



## *Albemarle RPO Board Meetings*

*Wednesday January 17, 2024 10:00 am via Zoom*

<https://us06web.zoom.us/j/85120021418?pwd=krYmkSu9G7RSdLU9aWWKbGiqJHecYO.1>

### **Rural Technical Coordinating Committee: Starts at 10:00 AM**

- |  |                         |
|--|-------------------------|
| 1. Call to Order   | Rhett White, RTCC Chair |
| 2. Roll Call   | Rhett White, RTCC Chair |
| 3. Agenda Approval   | Rhett White, RTCC Chair |
| 4. Approval/ Adoption of Minutes from September 13, 2023 meeting | Rhett White, RTCC Chair |
| 5. Election of Chair and Vice-Chair                              |                         |
| Approval   | Rhett White, RTCC Chair |
| 6. Legislative Agenda  |                         |
| Approval   | Rhett White, RTCC Chair |
| 7. FY 2024-2025 Planning Work Program                            |                         |
| Tentative Approval   | Rhett White, RTCC Chair |
| 8. P7 Methodology  |                         |
| Tentative Approval   | Rhett White, RTCC Chair |
| 9. Public Comments   | Rhett White, RTCC Chair |
| 10. Adjournment  | Rhett White, RTCC Chair |

### **Presentations and updates**

NCDOT Division 1  
NCDOT Ferry Division  
TPD  
ARPO

### **Rural Transportation Advisory Committee: Starts at approximately 10:30 AM**

- |  |                           |
|--|---------------------------|
| 1. Call to Order   | Lloyd Griffin, RTAC Chair |
| 2. Roll Call   | Lloyd Griffin, RTAC Chair |
| 3. Agenda Approval   | Lloyd Griffin, RTAC Chair |
| 4. Approval/ Adoption of Minutes from September 13, 2023 meeting | Lloyd Griffin, RTAC Chair |
| 5. Election of Chair and Vice-Chair                              |                           |
| Approval   | Lloyd Griffin, RTAC Chair |
| 6. Legislative Agenda  |                           |
| Approval   | Lloyd Griffin, RTAC Chair |
| 7. FY 2024-2025 Planning Work Program                            |                           |
| Tentative Approval   | Lloyd Griffin, RTAC Chair |
| 8. P7 Methodology  |                           |
| Tentative Approval   | Lloyd Griffin, RTAC Chair |
| 9. Public Comments   | Lloyd Griffin, RTAC Chair |
| 10. Adjournment  | Lloyd Griffin, RTAC Chair |

**Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting**  
**September 13, 2023**  
**10:00 a.m.**

**Call to Order**

The September 13, 2023 RTCC meeting was held via Zoom. The RTCC Meeting was opened and called to order by RTCC Chairperson Rhett White at 10:05 a.m.

**Roll Call**

ARPO Director Angela Welsh determined a quorum was met with the following members in attendance: Ike McCree, Currituck County; Shelley Cox, Pasquotank County; Kevin Howard, Chowan County; Willie Midgett, Kitty Hawk; Bill Rich, Hyde County; David Clegg, Tyrrell County; Rhett White, Town of Columbia; Melissa Dickerson, Town of Manteo; Frank Heath, Perquimans County; Wes Haskett, Town of Southern Shores; Joe Heard, Town of Duck; Curtis Potter, Washington County; Joe Costello, Nags Head; Brooks Braswell, NCDOT Div. 1; Beshad Norwozi, NCDOT-TPD.

Others in attendance: Win Bridgers, NCDOT; Ronnie Sawyer; Jed Dixon; David Roy, NC Turnpike; Patrick Norman, NC Turnpike; Catherine Peele, Ferry Division.

**Agenda Approval**

Frank Heath, Perquimans County, motioned to approve the agenda as presented. Kevin Howard, Chowan County seconded the motion. With no further discussion, the motion passed unanimously.

**Approval/Adoption of Minutes from April 19, 2023 Meeting**

Rhett White mentioned a correction to be made stating "Bill Rich, Tyrrell County" to be "Bill Rich, Hyde County". Frank Heath, Perquimans County, motioned to approve the April 19, 2023 Minutes with changes. Ike McCree, Currituck County, seconded the motion. With no further discussion, the motion passed unanimously.

**Prioritization 7 Project List Approval**

ARPO Director Welsh gave an overview of the Prioritization 7 Project List.

Bill Rich, Hyde County, motioned to approve the Prioritization 7 Project List as presented. Shelley Cox, Pasquotank County, seconded the motion. With no further discussion, the motion passed unanimously.

**Public Comment**

None.

**Adjournment**

Chairperson White adjourned the meeting at 10:18 a.m.

Ike McCree, Currituck County, motioned to adjourn the meeting. Kevin Howard, Chowan County, seconded the motion. With no further discussion, the motion passed unanimously.

**Presentations**

**NCDOT Update:**

Brooks Braswell provided a NCDOT update.

**Ferry Update:**

Catherine Peele provided a Ferry update.

**TPD Update:**

Beshad Norwozi provided an update for the Transportation Planning Division.

**Minutes of the Rural Technical Advisory Committee (RTAC) Meeting**

**September 13, 2023**

**11:00 a.m.**

**Call to Order**

The September 13, 2023 RTAC meeting was held via Zoom. The RTAC Meeting was opened and called to order by RTAC Chairperson Lloyd Griffin at 10:58 a.m. Randal Matthews, Hyde County motioned to call the meeting to order. Wally Overman, Dare County seconded the motion.

**Roll Call**

ARPO Director Welsh determined a quorum was met with the following member in attendance:

Voting members: Wally Overman, Dare County; Larry McLaughlin, Chowan County; Bob White, Currituck County; Randal Matthews, Hyde County; Lloyd Griffin III, Pasquotank County; Carol Phelps, Washington County.

Non-voting members: Sandra Anderson, Town of Hertford.

