

**UNIFIED PLANNING WORK PROGRAM
FISCAL YEAR 2015**



**FLORENCE AREA TRANSPORTATION STUDY
Metropolitan Planning Organization (MPO)**

Federal ID #57-6000351

Funding Agencies:
Florence County and
The Federal Highway Administration

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Introduction

The Unified Planning Work Program (UPWP) outlines the work tasks for transportation administration and planning activities for the Florence Area Transportation Study (FLATS) Metropolitan Planning Organization (MPO). The UPWP identifies the transportation planning activities which are to be undertaken in the FLATS Study Area in support of the goals, objectives and actions established in the FLATS 2035 Metropolitan Transportation Plan (MTP), which was adopted on July 23, 2012. The MTP is a 25-year vision of future transportation improvements.

The UPWP serves as the basis for all federal (the Federal Highway Administration {FHWA} and the Federal Transit Authority {FTA}), state (the South Carolina Department of Transportation {SCDOT}), and local funding assistance for transportation planning activities. This document is federally required as a basis and condition for all funding assistance for transportation planning to State, local and regional agencies. The authority for this requirement and for the Federal funding is found in two separate Federal legislative acts establishing transportation planning programs:

- 1) Title 23, U.S. Code Section 134, Section 5303(c) (Federal Aid Highway Act of 1962, as amended)
- 2) Title 49, U.S. Code Section 1603 et. al.: (Urban Mass Transportation Act of 1964, as amended)

The FY2015 Work Program is intended to be consistent with the metropolitan planning requirements of the Federal Legislation: Moving Ahead for Progress in the 21st Century Act (Map-21) {P.L. 112-141}, and its implementing regulations. MAP-21 directs transportation planning activities (Titles 23 and 49, United States Code). MAP-21 states that the metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decision-making to support the nations goals described in section 150(b) of Title 23 and in section 5301(c) of Title 49. The UPWP outlines a framework for the work program which the FLATS staff is expected to accomplish and provides guidance with respect to a financial plan to support the Work Program.

The UPWP is prepared by the Florence County Planning Department staff in consultation with the FHWA, the FTA, the SCDOT and other agencies involved in transportation planning and implementation. The UPWP is written in compliance with the Title VI requirements contained in the Federal Regulations for the development of plans and programs.

Transportation Planning Process Background

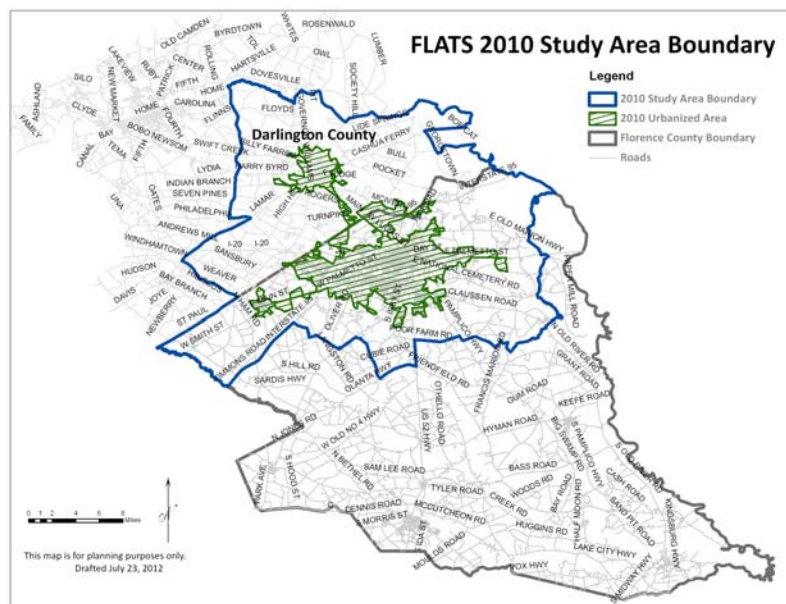
The Florence Area Transportation Study (FLATS) is the Metropolitan Planning Organization (MPO) responsible for the transportation planning process for the Florence urbanized area. The Federal-Aid Highway Act of 1962 established the federal requirement for urban transportation planning throughout the country. The Act required, as a condition attached to federal transportation financial assistance, that transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive, urban transportation planning process undertaken cooperatively by the states and local governments. As a result of this Act, Metropolitan Planning Organizations were formed to administer the urban transportation planning process. The most recent laws extending the federal requirement for transportation planning are:

- The Intermodal Surface Transportation Efficiency Act of 1994 (ISTEA);
- The Transportation Equity Act for the 21st Century, adopted in 1998;
- The Safe, Accountable, Flexible Transportation Equity Act: A Legacy for Users (SAFEATEA-LU), enacted on August 10, 2005;
- Moving Ahead for Progress in the 21st Century (MAP-21), a bill reauthorizing surface transportation programs through fiscal year 2014, was signed by the President on July 6, 2012.

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FLATS Study Area

The FLATS MPO urbanized area has a population of 89,535 as determined by the 2010 U.S. Census. This area includes the City of Florence, Town of Quinby, City of Darlington, Town of Timmonsville and unincorporated areas of Florence and Darlington counties. An MPO is allowed to include areas beyond the urbanized area that are anticipated to become urbanized over the next twenty years as their Study Area. Federal transportation financial assistance may be utilized in the entire study area. The total population for the FLATS Study Area is approximately 124,316. The following map indicates both the urbanized and study area for the Florence Area Transportation Study Metropolitan Planning Organization.



