



## **Technical Committee Meeting Agenda**

Wednesday, May 22, 2019

9:00 AM

Committee Room 2nd Floor  
Durham City Hall 101 City Hall Plaza  
Durham, NC 27701

1. Roll Call
2. Adjustments to the Agenda
3. Public Comment

### **CONSENT AGENDA**

4. **Approval of the April 24, 2019 TC Meeting Minutes** [19-150](#)

A copy of the April 24, 2019 meeting minutes is enclosed.

**TC Action:** Approve the minutes of the April 24, 2019 TC meeting.

**Attachments:** [2019-05-22 \(19-150\) 04.24.19 TC Meeting\\_LPA2.pdf](#)

### **ACTION ITEMS**

5. **Update of the Coordinated Public Transit-Human Services Transportation Plan (5 mins)** [19-139](#)

**Meg Scully, LPA Staff**

**Robert Jahn, LPA Intern**

DCHC MPO is the Designated Recipient for federal funding through the Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program, and receives under \$250,000 per year to be distributed among eligible sub-recipients. Federal transit law requires that projects funded through this program be derived from a locally developed, coordinated public transit-human services transportation plan (CTP) which must be updated every five years. The current CTP for the DCHC MPO region was approved by the Board in January, 2014. LPA staff prepared the attached updated plan through a process that involved seniors, individuals with disabilities, representatives of transportation and human services providers, and other members of the public. The CTP elements include: an assessment of available services; an assessment of transportation needs; strategies or projects to address the gaps in service; and priorities for implementation based on resources available. The Board released the draft report for public comment on May 8, 2019. The remainder of the CTP approval schedule is as follows: May 22, 2019 - TC recommends Board hold public hearing and approve plan; June 12, 2019 - Board hold public hearing and approve plan.

**TC Action:** Recommend the Board hold a public hearing and approve the 2019 Update of the Coordinated Public Transit-Human Services Transportation Plan.

**Attachments:** [2019-05-22 \(19-139\) Coordinated Plan Final.pdf](#)

**6. 2045 MTP Amendment #2 and Air Quality Conformity (10 minutes)**[19-151](#)**Andy Henry, LPA Staff**

The North Carolina Department of Transportation (NCDOT) plans to adopt the FY2020-2029 State Transportation Improvement Program (TIP) in September 2019 and the MPO will follow with the adoption of the FY 2019-2029 TIP, most likely in November 2019. The MPO will need to amend the 2045 Metropolitan Transportation Plan and update the Air Quality Conformity Determination Report (AQ CDR) report because at least one regionally significant project, the I-40 widening in Orange County (I-3306), will cross the 2025 air quality threshold. This means that the I-40 widening is identified in the 2045 MTP to become operational sometime in the years 2026-2035 but the FY 2020-2029 TIP will show it as becoming operational in 2025, which crosses the 2025 air quality threshold.

At the time of the Technical Committee agenda publication, it was uncertain whether the 2045 MTP amendment and AQ CDR would need to be adopted by September 2019, or the adoption could wait until November 2019 to accompany the FY2020-2029 TIP. If it becomes apparent that the adoption must occur by September 2019 to avoid a so-called plan lapse and ensure that all federal transportation actions can proceed, then staff will present the materials to the TC to get the appropriate recommendation for the MPO Board.

**TC Action:** Discuss 2045 MTP Amendment and Air Quality Conformity Determination Report, and make appropriate recommendation to MPO Board.

**7. SPOT 6 Update (30 minutes)**[19-123](#)**Aaron Cain, LPA Staff**

A TC Subcommittee has met twice since mid-March to review an initial list of projects for consideration for SPOT 6. For SPOT 6, DCHC can submit 24 projects per mode. At this time, the number of projects under consideration by mode is (see attachment for the full list):

- Highway: 43
- Bike/Ped: 34
- Transit: 24
- Rail: 11

The number of highway projects will be narrowed once results from NCDOT's pre-submittal process are delivered (expected sometime in June). Staff is looking to narrow down the number of highway projects to 30-35 prior to the opening of the SPOT submittal window. DCHC staff will be working with the Divisions on bike/ped submittals. In the past the Divisions have agreed to submit bike/ped projects on behalf of DCHC. Even with help from the Divisions, 4-5 bike/ped projects will likely need to be cut before final submission; DCHC will identify the lower potential scoring projects for those cuts.

On May 10, 2019, DCHC staff was notified that the schedule for SPOT 6 has been delayed by approximately three months. An adjusted SPOT 6 schedule is below:

- May 22, 2019 - TC reviews SPOT 6 Initial Project List
- June 12, 2019 - MPO Board reviews SPOT 6 Initial Project List
- October 2019 - DCHC staff enter projects into SPOT 6 tool for testing
- November 13, 2019 - Board releases SPOT 6 Project List for public comment
- November 20, 2019 - TC submits a recommended SPOT 6 Project List to the MPO Board
- December 11, 2019 - Board approves final SPOT 6 Project List and MPO staff submits to SPOT Online
- December 20, 2019 - Deadline for submission of projects into SPOT

Other future SPOT dates to be aware of:

- July 31, 2020 - Local Input Methodology due to NCDOT
- October 2020 - Regional Impact Local Input Points due
- January 2021 - Division Needs Local Input Points due
- April 2021 - Draft 2022-2031 STIP released

**TC Action:** Forward the SPOT 6 Initial Project List to the Board for review.

**Attachments:**      [2019-05-22 \(19-123\) SPOT 6 Initial Project List.pdf](#)



**8. Amendment #13 to the FY2018-2027 TIP (5 minutes)**[19-142](#)**Aaron Cain, LPA Staff**

Amendment #13 to the FY2018-2027 TIP consists of a request from the City of Durham to add funding to four bike-ped projects:

U-4724, Cornwallis Road Bike-Ped

U-4726HN, Hillandale Road Bike-Ped

U-4726HO, Carpenter-Fletcher Bike-Ped

C-4928, Morreene Road Bike-Ped

The first two projects will add STBG-Any Area funds resultant from an additional \$1.4+M in federal highway infrastructure funding that was granted through NCDOT. The last two projects will add STBGDA funds from the City of Durham's local discretionary allocation. This will exhaust the City of Durham's allocation through FY24. MPO staff has determined that there is significant fund balance to cover the programming of these funds. In addition, there is one statewide project from NCDOT for inclusion in the TIP.

This amendment was released for a 21-day public comment period on May 15, 2019. To date, no comments have been received. An additional \$2,000 from what was presented last month was added to U-4724 in order to fully program the STBG-Any Area funds from the federal highway infrastructure swap.

The summary sheet, full report, and resolution are attached.

**TC Action:** Recommend that the MPO Board approve Amendment #13 to the FY2018-2027 TIP.

**Attachments:**      [2019-05-22 \(19-142\) TIP Amendment #13 Summary Sheet.pdf](#)  
                                 [2019-05-22 \(19-142\) TIP Amendment #13 Full Report.pdf](#)  
                                 [2019-05-22 \(19-142\) TIP Amendment #13 Resolution.pdf](#)

9. **Authorize Durham City Manager on behalf of DCHC MPO to enter into Agreement with the Town of Chapel Hill for the Allocation, Disbursement and Accounting of the Federal Transit Administration (FTA) Section 5303 Metropolitan Transportation Planning Funds** [19-148](#)  
**Meg Scully, LPA Staff**

The DCHC MPO is the recipient of Section 5303 funds from the FTA of the US Department of Transportation through the NC Department of Transportation/Public Transportation Division. The DCHC MPO allocates these funds each year through the Unified Planning Work Program process to the City of Durham/GoDurham and the Town of Chapel Hill/Chapel Hill Transit for transit planning activities. The purpose of the attached agreement is to define the allocation, accounting and disbursement of Section 5303 funds received by the DCHC MPO and passed through to the Town of Chapel Hill.

**TC Action:** Recommend the Board authorize the Durham City Manager on behalf of the DCHC MPO to execute the pass-through agreement with the Town of Chapel Hill.

**Attachments:** [2019-05-22 \(19-148\) Agreement 5303 CH 2019 For Signatures.pdf](#)

10. **Update of the DCHC MPO Grant Administration and Fiscal Program Management Procedure Manual (5 mins)** [19-149](#)  
**Meg Scully, LPA Staff**

The DCHC MPO procedures related to grant administration and fiscal program management are described in the attached manual. This document is updated as needed to reflect changes in funding sources or procedures. The last update to the manual was in September 2016. This update addresses several changes including: the discontinuation of the Section 5316 and 5317 programs; the conversion of the Section 5339 grant program from a pass-through arrangement to a direct allocation to transit agencies; the replacement of the Federal Transit Administration's grant management system; agency, program, and legislation name changes; and the refinement of federal and local practices. This manual is typically reviewed by the Federal Transit Administration during the Triennial Review process.

**TC Action:** Recommend the Board approve the Procedure Manual.

**Attachments:** [2019-05-22 \(19-149\) Procedure Manual 2019.pdf](#)

## **REPORTS FROM STAFF:**

11. **Report from Staff** [19-107](#)  
Felix Nwoko, Andy Henry, LPA Staff  
TC Action: Receive report from Staff.  
**Attachments:** [2019-05-22 \(19-107\) LPA staff report.pdf](#)
12. **Report from the Chair** [19-108](#)  
Nishith Trivedi, TC Chair  
TC Action: Receive report from the TC Chair.
13. **NCDOT Reports** [19-109](#)  
Joey Hopkins (David Keilson/Richard Hancock), Division 5 - NCDOT  
Mike Mills (Pat Wilson), Division 7 - NCDOT  
Brandon Jones (Bryan Kluchar, Jen Britt), Division 8 - NCDOT  
Julie Bogle, Transportation Planning Division - NCDOT  
John Grant, Traffic Operations - NCDOT  
TC Action: Receive reports from NCDOT.  
**Attachments:** [2019-05-22 \(19-109\) NCDOT Progress Report.pdf](#)

**INFORMATIONAL ITEMS:**

**Adjourn**

**Next meeting: TBD**

**Dates of Upcoming Transportation-Related Meetings:**

**Joint Policy Board Meeting, May 29, 2019, 9-11:30 a.m. at the RTP Headquarters, 12 Davis Drive, RTP.**

**DURHAM-CHAPEL HILL-CARRBORO METROPOLITAN PLANNING ORGANIZATION**

**TECHNICAL COMMITTEE**

**April 24, 2019**

**MINUTES OF MEETING**

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Technical Committee met on April 24, 2019, at 8:30 a.m. in the City Council Committee Room, located on the second floor of Durham City Hall. The following people were in attendance:

Nish Trivedi (Chair)	Orange County Planning
Ellen Beckmann (Vice Chair)	City of Durham Transportation
Kumar Neppalli (Member)	Chapel Hill Engineering
Bergen Watterson (Member)	Chapel Hill Planning
Zach Hallock (Member)	Carrboro Planning
Tina Moon (Member)	Carrboro Planning
Margaret Hauth (Member)	Hillsborough Planning
Tom Altieri (Member)	Orange County Planning
Scott Whiteman (Member)	Durham County Planning
Linda Thomas Wallace (Member)	Durham County Cooperative Extension
Chance Mullis (Member)	Chatham County Planning
John Hodges-Copple (Member)	Triangle J Council of Governments
Geoff Green (Member)	GoTriangle
Tim Brock (Member)	Research Triangle Foundation
Ed Lewis (Alternate)	NCDOT, Division 7
Julie Bogle (Member)	NCDOT Transportation Planning Division
Lisa Miller (Alternate)	Durham City/County Planning
Brian Rhodes	DCHC MPO
Aaron Cain	DCHC MPO
Mo Devlin	DCHC MPO
Robert Jahn	DCHC MPO
Michael Waldroup	Resident

Quorum Count: 17 of 31 Voting Members

Chair Nish Trivedi called the meeting to order at 8:30 a.m. A roll call was performed. The Voting Members and Alternate Voting Members of the DCHC MPO Technical Committee (TC) were identified and are indicated above. Chair Nish Trivedi reminded everyone to sign-in using the sign-in sheet that was being circulated.

**PRELIMINARIES:**

**2. Adjustments to the Agenda**

Aaron Cain proposed adding *Reprogramming of the D-O LRT Funds* as the new Action Item #11.

Aaron Cain added that there were several documents pertaining to this item near the sign-in sheets.

**3. Public Comments**

There were no members of the public signed up to speak during the meeting.

**CONSENT AGENDA:**

**4. Approval of March 27, 2019, Meeting Minutes**

**5. FFY19 Section 5307/5340 FULL Apportionment Split Letter**

**Meg Scully, LPA Staff**

There were no comments pertaining to the Consent Agenda.

John Hodges-Copple made a motion to approve the Consent Agenda. Geoff Green seconded the motion. The motion passed unanimously.

**ACTION ITEMS:**

**6. Update of the Coordinated Public Transit-Human Services Transportation Plan**

**Meg Scully, LPA Staff**

**Robert Jahn, LPA Intern**

Meg Scully stated that the DCHC MPO is the Designated Recipient for federal funding through the Section 5310 -Enhanced Mobility of Seniors and Individuals with Disabilities Program, and receives under \$250,000 per year to be distributed among eligible sub-recipients. Meg Scully continued that federal transit law requires that projects funded through this program be derived from a locally developed, coordinated public transit-human services transportation plan (CTP), which must be updated every five years. Meg Scully added that the current CTP for the DCHC MPO region was approved by the MPO Board in 2014.

Meg Scully stated that staff prepared the attached updated plan through a process that involved seniors, individuals with disabilities, representatives of transportation and human services providers, and other members of the public. Meg Scully added that the CTP elements include: an assessment of available

69 services; an assessment of transportation needs; strategies or projects to address the gaps in service; and  
70 priorities for implementation based on resources available. Meg Scully explained the outreach strategy  
71 included workshops to engage the public. Meg Scully stated that the MPO Board is scheduled to receive  
72 and release the report for public comment on May 8, and the TC would recommend that the MPO Board  
73 hold a public hearing and approve plan on May 22. Meg Scully added that the plan would then return to  
74 the MPO Board on June 12 to hold a public hearing and approve the CTP.

75 Geoff Green made a motion to recommend the MPO Board receive the report and release it for a  
76 21-day public comment period. Tom Altieri seconded the motion. The motion passed unanimously.

77 **7. Revision to Approved FY2020 Unified Planning Work Program (UPWP)**  
78 **Meg Scully, LPA Staff**

79 Meg Scully stated that on February 27, 2019, the MPO Board approved the FY2020 Unified  
80 Planning Work Program (UPWP), however, the LPA received notice from the North Carolina Department of  
81 Transportation (NCDOT) that \$189,000 in additional Planning (PL) federal funds were available for  
82 programming. Meg Scully continued that it is proposed that a one year subscription of Streetlight Data will  
83 be purchased for the DCHC MPO region at \$150,000, and associated data management tasks would be  
84 performed by LPA staff. Vice Chair Ellen Beckmann and Meg Scully discussed the remaining PL funding and  
85 current LPA staffing levels.

86 Meg Scully, Vice Chair Ellen Beckmann, and Margaret Hauth discussed that additional local match  
87 is not anticipated for this round of funding. Vice Chair Ellen Beckmann discussed the eligibility of PL  
88 funding for other projects. John-Hodges Copple and Nish Trivedi discussed the value of Streetlight Data for  
89 the DCHC MPO, and the best ways of educating local staff on the use of the data. Meg Scully suggested  
90 having a Streetlight Data workshop, and stated that having a longer conversation about using Streetlight  
91 Data would be necessary. There was discussion that the current Streetlight Data subscription ends on April  
92 30, 2019.

Geoff Green made a motion to recommend the MPO Board approve the revision to the approved FY2020 UPWP and sign the resolutions. Margaret Hauth seconded the motion. The motion passed unanimously.

**8. Distribution of Highway Infrastructure Funds**  
**Aaron Cain, LPA Staff**

Aaron Cain stated that in March 2019, LPA staff was notified that an additional distribution of approximately \$1.4M in federal highway infrastructure program funds was made available to the DCHC MPO. Aaron Cain added that funds are restricted to highway use only, and are not available for bicycle and pedestrian accommodations on highways. Aaron Cain stated that DCHC staff has agreed with NCDOT to swap these funds for STBG-Any Area funds that can be used for bicycle and pedestrian improvements.

Aaron Cain stated that LPA staff has determined that one option for distribution of these funds is to use the established formula and distribute these funds as local discretionary funds. Aaron Cain also stated that a second option would be to identify Bike-Ped projects that are in the design process and have identified funding shortfalls, including: EB-5886B, Estes Road Bike-Ped; U-4724, Cornwallis Road Bike-Ped; and U-4726HN, Hillandale Road Bike-Ped. Aaron Cain stated that LPA staff preferred the second option.

Aaron Cain proposed to fund the two projects that were located in Durham, U-4724 and U-4726HN, because they equal approximately \$1.4M combined. Aaron Cain further proposed that \$500,000 of Durham's STBG-DA be programmed for Chapel Hill. Vice Chair Ellen Beckmann discussed the need to address cost overruns in order to continue with projects, and cited that nine projects currently have associated cost overruns.

Scott Whiteman made a motion to recommend that the additional STBG-Any Area funds DCHC MPO is to receive be distributed based on Option 2 as revised by Aaron Cain. Geoff Green seconded the motion. The motion passed unanimously.

**9. Amendment #12 to the FY2018-2027 TIP****Aaron Cain, LPA Staff**

Aaron Cain stated that Transportation Improvement Plan (TIP) Amendment #12 includes additional funding to one Bike-Ped project in the Town of Chapel Hill; C-5179, North Estes Drive, which would receive STBG-Any Area funds. Aaron Cain added that the second part of Amendment #12 would include a Bike-Ped project in Durham; C-5183B, Alston Avenue Sidewalks, which would receive City of Durham local discretionary STBGDA funds. Aaron Cain continued that Amendment #12 also included two requests from NCDOT for changes to P-5717, Cornwallis Road Grade Separation; and U-5518, US 70 Upgrades.

Geoff Green made a motion to recommend that the MPO Board approve Amendment #12 to the FY2018-2027 TIP. Scott Whiteman seconded the motion. The motion passed unanimously.

**10. Amendment #13 to the FY2018-2027 TIP****Aaron Cain, LPA Staff**

Aaron Cain stated that Amendment #13 to the FY2018-2027 Transportation Improvement Program (TIP) consists of a request from the City of Durham to add funding to four bike-ped projects: U-4724, Cornwallis Road Bike-Ped; U-4726HN, Hillandale Road Bike-Ped; U-4726HO, Carpenter-Fletcher Bike-Ped; and C-4928, Morreene Road Bike-Ped. Aaron Cain proposed that STBG-Any area funds be added to U-4724 and U-4726HN, while the City of Durham's local discretionary allocation will be added to U-4726HO and C-4928, Aaron Cain continued that the projects that exceed costs of \$1M must undergo a 21-day public comment period prior to approval per MPO policy. Aaron Cain and Geoff Green discussed that the NCDOT-requested statewide Safe Routes to School project be added as part of the Amendment #13.

John Hodges-Copple made a motion to recommend that the MPO Board release Amendment #13, including the Safe Routes to School Project, to the FY2018-2027 TIP for a 21-day public comment period. Geoff Green seconded the motion. The motion passed unanimously.



**11. Resolution for Programming of D-O LRT Funds****Aaron Cain, LPA Staff**

Aaron Cain stated that the draft State Transportation Improvement Program (STIP) for FY2020-2029 included \$190M of state highway trust fund money that would have gone to Durham-Orange Light Rail Transit (D-O LRT), but can now be reprogrammed before the final STIP is presented in May 2019. Aaron Cain stated that NCDOT plans to program \$130M of that funding to cost overruns on highway projects, and that \$60M would be able to be redistributed to the Morrisville-Clayton Bus Rapid Transit (BRT) project proposed by the Capital Area Municipal Planning Organization (CAMPO). Aaron Cain added that \$100M was originally requested in SPOT to fund the project. Aaron Cain added that MPO staff recommended that the funding be allocated to a high capacity transit project in the region rather than a highway project. John Hodges-Copple and Aaron Cain discussed the remaining \$40M of the Morrisville-Clayton BRT would need to come from funding in future years, but the project would be considered committed.

John Hodges-Copple discussed that CAMPO submitted several transit projects for Strategic Planning Office of Transportation (SPOT) 5.0, and removed some Wake-Durham BRT projects so that the D-O LRT could be the highest scoring project, but other lower scoring projects remained, including the Morrisville-Clayton BRT. There was discussion about the cooperative relationship between DCHC MPO and CAMPO and action recommended to include language to the D-O LRT resolution that reflects the regional partner relationship established between the two MPOs.

Tom Altieri and Aaron Cain discussed the eligibility of funding for other transit projects originally submitted for SPOT 5.0. There was discussion about how projects were scored by the SPOT office for SPOT 5.0. Geoff Green and Aaron Cain discussed that the D-O LRT was already requested to be removed from the STIP. John Hodges-Copple requested for further discussions among regional MPOs and stakeholders.

John Hodges-Copple made the motion to recommend the resolution as described with the discussed revision. Scott Whiteman seconded the motion. The motion passed unanimously.

**12. US 15-501 Corridor Study**  
**Andy Henry, LPA staff**

Andy Henry stated that the decision to suspend the Durham-Orange Light Rail Transit (D-O LRT) project has impacted the US 15-501 Corridor Study. Andy Henry added that the consultant's work on the Corridor Study is currently on hold because the proposed D-O LRT was to run along a significant portion of the corridor and is an integral part of the Corridor Study's recommendations. Andy Henry presented the three options for the continuation of the US 15-501 Corridor Study: (1) Complete the study while acknowledging that parts of transit are unknown; (2) Finish the study in its current status; or (3) Pause the study and conduct a detailed transit study for the corridor. Andy Henry stated that staff supports the first option while acknowledging that the transit aspect of the study is not known.

Andy Henry stated that residents support transit for both through and local trips, and Bike-Ped facilities within the corridor. John-Hodges Copple and Andy Henry discussed how the two interior segments of 15-501 study were impacted by D-O LRT while the two outside segments were not impacted. John Hodges-Copple expressed interest in having the contractor, WSP, identify specific challenges this corridor currently has in replacing transit services otherwise assumed were provided by D-O LRT. Geoff Green stated that he preferred to finish the study with attention made concerning available transit options. Vice Chair Ellen Beckmann suggested finishing the report with caveats. There was discussion about how adding additional items to the report would impact budget and schedule, especially in regards to Strategic Planning Office of Transportation (SPOT) 6. Tina Moon stated that the study could either focus on capacity that moves people through the corridor or land-use. Geoff Green mentioned renewing focus on the priorities of the City of Durham and Town of Chapel Hill. Michael Waldroup, a citizen attending the Technical Committee meeting, discussed adding Bus Rapid Transit

(BRT) to this corridor in a timely manner and the importance of employment centers in transportation planning.

There was discussion about moving this topic to a subcommittee to discuss in further detail before the MPO Board meeting on May 8. Vice Chair Ellen Beckmann suggested changing the scope of the project in order to address transit more specifically but still maintain the SPOT deadline. John-Hodges Copple discussed working with the contractor staff to focus on the corridor alternative options due to the discontinuation of D-O LRT while maintaining schedule deadlines for SPOT 6.0. Aaron Cain discussed the importance of cost, endpoints, and ridership in SPOT scoring. Leta Huntsinger discussed that functional designs, alternative strategies, and technical analysis have already been completed in the Corridor Study in its current form. Andy Henry and Geoff Green discussed forming a subcommittee on May 6 to draft language to use at the MPO Board meeting.

Geoff Green made a motion for a subcommittee to meet and recommend to the MPO Board on how to complete the 15-501 Study. Scott Whiteman seconded the motion. The motion passed unanimously.

## **REPORTS:**

### **13. Reports from the LPA Staff**

Felix Nwoko, Andy Henry, LPA Staff

Aaron Cain stated that Mo Devlin will be resigning from the MPO on May 2.

### **14. Report from the DCHC MPO TC Chair**

Nish Trivedi, DCHC MPO TC Chair

There was no additional report from Chair Nish Trivedi.

### **15. NCDOT Reports**

There was no additional report from Division 5.

There was no additional report from Division 7

There was no additional report from Division 8.

217 Julie Bogle, NCDOT Transportation Planning Division, stated that there is no additional report.

218 There was no report from NCDOT Traffic Operations.

219 **INFORMATIONAL ITEMS:**

220 **16. Recent News, Articles, and Updates**

221 There was no comment pertaining to any informational item.

222 **ADJOURNMENT:**

223 There being no further business before the DCHC MPO Technical Committee, the meeting was

224 adjourned at 10:01 a.m.

# DCHC MPO

Durham Chapel Hill Carrboro Metropolitan Planning Organization

## Coordinated Public Transit- Human Services Transportation Plan



Approved by the DCHC MPO Board on June 12, 2019



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## Appendix

Email Invitation

Invitees to the Coordinated Plan Workshop

Workshop Flier

Workshop Flier (Update)

Newspaper Announcement

Workshop Agenda

Prioritization Activity Result Sheets

## Executive Summary

The Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO) is the regional organization responsible for transportation planning for the western part of the Research Triangle area in North Carolina.

Every five years, the DCHC MPO is tasked with developing a Coordinated Public Transit Human Services Transportation Plan to better serve local seniors and persons with disabilities. In order to develop the Coordinated Plan, stakeholders from the area must identify needs as well as produce plans or strategies to meet and prioritize those needs. This document lists this information as well as provides a review of transit services currently available to persons who are elderly or disabled.

A wide array of transportation partners, passengers, advocates, human services partners, and other members of the community were invited to participate in workshops that were designed to determine needs, produce strategies to meet the needs, and prioritize those strategies. The five main areas for improvement as determined at the Coordinated Plan workshop and through additional public comment are:

- Coordination/Mobility Hub for Human Services and Public Transportation
- Expanded Transportation Services
- Expanded Education Services
- Application Process Improvements
- Bus Stop Access Improvements



Coordinated Plan Workshop



# Introduction

## FAST ACT

The DCHC MPO Coordinated Public Transportation Human Services Transportation Plan Update of 2014 was developed under the Moving Ahead for Progress in the 21st Century (MAP-21) Act, which was passed by Congress on October 2, 2012. MAP-21 was replaced by the Fixing America's Surface Transportation (FAST) Act and was signed into law on December 4, 2015. The FAST Act provides long-term funding for surface transportation infrastructure planning and investment. It continues the MAP-21 requirement that local communities have a coordinated public transit-human services transportation plan in order to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation mobility options.

## SECTION 5310 FUNDING

Section 3006 of the FAST Act allows for grant authorization of Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) funding administered by the Federal Transit Administration (FTA). This program provides formula funding for the

purpose of meeting the transportation needs of older adults and people with disabilities when the transportation services provided are unavailable, insufficient, or inappropriate to meeting these needs.

The DCHC MPO is the designated recipient for Section 5310 funds for the Durham urbanized area (UZA). The designated recipient has the responsibility for administering the Section 5310 program in its area. A subrecipient for funding could be a State or local governmental authority, a private nonprofit organization, or an operator of public transportation. The DCHC MPO distributes funds to subrecipients in the Durham UZA through a competitive call process according to the approved Section 5310 DCHC MPO program management plan.

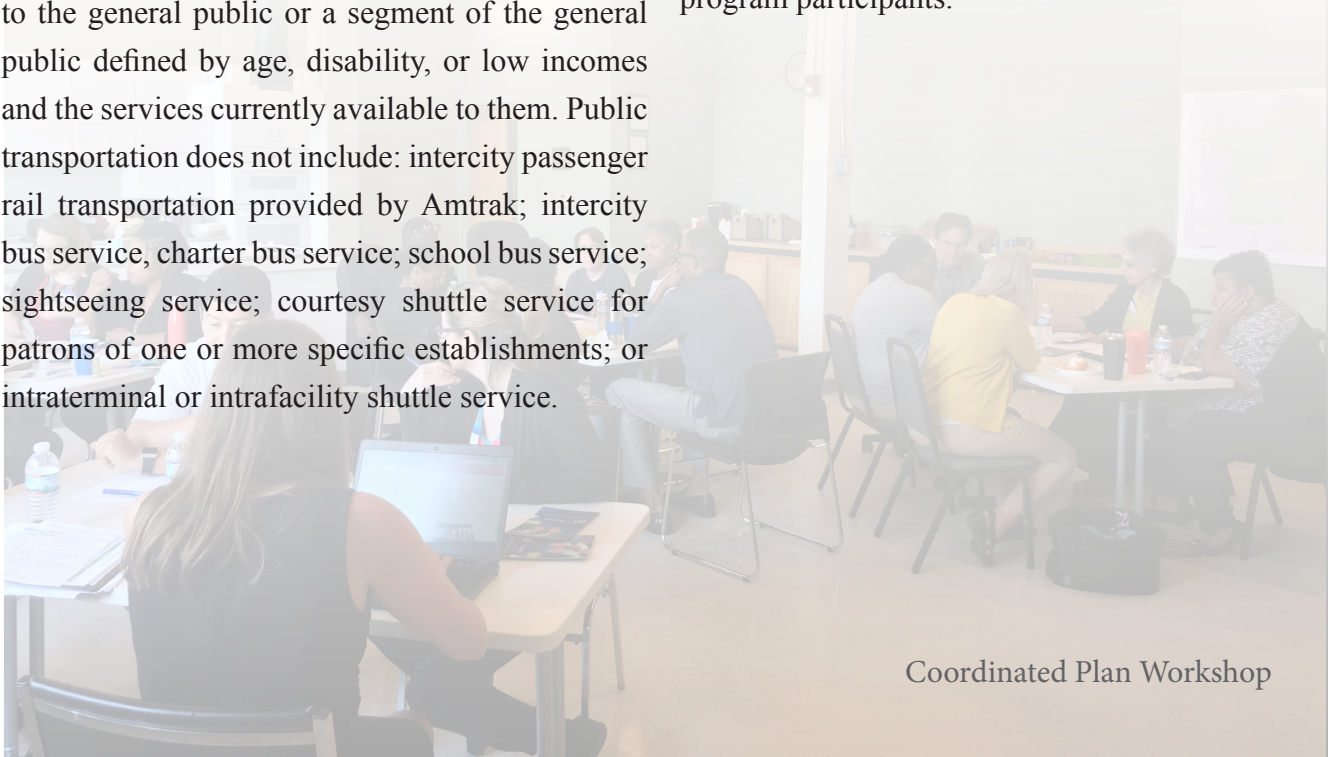
## COORDINATED PLAN

Federal transit law requires that projects selected for funding under the Section 5310 program be "included in a locally developed, coordinated public transit-human services transportation plan," according to FTA C 9070.1G (page V-I).

According to the same guidance, a locally developed, coordinated public transit-human services transportation plan, or coordinated plan, identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation based on available resources.

