

Timeline		Planning Work Program Tasks							
Fiscal Year	Quarter	Surveillance of Inventory Data (II-A)	Long-Range Transportation Plan (II-B)	Planning Work Program (III-A)	Transportation Improvement Program (III-B)	Civil Rights Compliance/Other Regulations (III-C)	Incidental Planning & Project Development (III-D)		Administration & Services (III-E)
FY 2016-2016	1	Update Transportation and GIS Data Inventory; continue ped count plan and counter installations; Coordinate annual volunteer bike and ped count plan with local partners	Draft LRTP Document and Public Involvement	Close out previous FY	Review of local prioritization methodology with Prioritization Subcommittee	Comply with Civil Rights and Other Regulations; Continue final public input for MTP, CTP, CMP, and CTSPs	Administration of PL-104 Funded Projects;	Ongoing Project Development; Provide NCDOT Project Data To Further TIP Project Development; Transportation Enhancement & other grant Application Assistance; Ongoing participation in National and Statewide Organizations (AMPO, ITE, APA)	Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes
	2		Adopt Long Range Transportation Plan Update	Draft UPWP, including FTA Portions, Draft 5 year plan	Solicit new projects & project changes from local partners & updated CTP & MTP	Maintain an MPO Website and social media accounts		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	3			Submit Final UPWP, complete self-certification; Measure Performance as required by MAP-21 and directed by rule making	New & altered projects entered into SPOT Online; begin SPOT 4 local prioritization process			Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	4	Traffic Accident and/or Count Analysis for members as needed		Develop End of Year Performance Measure Reporting & Run Report(s)		Review and evaluate effectiveness of Public Participation Plan	Develop new Special Studies as pass-through to local governments as needed		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes Annual Performance Report
FY 2016-2017	1	Update Transportation and GIS Data Inventory; continue ped count plan and counter installations; Coordinate annual volunteer bike and ped count plan with local partners	Put in place systems for tracking performance and plan outcomes	Close out previous FY	TIP Public Hearings/Draft MPO Priority Needs List	Comply with Civil Rights and Other Regulations	Conduct local travel survey to improve assumptions in FBRMPO Travel Demand Model		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes
	2			Draft UPWP, including FTA Portions, Draft 5 year plan	Draft Priority Needs List-Submitted	Maintain an MPO Website and social media accounts		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	3			Submit Final UPWP, complete self-certification	Continue to review existing plans for new SPOT process projects or existing project improvements; amend plans as needed	Revise outreach materials, including translation of documents		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	4	Traffic Accident and/or Count Analysis for members as needed	Develop End of Fiscal Year Reports on Plan performance	Refine and run End of Year Performance Measure Reporting	Draft 2018-2024 STIP Available for Review	Review and evaluate effectiveness of Public Participation Plan	Special Studies as pass-through to local governments as needed		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes Annual Performance Report
FY 2017-2018	1	Update Transportation and GIS Data Inventory; continue ped count plan and counter installations; Coordinate annual volunteer bike and ped count plan with local partners	Begin updates of Baseyear data to correspond with Census for 2020 for Emp. and Land Use;	Close out previous FY	Draft STIP Public Comment Meetings	Comply with Civil Rights and Other Regulations			Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes
	2			Draft UPWP, including FTA Portions, Draft 5 year plan	Revised 2018 - 2024 STIP adopted by BOT; SPOT 5.0 Prioritization	Maintain an MPO Website and social media accounts		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	3			Submit Final UPWP; complete self-certification	Continue to review existing plans for new SPOT process projects or existing project improvements; amend plans as needed	Conduct Environmental Justice Study		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	4	Traffic Accident and/or Count Analysis for members as needed	Develop Plan-to-Date Report on Plan performance (in addition to annual report)	Refine and run End of Year Performance Measure Reporting		Review and evaluate effectiveness of Public Participation Plan	Special Studies as pass-through to local governments as needed		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes Annual Performance Report
FY 2018-2019	1	Update Transportation and GIS Data Inventory; continue ped count plan and counter installations; Coordinate annual volunteer bike and ped count plan with local partners	Continue updates of Baseyear data to correspond with Census for 2020 for Emp. and Land Use;	Close out previous FY	Draft STIP Public Comment Meetings; enter new projects into SPOT 5.0 Partner Connect	Comply with Civil Rights and Other Regulations	Administration of PL-104 Funded Projects; Conduct Freight Study for MPO region; NCAMPO Host-contract with conference venue and AV/Food/Printing contractors		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes
	2			Draft UPWP, including FTA Portions, Draft 5 year plan	Revised 2018-2024 STIP adopted by BOT; SPOT 5.0 Prioritization	Maintain an MPO Website and social media accounts	NCAMPO-Deveop Program and book speakers; Prep intake for registrations; book conference volunteers	Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	3			Submit Final UPWP; complete self-certification	Continue to review existing plans for new SPOT process projects or existing project improvements; amend plans as needed	Revise outreach materials as needed, including translation of documents	NCAMPO Conference	Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	4	Traffic Accident and/or Count Analysis for members as needed	Update To Date and End of Year Reports	Refine and run End of Year Performance Measure Reporting		Review and evaluate effectiveness of Public Participation Plan	Special Studies as pass-through to local governments as needed		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes Annual Performance Report
FY 2019-2020	1	Update Transportation and GIS Data Inventory; continue ped count plan and counter installations; Coordinate annual volunteer bike and ped count plan with local partners	Begin land use and SE data forecast scenarios	Close out previous FY	Draft 2020-2026 STIP Available for Review	Comply with Civil Rights and Other Regulations	Administration of PL-104 Funded Projects; Conduct Freight Study for MPO region; NCAMPO Host-contract with conference venue and AV/Food/Printing contractors		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes
	2			Draft UPWP, including FTA Portions, Draft 5 year plan	Revised 2020-2026 STIP adopted by BOT	Maintain an MPO Website and social media accounts	NCAMPO-Deveop Program and book speakers; Prep intake for registrations; book conference volunteers	Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	3			Submit Final UPWP; complete self-certification	Continue to review existing plans for new SPOT process projects or existing project improvements; amend plans as needed	Revise outreach materials as needed, including translation of documents	NCAMPO Conference	Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes	
	4	Traffic Accident and/or Count Analysis for members as needed	Update To Date and End of Year Reports	Refine and run End of Year Performance Measure Reporting		Review and evaluate effectiveness of Public Participation Plan	Special Studies as pass-through to local governments as needed		Invoice and Progress Report, Board Meetings and Associated Agendas/Minutes Annual Performance Report