

Greenville-Pickens Area Transportation Study (GPATS) Unified Planning Work Program Fiscal Year 2016-17



Full document also available at www.gpats.org.

Disclosure statement: *The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation or the South Carolina Department of Transportation.*

TABLE OF CONTENTS

I. PREFACE

Status of Current Planning Activities 5
Planning Priorities 6

II. INTRODUCTION

Organization and Planning Structure 8
Unified Planning Work Program Development 12
GPATS Study Area Map 13

III. PROGRAM ADMINISTRATION

Task 101 Study Coordination

Sub-element 101.1 Fiscal Management and MPO Administration 15

Task 102 Unified Planning Work Program

Sub-element 102.1 UPWP Development and Committee/Public Involvement 16

Task 103 Staff Education

Sub-element 103.1 Continued Education and Technical Training 17

Task 104 Computer System Acquisition

Sub-element 104.1 Maintenance of Computer and Transportation Software 18

IV. PUBLIC INVOLVEMENT PROCESS

Task 201 Public Involvement Program

Sub-element 201.1 Participation Plan and Community Outreach 20

V. SYSTEMS MANAGEMENT AND COORDINATION

Task 301 Transportation Systems Management

Sub-element 301.1 Systems Performance and Safety Planning 22

Task 302 Short Range Planning

Sub-element 302.1 Transportation Data Collection and Community Planning 23

Task 303 Multimodal Planning

Sub-element 303.1 Transit Planning and Multimodal Coordination 24

TABLE OF CONTENTS

VI. TRANSPORTATION PLANS AND STUDIES

Task 401 Transportation Improvement Program

Sub-element 401.1 Project Development and Program Administration26

Task 402 Long Range Planning

Sub-element 402.1 Long Range Plan Development & Travel Demand Modeling27

Task 403 Special Transportation Studies28

VII. APPENDIX A

GPATS UPWP FY 2016 Funding Summary29

GPATS UPWP FY 2017 Funding Summary30

GPATS UPWP Work Schedule31

Matrix of Planning Factors and UPWP Work Elements32

Annual Planning Certification33

VIII. APPENDIX B

Procurement and Planning Study Requirements34

IX. LIST OF FIGURES

Figure 1: Planning Structure9

Figure 2: GPATS Study Area13

X. LIST OF TABLES

Table 1: GPATS Study Team Members10

Table 2: GPATS Policy Coordinating Committee Members11

PREFACE

At its November 18, 2013 meeting, GPATS Policy Committee approved the Update to the Long Range Transportation Plan. During FY 2015, GPATS will start to gear up for the 2017 Update to the LRTP.

GPATS staff has created an Application for Request of Planning Funds, which formalizes the process of requesting PL Carryover funding and will aid the GPATS Study Team in recommending projects to Policy Committee for approval. The FY 2015 UPWP planning projects are under way and the Carryover funding allocation has been given to GPATS staff. There will be no FY 2016-2017 planning studies because of the LRTP starting in summer 2015.

GPATS also is in the process of completing the application process to become a Direct Recipient of FTA funding, specifically 5310 and 5339 funds. GPATS expects to conclude this process within the next several months and then will become the funding allocator to GTA/Greenlink and CAT (Clemson Area Transit).

Staff continued to provide transportation assistance for the counties and municipalities of GPATS, such as the Poinsett Corridor Master Plan and Scuffletown Community plan. Staff also provide assistance and information for several Safe Routes to School travel plans and walkability assessments for local schools.

PREFACE

This Unified Planning Work Program (UPWP) identifies the transportation planning activities being conducted by the Greenville-Pickens Area Transportation Study (GPATS) Metropolitan Planning Organization (MPO), which serves the Greenville-Pickens Urbanized Area in South Carolina. The planning activities outlined in the UPWP are to be completed during FY 2016 and FY 2017 beginning July 1, 2015, and ending June 30, 2017.

Greenville County Community Planning and Development, which provides staff support for GPATS, has prepared this document, in consultation with the South Carolina Department of Transportation, Federal Highway Administration, and other agencies involved in transportation planning and implementation. This document also is intended to comply with the Title VI requirements contained in the Federal Regulations for the development of plans and programs. The MPO Self Certification Statement is attached in Appendix A.

Additional information about GPATS planning activities is available at: <http://www.gpats.org>, or by contacting GPATS staff at (864) 467-7270.

STATUS OF CURRENT PLANNING ACTIVITIES

GPATS's planning efforts in FY 2015 were focused on the approval of projects and changes into the TIP, starting the process of becoming a Direct Recipient for 5310 and 5339 Transit funds, lending support for a local sales tax option for transportation funding, and working with planners to assist with land use and transportation components of several neighborhood, corridor, and area plans.

Staff time was devoted to public involvement activities, including meetings and interaction with the Roads Advisory Committee for the local sales tax option, meetings with the Citizens Advisory Committee, and presenting information to elected officials and the GPATS Policy Coordinating Committee and Study Team.

The staff has continued coordinating with the Greenville Transit Authority (d.b.a Greenlink) and CAT (Clemson Area Transit) to provide planning support. Staff serves on the Greenville Transit Authority's (GTA) Transit Development Committee and attends GTA monthly Board meetings. In Fall of 2014, GPATS Policy Coordinating Committee voted for GPATS to become the Direct Recipient of FTA 5310 and 5339 funds, thus being the allocator of funding to GTA/Greenlink and CAT. The application process for GPATS to become a Direct Recipient is expected to be complete within the next few months.

Staff has also provided data and technical assistance to municipalities and counties within GPATS in order to assist them with various projects and plan updates.

PREFACE

During FY 2015, GPATS assisted the City of Greer, the City of Travelers Rest, the City of Mauldin, Anderson County/City of Pendleton, and the Town of Williamston with applications under the Transportation Alternatives programs (the former Transportation Enhancements program).

Greenville, Spartanburg, and Anderson counties were designated an Air Quality Nonattainment area for ground-level ozone in 2004, but the designation was deferred under the provisions of an Early Action Compact among US EPA, SC DHEC, and each county. Monitoring data for 2007 showed compliance with all standards, and GPATS was designated as “in attainment.” The EPA’s revised National Ambient Air Quality Standards (NAAQS) are currently on hold. When it is released, the new standard for ozone is expected to be more stringent and may place part or all of Greenville County in a Nonattainment Area. This designation would lead to new methods of evaluating potential transportation projects and would greatly limit certain types of projects such as widening of roads. GPATS staff continues to prepare for this possibility.