FLATS Committee Members

The FLATS planning process is guided by a Policy Committee as designated by the Governor of South Carolina for the Florence Urbanized Area. The Policy Committee is the decision-making body that establishes policies for the overall conduct of the FLATS program. The Policy Committee consists of elected and appointed officials representing local and State governments and other organizations or agencies having an interest or responsibility in comprehensive transportation planning in the Florence Metropolitan Area. The Policy Committee typically meets bi-annually with additional meetings as necessary. The Florence County Planning and Building Inspections Department provides administrative and technical services to the Policy Committee and is responsible for implementing the FLATS Planning Program. The FLATS Policy Committee consists of the following voting and non-voting members:

Policy Committee (Voting)

Mayor, City of Florence
Councilman, City of Florence
Mayor, Town of Quinby
Chairman, Florence County Council
Councilman, Florence County
Senator, South Carolina Senate (District 31)
Representative, South Carolina House of Representatives (District 63)
Commissioner, South Carolina Transportation Commission (District 7)
Chairman, County Transportation Committee

Policy Committee (Non-Voting)

City Manager, City of Florence
Administrator, Florence County
Director, Florence County Planning and Building Inspection Department
Chief Engineer for Location and Design, SCDOT
District Engineering Administrator, SCDOT (District 5)
Chairman, Florence County Planning Commission
Executive Director, PDRTA
Chairman, Florence Airport Commission
Division Administrator, FHWA
Chairman, City of Florence Planning Commission

The FLATS Study Team is established by the Policy Committee to provide recommendations on technical methods, procedures and standards that are used in the development of transportation plans and programs. The Study Team consists of representatives from each of the municipalities within the FLATS Study Area, the FHWA, the SCDOT, elected and appointed local officials, the local transit authority, and the Pee Dee Council of Governments (PDCOG). The Study Team meets approximately two weeks prior to the scheduled Policy Committee meetings to review the agenda documents for their recommendations to the Policy Committee. The FLATS Study Team consists of the following members:

Study Team

Statewide Programs Manager, SCDOT, Office of Public Transit
Regional Planning Manager, SCDOT, Office of Public Transit
Area Planning Engineer, SCDOT
District 5 Traffic Engineer, SCDOT
Program Manager, Pee Dee Regional Production Group, SCDOT
Assistant Program Managers (2), Pee Dee Regional Production Group, SCDOT
Manager, SCDOT Enhancement Program
Coordinators (2), SCDOT Enhancement Program
Environmental Engineer, FHWA
Director, Planning, Research and Development, City of Florence
Chairman, Florence County Planning Commission
Planner, Pee Dee Regional Council of Governments

Executive Director, Pee Dee Regional Transportation Authority
Chairman, City of Florence Planning Commission
Director, Darlington County Planning Department
Councilmember, City of Darlington
Councilmember, Town of Timmonsville
Director, Florence County PBID
Planning Services Officer, Florence County PBID

Planning Emphasis and Issues

Changes in the economy will always present challenges for the Florence Area Transportation Study. There are several key planning issues to continually address for improvements. Implementation of safety measures in the transportation planning process is at the top of the list. The FLATS planning process focuses on a multi-modal transportation network that can be financially justified, maintain its current attainment air quality status, increase public involvement in the planning process and strive for a livable, sustainable community.

Recognizing the need to move from an emphasis on major highway widening projects towards creating a multi-modal transportation system in the MTP, FLATS will emphasize the development of transit and other alternative modes of travel in the Study Area. A focus on operational improvements and the protection of existing corridors through access management offers relatively low cost projects that can significantly improve congestion and safety on community streets and roads.

FLATS works closely with the City of Florence Parks and Beautification Department on enhancing its current Florence Trail System. Enhancing the FLATS area to a more bicycle/pedestrian friendly area will assist in improving traffic flow and potentially mitigate congestion. The FLATS MPO will identify, select and prioritize potential bicycle/pedestrian projects to be funded by the SCDOT through the Transportation Alternatives Program (TAP).

FLATS also works closely with the Pee Dee Regional Transportation Authority (PDRTA) assisting them with any documentation, statistical information and any Geographic Information Services (GIS) data needed to enhance their service to more adequately serve the residents of Florence County.

The FLATS area's population, employment and housing continue to expand creating the need to plan for and implement transportation infrastructure and services. The ability for the FLATS Study Area to remain livable and sustainable, as well as economically competitive is highly dependent on the quality of our transportation systems and availability of services.

FLATS recognizes the importance of intermodal freight and associated truck and distribution activities, as well as the economic impact of these activities in the Study Area. Freight movement and accompanying distribution centers may increase economic activity and employment in the Study Area. Careful planning is necessary to ensure truck routes that minimize impacts on local roadways and to area residents, as well as reducing negative environmental impacts.

The FLATS MPO ensures that transportation plans 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 and federal regulations, laws and policies. FLATS will monitor growth trends based on building permit and employment activities as well as updating the socio-economic data. Work will focus on updating data to ensure consistency with growth and transportation trends in the area.

The FLATS Policy Committee invites and encourages public participation. FLATS has increased public outreach and education through the development and use of its Public Participation Process. Additionally, FLATS has developed and continually updates a Distribution List of various stakeholders who are sent electronic notifications regarding upcoming Policy Committee meetings, website updates and transportation activities.

The FLATS transportation planning process is continuous, cooperative and comprehensive and provides for consideration and implementation of projects, strategies and services that will address the eight planning factors as directed by the Moving Ahead for Progress in the 21st Century Act (MAP-21). (U.S. Code Title 23 Section 134 (h)(1)(A-H) and Title 49 Section 5303 (h)(1)(A-H)). The eight planning factors are listed below.

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 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, for people and freight;
7. Promote efficient system management and operation, and;
8. Emphasize the preservation of the existing transportation system.