As defined in the federal guidance, public transportation is regular, continuing shared-ride surface transportation services, which are open to the general public or a segment of the general public defined by age, disability, or low incomes and the services currently available to them. Public transportation does not include: intercity passenger rail transportation provided by Amtrak; intercity bus service, charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or more specific establishments; or intraterminal or intrafacility shuttle service.

Human services transportation, as defined in the federal guidance, includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations including older adults, disabled persons, and those with lower income. Individuals have different needs and may require a set of different services depending on their abilities, their environment, and the options available in their communities. Examples of human services transportation may include: dial-a-ride (responding to individual door-to-door transportation requests); the use of bus tokens and/or transit passes for fixed route scheduled services; and accessing taxi vouchers and/or mileage reimbursement to volunteers or program participants.



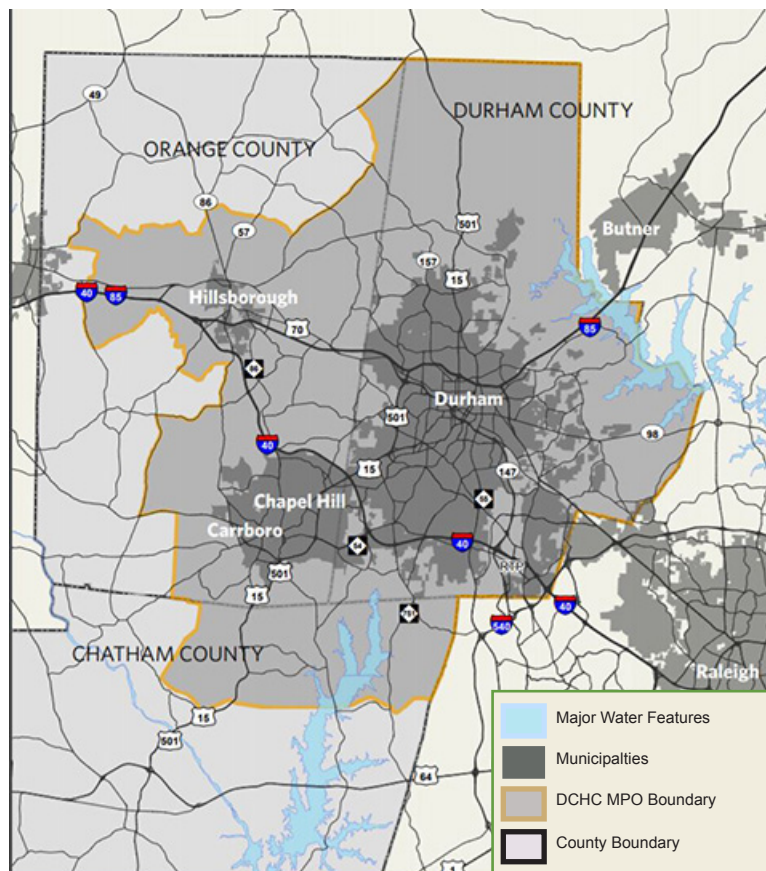
Coordinated Plan Workshop

# Demographics

## DCHC MPO

The Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO) is a policy body that coordinates and makes decisions on transportation planning issues for the DCHC urbanized area, which includes: Durham County in its entirety; a portion of Orange County including the Towns of Chapel Hill, Carrboro, and Hillsborough; and northeast Chatham County (see map below).

The DCHC MPO is comprised of the MPO Board, the Technical Committee (TC), local governments, and the state of North Carolina. The DCHC MPO is also one of the ten urban areas in North Carolina designated as a Transportation Management Area (TMA). A TMA is an urban area with a population of over 200,000 people. Additional information about the DCHC MPO can be found at [www.dchcmpo.org](http://www.dchcmpo.org).



## **POPULATION**

Population across all three counties in the DCHC MPO region is aging slightly, but overall is dominated by working-age adults (35 - 64 years old) that make up roughly 40% of the population.

Proportional trends across Durham, Orange, and Chatham counties are similar, with a few notable differences. Chatham has a higher proportion of seniors (65+), but this percent is shrinking along with the region overall. Durham and Orange Counties show very similar trends: the proportion of seniors declined slightly since 2010, while the proportion of younger age groups increased slightly. (DCHC MPO State of the Region 2018, p.54)

All population data provided above was gathered using 2015 American Community Survey (ACS) data found through the United States Census Bureau.

## **PERSONS WITH DISABILITIES**

Recent data on the population of persons with disabilities who reside within the DCHC MPO boundary can best be explored through the ACS at the block group level using the 5-year estimate function from 2011-2016,

which is the most recent data available. The total number of people within the block groups will exceed the total number within the MPO boundary due to the boundaries of the block groups slightly exceeding the MPO boundary, and there is no current data for residents strictly within the DCHC MPO boundary.

	Persons with Disabilities	Total Population	% of Pop. with Disabilities
Chatham	3,025	24,469	12.36%
Orange	11,449	134,246	8.53%
Durham	28,725	289,003	9.94%
Total	43,199	447,718	9.65%

## **SENIOR POPULATION**

Data for the senior population within the DCHC MPO was also determined through ACS data. The same process for the population for persons with disabilities was used for senior populations. Seniors are defined in this data set as persons aged 65 years and older.

	Seniors	Total Population	% of Population 65 or older
Chatham	7,791	24,469	31.84%
Orange	14,827	134,246	11.04%
Durham	32,765	289,003	11.34%
Total	55,383	447,718	12.37%

## Current Transportation Services

The Durham urbanized area (UZA) is currently served by a number of public transportation, human service, and private transportation providers. Available transportation services in the Durham UZA are described in this section.

### CHAPEL HILL TRANSIT/EZ RIDER

Chapel Hill Transit (CHT) provides public transportation services to the communities of Chapel Hill, Carrboro, and the University of North Carolina (UNC) at Chapel Hill. Offered in connection with CHT fixed route service, EZ Rider is a complementary paratransit service which uses lift-equipped vehicles to transport individuals with physical and cognitive disabilities that prevent them from using Chapel Hill Transit's regular bus service. Passengers must be certified through an application process.

**Contacts:** Travis Parker, Demand Response (EZ Rider) Assistant Operations Manager, 919.969.4949.

**Service Area:** EZ Rider travels within 3/4 mile from the nearest fixed-route services provided by CHT in Chapel Hill and Carrboro.

**Service Type:** Trips run for eligible individuals with disabilities.

**Customers:** Ridership includes Americans with Disabilities Act (ADA)-eligible individuals that are certified due to a physical or cognitive disability that prevents them from using the fixed-route service.

**Hours of Operation:** Operation runs complementary to the fixed-route service.

**Fares/Price:** Fare free.

**Publicity/Marketing:** Chapel Hill Transit distributes an EZ Rider brochure that highlights the eligibility process, service parameters, and scheduling. Public forums, newspapers, and the Chapel Hill Transit website ([www.chtransit.org](http://www.chtransit.org)) promote further awareness of this demand-response transit service.

Chapel Hill Transit also runs the Senior Shuttle as a fare free service along a fixed route that provides transportation for Chapel Hill and Carrboro seniors. The shuttle has a set weekly schedule that includes stops at senior housing, local grocery stores, shopping centers, Chapel Hill Public Library, and the Seymour Center.



**Contacts:** Maribeth Lewis-Baker, Fixed Route Operations Manager, 919.969.4932.

**Service Area:** The shuttle makes scheduled stops at the following assisted living locations, the Stratford, Manley Estates, and Carolina Spring.

**Service Type:** The shuttle vehicles are wheelchair accessible and provide curb-to-curb service. Trips on the Senior Shuttle are provided on a space-available basis.

**Customers:** The Senior Shuttle is open to all seniors.

**Hours of Operation:** This service operates Monday through Friday, from 8:11 am to 4:45 pm. The shuttle does not operate on Chapel Hill Transit holidays and weekends.

**Fares/Price:** Fare free.

**Publicity/Marketing:** Chapel Hill Transit distributes a Senior Shuttle brochure and the schedule is posted on the website at [www.chtransit.org](http://www.chtransit.org).

## GoDURHAM

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The City of Durham assumed the operation of the local bus system in 1991 from Duke Power, naming it the Durham Area Transit Authority (DATA). In October 2010, the City of Durham entered into an agreement with Triangle Transit to oversee the management of Durham's fixed-route and demand-response (GoDurham ACCESS) services. As part of a regional rebranding effort in March 2015, DATA became GoDurham, and Triangle Transit became GoTriangle.

**Contact:** Brian Fahey, Transit Administrator, 919.485.7501.

**Service Area:** The City of Durham and urbanized areas of Durham County.

**Service Type:** GoDurham operates as a fixed-route service.

**Customers:** Ridership is open to the general public.

**Hours of Operation:** GoDurham operates a fixed-route service from Monday through Saturday, 5:30 am - 12:30 am, and on Sunday, 6:30 am - 9:30 pm.

**Fares/Price:** The cost is \$1.00 for individuals.

**Publicity/Marketing:** Information can be found on the GoDurham website at [godurhamtransit.org](http://godurhamtransit.org).

GoDurham ACCESS is the name of the ADA paratransit service for the City of Durham. GoDurham ACCESS provides service during the same hours and on the same days as the regular fixed-route service.

**Contact:** Tara Caldwell, General Manager: 919.560.1555, ext. 36306.

**Service Area:** GoDurham ACCESS operates service to all locations within the City of Durham and

to any location outside the City of Durham that is 3/4 mile of any fixed-route service operated by GoDurham.

**Service Type:** GoDurham ACCESS provides curb-to-curb (or door-to-door upon request) transportation service for eligible riders.

**Customers:** An application is required and only riders who meet the criteria specified in the ADA and who have been certified as eligible, can use GoDurham ACCESS. Eligibility is based on a person's functional limitations. Persons do not qualify automatically just because they have a disability or on the basis of age.

**Hours of Operation:** Monday-Saturday: 5:30 am - 12:30 am, and Sundays and holidays: 6:30 am - 9:30 pm.

**Fares/Price:** The cost is \$2 in cash for a one-way trip, or one may purchase a 10 ticket booklet at a reduced rate. GoDurham also provides taxi cab coupons for purchase.

**Publicity/Marketing:** Ticket sales locations are found at GoDurham ACCESS office, located at 1911 Fay Street, Durham, NC, 27704 from 8:00 am-5:00 pm (Monday-Friday). Tickets are also sold at Durham Station Transportation Center, located at 515 W Pettigrew Street, Durham, NC, 27704. GoDurham ACCESS Paratransit Management is operated by First Transit.

## **ORANGE COUNTY PUBLIC TRANSPORTATION**

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The Orange County Public Transportation (OCPT) program, is an Orange County agency that provides both fixed-route and demand-response service within Orange County. Services include: demand-response and senior transportation shared-ride services; non-emergency medical transportation (Medicaid) for Department of Social Services (DSS) clients; and fixed-route, as well as complementary ADA services. OCPT operates fixed-route service such as the Hillsborough Circulator, the Hillsborough – Chapel Hill Midday Connector, and the Hillsborough-Alamance Midday Connector. OCPT also has bus service expansions that are planned for the next 10 years and beyond as part of the Orange County Transit Plan. The Orange County Transportation Advisory Board is the Orange Unified Transportation (OUT) Board, which advises OCPT on its operations and recommends policy to the Board of Commissioners. Transit services provided by OCPT connect with Chapel Hill Transit and GoTriangle.

**Contacts:** Theo Letman, Transit Director, 919.245.2007.

**Service Area:** Fixed-route and demand-response trips can be located within Orange County. Demand-response trips must begin outside of Chapel Hill and Carrboro, but may terminate anywhere in Orange County. Fixed-route services operate within the DCHC MPO urbanized area (UZA), Burlington-Graham MPO UZA, and the Triangle Area Rural Planning Organization (TARPO) jurisdictions.

**Service Type:** Fixed-route, complementary ADA, non-emergency medical transportation (Medicaid), demand-response trips, and senior transportation services.

**Customers:** Orange County residents and clients of contract agencies.

**Hours of Operation:** Monday - Friday, 7:00am - 5:00pm and Saturday, 8:00am - 5:00 pm.

**Fares/Cost:** Cost varies depending upon the route and service provided. The fixed public route is \$2.00 per trip (\$1.00 if elderly or disabled). The fixed-route circulator service within the town of Hillsborough is fare free. DSS medical trips are charged back to the department (the client does not pay). General public fares (demand-response) are \$12.75 per trip. Senior center trips are cost sharing only. Contract agency subscription cost is \$19.00 per hour and/or \$.45 per mile.

**Publicity/Marketing:** This includes functions supported by the Transit Demand Management (TDM) Coordinator, public forums, outreach, newspaper, website, logos on vehicles, brochures, and other marketing.

## **GoTRIANGLE**

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Triangle Transit was created to plan, finance, organize, and operate a public transportation system for the Triangle area, which includes Orange, Durham, and Wake counties. As part of a regional rebranding effort in March 2015, Triangle Transit became GoTriangle. GoTriangle serves the general public with fixed-route and express bus services, paratransit services (GoTriangle ACCESS), as well as ride sharing and Transportation Demand Management (TDM) services.

**Contact:** Patrick Stephens, Director of Transit Operations, 919.485.7456.

**Service Area:** This includes the urbanized areas of Durham, Orange, and Wake counties.

**Service Type:** Fixed-route bus, vanpool, carpool matching, and paratransit services (complementary ADA).

**Customers:** The general public, primarily Triangle area commuters.

**Hours of Operation:** The service runs from Monday through Friday, 6:00 am – 11:00 pm; on Saturday, 7:30 am – 11:00 pm; and on Sundays and major holidays, 7:30 am – 7:00 pm.

**Fares/Price:** The cost is \$2.25 per trip for regional bus service and \$3.00 per trip for express bus service. Vanpool fares are subscription-based and determined by trip length and number of van riders.

**Publicity/Marketing:** Information can be found at the GoTriangle website at [gotriangle.org](http://gotriangle.org).



## CHATHAM TRANSIT NETWORK (CTN)

Chatham Transit Network (CTN) is the countywide transportation provider for rural and urban areas of Chatham County. CTN is a 501(c)(3) private non-profit transportation system that is governed by a Transportation Advisory Board (TAB). It offers fixed-route services, as well as subscription route and demand-response transportation by contractual agreement with human services organizations. CTN operates a demand-response service called In-County Service, and two fixed routes; Pittsboro to Chapel Hill, and Pittsboro to Siler City. Project Health Rides provides medical transportation within the county and is also operated by CTN.

**Contact:** Anna Testerman, CTN Executive Director, 919.542.5136.

**Service Area:** CTN offers service in Chatham County, in addition to portions of Orange County for fixed-route services.

**Service Type:** This is a fixed-route, subscription-route, and demand-response service.

**Customers:** CTN ridership includes contract agency clients and general public. The general public transportation service is primarily provided for the elderly, disabled, transportation-disadvantaged, and economically disadvantaged riders. Fixed-route services are open to the general public.

**Hours of Operation:** CTN operates demand response services on weekdays, 5:00 am - 5:30 pm. Fixed-route service hours vary, but generally operate from approximately 6:00 am - 6:00 pm.

**Fares/Price:** General public fares vary per mile. Project Health Rides trips are paid through a voucher program with local agencies and non-profits. Fixed-route services have a \$3.00 one-way fare.

**Publicity/Marketing:** CTN distributes and stocks brochures at various human service agencies. Additionally ads are placed in local newspapers, and CTN participates in community events. CTN also operates its own webpage at [chathamtransit.org](http://chathamtransit.org).

## DURHAM COUNTY ACCESS

Durham County ACCESS (DCA) provides demand-response and subscription transportation to residents of Durham County. DCA is governed by a Transportation Advisory Board (TAB), which includes representatives from human services agencies, civic organizations, consumer groups, transportation providers, and citizen volunteers. The TAB is appointed by the Durham County Board of Commissioners. DCA operates as a division of the Durham County Cooperative Extension. Vehicle operations are contracted and provided by First Transit.

**Contact:** Linda Thomas, DCA Transportation Program Manager, 919.560.8757.

**Service Area:** Rural and urbanized areas within Durham County.

**Service Type:** Subscription and demand-response services.

**Customers:** Contract service agency clients and the rural general public.

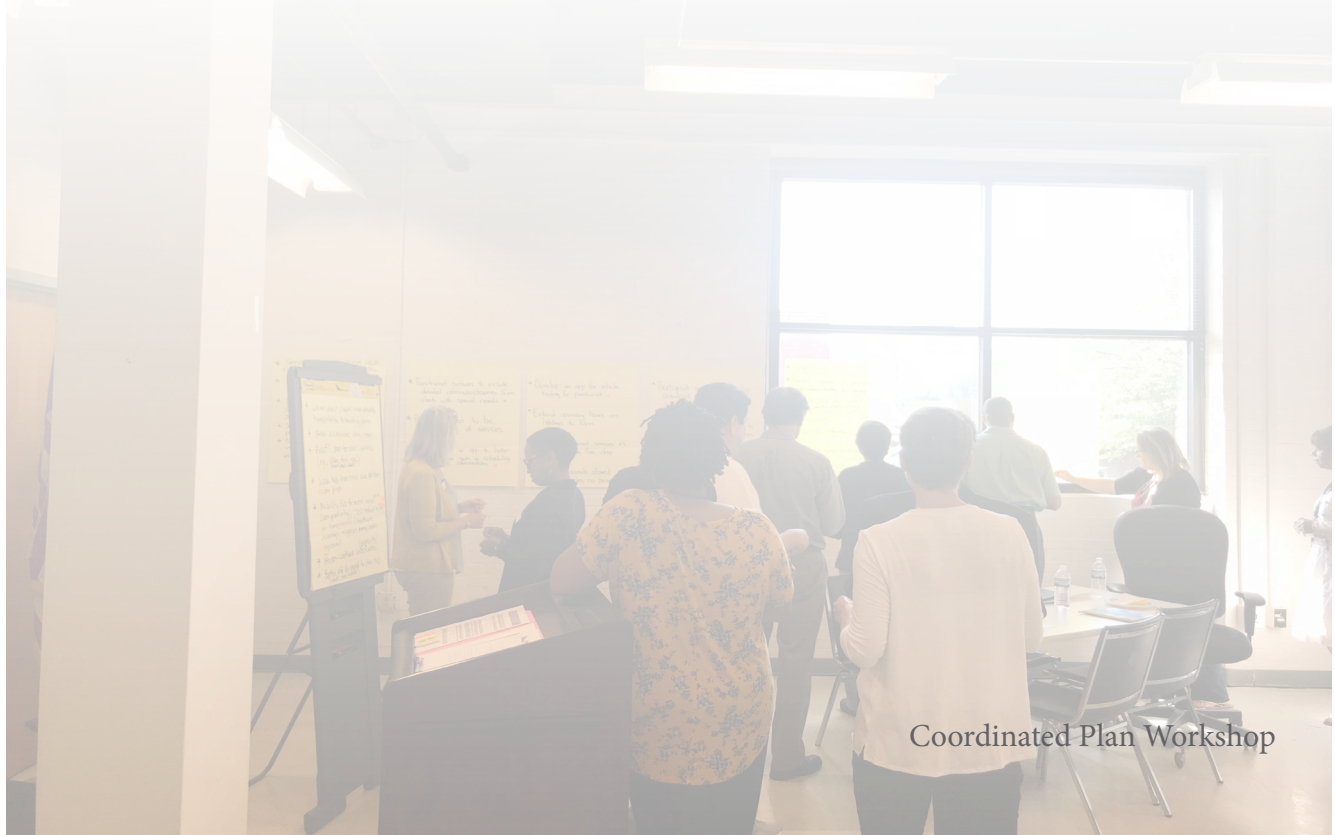
**Hours of Service:** Monday through Saturday, 5:30 am - 12:30 am, and on Sunday from 7:00 am – 8:00 pm. There is no service on December 25th.

**Price/Fares:** It is a fare free system except for individual rural public trips, which are \$2.00 each way.

**Publicity/Marketing:** Information can be found at [durham.ces.ncsu.edu/durham-county-access/](http://durham.ces.ncsu.edu/durham-county-access/)

## OTHER TRANSPORTATION SERVICES

Private transportation providers also contribute to service within the DCHC MPO. These include vehicle for hire operations such as taxicabs or limousines, and on-demand transportation providers such as Uber and Lyft. Lincoln Community Health Center supplies its clients with paratransit transportation services to allow access to clinics. Lincoln has a small fleet of lift-equipped vehicles.



# Methodology for Developing the Coordinated Plan

## COORDINATED PLAN

Federal transit law requires that projects selected for funding under the Section 5310 program be included in a locally developed, coordinated public transit-human services transportation plan. As the recipient for Section 5310 in the region, the DCHC MPO has taken the responsibility of developing the coordinated plan for the Durham urbanized area (UZA).

The DCHC MPO's strategy to develop a coordinated plan was to include ample outreach for participation among; transportation partners, passengers and advocates, human services partners, and other stakeholders as required by FTA C 9070.1G (page V-3).

## TC AND MPO BOARD PRESENTATIONS

On August 22, 2018, DCHC MPO staff presented information to the DCHC MPO Technical Committee (TC) on the planned update of the Coordinated Public Transit-Human Service Transportation Plan. On September 12, 2018, DCHC MPO staff presented an informational item, *Update of the Coordinated Public Transit-Human Services*

*Transportation Plan (CTP)*, to the DCHC MPO Board. Staff reported the status of the planned update of the Coordinated Plan and the dates of the two community workshops to develop the plan.

## WORKSHOPS

Two workshops were planned to better involve stakeholders in identifying the needs based on personal and professional experiences; identify strategies to address the needs; and set priorities based on time, resources, and feasibility for implementation. The two dates for the workshops were:

### **September 18, 2018**

9-11:30AM  
Orange County Seymour Center  
2551 Homestead Road  
Chapel Hill, NC  
27516

### **September 20, 2018**

9-11:30AM  
Durham Cooperative Extension  
721 Foster Street  
Durham, NC  
27701

The workshop option was chosen as an outreach strategy because it would bring different stakeholders of the community together to facilitate a conversation in a collaborative environment. The locations were chosen to provide sufficient accessibility, including transit, for residents throughout the region. Due to the impact of Hurricane Florence in the autumn of 2018, the meeting scheduled in Chapel Hill was canceled. Those planning to attend the Chapel Hill workshop were encouraged to attend the Durham workshop or send comments via email to MPO staff. Further outreach was made by staff to ensure that diverse and broad representation was attained from across the DCHC MPO region.

## **STAKEHOLDER LIST DEVELOPMENT**

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The federal guidance on the development of a coordinated plan (FTA C 9070.1G) requires that the process includes participation by seniors; persons with disabilities; public, private, and nonprofit transportation and human services providers, and other members of the public. To ensure a variety of participants in the development of the coordinated plan, an expansive mailing list was created using an updated list of stakeholders contacted during the development of the 2014 DCHC MPO

Coordinated Plan. The current DCHC MPO Board and Technical Committee mailing lists were added to the base list. Contact information for additional participants was found through an internet search of human services organizations and by requesting contact information from stakeholders.

## **OUTREACH STRATEGIES**

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Outreach strategies to invite and engage local stakeholders was broad and diverse. An invitation letter for participation in plan development was sent via email to the aforementioned list along with a flier of the event, which contained the Workshop Agenda (Appendix). The list of invitees consisted of government agencies, transportation providers, human services providers, and advocacy groups. Persons to whom invitations were sent were encouraged to further distribute the information to other interested members of the community.

Social media was used for advertising, including the DCHC MPO and the City of Durham Department of Transportation's (DOT) Facebook and Twitter accounts, and the workshop flier was also placed on the DCHC MPO's and Durham's DOT website. To reach those without internet, there was an advertisement with a brief description placed

in *The Herald Sun* and *The News & Observer* (Appendix).

Prior to the Coordinated Plan workshop, personalized emails and telephone calls were made to stakeholders, including;

transportation providers, human service agency representatives, and others in the community. All correspondence encouraged persons to attend the workshops or submit comments directly to MPO staff.



Coordinated Plan Workshop



# Transportation Needs, Strategies, and Prioritization

The assessment of transportation needs for individuals with disabilities and seniors was developed through workshop participation and input provided directly to MPO staff by persons unable to attend. Based on the local stakeholder experiences and insights, planning partners were asked to identify gaps between current services and needs, strategies to meet those needs, and then prioritize those strategies based on resources.

## WORKSHOP SPECIFICS

The workshop participants included a broad and diverse representation of transportation partners, passengers, advocates, human service partners, and the general public. Participants were provided with a copy of the workshop agenda (Appendix). Attendees were seated in several small groups with diverse representation of the groups listed above.

## TRANSPORTATION NEEDS AND STRATEGIES

An introduction was given to the attendees, and descriptions of current transportation services were provided by transit agencies to inform all participants of current services being

offered. Transportation needs and strategies were discussed by the small groups amongst themselves. After the small groups concluded their discussion, the lists of needs and strategies were reported aloud by a representative of each table and written on large Prioritization Activity Result Sheets (Appendix). Comments received by email were included on the sheets before the workshop began and presented to the group at large.

## PRIORITIZATION OF NEEDS

Prioritization of the needs and strategies identified by the group of local stakeholder participants was completed with an informal vote. Attendees were given stickers in the shape of dots and asked to place a dot on the needs and strategies that were most important to them. Attendees could place all or part of their allocated stickers for any specific need and strategy, depending on their choice.

After the workshop concluded, similar concepts and ideas were grouped together by DCHC MPO staff to create a summary list of public transit-human services transportation needs and strategies, including the following:

- Coordination/Mobility Hub for Human Services and Public Transportation
- Expanded Transportation Services
- Expanded Education Services
- Application Process Improvements
- Bus Stop Access Improvements

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Each category of needs and strategies includes several related items as described below. The number in parentheses after each statement indicates the number of votes received from participants during the workshop.

## **COORDINATION/MOBILITY HUB FOR HUMAN SERVICES AND PUBLIC TRANSPORTATION**

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The centralization of information and services across public transit was a common theme among participants throughout the Coordinated Plan workshop. Participants advocated for a more centralized system for services, whether it be a new agency or coordination among existing agencies. Such a system could improve the sharing and use of knowledge across agencies and with riders, which would lead to streamlined service; providing the best means to travel from the starting point to their preferred destination. The specific strategies recommended by participants included the following items:

- Create a mobility hub for the entire region, which would include a healthcare element. (18)
- Paratransit service providers to develop a centralized computer system for scheduling. (14)
- Coordinate funding and share resources among agencies. (9)
- Create a website or an app to better access services, such as scheduling and updating information. (8)
- Develop an app for vehicle tracking for paratransit ridership. (4)
- Coordination of overall funding. (3)
- Create a process for the reduction or the elimination in the rate of “no show” ridership, which negatively impacts efficiency. (3)
- Use paratransit software to include detailed information and requests from clients with special needs. (1)

## EXPANDED TRANSPORTATION SERVICES

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Another important need expressed by stakeholders at the workshop was the expansion of services; both geographically, and of the types of trips that seniors and persons with disabilities were allowed to take. The expansion of service for routine errands and social purposes was most noted and passionately expressed by workshop participants. Travel to social engagements was cited by participants as a method to improve overall health and quality of life of seniors and persons with disabilities. Specific strategies recommended by participants included the following:

- Provide more opportunities for underutilized vehicles to offer non-healthcare related transit (e.g. grocery store routes) that would improve the quality of life of seniors and persons with disabilities. (14)
- Increase senior social trips, which leads to better mental health of the recipient. (10)
- Coordinate ADA applications and provide gap funding while individuals wait for approval to use service. (6)
- Allow for home pick-up and return trips for services in different areas, including crossing over county lines. (6)
- Set a paratransit cost that is equal among all transit services in the region. (4)
- Extend holiday operating hours to 10pm. (3)
- Include paratransit services in GoDurham's fare free day. (3)
- Expand paratransit service to neighboring cities and towns. (2)
- Provide additional door-to-door service (e.g. Uber, taxi, current public transit, etc.). (1)
- Provide additional work trips for low-income people in rural areas. (1)
- Streamline and shorten the process for schools requesting trips for incoming disabled students. (1)

## EXPANDED EDUCATION SERVICES

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Workshop participants and other stakeholders suggested that there was a strong need for overall education for riders and transit services providers. Comments from stakeholders concerned a lack of accurate information provided by transit agency staff and the need for more accessible information from transit providers. Recommendations by the workshop participants included the following:

- Expand travel training for all transit agency staff. (11)
- Encourage hospitals to screen patients for transportation needs. (5)
- Create a higher level of comfort among seniors while using public transportation. (5)



- Improve the transit service providers understanding of clients' needs. (3)
- Present better information for trip planning to riders(e.g.. sheltered stations, stop location, etc.). (2)
- Conduct policy workshops more frequently. (2)
- Provide better information to clients. (1)

## **APPLICATION PROCESS IMPROVEMENTS**

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Persons who utilize the regions demand response or complementary paratransit service typically complete an application to receive service. Burdensome and often confusing application processes were cited in the workshop among stakeholders who advocated for a more streamlined approach. Below are specific strategies recommended by workshop participants:

- Transit service to expand assistance to persons who are in need, but are not eligible for ADA paratransit service and are not covered by other services. (7)
- Provide gap funding to passengers while waiting for ADA qualification results. (6)
- Develop receiving of ADA applications in the region. (6)
- Establish person-centered eligibility and certification rather than rigid criteria. (4)
- Shorten the interview and application process for ADA approval. (3)

## **BUS STOP ACCESS IMPROVEMENTS**

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Bus stop improvements were discussed as a way to better support seniors and persons with disabilities who are able to use fixed-route services for at least some of their transportation needs. Specific comments included the following:

- Bus stops are too far apart and often without ADA improvements, and riders are unaware of transit alternatives. (3)
- Increase the number of accessible bus stops. (2)

# Appendix



***Invitation to Participate!***

The Durham Chapel-Hill Carrboro Metropolitan Planning Organization (DCHC MPO) is updating its coordinated human services – public transit transportation plan (CTP) and would like your input.

Workshops are scheduled for **September 18<sup>th</sup>** in Chapel Hill and **September 20<sup>th</sup>** in Durham. Please join us at one of the workshops to identify community needs and provide recommendations for transit services for seniors and persons with disabilities. DCHC-MPO will use information gathered at the workshop to shape the CTP Update. Light refreshments will be served.

**Workshop Details:**

**Date:** September 18, 2018

**Time:** 9-11:30 am

**Location:**

Orange County Seymour Center  
2551 Homestead Rd  
Chapel Hill, NC 27516

**Parking:** Free

**Public Transit:** Chapel Hill Transit bus route  
A (or HS/NS/ possibly)

**Date:** September 20, 2018

**Time:** 9-11:30 am

**Location:**

Durham County Cooperative Extension  
721 Foster St  
Durham, NC 27701

**Parking:** Free

**Public Transit:** GoDurham bus route 4

**If you would like to attend**, please respond by Tuesday, September 4th to Robert Jahn, at Robert.jahn@durhamnc.gov, or 571-212-3453. If you are unable to attend, or know others who may be interested, please share this information.

