

FY 2025 (July 1, 2024-June 30, 2025)
 PLANNING WORK PROGRAM
 ANNUAL FUNDING SOURCES TABLE
 MID-EAST RURAL PLANNING ORGANIZATION

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL	State	FEDERAL	TOTAL
		5%	15%	80%	100%
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 250	\$ 750	\$ 4,000	\$ 5,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 20	\$ 60	\$ 320	\$ 400
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 1,350	\$ 4,050	\$ 21,600	\$ 27,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 600	\$ 1,800	\$ 9,600	\$ 12,000
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 850	\$ 2,550	\$ 13,600	\$ 17,000
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
II-4.2.1	Special Study #1 - insert name of consultant-led study here	\$ -	\$ -	\$ -	\$ -
II-4.2.2	Special Study #2 - insert name of consultant-led study here	\$ -	\$ -	\$ -	\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 1,150	\$ 3,450	\$ 18,400	\$ 23,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 1,250	\$ 3,750	\$ 20,000	\$ 25,000
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 3	\$ 8	\$ 40	\$ 50
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 75	\$ 225	\$ 1,200	\$ 1,500
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 3	\$ 8	\$ 40	\$ 50
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING	\$ 75	\$ 225	\$ 1,200	\$ 1,500
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 25	\$ 75	\$ 400	\$ 500
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 2,000	\$ 6,000	\$ 32,000	\$ 40,000
V-1.1	Incurred Indirect Costs				
RPO OPERATIONAL EXPENSE TOTAL					
		\$ 7,650	\$ 22,950	\$ 122,400	\$ 153,000

Signatures for original PWP approval

Approved by the TAC on: May 16, 2024

Signature, TAC Chairman

Signature, RPO Secretary

Q1 Amendment		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 3,000		\$ 3,000
II. TRANSPORTATION PLANNING		
\$ 400		\$ 400
\$ 20,000		\$ 20,000
\$ 21,000		\$ 21,000
\$ 17,000		\$ 17,000
		\$ -
		\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
\$ 23,000		\$ 23,000
IV. DIRECT COSTS		
\$ 25,000		\$ 25,000
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 500		\$ 500
V. INDIRECT COSTS		
\$ 40,000		\$ 40,000
\$ 153,000	\$ -	\$ 153,000

Signatures for Amendment - Quarter 1

Approved by the TAC on: _____20__

Signature, TAC Chairman

Signature, RPO Secretary

Q2 Amendment		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 3,000		\$ 3,000
II. TRANSPORTATION PLANNING		
\$ 400		\$ 400
\$ 20,000		\$ 20,000
\$ 21,000		\$ 21,000
\$ 17,000		\$ 17,000
\$ -		\$ -
\$ -		\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
\$ 23,000		\$ 23,000
IV. DIRECT COSTS		
\$ 25,000		\$ 25,000
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 500		\$ 500
V. INDIRECT COSTS		
\$ 40,000		\$ 40,000
\$ 153,000	\$ -	\$ 153,000

Signatures for Amendment - Quarter 2

Approved by the TAC on: _____20__

Signature, TAC Chairman

Signature, RPO Secretary

Q3 Amendment		
Date: 13 / March / 2025		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 3,000	\$ 2,000	\$ 5,000
Moved from II-3 to allow for additional highway, other modes, and socioeconomic data collection for Prioritization 8.0, SPOT Safety candidates, and the proposed Transportation Resilience		
II. TRANSPORTATION PLANNING		
\$ 400		\$ 400
\$ 20,000	\$ 7,000	\$ 27,000
Moved from II-3 to ensure completion of deliverables (PB.0 meetings, PB.0 submittal list development, PB.0		
\$ 21,000	\$ (9,000)	\$ 12,000
Moved to I-1 and II-2. Less STIP Participation and Merger / Project		
\$ 17,000		\$ 17,000
\$ -		\$ -
\$ -		\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
\$ 23,000		\$ 23,000
IV. DIRECT COSTS		
\$ 25,000		\$ 25,000
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 500		\$ 500
V. INDIRECT COSTS		
\$ 40,000		\$ 40,000
\$ 153,000	\$ -	\$ 153,000

Signatures for Amendment - Quarter 3

Approved by the TAC on: _____20__

Signature, TAC Chairman

Signature, RPO Secretary

Q4 Amendment		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 5,000		\$ 5,000
II. TRANSPORTATION PLANNING		
\$ 400		\$ 400
\$ 27,000		\$ 27,000
\$ 12,000		\$ 12,000
\$ 17,000		\$ 17,000
\$ -		\$ -
\$ -		\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
\$ 23,000		\$ 23,000
IV. DIRECT COSTS		
\$ 25,000		\$ 25,000
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 50		\$ 50
\$ 1,500		\$ 1,500
\$ 500		\$ 500
V. INDIRECT COSTS		
\$ 40,000		\$ 40,000
\$ 153,000	\$ -	\$ 153,000

Signatures for Amendment - Quarter 4

Approved by the TAC on: _____20__

Signature, TAC Chairman

Signature, RPO Secretary

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Narrative
MID-EAST RURAL PLANNING ORGANIZATION

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 5,000.00

I-1.1 Highway
 Perform crash data analysis and traffic counts to identify potential projects. Perform any other type of analysis to identify potential safety projects. Begin assessing potential Prioritization 8.0 projects.