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Table 1: Planning Factors

UPWP Work Task	1	2	3	4	5	6	7	8
A. Program Administration								
A-1 Administration	X	X	X	X	X	X	X	X
A-2 Public Participation				X		X		
A-3 Transportation Alternatives Program					X			X
B. Surveillance								
B-1 Mapping		X	X				X	
B-2 Air Quality Surveillance	X				X			X
B-3 Traffic Surveillance		X	X				X	
C. Documentation and Analysis								
C-1 Development and Maintenance		X		X	X	X		X
C-2 Socioeconomic and Land Use Data	X			X	X		X	X
C-3 Public Transportation Planning	X	X	X			X	X	

Funding

The work tasks in the UPWP are funded by a consolidated planning grant through the Federal Highway Administration (FHWA) Metropolitan Planning Funds (PL funds) {U.S. Code Title 23 Section 104(f)} and the Federal Transit Administration (FTA) 49 U.S.C. § 5303 Federal Program. The FHWA/FTA consolidated planning grant allocates planning funds to the FLATS MPO each fiscal year to perform planning activities to encourage and promote the safe and efficient management, operation and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas. These planning activities also attempt to minimize transportation-related fuel consumption and air pollution. The federal share payable to the FLATS MPO for the activities using these funds is 80% of allowable costs. The remaining 20% is locally funded by Florence County. If all of the allocated planning funds for a particular fiscal year are not expended, the remainder will carryover and be added to the FLATS MPO allocation for the next fiscal year. The FLATS MPO is allocated \$196,142 for FY2015 in addition to a carryover amount of \$103,030 for a total of \$299,172. Table 2 reflects the total amount of \$299,172, apportioned by percentage that will be applied toward each work task during FY2015. Appendix A & B also indicates the total amount by percentage and specifies the funding sources and participating agencies by activity for the FY2015 UPWP work tasks.

The SCDOT has requested the FLATS MPO to participate in the **National Household Transportation Survey** (NHTS) for FY2015. The FHWA administers the household survey effort every five to seven years. The data collected from the NHTS is used for Travel Demand Forecasting.

The most commonly used data that the FLATS MPO will be provided by the NHTS is Employment Income, Age/Gender, Travel Time, Trip Length, Travel Mode, Trip Purpose, Vehicle Characteristics/Use and Other Household Variables. Based on the size of the FLATS MPO, the FHWA is recommending 500 surveys for the FLATS MPO area. The anticipated cost for the FHWA to administer the NHTS for the FLATS MPO area is \$112,500. The SCDOT will provide 50% of the survey cost for the FLATS MPO area. Therefore, it is anticipated that the FLATS MPO portion for the NHTS will be \$56,250. No local match is required. The FHWA/FTA funds allocated to the FLATS MPO for the proposed NHTS is included in Table 2 and Appendix A & B.

NOTE: This NHTS work task is only applicable for the FY2015 UPWP.

Table 2: Proposed Funding Sources – FY2015

WORK TASK	PERCENTAGE	FHWA/FTA	LOCAL SHARE	TOTAL
Program Administration	25%	\$ 48,585	\$ 12,146	\$ 60,731
Public Participation	7%	\$ 13,604	\$ 3,401	\$ 17,005
Transportation Alternatives Program	5%	\$ 9,717	\$ 2,429	\$ 12,146
Mapping	25%	\$ 48,585	\$ 12,146	\$ 60,731
Air Quality Surveillance	5%	\$ 9,717	\$ 2,429	\$ 12,146
Traffic Surveillance	5%	\$ 9,717	\$ 2,429	\$ 12,146
Development and Maintenance	8%	\$ 15,546	\$ 3,887	\$ 19,433
Socioeconomic and Land Use Data	15%	\$ 29,150	\$ 7,288	\$ 36,438
Public Transportation Planning	5%	\$ 9,717	\$ 2,429	\$ 12,146
National Household Travel Survey	N/A	\$ 56,250	N/A	\$ 56,250
TOTAL	100%	\$ 250,588	\$ 48,584	\$ 299,172

A. Program Administration

A-1 Administration

Purpose: To administer the transportation planning program in the FLATS area, ensuring that it is continuous, cooperative and comprehensive, and is in compliance with applicable State, Federal and local laws and regulations. This includes coordinating all activities of the Policy Committees and Study Team, developing narrative reports for citizens and public/private agencies and providing liaison activities among government agencies and the public. Other administrative activities include preparing narrative and expenditure reports, maintaining financial accountability including an annual report, keeping routine correspondence and preparing and retaining information related to billing and training. The transportation planning activities will be conducted in compliance with all federal, state, and local laws regulations and requirements.

Activity: *The Planning Factors enhanced by this work task are 1 through 8.* The staff will implement the work task as contained in this UPWP. Administrative activities include, but are not limited to the following:

1. Annually adopt a UPWP for the appropriate fiscal year;
2. Maintain financial records of all revenues and expenditures;
3. Prepare and distribute meeting notices and agenda packages for all FLATS committees;
4. Prepare and maintain minutes from all FLATS committee meetings;
5. Provide progress reports to all FLATS committees;
6. Prepare certification documentation, agreements, resolutions, memoranda of understanding (MOU's), etc.;
7. Maintain agreements between local governmental agencies and the MPO;
8. Acts as local liaison to the FHWA, FTA, SCDOT and other transportation related agencies to ensure coordination;
9. Amend the transportation planning process in accordance with changes in federal laws and regulations;
10. Comply with Title VI of the Civil Rights Act of 1964;
11. Comply with the SCDOT and FTA Disadvantaged Business Enterprise (DBE) Programs;
12. Ensure that all programs and activities sufficiently address Environmental Justice principles and procedures, as appropriate;
13. Maintain activity time sheets for quarterly progress reports;
14. Submit quarterly progress reports with requisitions and a year-end progress report with the final requisition to the SCDOT;
15. Attend training sessions and seminars and participate in webinars as related to the transportation planning process. Focus on courses and conferences on air quality, public involvement, intelligent transportation systems, congestion management systems, environmental justice, compliance with the FTA regulations and livable and sustainable communities and intermodal issues;
16. Communicate and coordinate work among study participants, governments and citizens;
17. Maintain a building permit report;
18. Organize and administer the Florence Area Trails Committee quarterly meetings and prepare minutes of each meeting.