For a closer look at the current CTP, reference the hyperlink below:

[Coordinated Public Transportation Human Service Transportation Plan 2014](#)

Thank you

## **Invitees to the Coordinated Plan Workshop**

Invitations were sent out via email for the Coordinated Plan Workshop to representatives of the following transportation partners:

### **Local Elected Boards**

Carrboro Board of Aldermen  
 Chapel Hill Town Council  
 Durham City Council  
 Hillsboro City Council  
 Durham County Commission  
 Chatham County Commission  
 Orange County Commission

### **Local Managers**

Carrboro Town Manager  
 Chapel Hill Town Manager  
 Durham City Manager  
 Hillsborough Planning Manager  
 Chatham County Manager  
 Orange County Manager  
 Durham County Manager

### **Local Advisory Boards**

Carrboro Transportation  
 Chapel Hill Transportation Board  
 Chatham Transportation Advisory Board  
 Orange County Transportation Advisory Board  
 GoTriangle Board of Trustees

### **Local Public Transportation Providers**

Chapel Hill Transit  
 Chapel Hill Planning Department  
 Chatham Transit Network  
 First Transit  
 GoDurham  
 GoDurham ACCESS  
 GoTriangle  
 Durham County Access  
 Orange Public Transportation

### **Local Social Services Agencies**

Durham Department of Social Services for the Blind  
 Durham Department of Social Services  
 Orange Department of Social Services / Non-Emergency Medicaid Services  
 Orange County Department on Aging

### **Regional / Local Transportation Agencies**

NCDOT  
 DCHC MPO  
 City of Durham Parks and Recreation  
 Chapel Hill Park and Recreation

City of Durham General Services  
Durham Mayor's Committee for Persons with Disabilities  
Department of Public Health, Durham  
Department of Public Health, Orange County  
City of Durham Equal Opportunity & Equity Assurance  
NC DHHS Disability Services

## **Non-Profit Organizations**

El Centro Hispano  
Alliance Behavioral Healthcare  
Cardinal Innovations  
Senior PharmAssist  
Project Access  
Triangle Senior Services  
Arc of the Triangle  
Durham Chamber of Commerce  
El Futuro, Inc.  
Club Nova  
Interfaith Council for Social Services  
Extraordinary Ventures in Chapel Hill  
LC Industries for the Blind

## **Private Providers of Human Services Transportation**

Senior Care Management Associates  
North State Medical Transportation  
A Helping Hand  
Helping Hands Mission

Samaritan Health Center  
Academy Bus

## **Medical Facilities**

Duke University Medical Center  
UNC Memorial Hospital  
Department of Veterans Affairs

## **Chambers of Commerce**

Chapel Hill - Carrboro Chamber of Commerce  
Durham Chamber of Commerce

## **Other**

Duke University  
University of North Carolina – Chapel Hill  
North Carolina State University  
Raleigh-Durham Airport Authority  
Downtown Durham, Inc.  
Community Reinvestment Association  
Durham Center for Senior Life  
Triangle Disability Awareness Council  
Durham Exchange Club Industries  
TJCOG Agency on Aging  
Golden Leaf Historic District  
VHB Engineering  
Environmental Protection Agency  
Federal Highway Administration  
All contacts on DCHC MPO Board and the Technical Committee mailing lists

Would you like to help improve transportation services for seniors and persons with disabilities in the urban area of Durham and Orange counties, and northeastern Chatham County?



The Durham Chapel-Hill Carrboro Metropolitan Planning Organization (DCHC MPO) is updating the five-year plan for coordinated human services and public transportation in the region. The perspective of your organization is needed to update the 2014 Coordinated Public Transportation Plan (CPT) and provide better services throughout our region.

A planning workshop is scheduled for non-profits, human service agencies, transit providers, and the public. Please join us in identifying community needs and providing recommendations for transit services. This workshop is being hosted by the DCHC-MPO, which is the area's regional transportation planning organization.

Please choose one (or both) to attend and RSVP by September 4, 2018 to [robert.jahn@durhamnc.gov](mailto:robert.jahn@durhamnc.gov)

Las partes críticas de los planes pueden ser traducida en español sobre petición.

## Chapel Hill

Orange County Seymour Center  
2551 Homestead Rd  
Chapel Hill, NC 27516

Tuesday, September 18, 2018  
9-11:30am

## Durham

Durham County Cooperative Extension  
721 Foster St  
Durham, NC 27701

Thursday, September 20, 2018  
9-11:30am



Would you like to help improve transportation services for seniors and persons with disabilities in the urban area of Durham and Orange counties, and northeastern Chatham County?



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Durham, NC 27701

Thursday, September 20, 2018  
9-11:30am

**DCHC Metropolitan Planning Organization  
ANNOUNCING  
Coordinated Human Services Public Transit  
Transportation Plan (CTP) Workshops**

The Durham Chapel-Hill Carrboro Metropolitan Planning Organization (DCHC MPO) is updating the region's five-year plan for coordinated human services and public transportation. This plan identifies gaps in transportation services for seniors and persons with disabilities and proposes strategies to fill those gaps. The perspective of human service agencies, transit providers, and the public is needed to update the plan and provide better services throughout our region.

There are two opportunities to participate:

**September 18, 2018  
9-11:30AM  
Orange County  
Seymour Center**

**September 20, 2018  
9-11:30AM  
Durham County  
Cooperative Extension**

Further details can be found on the DCHC MPO website at [www.dchcmpo.org](http://www.dchcmpo.org). Contact Robert Jahn at 571-212-3453 or [robert.jahn@durhamnc.gov](mailto:robert.jahn@durhamnc.gov) to RSVP or for more information.

Las partes críticas de los planes pueden ser traducida en español sobre petición.



## Public Transit Transportation Plan (CTP) Workshops

September 18, 2018 // Orange County Seymour Center

September 20, 2018 // Durham County Cooperative Extension Office

### Agenda

- Welcome (MPO staff and host staff) and Introductions (All) – 30 mins
- Background and Overview of Plan (MPO staff) – 10 mins
- Overview of transit services (Public transportation providers, volunteer driver programs, others) – 20 mins
- Identify transportation needs and gaps in service for individuals with disabilities and seniors (All - Small groups) – 20 mins
- Identify strategies, activities and projects to address gaps between current service and needs (All – Small groups) – 20 mins
- Prioritize strategies, activities and projects based on available resources (All) – 15 mins
- Wrap Up and Next Steps (MPO staff) – 10 mins

Section 5310 – Enhanced Mobility of **Seniors** and **Individuals with Disabilities** Program is a program of the U.S. Department of Transportation, Federal Transit Administration.

Projects selected for Section 5310 funding must be derived from a locally developed, coordinated public transit-human services transportation plan.

Section 5310 projects funded to date include: **Orange County Department on Aging** mobility management, **Durham County Access** purchase of trips, **GoDurham** purchase of trips beyond the area required by ADA, **GoDurham** improved communication system and mobility management services, **Chapel Hill Transit EZ Rider Senior Shuttle**. CHT will also receive funding this year for ADA bus stop review and design.

### About 5310 Funds

The DCHC MPO receives **less than \$250,000 per year** of 5310 funds for the region including all of Durham County, the southern portion of Orange County, and a small northeastern corner of Chatham County.

**Coordinated public transit-human service transportation plan** is a locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low incomes, provides strategies for meeting those needs and prioritizes transportation services for funding and implementation.

### Definitions

**Human service** transportation is transportation services provided by or on behalf of a human service agency to provide access to agency services and/or meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.

**Public transportation** is regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, *and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.*

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- \* Wheelchair clients need affordable transportation to variety of places
- \* Need accessible bus stops ●
- \* Add'l door-to-door service (e.g., Uber, taxi, etc.) ●  
current public transit
- \* Work trips from rural area for low-income people. ●
- \* Mobility Hub for entire region (does grant writing) (2019 Medicaid to pay for transportation) (Healthcare increasingly recognizes transportation importance) (eligibility) ●●●●●●●●●●
- \* Person-centered certification. ●●●●●
- \* Better info for people to plan trips (shade, stop location) ●●●●●

- \* Service to fill gap if not ADA eligible and not covered by other service. ●●●●●●●●
- \* Central receiving of ADA application in region. ●●●●●●●●
- \* Bus stop too far and no ADA service. Don't know other services. ●●●●●
- \* Seniors to feel comfortable using public transportation. ●●●●●●●●
- \* Balance priorities, e.g. senior medical vs senior social trips. Need more senior social trips \$. ●●●●●●●●●●

- \* Paratransit software to include detailed information/requests from clients with special needs. ●
- \* Paratransit cost to be equal among all services ●●●●●●●●
- \* Create website or app to better access services such as scheduling and update information ●●●●●●●●●●

- \* Develop an app for vehicle tracking for paratransit. ●●●●●●●●
- \* Extend operating hours on holidays to 10pm ●●●●●●●●
- \* Include paratransit services in GoDurham's fare free day ●●●●●●●●
- \* Only service animals allowed on paratransit vehicles; no personal pets



\* Paratransit services to develop centralized computer system for scheduling.

\* Allow for home pickup & returns for services in different areas.

• Streamline/comprehensive  
• Cross county lines

\* Expand paratransit service to neighboring cities & towns.

\* Conduct policy workshops more frequently.

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\* Hospitals screen patients for transportation needs

\* Better system of conveying travel information/notes to service drivers.

\* Lower cost for some clients

\* Some clients can't understand services  
(Dementia, socially isolated)

\* Process (interview + application) for ADA is too lengthy.

\* Provide gap funding while wait for ADA qualification.

\* Coordinate ADA application & gap funding

\* Empty Access vans can

• p/u other trips - need better efficiency. <sup>eg</sup> create grocery routes (route planning).

\* Public school requesting trips for new disabled students (takes 3 months to setup in schools)

\* High no show rate hurts efficiency. Need to reduce rate.

\* Better info to customers/clients.

\* Coordination of overall funding

\* Maximize ride services (uber, Lyft, etc)

\* Coordinate & share resources

\* Expand travel training. Universal (all agencies)

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## Highway

#	SPOT ID	TIP	Project Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Cost to NCDOT	County(s)	Statewide Mobility Quantitative Score (Out of 100)	REGIONAL IMPACT Quantitative Score (Out of 70)	DIVISION NEEDS Quantitative Score (Out of 50)	Notes
<b>Holding Tank Projects</b>													
1	H170785		Statewide Mobility	NC 147 (Durham Freeway)	Elba Street/Trent Drive		Improve ramps by tying them into a roundabout with Elba Street and Trent Drive.	\$ 1,850,000	Durham	57.01	37.94	31.17	Potential removal?
2	H170126		Regional Impact	US 501 (Roxboro Road)	US 501 Bypass (Duke Street)	Omega Road	Construct median, access management facilities, safety improvements, bicycle and pedestrian facilities, and transit stop improvements.	\$ 23,900,000	Durham	N/A	47.45	40.61	
3	H170375		Regional Impact	US 501 Business (Roxboro Road)	NC 55 (Avondale Drive)	SR 1004 (Old Oxford Road)	Construct median along section with potential turn lanes at Lavender Avenue, Bon Air Avenue, and Murray Avenue. Fill in sidewalk gaps and provide streetscape amenities.	\$ 37,300,000	Durham	N/A	45.93	42.71	
4	H170312		Regional Impact	US 501 Business (Roxboro Road)	SR 1443 (Horton Road)		Install turn lanes on US 501 Business (Roxboro Road) at Horton Road.	\$ 3,300,000	Durham	N/A	44.75	40.51	
5	H140374-E	U-6071	Regional Impact	NC 54	SR 1937/SR 1107 Old Fayetteville Road		Improve intersection	\$ 1,700,000	Orange	N/A	42.92	31.70	
6	H111036		Regional Impact	NC 86	US 70 Bypass	North of NC 57	Widen to four lanes with a median and Improve intersections at US 70 Bypass and NC 57.	\$ 12,400,000	Orange	N/A	36.02	27.42	
7	H170122		Division Needs	SR 1321 (Hillandale Road)	SR 1443 (Horton Road)		Construct roundabout	\$ 2,600,000	Durham	N/A	N/A	35.45	

8	H170127		Division Needs	New Route - Northern Durham Parkway	I-85	SR 1004 (Old Oxford Road)	Construct multi-lane roadway on new location.	\$ 29,700,000	Durham	N/A	N/A	33.85	
9	H170038		Division Needs	SR 1116 (Garrett Road)	NC 751 (Hope Valley Road)	SR 2220 (Old Chapel Hill Road)	Upgrade roadway corridor to increase capacity and construct bicycle and pedestrian facilities and transit stop improvements.	\$ 34,200,000	Durham	N/A	N/A	33.37	
10	H170117		Division Needs	SR 1171 (Riddle Road)	SR 2100 (South Alston Avenue)		Construct roundabout	\$ 1,600,000	Durham	N/A	N/A	31.25	
11	H150278		Regional Impact	NC 751 (Hope Valley Road)	South Roxboro Road	Woodcroft Parkway	Widen to four lanes with bike lanes and sidewalks. Improve the NC 751 & South Roxboro Road intersection.	\$ 8,500,000	Durham	N/A	25.62	27.47	
12	H111011		Regional Impact	NC 751 (Hope Valley Road)	NC 54	Southpoint Auto Park Blvd	Widen to four lanes with a median with bicycle, pedestrian and transit facilities as appropriate.	\$ 16,500,000	Durham	N/A	25.56	22.30	
13	H171433		Division Needs	New Route - Northern Durham Parkway	US 70	SR 1811 (Sherron Road)	Construct roadway on new location.	\$ 41,800,000	Durham	N/A	N/A	24.65	
14	H170037		Division Needs	SR 1978 (Hopson Road)	NC 54	Distribution Drive	Widen to a four lane divided roadway with bicycle and pedestrian facilities.	\$ 8,400,000	Durham	N/A	N/A	24.40	
15	H170399		Division Needs	SR 1009 (Old NC 86)	Eubanks	Hillsborough Road	Modernization	\$ 8,700,000	Orange	N/A	N/A	19.99	Get further guidance on project description from OC, Carrboro, and Div 7. Intersection improvements at Calvander and Eubanks?
16	H170804		Regional Impact	US 70	US 70 Connector		Reconstruct interchange to an at-grade intersection.	\$ 8,200,000	Orange	N/A	18.43	13.03	

17	H140638		Division Needs	Elliott Road	US 15-501 (Fordham Boulevard)	Ephesus Church Road	Construct extension of existing roadway (Elliott Rd) on new location between Ephesus Church Rd and US 15/501.	\$ 4,900,000	Orange	N/A	N/A	15.44	Funding request less than SPOT 5 - only asking for construction \$\$
18	H150280		Division Needs	SR 1148 (Eno Mountain Road), SR 1192 (Mayo Street)	SR 1006 (Orange Grove Road)		Construct new alignment of Eno Mountain Road to align with Mayo Street and install signal.	\$ 8,700,000	Orange	N/A	N/A	14.36	
<b>New Projects</b>													
19	H184333		Statewide Mobility	Cole Mill Road	NC 147	US 70 Business	Extend Cole Mill Road from its current terminus at Hillsborough Road to NC 147 and create an interchange. Remove the ramp from US 15/501 SB to NC 147 NB.	N/A	Durham	N/A	N/A	N/A	
20			Statewide Mobility	I-40	Fayetteville Road		Improve interchange	N/A	Durham	N/A	N/A	N/A	Major improvement not in MTP; could be submitted safety and operational improvement (which would make it MTP-eligible)
21			Division Needs/ Statewide Mobility	US 70	New Glover Road		Road on new location and new interchange	N/A	Durham	N/A	N/A	N/A	New road in MTP; interchange is not
22			Division Needs/ Statewide Mobility	US 70	Angier Avenue		Road on new location and new interchange	N/A	Durham	N/A	N/A	N/A	New road in MTP; interchange is not
23			Regional Impact	US 501 Business (Roxboro Road)	NC 55 (Avondale Road)		Improve intersection	N/A	Durham	N/A	N/A	N/A	
24			Regional Impact	US 15/501 Business	University Drive		Improve intersection	N/A	Durham	N/A	N/A	N/A	Roundabout
25			Regional Impact	US 70 Business (Hillsborough Road)	Neal Road		Improve intersection	N/A	Durham	N/A	N/A	N/A	Roundabout
26			Regional Impact	NC 98	Lynn Road	Mineral Springs Road	Safety and bike/ped	N/A	Durham	N/A	N/A	N/A	
27			Regional Impact	NC 751	Fayetteville Road	O'Kelly Chapel Road	Widen to four lanes	N/A	Durham, Chatham	N/A	N/A	N/A	
28	H184275		Regional Impact	US 70 Bypass	NC 86		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
29	H184337		Regional Impact	US 70A	Churton Street		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
30	H184341		Regional Impact	US 70 Bypass	St. Mary's Road		Intersection improvements	N/A	Orange	N/A	N/A	N/A	



31	H184346		Regional Impact	US 70	Pleasant Green/Mt. Hermon Church road		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
32	H184362		Regional Impact	NC 86	Old NC 10		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
33	H184377		Regional Impact	NC 86	NC 57		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
34	H184380		Regional Impact	NC 86	New Hope Church Road		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
35			Division Needs	Jack Bennett/Lystra Roads	US 15/501	Farrington Point Road	Modernization	\$20,567,000	Chatham	N/A	N/A	N/A	
36			Division Needs	Andrews Store Road	Manns Chapel Road		Improve intersection	N/A	Chatham	N/A	N/A	N/A	
37			Division Needs	Andrews Store Road	Woodland Grove Lane		Improve intersection	N/A	Chatham	N/A	N/A	N/A	
38			Division Needs	Farrington Point Road	Mt. Carmel Church Road	Old Farrington Road	Improve intersection	N/A	Chatham	N/A	N/A	N/A	
39			Division Needs	Morreene Road	American Drive		Improve intersection	N/A	Durham	N/A	N/A	N/A	Roundabout
40	H184355		Division Needs	SR 1009 (Old NC 86)	SR 1777 (Homestead Road)	SR 1107 (Old Fayetteville Road)	Intersection improvements	N/A	Orange	N/A	N/A	N/A	
41	H184472		Division Needs	Erwin Road	Whitfield Road		Intersection improvements	N/A	Orange	N/A	N/A	N/A	
42			Division Needs	Eubanks	Park and Ride	Millhouse	Widen to four lanes with bike lanes and sidewalks	N/A	Orange				
43			Division Needs	Lebanon Road	Mill Creek Road	Efland-Cedar Grove Road	Intersection and safety improvements	N/A	Orange	N/A	N/A	N/A	
<b>Recommended Removals</b>													
44	H111013	I-5702B	Statewide Mobility	I-40	NC 147	Wade Avenue	Construct Managed Lanes.	\$ 727,650,000	Wake, Durham	73.99	45.37	42.56	Managed motorways in next STIP.
45	H090555-A		Regional Impact	NC 751	SR 1740 (Lewter Shop Road)	O'Kelly Chapel Road	Widen road to 4 Lanes with bicycle lanes on existing location.	\$ 91,800,000	Chatham	N/A	32.77	29.17	US 15/501 Superstreet in next STIP - may alleviate
46	H140374-D		Regional Impact	NC 54	Neville Road		Improve intersection	\$ 1,100,000	Orange	N/A	32.60	25.22	Covered by R-5821A? Sibling project - do we get another submittal?

47	H170805		Statewide Mobility	US 15, US 501	NC 147 (Durham Freeway)	US 70 Business (Hillsborough Road)	Signalize collector-distributor ramp intersections to improve safety.	\$ 995,000	Durham	53.91	37.85	34.08	Replaced by Cole Mill Extension
48	H172198		Regional Impact	US 15 Business (Roxboro Street)	Pettigrew Street	East Main Street	Improve the crossing at US 15/501 Business (Roxboro Street) in Downtown Durham. Make the bridge higher to reduce truck conflict, make the span wider to facilitate a future two-way of Roxboro Street, and make the bridge wider to be able to accommodate four tracks. Potentially create an intersection at Ramseur and Roxboro.	\$ 31,100,000	Durham	N/A	19.07	21.88	Scores poorly; potential negative interaction with DOLRT? Submit as rail project?
49	H170787		Regional Impact	US 70 Business (Morgan Street, Ramseur Street), NC 98 (Morgan Street)	US 15-501 Business (Roxboro Street)	US 15/501 Business (Roxboro Street)	Convert the Downtown Loop from one-way to two-way traffic	\$ 15,100,000	Durham	N/A	19.51	22.92	Do DOLRT changes affect this submission? Scores poorly.
50	H170114		Division Needs	SR 1731 (O'Kelly-Chapel Road)	NC 751	Yates Store Road	Widen existing road to four lanes and include bicycle accommodations.	\$ 31,400,000	Chatham	N/A	N/A	20.88	Not in 2045 MTP
51	H170372		Division Needs	SR 1008 (Farrington Point Road), SR 1726 (Old Farrington Point Road), SR 1109 (Farrington Mill Road)	SR 1110 (Farrington Road)	SR 1717 (Lystra Road)	Modernize roadway to current standards.	\$ 36,100,000	Chatham, Durham	N/A	N/A	23.99	Not in 2045 MTP
<b>Submitted by Others</b>													
52	H111162		Division Needs	SR 1005 (Old Greensboro Road)	SR 1942 (Jones Ferry Rd)	NC 87 in Alamance County	Modernize and add 4-foot Paved Shoulders	\$ 42,500,000	Orange, Alamance	N/A	N/A	22.36	Submitted by TARPO; DCHC applied points in SPOT 5
53	H140374-A		Regional Impact	NC 54	SR 1006 (Orange Grove Rd)	SR 1937 / SR 1107 (Old Fayetteville Rd)	Widen to a four-lane boulevard	\$ 83,000,000	Orange	N/A	46.80	36.58	Submitted by Division 7
54	H170298		Statewide Mobility	US 15, US 501	NC 751	Pickett Road Overpass	Widen section of 15-501 bypass between Tower and NC 751 to 6 lanes	\$ 54,300,000	Durham	70.61	45.65	34.22	Submitted by Division 5
55	H172045		Statewide Mobility	I-40	NC 54 (exit 273)	NC 751 (exit 274)	Construct auxiliary lane between ramps	\$ 15,200,000	Durham	75.78	47.78	39.49	Submitted by Division 5

56	H172189		Regional Impact	Division 5 Non-Municipal Divisionwide Signal System			Add cameras and fiber to signals in division 5 which are outside of municipal systems and upgrade software and add equipment to enable monitoring of signals by Division staff. Division wide project. Will provide the list of signals.	\$ 4,600,000	Wake, Granville, Person, Franklin	N/A	46.86	40.00	Submitted by Division 5; DCHC applied points in SPOT 5
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**Bike/Ped**

#	SPOT ID	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Cost to NCDOT	County(s)	DIVISION NEEDS Quantitative Score (Out of 50)	Notes
1	B170485	American Tobacco Trail	US 70 Business (Ramseur Street)	American Tobacco Trail	Construct tunnel underneath NCRR. Extend path to connect American Tobacco Trail to Downtown Durham and future Duke Belt Line Trail.	\$ 9,741,612	Durham	40.24	
2	B150143	Sandy Creek Trail	Pickett Rd	Al Buehler Trail at Cornwallis Rd	Construct a shared use trail.	\$ 2,847,422	Durham	40.08	
3	B170480	NC 54	RTP Trail	American Tobacco Trail	Construct a shared use path along one side of the roadway and pedestrian intersection improvements and sidewalk connections to bus stops on both sides of the road.	\$ 6,798,330	Durham	39.91	
4	B170481	NC 55 (Apex Highway)	American Tobacco Trail Spur	Cornwallis Road	Construct shared use path on one side of roadway and make intersection improvements.	\$ 4,609,168	Durham	39.82	
5	B170469	SR 1183 (University Drive) and Old Chapel Hill Road	SR 1116 (Garrett Road)	Martin Luther King Jr. Parkway	Construct shared use path along one side of the roadway.	\$ 2,246,078	Durham	39.06	
6	B141106	Horton Road	US 501 Business (Roxboro Road)	NC 157 (Guess Road)	Construct a sidewalk on one side of the road, sidepath on the other side.	\$ 5,090,502	Durham	38.95	
7	B170482	US 15/501 Business (University Drive)	Woodridge Drive	US 15/501 Business Lakewood Avenue	Construct sidewalks along entire length and bicycle lanes where needed.	\$ 4,339,496	Durham	38.80	
8	B150405	Cook Rd	American Tobacco Trail	Martin Luther king Jr Parkway	Construct buffered bike lanes and sidewalks on both sides of the road.	\$ 6,599,861	Durham	38.75	
9	B170468	SR 1669 (Club Boulevard)	SR 1332 (Broad Street)	Washington Street/Ellerbe Creek Trail	Construct bicycle lanes on both sides of the street and improve intersections for bicycle and pedestrian crossings.	\$ 1,849,507	Durham	38.75	
10	B170470	US 501 (Roxboro Road)	SR 1456 (Milton Road)	Fairfield Road	Construct sidewalks on both sides of the road.	\$ 6,655,782	Durham	38.42	
11	B170479	SR 1959 (Miami Boulevard)	SR 1954 (Ellis Road)	Cornwallis Road	Construct a multi-use pathway along east side of Miami Boulevard.	\$ 5,932,258	Durham	38.23	
12	B170526	Warren Creek Trail Phase II	Warren Creek Trail/Horton Road	US 501	Construct a shared use trail through and outside the boundary of West Point on the Eno Park.	\$ 1,976,022	Durham	38.01	
13	B170467	NC 55 (Apex Highway)	Meridian Parkway	Carpenter Fletcher Road	Construct pedestrian facilities on both sides of the road.	\$ 1,886,285	Durham	37.97	U-6118 reduces need for original length of project; adjust cost
14	B170484	US 15/501 Business (Durham-Chapel Hill Boulevard)	Nation Avenue	US 15/501 Business (University Drive)	Construct sidewalks, improve bicycle lanes, and install intersection improvements.	\$ 3,392,554	Durham	37.68	

15	B170466	NC 98 (Holloway Street)	Lynn Road	Ganyard Farm Way	Construct sidewalks on both sides of the road and include intersection improvements.	\$ 6,000,552	Durham	35.97	U-6120 reduces need for original length of project; adjust cost
16	B150104	NC 751 (Academy Road), Cornwallis Road	Duke University Rd	Chapel Hill Rd	Construct on road bicycle lanes and sidewalks for the entire length of the route.	\$ 4,859,386	Durham	34.80	
17	B170478	Old Durham-Chapel Hill Road	SR 1113 (Pope Road)	Mount Moriah Road	Construct a bicycle and pedestrian bridge along Old Durham-Chapel Hill Road across I-40. Facility may not be required to be the full length of the road segment.	\$ 4,444,910	Durham	31.84	
18	B170402	NC 86 (Martin Luther King, Jr. Parkway)	SR 1770 (Estes Drive)	SR 1777 (Homestead Road)	Construct bicycle lanes and upgrade sidewalks along NC 86.	\$ 614,169	Orange	31.48	Sidepath to be constructed as part of BRT?
19	B171043	US 15-501 (Fordham Boulevard)	Legion Road (future)	Service Road	Construct a bicycle/pedestrian bridge over US 15-501 (Fordham Boulevard) in Chapel Hill from where the future Legion Road extension will be on the east side of Fordham Boulevard to the service road on the west side.	\$ 2,400,000	Orange	31.15	
20	B170483	NC 54, Alston Avenue	Cornwallis Road	RTP Trail	Construct bicycle lanes and sidewalks.	\$ 8,953,131	Durham	30.53	
21	B150258	Tanyard Branch-Carrboro Connector	Broad Street	Village Drive and Tanyard Branch Greenway	Construct an off-road multi-use path providing bicycle and pedestrian safety.	\$ 600,000	Orange	30.44	
22	B141356	Hardee St/SR 1800 (Cheek Road)	NC 98 (Holloway St)	SR 1800 (Cheek Rd/Sherwood Park)	Construct sidewalks and bike lanes on Hardee Street, construct sidewalks on Cheek Road.	\$ 5,779,080	Durham	30.21	
23	B171175	SR 1843 (Seawell School Road)	SR 1780 (Estes Drive Extension)	SR 1777 (Homestead Road)	Construct a sidepath along the entire corridor from Estes Drive to Homestead Road.	\$ 3,341,552	Orange	29.19	
24	B150122	SR 1669 (Club Boulevard)	Ambridge St	SR 1666 (Dearborn Dr)	Construct on road bicycle lanes and sidewalks for the entire length of the route.	\$ 3,852,229	Durham	24.81	
25	B170403	SR 1008 (Mt. Carmel Church Road)	US 15/501	SR 1913 (Bennett Road)	Construct a multi-use path on one side of Mt. Carmel Church Road.	\$ 800,000	Orange	23.03	
26	B150435	Old NC 86 - Hillsborough Road	SR 1777 (Homestead Road)	Farm House Road	Construct bicycle lanes on both sides of roadway	\$ 990,199	Orange	19.22	To be replaced by highway modernization project?
27	N/A	American Tobacco Trail	American Tobacco Trail	American Tobacco Trail	Install HAWK signal at crossing of O'Kelly Chapel Road	N/A	Chatham	N/A	Replace B171147
28	N/A	Hillsborough North-South Bike/Ped Connector	Bridge over I-85		Bridge over I-85	N/A	Orange	N/A	Replaces road in MTP
29	N/A	Orange High School/Harold Latta Road Sidewalks	US 70 Bypass	Cloverfield Road	Construct sidewalks, high visibility crosswalks, and signage	N/A	Orange	N/A	
30	N/A	Morreene Road	Neal Road	Erwin Road	Construct on road bicycle lanes and sidewalks for the entire length of the route.	N/A	Durham	N/A	Remove because local funding is available?