PLANNING PRIORITIES FOR THE COMING YEAR

- Continue to work with the new municipalities to ensure they feel included in the planning process, and educate them on GPATS policies and processes
- Collaborate with municipalities and counties of GPATS with regard to implementation and coordination of land-use planning and transportation project development;
- Work cooperatively with regional entities such as Ten At The Top; Upstate Forever; Live-Well Greenville; Greenville Forward, and other partners;
- Work with GTA/Greenlink and Clemson Area Transit System (CATS) as the Designated Recipient for Federal Transit Administration apportioned funds and as the Direct Recipient for 5310 and 5339 FTA funds
- Continue to work closely with the Citizens Advisory Committee as a valuable source of public input and information;
- Continue to regularly update the GPATS website with project and plan information and other data
- Begin the LRTP 2017 full update process in Summer 2015, including immense public participation efforts and travel demand modeling (by consultant).

INTRODUCTION

In 1964, the Greenville County Planning Commission was designated as the Metropolitan Planning Organization (MPO) and the county, city and state created the Greenville Area Transportation Study (GRATS) to comply with the Federal Highway Act of 1962. This act mandated that all communities with more than 50,000 residents perform transportation planning activities for the entire urbanized area. The legislation ensures there is a “continuing, cooperative and comprehensive” (known as “3-C”) planning process involving federal, state and local agencies, as well as citizens and other affected stakeholders.

As a result of the population growth patterns identified in the 2000 Census, the MPO was expanded to include portions of Pickens County, and the name was changed to the Greenville-Pickens Area Transportation Study (GPATS). As a result of the 2010 Census, GPATS was expanded to include additional areas of Pickens County and Anderson County. GPATS now includes the municipalities of Pelzer, West Pelzer, and Williamston in Anderson County, and Central, Clemson, Norris, and Pendleton in Pickens County. The new GPATS boundary and membership structure was approved at the March 2013 meeting of the Policy Committee.

The MPO comprises three committees: Policy Committee; Study Team/Technical Committee; and Citizens Advisory Committee. The planning structure is displayed in **Figure 1**, and **Figure 2** displays a map of the Greenville-Pickens Area Transportation Study Urbanized Area.

The Unified Planning Work Program (UPWP) lists the planning activities for the coming two years and provides fiscal information regarding how the funds will be spent as well as staff responsibility, goals and objectives. The planning funds are appropriated under the enactment of the Moving Ahead for Progress in the 21st Century transportation legislation (MAP-21). The planning factors remain the same from SAFETEA-LU, the previous transportation legislation:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

INTRODUCTION

ORGANIZATION AND PLANNING STRUCTURE

The Citizens Advisory Committee (CAC) is a group of individuals who were appointed by GPATS and represent a wide range of backgrounds and interests. They are volunteers who are interested in transportation issues and have agreed to serve as liaisons between the public, GPATS staff, and elected officials to encourage additional public involvement in plans and projects.

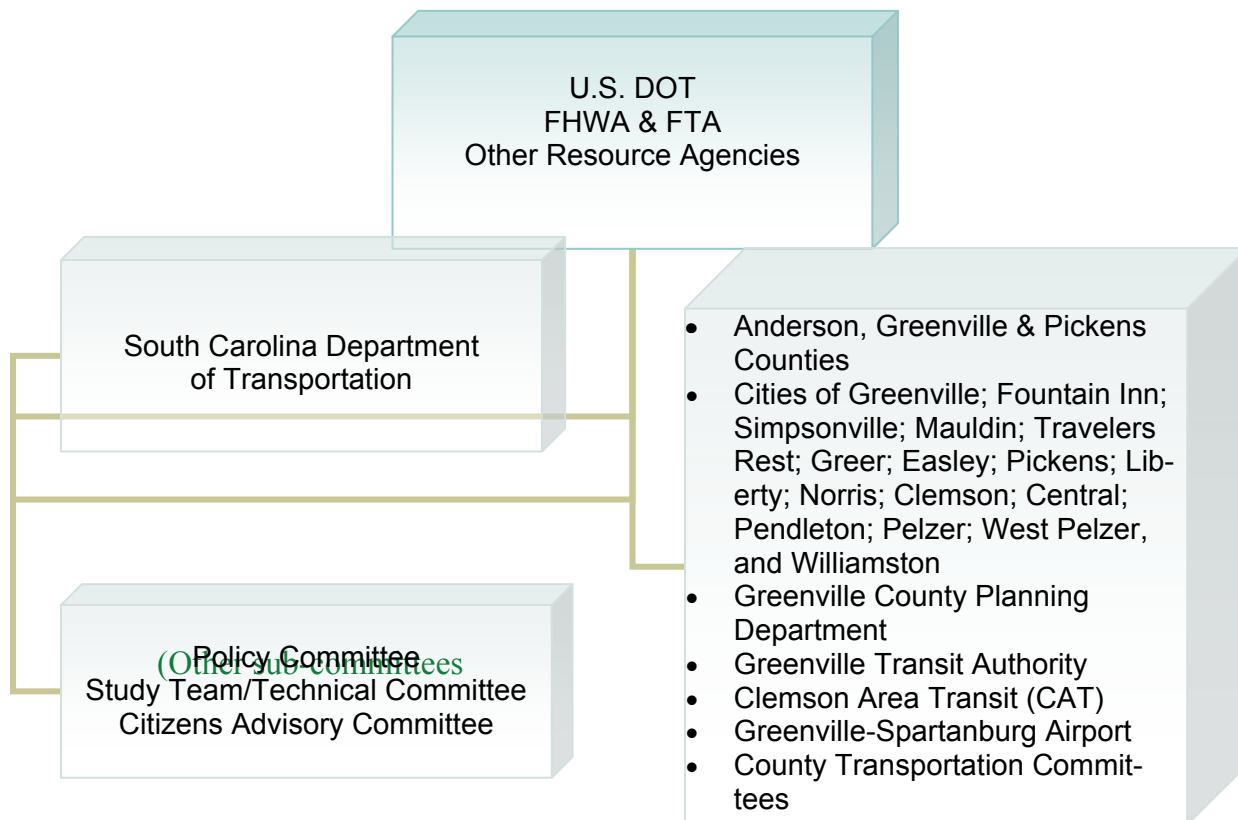
The CAC is responsible for keeping the Policy Committee informed of the community's perspective and also provides information to the community about transportation policies and issues. The CAC ensures that the values and interests of the communities of Greenville and Pickens counties are taken into consideration in the planning process.

The Study Team /Technical Committee membership includes staff from federal, state, and local agencies and other associations who have technical knowledge of transportation and/or planning. The team functions to ensure the involvement of all relevant departments, advisory agencies, and multi-modal transportation providers involved in the planning process and subsequent implementation of plans. The committee evaluates transportation plans and projects based on whether they are technically warranted and financially feasible.

The Policy Committee is a forum for cooperative decision-making by elected and appointed officials of the local governments and transportation providers. The Policy Committee also is responsible for taking into consideration the recommendations from the CAC and the Study Team when adopting plans or setting policy. The Policy Committee has final authority in the matters of policy and adoption of plans.