**Agenda Approval**

Wally Overman, Dare County, motioned to approve the agenda as presented. Larry McLaughlin, Chowan County seconded the motion. With no further discussion, the motion passed unanimously.

**Approval/Adoption of Minutes from April 19, 2023 Meeting**

Larry McLaughlin, Chowan County, motioned to approve the April 19, 2023 Minutes. Bob White, Currituck County, seconded the motion. With no further discussion, the motion carried unanimously.

**Prioritization 7 Project List Approval**

Rhett White, Town of Columbia discussed the Prioritization 7 Project List.

Wally Overman, Dare County, motioned to approve the approve as presented. Randal Matthews, Hyde County, seconded the motion. With no further discussion, the motion passed unanimously.

**Mid-Currituck Bridge Update Discussion**

Win Bridgers, NCDOT gave a presentation on project updates. David Roy, NCDOT answered questions at the end of the presentation.

**Public Comment**

None.

**Adjournment**

Chairperson Griffin adjourned the meeting at 11:27 a.m. Wally Overman, Dare County motioned to adjourn the meeting. Bob White, Currituck County seconded the motion.

Respectfully Submitted,

Ashley Shepherd  
Albemarle Commission

For

Angela Welsh, Secretary  
ARPO Director

DRAFT



## **Agenda Item No. 5**

Number of attachments: 1

Item Title: Election of RTCC Chair and Vice-Chair and RTAC Chair and Vice-Chair

Item Summary: ARPO Bylaws state the officers of the RTCC and the RTAC consist of a Chair and Vice-Chair and are to be selected by majority vote for a term of two years. The officers must be selected at the first meeting of every odd calendar year and there is no limit as to how many consecutive terms they can serve.

Specific action requested: Election of RTCC Chairman and Vice-Chair during RTCC meeting and election of RTAC Chair and Vice-Chair during RTAC meeting

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This item was inadvertently omitted from our January 2023 agenda and the Vice-Chairs of both Boards now longer work or serve for the counties they represented. Although an even calendar year, to ensure both Boards have a Chair and Vice-Chair, we have put this on the agenda for consideration. It will be on the January 2025 agenda as well so we are back in compliance with our Bylaws which state the RTCC and RTAC Chair and Vice-Chair are selected by majority vote every odd calendar year.

Current officers for the RTCC:

Rhett White, Chairman - Town Manager for the Town of Columbia

Current officers for the RTAC:

Lloyd Griffin, Chairman - Pasquotank County Commissioner

The RTAC officers must be County elected officials as only County members are allowed to vote on the RTAC Board according to the ARPO Bylaws.

# **Albemarle Rural Planning Organization Bylaws**

## **Article I. Name**

The name of this organization shall be the Albemarle Rural Transportation Planning Organization, hereafter referred to as the ARPO.

## **Article II. Purpose**

The purpose of the ARPO is to:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation;
2. To provide a forum for public participation in the rural transportation planning process;
3. To develop and prioritize needs for transportation projects to be included in the state's Transportation Improvement Program (TIP);
4. To provide transportation-related information to local governments and other interested organizations and persons;
5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations;
6. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation; and
7. Assist NCDOT in complying with the provisions of federal transportation laws and regulations.

## **Article III. Membership**

As specified in the Albemarle RPO Memorandum of Understanding (MOU) with the North Carolina Department of Transportation (NCDOT) and the 10 Albemarle RPO member counties, the Albemarle RPO shall consist of two committees. Representation upon the committees shall be governed as described below.

- A. **The Rural Transportation Advisory Committee (RTAC) consists of elected officials from the ten-county area, and the NCDOT Board of Transportation member for NCDOT Division 1. The membership of RTAC shall consist of the following:**
  - A. One County Commissioner (or designee) representing the County of Camden.
  - B. One County Commissioner (or designee) representing the County of Chowan.  
One municipal elected official (or designee) from the local government in Chowan County.



- C. One County Commissioner (or designee) representing the County of Currituck
- D. One County Commissioner (or designee) representing the County of Dare. One municipal (or designee) elected official from each municipal local government in Dare County.
- E. One County Commissioner (or designee) representing the County of Gates. One municipal elected official (or designee) from the municipal local government in Gates County
- F. One County Commissioner (or designee) representing the County of Hyde.
- G. One County Commissioner (or designee) representing the County of Pasquotank. One municipal elected official (or designee) from the municipal local government in Pasquotank County.
- H. One County Commissioner (or designee) representing the County of Perquimans. One municipal elected official (or designee) from each municipal local government in Perquimans County.
- I. One County Commissioner (or designee) representing the County of Tyrrell. One municipal elected official (or designee) from the municipal local government in Tyrrell County.
- J. One County Commissioner (or designee) representing the County of Washington. One municipal elected official (or designee) from each municipal local government in Washington County.
- K. One member of the Region R Council of Governments Executive Board.
- L. One member of the North Carolina Board of Transportation representing the Department of Transportation Division 1.

1. **Voting** – In all regards, voting privileges shall be limited to the ten county commissioners representing their respective counties and the member of the North Carolina Board of Transportation representing NCDOT Division 1. Absentee voting shall not be permitted. Member governments shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.
2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTAC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or to send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.