31	N/A	Cornwallis Road	Chapel Hill Road	S. Roxboro Road	Construct on road bicycle lanes and sidewalks for the entire length of the route.	N/A	Durham	N/A	Remove because local funding is available?
32	N/A	Bolin Creek Greenway Extension	Umstead Park	Estes Drive	Extend Bolin Creek Greenway from Umstead Park to Estes Drive to connect bike-ped facilities	\$3,500,000	Orange	N/A	Extension of Bolin Creek Greenway
33	N/A	East Franklin Street Sidepath	Bolin Creek Greenway	Booker Creek Greenway	Construct sidepath along north side of Franklin Street to connect Bolin and Booker Creek Greenways	\$2,300,000	Orange	N/A	
34	N/A	Estes Drive	Caswell Road	E Franklin Street	Construct bicycle lanes and sidewalks.	\$3,600,000	Orange	N/A	
<b>Recommended Removals</b>									
35	B171963	SR 1010 (West Franklin Street)	SR 1010 (East Main Street)	Merritt Mill Street/Brewer Lane	Construct pedestrian improvements, such as crosswalks, improved signage, and pedestrian signals, at the West Franklin/East Main/Merritt Mill/Brewer intersection on the border of Chapel Hill and Carrboro.	\$ 279,680	Orange	29.47	Being constructed by Division 7
36	B150456	SR 1843 (Seawell School Road)	SR 1780 (Estes Drive Extension)	SR 1777 (Homestead Road)	Improve bicycle and pedestrian facilities along the entire corridor from Estes Drive to Homestead Road. Construct bike lanes and sidewalks to fill-in gaps.	\$ 3,341,552	Orange	24.56	Sidepath scores better (B171175)
37	B171147	American Tobacco Trail	American Tobacco Trail	American Tobacco Trail	Construct a tunnel or bridge across O'Kelly Chapel Road.	\$ 2,417,453	Chatham	25.65	Replace with HAWK signal

## Transit

#	SPOT ID	TIP	Project Category	Route / Facility Name	Description	Cost to NCDOT	County(s)	REGIONAL IMPACT Quantitative Score (Out of 70)	DIVISION NEEDS Quantitative Score (Out of 50)	Notes
<b>Holding Tank Projects</b>										
1	T150449		Division Needs	Village Neighborhood Transit Center	Design and Construction of NTC: Village Neighborhood Transit Center. Serves GoDurham routes 2B, 3, 3B, 3C	\$ 171,000	Durham	N/A	35.10	10% of project cost
2	T150453		Division Needs	Fayetteville St Transit Corridor Improvements	Construct sidewalks, bus stop improvements (including shelters), and better access to stops along Fayetteville Street in Durham. This corridor includes GoDurham routes 5, 5K, 7, 14 and GoTriangle routes 800, 805.	\$ 133,000	Durham	N/A	41.35	10% of project cost
3	T150993	TD-5297	Division Needs	Regional Transit Center	An improved location to increase the efficiency of the overall regional system. The project includes 10 bus bays and 150 parking spaces in a structured facility.	\$ 1,040,000	Durham	N/A	25.58	Confirm funding request
4	T171692		Regional Impact	Commuter Rail Transit, West Durham to Garner	Construct commuter-rail transit service adjacent to and/or within the existing NCRR corridor extending from West Durham to Greenfield station in Garner via RTP, Cary, and Raleigh. Provide 4 trains each direction during the morning rush hour, 4 in the evening rush hour, and 1 train each direction in the off-peak AM and PM (a total of 10 trains each direction). The peak services will operate at one-hour intervals (e.g. leave origin station at 6:00 am, 7:00 am, 8:00 am, etc.).	\$ 111,421,000	Wake, Durham	34.63	24.45	
5	T171711		Regional Impact	GoTriangle DRX Route bus service expansion	Purchase 3 additional vehicles to support headway reduction on DRX route.	\$ 135,000	Wake, Durham	29.63	22.59	
6	T171722		Regional Impact	GoTriangle ODX Route bus service expansion	Purchase one additional vehicle to support headway reduction on the ODX route.	\$ 48,000	Durham, Orange, Alamance	20.56	15.93	

New Projects										
7	N/A		Division Needs	Chapel Hill N-S BRT	Eubanks to Southern Village	\$ 25,000,000	Orange	N/A	N/A	Confirm funding request
8	N/A		Division Needs	Chapel Hill N-S BRT	Hillsborough to Southern Village	\$ 38,827,000	Orange	N/A	N/A	
9	N/A		Regional Impact	Chapel Hill N-S BRT	Eubanks to Chatham Park	\$ 47,118,400	Orange, Chatham	N/A	N/A	
10	N/A		Regional Impact	Downtown Durham to Raleigh Commuter Rail	Construct commuter rail service and infrastructure. Project includes 4 locomotives and 8 coaches.	N/A	Wake, Durham	N/A	N/A	
11	N/A		Regional Impact	Downtown Durham to Garner Commuter Rail	Construct commuter rail service and infrastructure. Project includes 4 locomotives and 8 coaches.	N/A	Wake, Durham	N/A	N/A	
12	N/A		Regional Impact	Hillsborough to Raleigh Commuter Rail	Construct commuter rail service and infrastructure. Project includes 4 locomotives and 8 coaches.	N/A	Wake, Durham	N/A	N/A	
13	N/A		Regional Impact	Hillsborough to Garner Commuter Rail	Construct commuter rail service and infrastructure. Project includes 4 locomotives and 8 coaches.	N/A	Wake, Durham	N/A	N/A	
14	N/A		Division Needs	Southpoint Transit Center		\$ 47,000	Durham	N/A	N/A	10% of project cost
15	N/A		Division Needs	Chapel Hill Road TEC		\$ 89,000	Durham	N/A	N/A	10% of project cost
16	N/A		Division Needs	Roxboro Street TEC		N/A	Durham	N/A	N/A	Not in Durham County Transit Plan?
17	N/A		Regional Impact	CRX Route Expansion		N/A	Orange, Wake	N/A	N/A	
18	N/A		Regional Impact	GoTriangle 400 Route Expansion		N/A	Durham, Orange	N/A	N/A	
19	N/A		Regional Impact	GoTriangle 405 Route Expansion		N/A	Durham, Orange	N/A	N/A	
20	N/A		Regional Impact	GoTriangle 800/805 Route Expansion		N/A	Durham, Orange	N/A	N/A	
21	N/A		Division Needs	West NC 54 Park and Ride		N/A	Orange	N/A	N/A	
22	N/A		Regional Impact	NC 54 Corridor High-Capacity Transit		N/A	Durham, Orange	N/A	N/A	In conjunction with U-5774
23	N/A		Regional Impact	US 15/501 High-Capacity Transit		N/A	Durham, Orange	N/A	N/A	Based on US 15/501 Corridor Study
24	N/A		Regional Impact	Morrisville-RTP BRT		N/A	Durham, Wake	N/A	N/A	Extension of Funded CAMPO BRT Project
Recommended Removals										
25	T171904		Regional Impact	Mebane to Selma Commuter Rail Service	Construct infrastructure and service for commuter rail service from Mebane to Selma. Project includes 12 locomotives and 24 coaches.	\$ 250,727,364	Wake, Durham, Johnston	31.48	19.26	
26	T171898		Regional Impact	Commuter Rail from Durham to Garner	Construct commuter rail service and infrastructure. Project includes 4 locomotives and 8 coaches.	\$ 111,421,000	Wake, Durham	46.67	32.59	



27	T171911		Regional Impact	Durham to Raleigh Commuter Rail Service	Construct infrastructure and service for commuter rail service from Durham to Raleigh. Project includes 4 locomotives and 8 coaches.	\$ 84,896,916	Wake, Durham	43.89	30.74	
28	T171912		Regional Impact	Durham to Wake Forest Commuter Rail	Construct infrastructure and service for commuter rail service from Durham to Wake Forest. Project includes 6 locomotives and 12 coaches.	\$ 135,698,527	Wake, Durham	40.19	27.41	
29	T171915		Regional Impact	Durham to Raleigh to Garner/Wake Forest commuter rail	Construct infrastructure and service for 8-2,8-2 service to Raleigh and 4-1,4-1 service to Wake Forest and Garner. Project includes 6 locomotives and 12 coaches.	\$ 162,222,611	Wake, Durham	39.45	27.04	

**Rail**

#	SPOT ID	TIP	Project Category	Route / Facility Name	Description	Cost to NCDOT	County(s)	Statewide Mobility Quantitative Score (Out of 100)	REGIONAL IMPACT Quantitative Score (Out of 70)	DIVISION NEEDS Quantitative Score (Out of 50)	Notes
1	R140014	P-5716	Statewide Mobility	NS/NCRR H Line	Construction of grade separation at SR 1954 (W. Ellis Road) and closure of existing at-grade crossing (Crossing # 735 236Y) in Durham.	\$ 11,750,000	Durham	71.97	49.33	34.80	
2	R150312	P-5728	Statewide Mobility	NS/NCRR H Line	Construction of grade separation at SR 1317 (Neal Road) and closure of existing at-grade crossing (Crossing # 735 202E) in Durham.	\$ 5,492,000	Durham	64.17	42.13	29.26	
3	R150325		Statewide Mobility	NS/NCRR H Line	Construction of at-grade crossing improvements at Blackwell Street (Crossing # 735 229N), US 15 (Mangum Street) (Crossing # 735 231P), and SR 1118 (Fayetteville Street) (Crossing # 910 605Y) per Durham TSS in Durham.	\$ 650,000	Durham	60.07	45.78	32.96	
4	R150318		Statewide Mobility	NS/NCRR H Line	Construction of grade separation at Dimmocks Mill Road (Crossing # 735 154S) and closure of Bellvue Street existing at-grade crossing (Crossing # 735 152D) and West Hill Avenue existing at-grade crossing (Crossing # 735 151W). Project includes a pedestrian tunnel at Hill Avenue.	\$ 21,575,000	Orange	52.84	33.08	22.86	
5	R150320		Statewide Mobility	NS/NCRR H Line	Construction of second main track from East Durham Yard (MP 58.5) to Nelson (MP 63.5) in Durham.	\$ 53,900,000	Durham	44.08	34.22	21.70	
6	R170032		Statewide Mobility	NCRR/NS H line	Construction of curve radius improvements from MP H 44.5 to MP H 48 west of Hillsborough.	\$ 3,500,000	Orange	42.85	31.97	21.97	
7	R170033		Statewide Mobility	NCRR/NS H line	Construction of curve radius improvements from MP H 38 to MP H 40.4 near Efland.	\$ 3,500,000	Orange	24.27	18.90	17.16	
8	R170029		Statewide Mobility	NS/NCRR H Line	Construction of new railroad bridge, or other railroad approved method, over Exchange Park Lane (Crossing #735 158U) to accommodate pedestrian traffic within the structure.	\$ 7,400,000	Orange	23.47	16.56	12.46	

9	R150319		Statewide Mobility	NS/NCRR H Line	Construction of second main track from Control Point Funston (MP 49.8) to East Durham Yard (MP 56) in Durham.	\$ 50,800,000	Durham	10.73	8.21	10.73	
10	R171833		Statewide Mobility	I-40 Rail Bridge in Durham County	Construct triple track bridge over I-40 in Durham County.	\$ 20,000,000	Durham	7.36	4.91	7.36	
11	N/A		Statewide Mobility	NCRR/NS H line	Construction of curve radius improvements near Hillsborough (Collins Ridge).	N/A	Orange	N/A	N/A	N/A	Verify MP
*	N/A		Regional Impact	Amtrak	Purchase of passenger rail cars	N/A	Statewide	N/A	N/A	N/A	Request from rail division for MPO points

\*To be submitted by another agency



Durham - Chapel Hill - Carrboro  
Metropolitan Planning Organization Technical Committee  
May 22, 2019

**FY 2018-2027 TIP Amendment #13 Summary Sheet**

*See full report for additional information on each project.*

- **C-4928 Morreene Road Bike-Ped:** Add STBGDA funding in FY21.
- **EB-6033 Statewide Safe Routes to School:** Create new project for statewide Safe Routes to School education.
- **U-4724 Cornwallis Road Bike-Ped:** Add STBG funding in FY21.
- **U-4726HN Hillandale Road Bike-Ped:** Add STBG funding in FY21.
- **U-4726HO Carpenter-Fletcher Bike-Ped:** Add STBGDA funding in FY21.

## TIP Amendment Request - Revise An Existing Project

### Amendment Request Details



**TIP Amendment**  
(change in funding  
greater than \$1M)



**TIP Modification**  
(change in funding  
less than \$1M)



There are previous  
amendments to  
this project.

Date: 4-16-19

Amendment Requested By: City of Durham

### Existing Project Details

Project Name: Morreene Road Bike-Ped

STIP/TIP #: C-4928

Jurisdiction/Agency: City of Durham

WBS or Local ID or Federal Aid #:

MUNIS #:

### Existing Project Schedule and Funding: Enter the most current project information.

Use the MPO database: [bitly.com/mpoprojects](http://bitly.com/mpoprojects)

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$422,000	\$0	\$105,000	\$527,000
2019	ROW	STBGDA	\$5,600	\$0	\$1,400	\$7,000
2020	Construction	CMAQ	\$2,331,000	\$0	\$583,000	\$2,914,000
2020	Construction	STBGDA	\$2,140,000	\$0	\$535,000	\$2,675,000
2020	Construction	LOCAL	\$0	\$0	\$194,000	\$194,000
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$4,898,600	\$0	\$1,418,400	\$6,317,000

Total Project  
Cost

### Proposed Project Schedule and Funding: Enter the full proposed project schedule & funding.

In many cases, the current project information from the above table will be re-entered at the top of the Proposed Table to represent FULL project information.

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$422,000	\$0	\$105,000	\$527,000
2019	ROW	STBGDA	\$5,600	\$0	\$1,400	\$7,000
2021	Construction	CMAQ	\$2,331,000	\$0	\$583,000	\$2,914,000
2021	Construction	STBGDA	\$3,408,006	\$0	\$852,002	\$4,260,008
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$6,166,606	\$0	\$1,541,402	\$7,708,008

Total Project  
Cost

## **TIP Amendment Request - Revise An Existing Project**

### **Project Details - Continued**

Please provide previous STIP/TIP # or new STIP/TIP # (if applicable):

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Project Description/Details/Termini/etc. to be amended (if applicable):

Please provide additional details or explanation related to this amendment request such as explanation for schedule delays, project cost changes, or other supporting information (if applicable). For example, why is this amendment being requested?

Add STBGDA funds for Construction and move all Construction funding to FY21.

**Please email completed form and any supporting documents to DCHC MPO TIP manager. Please follow-up with TIP manager to confirm receipt of form.**

## TIP Amendment Request - Revise An Existing Project

### Amendment Request Details



**TIP Amendment**  
(change in funding  
greater than \$1M)



**TIP Modification**  
(change in funding  
less than \$1M)



There are previous  
amendments to  
this project.

Date: 4-16-19

Amendment Requested By: City of Durham

### Existing Project Details

Project Name: Cornwallis Road Bike-Ped

STIP/TIP #: U-4724

Jurisdiction/Agency: City of Durham

WBS or Local ID or Federal Aid #:

MUNIS #:

### Existing Project Schedule and Funding: Enter the most current project information.

Use the MPO database: [bitly.com/mpoprojects](http://bitly.com/mpoprojects)

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$685,000	\$0	\$171,000	\$856,000
2019	ROW	STBGDA	\$1,785,295	\$0	\$446,324	\$2,231,619
2020	Construction	STBGDA	\$2,674,315	\$0	\$668,579	\$3,342,894
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$5,144,610	\$0	\$1,285,903	\$6,430,513

Total Project  
Cost

### Proposed Project Schedule and Funding: Enter the full proposed project schedule & funding.

In many cases, the current project information from the above table will be re-entered at the top of the Proposed Table to represent FULL project information.

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$685,000	\$0	\$171,000	\$856,000
2019	ROW	STBGDA	\$1,785,295	\$0	\$446,324	\$2,231,619
2021	Construction	STBGDA	\$2,674,315	\$0	\$668,579	\$3,342,894
2021	Construction	STBG	\$1,340,155	\$0	\$335,039	\$1,675,194
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$6,484,765	\$0	\$1,620,942	\$8,105,707

Total Project  
Cost

## **TIP Amendment Request - Revise An Existing Project**

### **Project Details - Continued**

Please provide previous STIP/TIP # or new STIP/TIP # (if applicable):

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Project Description/Details/Termini/etc. to be amended (if applicable):

Please provide additional details or explanation related to this amendment request such as explanation for schedule delays, project cost changes, or other supporting information (if applicable). For example, why is this amendment being requested?

Add STBG-Any Area funds for Construction and move all Construction funding to FY21.

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## TIP Amendment Request - Revise An Existing Project

### Amendment Request Details



**TIP Amendment**  
(change in funding  
greater than \$1M)



**TIP Modification**  
(change in funding  
less than \$1M)



There are previous  
amendments to  
this project.

Date: 4-16-19

Amendment Requested By: City of Durham

### Existing Project Details

Project Name: Cornwallis Road Bike-Ped

STIP/TIP #: U-4724

Jurisdiction/Agency: City of Durham

WBS or Local ID or Federal Aid #:

MUNIS #:

### Existing Project Schedule and Funding: Enter the most current project information.

Use the MPO database: [bitly.com/mpoprojects](http://bitly.com/mpoprojects)

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$685,000	\$0	\$171,000	\$856,000
2019	ROW	STBGDA	\$1,785,295	\$0	\$446,324	\$2,231,619
2020	Construction	STBGDA	\$2,674,315	\$0	\$668,579	\$3,342,894
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$5,144,610	\$0	\$1,285,903	\$6,430,513

Total Project  
Cost

### Proposed Project Schedule and Funding: Enter the full proposed project schedule & funding.

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FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$685,000	\$0	\$171,000	\$856,000
2019	ROW	STBGDA	\$1,785,295	\$0	\$446,324	\$2,231,619
2021	Construction	STBGDA	\$2,674,315	\$0	\$668,579	\$3,342,894
2021	Construction	STBG	\$1,338,150	\$0	\$334,538	\$1,672,688
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$6,482,760	\$0	\$1,620,441	\$8,103,201

Total Project  
Cost

## **TIP Amendment Request - Revise An Existing Project**

### **Project Details - Continued**

Please provide previous STIP/TIP # or new STIP/TIP # (if applicable):

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Project Description/Details/Termini/etc. to be amended (if applicable):

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Add STBG-Any Area funds for Construction and move all Construction funding to FY21.

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## TIP Amendment Request - Revise An Existing Project

### Amendment Request Details



**TIP Amendment**  
(change in funding  
greater than \$1M)



**TIP Modification**  
(change in funding  
less than \$1M)



There are previous  
amendments to  
this project.

Date: 4-16-19

Amendment Requested By: City of Durham

### Existing Project Details

Project Name: Hillandale Road Bike-Ped

STIP/TIP #: U-4726HN

Jurisdiction/Agency: City of Durham

WBS or Local ID or Federal Aid #:

MUNIS #:

### Existing Project Schedule and Funding: Enter the most current project information.

Use the MPO database: [bitly.com/mpoprojects](http://bitly.com/mpoprojects)

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$197,371	\$0	\$49,342	\$246,713
2019	ROW	STBGDA	\$26,225	\$0	\$6,556	\$32,781
2020	Construction	STBGDA	\$2,066,903	\$0	\$761,543	\$2,828,446
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$2,290,499	\$0	\$817,441	\$3,107,940

Total Project  
Cost

### Proposed Project Schedule and Funding: Enter the full proposed project schedule & funding.

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FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$197,371	\$0	\$49,342	\$246,713
2019	ROW	STBGDA	\$26,225	\$0	\$6,556	\$32,781
2021	Construction	STBGDA	\$2,066,903	\$0	\$761,543	\$2,828,446
2021	Construction	STBG	\$88,551	\$0	\$22,138	\$110,689
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$2,379,050	\$0	\$839,579	\$3,218,629

Total Project  
Cost

## **TIP Amendment Request - Revise An Existing Project**

### **Project Details - Continued**

Please provide previous STIP/TIP # or new STIP/TIP # (if applicable):

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Project Description/Details/Termini/etc. to be amended (if applicable):

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Add STBGDA funds for Construction and move all Construction funding to FY21.

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## TIP Amendment Request - Revise An Existing Project

### Amendment Request Details



**TIP Amendment**  
(change in funding  
greater than \$1M)



**TIP Modification**  
(change in funding  
less than \$1M)



There are previous  
amendments to  
this project.

Date: 4-16-19

Amendment Requested By: City of Durham

### Existing Project Details

Project Name: Carpenter-Fletcher Bike-Ped

STIP/TIP #: U-4726HO

Jurisdiction/Agency: City of Durham

WBS or Local ID or Federal Aid #:

MUNIS #:

### Existing Project Schedule and Funding: Enter the most current project information.

Use the MPO database: [bitly.com/mpoprojects](http://bitly.com/mpoprojects)

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$304,222	\$0	\$76,055	\$380,277
2019	ROW	STBGDA	\$21,855	\$0	\$5,464	\$27,319
2020	Construction	STBGDA	\$3,204,976	\$0	\$1,076,411	\$4,281,387
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$3,531,053	\$0	\$1,157,930	\$4,688,983

Total Project  
Cost

### Proposed Project Schedule and Funding: Enter the full proposed project schedule & funding.

In many cases, the current project information from the above table will be re-entered at the top of the Proposed Table to represent FULL project information.

FY	Phase/Work	Funding Source	Federal Share	State Share	Local Share	Total
Prior Year	PE/Design	STBGDA	\$304,222	\$0	\$76,055	\$380,277
2019	ROW	STBGDA	\$21,855	\$0	\$5,464	\$27,319
2021	Construction	STBGDA	\$6,304,744	\$0	\$1,576,194	\$7,880,938
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Funding Totals:			\$6,630,821	\$0	\$1,657,713	\$8,288,534

Total Project  
Cost

## **TIP Amendment Request - Revise An Existing Project**

### **Project Details - Continued**

Please provide previous STIP/TIP # or new STIP/TIP # (if applicable):

If this amendment has already been reflected in the NCDOT STIP,  
please provide date of STIP action and attach supporting information:

Project Description/Details/Termini/etc. to be amended (if applicable):

Please provide additional details or explanation related to this amendment request such as explanation for schedule delays, project cost changes, or other supporting information (if applicable). For example, why is this amendment being requested?

Add STBGDA funds for Construction and move all Construction funding to FY21.

**Please email completed form and any supporting documents to DCHC MPO TIP manager. Please follow-up with TIP manager to confirm receipt of form.**

**ITEM N  
(HANDOUT)**

**REVISIONS TO THE 2018-2027 STIP  
HIGHWAY PROGRAM**

STATEWIDE PROJECT
-------------------

**STIP ADDITIONS**

\* EB-6033            - STATEWIDE PROJECT  
STATEWIDE  
**PROJ.CATEGORY**  
DIVISION

VARIOUS, SAFE ROUTES TO SCHOOL EDUCATION.  
**PROJECT ADDED AT REQUEST OF BICYCLE AND  
PEDESTRIAN DIVISION.**

ENGINEERING	FY 2019 -	\$1,500,000	(TAANY)
	FY 2019 -	<u>\$375,000</u>	(O)
		\$1,875,000	

\* INDICATES FEDERAL AMENDMENT

Thursday, May 2, 2019

**RESOLUTION TO MODIFY THE 2018-2027 TRANSPORTATION  
IMPROVEMENT PROGRAM FOR THE DURHAM-CHAPEL HILL-CARRBORO  
METROPOLITAN PLANNING AREA**

**AMENDMENT #13  
June 12, 2019**

A motion was made by MPO Board Member \_\_\_\_\_ and seconded by MPO Board Member \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote, was duly adopted.

**WHEREAS**, the Transportation Improvement Program (TIP) is a staged multiple year listing of all federally funded transportation projects scheduled for implementation within the Durham-Chapel Hill-Carrboro Metropolitan Planning Area which have been selected from a priority list of projects; and

**WHEREAS**, the document provides the mechanism for official endorsement of the program of projects by the MPO Board; and

**WHEREAS**, the inclusion of the TIP in the transportation planning process was first mandated by regulations issued jointly by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) and no project within the planning area will be approved for funding by these federal agencies unless it appears in the officially adopted TIP; and

**WHEREAS**, the procedures for developing the TIP have been modified in accordance with certain provisions of the MAP-21 Federal Transportation Act, Fixing America's Surface Transportation (FAST) Act, and guidance provided by the State; and

**WHEREAS**, projects listed in the TIP are also included in the State TIP (STIP) and balanced against anticipated revenues as identified in both the TIP and the STIP; and

**WHEREAS**, the North Carolina Department of Transportation and the MPO Board have determined it to be in the best interest of the Urban Area to amend the FY 2018-2027 Transportation Improvement Program as described in the attached sheets; and

**WHEREAS**, the United States Environmental Protection Agency Designated the DCHC MPO from nonattainment to attainment under the prior 1997 Ozone Standard on December 26, 2007; and

**WHEREAS**, the DCHC MPO certifies that this TIP amendment is consistent with the intent of the DCHC MPO 2040 Metropolitan Transportation Plan (MTP); and

**WHEREAS**, in accordance with 23 CFR 450.326 (d), the TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets; and



**BE IT THEREFORE RESOLVED** that the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board hereby approves Amendment #13 to the FY 2018-2027 Transportation Improvement Program of the Durham-Chapel Hill-Carrboro Urban Area, as approved by the Board on June 12, 2019, and as described in the “FY 2018-2027 TIP Amendment #13 Summary Sheet” on this, the 12th day of June, 2019.

---

Damon Seils, MPO Board Chair

Durham County, North Carolina

I certify that Damon Seils personally appeared before me this day acknowledging to me that he signed the forgoing document.

Date: June 12, 2019

---

Frederick Brian Rhodes, Notary Public  
My commission expires: May 10, 2020

**CITY OF DURHAM**

**And**

**TOWN OF CHAPEL HILL**

**PASS-THROUGH AGREEMENT FOR THE ALLOCATION, DISBURSEMENT  
AND ACCOUNTING OF THE FTA SECTION 5303 METROPOLITAN  
TRANSPORTATION PLANNING FUNDS**

Dated as of \_\_\_\_\_, 2019

**CITY OF DURHAM  
and  
TOWN OF CHAPEL HILL**

**PASS-THROUGH AGREEMENT FOR THE ALLOCATION, DISBURSEMENT  
AND ACCOUNTING of SECTION 5303 FUNDS**

THIS PASS-THROUGH AGREEMENT FOR THE ALLOCATION, DISBURSEMENT AND ACCOUNTING of SECTION 5303 FUNDS (“Agreement”) made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2019 between the City of Durham, North Carolina municipal corporation (hereinafter “City”) as the Lead Planning Agency for the Durham Chapel-Hill Carrboro Metropolitan Planning Organization (hereinafter “MPO”), and the Town of Chapel Hill, North Carolina municipal corporation (hereinafter “Town”). This agreement addresses the allocation, disbursement and accounting of Federal Transit Administration (FTA) Section 5303 funds to support the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) transportation planning work program as required by federal regulations and specified in an approved Unified Planning Work Program (UPWP). This agreement is entered into in accordance with Article 20 of Chapter 160A of the North Carolina General Statutes. For and in consideration of the mutual promises and covenants hereinafter set forth, the City and the Town agree as follows:

1. Purpose. The purpose of this Agreement is to define the allocation, accounting and disbursement of Section 5303 funds received by the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) from the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) through the North Carolina Department of Transportation (NCDOT) and passed through to the Town by the City as Lead Planning Agency of the MPO. The projects to be undertaken by the Town pursuant to this agreement are described in the approved Unified Planning Work Program (UPWP), as approved by the DCHC MPO, as modified from time to time, and incorporated herein by reference. The Town agrees to perform its work as set out in the UPWP in accordance with all federal and state requirements.
2. Method of Financing. The total amount of Section 5303 and State matching funds available to the DCHC MPO will be determined annually by the NCDOT. The portion of these funds to be passed through to the Town by the City will be determined annually by the DCHC MPO Board for planning tasks specified in the approved UPWP and consistent with the Prospectus approved by the Board and NCDOT. The Town will provide 10% in local matching funds and the Public Transportation Division (PTD) of the NCDOT will provide a 10% State Match to receive FTA Section 5303 funds under the federal allocation. The local matching funds must be identified clearly in Town’s budget and single audit report (CAFR). The City will reimburse the Town quarterly within thirty (30) days of receipt by the City of the quarterly report from the Town subject to timely submissions by the Town to the City of all necessary reports and statements under the Section 5303 program.

3. Accounting Records. The Town shall maintain accounting records and all other documents in full compliance with the provisions of paragraphs (a) through (f) of Section 3.1 of this Agreement and shall also maintain all other documents necessary for federal and state audit purposes. The Town shall establish a budget code for the planning funds program.
  - 3.1 Accounting Procedures
    - a. A separate account should be established for the planning funds for each fiscal year and all transactions recorded in accordance with acceptable accounting procedures which are approved by NCDOT and USDOT per 2 CFR Part 200 'Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards' (which supersedes OMB Circular A-102) regarding standards for grantee financial management systems.
    - b. The account established for the planning funds will be included in the annual audit of the agency in accordance with 2 CFR Part 200 (which supersedes OMB Circular A-133).
    - c. Time spent for staff services on work provided for in Section 5303 programs shall be recorded by work task on either standard monthly, weekly, or biweekly time sheets for each individual and filed for audit purposes.
    - d. Cost for capital and operating (i.e., transportation, office and other expendable supplies, printing, copying work, computer processing, mapping and aerial photography) should be supported by receipts, logs and vouchers as appropriate.
    - e. Reimbursement should be on a basis of invoices submitted and supported by similar documents as required of the Lead Planning Agency (LPA), the City of Durham, Transportation Department. The invoices should, at a minimum, specify the staff time expended and description of work task for which the reimbursement is requested. Work tasks must be consistent with task descriptions, objectives and expected deliverables (work products) specified in the approved UPWP.
    - f. The total amount of Section 5303 funds allocated to project(s) in the UPWP approved by the MPO Board will be the controlling amount for which reimbursement can be claimed for a given fiscal year. If cost variance from the approved UPWP is expected, the UPWP should be revised prior to the end of the fiscal year. It is not acceptable to revise the UPWP after the fiscal year has ended.
  - 3.2 Reimbursement Procedures
 

Invoices, documentation and reports should be submitted to the MPO Manager, or appropriate LPA staff. The Town shall submit an invoice and appropriate documentation and reports to the City fifteen days after the federal quarter ends for funds expended during the subject period and the amount being requested for reimbursement. An invoice should include an attached quarterly expenditure report. Identification of expenditures by work task shall include detailed evaluation of work accomplishments and work products and deliverables.

### 3.3 Quarterly Progress Report Procedures

The Town shall submit quarterly progress reports to the MPO LPA – the City of Durham, Transportation Department – no later than fifteen days after the federal quarter ends. The quarterly progress report should include a brief narrative report of work accomplished by the agency and any subcontractor. The quarterly progress report shall be included with the invoice and expenditure report.