Previous Work:

- The FLATS MPO staff performed work tasks as directed by the FY2014 UPWP;
- Prepared meeting agenda packets and minutes for FLATS committee meetings;

- Submitted quarterly narrative reports to the SCDOT (including the account of quarterly expenditures and the quarterly reimbursement requests) and its year-end progress report;
- Staff administered and maintained minutes of the quarterly Trails Committee meetings;
- Staff attended two SCAPA conferences, attended three applicable seminars and participated in 10 webinars on issues regarding transportation planning.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Submit quarterly narrative reports and reimbursement requests and year-end progress report to the SCDOT	<i>July 15, 2014, October 15, 2014, January 15, 2015 and April 15, 2015</i>
2. Administer the quarterly Trails Committee meetings	<i>July 15, 2014, October 21, 2014, January 20, 2015 and April 21, 2015</i>
3. Perform work tasks as directed by the FY2015 UPWP	<i>Continuous</i>
4. Organize Study Team and Policy Committee meetings	<i>Continuous as scheduled</i>
5. Prepare agenda packets and distribute for FLATS committee meetings	<i>Continuous at least two weeks prior to all meetings</i>
6. Prepare and maintain minutes from FLATS committee meetings	<i>Continuous immediately after meetings</i>
7. Attend transportation planning related seminars, conferences and meetings. In addition, participate in webinars related to transportation planning	<i>Continuous as available</i>
8. Perform daily FLATS administrative duties	<i>Continuous</i>

Products: Minutes, meeting summaries, resolutions, agreements, audits and other records of FLATS will be produced and maintained. All required documents will be published. Copies of written correspondence concerning FLATS or transportation related activities with citizens, local governments, developers and other agencies will be maintained to provide a record of the year's activities. The FY2015 UPWP will be maintained and the FY2016 UPWP will be developed.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning Department

Financial Responsibility:

SOURCE	RATIO	AMOUNT
Local (Florence County)	20%	\$ 12,146
Federal (FHWA-PL/FTA-5303)	80%	\$ 48,585
TOTAL	100%	\$ 60,731

A-2 Public Participation

Purpose: To provide information to FLATS participants and the general public about the transportation planning process, to respond to requests for information from the public and to encourage meaningful public input into all transportation plans, programs and projects and to ensure that the requirements of Title VI are met in this process. Additionally, the purpose is to promote and provide a variety of meaningful forums for FLATS stakeholders to communicate with the FLATS committees. The FLATS Public Participation Plan (PPP) was recently updated and adopted by the Policy Committee on June 13, 2013. The purpose of FLATS public involvement is to canvass the communities within the study area in search of ideas that will have public support and improve mobility and travel safety.

Examples include conducting public meetings, publishing an annual newsletter, responding to requests for information, FLATS staff will continue to evaluate the effectiveness of these and other outreach activities and make adjustments as necessary with the goal of obtaining meaningful public input on all FLATS activities.

Activity: *The Planning Factors enhanced by this work task are 4 and 6.* The FLATS MPO will provide ample opportunities for comments on projects as they are considered for inclusion in the MTP, the TIP and other FLATS documents and plans. A variety of outreach techniques are employed to obtain public input. Among the tools used to circulate information about FLATS activities are advertising FLATS committee meetings via media outlets and electronic notification to all stakeholders, publication and distribution of an annual newsletter, making presentations to neighborhood and civic organizations, publishing information on the FLATS website and the dissemination of FLATS publications (MTP, TIP, etc.) for public review and comment. Respond to requests for information from the public and providing regular feedback on any issues of concern within two business days.

The FLATS website is updated as necessary to publish basic information about FLATS (meeting agendas and minutes, FLATS documents, annual newsletter, etc.) FLATS will continue to ensure that the principles of Environmental Justice, including minority and low income communities, senior citizens and non-English speaking population are included and represented in all public outreach efforts.

Techniques for the distribution of information include, but are not limited to the following:

1. Provide a constant avenue for the availability of FLATS federal documents at various public venues;
2. Maintain and update the FLATS Distribution List to remain in contact with the public/citizens and various stakeholders;
3. Media releases, press articles and paid advertisements;

4. Annual Newsletters;
5. Brochures, flyers and maps;
6. Utilize surveys, questionnaires, comment cards, etc. as applicable;
7. Public information meetings, workshops and conferences;
8. Maintaining updates on the FLATS website (www.florenceco.org/flats.org);
9. Maintain a record of attendance and public comments received to evaluate the effectiveness of the current public involvement practices.

Previous Work:

- Completed the three year updates to the Public Participation Process (PPP);
- Provided the opportunity for the public to review and comment on amendments to the FY2014-2019 TIP, the FY2014 UPWP and updates to the PPP;
- Gave a presentation on the FLATS transportation planning process to the League of Women Voters;
- Distributed FLATS meeting agenda to stakeholders on the FLATS Distribution List;
- Updated the FLATS website on a regular basis with information regarding FLATS meetings, public comment notifications and document updates;
- Published and distributed the fifth edition of the FLATS Newsletter;
- Responded to requests for information from media outlets;
- Responded to requests for information from the general public and other stakeholders;
- Updated FLATS document binders at various public venues as documents were approved (UPWP, TIP, PPP);
- Advertised in print for committee meetings and public comment notifications.