3. **Term of Membership** - A representative's term of appointment shall be two years. Each County and municipal representative shall be appointed by the appropriate Town/City Council or Board of Commissioners in regular session. Reappointment of individual representatives to the RTAC shall not be limited; so long as he/she continues to meet the qualifications outlined above.
  4. In the event that a county withdraws from the ARPO, both county and municipal representation shall be forfeited.
  5. **Officers** - Officers of the RTAC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTAC. Officers shall be selected at the first meeting of each odd calendar year.
  6. The Chairperson shall preside over all meetings of the RTAC, sign official documents on behalf of the RTAC, assist in the drafting of meeting agendas and decide points of order or procedure.
  7. The Vice-Chairperson shall conduct the duties of the Chairperson in the event of his/her absence. Should neither the Chairperson nor Vice-Chairperson be available to preside over a meeting of the RTAC, a Chair Pro-Tem shall be appointed by majority vote.
- B. The Rural Technical Coordinating Committee (RTCC) shall consist of staff and appointed officials from the ten-county area, NCDOT and other agencies. The membership of RTCC shall consist of, but may not be limited to, the following:**
- A. County Manager (or his/her designee) from each of the ten counties of the RPO planning area.
  - B. The Chief Administrative Official (or his/her designee) from each municipality in the Region R planning area.
  - C. Division Engineer serving the 1<sup>st</sup> Division of Highways, North Carolina Department of transportation, or his/her designated representative.
  - D. Manager, Transportation Planning Branch, Planning and Environment, North Carolina Department of Transportation, or his/her designated representative.
  - E. Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation.
1. **Voting** - Each representative shall have one vote. Absentee voting shall not be permitted. Member organizations shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.



2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTCC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
3. **Membership** - Organizational representation on the RTCC may be altered by an affirmative vote of fifty percent (50%) plus one (1) of the voting members of the RTCC, per the current Memorandum of Understanding, with final approval by the RTAC.
4. **Officers** - Officers of the RTCC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTCC. Officers shall be selected at the first meeting of each odd calendar year.

## **Article IV. Administration**

### **Meetings**

Regular meetings of the RTAC and RTCC shall be held when deemed necessary, appropriate and advisable, according to a schedule approved by each Committee. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Special meetings may be called as deemed necessary by the Chairperson, or at the request of the eleven eligible voting members of the RTAC. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

### **Attendance**

Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence or teleconferencing.

### **Standing**

Good standing for all representatives shall be maintained through regular attendance at meetings. Following two consecutive unexcused absences, a representative's seat shall be declared vacant and shall not be counted toward quorum. Good standing shall be automatically restored upon a representative's attendance at a meeting. A replacement representative may be requested following a vote of the Committee following the loss of good standing.

### **Agendas**

Meeting agendas shall list items for consideration by the Committee. Additional items may be placed on the agenda at the beginning of a regular meeting with the affirmative vote of fifty percent (50%) plus one (1), of the voting membership of both the RTCC and RTAC.

2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTCC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
3. **Membership** - Organizational representation on the RTCC may be altered by an affirmative vote of fifty percent (50%) plus one (1) of the voting members of the RTCC, per the current Memorandum of Understanding, with final approval by the RTAC.
4. **Officers** - Officers of the RTCC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTCC. Officers shall be selected at the first meeting of each odd calendar year.

## **Article IV. Administration**

### **Meetings**

Regular meetings of the RTAC and RTCC shall be held when deemed necessary, appropriate and advisable, according to a schedule approved by each Committee. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Special meetings may be called as deemed necessary by the Chairperson, or at the request of the eleven eligible voting members of the RTAC. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

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Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence or teleconferencing.

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### **Agendas**

Meeting agendas shall list items for consideration by the Committee. Additional items may be placed on the agenda at the beginning of a regular meeting with the affirmative vote of fifty percent (50%) plus one (1), of the voting membership of both the RTCC and RTAC.



## **Rules of Order**

In the absence of guidance from these Bylaws or other adopted procedural policies, the “**Modern Rules of Order**” shall be used.

## **Records**

The Secretary shall maintain all files, records and correspondence of the ARPO, including the preparation and distribution of minutes, agendas and meeting notices. Access to these records shall be provided at reasonable times and with reasonable supervision according to the Public Records Laws of the North Carolina General Statutes, §132-6.


## **Amendments**

Amendments to these Bylaws shall require an affirmative vote of at least fifty (50) percent plus one (1) of the voting membership of both the RTCC and RTAC. Written notice of proposed amendments shall be provided to all members prior to consideration. Amendments must not conflict with the letter or fundamental intent of the Memorandum of Understanding which governs this document. In the event of a conflict, the Memorandum of Understanding shall carry precedence.

Approved by the Albemarle Rural Transportation Planning Organization on the Wednesday June 18, 2014.



Lloyd Griffin, RTAC Chairperson



Rhett White, RTCC Chairperson



Angela Welsh, Secretary



Agenda Item No.6

Item Title: 2024 ARPO legislative agenda

Item Summary: The ARPO RTAC Board has adopted an RPO related legislative agenda since 2016. Our 2023 legislative agenda is attached for your review.

Specific action requested: Consideration of a 2024 ARPO legislative agenda.

Number of attachments: 1

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## 2023 Legislative Priorities



### Mission

The mission of the Albemarle Rural Planning Organization (ARPO) is to serve as an intergovernmental organization of local and State officials for the purpose of developing long-range local and regional multi-modal transportation plans and securing needed transportation improvements for the Albemarle region.



### Position

A core service of government, and vital to the economic development of the ARPO's region, is to ensure adequate funding for the construction and maintenance of bridges, highways, public transportation, airports, bicycle and pedestrian networks and the ferry system.



### Proposed solutions

Continued exploration of funding approaches to generate revenue equitably from all users of North Carolina's transportation network.

## The ARPO supports these key regional transportation initiatives:

- Ensure funding for future interstate along US 64 and I 87 from the Hampton Roads region in Virginia to Raleigh, NC.
- Replacement of the Congressman Lindsay Warren Bridge, also known as the Alligator River Bridge.
- Ensure funding for Highway 92 and Highway 94
- Continue to support the construction of the Mid-Currituck Bridge
- Continue to support additional permanent sources of funding for new and replacement ferry vessels and support vessels.
- Seek methods to increase current level of State dredging funds to maintain year around, free and clear navigational channels.
- Seek methods to increase the current level of NCDOT Division 1 maintenance funds. Current maintenance funds are not adequate to maintain NCDOT right-of-way.
- Ensure funding for widening of highways, and needed bridge replacements, along hurricane evacuation routes.
- Continue to support the rotation of key RPO and NCDOT Division staff, throughout the state, on the SPOT workgroup to ensure all RPO's and NCDOT Divisions are represented equitably.





