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Transportation Advisory Committee
Dempsey Bond, Jr., Chairman
Charlotte Griffin, Vice-Chairwoman

Technical Coordinating Committee
Brian Alligood, Chairman
Jonas Hill, Vice-Chairman

August 6, 2025

Michael Raynor, E.I.
Transportation Engineer II
NCDOT Transportation Planning Division
1554 Mail Service Center
Raleigh, NC 27699-1554

Subject: Annual Performance Report for the Expenditure of Statewide RPO Planning Funds – Fiscal Year 2024-2025

Dear Mr. Raynor:

The Mid-East Rural Planning Organization (Mid-East RPO) continues to work in close partnership with our local government partners and the North Carolina Department of Transportation (NCDOT) in the cooperative, comprehensive, and continuing transportation planning process for our region and the state.

The Washington-Greenville Greenway Feasibility Study was officially completed in July 2024. The study, which was managed by the Mid-East RPO and conducted by McAdams, was made possible through State Planning & Research funds awarded by the NCDOT Transportation Planning Division. The recommendations of the study were endorsed by the Mid-East RPO Transportation Advisory Committee (TAC) in August 2024, and the Greenville Urban Area Metropolitan Planning Organization (Greenville Urban Area MPO) TAC in October 2024.

Work on the Mid-East RPO Comprehensive Safety Action Plan began in Spring 2025. The plan is a partnership between the Mid-East RPO and the NCDOT Traffic Safety Unit, and is being developed by Kittelson & Associates. The Comprehensive Safety Action Plan will play a key role in guiding our efforts to reduce serious injuries and fatalities on roadways in the Mid-East RPO region. RPO staff is anticipating the completion of the plan in early-2026.

The 15th Street Widening & Access Management Project (U-5860) drew closer to beginning right-of-way in FY 2024-2025. The project, which was funded in the STIP following its submittal in Prioritization 3.0, will enhance the safety and mobility of the 15th Street corridor in Washington, Beaufort County by upgrading the roadway from a four-lane undivided facility with no multimodal accommodations to a four-lane raised median-divided facility with breaks for left turns, a 10-foot multi-use path, and a 5-foot sidewalk. In May 2025, the Mid-East RPO Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) voted unanimously to adopt a letter of support for U-5860). Right-of-way is currently set to begin this October.

Along with the aforementioned projects, the Mid-East RPO completed Prioritization 7.0, began preparations for Prioritization 8.0, and also provided staff support for the Albemarle RPO between January and June 2025. Additionally, the Mid-East RPO maintained coordination with NCDOT and other planning organizations on various projects and initiatives, and provided transportation-related information to local governments and the public.

On behalf of the Technical Coordinating Committee and Transportation Advisory, I thank the North Carolina Department of Transportation for its continued support of and investment in the Mid-East Rural Planning Organization.

Sincerely,

Sam Singleton, Transportation Planner II
Mid-East Rural Planning Organization
Mid-East Commission

Beaufort County • Martin County • Pitt County
Aurora • Bath • Bear Grass • Belhaven • Bethel • Chocowinity • Everetts • Falkland • Farmville • Fountain • Grifton • Grimesland
Hamilton • Hassell • Jamesville • Oak City • Pantego • Parmele • Robersonville • Washington • Washington Park • Williamston



MID-EAST RURAL PLANNING ORGANIZATION FY 2024-2025 ANNUAL PERFORMANCE REPORT

I-1: DATA COLLECTION AND ASSESSMENT – \$3,209.66

I-1.1: Highway – \$2,252.26

Staff collected & assessed highway data for potential Prioritization 8.0 project submittals; potential HSIP / SPOT Safety project candidates; STIP Project No. U-5860; the Mid-East RPO Comprehensive Safety Action Plan; Functional Classification updates; and the proposed Mid-East Transportation Resilience Plan for Beaufort, Bertie, Hertford, Martin, and Pitt counties.

I-1.2: Other Modes – \$724.58

Staff collected & assessed non-highway data for potential Prioritization 8.0 project submittals; potential HSIP / SPOT Safety project candidates; STIP Project No. U-5860; and the Mid-East RPO Comprehensive Safety Action Plan.

I-1.3: Socioeconomic – 184.99

Staff collected and updated population and demographic data for the Mid-East RPO region.