I-1.2 Other Modes
 Collect data for non-highway modes. Begin assessing potential Prioritization 8.0 projects.

I-1.3 Socioeconomic
 Update socioeconomic and demographic data for all counties. Maintain and update parcel and centerline data for all counties.

I-1.4 Title VI
 Affirm RPO compliance with Title VI requirements. Perform LEP assessment where needed.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 400.00

II-1.1 Develop CTP Vision
 Review 2014 Beaufort County CTP for potential update.

II-1.2 Conduct CTP Needs Assessment
 N/A

II-1.3 Analyze Alternatives and Environmental Screening
 N/A

II-1.4 Develop Final Plan
 N/A

II-1.5 Adopt Plan
 (If not yet adopted by new FY) Monitor Adoption of 2024 Pitt County CTP and assist when needed.

II-2 PRIORITIZATION \$ 27,000.00

II-2.1 Project Prioritization
 Review Prioritization 7.0 Quantitative Scores. Ensure that P7 LIP Methodology is adopted and ready for use. Meet with Division 1 and Division 2 staff to discuss Division Engineers' local input point assignments for projects. Meet with neighboring RPOs and MPOs to discuss potential LIP sharing. Hold public hearing for quantitative scores and potential LIP assignments. Assign local input points to projects. Review final project scores. Publish all info for public consumption. Inform, meet with, and present all P7 news and data to TCC & TAC members. Perform any and all tasks related to Prioritization and Prioritization 8.0.

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 12,000.00

II-3.1 STIP Participation
 Review and Analyze draft 2026-2035 STIP. Monitor draft 2026-2035 STIP for changes, additions, or deletions. Review the NCBOT-adopted 2026-2035 STIP in June 2025. Inform TCC, TAC, Local Governments, and the Public on all matters relating to the STIP and MERPO projects within it.

II-3.2 Merger / Project Development
 Attend merger meetings. Perform any and all project development tasks.

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II-4 GENERAL TRANSPORTATION PLANNING		\$ 17,000.00
II-4.1	Regional and Statewide Planning	
	Attend meetings for the following: NCARPO, NCAMPO (As RPO Liason), Annual MPO conference, Annual NC Transportation Summit, Highway 17/64 Association, Southern Albemarle Association, Beaufort Area Transit System TAB, Martin County Transit TAB, Greenville MPO TCC, County Commissioners (When needed), City/Town Council (When needed). Also attend any meetings with local governments and/or NCDOT when needed.	
II-4.2	Special Studies, Projects and Other Trainings	
	Attend and/or provide input for any project express designs or feasibility studies.	
II-4.2.1	Special Study #1 - insert name of consultant-led study here	\$ -
	N/A	
II-4.2.2	Special Study #2 - insert name of consultant-led study here	\$ -
	N/A	
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
III-1 ADMINISTRATIVE ACTIVITIES		\$ 23,000.00
III-1.1	Administrative Documents	
	Prepare, obtain approval, and submit PWP and needed amendments. Prepare and submit quarterly reports and final yearly narrative. Update Bylaws. Review PIP and update if needed.	
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance	
	Prepare minutes, agendas, materials, speakers, etc. for and hold TCC and TAC meetings. Inform TAC of ethics information and deadlines. Assist TAC members with ethics forms if needed.	
III-1.3	Program Administration	
	Providing transportation information and data. Contact NCDOT staff concerning questions from officials, citizens, and TAC/TCC members. Includes phone calls, emails, etc. Update MERPO website as needed. Perform any and all tasks related to administration of MERPO.	
IV. DIRECT COSTS		
IV-1 PROGRAMMATIC DIRECT CHARGES		\$ 25,000.00
IV-1.1	Program-wide Direct Costs	
	Office supplies, printing, cost of space, hosted computer & telephone, equipment.	
IV-2 ADVERTISING		\$ 50.00
IV-2.1	News Media Ads	
	Advertising costs for public hearings, workshops, etc.	
IV-3 LODGING, MEALS, INCIDENTALS		\$ 1,500.00
IV-3.1	Hotel Costs	
	Costs for overnight stays at NCARPO quarterly meetings, MPO Conference, NC Transportation Summit, and other relevant conferences and trainings.	
IV-3.2	Meal Costs	
	Meal costs while on overnight or extended travel.	
IV-3.3	Incidentals	
	Hotel parking, tips	

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IV-4 POSTAGE		\$ 50.00
IV-4.1 Mailings		
	Costs for mailings associated with MERPO tasks or projects (surveys, notices, etc.)	
IV-5 REGISTRATION / TRAINING		\$ 1,500.00
IV-5.1 Conference Registration		
	Registration fees for NCAMPO Conference, and other relevant conferences.	
IV-5.2 Meeting / Workshop / Training Fees		
	Registration/class fees for relevant trainings.	
IV-6 TRAVEL		\$ 500.00
IV-6.1 Mileage Reimbursement		
	Mileage Reimbursement for personal vehicle if Mid-East Commission vehicle is unavailable.	
IV-6.2 Car Rental Costs		
	N/A	
IV-6.3 Other Travel Expenses		
	Airfare, other.	
V. INDIRECT COSTS		
V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY		\$ 40,000.00
V-1.1 Incurred Indirect Costs		
	Indirect costs incurred by the LPA: Mid-East Commission.	
RPO OPERATIONAL EXPENSE TOTAL		\$ 153,000.00