## **Agenda Item No. 7**

Number of attachments: 3

Item Title: FY 24-25 Planning Work Program (PWP)

Item Summary: The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks.

Specific action requested: Review and approval of the FY 24-25 ARPO PWP

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The attached Documents explain the various tasks ARPO Staff will complete in FY 24-25. The Planning Work Program must be approved by the RTAC and submitted to the Transportation Planning Division by May 16, 2024.

The ARPO PWP for FY 24-25 will include the following major projects:

1. Prioritization 7.0

The PWP shows an Indirect cost of \$28,506. This is the same Indirect cost charged to the RPO program for FY 23-24. The Albemarle Commission has not determined their Indirect rate for FY 24-25 so we are basing it on their FY 23-24 Indirect rate of 26%.

**Attachments:**

- Planning Work Program overview
- Planning Work program Expense report and narrative
- Indirect cost allocation

**FY 2025 (July 1, 2024-June 30, 2025)**  
**PLANNING WORK PROGRAM**  
**Narrative**  
**ALBEMARLE RPO**

**I. DATA COLLECTION AND ASSESSMENT**

**I-1 DATA COLLECTION AND ASSESSMENT** \$ 15,000.00

|              |   |
|--------------|---|
| <b>I-1.1</b> | <b>Highway</b><br>ADT maps, US 17/64 meetings, Southern Albemarle Association meetings        |
| <b>I-1.2</b> | <b>Other Modes</b><br>ICPTA Board meetings, transit workshops and meetings, ARPO mini grants, |
| <b>I-1.3</b> | <b>Socioeconomic</b><br>maintain data for member counties                                     |
| <b>I-1.4</b> | <b>Title VI</b><br>monitor compliance   |

**II. TRANSPORTATION PLANNING**

**II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT** \$ 10,000.00

|               |  |
|---------------|--|
| <b>II-1.1</b> | <b>Develop CTP Vision</b>  |
| <b>II-1.2</b> | <b>Conduct CTP Needs Assessment</b>  |
| <b>II-1.3</b> | <b>Analyze Alternatives and Environmental Screening</b>                                |
| <b>II-1.4</b> | <b>Develop Final Plan</b><br>Funds left for possible amendments to member county CTP's |
| <b>II-1.5</b> | <b>Adopt Plan</b>  |

**II-2 PRIORITIZATION** \$ 36,050.00

|               |   |
|---------------|---|
| <b>II-2.1</b> | <b>Project Prioritization</b><br>Training, working with member counties on project lists, entering projects, drafting methodology, scoring projects, assigning local input points |
|---------------|---|

**II-3 PROGRAM AND PROJECT DEVELOPMENT** \$ 12,350.00

|               |  |
|---------------|--|
| <b>II-3.1</b> | <b>STIP Participation</b><br>work with SPOT office on STIP   |
| <b>II-3.2</b> | <b>Merger / Project Development</b><br>Attend required merger meetings. Attend any local government and/or public meetings for projects in the merger process. |

**II-4 GENERAL TRANSPORTATION PLANNING** \$ 30,260.00

|                 |   |
|-----------------|---|
| <b>II-4.1</b>   | <b>Regional and Statewide Planning</b><br>Participate on NCARPO Legislative Committee, SPOT workgroup sub-committee, Statewide nonmotorized plan, Mentoring Resources Committee, and provide updates to NCARPO members and ARPO RTCC and RTAC Boards, Attend NCARPO quarterly meetings and MPO/RPO spring conference, Draft the 2025 Legislative Agenda for the ARPO. |
| <b>II-4.2</b>   | <b>Special Studies, Projects and Other Trainings</b>  |
| <b>II-4.2.1</b> | <b>Special Study #1 - insert name of consultant-led study here</b> \$ -<br>A consultant will be used to.....  |
| <b>II-4.2.2</b> | <b>Special Study #2 - insert name of consultant-led study here</b> \$ -<br>A consultant will be used to....   |

**III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES**

**III-1 ADMINISTRATIVE ACTIVITIES** \$ 29,632.00

|                |                                 |
|----------------|---------------------------------|
| <b>III-1.1</b> | <b>Administrative Documents</b> |
|----------------|---------------------------------|

**FY 2025 (July 1, 2024-June 30, 2025)**  
**PLANNING WORK PROGRAM**  
**Narrative**  
**ALBEMARLE RPO**

Draft FY 25-26 PWP and seek approval from the ARPO RTAC Board. Amend the FY 24-25 PWP, if needed. Prepare and submit required quarterly reports. If needed, update the ARPO PIP, MOU and other related documents.

**III-1.2 TCC / TAC Work Facilitation; Ethics Compliance**

Ethics reminders and help to RTAC members

**III-1.3 Program Administration**

answer citizen questions and helping with citizen needs

**IV. DIRECT COSTS**

**IV-1 PROGRAMMATIC DIRECT CHARGES** \$ 12,532.00

**IV-1.1 Program-wide Direct Costs**

office supplies, office printer lease, telephone, equipment

**IV-2 ADVERTISING** \$ 100.00

**IV-2.1 News Media Ads**

**IV-3 LODGING, MEALS, INCIDENTALS** \$ 2,000.00

**IV-3.1 Hotel Costs**

**IV-3.2 Meal Costs**

**IV-3.3 Incidentals**

**IV-4 POSTAGE** \$ 50.00

**IV-4.1 Mailings**

**IV-5 REGISTRATION / TRAINING** \$ 2,020.00

**IV-5.1 Conference Registration**

**IV-5.2 Meeting / Workshop / Training Fees**

**IV-6 TRAVEL** \$ 5,000.00

**IV-6.1 Mileage Reimbursement**

**IV-6.2 Car Rental Costs**

**IV-6.3 Other Travel Expenses**

**V. INDIRECT COSTS**

**V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY** \$ 28,506.00

**V-1.1 Incurred Indirect Costs**

**RPO OPERATIONAL EXPENSE TOTAL** \$ 183,500.00



## *ARPO FY 24-25 Planning Work Program (PWP)*

### *Summary*

The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

### *I. - Data Collection and Assessment*

During FY 24-25, ARPO staff will monitor compliance with the Title VI program, maintain socioeconomic and demographic data for member counties, and participate in ICPTA TAB Board meetings. The ARPO will also continue to collect ADT maps as well as attend required transit workshops and/or meetings.