I-1.4: Title VI – \$47.83

Staff collected data and information for a potential update of the Mid-East RPO Title VI Nondiscrimination Plan.

II-2: PRIORITIZATION - \$21,986.34

II-2.1: Project Prioritization - \$21,986.34

The following Prioritization 7.0 tasks were completed by staff: Analyzed P7.0 Statewide Mobility, Regional Impact, and Division Needs quantitative scores; held Regional Impact local input point (LIP) meetings with Beaufort County, Martin County, Pitt County, NCDOT Division 1, and NCDOT Division 2; Calculated “local input point scores” for all projects competing in the Regional Impact category; Developed draft Regional Impact local input point assignments in compliance with the Mid-East RPO’s P7.0 LIP assignment methodology; Presented draft Regional Impact LIP assignments at 8-1-2024 TCC-TAC meeting; Submitted the TAC-adopted Regional Impact LIP assignments into SPOT Online; Reviewed and analyzed P7.0 Regional Impact total scores; Held Division Needs LIP meetings with Beaufort County, Martin County, Pitt County, NCDOT Division 1, and NCDOT Division 2; Calculated “local input point scores” for all projects competing in the Division Needs category; Developed draft Division Needs LIP assignments in compliance with the Mid-East RPO’s P7.0 LIP assignment methodology; Presented draft Division Needs LIP assignments at 11-7-2024 TCC-TAC meeting; Submitted the TAC-adopted Division Needs LIP assignments into SPOT Online. Reviewed total scores (final results) of Prioritization 7.0 and distributed to TCC and TAC members.

The following Prioritization 8.0 tasks were completed by staff: Began P8.0 project development process; Recommended the establishment of a “Prioritization 8.0 Subcommittee” for the Mid-East RPO; Held meetings with the Prioritization 8.0 Subcommittee to develop draft P8.0 project submittal list; Began testing scores for potential P8.0 projects; Met with Beaufort Area Transit System staff to discuss potential public transit project submittals; Met with Washington-Warren Airport staff to discuss potential aviation



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project submittals; Reviewed CTPs and other transportation-related plans within the Mid-East RPO region.

II-3: PROGRAM AND PROJECT DEVELOPMENT - 105.64

II-3.1: STIP Participation - 105.64

Staff met individually with officials from Beaufort County, Martin County, Pitt County, NCDOT Division 1, and NCDOT Division 2 to discuss priority rankings for committed STIP projects within the Mid-East RPO region. Staff ranked the priority of committed STIP projects based off input from the aforementioned officials, and presented the rankings at the 8-1-2024 joint meeting of the TCC & TAC. Following its adoption by the TCC & TAC at this meeting, staff submitted the rankings to the NCDOT STIP Unit.

II-4: GENERAL TRANSPORTATION PLANNING - \$14,071.47

II-4.1: Regional and Statewide Planning - \$6,834.78

Staff attended & Participated in meetings for the following: Eastern Planning Organizations Prioritization Criteria group; Southern Albemarle Association; Highway 17/64 Association; Beaufort Area Transit System (BATS) Transit Advisory Board; Martin County Transit (MCT) Transit Advisory Board; NC Association of RPOs; NC Association of MPOs (as RPO liaison); Peanut Belt RPO TCC & TAC; Greenville Urban Area MPO TCC & TAC; Prioritization 8.0 Coordination with GUAMPO staff; H142101 Coordination with GUAMPO staff and NCDOT Division 2 staff; H150861 Coordination with Pitt County officials; H230030 Coordination with NCDOT Division 2 and NCDOT FSU; PublicInput; NCDOT Rail Division; Toll Credit Pilot Program; Functional Classification; P8.0 Ferry Stakeholders; Washington-Warren Airport DOA meeting; Pitt County Megasite Coordination; and the Tar-Pamlico Basin Advisory Group.

II-4.2: Special Studies, Projects and Other Trainings - \$7,236.69

Staff worked on the following Special Studies and Projects in FY 2024-2025:

Washington-Greenville Greenway Feasibility Study: Participated in coordination meetings with project consultant (McAdams); Held the final working group meeting; reviewed the final draft report for the study; recommended endorsement of the study at the 8-1-2024 joint meeting of the TCC & TAC; presented and recommended endorsement of the study at the October 2024 GUAMPO TCC and TAC meetings; distributed final report to project partners.