Work Schedule: During this program year the FLATS MPO staff will continue to implement the strategies in the FLATS Public Participation Process Plan. The anticipated public outreach opportunities include the following:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Publish and distribute the sixth edition of the FLATS Newsletter	<i>June 30, 2015</i>
2. Provide public participation opportunities through meetings, workshops and presentations	<i>Continuous as applicable</i>
3. Update FLATS website	<i>Continuous as necessary</i>
4. Update FLATS document binders at public venues	<i>Continuous as documents are amended and approved</i>
5. Notify stakeholders on the FLATS Distribution List	<i>Continuous as necessary</i>

regarding committee meetings and website updates	
6. Develop a FLATS public website showing FLATS projects, sidewalk and trail locations, areas of congestion, transit bus stops and roadways that are safe for bikers (Phase I)	June 30, 2015

Products: The Florence County Planning Department and FLATS staff will make available any information on the planning and transportation planning process that may be of interest to any persons or groups. The FLATS website will be maintained and updated. The FLATS Distribution List will be updated accordingly. All activities in the Public Participation Process Plan will be met along with a continuous evaluation of the process. The PPP will be updated at a minimum on a three-year basis. The FLATS Newsletter will be developed on an annual basis.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning Department

Financial Responsibility:

SOURCE	RATIO	AMOUNT
Local (Florence County)	20%	\$ 3,401
Federal (FHWA-PL/FTA-5303)	80%	\$ 13,604
TOTAL	100%	\$ 17,005

A-3 Transportation Alternatives Program

Purpose: To be the liaison between potential grant recipients and the SCDOT for selecting bicycle and pedestrian projects that comply with the Transportation Alternative Program (TAP) regulations. The TAP consists of annual and multi-year project identification, selection and prioritization. Funding may be used for bicycle/pedestrian facilities as well as streetscape efforts. The SCDOT approved projects are listed in the Transportation Improvement Plan (TIP).

Activity: *The Planning Factors enhanced by this work task are 5 and 8.* The SCDOT notifies the FLATS MPO staff when funding for the appropriate fiscal year's TAP has been approved by the SCDOT Commission. FLATS staff mails notification letters to all applicable agencies advising of this potential grant and identifies the project qualifications, the applicant requirements and instructions for applicant submission. Applications are submitted to FLATS staff and staff submits to the SCDOT. The applications for the TAP are not required to be presented to the Policy Committee prior to forwarding to the SCDOT for selection and ranking. However, the FLATS Policy Committee has requested that staff present the potential project applications to them prior to submitting to the SCDOT for information purposes.

Previous Work:

- FLATS continued to coordinate with applicants and the SCDOT on three projects that remain uncompleted under the Safe, Accountable, Flexible, Efficient, Transportation Equity Act, A Legacy for Users Law (SAFETEA-LU) to insure quarterly reports were submitted accordingly;
- FLATS submitted one project to the SCDOT for consideration for the FY2013 TAP funds. This project (The Francis Marion University Roadway Improvements to SC Highway 327) was approved by the SCDOT Commission on August 10, 2013;
- FLATS staff met with Florence Darlington Technical College to discuss the details for a potential project they are considering to submit for the FY2014 TAP funds - September, 2013;
- FLATS staff met with the Architect for a potential project by Florence School District One that they are considering to submit for the FY2014 TAP funds - October 22, 2013;
- Staff received notification from the SCDOT that funding for the FY2014 TAP was approved by the SCDOT Commission - January 9, 2014;
- Mailed notification letter of funding to all applicable agencies - January 10, 2014;
- FLATS staff presented the TAP application submitted by Florence School District One to the Policy Committee - June 12, 2014.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Contact Francis Marion University and the SCDOT to follow up on the status of the proposed project timeline	<i>October, 2014 This is the SCDOT's anticipated date to prepare bid package for the project</i>
2. Mail notification letter to all applicable agencies regarding FY2015 TAP funding approval once notified by the SCDOT	<i>Estimated January, 2015</i>
3. Stay in contact with approved applicants as projects are underway for any assistance needed	<i>Continuous</i>
4. Assist potential applicants with questions regarding projects	<i>Continuous</i>
5. Follow the progress and quarterly report status on remaining SAFETEA-LU projects until each are completed	<i>Continuous</i>
6. Include approved TAP projects in the FLATS TIP	<i>Continuous as applicable</i>

Products: The TAP projects that are approved by the SCDOT will be listed in the FLATS TIP. Information regarding the projects that are both approved and considered will be maintained and available from the FLATS staff at any time.

Work activities are continuous as applicable from July, 2014 – June, 2015**Staffing:** County Planning Department**Financial Responsibility:**

SOURCE	RATIO	AMOUNT
Local (Florence County)	20%	\$ 2,429
Federal (FHWA-PL/FTA-5303)	80%	\$ 9,717
TOTAL	100%	\$ 12,146

B. Surveillance

B-1 Mapping

Purpose: Provide a visual instrument that identifies areas of study and provides a detailed tool for transportation planning and analysis within the FLATS area. Continue the development and maintenance of Geographic Information Systems (GIS) data. Update computer hardware and software as necessary to keep pace with changes in GIS and other computer programs.

Activity: *The Planning Factors enhanced by this work task are 2, 3 and 7.* The FLATS MPO will continue to use its existing GIS for mapping activities and to develop compatible data layers. The Florence County Planning Department's GIS department develops and maintains GIS data and interactive map websites that assist with the collection, analysis and distribution of transportation related information. Staff will produce maps to be used for land use, socioeconomic characteristics, transit routes, TIP and MTP project locations and trend analysis. County-wide address and roads databases will continuously be maintained.