### *II. - Transportation Planning*

Comprehensive Transportation Plans (CTP) have been drafted and adopted for all ten of the ARPO's member counties. Funds were left in this category in case a member county would like to complete an amendment to their CTP or draft a new CTP.

ARPO Staff will continue attending required SPOT training and carryout all steps required in the ARPO's Local Input Methodology. Information for Prioritization 7.0 will be posted to the ARPO website, SPOT project scores will be reviewed with Division 1, local input methodology scores will be calculated for Regional Impact and Division Needs, and local input points will be entered into SPOT Online.

ARPO staff will review the Draft STIP with Division 1 and report out STIP funded projects to the RTCC and RTAC. ARPO Staff will also attend required merger team meetings and any local government and/or public meeting for projects in the merger process. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

The ARPO Director is a member of the NCARPO Legislative Committee, Statewide Non-motorized Plan Committee, Mentoring Resources Committee and will continue her work on them during FY 24-25. Staff will also continue to provide updates to the RTCC and RTAC Boards on transportation related legislation. Staff will also continue to attend all transportation related meetings such as: US17/64 meetings, Southern Albemarle Association meetings and Statewide LCP meetings. The ARPO Director will also continue to attend all NCARPO quarterly meetings in FY 24-25 as it is a requirement of funding.

### III. – Administration of Transportation Planning and Policies

As a requirement of funding, the ARPO Director will prepare the PWP for FY 24-25, prepare quarterly invoice and progress reports for FY 24-25, coordinate RTAC Ethics requirements, update the ARPO Facebook page and web page on a regular basis, prepare and distribute meeting agendas, draft meeting minutes, and continue to respond to member requests. The ARPO Director will also continue to work with the State Ethics office regarding RTAC member Ethics forms, and provide weekly updates regarding transportation related news in our region

### IV. – Direct Costs

These are regular costs for administration of the RPO program not covered in Indirect costs. These include, computer equipment, printer cartridges, printers, and other office supplies not covered under Indirect charges. Direct costs also include advertising, mileage, hotel, and meal costs and registration and training costs for the RPO Director.

### V. – Indirect Costs

These costs include a portion of the Albemarle Commission staff salaries, workman's compensation, unemployment insurance, contracted services for IT, finance, and legal, general office supplies, rent for facilities, meeting room equipment, and staff development programs.



**ALBEMARLE COMMISSION  
HERTFORD, NORTH CAROLINA**

**INDIRECT COST PROPOSAL  
July 1, 2023-June 30, 2024**

### **CERTIFICATION OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1) All cost included in this proposal to establish billing or final indirect cost rates for the year ending June 30, 2024, are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

2) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare the foregoing is true and correct.

Governmental Unit: Albemarle Commission, Region R Council of Governments

Name of Official: Michael Ervin Title: Executive Director

Signature: 

Date: 8/30/23

**ALBEMARLE COMMISSION  
INDIRECT COST PROPOSAL FOR JULY 1, 2023**

**CALCULATION OF INDIRECT COST RATE  
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024**

|                |                  |
|----------------|------------------|
| Indirect Costs | <u>\$559,891</u> |
|                | (A)              |

Direct Wages and Fringe Benefits:

|                              |             |
|------------------------------|-------------|
| Department of Transportation | \$ 109,246  |
| Area Agency on Aging         | \$ 830,989  |
| Workforce Development        | \$1,213,192 |

|                    |
|--------------------|
| <u>\$2,153,427</u> |
| (B)                |

Indirect Cost Rate  
(A divided by B)

**26%**

**Albemarle Commission**

**Schedule of Indirect Costs**

|                                    | <u><b>2023-2024</b></u> |
|------------------------------------|-------------------------|
| Total Indirect Annual Salaries     | \$ 180,425              |
| Total Indirect Fringe Benefits     | \$ 64,075               |
| Operating Expense                  | <u>\$ 315,391</u>       |
| <b>Total Indirect Expenditures</b> | <b>\$ 559,891</b>       |

|  |                     |                     |
|--|---------------------|---------------------|
| Total DIRECT Personnel Costs                     | <u>\$ 2,153,427</u> |                     |
| <b>Total Direct Salaries and Fringe Benefits</b> |                     | <b>\$ 2,153,427</b> |

**Indirect Rate Calculation**

|   |   |                   |            |
|---|---|-------------------|------------|
| <u>Total Indirect Expenditures</u>      | = | <u>\$ 559,891</u> | <b>26%</b> |
| Total Direct Salaries & Fringe Benefits |   | \$ 2,153,427      |            |

**SCHEDULE OF INDIRECT WAGES  
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024**

| <b><u>Position</u></b>     | <b><u>Total Administrative<br/>Wages Paid<br/>From Indirect Pool</u></b> | <b><u>% of Position<br/>Total Wages</u></b> |
|----------------------------|--|---|
| Executive Director         | \$14,880   | 12%   |
| Finance Officer            | \$28,590   | 43.5%                                       |
| Admin/Benefits Coordinator | \$23,654   | 50%   |
| Front Desk Receptionist    | \$18,860   | 46%   |
| RPO Director               | \$25,317   | 30%   |
| Planner                    | \$21,782   | 50%   |
| Broadband Coordinator      | \$11,532   | 30%   |
| Accounts Payable (Vacant)  | \$35,433   | 100%  |
|                            | <b>\$180,425</b>   |   |





Agenda Item No. 8

Item Title: Methodology

Item Summary: Session Law 2012-84 requires Metropolitan Planning Organizations and Rural Planning Organizations to develop a ranking process for highway, bicycle/pedestrian, public transit, aviation, rail and ferry projects. The ranking process must be data driven and include a combination of quantitative data and qualitative and local input.