INTRODUCTION

FIGURE 1: PLANNING STRUCTURE



The MPO planners serve on a variety of committees and attend meetings to provide assistance and encourage alignment with existing plans and policies. The staff attends the Greenville and Pickens County Transportation Committees (legislative delegations) and assist in the prioritization and re-view of proposed projects. Staff attends meetings of the CAT and GTA Boards, the Chamber of Commerce’s Transportation and Infrastructure Committee, LiveWell Greenville, GSP International Airport, and other organizations related to transportation.

The staff periodically is invited to present transportation plans and programs carried out by the MPO to civic groups and organizations in the Greenville-Pickens Urbanized Area.

INTRODUCTION

TABLE 1: GPATS STUDY TEAM MEMBERS

GREENVILLE COUNTY

Eric Vinson, Administration
Keith Brockington, Planning
Monica Floyd, Planning
Sam Julius, Planning
Hesha Gamble, Engineering
Kurt Walters, Engineering
Paula Gucker, Public Works
Judy Wortkoetter, Land Development

PICKENS COUNTY

Chris Brink, Planning
Rodney Robinson, Engineering

ANDERSON COUNTY

Michael Foreman, Planning
Rhonda Sloan, Planning

CITY OF CENTRAL

Phillip Mishoe

CITY OF CLEMSON

Jennifer Folz, Planning
Al Babinicz, CAT

CITY OF EASLEY

?????, Administration

CITY OF FOUNTAIN INN

Eddie Case, Administration

CITY OF GREENVILLE

Dwayne Cooper, Engineering
Valerie Holmes, Engineering
???????, Traffic Engineering
Tracy Dozier, Economic Development
Grant Sparks, Greenlink/GTA
Mark Rickards, Greenlink/GTA

CITY OF GREER

Glenn Pace, Planning and Zoning
Don Holloman, Engineering

CITY OF LIBERTY

CITY OF MAULDIN

John Gardner, Planning

TOWN OF PELZER

TOWN OF PENDLETON

???????, Planning

CITY OF PICKENS

Bruce Evilsizor, Administration

CITY OF SIMPSONVILLE

David Dyrhaug, Planning

CITY OF TRAVELERS REST

Dianna Turner, Administration

TOWN OF WEST PELZER

TOWN OF WILLIAMSTON

APPALACHIAN COUNCIL OF GOVTS

Chip Bentley
Steve Pelissier
Lance Estep

SCDOT

Jonathan Chasteen, Engineering
Tommy Elrod, Engineering
Eric Dillon, Engineering
Tom Dodds, Bicycle and Pedestrian
Doug Frate, Transit
David Burgess, Transit
Brian Fulmer, Planning
Steve Gwinn, Engineering
Christie Hall, Engineering
Bill Jordan, Planning
Ron Patton, Planning
Penny Phillips, Engineering
Mark Pleasant, Planning
Mike Sullivan, Planning

FEDERAL HIGHWAY ADMINISTRATION

Jessica Hekter, Planning
Yolanda Morris, Planning

INTRODUCTION

TABLE 2: GPATS POLICY COMMITTEE MEMBERS

GPATS Policy Committee

Representation	Name
Greenville County Council	Butch Kirven, Chairman
Greenville Legislative Delegation	Sen. Karl B. Allen
Greenville Legislative Delegation	Rep. Dwight Loftis
Greenville Legislative Delegation	Rep. Mike Burns
Greenville Legislative Delegation	Rep. Dan Hamilton
Greenville Legislative Delegation	Rep. Garry Smith
Greenville County Council	Bob Taylor
Greenville County Council	Xanthene Norris
Greenville County Council	Fred Payne
Greenville County Council	Willis Meadows
Mayor of Greenville	Knox White
Mayor of Greer	Rick Danner
Mayor of Simpsonville, Pro Tem	Geneva Lawrence
Mayor of Mauldin	Dennis Raines
Mayor of Travelers Rest	Wayne McCall
Mayor of Fountain Inn	Gary Long
Pickens Legislative Delegation	Sen. Larry Martin, Vice Chair
Pickens Legislative Delegation	Rep. Phillip Owens
Pickens County Council	Jennifer Willis
Pickens County Council	Neil Smith
Mayor of Easley	Larry Bagwell
Mayor of Pickens	David Owens
Mayor of Liberty	Eric Baughman
Mayor of Clemson	J.C. Cook
Mayor of Williamston	Mack Durham
Anderson Legislative Delegation	Rep. Joshua Putnam
SCDOT Commissioner -- District 3	Ben Davis
SCDOT Commissioner -- District 4	Woody Williard
Greenville Transit Authority Chair	Pat Dilger
Ex Officio Members	
Greenville Planning Commission Chair	Milton Shockley
GPATS Executive Secretary	Keith Brockington
Greenville GLDTC Chair	Paul F. Hughes
Pickens Planning Commission	J. Phillip Bowers
Pickens CTC Chair	Curtis Burgess
Anderson County LDTC Chair	Ronald Townsend
Anderson County Planning Commission	Russell Vickery

INTRODUCTION

UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

The Policy Committee, with input from the Citizens Advisory Committee and Study Team, annually revises and adopts the Unified Planning Work Program (UPWP) to comply with federal regulations. The FY 2016-2017 UPWP describes: (1) the MPO's planning goals and activities; (2) provides cost estimates for each activity; (3) identifies funding sources; and (4) outlines a work schedule for the period July 1, 2015 through June 30, 2017. The document is organized into four major sections entitled:

Part I: Program Administration

Part II: Public Involvement Process

Part III: Systems Management & Monitoring

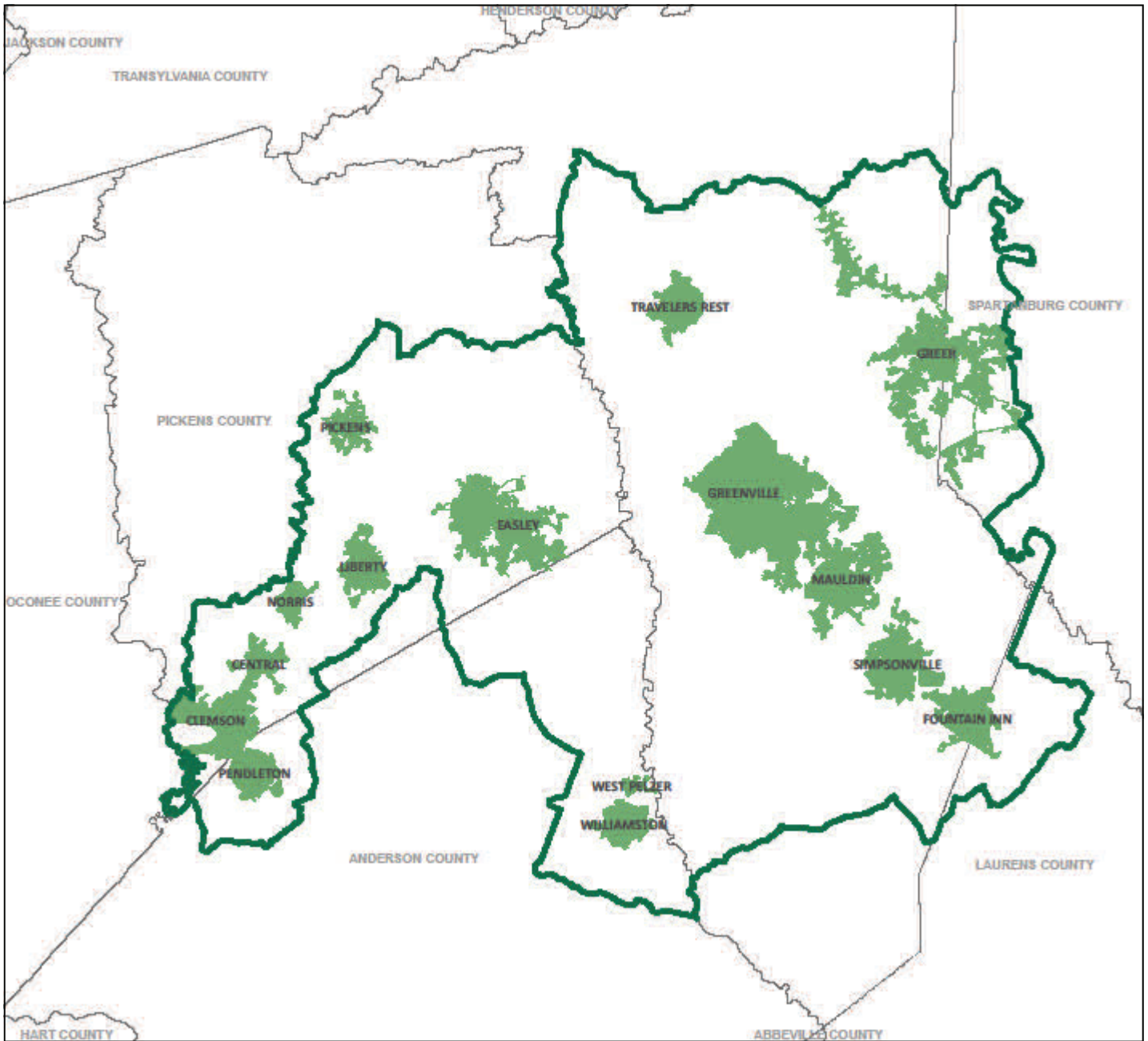
Part IV: Transportation Plans & Studies

The four sections of the UPWP include information on the parties responsible for carrying out planning activities. Defined activities are mostly geared toward the preparation and development of the Transportation Improvement Program (TIP) and lead to the development and adoption of the Long Range Transportation Plan (LRTP). Public involvement is an integral part of this planning process and is a core feature of numerous planning activities throughout the UPWP. GPATS will continue to assess the planning functions carried out through the MPO's Work Program and comply with recommendations as directed within the Planning Certification Review conducted every four years by the U.S. Department of Transportation.

The MPO receives funding from two (2) U.S. Department of Transportation (US DOT) sources: Federal Highway Administration (FHWA) planning (PL) funds are used for MPO planning; and Federal Transit Administration (FTA) provides 5303 funds for metropolitan planning. South Carolina Department of Transportation combines the monies into a consolidated grant to administer to the MPO. These are distributed contractually under an 80-20% grant split, of which the Federal government pays 80%, and 20% is matched (15% Greenville County and 5% Pickens County).

INTRODUCTION

FIGURE 2: GPATS STUDY AREA



PROGRAM ADMINISTRATION

PURPOSE

To coordinate and conduct the transportation planning activities of the Metropolitan Planning Organization (MPO) in compliance with all federal, state, and local laws regulations and requirements. This includes managing the basic operations of the MPO program through the following elements listed below.

101- Study Coordination

The MPO, which is staffed by the Greenville County Planning Department, is responsible for the direction and coordination of transportation planning activities per the PL contract for the GPATS Area.

102- Unified Planning Work Program

The UPWP provides a schedule of MPO planning activities including budgetary information and coordination with MPO committees and intergovernmental entities and the public.

103- Staff Education

Staff planners may attend transportation-related training courses, workshops and other related seminars as approved by the SCDOT.

104- Computer System Acquisition and Traffic Data Collection

The acquisition of hardware/software to assist with analysis of the transportation systems or other associated office equipment for MPO planning.

PROGRAM ADMINISTRATION

TASK 101: STUDY COORDINATION FY 2016 & 2017

Sub-element 101.1 Fiscal Management and MPO Administration

OBJECTIVE: To coordinate and conduct the transportation planning activities of the Metropolitan Planning Organization (MPO) in compliance with all federal, state, and local laws, regulations and requirements.

PREVIOUS WORK: Completed Quarterly Reports and Annual Performance Report. Held quarterly meetings with MPO committees.

PROJECT DESCRIPTION: Maintain proper records as required under the PL contract or FTA contract and preparation of budgets, financial records, reimbursement requests and an annual performance report. Coordinate MPO committee meetings and planning efforts.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Preparation of budget, financial record, reimbursement requests	MPO Budget	June 2016	June 2017
GPATS	Maintain proper records	Annual Performance Report	June 2016	June 2017
GPATS	Quarterly Reports to SCDOT	Quarterly Reports with invoices and written status reports	July 2015; October 2015; January 2016; April 2016	July 2016; October 2016; January 2017; April 2017
GPATS	Organize and hold quarterly meetings of GPATS Study Team and Policy Committee	Quarterly Meetings	September 2015; January 2016; March 2016; June 2016	September 2016; January 2017; March 2017; June 2017

TARGET START AND END DATES	July 01, 2015- June 30, 2016 and July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	--	--------------------	-------

FUNDING SOURCE	AMOUNT FY 2016	AMOUNT FY 2017
Federal (FHWA-PL/ FTA-5303)	\$30,000	\$30,000
Local Match	\$7,500	\$7,500
TOTAL	\$37,500	37,500

PROGRAM ADMINISTRATION

TASK 102: UNIFIED PLANNING WORK PROGRAM (UPWP) FY 2016 & 2017

OBJECTIVE: Development of the Fiscal Year 2018-19 UPWP

PREVIOUS WORK: FY 2016-2017 Unified Planning Work Program

PROJECT DESCRIPTION: The UPWP is a two-year document that includes a brief description of tasks, work products, responsible agencies, and identifies the funding sources to accomplish planning efforts. The draft 2018-19 UPWP is reviewed by SCDOT/FHWA/ FTA. The Final UPWP will be reviewed by the Study Team and CAC, which then recommends it to the Policy Committee for adoption in June. The final UPWP is forwarded to SCDOT for a subsequent review and approval. The draft is advertised for public comment for 15 days to encourage public engagement.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Provide adopted FY 2018-19 Unified Planning Work Program	FY 2018-2019 UPWP Document	June 2017	
GPATS	Provide support and supervision needed to administer the plans and programs identified	Staff support and supervision; serve on Steering Committees for plans/studies funded through Carryover monies	Ongoing	