- Updated and maintained the following databases:
 - Centerline and parcel map;
 - Verify new road accurate placement utilizing Global Positioning Systems (GPS) to include attribute data such as road surface type and bridge location;
 - Countywide address ranges;
 - County building permits;
 - Roadway speed limits;
 - Location of stop signs, traffic signals and yield signs.
- Updated and maintained a road atlas and provided to PDRTA, emergency personnel and other public entities as updates were completed;

- Provided other digital data, as requested, to law enforcement, E911 Dispatch, fire departments and emergency management personnel to assist in improving their ability to find locations quickly and accurately;
- Provided demographic data to PDRTA to assist them as they prepare their Transit Development Plan;
- Created an application for emergency management staff to update a point file for hazardous material locations and sites that would or could be impacted by hazards within the County. The data and information will assist with emergency evacuation notifications and routes to citizens, businesses and visitors of Florence County;
- Maintained necessary upgrades to desktop and server levels to improve Geographic Information Systems (GIS) data editing workflows and improved functionality for web and mobile based applications used for transportation planning;
- Created an application for the Emergency Management Division for them to identify road closures during an emergency. All emergency personnel can then see the closures;
- Created an easy to use web mapping application to give feedback on address point locations that have not been mapped;
- Created various websites for several departments where they can easily find accurate locations in relation to Districts they work with. This assists in cutting down on personnel travel time or possibly even saves the need for a site visit all together.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Develop digital layer of current freight corridors	<i>June 30, 2015</i>
2. Develop digital layer of existing sidewalks	<i>June 30, 2015</i>
3. Maintain and update all websites	<i>Continuous as necessary</i>
4. Update and maintain current databases as referenced in the previous work section and determine new databases to develop to tracking trend data in the FLATS area	<i>Continuous</i>
5. Provide a new road Atlas to PDRTA, emergency personnel and other public entities as updates are completed	<i>Annually</i>
6. Update existing bus routes as necessary for PDRTA and create new route maps as requested	<i>Continuous</i>
7. Maintain necessary upgrades to desktop and server levels to improve Geographic Information Systems (GIS) data editing workflows to improve functionality for web and mobile based applications used for transportation planning	<i>Continuous</i>

Products: The County GIS and FLATS staff will maintain digital data as described above in the Previous Work and Work Schedule sections. Staff will produce maps to be used for land use, transportation planning and trend analysis. County-wide address and roads databases will continuously be maintained. Transit bus routes will be continuously updated and altered for highest efficiency.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning and GIS Departments

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 12,146
Federal (FHWA-PL/FTA-5303)	80%	\$ 48,585
TOTAL	100%	\$ 60,731

B-2 Air Quality Surveillance

Purpose: Track current Federal and State legislation regarding air quality in an effort to remain compliant with the Environmental Protection Agency's National Ambient Air Quality Standards (NAAQS) for ground-level ozone. Help implement local and regional air quality initiatives, keep local stakeholders informed about air quality issues and participate in air quality training.

Activity: *The Planning Factors enhanced by this work task are 1, 5 and 8.* Flats staff will monitor relevant air quality data, help implement local and regional air quality initiatives, monitor developments related to federal air quality regulations and requirements, attend air quality training workshops, work with other stakeholders to maintain an air quality action plan and disseminate information to stakeholders in the study area. FLATS staff will proactively research and administer projects that would have a positive impact on air quality for the FLATS area.

Previous Work: Previous work consisted of reviewing rules and regulations of the Environmental Protection Agency (EPA). Remained in contact with the Department of Health and Environmental Control (DHEC) to stay abreast as to when EPA will announce the new standards for the NAAQS for ground-level ozone. Staff attended relevant workshops, meetings, training sessions and webinars as available.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Prepare a presentation for the FLATS committees explaining the new NAAQS standards from the EPA	<i>Immediately upon notification from EPA on the new standards</i>
2. Exploration of alternatives or projects that will reduce air quality emissions	<i>Continuous</i>
3. Attend relevant workshops, meetings, training sessions and webinars	<i>Continuous as available</i>
4. Prepare basic air quality information to present and distribute to the FLATS committees and other applicable transportation agencies regarding the importance of air quality and the repercussions if the FLATS area's air quality is designated as non-attainment	<i>January 31, 2015</i>

Products: FLATS staff will abide by all Federal and State programs and requirements relating to air quality and conformity for the FLATS area. These efforts are designed to enhance local ambient air quality as part of the overall strategy to meet Federal and State clean air regulations, promote public and assist local government. Complete air quality analysis for projects as needed.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning Department

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 2,429
Federal (FHWA-PL/FTA-5303)	80%	\$ 9,717
TOTAL	100%	\$ 12,146

B-3 Traffic Surveillance

Purpose: Monitor current traffic characteristics and travel patterns to improve efficiency, reliability, safety, security and volume affecting the movement of traffic in the FLATS area. To compile and distribute historical and current accident statistics and other data related to traffic safety to the public at-large and to state and local officials responsible for traffic and transportation safety. Data will provide planners with information on both the existing and

projected operating conditions of the transportation system and to assist in the identification of needs on an intermodal basis.

Activity: *The Planning Factors enhanced by this work task are 2, 3 and 7.* This work element involves completing traffic reviews for projects as necessary. Intersection accident data is collected for intersections where ten (10) or more accidents have occurred or where there have been one or more fatalities and compiled into an annual report. Additional data collected and maintained includes current freight corridors and areas of congestion, travel time and traffic.