Specific action requested: Tentative approval of Methodology

Number of attachments: 1

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Attached is the Methodology which we revised for the Prioritization 5 process. During that time, ARPO staff had met with workgroups, comprised of RTCC and RTAC members, to review revise the ARPO's point assignment methodology. After compiling comments received in the workgroup sessions, ARPO Staff drafted the methodology and submitted it to the Transportation Planning Branch for review and it was approved. The RTAC adopted it again at their fall 2017 meeting, however, Prioritization 6 was cancelled.

Revisions to the ARPO's Methodology for Prioritization 5 included:

- A projects quantitative score must exceed 10 points for a county to place its allocated its 100 points to it. (page 3)
- After each County places its 100 points to a project, the remaining 300 points, will be placed on the highest scoring projects in the following order; Highway, Aviation, Bike and Ped., ferry, and transit. (page 3)
- Due to limited funding in the Division pot of money, statewide and regional projects that cost more than \$20,000,000, which may cascade down to the Division category will not be considered for Division qualitative points (100 points each county can assign to a project). (page 3)
- Crash history criteria was changed to safety score as this is a better indicator of a routes current safety. (page 4)
- Economic Development/Employment access now provides for a radius of the project instead of direct access. (page 4)
- Multimodal elements criteria allocated 5 points was deleted as the 15 point criteria is essentially the same.
- Existing deficiency 15 point criteria second sentence deleted as the 10 point criteria already addressed it. (page 4)
- Roadway and shoulder width currently meets NCDOT standards given 5 points instead of 10 points. Also clarified the current condition for the request for the project. (page 4)
- Military base added to definition of employment center. (page 4)
- Transportation condition criteria 5 points if the project is identified in a draft CTP or other local adopted plan. (page 5)
- Economic Development/Employment access now provides for a radius of the project instead of direct access. (page 4)
- The same changes were made to Regional level project scoring on pages 5, 6, and 7
- A statement was added on page 7 regarding deviating for the Methodology.



## ARPO Prioritization 7.0 Methodology

Session Law 2012-84 requires Metropolitan Planning Organizations and Rural Planning Organizations (MPO's and RPO's) to develop a ranking process for highway, bicycle/pedestrian, public transit, aviation, rail and ferry projects. The ranking process must be data driven and include a combination of quantitative data and qualitative and local input. The following process applies to all projects ranked as "regional" and "division" funding in the counties of Currituck, Camden, Gates, Pasquotank, Perquimans, Chowan, Washington, Tyrrell, Hyde and Dare. Funding levels are as defined in the 2013 Strategic Transportation Investment Law. Following is a timeline for project solicitation, project ranking process and ARPO point assignment. These dates are subject to change as we work through this process.

| Time Frame           | Description   | Action    |
|----------------------|---|-----------|
| January 2023         | Solicit new projects. If new projects exceed SPOT's cap for new projects, the RTCC will make a recommendation to the RTAC at the April meeting. | RPO Staff |
| April 2023           | RTAC finalizes and tentatively approves project list  | RTCC/RTAC |
| May 1- May 31, 2023  | Project list released for 30 day public comment period.   | RPO Staff |
| September 2023       | Public Hearing- RTAC final approval of project list   | RTCC/RTAC |
| September 2023       | Projects entered into SPOT On!ine   | RPO Staff |
| January 2024         | RTAC tentatively approves Methodology   | RTCC/RTAC |
| Feb. 1-March 1 2024  | Methodology released for 30 day public comment period.  | RPO Staff |
| April 2024           | RTAC approves Methodology   |           |
| May 2024             | Score Regional and Division projects based on Local Input methodology   | RPO Staff |
| July 2024            | RTAC tentatively approves Regional and Division Local Input methodology project scores  | RTCC/RTAC |
| Aug. 1- Aug. 31 2024 | Regional and Division Local Input Methodology scores released for 30 day public comment period  | RPO Staff |
| Fall 2024            | TIP Unit programs Statewide projects  | NCDOT     |
| Fall 2024            | Final approval of Regional and Division Local Input Methodology project scores and assign local input points to regional projects.              | RTAC      |
| Fal/Winter 2024      | Regional local input points entered into SPOT On!ine  | RPO Staff |
| Winter/Spring 2025   | Review regional scores with RTAC and assign final Division local input points.  | RTAC      |
| Spring 2025          | Division scores entered into SPOT On!ine  | RPO Staff |
| Summer 2025          | Draft STIP released   | NCDOT     |

During January of 2023, the ARPO started soliciting projects from local government Managers and Planners who, in turn, solicited projects from organizations and the public in their respective communities.

In April of 2023, the results of the project solicitation will be reviewed by the Rural Technical Coordinating Committee (RTCC) and then be presented to the Rural Technical Advisory Committee (RTAC) for tentative approval. If new projects exceed the maximum number allowed, the RTAC will choose which projects to submit based on recommendations from NCDOT Division 1, the RTCC, and RPO staff. The process and point assignment methods will be reviewed by the RTCC and presented to the RTAC, for tentative approval, at their January 17, 2024 meetings.

The methods described herein are subject to change based on the public comment process described later in this document.

The project list will be released for a 30 day public comment period in May of 2023 and a Public Hearing for final approval of the project list and Local Input Methodology will be held in September of 2023.