TARGET START AND END DATES	July 01, 2015- June 30, 2016 and July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	--	--------------------	-------

FUNDING SOURCE	AMOUNT FY 2016	AMOUNT FY 2017
Federal (FHWA-PL/ FTA-5303)	\$30,000	\$48,000
Local Match	\$7,500	\$12,000
TOTAL	\$37,500	\$60,000

PROGRAM ADMINISTRATION

TASK 103: STAFF EDUCATION

Sub-element 103.1 Continued Education and Technical Training **FY 2016 & 2017**

OBJECTIVE: Develop MPO staff knowledge of transportation planning procedures through relevant workshops, conferences, and seminars.

PREVIOUS WORK: Staff has attended various workshops and training for various transportation planning processes

PROJECT DESCRIPTION: To enhance transportation planning techniques that will enable the MPO to effectively carry out the planning process in the Greenville-Pickens Urbanized Area. Concurrence from SCDOT/FHWA will be facilitated as necessary.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Relevant training for staff	Annual and Quarterly statewide MPO/COG; Quarterly SCAPA meetings, etc.	Ongoing	Ongoing
GPATS	Relevant training for staff	National AMPO Conference		October 2016
GPATS	Relevant training for staff	National APA Conference		May 2017
GPATS	Host webinars that offer continuing education credits	APBP Webinars at Greenville County–Open to Public	August 19, 2015; September 16, 2015, 2016 dates TBD	2016 and 2017 dates TBD

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30,2017	LEAD AGENCY	GPATS
-----------------------------------	--	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$48,000	\$60,000
Local Match	\$12,000	\$15,000
TOTAL	\$60,000	\$75,000

PROGRAM ADMINISTRATION

TASK 104: COMPUTER SYSTEM ACQUISITION FY 2016 & 2017

Sub-element 104.1 Maintenance of Computer Files and Software

OBJECTIVE: Acquire relevant computer systems and software for the transportation planning process, and train staff as needed.

PREVIOUS WORK: GPATS purchased TransCAD and PETRA software for turning movements and intersection analysis.

PROJECT DESCRIPTION: This element allows the GCPD to purchase computer systems and software and other office equipment as needed. Also regulates Intelligent Transportation Systems (FHWA rule 940 regarding ITS) and GIS activities specifically related to the MPO planning process.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Review hardware and software needs of MPO	If needed, purchase computer systems and software and other office equipment as needed	As needed	As needed
GPATS	Regulate Intelligent Transportation Systems (FHWA rule 940 regarding ITS) and GIS activities related to MPO planning process	N/A	Ongoing	Ongoing
GPATS	Procure consultant to create interactive mapping software for public input on projects	Interactive mapping software	Launch in Summer / Fall 2015	Maintenance as needed
GPATS	Website upgrades/changes	Spanish translation element to website	Summer/Fall 2015	Maintenance as needed

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30, 2016	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$51,000	\$60,000
Local Match	\$12,750	\$15,000
TOTAL	\$63,750	\$75,000

PUBLIC INVOLVEMENT PROCESS

PURPOSE

The overall goal of the public involvement program is to continue to expand the opportunities for public input and education regarding the transportation planning and decision-making process. GPATS will continue to implement and improve on the Public Participation Plan, which outlines a framework from which the public becomes actively engaged in the transportation decision-making process. The MPO shall ensure plans will address environmental impacts or mitigation activities involving conservation of natural resources, historic preservation, and land-use development activities as well as other provisions necessary to comply with the local, state, or federal regulations, laws, and policies.

201 - Public Involvement Program

To incorporate the requirements per MAP-21, the MPO will proactively reach out to the community and encourage public input (through a myriad of approaches) in the planning process. To encourage minority, low-income, elderly, and handicapped persons to provide meaningful input in the decision-making process. GPATS is also planning on translating major documents into Spanish as well as having a Spanish language option on the website.

PUBLIC INVOLVEMENT PROCESS

TASK 201: PUBLIC INVOLVEMENT PROGRAM FY 2016 & 2017

Sub-element 201.1 Participation Plan and Community Outreach

OBJECTIVE: To develop a new Public Participation Plan that outlines the goals of the MPO and opportunities for meaningful input from a variety of stakeholders. To use the website and other means to engage the public for input

PREVIOUS WORK: Adopted a Public Participation Plan update (2013) and used this as a framework for public involvement in the planning process. Met with various stakeholders and groups regarding transportation planning. Developed a Citizens Advisory Committee.

PROJECT DESCRIPTION: To effectively obtain input concerning the MPO planning process through a framework encouraging public participation.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Hold meetings for LRTP and TIP as well as other MPO planning efforts	Public Meetings (Advertised)	Ongoing	Ongoing
GPATS	Manage MPO information using the internet for ease of access for public and elected officials	Maintenance of GPATS website, www.gpats.org; Use of social media for real-time updates	Ongoing	Ongoing
GPATS	Spanish translation of major documents	Documents and Website translated into Spanish	June 2016	
GPATS	Interactive mapping software	Public input through interactive mapping	Summer/Fall 2015	

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30, 2016	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$50,000	\$55,000
Local Match	\$12,500	\$13,750
TOTAL	\$62,500	\$68,750

SYSTEMS MANAGEMENT AND COOPERATION

PURPOSE

Maintain databases used in the modeling process and other transportation related information to assess the systems deficiencies. Utilize software and other planning techniques to monitor systems performance and develop strategic improvements to improve traffic operations or other transportation related safety needs of the community.

301-Transportation Systems Management

This element will incorporate the various ITS data, and compile information into a GIS platform to assess the transportation system and work collaboratively with state, county and local officials to develop strategies and plans to improve efficiency and safety of the transportation system.

302-Short Range Planning

This element will provide coordination with Greenville County Engineering with respect to traffic calming and data collection (traffic counts or other related needs), Traffic Impact Studies for zoning or land use proposals and collaboration with other municipal entities with respect to transportation issues associated with ordinances, Transportation Alternatives Program grants or other programs.

303-Transit & Multi Modal Planning

This element will provide Consolidated Planning Funds to GTA (Greenlink) and Clemson Area Transit for operations and administration of transit planning activities related to National Transit Data (NTD) Reporting of alighting/boarding surveys, Title VI and DBE Planning, marketing and customer service, maintenance and administrative related activities, and route structure and transit shelter planning needs. GTA and CAT will use 5303 funds for Planning and Administration; 5307 for capital and operating expenses. GPATS will also be the Direct Recipient for 5310 and 5339 FTA funds, which will then be administered to GTA/Greenlink and Clemson Area Transit (CAT).