Mid-East Transportation Resilience Plan: Hosted coordination meetings with PBRPO, GUAMPO, and NCORR/NCEM staff; Prepared LOI materials for BRIC grant application; coordinated with Pitt County Planning Department on the submittal of the BRIC LOI materials into NCDPS/EM salesforce portal; Worked on PROTECT grant application until NOFO was pulled in February 2025; Finalized and submitted BRIC application prior to BRIC2024 being cancelled; Coordinated with Pitt County Planning Department on submitting HMGP application under DR-4827.

Mid-East RPO Comprehensive Safety Action Plan: Held scope development committee meeting; Presented draft scope at 8-1-2024 joint meeting of the TCC & TAC; Began bi-weekly coordination meetings in Spring 2025 with NCDOT TSU staff, NCDOT Division 1 staff, NCDOT Division 2 staff, and the



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project consultant, Kittelson & Associates; Held project kickoff meeting; Identified Safety Action Plan Focus Group members and held first meeting; identified public safety focus group members.

Washington 15th Street Widening & Access Management Project (STIP Project No. U-5860): Attended Public Meeting #1 in February 2025; developed draft timeline of the project from 1997-2025; developed crash report / project overview sheet; met and discussed project with citizens; attended monthly coordination calls with NCDOT Division 2 and HNTB; hosted coordination meeting with NCDOT Division 2, the City of Washington, Beaufort County; served as one of the U-5860 panelists at the May 2025 Washington Noon Rotary Club meeting; developed full project history presentation and presented at May 2025 TCC-TAC meeting; recommended TCC & TAC adoption of a letter of support for the project; distributed the adopted letter of support to project partners; attended coordination meeting for Public Meeting #2; served as a panelist for Public Meeting #2 in May 2025.

Miscellaneous: Developed draft functional classification updates for the Mid-East RPO; attended STI trainings; participated in H192966 express design kickoff meeting; participated in H230132 express design kickoff meeting.

III-1: ADMINISTRATIVE ACTIVITIES - \$18,532.07

III-1.1: Administrative Documents - \$4,423.27

Staff prepared and submitted the following invoice packages: Q4 FY 2024 (RPO), Q4 FY 2024 (Special Study), Q1 FY 2025 (RPO), Q1 FY 2025 (Special Study), Q2 FY 2025 (RPO), and Q3 FY 2025 (RPO).

Staff also prepared and submitted the FY 2024 annual performance report and narrative; began preliminary draft updates to the Mid-East RPO MOU; began drafting new bylaws for the TCC and TAC; developed and submitted the draft FY 2026 PWP; developed and presented final draft FY 2026 PWP to the TCC and TAC; submitted the final FY 2026 PWP to NCDOT-TPD; and prepared the FY 2026 TCC-TAC meeting schedule.

III-1.2: TCC / TAC Work Facilitation; Ethics Compliance - \$7,891.31

Staff prepared for and held joint TCC-TAC meetings on the following dates: 8-1-2024, 11-7-2024, 1-16-2025, 3-13-2025, and 5-7-2025. Staff also ensured all TAC members maintained compliance with NC State Ethics Commission filing requirements, and assisted TAC members with filing SEI & RED forms.

III-1.3: Program Administration - \$6,217.49

Staff provided transportation-related information to local governments and members of the public throughout FY 2025, and frequently updated the Mid-East RPO's website. Staff also gave a presentation on transportation planning in NC to an ECU Community & Regional Planning program class in November 2024, and a presentation on the Mid-East RPO / Prioritization to the Beaufort County Committee of 100 in November 2024. Additionally, staff fielded questions relating to STIP Project No. U-5860 from local government officials and members of the public.

IV-1: PROGRAMMATIC DIRECT CHARGES - \$14,688.83

IV-1.1: Program-wide Direct Costs - \$14,688.83



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Funds from the Program-wide Direct Costs line item were used on the following in FY 2025: Adobe Acrobat Subscription, US Cellular Phone, Printer/Copier Charges, VC3-Hosted Telephone, VC3-Hosted Computer, Cost of Space, office supplies, office equipment, computer equipment, ArcGIS Pro, Plotter maintenance/service, professional services for Mid-East Transportation Resilience Plan, subscription for the Mid-East RPO website domain and server, and tech support subscription for electronic equipment.