4. Audits. The City of Durham and NCDOT or USDOT shall be permitted to review, inspect, or study activities of the Town under the Section 5303 program. The Town shall bear the cost of any work not approved by the MPO, NCDOT and USDOT in the event an audit of expenses incurred by the Town reveals costs which are not eligible for federal or state funding but for which the City has been invoiced on behalf of the Town and has reimbursed the Town. In such an event, the Town agrees to reimburse the City, in full.
5. Personnel. The City Manager of Durham shall designate City personnel and the Town's Council shall designate Town personnel as necessary to carry out the responsibilities of the City and Town respectively, under this Agreement.
6. Subcontractors. The Town shall comply with the Equal Opportunity Provisions for Federal-Aid Contracts in accordance with Attachment A, which is attached hereto and incorporated herein and made part of this Agreement. The Town shall comply with the Procurement Standards contained in 2 CFR Part 200 (Uniform Guidance). The Clauses for Deeds, Transferring U.S. Property (Attachment B) will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States. The Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility, or Program (Attachment C) will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Town. The Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, facility or Program (Attachment D) will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by the Town. Subcontractor shall adhere to NCDOT Conflict of Interest Policy as illustrated in Attachment E.
7. Indemnification.
  - a) If the Town enters into any contract with a third party to perform any of the purposes under this Agreement (hereinafter, "Town Contractor"), the Town shall require in its contract with such Town Contractor that the Town Contractor shall defend, indemnify and save harmless Indemnitees from and against all charges that arise in any manner from, in connection with, or out of this Agreement as a result of acts or omissions of Town Contractor or Subcontractors or anyone directly or indirectly employed by the Town Contractor. In performing its duties under this section "a", Contractor shall at its sole expense defend Indemnitees with legal counsel reasonably acceptable to the City.
  - b) Definitions. As used in subsections "a" above and "c" and "d" below- "Charges" means claims, judgments, costs, damage, losses, demands, liabilities, obligations, fines, penalties, royalties, settlements and expenses (included without limitation within) "Charges" are (1) interest and

reasonable attorneys' fees assessed as part of any such item, and (2) amounts for alleged violations of sedimentation pollution laws and regulations – including but not limited to any such alleged violation that arises out of handling, transportation, deposit, or delivery of the items or materials that are the subject of this agreement).

“City” means the City of Durham.

“Town” means the Town of Chapel Hill.

“Town Contractor” means all parties to any contract with the Town for the purpose of performing any requirement under this Agreement other than the City.

“Indemnitees” means the City and its officers, officials, independent contractors, agents and employees.

- c) Limitations of Contractor's Obligation. Subsection “a” above shall not require the Town Contractor to indemnify or hold harmless Indemnities against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.
- d) Nothing in subsections “a”, “b”, or “c” above shall affect any warranties in favor of the City that are otherwise provided in this contract, this section (a, b, c, and d) is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract.
- 8. Duration of Agreement. The term of this Agreement shall begin on July 1, 2019, and shall remain in effect until the Section 5303 funds are no longer available or until such time as the agreement is terminated by the parties hereto. If the term of this Agreement has not expired before 11:59 P.M. on June 30, 2029, it shall expire at that time.
- 9. Amendments. This Agreement may be amended by mutual agreement of the City and Town at any time by execution of a written agreement.
- 10. Termination. This Agreement may be terminated by either party by providing one year written notice to other party.
- 11. State Law Provisions.
  - a) E-Verify Requirements. (A) If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subcontractors," and "comply" as used in this subsection (A) shall have the meanings intended by NCGS 143-129(j); and (iii) the City is relying on this subsection (A) in entering into this contract. (B) If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.

## 12. Miscellaneous

- a) Choice of Law and Forum; Service of Process. This contract shall be deemed made in Durham County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina.

The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice, in Durham County.

- b) Nondiscrimination Policy – City of Durham. The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under City contracts.
- c) Nondiscrimination Policy – Town of Chapel Hill. The Town of Chapel Hill requires contractors to contractually agree to administer all functions pursuant to contracts with the Town without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
- d) Headings. All headings that appear as section numbers in this Agreement are included for convenience only and shall not affect the meaning or interpretation of any of the provisions of the Agreement.
- e) Entire Agreement. This Agreement, together with the UPWP, represents the entire and integrated agreement between the City and the Town.
- f) All parties hereby respectively confirm that the individuals executing the AGREEMENT are authorized to execute this AGREEMENT and to bind the respective entities to the terms contained herein. All Parties confirm they have read this AGREEMENT and, conferred with counsel, and fully understand its contents.
- g) By Executive Order 24, and NCGS § 133-32, it is unlawful for any vendor or contractor (i.e., architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor’s Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).
- h) Certification Regarding Lobbying. Submission of the Certification Regarding Lobbying (Attachment F) is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

*[SIGNATURES BEGIN ON FOLLOWING PAGE.]*

IN WITNESS WHEREOF, the City of Durham and the Town of Chapel Hill cause this PASS-THROUGH AGREEMENT FOR THE ALLOCATION, DISBURSEMENT AND ACCOUNTING OF THE FTA SECTION 5303 METROPOLITAN TRANSPORTATION PLANNING FUNDS to be executed in their respective names.

CITY OF DURHAM

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
\_\_\_\_\_  
City Manager

Type or print name person signing for the City: \_\_\_\_\_

**ACKNOWLEDGMENT BY CITY OF DURHAM**

Name of other party to the contract: \_\_\_\_\_

Title of the contract:  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, a notary public, certify:  
(Type or print name of Notary Public)

(1) \_\_\_\_\_ personally appeared before me  
(Type or print name of City Clerk or Deputy City Clerk who attested)

in Durham County, N. C. on this day; (2) I have personal knowledge of her identity; and (3) she acknowledged that by authority duly given and as the act of the City of Durham, the foregoing document was signed in its corporate name by its \_\_\_\_\_ City Manager, sealed with its corporate seal, and attested by its said City Clerk or Deputy City Clerk.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

\_\_\_\_\_

**PREAUDIT CERTIFICATE**

This instrument has been preaudited in a manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
City Finance Officer



L.S. ATTEST:

DURHAM-CHAPEL HILL-CARRBORO  
METROPOLITAN PLANNING ORGANIZATION

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

IN WITNESS WHEREOF, the City of Durham and the Town of Chapel Hill cause this PASS-THROUGH AGREEMENT FOR THE ALLOCATION, DISBURSEMENT AND ACCOUNTING OF THE FTA SECTION 5303 METROPOLITAN TRANSPORTATION PLANNING FUNDS to be executed in their respective names.

**Town of Chapel Hill**

By:

\_\_\_\_\_  
Town Manager

**Attest:**

By:

\_\_\_\_\_  
Town Clerk

Reviewed, approved as to legal form by:

\_\_\_\_\_  
Town Attorney

**PREAUDIT CERTIFICATE**

This instrument has been preaudited in a manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

STATE OF NORTH CAROLINA  
COUNTY OF ORANGE

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, certify that \_\_\_\_\_ personally came before me this day and acknowledged that she is the (acting) Town Clerk of the Town of Chapel Hill, a North Carolina municipal corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by \_\_\_\_\_, its \_\_\_\_\_, sealed with its corporate seal and attested by her as its (acting) Town Clerk.

Witness my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## ATTACHMENT A

### EQUAL OPPORTUNITY PROVISIONS For FEDERAL-AID CONTRACTS

Definitions. As used in this section, “Municipalities” means municipal government, entity, agency or any recipient of federal funds.

Municipality and agencies receiving federal transportation funds agree to comply with Title VI of the Civil Rights Act of 1964, Environmental Justice (EJ) Executive Order 12898 and Limited English Proficiency (LEP) executive order. Title VI bars intentional discrimination as well as disparate impact discrimination. Executive Order 12898, states *“No person in the United States shall, on the ground 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.”* Executive Order 12898, Environmental Justice *“Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”*

The U.S. Department of Transportation (USDOT) regulation and guidance, *DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations* in 1997, stresses three principles of environmental justice:

- a. *To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.*
- b. *To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.*
- c. *To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.*

#### Definition

##### 1. Selection of Labor

During the performance of this Agreement, the Municipality will not discriminate against labor form any other State, possession or territory of the Unites States.

##### 2. Employment Practices

During the performance of this Agreement, the Municipality agrees to comply with all applicable provisions of 49 CFR 21 through Appendix H and 23 CFR 710.405 (b), EJ Executive Order 12898 and USDOT LEP Guidance (Fed Reg. Vol. 66, No. 14, p. 6733-6747) and the Civil Rights Act of 1964 as amended, and agrees as follows:

- a. The Municipality or recipient of federal funds will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The Municipality or entity receiving federal funds will take affirmative action to ensure that applicants are employed, and that employees are treated during employment with-out regard to their race, creed, color or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs, or termination; rates of pay or other forms of compensation; and selection of training including apprenticeship. The municipality agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this nondiscrimination clause.
- b. The Municipality or Entity will, in all solicitations or advertisements for employees and contractors by or on behalf of the municipality, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.
- c. The Municipality or Entity will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the State, advising the labor union or workers' representatives of the Municipality's commitments under this Attachment and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Municipality or Entity will comply with all provisions of the Executive Order No. 11246 of September 24, 1965, as amended by Executive order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- e. The Municipality or Entity will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by the Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60), and will permit access to its books, records and accounts by the Secretary of Labor for purposes of investigations to ascertain compliance with such rules, regulations and orders.

- f. In the event of the Municipality's or Entity's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Municipality may be declared ineligible for further Government contracts or Federally- assisted construction Agreements in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965 as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60) and such other sanctions may be imposed and remedies invoked as provided in the aforementioned Executive Order and regulations or otherwise provided by law.
- g. The Municipality will include the provisions of this paragraph 2 in every subcontract or purchase orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

### 3. Selection of Subcontractor, Procurements of Materials and Leasing of Equipment

During the performance of this Agreement, the Municipality, for itself, its assignees, and successors in interest (herein referred to as the "Municipality") agrees as follows:

- a. Compliance with Regulations: The Municipality will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21 through Appendix H and 23 CFR 710,450 (b), hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- b. Nondiscrimination: The Municipality with regard to the work program by them after award and prior to completion of the Agreement work will not discriminate on the ground of race, color, or national origin, in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Municipality will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- c. Solicitations: In all solicitations either by competitive bidding or negotiations made by the Municipality for work to be performed under subcontract, including procurement of material or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the Municipality of the Municipality's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.

- d. Information and Reports: The Municipality will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Municipality or a Contractor is in exclusive possession of another who fails or refuses to furnish this information, the Municipality will so certify to the State as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the Municipality's or Contractor's noncompliance with the non-discrimination provisions of this paragraph 3, the State shall impose such contract sanctions as it may determine to be appropriate, including but not limited to :
  - (1) withholding of payments to the Municipality under the Agreement until the Municipality complies. And /or
  - (2) cancellation, termination or suspension of the Agreement in whole or in part.
- f. Incorporation of Provisions: The Municipality will include the provisions of this paragraph 3 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The Municipality will take such action with respect to any subcontract procurement or leases as the State may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the Municipality becomes involved in, or is threatened with litigation with a subcontractor, or lessor as a result of such direction, the Municipality may request the State to enter into such litigation to protect the interests of the State, and in addition, the Municipality may request the United States to enter into such litigation to protect the interests of the United States.
- g. For contracts and subcontracts of amounts in excess of \$100,000 the Municipality will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (43 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1386), Executive Order 11738, and the Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under nonexempt Federal contracts, grants or loans of facilities included on Environmental Protection Agency List of Violating Facilities. The Municipality will report violations to the grantor agency and to the U.S.E.P.A. Assistant Administrator for Enforcement (N-329).

**Attachment B:****CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *North Carolina Department of Transportation (NCDOT)* will accept title to the lands and maintain the project constructed thereon in accordance with the *North Carolina General Assembly*, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *NCDOT* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

**(HABENDUM CLAUSE)**

**TO HAVE AND TO HOLD** said lands and interests therein unto the *North Carolina Department of Transportation (NCDOT)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *NCDOT*, its successors and assigns.

The *NCDOT*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the *NCDOT* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)



## ATTACHMENT C:

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**ATTACHMENT D:**

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED  
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non discrimination covenants, the *NCDOT* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## Attachment E:

### Conflict of Interest Policy

#### SAMPLE ONE

*Disclaimer: This sample policy is offered for informational purposes only. It is not intended as legal advice. Organizations wishing to use this policy may do so, but should tailor it to their own specific circumstances.*

It is in the best interest of [Name of Nonprofit] to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the [Name of Nonprofit] identify situations that present potential conflicts of interest and to provide [Name of Nonprofit] with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in [Name of Nonprofit's] operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
  - a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with [Name of Nonprofit] for goods or services.
  - b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between [Name of Nonprofit] and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
  - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with [Name of Nonprofit].

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party

providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of [Name of Nonprofit].

## **2. Definitions.**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of [Name of Nonprofit] or a major donor to [Name of Nonprofit] or anyone else who is in a position of control over [Name of Nonprofit] who has a personal interest that is in conflict with the interests of [Name of Nonprofit].
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to [Name of Nonprofit] is not a Contract or Transaction.

## **3. Procedures.**

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of [Name of Nonprofit] has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of [Name of Nonprofit], or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect [Name of Nonprofit]'s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

- 4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of [Name of Nonprofit]. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of [Name of Nonprofit] for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

#### 5. **Review of policy.**

- a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is

involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to [Name of Nonprofit]. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

## SAMPLE TWO

### Conflict of Interest Policy

This Conflict of Interest Policy governs the activities of the board and staff of [Name of Organization]. Questions about the policy should be directed to the [Executive Director] [Chair of the Board] [Compliance Officer]. It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the employee's supervisor (ii) the executive director, (iii) the Chair of the Board or (iv) the Compliance officer, or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist [Name of Organization] manage conflicts of interest and situations that may result in the appearance of a conflict.

**1. What is a conflict of interest?** A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of [Name of Organization] or arise in situations where a board/staff member has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to persons in authority at [Name of Organization] which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in [Name of Organization's] decision-making process. Both results are damaging to [Name of Organization] and are to be avoided.

- *Example #1:* a person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.
- *Example #2:* A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a board member of [Name of Organization] is also a board member of another nonprofit or for-profit entity in the community with which [Name of Organization] collaborates or conducts business.

**2. Who might be affected by this policy?** Typically persons who are affected by a conflict of interest policy are the Organization's board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. [Name of Organization] takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

**3. Disclosure of Conflicts.** Board members and senior staff will annually disclose and promptly update any disclosures previously made [Chairperson of the board] on an

Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor/Executive Director and board members should disclose to the board/Chairperson of the board as soon as they person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

**4. Procedures to manage conflicts.** For each interest disclosed, the full board, or the Executive Director or the Chairperson of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons
- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings if the conflict was related to a board member, and reported by the Executive Director to the board/Chair of the board/other appropriate committee of the board (e.g., Audit committee) if the conflict was related to a staff member.
- The Chairperson of the board/Executive Director will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.



**Basic Conflict of Interest Disclosure Form [insert date]**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position (employee/volunteer/trustee): \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between [Name of Nonprofit] and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of [Name of Nonprofit].

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Sample Policy Adopted from a template policy provided by the Minnesota Council of Nonprofit Organizations*

|

Attachment F:

### Certification Regarding Lobbying

The subrecipient certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Subrecipients' Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

| Date: \_\_\_\_\_

# DCHC-MPO

## Grant Administration & Fiscal Program Management Procedure Manual

Updated June 12, 2019

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# Introduction

Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) is responsible for transportation planning in the urbanized areas (UZA) of Durham and Orange counties and parts of northern Chatham County. DCHC coordinates, plans, and oversees all grant management activities related to transportation. The term “grant” applies to cost-reimbursable, one-time payment, and cooperative agreements that provide financial assistance to DCHC-MPO. The lifecycle of transportation grants can be lengthy, starting with Federal appropriations, grant awards, selection of projects, to project completion. Careful management and distribution of transportation funds by the MPO is central to planning for the current and future transportation needs of the UZA.

The purpose of this manual is to document and provide Lead Planning Agency (LPA) staff with a resource that directs the management of DCHC-MPO Grant funds. As stewards of federal, state, and local funds, it is important staff, member agencies, and sub-recipients understand the policies and procedures associated with managing grants received. All agencies that receive funding are expected to adhere to the Federal and State compliance regulations, and DCHC policies and procedures associated with each specific grant. Although this manual contains policies and procedures, it is not meant to be all inclusive. Users may need to refer to other documents or the ***Resources & Tools*** section to ensure full compliance to federal and state regulations.

DCHC administers millions of dollars of transportation grants each year. Grants come from several sources, with different requirements and accounting protocol associated with each. This manual aims to clarify the management and internal processes of grants that are regularly awarded (grants offered infrequently are not addressed in this document). Updates to this procedure manual will occur as new grants become accessible or existing grants undergo policy or regulation changes. New Federal Transit Administration (FTA) programs and changes to existing programs authorized by the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and Fixing America’s Surface Transportation (FAST) Act will be included in this manual as those regulations become applicable.

# Goals & Objectives

The mission of DCHC-MPO Grants Management is to ensure fiscal accountability of Federal and State funds effectively in compliance with regulations, grant agreements, and applicable FTA Circulars. The responsibility for understanding and adhering to City, State, and Federal regulations is shared by the MPO, other city departments, North Carolina Department of Transportation (NCDOT), and all sub-recipients.

## 1

### Ensure proper disbursement of and accounting for State and Federal grant funds appropriated and awarded to DCHC:

- a. Establishing written accounting policies and procedures.
- b. Maintaining source documentation to support accounting records.
- c. Monitoring proper allocation and distribution of funds.
- d. Providing a comparison of actual expenditures with budgeted amounts for each sub-grant and contract.
- e. Providing regular financial compliance reviews of sub-recipients to determine if they are in compliance with professional standards as well as the requirements of federal, state and local laws and the grant agreement.
- f. Close-out grants when all activity is complete.

## 2

### Serve as MPO's liaison to member agencies, NCDOT, FTA, FHWA, City of Durham internal departments, auditors, and the general public on funding issues by:

- a. Maintaining regular contact with sub-recipients.
- b. Compiling and reviewing policies and regulations.
- c. Ensuring compliance of federal regulations on part of sub-recipients, consultants, contractors, or sub-contractors working under approved third-party contracts or inter-agency agreements.
- d. Maintaining regular communication with the Technical Committee (TC) and the MPO Board.
- e. Provide financial reports for grants/specific projects.

## 3

### Constantly monitor grant activities to ensure compliance, maintain project schedules, and have accountability for all grants by:

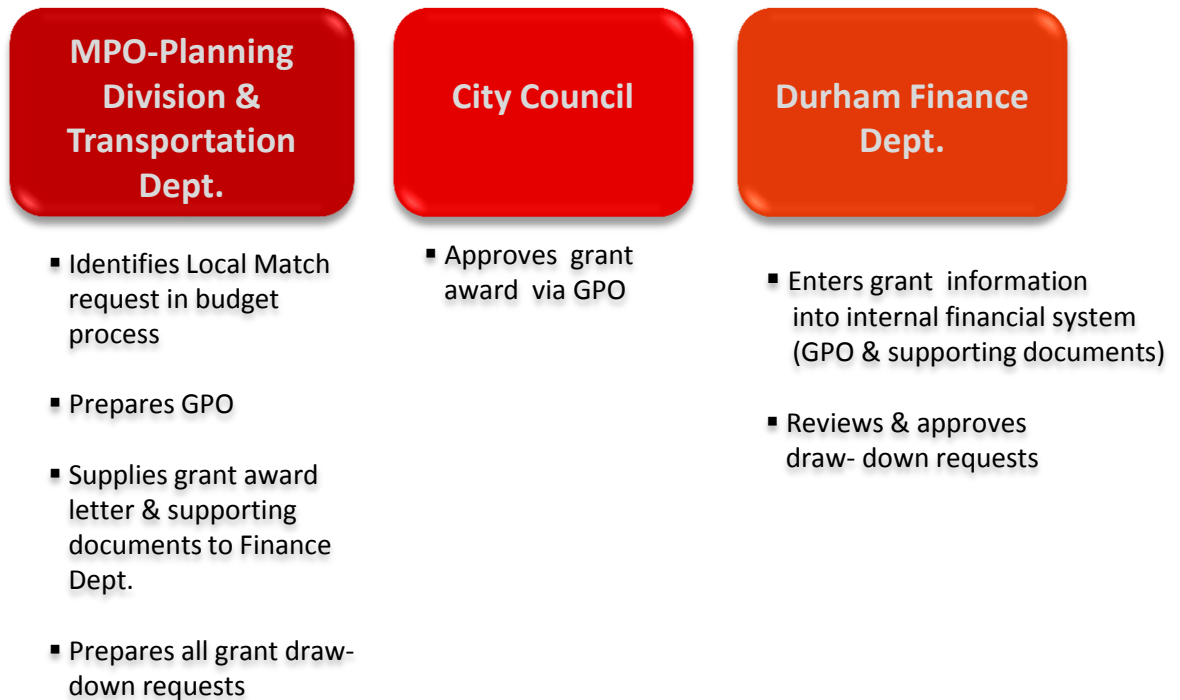
- a. Preparing and submitting all required reports and maintaining internal documentation.
- b. Requesting grant funds in timely and effective manner (only requesting appropriate amounts at times needed to make payments that are immediately due and payable).
- c. Monitoring grant activities to make sure schedules are met and other performance goals are achieved.
- d. Ensuring conformity to grant agreements, applicable statutes, codes, ordinances, and safety standards.

# Internal Grant Process

## (City of Durham)

Grants received by DCHC-MPO are also subject to City of Durham policies and procedures. The City requires that all grants awarded be approved by the City Council and the City Manager. DCHC-MPO must seek approval for every grant by submitting a Grant Project Ordinance (GPO) to City Council for inclusion on the Agenda. The GPO is important because it formally accepts the grant, appropriates any additional local match required (by all sub-recipients), and specifies other characteristics of the grant.

### Internal Grant Award Process



# Accounting

## Accounting for Expenditures

Municipal Information Systems (MUNIS) is a suite of administrative software that is utilized by all Durham affiliated agencies including the LPA and GoDurham). MUNIS allows the City to provide a common data and financial reporting system to all departments. The LPA utilizes MUNIS for direct costs, purchase orders, reconciling sub-recipient invoices, and requisitions. The Grant Administrator manually records the local match portion of grants in MUNIS so that expenditures are equal to the budgeted grant (100% gross up). This information is included the local match log.

## Accounting for Revenue

Revenue from grant funds are requested from federal and state agencies by using their financial management systems. The Durham Finance Department certifies that the LPA has incurred and processed payments up front for grant projects that are cost-reimbursable prior to the LPA submitting any fund draw-down requests. The following pages provide an overview of grant sources and financial management systems.



# Grant Sources

Grant funds are awarded from several federal and state sources that have different project management systems. In order to submit applications, receive electronic fund transfers, and manage sub-recipients, these systems must be utilized. Most often the MPO Grant Administrator accesses these systems on behalf of sub-recipients, although some systems require both the MPO and sub-recipients enter data. The financial systems utilized for each specific grant is explained in the ***Grants & Policies*** section.

## NC Dept. of Transportation (NCDOT) and Partner Connect

NCDOT is the agency responsible for transportation planning state-wide and can also act as the pass-through agency for some federal grants. Pass-through grants gives stewardship of federal monies to the state, which sub-allocates monies to the MPO (these monies are still considered federal and subject to any applicable federal regulation). Partner Connect is NCDOT's information and project management website. Governmental and business partners can find resources, collaborate, submit documents, and request pass-through monies. The Partner Connect system is utilized with the Section 5303 grant.

## Federal Highway Administration (FHWA)

FHWA is the agency within the U.S. Department of Transportation that supports the design, construction, and maintenance of the national highway system and various federal and tribal owned lands. FHWA provides financial and technical assistance to DCHC-MPO via STBG-DA, CMAQ, and Planning 104(f) grants.

# Grant Sources & Financial Management

## Federal Transit Administration (FTA) and the Transit Asset Management System (TrAMS)

FTA is the agency within the US Department of Transportation that provides financial and technical assistance for local public transportation systems. TrAMS allows grant recipients and the FTA to manage projects after the award. Users can monitor project budgets and milestones, make budget and scope revisions, and perform other project management activities. The MPO Grant Administrator utilizes TrAMS to submit documentation and monitor the compliance of sub-recipients (both the MPO and sub-recipients submit documentation through TrAMS).

Major MPO reports and requirements submitted in TrAMS:

- Federal Financial Reports
- Milestone Progress Reports
- Civil Rights Reports
- Drug & Alcohol Testing Reports
- Annual Single Audits (OMB Circular A-133)
- Grant Amendments and Grant Close-outs
- Budget Revisions
- National Transit Database (NTD)

Requesting funds from the FTA requires the creation of a Federal Financial Report (FFR) in the TrAMS financial system. FFRs are the universal cash transaction and grant expenditure form accepted by all Federal agencies. The MPO Grant Administrator creates a draft FFR, submits it to the Durham Finance Department for certification, and completes the funds request in ECHO.

# Grant Sources & Financial Management

## FTA and Electronic Clearing House Operation System (ECHO)

ECHO is FTA's web-based application that processes draw-down requests and payments to grantees. A web-draw form is submitted via ECHO for all reimbursements of FTA grants. The system is used to process and transmit requests approved for payment to the MPO's financial institution electronically via the U.S. Treasury's Automated Clearing House (ACH) process. Grants that require use of TrAMS and ECHO:

1. Section 5307 (These grants are managed by direct recipients in TrAMS.)
2. Section 5310 (DCHC MPO manages these grants in TrAMS.)
3. Section 5339 (These grants are managed by direct recipient in TrAMS.)

## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

After the execution in TrAMS of each FTA grant containing a subrecipient, the Grant Administrator will access [www.fsrs.gov](http://www.fsrs.gov) to report the subaward.

# Grants & Policies

The policies and procedures of each grant are exclusive to its federal regulations, applicable NCDOT administrative processes, and internal Program Management Plans (PMP). PMPs describe the method and processes used by the MPO to solicit, select, award, and administer particular grants. These policies allow the MPO Board and TC to evaluate grant project proposals objectively while distributing funds amongst the entire UZA. The following section describes each grant, eligible projects, and reimbursement process in detail. The header of each grant shows the federal , state, or local match required .

## STBG-DA

Federal FHWA 80% · Non-federal 20%

The Surface Transportation Block Grant – Direct Attributable (STBG-DA) Program are flexible federal-aid highway funds apportioned each fiscal year to North Carolina. STBG-DA requires a 20 percent local match and can be used for a variety of transportation projects and planning activities. NCDOT sub-allocates the funding to DCHC-MPO by formula based on the urbanized area (UZA) share of population measured against the population in all North Carolina UZAs with populations over 200,000. The MPO then receives its total grant figure and selects projects based on adopted policies.

### Distribution

In 2015, the MPO adopted an annual funding proposal policy for the STBG-DA grant. Funds are distributed through a three step, partially competitive and non-competitive process. This process is based on the requirements of current transportation legislation, with additional guidance provided by the *MTP*, the MPO's long-range metropolitan transportation plan and other local comprehensive plans. Grant distribution begins with estimating the "expected" STBG-DA funding level. Average annual allocations from previous years and any prior year uncommitted balance are combined to calculate the expected funds. The expected funds are reduced by these items (approved annually during the UPWP process):

1. **TJCOG Planning**– distributed to Triangle J Council of Governments for regional and statewide planning activities for MPO.
2. **LPA Routine Planning** – funding levels vary depending on LPA needs, subject to UPWP approval.
3. **LPA Extra Planning Needs** - funding levels vary depending on LPA needs, subject to UPWP approval.

# Grants | STBG-DA

## Distribution (cont'd)

The remaining STBG-DA funds are allocated to specific categories and projects are approved during the MTIP process. See *Appendix [DCHC Federal Funds Policy #3](#)* for further detail on distribution. The remaining STBG-DA funds are distributed to three categories:

**Local Discretionary** – (50%) Distributed to participating members by a noncompetitive basis considering population, number of data collection sites, etc.

**Transit** – (25%) Distributed to ‘direct recipients’ in the MPO on a non-competitive split based on National Transit Database service and system data.

**Regional Bike/Pedestrian** – (25%) Competitive – for projects of regional scale and importance. All TAP funding will be programmed for projects in this category.

# Grants | STBG-DA

## Programming & Eligible Projects

The MPO Board approves projects for STBG-DA funding based on a funding policy that gives priority to projects in the adopted DCHC Long Range Transportation Plan. Precedence is given to Public Transit, Bicycle and Pedestrian Facilities, Transportation System Management, Planning studies, and any future versions of plans (roadway projects are not included). Planning TIP projects follow the UPWP Development Schedule and Non-Planning TIP Projects go through the MPO Board approval process.

Projects that are submitted for funding requests are given priority separately according to their project groups. A summary of the project groups and criteria are located below.

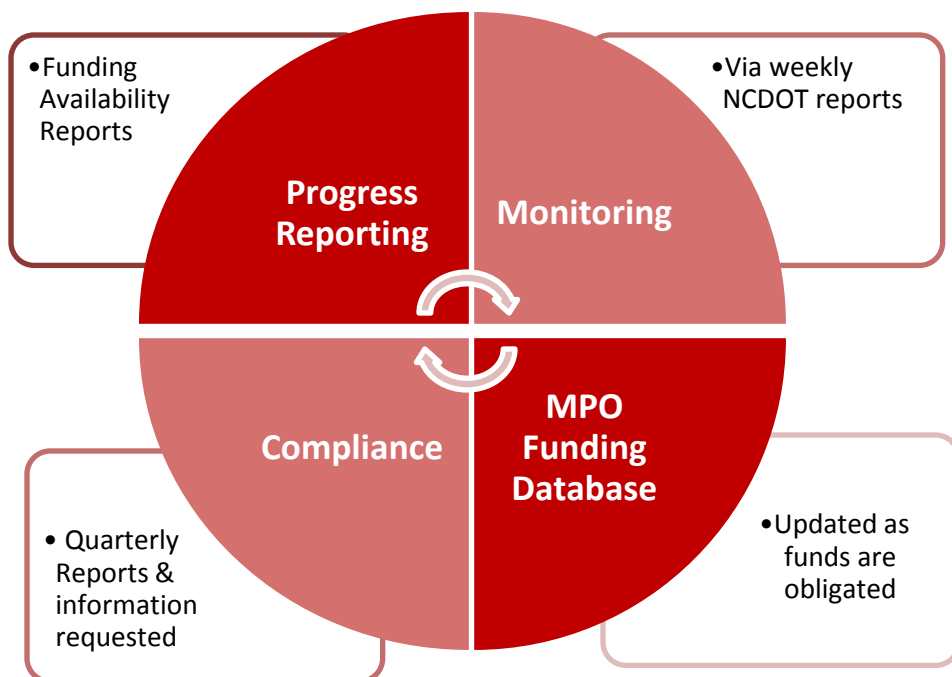
Project categories funded annually	<b>Routine Planning</b>	<b>Extra Planning</b>	
	<ul style="list-style-type: none"><li>• New &amp; existing LPA staff</li><li>• All Required planning activities</li></ul>	<ul style="list-style-type: none"><li>• LPA Planning</li><li>• Special Emphasis Projects</li></ul>	
Projects selected through TIP process	<b>Transit</b>	<b>Bicycle &amp; Pedestrian</b>	<b>Local Discretionary</b>
	<ul style="list-style-type: none"><li>• Bike/Ped projects</li><li>• Transit projects</li></ul>	<ul style="list-style-type: none"><li>• Projects of regional scale or importance</li><li>• Minimum project size \$1,000,000 (Federal)</li></ul>	<ul style="list-style-type: none"><li>• Large bike/ped projects</li><li>• Scenic/Environment enhancement to TIP projects</li><li>• Transit &amp; planning projects</li></ul>

# Grants | STBG-DA

## Project Management , Compliance, & Monitoring

Compliance to Federal and State regulations for the STBG-DA grant is monitored through the Expensing Process, Progress Reporting, and updates to the **MPO Funding Database (MFD)**. The MFD is updated as project changes occur, funds are obligated, or re-programmed. Weekly progress reports are also compiled to monitor funds. Updated reports are received weekly from NCDOT and obligation reports are updated through the MPO Funding Database. Details on grant compliance and monitoring policies can be found in the *Appendix [DCHC Sub-recipient Monitoring Policy & Procedures](#)*.