SYSTEMS MANAGEMENT AND COOPERATION

TASK 301: SYSTEMS MANAGEMENT AND COORDINATION FY 2016 & FY 2017

Sub-element 301.1 System Performance and Safety Planning

OBJECTIVE: Collect traffic data and develop strategies to increase the efficiency and safety of the transportation infrastructure.

PREVIOUS WORK: Compiling data sources from various agencies to integrate into GIS to identify deficiencies and develop interim plans to improve the transportation system.

PROJECT DESCRIPTION: To enhance transportation planning techniques that will enable the MPO to effectively carry out the planning process in the Greenville-Pickens urbanized area. This will provide program support for projects within the TIP and LRTP. To incorporate travel demand management and other strategies to improve system efficiency into MPO plans. Staff will coordinate the Safe Routes to School program and other safety-related planning within the urbanized area.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Develop and maintain data collection to assist in implementing the LRTP and TIP as well as other planning documents of the MPO.	Annual updated traffic counts (work with GC GIS Dept. and SCDOT) on www.gcgis.org and www.gpats.org ; Crash data maintenance (work with Dept. of Public Safety); Other related data collection/maintenance	Ongoing	Ongoing

TARGET START AND END DATES	July 01, 2015-June 30,2016 and July 01, 2016-June 30,2017	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$30,000	\$40,000
Local Match	\$7,500	\$10,000
TOTAL	\$37,500	\$50,000

SYSTEMS MANAGEMENT AND COOPERATION

TASK 302: TRANSPORTATION SYSTEMS MANAGEMENT FY 2016 & FY 2017

Sub-element 302.1 Short Range Planning

OBJECTIVE: To provide transportation planning assistance for local governments, Planning Commission, County Council, and other local units of government.

PREVIOUS WORK: Staff provides traffic assessment related to reviews of subdivisions plats or zoning cases, and other municipalities' transportation planning assistance.

PROJECT DESCRIPTION: To provide transportation planning assistance to urbanized area municipal governments and carry out the planning process in the Greenville-Pickens Urbanized Area. This will provide program support for projects within the TIP and LRTP. To assist in land-use recommendations and traffic impact analysis as well as other transportation programs.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Attend meetings and provide assessment of traffic impacts or issues related to transportation plans or programs	Provide travel model data, traffic counts, and other information as needed to assist local governments in their transportation planning efforts	As needed	As needed

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2016 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$30,000	\$50,000
Local Match	\$7,500	\$12,500
TOTAL	\$37,500	\$62,500

SYSTEMS MANAGEMENT AND COOPERATION

TASK 303: MULTIMODAL PLANNING FY 2016 & 2017

Sub-element 303.1 Transit Planning

OBJECTIVE: To provide transit planning funds to GTA/Greenlink and Clemson Area Transit (CAT) to carry out administration and operational planning. Administer 5310 and 5339 FTA funds to GTA and CAT.

PREVIOUS WORK: GTA Transit Vision and Master Plan (2010)

PROJECT DESCRIPTION: To continue to work with Greenlink and Clemson Area Transit on implementation of the long term plans, operations, maintenance and other related transit planning activities, and to assist both agencies in their collaboration. GPATS will be the direct recipient for 5310 and 5339 funds and will administer them to GTA and CAT.

PRODUCT: Planning and administration assistance to continue implementation of the 2010 Transit Vision and Master Plan, including expanded service areas (*ongoing*); training and conference attendance (*ongoing*); NTD Annual Report (*June 2015*); Transit Development Plan (*June 2015*); Relocation Feasibility Study Phase II (*June 2014*) System Safety and Security Plan (*June 2014*); operational analysis (*June 2014*); Expansion Feasibility Study (*June 2014*); NTD Cost Efficiency Plan (*June 2014*).

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS, GTA (Greenlink), and CAT (Clemson Area Transit)		Planning and administration assistance to continue implementation of the 2010 Transit Vision and Master Plan, including expanded service areas (<i>ongoing</i>); administer 5310 and 5339 FTA funds	Ongoing	Ongoing

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
FHWA/FTA Consolidated PL Funds (Section 5303)	\$100,000	\$100,000
Local Match (GTA-City/County)	\$25,000	\$25,000
TOTAL	\$125,000	\$125,000

TRANSPORTATION PLANS AND STUDIES

PURPOSE

Continue to develop and review input and project development for the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP). To conduct other planning studies and assist in the implementation of local transportation and comprehensive plans as well as the various neighborhood and small-area plans currently being developed.

401-Transportation Improvement Program

The TIP provides a listing of SCDOT as well as local road improvement activities and transit capital projects scheduled over a five-year period and provides specific information on the project location, phases and costs.

402- Long Range Planning

The 2035 LRTP update was approved by Policy Committee in November 2013. This plan details the transportation improvements over the next 25 years. These projects were evaluated based on a comprehensive list of criteria. Staff will be doing a full 2040 LRTP to be approved by the end of 2017.

403- Special Transportation Studies

The MPO continues to provide PL funding to facilitate transportation plans within the region to assist local units of government in developing planning studies as applicable.

TRANSPORTATION PLANS AND STUDIES

TASK 401: TRANSPORTATION IMPROVEMENT PROGRAM FY 2016 & 2017

Sub-element 401.1 Project Development and Program Administration

OBJECTIVE: Implementation of the current FY 2016-2021 TIP through the transportation planning structure and process

PREVIOUS WORK: Adoption of the Fiscal Year 2016-2021 TIP and implementation of amendments.

PROJECT DESCRIPTION: Development/Implementation of a staged six-year short range TIP produced through a collaborative process between the MPO (and associated committees), SCDOT, FHWA, and the public, that is fiscally constrained using federal, state, and local funds. GPATS staff processes amendments as needed.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS, SCDOT, GTA (Greenlink), and CAT (Clemson Area Transit)	Develop/Maintain/Amend the approved six-year TIP document; Meet with committees, SCDOT, and the public to develop TIP projects within the area	The approved FY 2016-2021 TIP (June 2015); Coordination with Statewide TIP and updates/ amendments as needed	Ongoing and As needed, through June 2016	Ongoing and As needed, through June 2017
GPATS, SCDOT	Implementation of TIP, development of projects	Coordination with the STIP, and physical implementation of projects	Ongoing	Ongoing
GPATS, SCDOT	Prepare drafts, get comments, and receive approvals for the next TIP	The FY 2018-2023 Draft and Final GPATS TIP		June 2017

TARGET START AND END DATES	July 01, 2015-June 30, 2016 & July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	-------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$50,000	\$56,000
Local Match	\$12,500	\$14,000
TOTAL	\$62,500	\$70,000

TRANSPORTATION PLANS AND STUDIES

TASK 402: LONG RANGE PLANNING FY 2016 & 2017

Sub-element 402.1 Long Range Transportation Plan

OBJECTIVE: Hire consultant for new travel model; Begin extensive public participation and data gathering for LRTP 2040 (full update); Produce 2040 LRTP for approval by Policy Committee in June 2017

PREVIOUS WORK: Policy Committee adopted the 2035 LRTP update in November 2013

PROJECT DESCRIPTION: To work with hired consultants, SCDOT, Department of Labor, and the Census Bureau to develop a new travel model and gather updated socioeconomic data for the impending LRTP 2040 which will be set for approval at the end of FY 2017. Implement, maintain, and update current LRTP as needed.

