

UPWP Planning (PL) Funds Transportation Planning Projects Quick Facts Guide

LOCAL TRANSPORTATION PLANNING ACTIVITIES INCLUDE:

- 1 **Corridor Studies**
- 2 **Access and Mobility Analyses**
- 3 **Traffic, Alignment Alternatives, and Feasibility Studies**
- 4 **Bicycle and Pedestrian Planning Initiatives**
- 5 **Economic Impact of Transportation Investments**

This Quick Facts Guide provides information and resources that can help you apply for Unified Planning Work Program (UPWP) PL funds to carry out transportation planning activities within your jurisdiction. Included are the essential project eligibility, scheduling, and process requirements to get started.

The UPWP is a tool used by the Charlotte Regional Transportation Planning Organization (CRTPO) that outlines and describes tasks and activities that the CRTPO will carry out during the fiscal year (July 1-June 30), including an itemized budget consisting primarily of federal and state funds.

Explore the contents of this Quick Facts Guide to learn more about your eligibility to utilize these annual PL funds.

REQUIREMENTS












Keep in mind that UPWP PL funds are reimbursable federal funds and must follow the federal process. Other requirements include:

- » The 20% local match must be available upon application
- » Public outreach efforts must meet Title VI requirements
- » If using consultant services, procurement of consultants must be chosen in compliance with state and federal regulations
- » The CRTPO requires that documentation of the planning initiative be provided as project deliverables.
- » MPO staff participation is required on any technical team developed to guide the project.
- » A presentation to the CRTPO and / or the Technical Coordinating Committee (TCC) may be required
- » Engineering, design, and construction projects are not eligible for PL funds.

Note: There is no guarantee that all submitted projects will be funded.





Forms and Additional Resources

Key Activities and Dates for YOUR Local Project Include:

TASK DESCRIPTION	FISCAL YEAR 1				FISCAL YEAR 2				FISCAL YEAR 3	
	JUL-SEP (Q1)	OCT-DEC (Q2)	JAN-MAR (Q3)	APR-JUN (Q4)	JUL-SEP (Q1)	OCT-DEC (Q2)	JAN-MAR (Q3)	APR-JUN (Q4)	JUL-SEP (Q1)	OCT-DEC (Q2)
MPO TASKS										
<i>APPLICATION PERIOD</i>										
Call For Local Transportation Plan Projects	 <i>Mid Aug.</i>				 Monitor Project Progress					
UPWP Review Committee Evaluation	 <i>Sep.–Oct.</i>									
Local PL Project Selection	 <i>Mid Nov.</i>									
Draft UPWP			 <i>Mid Jan.</i>							
CRTPO Adoption of the UPWP			 <i>Mar. 30th</i>							
MEMBER JURISDICTION TASKS										
Submit Application <i>Click the icon to download the project application.</i>	<i>Mid Sep.</i>				 Start Project → Work Complete By June 30th					
Consultant RFPs / Selection (If Needed)			 SPRING							
Consultant Contract Award			 <i>Jun. 30th</i>							
PL Funded Projects Authorized and Can Commence					 <i>Jul. 1st</i>					
Quarterly Report & Invoicing <i>Click the icons to download the Quarterly Report and Invoicing Form.</i>						<i>Q1: Dec. 15th</i>	<i>Q2: Mar. 15th</i>	<i>Q3: Jun. 15th</i>	<i>Q4: Sep. 15th</i>	
Project Completion and Deliverable Provided to CRTPO								 <i>Jun. 30th</i>	NEXT UPWP CYCLE →	

Eligible Projects

UPWP PL funds can be utilized for transportation planning activities. These transportation planning activities and studies may include data collection, development of methodologies, tools, processes, and/or results and recommendations. Typical project categories include:

OTHER PL PROJECT EXAMPLES					
<i>The following list contains PL activities previously funded by the CRTPO</i>	AC&W Railroad Relocation Study	US 21/NC 115 Corridor Traffic Circulation Plan	Transportation Master Plan	US 74 Corridor Revitalization Study	W Catawba Avenue/Torrence Chapel Road Intersection Analysis
 <i>Transportation Master Plans, Corridor Studies, and Access/Mobility Studies</i>	✓	✓	✓	✓	
 <i>Traffic Studies such as Circulation Plans and Traffic Impact Studies</i>		✓	✓		✓
 <i>Bicycle and Pedestrian Planning</i>	✓		✓	✓	
 <i>Economic Impact Studies of Transportation Investments</i>	✓				
JURISDICTION	Charlotte	Troutman	Matthews/Stallings	Indian Trail/Monroe/Stallings	Cornelius
PL FUND ALLOCATION	\$80,000	\$100,000	\$50,000	\$100,000	\$50,000
TOTAL COST	\$96,000	\$120,000	\$60,000	\$120,000	\$60,000

PL PROJECT DELIVERABLES



? When does the CRTPO issue a call for PL funded projects?

ANSWER | The call for projects is issued every year in mid-August. Eligible applicants have approximately one month to submit project applications.

? What information do I need to provide the CRTPO to apply for a PL funded project?

ANSWER | In order to apply for a PL funded project, you need to fill out a [PROJECT APPLICATION FORM](#) which is available on the CRTPO website. There are several guidelines that outline which projects are eligible for PL funding, which can be found on page 3 of this Quick Facts Guide.

? Can I incorporate environmental assessment or engineering tasks into my PL funded project?

ANSWER | No, PL funds are strictly transportation planning funds. They do not cover National Environmental Policy Act (NEPA), design engineering, or construction costs.

? I am going to need a consultant to assist with this project. What do I do?

ANSWER | Procurement of consultants must follow federal and state guidelines, and all consultants must be prequalified with the North Carolina Department of Transportation (NCDOT) for the type of work being performed. If your project is included in the Draft UPWP, start thinking through your consultant needs and issue RFP(s) in the 4th Quarter.

? What is the process to submit an invoice?

ANSWER | Fill out the [QUARTERLY REPORTING & INVOICING FORM](#) and submit it to CRTPO staff.

CONTACT INFORMATION

If you have additional questions about applying for and using UPWP PL funds in your jurisdiction, please contact CRTPO staff at info@crtpo.org or (704) 336-2205.

Please see the [RESOURCE GUIDE](#) for additional information about all the above questions. The guide also includes an extensive list of eligible project examples and contact information for various agencies that can provide further assistance.