Previous Work: Staff has participated in various traffic-related meetings and continues to use the SCDOT Average Annual Daily Traffic (AADT) data to complete traffic reviews for various projects. This information will also be used to update and provide information when amendments to the MTP are necessary. In addition, these counts will be made available to the public as requested.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Coordinate with the South Carolina Department of Public Safety and the SCDOT to collect collision study data to develop an Intersection Accident Analysis Report	<i>June 30, 2015</i>
2. Amend the TIP to incorporate new intersection improvement projects per the new SCDOT 20% guideshare allocation requirement. Also amend the MTP if project is not listed	<i>Immediately when Policy Committee chooses a project</i>
3. Collect and maintain data on current freight corridors	<i>June 30, 2015</i>
4. Field collection of data for areas of congestion, travel time and traffic (Phase I)	<i>June 30, 2015</i>
5. As traffic counts are continuously collected for our area by the SCDOT, staff will continue to incorporate these counts into traffic reviews for projects	<i>Continuous</i>
6. Allocate the anticipated amount of \$56,250 of the FLATS MPO FY2015 FHWA-PL/FTA-5303 funds towards the National Household Travel Survey to be conducted by FHWA in 2015. Assist the FHWA and SCDOT as necessary.	<i>Upon Request by the SCDOT</i>

Products: Intersection accident reports will be produced and maintained. In addition, documentation regarding freight corridors and areas of congestion will be maintained. This data will be updated as necessary and available upon request. As growth occurs throughout

the FLATS area and as traffic patterns change, staff will continue to produce traffic reviews on development projects. This information will also be used to update and provide information for the MTP as updates are needed. In addition, these counts will be made available as requested by the public.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning and GIS Departments

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 2,429
Federal (FHWA-PL/FTA-5303)	80%	\$ 9,717
TOTAL	100%	\$ 12,146

C. Documentation and Analysis

C-1 Development and Maintenance

Purpose: Maintain the FLATS program by developing the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), the Metropolitan Transportation Plan (MTP), and any other documents in compliance with federal regulations as they relate to metropolitan transportation planning. In addition and as needed, staff will update the Florence County Comprehensive Plan.

Activity: *The Planning Factors enhanced by this work task are 2, 4, 5, 6 and 8.* Develop and publish the annual UPWP, TIP and other required federal documents. Review and update the FLATS MTP as necessary in response to changing transportation needs and priorities and to conform to transportation planning regulations.

Previous Work:

- Developed the FY2015 UPWP, sent draft to federal and state agencies for comments, incorporated comments, hosted public comment period, presented final draft to Policy Committee for approval and sent approved document to state and federal agencies.;
- Completed amendments to the FY2014-2019 TIP, hosted the public comment period and presented to the FLATS Policy Committee for approval and sent approved document to state and federal agencies;
- Prepared the three-year required updates to the PPP, hosted the public comment period and presented to the FLATS Policy Committee for approval.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Begin developing the draft of the FY2016-FY2017 UPWP	<i>January, 2015</i>
2. Submit the FY2016-FY2017 UPWP to the FHWA, FTA and SCDOT for comments and amend as comments require	<i>April, 2015</i>
3. Host public comment period for FY2016-FY2017 UPWP	<i>May, 2015</i>
4. Present final draft of the FY2016-FY2017 UPWP to the FLATS Policy Committee for approval	<i>June, 2015</i>
5. Send approved UPWP to state and federal agencies	<i>June, 2015</i>
6. Procure a Consultant to begin update to MTP	<i>As directed by Policy Committee</i>
7. Amend the FY2014-2019 TIP, host public comment period and present to the FLATS Policy Committee for approval and send approved document to state and federal agencies for inclusion in the State Transportation Improvement Program (STIP)	<i>Continuous as necessary</i>

Products: Staff will produce the UPWP, TIP and other Federal and State documents including the MTP and the County's Transportation Element of the Comprehensive Plan. Until notified otherwise from the FHWA, FTA and SCDOT, beginning in FY2016, the UPWP will be submitted as a two year planning work document. Staff will work as a team with a third-party consultant to update the MTP every five years as required. In addition, staff will update the Florence County Comprehensive Plan.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning Department

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 3,887
Federal (FHWA-PL/FTA-5303)	80%	\$ 15,546
TOTAL	100%	\$ 19,433

C-2 Socioeconomic and Land Use Data

Purpose: Monitor growth trends based on building permit and employment data. Maintain a comprehensive, up-to-date socioeconomic and land use database for the transportation planning process. Coordinate land use, transportation planning and socioeconomic data in an effort to facilitate a healthy, sustainable community.

Activity: *The Planning Factors enhanced by this work task are 1, 4, 5, 7 and 8.* FLATS staff will monitor changes in land use from one year to the next. FLATS staff will use a Transportation Planning Application to track areas that generate or attract trips. FLATS staff will review new site plans, subdivision plats and related information to evaluate the timing and location of land use changes taking place in the study area. Changes in land use may, in turn, trigger adjustments in socioeconomic data or have other impacts on the transportation system.

Previous Work: FLATS staff continued to collect and maintain socioeconomic and land use data. Several databases including but not limited to zoning, land use and building permits have been maintained and updated. Zoning cases, new site and subdivision plans were reviewed to evaluate the timing and location of land use changes taking place in the FLATS study area. Staff continued tracking foreclosures in our area on a monthly basis to establish comparable socioeconomic trends for future reference.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Collect 2015 building permit data and update database	<i>Monthly</i>
2. Update zoning and land use databases	<i>As necessary</i>
3. Track foreclosure trends, analyze clusters and maintain information for stakeholders	<i>Monthly</i>
4. Collect data on population, housing, retail sales, manufacturing facilities, schools and other facilities to develop a Transportation Planning Application to track areas that generate or attract trips (Phase I)	<i>June 30, 2015</i>
5. Procure a Consultant to begin a study of E. Palmetto Street to develop a long-term plan of transportation and land use improvements that enhance aesthetics, introduce viable transportation options and provide functional facilities that are safe for all users	<i>As directed by Policy Committee</i>

Products: Data from traffic analysis zones and from building permit databases will continue to be created to ensure consistency with growth and transportation trends in the region. Data from the 2010 Census Transportation Planning Package (CTPP) will be analyzed to obtain additional insight into journey-to-work information in the FLATS Study Area. An updated land use report will be maintained. Foreclosure statistical reports and maps will continuously be tracked and available for stakeholders as requested.