## Project Management



# Grants | Planning 104(f)

## PL Section 104(f)

Federal FHWA 80% • Local 20%

Metropolitan Planning 104(f) funds are granted to MPOs for long-range transportation planning in urban areas. Each state receives an annual apportionment and the grant requires a 20 percent local match (from MPO or jurisdiction). With a formula approved by FHWA and the MPOs, NCDOT distributes the apportionment amongst the MPOs located in the state. Each MPO receives a base amount of \$130,000 plus an additional amount based on population.

### Distribution

PL 104(f) grant activities must be included in the Unified Planning Work Program (UPWP). Each MPO/RPO in the state receives its base amount and a portion of any prior year unprogrammed balance per NCDOT formula. These funds are sub-allocated to the LPA to conduct required planning activities and tasks.



# Grants | Planning 104(f)

## Programming & Eligible Projects

Planning funds can be used for any transportation planning related activity or plan development (MTP, TIP, UPWP). Funds also cover the cost for modelers or consultants to complete Surveillance of Change tasks, environmental analysis and special studies, forecasting, short-range transit planning, incidental planning, Civil Rights Compliance, and Management & Operations activities.

## Expensing & Reimbursement for STBG-DA and PL 104(f)

STBG-DA and PL funds are expensed and reimbursed in the same manner. STBG-DA/PL 104(f) funds are cost-reimbursable and requires that the MPO request reimbursement from NCDOT prior to releasing funds to sub-recipients. The local match of the grant is typically expended prior to any requests for reimbursement.

Quarterly reporting packets serve as the invoicing document for all grant funds. Sub-recipients submit the reports for their jurisdiction and those expenses are combined into one **MPO Consolidated Expenditure Report**.

The following pages outline the STBG-DA/PL 104(f) expensing and reimbursement process in more detail.

# Grants | STBG-DA & PL 104(f)

## STBG-DA/PL 104(f) Expensing Process

1

Sub-recipients

- Submit quarterly reporting packet to MPO.
- Include supporting documents, Expenditure checklist. See Appendix p.40 for [Reporting Requirements](#).
- Reports due on 15<sup>th</sup> of month after Federal quarter ends.

2

Grant  
Administrator

- Verifies that sub-recipient reports have required documents and that expenses are reimbursable.
- Consolidates all sub-recipient reports with LPA expenditures into single invoice for MPO to send to NCDOT/TPB for reimbursement.
- Sends invoices to Finance Dept. Grants Accountant for Financial Certification.
- Sends Narratives from sub-recipients to Transportation Manager for MPO-wide Narrative.

3

Transportation  
Manager

- Writes narrative reports as Finance Department completes certification process.

4

Grant  
Administrator

- Compiles **MPO Consolidated Expenditure Report** (supporting documents and signed certification).
- Emails **MPO Consolidated Expenditure Report** to NCDOT-TPB.
- Report filed electronically on MPO's K-drive and hardcopy in grant binder.
- MPO and City of Durham Finance Dept. receive Remittance Advice via email (once funds are deposited). City of Durham Finance Department also receives notice.

# Grants | STBG-DA & PL 104(f)

## STBG-DA/PL Reimbursement Process

- 1**  
NCDOT-TPB

  - Reviews ***MPO Consolidated Expenditure Report*** and uses it as an invoice for reimbursable expenses.
  - Reimburses the MPO electronically (ACH deposit).
  - Sends Remittance Advice to Grant Administrator via email.
- 2**  
Grant Administrator

  - Processes Purchase Orders (POs) in MUNIS for sub-recipient reimbursements.
- 3**  
Sub-recipients

  - Sent check via MUNIS Purchase Order.
- 4**  
Grant Administrator

  - Creates ***Local Match Worksheet (LMW)***, once all POs are paid out, for all subrecipients excluding the City of Durham Transportation Department and the Durham City/County Planning Department.
  - Uses ***LMWs*** to manually record Local Matching funds in MUNIS.
  - Drafts ***Journal Entries*** to capture 100% gross up of funds.
  - Files ***LMWs*** and POs in grant folder on K drive.
  - Creates ***LMW*** for the City of Durham Transportation Department and Durham City/County Planning Department project expenses and create a ***Journal Entry*** after each quarterly report is submitted to record local matching funds in **MUNIS**.

# Grants | Section 5303

## Section 5303

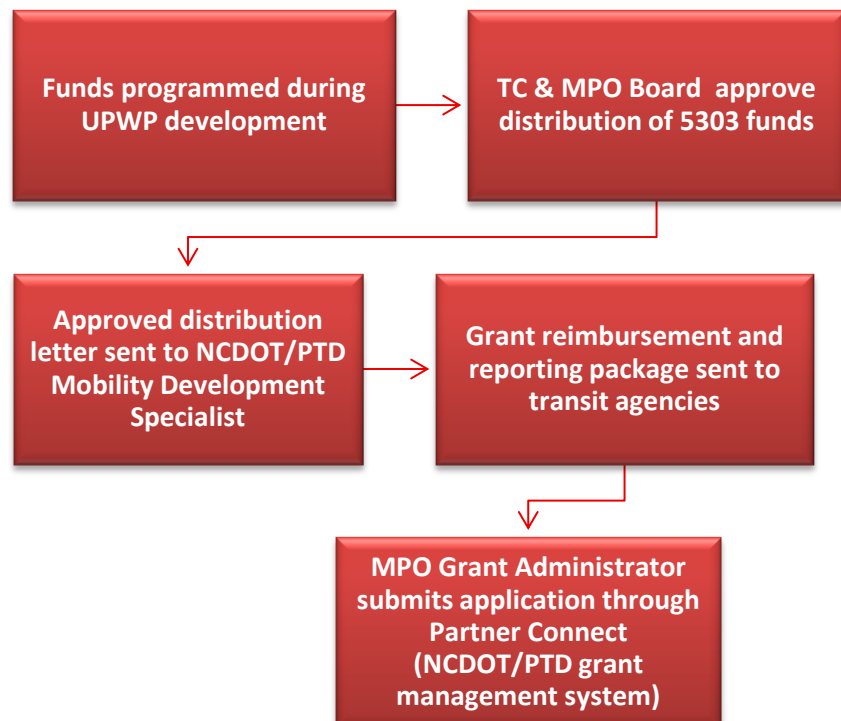
Federal FTA 80% • State 10% • Local 10%

The Metropolitan Planning Program Section 5303 Grant funds urban public transit planning and technical studies in areas over 50,000 in population. Each state receives an annual apportionment from the FTA and the NCDOT Public Transportation Division sub-allocates the grant by formula to each MPO. Section 5303 funds are available for four years and require a state and local jurisdiction match of 10% each. The apportionment is based on a formula of each state's urbanized population in proportion to the urban population nationwide and other factors.

### Distribution

DCHC-MPO distributes 5303 funds to transit operators within the MPO. The funds are programmed during the development of the UPWP, with GoDurham receiving 51% and Chapel Hill Transit receiving 49% of the grant. The TC and the MPO Board approve and authorize the distribution of 5303 funds prior to the release of funds from the FTA through NCDOT/PTD.

### 5303 Grant Approval Process



# Grants | Section 5303

## Programming & Eligible Projects

5303 funds are only available for planning and technical studies related to urban public transportation. DCHC-MPO provides grants management and oversight to transit operators receiving funds.

## Expensing & Reimbursement

The reimbursement process for 5303 funds are similar to other grants in that invoices are submitted via quarterly reports. The reports include all required documentation and items on the *Timesheet & Expenditure Report Checklist*.

One of the major differences for 5303 funds is that transit agencies receive payment **prior** to the MPO collecting funds from NCDOT. GoDurham submits their own expenses via MUNIS and additional quarterly reports to the MPO. After the sub-recipients receive payment, a *Request for Reimbursement* form and supporting documents are submitted to NCDOT via the Partner Connect system.

## Section 5303 Expensing Process

### 1 Sub-recipients

- Submits quarterly report to MPO see *Appendix* p. 40 for [Reporting Requirements](#). GoDurham records expenses.
- Include supporting documents, Expenditure checklist, and Allocation Table.
- Reports due on 15<sup>th</sup> of month after Federal quarter ends.

### 2 Grant Administrator

- Verifies that sub-recipient reports have required documents and that expenses are reimbursable.
- Creates a PO for Chapel Hill Transit in MUNIS.

### 3 Sub-recipients

- CHT is sent a check for their invoice amount. GoDurham receives their reimbursement electronically via MUNIS.

# Grants | Section 5303

## Section 5303 Reimbursement Process

### 1 Grant Administrator

- Creates **Local Match Worksheet** (LMW) and files in binder.
- Uses **LMWs** to manually record Local Matching funds in MUNIS.
- Drafts **Journal Entries** to capture 100% gross up of funds.
- Prints **LMWs** and **POs** and files hardcopies in the *DCHC-MPO LPA* grant binder.
- Notifies COD/Finance Dept./Treasury Division Analyst of request for reimbursement and provides O/O/Ps for deposit.

### 2 Grant Administrator

- Grant Administrator submits **Request for Reimbursement** form in NCDOT Partner Connect.
- Submission includes Cover letter and Narrative Reports submitted by Chapel Hill Transit & GoDurham.
- **Requests for Reimbursements** submitted quarterly to NCDOT.

### 3 Grant Administrator

- MPO receives total reimbursement electronically.
- MPO and City of Durham Finance Dept. receive Remittance Advice via email (once funds are deposited). City of Durham Finance Department also receives notice.

## Project Management, Compliance, & Monitoring

Compliance to Federal and State regulations is monitored through the expensing process and development of the UPWP. The distribution letter that is sent to NCDOT/PTD and then onto FTA is used to monitor the applications of transit agencies and serve as an additional oversight measure. Sub-recipients of the 5303 grant must also adhere to policies outlined in the [DCHC Sub-recipient Monitoring Policy & Procedures](#) found in the *Appendix*.

# Grants | Section 5307

## Section 5307

Federal FTA 80% • Non-Federal 20%

The Urbanized Area Formula Funding Program Section 5307 is an annual FTA grant to provide grants to UZAs for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. Urbanized areas (UZAs) with a population of 50,000 or more can qualify for funding that is available for a total of four years. Section 5307 funds require a state and local match of 10% each. The Durham UZA has a population over 200,000 and has been designated as a transportation management area (TMA). Funds are apportioned directly to TMAs by a federal formula based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, fixed guideway miles, population, and population density.

The MAP-21 legislation ended the Job Access and Reverse Commute (JARC) Section 5316 grant as a distinct program. JARC projects “support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment.” Activities previously funded under JARC are eligible activities under the Section 5307 grant .

DCHC-MPO acknowledges the total apportionment for the Durham UZA and monitors the funds programmed for metropolitan planning and related activities. The accounting, expensing, and compliance oversight of capital and operating projects are the responsibility of transit agencies that are direct recipients of 5307 funding.

The 5307 apportionment formula includes a low-income tier that equals 3.07% of the total apportionment. The additional 3.07% of funding accounts for the JARC funding that has been consolidated into the program and should be used for transit activities that address the transportation challenges of low-income individuals.

# Grants | Section 5307

## Expensing & Reimbursement

The Designated Recipient of 5307 funds is the LPA/Durham UZA, however the transit agencies are the Direct Recipients. Direct Recipients receive funding directly from FTA, while designated recipients are primarily responsible for developing the program of projects for 5307 funds (via the UPWP and Transportation Improvement Plan). As the direct recipients, transit agencies must apply for funds, create budgets, secure approvals, conduct all oversight/compliance functions, and request draw-downs.

## Distribution

DCHC-MPO provides general oversight to the Durham UZA apportionment through the development of the UPWP. The Durham TMA 5307 grant apportionment is divided amongst the transit agencies that are eligible direct recipients after NTD certified operational data and demographic data is entered into a formula by LPA staff. Annual apportionments and formulas can be found on the [FTA website](#). The fund split recommendation is reviewed by transit agency staff and must then be approved by the TC and MPO Board.

## Programming & Eligible Projects

### Planning /Transit Studies

Eligible projects monitored by DCHC-MPO include all planning and transportation-related studies. Transit operators can apply funding to planning activities (which must be approved as part of the UPWP process) to capital expenditures, planning, and transit operations (in some instances).

### JARC-eligible Projects

The direct recipients of Section 5307 funds may conduct JARC activities. Programming priorities for JARC-eligible projects are outlined in the Coordinated Public Transit-Human Services Transportation Plan.



# Grants | Section 5307

## Project Management, Compliance, & Monitoring

DCHC-MPO monitors compliance to Federal and State regulations via approval of the UPWP. The annual split distribution letter that is sent to the FTA is used to monitor the applications of transit agencies and serve as an additional oversight measure.

As the Designated Recipient, the MPO does provide oversight and monitoring of planning budgets. Transit operators are required to submit annual reports detailing planning expenditures, supporting documentation, and the balance of 5307 funds, see *Appendix* for the 5307 [Reporting Requirements](#). The MPO Grant Administrator verifies that the Transit Agencies expenditures are consistent with tasks and amounts listed in the UPWP and the FTA TrAMS application.

Sub-recipients of the 5307 grant must also adhere to policies outlined in the [DCHC Sub-recipient Monitoring Policy & Procedures](#) (Appendix) and [DCHC Oversight Procedures for Section 5307](#).

# Grants | Section 5339

## Section 5339

Federal FTA 80% • Local 20%

The Bus and Bus Facilities Section 5339 grant is an annual FTA grant. This program provides capital funding to replace, rehabilitate, and purchase buses. The grant can also be utilized for bus-related equipment and facilities.

### Distribution

DCHC-MPO distributes 5339 funds to fixed-route transit operators within the MPO. The TC and MPO Board approve and authorize the distribution of 5339 funds with a split letter prior to the release of funds from the FTA.

### Programming & Eligible Projects

5339 funds are only available for capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities. DCHC-MPO provides administrative support to transit operators receiving funds. Funds distributed under the FAST Act may be managed directly by the direct recipient rather than by the Designated Recipient for the direct recipient.

# Grants | Section 5310

## Section 5310 Funding varies based on project type

The Enhanced Mobility for Seniors and Individuals with Disabilities Section 5310 grant is an annual FTA grant. This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

### Project Selection

A competitive project selection process is utilized to distribute Section 5310 funds. Once every two years, the DCHC-MPO conducts a *Call for Projects* to solicit and receive applications for candidate projects. The Section 5310 Grant funds have two categories of projects and different eligible sub-recipients for each category. Not all sub-recipients are eligible for both Traditional and Non-traditional 5310 projects. Eligible sub-recipients include non-profits, state/local governmental authorities, and operators of public transportation services (including private operators and taxicab programs). Further details on the project selection process can be found in the [5310 Program Management Plan](#).

### Programming & Eligible Projects

5310 funds may be used for the planning, capital or operating costs of services and facilities that improve mobility for seniors and persons with disabilities. Projects should be derived from the most recently adopted Coordinated Public Transit - Human Services Transportation Plan Update ([CPT- HSTP](#)). The CPT-HSTP outlines a vision for improving mobility options for the disabled, aging, and low- income population living in the region.

Projects for 5310 are either Traditional 5310 Capital projects (including mobility management) or Non-traditional projects. Please see the 5310 PMP or Grant Application for more details .

# Grants | Section 5310

## Traditional Section 5310 Projects

At least 55% of total program funds must be used on *capital* projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. The 55 percent requirement is the minimum, however capital projects can utilize more of the apportionment if needed.

## Non-Traditional Section 5310 Projects

Up to 45% of total program funds may be used for public transportation projects that exceed the requirements of the ADA, improve access to fixed route service and decrease reliance on paratransit service, or provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation. The 45% is the maximum allowed for non-traditional projects and sub-recipients must clearly identify the project category in the 5310 grant [application](#).

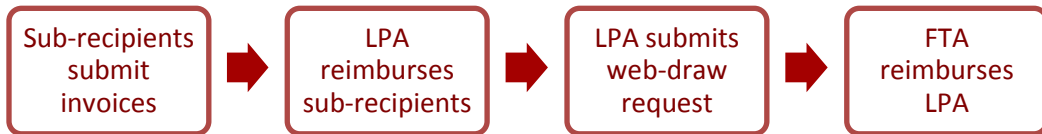
## Eligible Activities & Federal Share (5310 Grant)

90%	80%	50%	10%
Vehicle-related Equipment & Facilities	Capital Expenses	Operating Expenses	Administration Cost*

# Grants | Section 5310

## Expensing & Reimbursement

Invoices are submitted via quarterly reports for the reimbursement of 5310 funds. The reports include all required documentation and items on the *Timesheet & Expenditure Report Checklist*.



The sub-recipients receive payment **prior** to the LPA collecting funds from the FTA. The Grant Administrator creates a purchase order in MUNIS and sub-recipients are sent checks for the invoice amount.

## Project Management, Compliance, & Monitoring

Compliance to Federal and State regulations is monitored through project selection, the expensing process, audits, and assessment of performance measures. Sub-recipients of 5310 grants must also adhere to policies outlined in the [DCHC Sub-recipient Monitoring Policy & Procedures found in the Appendix](#).

## 5310 Grant Expensing Process

### 1 Sub-recipients

- Submit quarterly reports to LPA, see [Reporting Requirements in Appendix](#).
- Include Request for Reimbursement cover letter, supporting documents, and expenditure list.
- Reports due on the last day of month after Federal quarter ends.

### 2 Grant Administrator

- Verifies that sub-recipient reports have required documents and that expenses are reimbursable.
- Creates Purchase Orders in MUNIS.

### 3 Sub-recipients

- Sub-recipients are sent checks for their invoice amount. GoDurham receives their reimbursement electronically via MUNIS.

# Grants | Section 5310

## Section 5310 Reimbursement Process

1 Grant Administrator	<ul style="list-style-type: none"> <li>Creates Federal Financial Report (FFR) in FTA's TrAMS system.</li> <li>Submits draft FFR , <b>Draw-down Request Form</b>, and supporting documentation to Durham Finance Department for review.</li> </ul>
2 Finance Department	<ul style="list-style-type: none"> <li>Compliance Accountant reviews draft FFR, documents, and <b>Draw-down Request Form</b>.</li> <li>Finance Director certifies expenses/reimbursable amount.</li> </ul>
3 Grant Administrator	<ul style="list-style-type: none"> <li>Completes web-draw request via the <i>ECHO</i> system.</li> <li>Finalizes and submits FFR in the TrAMS System (due on the 28<sup>th</sup> of month subsequent to the quarter's end).</li> </ul>
4 DCHC-MPO	<ul style="list-style-type: none"> <li>Receives reimbursement from FTA electronically.</li> </ul>
5 Grant Administrator	<ul style="list-style-type: none"> <li>Creates <b>Local Match Worksheet</b> (LMW) and files in binder.</li> <li>Uses <b>LMWs</b> to manually record Local Matching funds in MUNIS.</li> <li>Drafts <b>Journal Entries</b> to capture 100% gross up of funds.</li> <li>Prints <b>LMWs</b> and <b>POs</b> and files hardcopies in the grant binder.</li> </ul>

## Project Management, Compliance, & Monitoring

Compliance to Federal and State regulations is monitored through project selection, the expensing process , audits, and assessment of performance measures. Sub-recipients of the 5310 grant must also adhere to policies outlined in the [DCHC Sub-recipient Monitoring Policy & Procedures found in the Appendix](#).

# Grants | CMAQ

## CMAQ

Federal FHWA 80% • Local 20%

The Congestion Management and Air Quality Improvement Program (CMAQ) provides funding for projects and programs in air quality non-attainment and maintenance areas that reduce transportation related emissions (specifically ozone, carbon monoxide, and particulate matter). A 20 percent local match (from non-federal funds) is required and funds are available for four years. Grants are apportioned each fiscal year from the federal government to states and funding is based on the population in non-attainment areas, maintenance areas, and the severity of air quality problems. North Carolina has six certified Air Quality Regions that can receive CMAQ funding (funding for statewide use is also available).

North Carolina's CMAQ apportionment is divided into three broad categories to provide better management of funds and to protect the state's obligation authority from future federal rescission of funding.

## NC Funding Levels for CMAQ funds

### Statewide

35% of apportionment\*

- For large-scale improvements on statewide tier facility
- Administered by NCDOT & all or part of local match provided by NCDOT

### Regional

5% of apportionment\*

- Only For AQ Regions, must be approved by all MPOs/RPOs in region, and be locally administered
- Projects should span more than one AQ region & MPOs responsible for local match

### Sub-Regional

60% of apportionment\*

- Awarded to MPO/RPO level projects within AQ counties, administered locally
- Funding only to eligible MPOs/RPOs based on NCDOT formula

\* Percentage of the total Federal apportionment for North Carolina

# Grants | CMAQ

The CMAQ program is developed and administered locally to respond best to local and regional needs. Each program is different because no federal regulations exist were developed for how a CMAQ program should be structured at the state or MPO level. NCDOT has developed a formula for the distribution of funds amongst air quality (AQ) regions and statewide. It takes into account the population and air quality problems by county and then is summed by each county in the region to achieve the Regional Allocation for CMAQ funds. Additionally, DCHC-MPO has also developed prioritization criteria for assessing CMAQ applications prior to submission to NCDOT.

## Distribution

CMAQ is a grant that employs a competitive project selection process. Once the DCHC-MPO receives notification of the Sub-Regional CMAQ Allocation, a *Call for Projects* is conducted with member jurisdictions to prioritize and submit candidate projects. The minimum project threshold is \$100,000 and the prioritization process coincides with development of the Transportation Improvement Plan (TIP).

Approval for CMAQ projects is a multi-agency process with variations based on the project's category. Regional CMAQ applications are agreed upon and submitted by partnering MPOs. Sub-regional CMAQ applications are prioritized by the MPO and ranked according to sub-regional needs, AQ emissions benefits, and/or priorities of the MPO.



# Grants | CMAQ

## DCHC Sub-regional CMAQ Project Approval Process

Applications for CMAQ projects are first received by the DCHC-MPO during the CMAQ *Call for Projects*. The TC Transit Sub-committee reviews and scores all applications according to guidelines approved by the MPO. Sub-committee recommendations are then reviewed by the full TC for recommendations to the MPO Board. The MPO Board has the final vote on the selection and prioritization of projects. CMAQ applications are submitted to the NCDOT-TIP Unit which supplies proposal feedback. Once all comments and issues are addressed by the MPO, candidate projects are submitted to NCDOT's Transportation Planning Branch (TPB) and Interagency Review Board. Projects approved by these agencies can be included in the Draft TIP.

## Programming & Eligible Projects

The prioritization and evaluation of candidate projects is based on technical merits such as annual emissions reductions and a cost-benefit ratio. Projects are also generally selected to achieve distribution equity throughout the region. Federally eligible CMAQ categories include Capital Investments, Operating Assistance, Emission Reductions, and Planning & Project Development. The TC and MPO Board give funding priority to bicycle and pedestrian facilities, as well as public transit projects that reduce pollutants.

DCHC-MPO has approved funding for these types of CMAQ projects:



# Grants | CMAQ

## Expensing & Reimbursing

The CMAQ grant is cost-reimbursable and projects administered by the FHWA are managed directly by the jurisdiction awarded the grant.

CMAQ transit projects are flexed to the FTA under the 5307 grant program and are subject to 5307 management/oversight regulations.

# Project Management

The DCHC-MPO follows a project management process that includes: planning, programming, monitoring/review, and evaluation. Various internal mechanisms have been designed to facilitate all project management functions and retain supporting documentation. Compliance to Federal and State regulations is monitored through the Expensing and Reimbursing Process and updates to the MPO Funding Database.

## MPO Funding Database (MFD)

The purpose of this database is to ensure the timely use of all MPO managed funds (referred to as “MPO funds”). The MFD is updated as changes occur to track specific grant projects, programming, obligations, and project phases. Four (4) important goals of the database system are to:

- Implement approved qualified/quantifiable projects.
- Identify the reasons and accountability for, and possible solutions to, project delays.
- Ensure a consistent process is followed for any distribution of MPO funds.
- Ensure minimal impact to DCHC’s Urbanized Area in the event of future rescissions of Federal funds.

## Expensing & Reimbursing Process

Sub-recipients file quarterly reports that serve to explain their expenses, request reimbursement, and provide project statuses. Quarterly reports must include all items listed on the [Timesheet & Expenditure Report Checklist](#) (cover letter, detailed expenditure report, detailed progress report explaining specific tasks, financial certifications, etc). See *Appendix*, for the complete *Checklist*. It is important to note that grants may have different supporting document requirements and reimbursement processes. More information on specific processes can be found in the *Grants & Policies* section.

# Project Management

## (cont' d)

### Filing & Records Management

The administration of grants requires systematic records management with the flexibility for additions as grant regulations change. Records management includes the creation, receipt, maintenance, use, and disposition of records for operational business needs and to fulfill statutory requirements. The Grant Administrator has developed a customized record management system to address federal, state, and city provisions.

Systematic records management allows the MPO to:

- Conduct business in orderly, efficient, and accountable manner
- Provide reports and perform project management functions
- Support decision making by TC, MPO Board, and LPA staff
- Ensure compliance of sub-recipients and meet regulatory requirements
- Protect future grant funding opportunities
- Conduct site visits of sub-recipients, as necessary
- Support all necessary requests for annual audits

### Reporting & Invoices

Hardcopies of sub-recipient and DCHC-MPO quarterly reports (which include requests for reimbursements and all supporting documentation for STBG-DA, PL and 5303 planning funds) are filed according to fiscal year in binders.

### Obligation & Funding Reports

Obligation/Funding reports for STBG-DA grants are compiled weekly and all other grants on a as needed basis. The MPO Funding Database allows for the most recent information on all grants to be displayed when requested by Board members and LPA staff.

### Grant Project Folders (GPF)

Individual grant projects have folders which contain the GPO, Program of Projects, Resolution, Quarterly Reports, Invoices, and other documentation. Currently, GPF's are used for 5310.

# Project Management

## (cont' d)

### Documentation

Various types of documentation are needed for different agencies and phases of grant management. The Federal government requires that all required documentation is retained for three years after grant activity is complete. The City of Durham also requires documents be retained for 3 years after grant close-out.

Financial Certifications: Letters from Finance Directors certifying that the grant recipient has incurred reimbursable costs allowed by the grant agreement. These letters must be submitted every time grant funds are requested from NCDOT or FTA.

UPWP Composite Report: Year-to-Date quarterly expenses listed by Task Description and code. Report shows Federally reimbursable amount and remaining balance of award.

Progress Report Narratives: Task descriptions and detailed summaries of each activity to be reimbursed by grant funds. Narratives from sub-recipients and the Lead Planning Agency are combined into an MPO-wide Consolidated Expenditure Report.

Expenditure Reports: Detailed forms listing personnel, tasks, hours spent on each task, equipment or vehicle purchases, final invoice amount, etc.

Consultant Payment Report: The funds and services performed by consultants and contractors (invoices included).

Grant Project Ordinance (GPO): Is the authorization by the City of Durham to accept funds for specific grant projects. GPOs must be approved by City Council and signed by the City Manager each year for individual grants. GPOs clearly identify projects, revenues, local matching funds, and sub-recipients.

# Monitoring & Compliance

The DCHC-MPO is responsible for monitoring and ensuring compliance of sub-recipients as a designated recipient of Federal awards and function as a pass-through entity.

Monitoring policies are fully explained in the [DCHC-MPO Sub-recipient Monitoring Policy and Procedures](#), Appendix. The monitoring policy document was approved by the MPO Board and the four major requirements include:

1. Award Identification: Sub-recipients notified of Federal award information and any applicable compliance requirements.
2. During-the-Award-Monitoring: Ensuring that sub-recipients administer the federal award properly and that performance goals are achieved.
3. Annual Audit Report: Ensuring compliance to the annual audit requirement.
4. Sub-recipient Audits: Ensuring sub-recipients comply with annual audit requirement (if more than \$500,000 of Federal awards are expended in one fiscal year).
5. Sub-recipient Sub-allocation: If any portion of funds are sub-allocated by the sub-recipient, it is required to pass down all reporting and monitoring requirements. The MPO should be provided all documentation related to the sub-allocation.
6. Pass-Through Entity Impact: DCHC-MPO will continually evaluate the impact of sub-recipients activities on the ability of DCHC-MPO to comply with Federal regulation.

# Appendix

# MPO-wide Expensing Process

General Process, see Grants & Policies Section for details on individual grants

## Sub-recipients

1. Submit items on ***Timesheet & Expenditure Report Checklist***.
2. Due quarterly, via schedule, on 15<sup>th</sup> of month subsequent to quarter end (Federal fiscal year).
3. Non-compliance procedures begin on the 6<sup>th</sup> business day after the deadline.
4. Invoice documents filed electronically and in fiscal year **DCHC-MPO/LPA Reporting & Invoicing** binder by sub-recipient.
5. Sub-recipients reimbursed according to grant regulations (receive reimbursement prior to MPO receiving funds for all grants expect STP/DA).

## DCHC-MPO

1. Consolidated invoices sent to Transportation Manager/MPO Administrator and Finance Department to review and sign.
2. Invoices sent to Durham Finance Department Grants Accountant for certification and the Finance Director signs Financial Certification. The Transportation Manager writes narrative reports as the Finance Department completes certification process.
3. MPO Grant Administrator compiles narratives, other documents, and signed certification into one ***MPO Consolidated Expenditure Report***. Submits to NCDOT via Partner Connect or the FTA via TrAMS/ECHO by 30<sup>th</sup> of month. If delayed, NCDOT prefers that invoicing be completed by end of fiscal year.
4. Report filed electronically on MPO's K drive.
5. Both ***MPO Consolidated Expenditure Report*** and Additional Items filed together in fiscal year **DCHC-MPO/LPA Reporting & Invoicing** or other appropriate grant binder (see Additional Items below).

### **MPO Consolidated Expenditure Report**

#### **STBG-DA/PL Requirements** (sent to NCDOT)

1. Cover Letter (including request) & Financial Certification
2. MPO-wide Composite Expenditure Report
3. Progress Report Narratives
4. Consultant Payment Report (if applicable)

#### **Additional Items**

1. Member Agency invoices and financial certifications from sub-recipient finance directors
2. Quarterly Expenditures (pulled from MUNIS)
3. Drawdown request form with signatures of Transportation Department/MPO and Finance Director.