In January of 2024, RTAC members will meet and tentatively approve the Local Input Methodology and give final approval to the Methodology at their April 2024 meeting. The public will be given the opportunity to comment on the Methodology February 1 through March 1 of 2024. In July of 2024, Regional and Division local input scores will be reviewed by the RTAC scores and released for a 30 day public comment period on August 1, 2024. In the fall of 2024, the RTAC will hold a Public hearing for final approval of both the Regional and Division scores and the RTAC will assign local input points to Regional projects. During this time, results of the public comment period will also be reviewed and considered by the RTAC prior to approving the final Local Input Methodology Regional and Division scores.

In the late fall/ early winter of 2024, the RTAC will meet to discuss the SPOT finalized Regional scores and assign final Division local input points to projects.

In the summer of 2025, the NCDOT will release the Draft STIP.

### **Public Input process**

#### Methodology

This methodology will be tentatively approved by the RTCC and RTAC at their January 2024 meeting. Once approved by the RTAC, the RPO will release the draft methodology for a 30-day public comment period on February 1, 2024. This comment period will be advertised on the RPO website at [www.albemarlecommission.org/planning/](http://www.albemarlecommission.org/planning/) and via local media. The results of the public comment period will be presented to the RTCC and RTAC at their April 2024 meeting where the public will also be able to submit comments in person. All public comments will be documented and reasonable edits to the methodology may be made prior to RTAC approval and submittal to the SPOT office. All public comments will be documented, filed by the RPO and distributed to local entities to consider for future prioritization processes and transportation plans. No new projects will be added to the Prioritization 7.0 list due to the fact the NCDOT deadline for submitting new projects will have passed.

#### Project ranking

RPO staff will present the recommended point assignments and scores of all projects to the RTCC and RTAC at their July 2024 meetings. Once approved by the RTAC, RPO staff will release the recommended projects and point assignments for a 30-day public comment period. This comment period will be advertised on the RPO website [www.albemarlecommission.org/planning/](http://www.albemarlecommission.org/planning/) and via local media. The results of the public comment period will be presented to the RTCC and RTAC at their Fall 2024 meetings where the public will also be able to submit comments and all public comments will be documented. In the fall of 2024, the RTAC will be asked to approve the final point assignments for Regional projects and the Spring of 2025 for Division projects. Once complete, the list and points assignments will be available on the RPO website.

## **Ranking Process**

### **Division level**

Projects involving SR routes, bicycle and pedestrian transportation, transit, airports and ferry vessels are evaluated at the Division level. The Albemarle Rural Planning Organization receives 1400 local allocation points at the Division level. Once all projects are scored using the methodology described below, the ARPO staff will develop a ranked list of projects within each county and within the RPO as a whole based on the outcome of the scoring. This ranked list will be used to develop the recommended point assignments that are presented to the public for comment and to the TCC and TAC for approval. The top scoring Division level project, within each county will be allocated 100 points to reach the ARPO's total allocation of 1400 points providing for geographic equity of projects. In the event that any counties do not have at least one Division level project, which meets the criteria above, one project from each mode which quantitative score exceeds 10 points in the Division needs category will be selected from the list of remaining projects within the RPO as a whole in order to reach the ARPO's allocation of 1400 points. Projects will be selected in the following order, Highway, Aviation, Ferry, Transit and Bike and Ped. Should two or more projects of the same or different modes tie, the Strategic Prioritization Office of Transportation (SPOT) score will be used as the tie-breaker. Since funding in the Division category is limited, Statewide or Regional projects, that cost more than \$20,000,000, that cascade down to the Division level will not be considered for Division qualitative points.

Division Level (Highways and ferries)

| Criteria                                       | 0 points   | 5 points   | 10 points   | 15 points  |
|--|--|--|---|--|
| <b>Safety score</b>                            | 0-25   | 26-49  | 50-74   | 75-100   |
|  | Calculation based on the crash frequency and severity along sections of a particular roadway. This score is generated in the quantitative scoring process.   |  |   |  |
| <b>Transportation Plan consistency</b>         | Project is not in STIP, CTP, or other locally adopted plan   | Project will be incorporated into CTP or other locally adopted plan.   |   | Project is in STIP, CTP, or other locally adopted plan.  |
|  | Is the proposed project part of an existing, or proposed, adopted Plan?  |  |   |  |
| <b>Economic Development/ Employment access</b> |  | Provides access within a 20 mile radius of an existing or proposed employment center* with 20 or more employees. | Provides access within a 15 mile radius of an existing or proposed employment center* with 100 or more employees. | Provides access within a 10 mile radius of an active industrial/business park or proposed new employment center* with more than 100 employees. |
|  | Does the project provide direct connection to a downtown district, business district, government center, educational center healthcare center, and prison, military base or agricultural center? Must meet both distance and employment criteria to be eligible to receive points. |  |   |  |
| <b>Multimodal elements</b>                     | Project does not incorporate or connect to facilities of another mode  |  |   | Project incorporates or connects to facilities of another mode   |
|  | Does the project incorporate other modes of transportation (a sidewalk along a road etc.)?   |  |   |  |
| <b>Existing deficiency</b>                     | Existing facility/service available  |  | Existing facility/service available, but contains gap with lower level of service/intermittent service            | No existing facility/service available.  |
|  | Does the project address an existing gap in the transportation system?   |  |   |  |
| <b>Roadway and shoulder width</b>              | Currently exceeds NCDOT minimum standards  | Currently meets NCDOT standards  |   | Currently does not meet NCDOT standards  |
|  | Does the current condition not meet, meet or exceed NCDOT minimum standards?   |  |   |  |
| <b>Evacuation</b>                              | The project is not an official NCDOT evacuation route  |  |   | The project is an official NCDOT evacuation route  |
|  | Is the project part of an official NCDOT evacuation route?   |  |   |  |

\*An employment center is defined as a downtown district, business district, government center, educational center healthcare center, prison, military base, or agricultural center.



