on CTP. The MPO will specifically work in Durham to amend the adopted CTP so that project problem statements include non-motorized improvements.

Metropolitan Transportation Plan (MTP): The MPO will conduct periodic reviews, amend, and monitor progress on the newly adopted 2050 MTP. The MPO will also work with regional partners to schedule and scope the 2055 MTP process.

Planning Project Development: The MPO will develop planning project elements of regional significance using its staff, or with the assistance of qualified consultants who have unique expertise in the project's focus area.

#### **PRODUCTS**

1. Reports and presentations to the MPO Technical Committee and Policy Boards.
2. Public outreach materials consistent with the MPO's Public Involvement Plan, initiating MTP outreach with goals and performance metric development.
3. Updated web tools for data access and visualization.
4. Coordination with member agencies, stakeholders, and other Planning Organizations.
5. Documentation guiding planning projects of regional significance.

#### **REQUESTED ACTION**

**TC Action:** To receive as information.

**Board Action:** To receive as information.