# MPO-wide Expensing Process

## Filing & Internal Documentation

1. MPO-wide Consolidated Expenditure Report invoices' NCDOT for expenses to be reimbursed. FFR invoices the FTA for cost-reimbursable expenses (ECHO draws down FTA funds).
2. NCDOT/FTA reimburses the total amount electronically. A Remittance Advice sent electronically from NCDOT to MPO Grant Administrator and Durham Finance Department who transfer funds to proper grant/project.
3. Member agencies reimbursed through Purchase Order process (via MUNIS) and sent check.
4. MPO Grant Administrator creates Local Match Worksheet (LMW) once all Purchases Orders are paid. Uses LMW to manually record Local Matching funds into MUNIS. Journal entries are records of Gross Up of local matching funds.
5. Local Match Worksheet, and Purchase Orders are printed and filed in grant binder or saved electronically to grant folder on K: drive.

# Hardcopy Filing & Electronic Records

Grants management includes the updating and retention of various records and reports.

The Grant Administrator maintains both hardcopy and electronic copies of quarterly reports, invoices, financial certifications, grant related correspondence from NCDOT and federal agencies, and MUNIS-related reports.

## **Hardcopy Binders**

(by fiscal year & grant type)

1. CMAQ
2. STBG-DA Obligation & Funding Reports
3. JARC, New Freedom, 5310, 5339
4. UPWP (STPDA, PL, & 5303)
5. Invoices/Quarterly Reports
6. Purchase orders

Binders are organized utilizing a hybrid NCDOT and DCHC-MPO coding method for the grant and year.

### **Binder Codes**

Blue binders = Fiscal Year 2011

Red binders = Fiscal year 2012

Black binders = Fiscal Year 2013

Purple binders = Fiscal Year 2014

Multi-colored = Fiscal Year 2015

**UZ** = Planning Grant (UPWP, STBG-DA, PL)

*ex. 019 = year 2019, 020 = year 2020*

**UBF** = 5339 grants *ex. UBF15 = FY15*

**USP** = Transit Planning Grant (5303)

**88** = FY18

**89** = FY19

**90** = FY20

**91** = FY21

**LNF** = New Freedom Grant, LNF14 = FY14

**LJA** = JARC Grant, LJA14 = FY14

### **Capital Projects (DATA Projects)**

**91** = FY11

**92** = FY12

**93** = FY13

**94** = FY14

## **Electronic Filing**

1. Progress Reports (Weekly STBG-DA & CMAQ)  
*uploaded to TIP Database to note obligation*
2. Invoices, Purchase Orders, Expenditure Reports, Sub-recipients reports by fiscal year  
[K:\Planning\UPWP](#)
3. JARC/NF Call for Projects, Performance Measures, PMP, CPT-HSTP, Invoices, etc.  
[K:\Planning\JARC and New Freedom](#)
4. 5310, 5303 and other FTA grants  
[K:\Planning\Transit\Transit Funds](#)

# Sub-recipient Reporting Requirements

## Required Documents for Quarterly Reports/Packets by Grant Type

### STBG-DA/ PL 104(f) Reporting Packet

1. Request for Reimbursement Cover Letter.
2. UPWP Composite Report.
3. Financial Certification.
4. Year-to-Date Quarterly Narrative.
5. Timesheet & Report Checklist
6. Expenditure Report
7. All Supporting Documents  
( timesheets, receipts, and invoices paid).

### Section 5303 Quarterly Report

1. Request for Reimbursement Cover Letter.
2. UPWP Composite Report.
3. NCDOT-PTD Request For Reimbursement Spreadsheet & signatures.
4. Year-to-Date Quarterly Narrative.
5. Expenditure Reports
6. All Supporting Documents  
( timesheets, receipts, and invoices paid).
7. DBE Forms

### Section 5307 Oversight Report

1. Expenditure report Cover Letter.
2. UPWP spreadsheet.
3. Expenditure by task code.
4. All Supporting Documents  
( timesheets, receipts, and invoices paid).

### 5310 Quarterly Report

1. Request for Reimbursement Cover Letter with expenditure report.
2. Quarterly Project Status Report.
3. Financial Certification.
4. Transit Administrator Certification
5. All Supporting Documents  
( timesheets, receipts, and invoices paid).

## UPWP Quarterly Expense Reports

### **Instructions for completing UPWP quarterly expenditure spreadsheets**

1. Open file, enter Timesheet tab and enter either 1,2,3,4 in the yellow box at the top of the page titled "Current Quarter" to correspond with the quarter for which you are reporting.
2. Open Salary and Fringe tab and enter employee name, salary and employer-paid fringe per hour for each employee. Employer-paid fringe and salary must be derived from actual paid salary and fringe, not from the rates used for budget purposes.
3. Return to Timesheet tab, scroll to the right and in the timesheet for each individual, enter the number of hours worked on each task in the column titled "Hours" and colored blue. Enter expenditures for consultants on timesheet titled: Consultants/Capital/Operating. The data from the Timesheet tab will populate the expenses column of the Expenditures tab.

Enter employee name and supervisor name at the bottom of each time sheet. Scroll to the right to find additional timesheets as needed.

4. In cell A3 of the Timesheet tab, change the quarter and period of performance to those for which you are reporting. This will populate the quarter and period on other sheets.
5. Print a hard copy of timesheets from Timesheet tab and the Expenditures tab. Sign and date each timesheet. Mail along with all supporting documents and cover letter to MPO.
6. Save electronic file with the quarter in the title (ie. Q1, Q2) and email an electronic copy to [Margaret.Scully@durhamnc.gov](mailto:Margaret.Scully@durhamnc.gov).

### **Amendments**

In order to request an amendment, enter the Amendment tab. Scroll to the right to the second table and enter in the blue column titled "80% federal share" only the change in budget that you are requesting. The amount you enter will be added to, or subtracted from, your original budget to provide the budget after amendment.

If you require a second or third amendment, first highlight the column headers in between the amendment table #1 and the original budget. Next go to the Format tab at the top of the page towards the right-hand side. Under visibility, select Hide & Unhide. Click on the Unhide Columns tab. This should open up new amendment tables.

### **Tips**

If the Expenditures to Date columns on the Expenditures 5303/5307/5309 tabs are not adding correctly, please do the following:

- Go to and click File then Options
- Then go to Formulas
- Confirm that "Enable iterative calculation" is checked, Maximum Iterations should be 100 and Maximum Change should be 0.001
- Click OK and see if problem is corrected, if not please email

**Please do not change any other information on the spreadsheet**, and contact Meg Scully if you need additional timesheets.

## **Checklist for Preparing UPWP Quarterly Reports (STBG-DA Funds)**

Use this checklist as a guide when preparing your quarterly reporting packet for use of STBGP funds in the DCHC-MPO UPWP.

To update the excel spreadsheet with quarterly expenses, please follow specific instructions on the *UPWP Quarterly Expense Reports/Instructions for completing UPWP quarterly expenditure spreadsheets*. Note that this document is in each quarterly reporting template sent to jurisdictions and with the quarterly reminders sent via email by the MPO. It is also attached to this checklist.

### **CHECKLIST**

#### Excel Spreadsheet of Expenses

1. Complete the excel spreadsheet as described in the specific instructions below. Remember to begin this process with the same excel file that was most recently sent to the MPO, whether for an amendment or the prior quarter's report. Use the template sent from the MPO if this is the first action taken under the current fiscal year's UPWP.
2. Confirm the following in the expenditures tab of the excel spreadsheet:
  - a. The programmed amount in the excel spreadsheet is correct and reflects any amendments that were submitted since the original UPWP approval.
  - b. There are expenses entered only in task codes for which there is an approved budget. (You may not spend funds for a task that has not been approved by the Board.)
  - c. The balance for each task code and the total is accurate. (ie. The balance equals the programmed amount minus the amount expended in each quarter. If there is an error, please refer to the tip on the bottom of the page of instructions for completing the excel spreadsheet. This is likely a circular referencing error in excel.)
  - d. There are no negative balances in the balance column, and there are no task codes for which over 100% has been expended. (You may not spend what you do not have.)
3. If you have entered consultant expenses in the consultant timesheet, please submit consultant invoices with your reporting packets with the expenses clearly identified on the invoices. If you have multiple invoices from consultants, please also provide a summary sheet that lists the amount of the individual invoice and the consultant name. The total on the summary sheet should equal the total of amounts on each invoice. If not, please provide an explanation on each invoice. (ie. If only a portion of the consultant's invoice is charged to this grant, then please indicate this on the invoice, and include only the amount on the summary sheet that is charged to this grant.)

#### Narrative of Work Performed in Quarter

1. In the word document, briefly describe the work performed under each task code for which expenses are entered in the excel spreadsheet.

1. Use the word document that was most recently sent to the MPO, whether for the prior quarter's report or an amendment. Use the template sent from the MPO if this is the first transaction since the approval of the UPWP.
2. The excel spreadsheet must match the word document (ie. If there is an expense in a task in the spreadsheet, there must be a description of the work performed in the word file. If there is no expense in the spreadsheet, there should be no description of work performed under the task.)

#### Cover Letter and Financial Statement

1. Complete the cover letter with correct date, invoice number (ex. 1,2,3,4), correct quarter for which you are reporting (ex. 1,2,3,4), period of performance, correct amount of programmed funds (remember to change this to your amended amount after an amendment has been submitted), reimbursable funds, and match in both the body of the letter and the funding table inserted into the letter.
2. Ensure the calculations in the funding box on the cover letter are correct. The reimbursable amount minus the quarterly expenses to date should equal the balance. If not, please correct.
3. Ensure the financial certification has the correct period of performance, expense and reimbursable amounts.
4. Ensure the expended amount and the reimbursable amount on the letter are the exact same as the amounts on the financial certification.
5. Sign and date the cover letter and financial statement.

#### Transmittal

1. Send a single email to the MPO with your quarterly report including the following:
  - Single pdf with cover letter, financial certification, all tabs of the excel file (expenditures tab, timesheets tab, salary and fringe tab), description of work performed, relevant backup (consultant invoices, receipts, etc)
  - The word file with the narrative of work performed. (Your narrative will be merged with all other sub-recipients and the LPA in a single report.)
  - The excel file. (Your file will be linked with all other sub-recipients and the LPA to create a single expenditures report.)

## MEMORANDUM

**To:** DCHC MPO Board

**From:** DCHC MPO Lead Planning Agency

**Date:** May 8, 2019

**Subject:** **Lead Planning Agency (LPA) Synopsis of Staff Report**

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This memorandum provides a summary status of tasks for major DCHC MPO projects in the Unified Planning Work Program (UPWP).

- Indicates that task is ongoing and not complete.
- ✓ Indicates that task is complete.

### **Major UPWP – Projects**

#### **Comprehensive Transportation Plan (CTP)**

- ✓ Completed
- ✓ Farrington Road Amendment adopted

#### **2045 Metropolitan Transportation Plan (MTP)**

- ✓ 2045 MTP amendment related to Air Quality Conformity Determination will be released for public comment– September 2018
- ✓ Adopt 2045 MTP Amendment #1 – November 2018

#### **GIS Online (AGOL)/Data Management**

- ✓ MPO Interactive GIS/Mapping – Continuous/On-going
- ✓ Development of public portals for MPO applications – Continuous/On-going
- ✓ Maintenance and updates – Continuous/On-going
- ✓ Development of open data – Continuous/On-going

#### **MPO Website Update and Maintenance**

- ✓ Post Launch Services – Continuous/On-going
- ✓ Interactive GIS – Continuous/On-going
- ✓ Facebook/Twitter management – Continuous/On-going
- ✓ Enhancement of Portals – Continuous/On-going

#### **Triangle Regional Model Update**

- ✓ Completed
- Rolling Household Survey – nearing completion

#### **Prioritization 6.0 - FY 2022-2031 TIP Development**

- ✓ LPA Staff develops initial project list – March-April 2019
- TC reviews initial project list – May 2019

- Board reviews initial project list (including deletions of previously submitted projects) and authorizes release for public comment – June 2019
- SPOT On!line opens for entering/amending projects – July 2019
- Board holds public hearing for project submittals – August 2019
- Board approves new projects to be submitted for SPOT-5 – September 2019
- MPO submits projects to NCDOT – September 2019
- LPA updates local ranking methodology – December 2019
- TCC makes recommendation on local ranking methodology – January 2020
- Board approves local ranking methodology – March 2020
- MPO applies local ranking methodology for Regional projects – April 2020
- Board releases MPO initial Regional points list for local input/public comments – May 2020
- LPA addresses public comments and makes draft recommendation on local points for Regional category – June 2020
- Approval of Regional Impact points – June-August 2020
- Submission of Regional Impact points to NCDOT – July-August 2020
- MPO applies local ranking methodology for Division projects – August 2020
- Board releases MPO initial Division points list for local input/public comments – September 2020
- LPA addresses public comments and makes draft recommendation on local points for Division category – October 2020
- Approval of Division Needs points – November 2020
- Submission of Division Needs points to NCDOT – November 2020
- Draft STIP Released – January 2021

#### **Regional Freight Plan**

- ✓ Consultant Selection/Contract Approval Complete
- ✓ Kick-Off Meeting – Conducted in July 2015
- ✓ Stakeholder outreach and engagement – October 2015
- ✓ Formation of the freight advisory committee – October 2015
- ✓ Data collection, analysis and assessment – November 2015
- ✓ Freight goals & objectives and performance measures – February 2016
- ✓ Analysis of freight existing conditions and trends
- ✓ Forecasts of future demands (2035 and 2045)
- ✓ Evaluation of future conditions
- ✓ Strategic freight corridors and zones
- ✓ Recommendation & implementation strategies
- ✓ Final report and presentation – September 2018
- ✓ Release formal report for public comment – September 2018
- Approve final report – May 2019

#### **NC 54 West Corridor Study**

- ✓ Select consultant – February 2017
- ✓ Project kick-off and initial public engagement – September 2017
- ✓ Inventory and Existing Conditions – November 2017
- ✓ Transportation analysis (and public engagement) – January 2018
- ✓ Conceptual designs and options (and public engagement) – May 2018
- ✓ Draft plan – September 2018
- ✓ Public input – October-November 2018
- Revisions and additional data collection – March-May 2019



- Public input – August-September 2019
- Final draft – October 2019

### **US 15-501 Corridor Study**

- ✓ Funding approved by NCDOT
- ✓ Project Management Plan
- ✓ Public engagement plan
- ✓ Technical Kick-off meeting
- ✓ Development of corridor vision goals and performance measures
- ✓ Development of corridor profile
- ✓ Prepare summary of existing plans
- ✓ Prepare community profile report
- ✓ Develop and forecast travel profile/multi modal analysis
- ✓ ITS Screening
- ✓ Accessibility evaluation
- ✓ Project on hold until decision on how to move forward with transit
- Evaluation of alternative strategies
- Implementation plan and final report
- Plan adoption
- SPOT submittal

### **Regional Intelligent Transportation System**

- ✓ Project management plan
- ✓ Development of public involvement strategy and communication plan
- ✓ Conduct stakeholder workshops
- Analysis of existing conditions
- Assessment of need and gaps
- Review existing deployments and evaluate technologies
- Identification of ITS strategies
- Update Triangle Regional Architecture
- Develop Regional Architecture Use and maintenance
- Develop project prioritization methodology
- Prepare Regional ITS Deployment Plan and Recommendation

### **Regional Toll Study**

- ✓ Prepare project management and coordination plan
- ✓ Project initiation
- ✓ Survey and questionnaire/education
- ✓ Data preparation /data collection/screening
- ✓ Review state of the practice
- ✓ Screening and presentation to MPO Boards at joint MPO Board Meeting – October 2018
- Complete Tier 2 corridor screening and present to MPO Board – June 2019
- Public input
- Final report

### **Project Development/NEPA**

- US 70 Freeway Conversion
- NC 54 Widening
- NC 147 Interchange Reconstruction

- I-85
- I-40

**Safety Performance Measures Target Setting**

- ✓ Data mining and analysis
- ✓ Development of rolling averages and baseline
- ✓ Development of targets setting framework
- ✓ Estimates of achievements
- Forecast of data and measures

**Upcoming Projects**

- Mobility Report Card
- Congestion Management Process (CMP)
- State of Systems Report

<b>Contract Number:</b> C203394		<b>Route:</b> I-885, NC-147, NC-98 US-70	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b> U-0071			
<b>Length:</b> 4.009 miles		<b>Federal Aid Number:</b>	
<b>NCDOT Contact:</b> Cameron D. Richards		<b>NCDOT Contact No:</b> (919)835-8200	
<b>Location Description:</b> EAST END CONNECTOR FROM NORTH OF NC-98 TO NC-147 (BUCK DEAN FREEWAY) IN DURHAM.			
<b>Contractor Name:</b> DRAGADOS USA INC			
<b>Contract Amount:</b> \$141,949,500.00		<b>Cost Overrun/Underrun:</b> 9.1%	
<b>Work Began:</b> 02/26/2015		<b>Letting Date:</b> 11/18/2014	
<b>Original Completion Date:</b> 05/10/2020		<b>Revised Completion Date:</b> 06/24/2020	
<b>Latest Payment Thru:</b> 04/22/2019		<b>Scheduled Progress:</b> 82.76%	
<b>Latest Payment Date:</b> 04/30/2019		<b>Actual Progress:</b> 79.24%	

<b>Contract Number:</b> C203492		<b>Route:</b> SR-2220	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b> EB-4707B			
<b>Length:</b> 1.756 miles		<b>Federal Aid Number:</b> STPDA-0505(64)	
<b>NCDOT Contact:</b> James M. Nordan, PE		<b>NCDOT Contact No:</b> (919)220-4680	
<b>Location Description:</b> SR-2220 (OLD CHAPEL HILL ROAD) FROM SR-1113 (POPE ROAD) TO SR-1116 (GARRETT ROAD).			
<b>Contractor Name:</b> FSC II LLC DBA FRED SMITH COMPANY			
<b>Contract Amount:</b> \$7,295,544.75		<b>Cost Overrun/Underrun:</b> 9.71%	
<b>Work Began:</b> 06/26/2017		<b>Letting Date:</b> 05/16/2017	
<b>Original Completion Date:</b> 05/14/2019		<b>Revised Completion Date:</b>	
<b>Latest Payment Thru:</b> 03/31/2019		<b>Scheduled Progress:</b> 100%	
<b>Latest Payment Date:</b> 04/09/2019		<b>Actual Progress:</b> 89.63%	

<b>Contract Number:</b> C203567		<b>Route:</b> NC-55	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b> U-3308			
<b>Length:</b> 1.134 miles		<b>Federal Aid Number:</b> STP-55(20)	
<b>NCDOT Contact:</b> James M. Nordan, PE		<b>NCDOT Contact No:</b> (919)220-4680	
<b>Location Description:</b> NC-55 (ALSTON AVE) FROM NC-147 (BUCK DEAN FREEWAY) TO NORTH OF US-70BUS/NC-98 (HOLLOWAY ST).			
<b>Contractor Name:</b> ZACHRY CONSTRUCTION CORPORATION			
<b>Contract Amount:</b> \$39,756,916.81		<b>Cost Overrun/Underrun:</b> 21.87%	
<b>Work Began:</b> 10/05/2016		<b>Letting Date:</b> 07/19/2016	
<b>Original Completion Date:</b> 03/30/2020		<b>Revised Completion Date:</b> 02/11/2021	
<b>Latest Payment Thru:</b> 04/15/2019		<b>Scheduled Progress:</b> 53%	
<b>Latest Payment Date:</b> 04/25/2019		<b>Actual Progress:</b> 53.09%	

<b>Contract Number:</b> C204167		<b>Route:</b> SR-1118, SR-1407, SR-1648 SR-1794, SR-1811, SR-1906 SR-1966, SR-1973, SR-2095	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b>			
<b>Length:</b> 24.77 miles		<b>Federal Aid Number:</b> STATE FUNDED	
<b>NCDOT Contact:</b> James M. Nordan, PE		<b>NCDOT Contact No:</b> (919)220-4680	
<b>Location Description:</b> 51 SECTIONS OF SECONDARY ROADS.			
<b>Contractor Name:</b> CAROLINA SUNROCK LLC			
<b>Contract Amount:</b> \$4,355,108.47		<b>Cost Overrun/Underrun:</b> 0.38%	
<b>Work Began:</b> 08/01/2018		<b>Letting Date:</b> 05/15/2018	
<b>Original Completion Date:</b> 11/30/2019		<b>Revised Completion Date:</b>	
<b>Latest Payment Thru:</b> 12/31/2018		<b>Scheduled Progress:</b> 9%	
<b>Latest Payment Date:</b> 01/08/2019		<b>Actual Progress:</b> 10.59%	

<b>Contract Number:</b> C204168		<b>Route:</b> -	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b>			
<b>Length:</b> 15.188 miles		<b>Federal Aid Number:</b> STATE FUNDED	
<b>NCDOT Contact:</b> Cameron D. Richards		<b>NCDOT Contact No:</b> (919)835-8200	
<b>Location Description:</b> 14 SECTIONS OF SECONDARY ROADS.			
<b>Contractor Name:</b> CAROLINA SUNROCK LLC			
<b>Contract Amount:</b> \$5,334,770.46		<b>Cost Overrun/Underrun:</b> 5.43%	
<b>Work Began:</b> 07/02/2018		<b>Letting Date:</b> 05/15/2018	
<b>Original Completion Date:</b> 11/30/2019		<b>Revised Completion Date:</b>	

<b>Latest Payment Thru:</b> 03/31/2019 <b>Latest Payment Date:</b> 04/09/2019		<b>Scheduled Progress:</b> 21% <b>Actual Progress:</b> 23.12%
<b>Contract Number:</b> C204256 <b>Division:</b> 5 <b>TIP Number:</b> <b>Length:</b> 15.89 miles <b>NCDOT Contact:</b> James M. Nordan, PE <b>Location Description:</b> 1 SECTION OF US-70, 1 SECTION OF NC-98, AND 3 SECTIONS OF SECONDARY ROADS. <b>Contractor Name:</b> CAROLINA SUNROCK LLC <b>Contract Amount:</b> \$0.00 <b>Work Began:</b> 03/15/2019 <b>Original Completion Date:</b> 11/30/2019 <b>Latest Payment Thru:</b> <b>Latest Payment Date:</b>		<b>Route:</b> -, NC-98, SR-1811 US-70 <b>County:</b> Durham <b>Federal Aid Number:</b> STATE FUNDED <b>NCDOT Contact No:</b> (919)220-4680 <b>Cost Overrun/Underrun:</b> 0% <b>Letting Date:</b> 10/16/2018 <b>Revised Completion Date:</b> <b>Scheduled Progress:</b> 0% <b>Actual Progress:</b> 0%
<b>Contract Number:</b> C204270 <b>Division:</b> 5 <b>TIP Number:</b> U-5745 <b>Length:</b> 0.142 miles <b>NCDOT Contact:</b> James M. Nordan, PE <b>Location Description:</b> INTERSECTION IMPROVEMENTS (ROUNDAABOUT) AT NC-751 HOPE VALLEY ROAD AND SR-1183 UNIVERSITY DRIVE IN DURHAM. <b>Contractor Name:</b> CAROLINA SUNROCK LLC <b>Contract Amount:</b> \$2,271,302.32 <b>Work Began:</b> 02/28/2019 <b>Original Completion Date:</b> 05/01/2020 <b>Latest Payment Thru:</b> 04/07/2019 <b>Latest Payment Date:</b> 04/12/2019		<b>Route:</b> NC-751, SR-1183 <b>County:</b> Durham <b>Federal Aid Number:</b> <b>NCDOT Contact No:</b> (919)220-4680 <b>Cost Overrun/Underrun:</b> 0.71% <b>Letting Date:</b> 01/15/2019 <b>Revised Completion Date:</b> <b>Scheduled Progress:</b> 7% <b>Actual Progress:</b> 10.32%
<b>Contract Number:</b> C204294 <b>Division:</b> 5 <b>TIP Number:</b> R-5785C, R-5785D <b>Length:</b> 1 miles <b>NCDOT Contact:</b> James M. Nordan, PE <b>Location Description:</b> VARIOUS LOCATIONS. <b>Contractor Name:</b> BROWE CONSTRUCTION COMPANY <b>Contract Amount:</b> \$0.00 <b>Work Began:</b> 04/01/2019 <b>Original Completion Date:</b> 11/01/2019 <b>Latest Payment Thru:</b> <b>Latest Payment Date:</b>		<b>Route:</b> SR-1926 <b>County:</b> Durham <b>Federal Aid Number:</b> TAP-0505(051) <b>NCDOT Contact No:</b> (919)220-4680 <b>Cost Overrun/Underrun:</b> 0% <b>Letting Date:</b> 02/19/2019 <b>Revised Completion Date:</b> <b>Scheduled Progress:</b> 0% <b>Actual Progress:</b> 0%
<b>Contract Number:</b> C204321 <b>Division:</b> 5 <b>TIP Number:</b> W-5601HZ, W-5705Z <b>Length:</b> 1.7 miles <b>NCDOT Contact:</b> Cameron D. Richards <b>Location Description:</b> I-85, I-440, I-495, I-540, US-1, US-15/501, US-501, US-64, AND NC-147. <b>Contractor Name:</b> BULLINGTON CONSTRUCTION INC <b>Contract Amount:</b> \$0.00 <b>Work Began:</b> 05/05/2019 <b>Original Completion Date:</b> 11/01/2019 <b>Latest Payment Thru:</b> <b>Latest Payment Date:</b>		<b>Route:</b> - <b>County:</b> Durham <b>Federal Aid Number:</b> HSIP-000S(855) <b>NCDOT Contact No:</b> (919)835-8200 <b>Cost Overrun/Underrun:</b> 0% <b>Letting Date:</b> 03/19/2019 <b>Revised Completion Date:</b> <b>Scheduled Progress:</b> 0% <b>Actual Progress:</b> 0%
<b>Contract Number:</b> DE00228 <b>Division:</b> 5 <b>TIP Number:</b> I-5729 <b>Length:</b> 5.61 miles <b>NCDOT Contact:</b> James M. Nordan, PE <b>Location Description:</b> I-85 FROM US-15/501 TO EAST OF SR-1827 (MIDLAND TERRACE RD) IN DURHAM <b>Contractor Name:</b> INTERSTATE IMPROVEMENT INC <b>Contract Amount:</b> \$4,168,265.78 <b>Work Began:</b> 03/13/2018 <b>Original Completion Date:</b> 11/01/2018 <b>Latest Payment Thru:</b> 02/22/2019		<b>Route:</b> I-85 <b>County:</b> Durham <b>Federal Aid Number:</b> NHPP-0085(013) <b>NCDOT Contact No:</b> (919)220-4680 <b>Cost Overrun/Underrun:</b> 61.17% <b>Letting Date:</b> 10/11/2017 <b>Revised Completion Date:</b> <b>Scheduled Progress:</b> 100%

<b>Latest Payment Date:</b> 03/01/2019		<b>Actual Progress:</b> 86.36%	
<b>Contract Number:</b> DE00253		<b>Route:</b> SR-1327	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b> W-5705K			
<b>Length:</b> 0 miles		<b>Federal Aid Number:</b> HSIP-1327(006)	
<b>NCDOT Contact:</b> James M. Nordan, PE		<b>NCDOT Contact No:</b> (919)220-4680	
<b>Location Description:</b> SR 1327 (GREGSON ST) AND LAMOND AVE			
<b>Contractor Name:</b> TRAFFIC CONTROL DEVICES INC			
<b>Contract Amount:</b> \$72,515.00		<b>Cost Overrun/Underrun:</b> 7.85%	
<b>Work Began:</b> 09/01/2018		<b>Letting Date:</b> 07/25/2018	
<b>Original Completion Date:</b> 02/28/2019		<b>Revised Completion Date:</b>	
<b>Latest Payment Thru:</b> 02/28/2019		<b>Scheduled Progress:</b> 100%	
<b>Latest Payment Date:</b> 03/07/2019		<b>Actual Progress:</b> 51.79%	
<b>Contract Number:</b> DE00255		<b>Route:</b> US-501	
<b>Division:</b> 5		<b>County:</b> Durham	
<b>TIP Number:</b> W-5705C			
<b>Length:</b> 0 miles		<b>Federal Aid Number:</b> HSIP-0501(046)	
<b>NCDOT Contact:</b> James M. Nordan, PE		<b>NCDOT Contact No:</b> (919)220-4680	
<b>Location Description:</b> US 15-501 AT SR 1116 (GARRETT RD) US 15-501 BUS AT WESTGATE DR			
<b>Contractor Name:</b> ALS OF NORTH CAROLINA LLC			
<b>Contract Amount:</b> \$540,904.71		<b>Cost Overrun/Underrun:</b> 4.63%	
<b>Work Began:</b> 08/06/2018		<b>Letting Date:</b> 05/23/2018	
<b>Original Completion Date:</b> 12/21/2018		<b>Revised Completion Date:</b>	
<b>Latest Payment Thru:</b> 02/11/2019		<b>Scheduled Progress:</b> 100%	
<b>Latest Payment Date:</b> 02/14/2019		<b>Actual Progress:</b> 36.73%	

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17BP.5.R.116			Division POC Let (DPOC)	2/22/2023	Lisa Gilchrist			
17BP.5.R.117			Division POC Let (DPOC)	2/22/2023	Lisa Gilchrist			
17BP.5.R.84			Division POC Let (DPOC)	1/26/2022	Lisa Gilchrist			
17BP.5.R.83	BRIDGE 84 OVER CHUNKY PIE CREEK ON SR 1815		Division POC Let (DPOC)	4/22/2020	Lisa Gilchrist			
17BP.5.R.97	BRIDGE 89 OVER LICK CREEK ON SR 1902		Division POC Let (DPOC)	10/15/2019	Lisa Gilchrist			
47451.3.1	NC 98 ( Holloway Street) - Traffic Signal at Adams Street and channelization at S. Woodcrest Street		On Call Contract (OCC)	7/15/2019	Stephen Davidson			Under Construction
47709.3.1			Division POC Let (DPOC)	5/10/2019	Stephen Davidson			
U-5774F	NC 54 FROM I-40/NC 54 INTERCHANGE	10/18/2024	Raleigh Letting (LET)	10/17/2028	PAM R. WILLIAMS	\$54,800,000.00	\$39,300,000.00	
U-6067	US 15/US 501 DURHAM COUNTY FROM I-40 TO US 15/US 501 BUSINESS IN DURHAM UPGRADE CORRIDOR TO EXPRESSWAY.	2/21/2025	Raleigh Letting (LET)	7/20/2027	PAM R. WILLIAMS	\$55,000,000.00	\$140,300,000.00	