Division Level (bicycle and pedestrian transportation, transit, aviation)

| Criteria                                       | 0 points   | 5 points   | 15 points  | 25 points  |
|--|--|--|--|--|
| <b>Transportation Plan consistency</b>         | Project is not in STIP, CTP, LCP, CTSP, ALP or other locally adopted plan  | Project will be incorporated into CTP or other locally adopted plan. .   |  | Project is in STIP, CTP, LCP, CTSP, ALP or other locally adopted plan.   |
|  | Is the proposed project part of an existing, or proposed, adopted Plan?  |  |  |  |
| <b>Economic Development/ Employment access</b> |  | Provides access within a 3 mile radius of a proposed or existing employment center* with more than 20 employees. | Provides access within a 2 mile radius of an existing or proposed employment center* with more than 100 employees. | Provides direct access within 1 mile radius of an active industrial/business park or proposed new employment center* with more than 100 employees. |
|  | Does the project provide direct connection to a downtown district, business district, government center, educational center healthcare center, prison, or agricultural center? |  |  |  |
| <b>Multimodal elements</b>                     | Project does not incorporate or connect to facilities of another mode  |  |  | Project incorporates or connects to facilities of another mode   |
|  | Does the project incorporate other modes of transportation (a sidewalk along a road etc.)?   |  |  |  |
| <b>Existing deficiency</b>                     | Existing facility/service available  |  | Existing facility/service available, but contains gap with lower level of service/intermittent service             | No existing facility/service available.  |
|  | Does the project address an existing gap in the transportation system?   |  |  |  |

\*An employment center is defined as a downtown district, business district, government center, educational center, healthcare center, and prison, military base or agricultural center.

Regional level (NC Routes)

Projects involving NC routes are evaluated at the Regional level and the Albemarle Rural Planning Organization also receives 1400 points for these projects. Once all projects are scored using the methodology described below, the ARPO staff will develop a ranked list of projects within each county and within the RPO as a whole based on the outcome of the criteria below. This ranked list will be used to develop the recommended point assignments that are presented to the public for comment and to the TCC and TAC for approval. The top scoring Division level project, within each county will be allocated 100 points to reach the ARPO's total allocation of 1400 points provided their quantitative score exceeds 10 points in the Regional needs category. This promotes geographic equity of projects. In the event that any counties do not have at least one Regional level project, which meets the criteria above, one projects from each mode which quantitative score exceeds 10 points in the Regional needs category will be selected from the top of the list of remaining projects within the RPO as a whole in order to reach the ARPO's allocation of 1400 points. Should two or more projects of the same or different modes tie, the Strategic Prioritization Office of Transportation (SPOT score will be used as the tie-breaker. Since funding in the Division category is limited, Statewide or Regional projects, that cost over 20,000,000, that cascade down to the Division level will not be considered for Division qualitative points.

Regional level (Highways and transit)

| Criteria                                       | 0 points   | 5 points  | 10 points  | 15 points   |
|--|--|---|--|---|
| <b>Safety score</b>                            | 0-25   | 26-49   | 50-74  | 75-100  |
|  | Calculation based on the crash frequency and severity along sections of a particular roadway. This score is generated in the quantitative scoring process.   |   |  |   |
| <b>Transportation Plan consistency</b>         | Project is not in STIP, CTP, or other locally adopted plan   | Project will be incorporated into CTP or other locally adopted plan.  |  | Project is in STIP, CTP, or other locally adopted plan.   |
|  | Is the proposed project part of an existing, or proposed, adopted Plan?  |   |  |   |
| <b>Economic Development/ Employment access</b> |  | Provides direct access within a 20 mile radius of an existing or proposed employment center* with more than 20 employees. | Provides direct access within a 15 mile radius of an existing or proposed employment center* with more than 100 employees. | Provides direct access within a 10 mile radius of an active industrial/business park or proposed new employment center* with more than 100 employees. |
|  | Does the project provide connection to a downtown district, business district, government center, educational center healthcare center, military base, prison, or agricultural center? Must meet both distance and employment criteria to be eligible to receive points. |   |  |   |
| <b>Multimodal elements</b>                     | Project does not incorporate or connect to facilities of another mode  |   |  | Project incorporates or connects to facilities of another mode  |
|  | Does the project incorporate other modes of transportation (a sidewalk along a road etc.)?   |   |  |   |
| <b>Existing deficiency</b>                     | Existing facility/service available  |   | Existing facility/service available, but contains gap with lower level of service/intermittent service                     | No existing facility/service available,   |
|  | Does the project address an existing gap in the transportation system?   |   |  |   |
| <b>Roadway and shoulder width</b>              | Currently exceeds NCDOT minimum standards  | Currently meets NCDOT standards   |  | Currently does not meet NCDOT standards   |
|  | Does the current condition not meet, meet or exceed NCDOT minimum standards?   |   |  |   |
| <b>Evacuation</b>                              | The project is not an official NCDOT evacuation route  |   |  | The project is an official NCDOT evacuation route   |
|  | Is the project part of an official NCDOT evacuation route?   |   |  |   |

\*An employment center is defined as a downtown district, business district, government center, educational center healthcare center, prison, military base, or agricultural center.

Any justification/rationale for local point assignment deviation from the RTAC adopted and SPOT office approved Methodology by the RTAC will be posted on the ARPO website for public inspection. Special consideration to deviate from the approved Methodology includes, but is not limited to, projects not being competitive in their respective categories, projects that are not far enough along in the planning process to warrant funding, projects that have strong local government support, and projects that have strong public support. Any deviation from the approved Methodology must be agreed upon by a majority of RTCC and RTAC members as outlined in the ARPO Bylaws. This allowance is envisioned as a safety net to provide local oversight to the data-driven process and to compensate for any peculiar scores where the prioritization methodology fails to operate as expected. Any local point assignment deviation from the methodology will be fully disclosed to the public and reason(s) why placed on the RPO website.