IV-3: LODGING, MEALS, INCIDENTALS - \$1,030.89

IV-3.1: Hotel Costs - \$908.42

Hotel Reservations for July 2024 NCARPO quarterly meeting in Kernersville, October 2024 NCARPO quarterly meeting in Elizabeth City, and February 2025 NCARPO quarterly meeting in Pittsboro.

IV-3.2: Meal Costs - \$122.47

Meals purchased during July 2024 NCARPO quarterly meeting in Kernersville, October 2024 NCARPO quarterly meeting in Elizabeth City, and February 2025 NCARPO quarterly meeting in Pittsboro.

IV-4: POSTAGE - \$4.83

IV-4.1: Mailings - \$4.83

Postage fee for mailed letters.

V-1: INDIRECT COSTS APPROVED BY COGNIZANT AGENCY - \$25,113.00

V-1.1: Incurred Indirect Costs - \$25,113.00

Indirect costs incurred by the Lead Planning Agency (LPA): Mid-East Commission.

CORRECTIONS - \$68.22

The Mid-East Commission was overcharged \$68.22 for an office supply order in Q1 FY 2025. This amount was credited back to the Mid-East Commission; however, \$68.22 was included in the *RPO-2025-1* invoice in error. \$68.22 has been deducted from the total amount eligible for reimbursement in the *RPO-2025-4* invoice.

NOTE:

Due to an RPO staff vacancy within the Albemarle Commission, the Mid-East Commission provided staffing support for the Albemarle Rural Planning Organization in Q3 FY 2025 and Q4 FY 2025. Pursuant to a Memorandum of Understanding signed on January 27, 2025 between the Mid-East Commission and Albemarle Commission, one-half (50%) of all RPO expenses incurred by the Mid-East Commission during this period were billed to the Albemarle Commission. Expenses billed to the Albemarle Commission were then charged to the Albemarle RPO's Planning Work Program (PWP).



**MID-EAST RURAL PLANNING ORGANIZATION
FY 2024-2025 ANNUAL PERFORMANCE REPORT**

RPO PROGRAM SUMMARY: FY 2024-2025

Source		Revenues	Expenditures	% Spent
Federal (80%)	State Planning & Research	\$ 122,400.00	\$ 78,994.18	
State (15%)	Local Match Assistance per NCGS 136-214	\$ 22,950.00	\$ 14,811.41	
Local (5%)	Beaufort County	\$ 7,650.00	\$ 4,937.14	
	Martin County			
	Pitt County			
	Q1 FY 2025 Invoice Error	N/A	\$ (68.22)	
	Total	\$ 153,000.00	\$ 98,674.51	64.49%

CONTINUING STUDIES FROM PRIOR FISCAL YEAR - \$83,659.66

FY 2025 Q1 - \$1,060.93

Washington-Greenville Greenway Feasibility Study – Awarded State Planning & Research (SPR) funds in FY 2023. The study was completed in Q1 FY 2025.

The project consultant, McAdams, completed the following tasks in Q1 FY 2025 (July 1, 2024 – September 30, 2024): Completed intersection design; presented study to working group members at working group meeting #6; completed final study report edits; presented final study to MERPO TCC & TAC on 8-1-2024; delivered hard copies of final report and GIS files to MERPO staff. Study completed.

SPECIAL STUDY SUMMARY: FY 2023 – FY 2025

Source		Allocation	FY 23 Expenditures	FY 24 Expenditures	FY 25 Expenditures	Total Expenditures	Total Remaining	% Spent Total
Federal (80%)	State Planning & Research (FY 23)	\$ 112,000.00	\$ 44,223.21	\$ 66,927.70	\$ 848.74	\$ 111,999.64	\$ 0.36	
State (15%)	State Match	\$ 21,000.00	\$ 8,291.85	\$ 12,548.94	\$ 159.14	\$ 20,999.93	\$ 0.07	
Local (5%)	Beaufort County Match	\$ 7,000.00	\$ 2,763.95	\$ 4,182.98	\$ 53.05	\$ 6,999.98	\$ 0.02	
	City of Washington Match							
	Pitt County Match							
	City of Greenville Match							
Total		\$ 140,000.00	\$ 55,279.01	\$ 83,659.62	\$ 1,060.93	\$ 139,999.56	\$ 0.44	99.9997%