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U-6120	NC 98 (HOLLOWAY STREET) FROM SR 1938 (JUNCTION ROAD) TO SR 1919 (LYNN ROAD) IN DURHAM. CONSTRUCT SAFETY IMPROVEMENTS AND WIDEN TO ADD MEDIAN, BICYCLE LANES, SIDEWALKS, TRANSIT STOP IMPROVEMENTS, AND TRAFFIC SIGNALS WHERE NEEDED.	7/18/2025	Division Design Raleigh Le	7/20/2027	ZAHID BALOCH	\$5,000,000.00	\$11,000,000.00	
P-5706	NORFOLK SOUTHERN H LINE, EAST DURHAM RAILROAD SAFETY PROJECT. PROJECT WILL STRAIGHTEN EXISTING RAILROAD CURVATURE BETWEEN CP NELSON AND CP EAST DURHAM AND INCLUDES A COMBINATION OF GRADE SEPARATIONS AND CLOSURES AT ELLIS ROAD SOUTH END CROSSING (734737A), GLOVER ROAD (734735L), AND WRENN ROAD (734736	2/1/2023	NON - DOT LET (Rail)	1/31/2025	MATTHEW SIMMO	\$9,000,000.00	\$42,400,000.00	

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I-6006	I-40 DURHAM/WAKE COUNTIES FROM NC 54 (EXIT 273) TO SR 1728 (WADE AVENUE). CONVERT FACILITY TO A MANAGED FREEWAY WITH RAMP METERING AND OTHER ATM / ITS COMPONENTS.	1/21/2025	Design Build Let (DBL)	1/21/2025	PAM R. WILLIAMS	\$20,000.00	\$54,530,000.00	
U-5720A	US 70 (MIAMI BLVD) FROM LYNN ROAD TO SR 1959 (SOUTH MIAMI BOULEVARD/SR 1811 (SHERRON ROAD)	10/21/2022	Raleigh Letting (LET)	10/22/2024	PAM R. WILLIAMS	\$35,800,000.00	\$57,000,000.00	
U-5720B	US 70 (MIAMI BLVD) AT SR 1959 (SOUTH MIAMI BOULEVARD)/SR 1811 (SHERRON ROAD)INTERSECTION	10/21/2022	Raleigh Letting (LET)	10/22/2024	PAM R. WILLIAMS	\$17,321,000.00	\$25,300,000.00	
U-5774B	NC 54 FROM US 15/US 501 IN ORANGE COUNTY TO SR 1110 (BARBEECHAPEL ROAD) IN DURHAM COUNTY	6/16/2022	Raleigh Letting (LET)	10/15/2024	PAM R. WILLIAMS	\$11,000,000.00	\$30,900,000.00	
U-5774C	NC 54 FROM SR 1110 (BARBEE CHAPEL ROAD) TO I-40	6/16/2022	Raleigh Letting (LET)	10/15/2024	PAM R. WILLIAMS	\$3,000,000.00	\$23,700,000.00	



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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
U-5937	NC 147 DURHAM FREEWAY, DURHAM COUNTY FROM SR 1127 (WEST CHAPEL HILL STREET) TO BRIGGS AVENUE IN DURHAM. CONSTRUCT AUXILIARY LANES AND OPERATIONAL IMPROVEMENTS.	10/15/2021	Raleigh Letting (LET)	10/15/2024	PAM R. WILLIAMS	\$10,202,000.00	\$47,001,000.00	
I-5941	I-85 FROM ORANGE COUNTY LINE TO US 15 /US 501 IN DURHAM PAVEMENT REHABILITATION		Division Design Raleigh Le	12/19/2023	CHRISTOPHER A. HOFFMAN		\$2,973,000.00	
I-5942	I-85 /US 15 FROM NORTH OF SR 1827 (MIDLAND TERRACE) IN DURHAM COUNTY TO NORTH OF NC 56 IN GRANVILLE COUNTY PAVEMENT REHABILITATION		Division Design Raleigh Le	12/19/2023	CHRISTOPHER A. HOFFMAN		\$8,357,000.00	
EB-5835	NC 55 (ALSTON AVE.) FROM SR 1171 (RIDDLE RD.) TO CECIL STREET IN DURHAM. CONSTRUCT SIDEWALK ON EAST SIDE TO FILL IN MISSING GAPS.	6/20/2022	NON - DOT LET (LAP)	9/20/2023	RAYMOND JOSEPH HAYES	\$50,000.00	\$525,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
U-6021	SR 1118 (FAYETTEVILLE ROAD),FROM WOODCROFT PARKWAY TO BARBEE ROAD IN DURHAM. WIDEN TO 4-LANE DIVIDED FACILITY WITH BICYCLE / PEDESTRIAN ACCOMMODATIONS.	2/19/2021	Division Design Raleigh Le	2/21/2023	BENJAMIN J. UPSHAW	\$5,769,000.00	\$13,770,000.00	Design revisions to address city and public comments.
I-5998	I-540 - DURHAM/WAKE COUNTIES FROM I-40 IN DURHAM TO US 70 IN RALEIGH. PAVEMENT REHABILITATION. COORDINATE WITH I-5999 & I-6000.		Division POC Let (DPOC)	1/25/2023	CHRISTOPHER A. HOFFMAN		\$3,800,000.00	
U-5934	NC 147 FROM I-40 TO FUTURE I-885(EAST END CONNECTOR)IN DURHAM ADD LANES AND REHABILITATE PAVEMENT	10/18/2022	Design Build Let (DBL)	10/18/2022	PAM R. WILLIAMS	\$2,148,000.00	\$177,100,000.00	
EB-5834	NC 157 / SR 1322 (GUESS RD.) FROM HILLCREST DRIVE TO SR 1407(WEST CARVER STREET) IN DURHAM. CONSTRUCT SIDEWALKS ON BOTH SIDES.	6/30/2021	NON - DOT LET (LAP)	9/20/2022	RAYMOND JOSEPH HAYES	\$204,000.00	\$589,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
W-5705AI	US 501 BUSINESS (ROXBORO STREET) AT SR 1443 (HORTON ROAD) /SR 1641 (DENFIELD STREET)	1/30/2021	Division POC Let (DPOC)	3/23/2022	STEPHEN REID DAVIDSON	\$210,000.00	\$630,000.00	
I-6000	I-540 - DURHAM/WAKE COUNTIES FROM I-40 IN DURHAM TO US 1 IN RALEIGH. BRIDGE PRESERVATION/REHABILITATION. COORDINATE WITH I-5998 & I-5999.		Division POC Let (DPOC)	1/26/2022	CHRISTOPHER A. HOFFMAN		\$4,541,000.00	
EB-5720	BRYANT BRIDGE NORTH/GOOSE CREEK WEST TRAIL, NC 55 TO DREW-GRANBY PARK IN DURHAM. CONSTRUCT SHARED-USE PATH AND CONNECTING SIDEWALKS.	9/30/2020	NON - DOT LET (LAP)	9/30/2021	RAYMOND JOSEPH HAYES	\$14,000.00	\$4,432,000.00	
U-5823	WOODCROFT PARKWAY EXTENSION. FROM SR 1116 (GARRETT ROAD) TO NC 751 (HOPE VALLEY ROAD) IN DURHAM. CONSTRUCT ROADWAY ON NEW ALIGNMENT.	1/27/2020	NON - DOT LET (LAP)	8/30/2021	RAYMOND JOSEPH HAYES	\$421,000.00	\$1,798,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
EB-5837	THIRD FORK CREEK TRAIL FROM SOUTHERN BOUNDARIES PARK TO THEAMERICAN TOBACCO TRAIL IN DURHAM	6/30/2020	NON - DOT LET (LAP)	6/30/2021	RAYMOND JOSEPH HAYES	\$161,000.00	\$2,546,000.00	
W-5705T	SR 1815 / SR 1917 (SOUTH MINERAL SPRINGS ROAD) AT SR 1815 (PLEASANT DRIVE)	4/1/2020	Division POC Let (DPOC)	4/21/2021	STEPHEN REID DAVIDSON	\$85,000.00	\$800,000.00	Preliminary designs underway.
U-4726HO	CARPENTER - FLETCHER ROAD BIKE - PED; CONSTRUCT BIKE LANES / SIDEWALKS (CITY MAINTAINED) FROM WOODCROFT PARKWAY (CITY MAINTAINED ) TO ALSTON AVENUE (SR 1945).	9/2/2019	NON - DOT LET (LAP)	1/29/2021	RAYMOND JOSEPH HAYES			
I-5995	I-40 - DURHAM/WAKE COUNTIES FROM EAST OF NC 147 TO SR 3015 (AIRPORT BOULEVARD). PAVEMENT REHABILITATION.		Division Design Raleigh Le	1/19/2021	CHRISTOPHER A. HOFFMAN		\$5,272,000.00	
U-4726HN	CONSTRUCT BIKE LANES/SIDEWALKS IN DURHAM - HILLANDALE ROAD	9/2/2019	NON - DOT LET (LAP)	1/1/2021	RAYMOND JOSEPH HAYES			

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
B-5674	REPLACE BRIDGE 80 OVER SR 1308 IN DURHAM ON US 15-501 NORTHBOUND	9/16/2019	Raleigh Letting (LET)	12/15/2020	KEVIN FISCHER	\$110,000.00	\$2,209,000.00	
EB-5703	DURHAM - LASALLE STREET FROM KANGAROO DRIVE TO SPRUNT AVENUE IN DURHAM. CONSTRUCT SIDEWALKS ON BOTH SIDES FROM KANGAROODRIVE TO US 70 BUSINESS (HILLSBOROUGH ROAD) AND ON ONE SIDEFROM HILLSBOROUGH ROAD TO SPRUNT AVENUE.		NON - DOT LET (LAP)	9/30/2020	RAYMOND JOSEPH HAYES	\$515,000.00	\$578,000.00	
W-5705S	US 15/501 AT NC 751 SOUTHBOUND ON RAMP - EXTEND RAMP		Division POC Let (DPOC)	9/23/2020	STEPHEN REID DAVIDSON		\$460,000.00	
EB-5904	DUKE BELT LINE TRAIL - PETTIGREW STREET TO AVONDALE STREET IN DURHAM, CONSTRUCT A MULTI-USE TRAIL ON FORMER RAIL CORRIDOR	9/4/2018	NON - DOT LET (LAP)	9/1/2020	RAYMOND JOSEPH HAYES	\$7,100,000.00	\$3,750,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
EB-5715	US 501 BYPASS (NORTH DUKE STREET) FROM MURRAY AVENUE TO US 501 BUSINESS (NORTH ROXBORO ROAD) IN DURHAM CONSTRUCT SIDEWALK ON EAST SIDE TO FILL IN EXISTING GAPS		NON - DOT LET (LAP)	7/15/2020	RAYMOND JOSEPH HAYES	\$829,000.00	\$2,680,000.00	
U-4724	DURHAM - CORNWALLIS RD (SR 1158) FROM SR 2295 (SOUTH ROXBORO STREET) TO SR 1127 (CHAPEL HILL ROAD) IN DURHAM. BIKE AND PEDESTRIAN FEATURES.		NON - DOT LET (LAP)	6/30/2020	RAYMOND JOSEPH HAYES		\$4,978,000.00	
I-5707	I-40 - FROM NC 55 (ALSTON AVENUE) TO NC 147 (DURHAM FREEWAY/TRIANGLE EXPRESSWAY) IN DURHAM	6/18/2019	Raleigh Letting (LET)	6/16/2020	PAM R. WILLIAMS	\$323,000.00	\$3,550,000.00	
P-5717	NORFOLK SOUTHER H LINE CROSSING 734742W AT SR 1121 (CORNWALLIS ROAD) IN DURHAM. CONSTRUCT GRADE SEPARATION.	9/30/2019	Raleigh Letting (LET)	6/16/2020	KUMAR TRIVEDI	\$4,378,000.00	\$16,100,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
U-5516	AT US 501 (ROXBORO ROAD) TO SR 1448 (LATTA ROAD) / SR 1639 (INFINITY ROAD) INTERSECTION IN DURHAM. INTERSECTION IMPROVEMENTS.	5/17/2019	Division Design Raleigh Le	5/19/2020	JOHN W. BRAXTO	\$6,501,430.00	\$8,200,000.00	25% plans approved. Hydraulic design underway
U-5717	US 15 / US 501 AT SR 1116 (GARRETT ROAD) IN DURHAM	4/21/2019	Division Design Raleigh Le	4/21/2020	JOHN W. BRAXTO	\$53,500,000.00	\$32,000,000.00	ROW plans distributed in April. ROW acquisition authorized to proceed.
C-4928	SR 1317 (MORRENE ROAD) FROM NEAL ROAD TO SR 1320 (ERWIN ROAD) IN DURHAM. CONSTRUCT BIKE LANES AND SIDEWALKS.	2/26/2019	NON - DOT LET (LAP)	4/15/2020	RAYMOND JOSEPH HAYES	\$7,000.00	\$5,783,000.00	
EB-5708	NC 54 FROM NC 55 TO RESEARCH TRIANGLE PARK WESTERN LIMIT INDURHAM CONSTRUCT SECTIONS OF SIDEWALK ON SOUTH SIDE		NON - DOT LET (LAP)	4/15/2020	RAYMOND JOSEPH HAYES		\$275,000.00	
I-5993	I-40 - DURHAM COUNTY FROM US 15/US 501 TO EAST OF NC 147.		Division Design Raleigh Le	1/21/2020	CHRISTOPHER A. HOFFMAN		\$17,700,000.00	
I-5994	I-40 - DURHAM COUNTY FROM US 15/US 501 TO EAST OF NC 147.		Division Design Raleigh Le	1/21/2020	CHRISTOPHER A. HOFFMAN		\$6,652,000.00	

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Project ID	Description	R/W Acq Begins	Let Type	Let Date	Project Manager	ROW \$	CONST \$	COMMENTS
C-5605H	DOWNTOWN DURHAM WAYFINDING PROGRAM SIGNS/KIOSKS TO FACILITATE NAVIGATION AND PARKING.	6/28/2019	NON - DOT LET (LAP)	12/31/2019	RAYMOND JOSEPH HAYES		\$605,000.00	
C-5183B	SR 1945 (S ALSTON AVENUE) FROM SR 1171 (RIDDLE ROAD) TO CAPPS STREET. CONSTRUCT SIDEWALKS IN DURHAM		NON - DOT LET (LAP)	12/2/2019	RAYMOND JOSEPH HAYES	\$99,000.00	\$706,000.00	
Z-5700EB	RAILWAY-HIGHWAY SAFETY PROJECT AT SR 1632 (RED MILL ROAD) AND NS CROSSING 734 914C NEAR DURHAM		NON - DOT LET (Rail)	10/19/2019	MATTHEW SIMMONS			
C-5605E	CITY OF DURHAM BICYCLE LANE STRIPING: 8 MILE OF BIKE LANES.		NON - DOT LET (LAP)	9/30/2019	RAYMOND JOSEPH HAYES		\$504,000.00	
EB-5704	DURHAM - RAYNOR STREET FROM NORTH MIAMI BOULEVARD TO NORTH HARDEE STREET		NON - DOT LET (LAP)	9/29/2019	RAYMOND JOSEPH HAYES		\$275,000.00	



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C-5605I	DURHAM NEIGHBORHOOD BIKE ROUTE:~7 MILES OF SIGNED AND MARKED NEIGHBORHOOD BIKE ROUTES IN CENTRAL DURHAM.		NON - DOT LET (LAP)	9/27/2019	RAYMOND JOSEPH HAYES		\$540,883.00	
EB-4707A	SR 1838 / SR 2220 (OLD DURHAM ROAD) FROM US 15 / US 501 IN ORANGE COUNTY TO SR 1113 (POPE ROAD) IN DURHAM COUNTY	8/20/2015	Division Design Raleigh Le	4/16/2019	BENJAMIN J. UPSHAW		\$5,100,000.00	Constructuion Contract awarded in April
U-5968	CITY OF DURHAM UPGRADE ITS / SIGNAL SYSTEM	1/3/2019	Raleigh Letting (LET)	4/16/2019	JASON P. GALLOWAY	\$750,000.00	\$21,865,000.00	waiting on award
W-5705M	I-40 WESTBOUND AT NC 147 SAFETY IMPROVEMENTS (MP: 9.359 - 9.359)		Division POC Let (DPOC)	1/23/2019	JOHN EDWARD SANDOR		\$80,000.00	Anticipated Let in January, 2020
W-5705U	US 70 BUSINESS (MORGAN STREET) AT CAROLINA THREATRE		Division POC Let (DPOC)	1/16/2019	JOHN EDWARD SANDOR		\$20,000.00	Anticipated Let in August, 2019
W-5705V	NC 54 AT HUNTINGRIDGE ROAD		Division POC Let (DPOC)	1/16/2019	JOHN EDWARD SANDOR		\$80,000.00	Anticipated Let in August,h, 2019
W-5601EM	SR 1118 (FAYETTEVILLE ROAD) AT PILOT STREET AND CECIL STREET. SAFETY IMPROVEMENTS.		Division POC Let (DPOC)	12/12/2018	JOHN EDWARD SANDOR		\$14,000.00	deleting project, will be absorbed by U-5968

# NCDOT DIV 7 PROJECTS LOCATED IN DCHCMPO - UNDER DEVELOPMENT

Technical Committee 5/22/2019 Item 13

TIP/WBS #	Description	Let/Start Date	Completion Date	Cost	Status	Project Lead
SS-4907BS 44894.2.1 44894.3.1	Installation of traffic signal at the intersection of US70 and SR 1114 (Buckhorn Road) East of <b>Mebane</b> .	5/31/2017	Jul. 2019	\$40,500 R/W \$43,200 CON	Utility relocations complete, R/W completed 4/3/19, scheduled work in progress	Dawn McPherson
W-5707C 44853.1.3 44853.3.3 47490	Revise pavement markings and overhead lane use signs for removal of inside lane drop configuration on I-40 Westbound in vicinity of US 15-501 interchange. Resurfacing I-40 WB by use of contingency funds	11/1/2018	Aug. 2019	\$395,000	Planning and design activities underway, re-let due to bids exceeded engineers estimate, new let date 11/1/18 and received no bids, possible delivery by design-build let	Chad Reimakoski
47798	Increase length of existing turn lane / slip ramp and improve existing radius in the SE quadrant of US 70 Business/ NC 86 at US 70 Bypass in <b>Hillsborough</b>	1/17/2019	Jul. 2019	\$189,000	Planning and design activities complete, R/W certified 9/18/18, signal work complete, widening scheduled by end of Mar. 2019	Derek Dixon
U-5846 50236.1.1 50236.2.1 50236.3.1	Construct a roundabout at SR 1772 (Greensboro Street) and SR 1780 (Estes Drive) in <b>Carrboro</b> .	Mar. 2019	FY2021	\$775,000	1st bid opening received no bids, Re-let 9/6/18 bids exceeded engineers estimate, project cost evaluation being performed, Utility relocation underway, Re-let pending	Chad Reimakoski
B-4962 40174.1.1 40174.2.1 40174.3.1	Replace Bridge #46 over Eno river on US 70 Bypass	4/16/2019	FY 2021	\$5,826,000	Project let and contract award pending	Kevin Fischer
W-5707K 48283	Remove and replace existing curb & gutter and sidewalk, add pedestrian signals, concrete island, and signal modifications on SR 1010 (E. Main St / W. Franklin St) from Brewer Ln to Graham St. in <b>Chapel Hill and Carrboro</b>	5/31/2019	Sept. 2019	\$350,000	Construction May 2019	Chris Smitherman Derek Dixon

# NCDOT DIV 7 PROJECTS LOCATED IN DCHCMPO - UNDER DEVELOPMENT

Technical Committee 5/22/2019 Item 13

TIP/WBS #	Description	Let/Start Date	Completion Date	Cost	Status	Project Lead
U-5847 50238.1.1 50238.2.1 50238.3.1	Intersection improvements at SR 1010 (West Franklin St.) and SR 1771 (Merritt Mill Rd)/SR1927 (Brewer Lane) in <b>Chapel Hill / Carrboro</b> .	5/31/2019	Sept. 2019	\$775,000	Planning and design activities underway, bike/ped improvements to be completed under project 48283	Chris Smitherman
SS-4907CD 47936.1.1 47936.2.1 47936.3.1	Horizontal curve improvements on SR 1710 (Old NC 10) west of SR 1561/SR 1709 (Lawrence Road) east of Hillsborough. Improvements consist of wedging pavement and grading shoulders.	12/5/2019	Spring 2020	\$261,000	Planning and design activities underway	Chad Reimakoski
I-3306A 34178.1.3 34718.2.2 34178.3.3	Widening I-40 from I-85 in Orange Co. to Durham Co. line (US 15/501 Interchange)	TBD	TBD	\$98,800,000	Planning and design activities underway, Public meeting 1/24/19, No schedule at this time other than CE document scheduled for 3/29/19, <b>Combined w/I-3306AC</b>	Laura Sutton
P-5701 46395.1.1 46395.3.1	Construct Platform, Passenger Rail Station Building at Milepost 41.7 Norfolk Southern H-line in <b>Hillsborough</b>	6/30/2021	FY2022	\$7,200,000	PE funding scheduled 7/1/2020, Coordinate with U-5848	Matthew Simmons
R-5821A 47093.1.2 47093.2.2 47093.3.2	Construct operational improvements including Bicycle/Pedestrian accommodations on NC 54 from SR 1006 (Orange Grove Road) to SR 1107 /SR 1937 (Old Fayetteville Road).	6/21/2022	FY2024	\$3,924,000	Planning and design activities underway, coordinating with NC54 West Corridor Study	Jennifer Evans
U-5848 50237.1.1 50237.2.1 50237.3.1	Extend SR 1006 (Orange Grove Road) on new location with Sidewalks and bike lanes from existing SR 1006 (Orange Grove Road) to US 70 Business in <b>Hillsborough</b> .	3/21/2023	FY 2025	\$5,326,000	Planning and Design activities underway, Coordinate with P-5701 and U-5845	Laura Sutton
I-3306AC 34178.1.6 34178.2.5 434178.3.9	Interchange improvements at I-40 and NC86 in <b>Chapel Hill</b>	3/21/2023	FY 2025	\$16,500,000	Planning and Design activities underway, <b>Combined w/I-3306A</b>	Laura Sutton

# NCDOT DIV 7 PROJECTS LOCATED IN DCHCMPO - UNDER DEVELOPMENT

Technical Committee 5/22/2019 Item 13

TIP/WBS #	Description	Let/Start Date	Completion Date	Cost	Status	Project Lead
I-5959 45911.1.1 45911.3.1	Pavement Rehabilitation on I-85 from West of SR 1006 (Orange Grove Road) to Durham County line	11/21/2023	FY 2025	\$11,155,000	Funding approved 10/10/17, Coordinate with I-5967, I-5984, I-5983 and I-0305	Chris Smitherman
I-5967 45917.1.1 45917.2.1 45917.3.1	Interchange improvements at I-85 and SR 1009 (South Churton Street) in <b>Hillsborough</b>	1/16/2024	FY 2027	\$20,700,000	Planning and Design activities underway, Coordinate with I-0305 and U-5845	Laura Sutton
U-5845 50235.1.1 50235.2.1 50235.3.1	Widen SR 1009 (South Churton Street) to multi-lanes from I-40 to Eno River in <b>Hillsborough</b>	1/16/2024	FY 2027	\$49,751,000	Planning and Design activities underway, Coordinate with U-5848 and I-5967	Laura Sutton
I-5984 47530.1.1 47530.2.1 47530.3.1	Interchange improvements at I-85 and NC 86 in <b>Hillsborough</b>	11/18/2025	FY 2027	\$16,488,000	Funding approved 10/10/17, Coordinate with I-0305 and I-5959	Laura Sutton
U-6071 47496.1.1 47496.2.1 47496.3.1	Intersection improvements at NC 54 and SR 1007 (Old Fayetteville Rd) in <b>Carrboro</b>	1/15/2026	FY 2027	\$1,216,000	Planning and design activities underway, Project on hold per Draft 2020-2029 STIP (unfunded project)	Jennifer Evans
I-5983 47529.1.1 47529.2.1 47529.3.1	Widen I-85 in Orange Co. from west of SR1713 (Mt. Hermon Church Rd) to Durham Co. line	10/20/2026	FY2029	\$53,460,000	Planning and Design activities underway, Coordinate with U-5848, I-0305 and I-5984	Laura Sutton
I-0305 34142.1.2 34142.2.2 34142.3.2	Widening of I-85 from west of SR1006 (Orange Grove Road) in Orange Co. to west of SR 1400 (Sparger Road) in Orange Co.	1/1/2027	FY2029	\$133,400,000	Planning and design activities underway, Project reinstated per Draft 2020-2029 STIP (funded project)	Laura Sutton



# North Carolina Department of Transportation

## Active Projects Under Construction - Orange Co.

<u>Contract Number</u>	<u>TIP Number</u>	<u>Location Description</u>	<u>Contractor Name</u>	<u>Resident Engineer</u>	<u>Contract Bid Amount</u>	<u>Availability Date</u>	<u>Completion Date</u>	<u>Work Start Date</u>	<u>Estimated Completion</u>	<u>Progress Schedule</u>	<u>Completion Percent</u>
C203640		REPLACEMENT OF 4 BRIDGES IN GUILFORD COUNTY AND 3 BRIDGES IN ORANGE COUNTY.	HAYMES BROTHERS, INC.	Lorenz, PE, Kris	\$3,124,500.00	06/01/2015	11/01/2017	09/02/2015	03/31/2019	100.00	93.24
C203946	B-5348	REPLACE BRIDGE #85 OVER PHILS CRK ON SR-1005(OLD G'BORO RD)	DANE CONSTRUCTION INC	Kirkman, PE, Christopher D	\$984,596.98	02/01/2018	12/27/2018	02/01/2018	01/30/2019	99.00	92.33
C204025	I-5954	PAVEMENT REHAB ON I-40/I-85 FROM EAST OF NC-54 IN GRAHAM IN ALAM. CO. TO WEST OF SR-1114 (BUCKHORN RD) IN ORANGE CO.	APAC - ATLANTIC INC THOMPSON ARTHUR DIVISION	Kirkman, PE, Christopher D	\$9,699,053.68						
DG00321	W-5143	SR 1004 (EFLAND-CEDAR GROVE RD) ROADWAY IMPROVEMENTS.	CAROLINA SUNROCK LLC	Kirkman, PE, Christopher D	\$1,711,133.05	04/02/2018	04/02/2019	04/02/2018	04/02/2019	100.00	99.10
DG00393		RESURFACE SR 1101, SR 1118, SR 1119, SR 1124, SR 1125, SR 1127, SR 1128 SR 1130, SR 1134, SR 1135, SR 1137, SR 1141, SR 1143, ETC.	RILEY PAVING INC	Kirkman, PE, Christopher D	\$1,084,520.40	04/02/2018	10/12/2018	06/18/2018	12/07/2018	100.00	99.97
DG00395		REPLACE BRIDGE #189 ON SR 1114 (BUCKHORN ROAD) OVER CANE CREEK	S T WOOTEN CORPORATION	Kirkman, PE, Christopher D	\$723,924.13	04/01/2018	01/01/2019	05/07/2018	02/07/2019	97.00	99.75
DG00413		RESURFACE US 70 BUS, SR 1009, SR 1102, SR 1129, SR 1239, SR 1352, SR 1716 AND SR 1841	CAROLINA SUNROCK LLC	Kirkman, PE, Christopher D	\$3,562,232.66	05/28/2018	11/01/2019	05/29/2018	11/01/2019	38.00	53.71
DG00419		RESURFACE NC 86 AND 17 SECONDARY ROADS	CAROLINA SUNROCK LLC	Kirkman, PE, Christopher D	\$3,764,001.64	05/14/2018	11/01/2019	05/14/2018	11/01/2019	40.00	23.45
DG00427		REPLACE BRIDGE #51 ON SR 1534 (MCKEE ROAD) OVER BUFFALO CRK	NATIONAL BRIDGE BUILDERS LLC	Kirkman, PE, Christopher D	\$521,443.82	05/07/2018	03/04/2019	07/30/2018	05/21/2019	100.00	99.49
DG00435		AST RETREATMENT ON 22 SECONDARY ROADS	WHITEHURST PAVING CO INC	Kirkman, PE, Christopher D	\$846,340.66	04/01/2019	10/11/2019				
DG00444	R-5821B	INTERSECTION IMPORVEMENTS AT THE INTERSECTION OF NC 54 AND SR 1006 (ORANGE GROVE ROAD)	FSC II LLC DBA FRED SMITH COMPANY	Kirkman, PE, Christopher D	\$1,039,900.00	07/16/2018	05/16/2019	08/13/2018	05/16/2019	100.00	98.10
DG00445	R-5787BB	INSTALLATION OF ADA COMPLIANT CURB RAMPS AT VARIOUS INTERSECTIONS	LITTLE MOUNTAIN BUILDERS OF CATAWBA COUNTY INC	Kirkman, PE, Christopher D	\$319,319.80	06/25/2018	02/15/2020	08/06/2018	02/15/2020	80.00	80.14
	W-5707A	INSTALLATION OF ADA COMPLIANT CURB RAMPS AT VARIOUS INTERSECTIONS	LITTLE MOUNTAIN BUILDERS OF CATAWBA COUNTY INC	Kirkman, PE, Christopher D	\$319,319.80	06/25/2018	02/15/2020	08/06/2018	02/15/2020	80.00	80.14
DG00451	U-5854	SR 1008 (MT. CARMEL CHURCH ROAD) AND SR 1913 (BENNETT ROAD) ROUNDABOUT AND RELATED SAFETY IMPROVEMENTS	CAROLINA SUNROCK LLC	Robinson, Stephen J	\$1,833,468.84	08/15/2018	04/30/2020	02/13/2019			
DG00461		REHAB. BRIDGE #031 ON SR 1010 (E. FRANKLIN ST.) OVER BOLIN CREEK & BOLIN CREEK TRAIL	M & J CONSTRUCTION & CO OF PINELLAS COUNTY INC	Robinson, Stephen J	\$2,456,272.12	11/12/2018	07/15/2019	03/15/2019			
DG00462		REHAB. BRIDGES 264, 288, 260, 543 IN GUILFORD COUNTY AND BRIDGE 031 IN ORANGE COUNTY	ELITE INDUSTRIAL PAINTING INC	Snell, PE, William H	\$967,383.15	08/01/2019	01/01/2020				

## Chatham County - DCHC MPO - Upcoming Projects - Division 8--May 2019

Contract # or WBS # or TIP #	Route	Description	Let Date	Completion Date	Contractor	Project Admin.	STIP Project Cost	Notes
U-6192 DSTIP	US 15-501	Convert non-synchronized sections to synchronized street (superstreet)	DSTIP FY 2027	TBD	TBD	Greg Davis (910) 773-8022	\$45,640,000	DSTIP Right of Way FY 2025
R-5825	NC 751 at SR 1731 (O'Kelly Chapel Road)	Upgrade and Realign Intersection	5/28/2019	TBD	TBD	Greg Davis (910) 773-8022	\$759,000	Utilities being relocated