TRANSPORTATION RELATED PLANNING ACTIVITIES				
ORGANIZATION	ACTIVITIES	PRODUCT	FY 2016 DEADLINE	FY 2017 DEADLINE
GPATS	Maintain, and update current LRTP (adopted Nov. 2013) as needed.	Meetings with local units of government to integrate the adopted LRTP	Ongoing through new LRTP	Ongoing through new LRTP
GPATS	Select consultant for new 2040 LRTP process	GPATS 2040 LRTP, new document, project lists, and travel demand model	Summer/Fall 2015	
GPATS, SCDOT	As part of the FY 2016-2021 TIP process, work with SCDOT to determine which LRTP projects will be advanced to the TIP	GPATS FY 2016-2021 TIP	June 2016	
GPATS	Extensive public participation, including booths at local events, marketing materials, scientific surveys, public and stakeholder meetings	Public participation component of new 2040 LRTP	June 2016	As needed throughout FY 2017

TARGET START AND END DATES	July 01, 2015-June 30, 2016 and July 01, 2016-June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	---	--------------------	--------------

FUNDING SOURCE	FY 2016 AMOUNT	FY 2017 AMOUNT
Federal (FHWA-PL/FTA-5303)	\$200,912	\$120,912
Local Match	\$50,228	\$30,228
TOTAL	\$251,140	\$151,140

TRANSPORTATION PLANS AND STUDIES

TASK 403: SPECIAL TRANSPORTATION STUDIES FY 2016-2017

***Unless requested by Policy Committee, there will be no Special Transportation Studies done within the FY 2016-2017 years.

OBJECTIVE: N/A

PREVIOUS WORK: N/A

PROJECT DESCRIPTION: N/A

TARGET START AND END DATES	July 1, 2015 June 30, 2017	LEAD AGENCY	GPATS
-----------------------------------	-------------------------------	--------------------	-------

TRANSPORTATION RELATED PLANNING ACTIVITIES			
ORGANIZATION	ACTIVITIES	PRODUCT	DEADLINE

FUNDING SOURCE*	AMOUNT
Federal (FHWA-PL/FTA-5303)	\$0
MATCH	\$0
TOTAL	\$0

APPENDIX A

GPATS FY 2016 UPWP FUNDING SUMMARY

Planning Activities	Local	FHWA PL and FTA 5303	Total
Element 101 Study Coordination	7,500	30,000	37,500
Element 102 Unified Planning Work Program	7,500	30,000	37,500
Element 103 Staff Education	12,000	48,000	60,000
Element 104 Computer System and Equipment	12,750	51,000	63,750
Element 201 Public Involvement Program	12,500	50,000	62,500
Element 301 Systems Performance and Safety Planning	7,500	30,000	37,500
Element 302 Short Range Planning	7,500	30,000	37,500
Element 303 Multi-modal Coordination	25,000(1)	100,000	125,000
Element 401 Transportation Improvement Program	12,500	50,000	62,500
Element 402 Long Range Plan Update	50,228	200,912	251,140
TOTALS	154,978	619,912	774,890

Element 403 Special Studies (2)	Local	FHWA PL	Total	PL Balance
City of Travelers Rest Bicycle Master Plan	5,445.75	21,783 (3)	27,228.75	8,198.26
Town of Williamston Bicycle and Pedestrian MPlan	8,217.00	21,783 (3)	30,000.00	14,563.50
City of Greer Downtown Bicycling and Walking Plan	5,445.75	21,783 (3)	27,228.75	21,783
Anderson Cnty Pendleton Area Bicycle and Ped. Plan	8,217.00	21,783 (3)	30,000.00	21,783
City of Mauldin East Butler Road Corridor Plan	5,445.75	21,783 (3)	27,228.75	21,783
Greenville County I-85 Parallel	3,750	15,000 (4)	18,750	15,000
Harrison Bridge Rd. Extension Study	3,750	15,000 (4)	18,750	15,000
Highway 101 Corridor Feasibility Study	3,125	12,500 (4)	15,625	15,000
Swamp Rabbit Impact Study 3	5,375	21,500 (4)	26,875	8,287
Greenway Design in Utility Easement Study	625	2,500 (4)	3,125	2,500
Total for PL Carryover-funded projects	49,396.25	175,415	224,811.25	143,897.76

Under agreement the PL Local Match is provided by Greenville and Pickens counties except where indicated otherwise (20%- \$129,978 matched 75% Greenville County/25% Pickens County).

Footnotes: (1) – Matched by GTA; (2) There will be no PL Funding allocated to Special Studies in FY 2016-2017 (3) Allocation was included in FY 2014 UPWP; remaining amount will be invoiced in FY 2016; (4) Allocation was included in FY 2013 UPWP; remaining amount will be invoiced in FY 2016

APPENDIX A

GPATS FY 2017 UPWP FUNDING SUMMARY

Planning Activities	Local	FHWA PL and FTA 5303	Total
Element 101 Study Coordination	7,500	30,000	37,500
Element 102 Unified Planning Work Program	12,000	48,000	60,000
Element 103 Staff Education	15,000	60,000	75,000
Element 104 Computer System and Equipment	15,000	60,000	75,000
Element 201 Public Involvement Program	13,750	55,000	68,750
Element 301 Systems Performance and Safety Planning	10,000	40,000	50,000
Element 302 Short Range Planning	12,500	50,000	37,000
Element 303 Multi-modal Coordination	25,000(1)	100,000	125,000
Element 401 Transportation Improvement Program	14,000	56,000	70,000
Element 402 Long Range Plan Update	30,228	120,912	151,140
TOTALS	154,978	619,912	774,890

Element 403 Special Studies (2)	Local	FHWA PL	Total	PL Balance
City of Travelers Rest Bicycle Master Plan	5,445.75	21,783 (3)	27,228.75	8,198.26
Town of Williamston Bicycle and Pedestrian MPlan	8,217.00	21,783 (3)	30,000.00	14,563.50
City of Greer Downtown Bicycling and Walking Plan	5,445.75	21,783 (3)	27,228.75	21,783
Anderson Cnty Pendleton Area Bicycle and Ped. Plan	8,217.00	21,783 (3)	30,000.00	21,783
City of Mauldin East Butler Road Corridor Plan	5,445.75	21,783 (3)	27,228.75	21,783
Greenville County I-85 Parallel	3,750	15,000 (4)	18,750	15,000
Harrison Bridge Rd. Extension Study	3,750	15,000 (4)	18,750	15,000
Highway 101 Corridor Feasibility Study	3,125	12,500 (4)	15,625	15,000
Swamp Rabbit Impact Study 3	5,375	21,500 (4)	26,875	8,287
Greenway Design in Utility Easement Study	625	2,500 (4)	3,125	2,500
Total for PL Carryover-funded projects	49,396.25	175,415	224,811.25	143,897.76

Under agreement the PL Local Match is provided by Greenville and Pickens counties except where indicated otherwise (20%- \$129,978 matched 75% Greenville County/25% Pickens County).

Footnotes: (1) – Matched by GTA; (2) There will be no PL Funding allocated to Special Studies in FY 2016-2017 (3) Allocation was included in FY 2014 UPWP; remaining amount will be invoiced in FY 2016; (4) Allocation was included in FY 2013 UPWP; remaining amount will be invoiced in FY 2016

APPENDIX A

GPATS UPWP Work Schedule

Planning Task	Description of Planning Activities	Milestone Dates
Part 1 Program Administration Element		
101.1	Working with Committees, grant and fiscal reports.	Hold quarterly meetings of GPATS Policy Committee, Study Team, and Citizens Advisory Committee
102.1	Preparation of UPWP, Progress Reports, Programs.	Progress reports to be submitted quarterly in April, July, October, and January; UPWP draft 4/30/2014
103.1	Staff Education & Professional Development Activities.	Ongoing
104.1	Software/hardware and office equipment.	Ongoing
Part 2 Public Involvement Process Element		
201.1	Public notice and advertisements of MPO actions.	Before each Policy Committee meeting, and as needed
	Meet with Citizens Advisory Committee	As needed
	Produce brochures, maps, and other information for public education	As needed
	Update GPATS website content	Weekly
Part 3 Systems Management and Coordination Element		
301	Develop and Maintain GIS data and transportation related systems data for planning.	Ongoing
302	Review Traffic Impact studies of zoning cases, coordinate traffic calming and other transportation analysis, assist with enhancement projects.	Monthly (prior to each Zoning Team meeting)
303	Provide Planning assistance to GTA (Greenlink) and Clemson Area Transit (CAT) to conduct NTD reporting, and other FTA reviews and grant requirements. Assist in the implementation of Transit Vision and Master Plan and other transit planning activities. Administer 5310 and 5339 FTA grants to GTA and CAT	Ongoing
Part 4 Transportation Plans and Studies Element		
401	Develop and amend TIP to include all highway and transit projects. Assist in the review of Advanced Project Planning Reviews and associated project development.	Ongoing/as needed
402	Coordinate implementation and maintenance of LRTP	Ongoing/as needed
403	Assist with the continuation of PL Carryover-funded studies from previous fiscal years. Provide data as needed and sit on steering committees for each project. No new studies, unless requested by Policy Committee, will be funded in FY 2016-2017	July 1, 2015 to June 30, 2017

APPENDIX A

FY 2015 UPWP Task and Planning Elements Matrix to Required Planning Factor						
Planning Factor	101-104	201	301-303	401	402	403
Support the economic vitality of the Urbanized Area	5	3	3	5	5	5
Increase safety of the transportation system for motorized and non-motorized users	0	3	5	5	5	5
Increase security of the transportation system	0	0	3	3	3	0
Increase accessibility and mobility options for people and freight	0	5	5	5	5	5
Protect and enhance the environment, promote energy conservation, and improve quality of life	0	3	5	5	5	5
Enhance integration and connectivity of the transportation system, across modes, for people and freight	5	5	5	5	5	5
Promote efficient system management and operation	3	0	5	5	5	3
Emphasize preservation of the existing transportation system	3	3	5	5	5	5

Legend:

5 = Very Relevant

3 = Somewhat Relevant

0 = Not Relevant

APPENDIX A

CERTIFICATION OF THE GREENVILLE-PICKENS AREA TRANSPORTATION STUDY PLANNING PROCESS

Be it known to all that the below signees do hereby endorse and certify the planning process for the Greenville-Pickens Area Transportation Study and further certify that this Planning Process addresses the major issues facing the area and is being conducted in accordance with the requirements of: 23 U.S.C. 134, and the applicable regulations; Section 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d)); Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under current federal transportation legislation regarding the involvement of disadvantaged business enterprise in FHWA and FTA funded planning projects and provisions of the Americans with Disabilities Act and US DOT regulations "Transportation for Individuals with Disabilities" (49 CAR Parts 27, 37, and 38).

BUTCH KIRVEN
CHAIRMAN, POLICY COMMITTEE
GREENVILLE-PICKENS AREA
TRANSPORTATION STUDY (GPATS)

RON PATTON
DEPUTY DIRECTOR
SOUTH CAROLINA DEPARTMENT
OF TRANSPORTATION

DATE: _____

DATE: _____

APPENDIX B

COORDINATION REQUIREMENTS FOR PROCUREMENT OF CONSULTING SERVICES

In the event that the MPO or sub-recipient intends to procure consulting services to complete tasks outlined in the approved Unified Planning Work Program (UPWP), the following steps must be adhered to sequence in order to ensure federal participation in the project:

STEP 1

- Submit a draft scope of work in sufficient detail to determine that all work elements are eligible under Section 104(f) of Title 23 USC
- Submit a draft advertisement that will be used in South Carolina Business Opportunities (SCBO)
- Submit an internal estimate of the project cost

Receive a notice to proceed from SCDOT to advertise the request for proposal

STEP 2

- Include the SCDOT and FHWA as non-voting members of the selection committee
- Submit a recommendation to SCDOT for approval of the selected firm(s) with documentation of the evaluation process
- Submit a copy of the negotiation process

Receive notice to proceed from SCDOT

STEP 3

- Submit a copy of the draft agreement

Receive final notice from SCDOT to execute agreement and initiate project

All invoices will be sent to Greenville County Planning and paid quarterly (State Fiscal Year July 1, 2014 through June 30, 2015). We process our reimbursement and Quarterly Reports 30 days after the end of each quarter. A narrative of tasks and project deliverables will accompany your invoices.

I hereby acknowledge that all procurement activities will follow the above described steps. Any deviation for this process will jeopardize federal reimbursement for the project.

DATE

CITY or COUNTY REPRESENTATIVE

DATE

MPO PLANNING MANAGER