The data collected regarding item #4 in the Work Schedule section above will be maintained and updated on a web-based Transportation Planning Application to be developed. This is being developed to serve as an “easy-to-use” one stop shop for creating transportation planning data and analyzing that data. Included will be a tool to plot growth trends, a tool to update road segment attributes including sidewalks, congestion, freight corridor, laneage, classification, maintenance and transit bus lanes, routes and stops among others. Tools to summarize trends by TAZ and help in using GIS data to estimate and project the TAZ Socioeconomic variables will also be developed.

The transportation Planning website will be designed to make editing and analyzing transportation data as easy and accurate as possible. Optimistically, the customization of the application will eliminate some of the overhead of using and learning standard GIS software and cut down on some of the redundant tasks involved in editing and analyzing with the GIS software.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning and GIS Departments

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 7,288
Federal (FHWA-PL/FTA-5303)	80%	\$ 29,150
TOTAL	100%	\$ 36,438

C-3 Public Transportation Planning

Purpose: Support and assist the Pee Dee Regional Transportation Authority (PDRTA) and evaluate transit options to enhance planning for new multi-modal initiatives and projects. Also support and assist the three additional agencies within the FLATS area who receive direct funding from the Federal Transit Administration (FTA). These additional agencies are the Florence Senior Citizens Association (FSCA), the Florence County Disabilities and Special Needs Board (FCDSNB), the Darlington County Council on Aging (DCCOA) and the Darlington County Disabilities and Special Needs Board (DCDSNB). These agencies receive their FTA funds directly from an alternate Federal Program and are not included in the UPWP total. However, if any of these agencies utilize any of their direct funds for planning, the work will be listed in this section (i.e. Previous Work or Work Schedule) and the amount will be listed in the tables in Appendix A and B.

The FTA Federal Program that these agencies are allowed to utilize for planning is under Program 5307. State Mass Transit Funds provided to these agencies by the SCDOT can be utilized for their required match.

Activity: *The Planning Factors enhanced by this work task are 1, 2, 3, 6 and 7.* Flats staff will provide technical assistance to the PDRTA, the Florence Senior Citizens Association, the Florence County Disabilities and Special Needs Board, the Darlington County Council on Aging and the Darlington County Disabilities and Special Needs Board as needed to develop new routes and identify additional ridership. Staff created the current bus routes for PDRTA and will update them as necessary. Any information or data for all four agencies is supplied by staff upon request.

Previous Work:

- Staff initiated and organized quarterly meetings with PDRTA and the Pee Dee Council of Governments (PDCOG) to keep them up to date on transportation planning activities and to stay abreast of any assistance needed by FLATS staff;
- Staff created and provided digital data of their current customers in various specific categories for the Darlington Council on Aging and the Florence Senior Citizens Association;
- PDRTA is preparing to update their Transit Development Plan. Staff met with them and will provide demographic information as necessary to complete this task.

Work Schedule:

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Continue organizing and hosting the quarterly meetings with PDRTA and the PDCOG	<i>July 25, 2015, October 21, 2015, January 20, 2016 and April 20, 2016</i>
2. Contact PDRTA, FCSA, FCDSNB, DCCOA and DCDSNB to collect their appropriated FTA funding to include in the TIP	<i>February, 2016</i>
3. Update FLATS TIP to include the FTA funding for the PDRTA, FCSA, FCDSNB, DCCOA and DCDSNB	<i>February, 2016</i>
4. Provide demographic information to PDRTA as requested to update their Transit Development Plan	<i>Upon request</i>
5. Continue to provide assistance to PDRTA, FCSA, FCDSNB, DCCOA and DCDSNB as requested	<i>Continuously</i>

Products: FLATS staff will provide an updated County Road Atlas to the PDRTA annually. FLATS staff will provide all documentation necessary for PDRTA, The Florence Senior Citizens Association, The Florence DSN Board, the Darlington County Council on Aging and the Darlington County DSN Board as requested to more efficiently serve their customers. In addition, GIS digital data will be produced for each of the above referenced agencies as requested. Reports and plans developed in conjunction with each of the above referenced agencies will be maintained.

Work activities are continuous as applicable from July, 2014 – June, 2015

Staffing: County Planning Department

Financial Responsibility:

Source of Funds	Ratio	Amount
Local (Florence County)	20%	\$ 2,429
Federal (FHWA-PL/FTA-5303)	80%	\$ 9,717
TOTAL	100%	\$ 12,146

Appendix A: Agency Participation

WORK TASK(S)	FLORENCE COUNTY	FHWA	*FTA	SCDOT	TOTAL
A-1 Administration	\$12,146	\$48,585			\$60,731
A-2 Public Participation	\$3,401	\$13,604			\$17,005
A-3 Transportation Alternatives Program	\$2,429	\$9,717			\$12,146
B-1 Mapping	\$12,146	\$48,585			\$60,731
B-2 Air Quality Surveillance	\$2,429	\$9,717			\$12,146
B-3 Traffic Surveillance	\$2,429	\$9,717			\$12,146
C-1 Development and Maintenance	\$3,887	\$15,546			\$19,433
C-2 Socioeconomic and Land Use Data	\$7,288	\$29,150			\$36,438
C-3 Public Transportation Planning	\$2,429	\$9,717			\$12,146
<i>National Household Travel Survey (Work Task for FY2015 UPWP Only)</i>	N/A	\$56,250			\$56,250
TOTAL	\$48,584	\$250,588			\$299,172

*** PDRTA will not utilize any of their FTA 5307 Program funds for planning during FY2015**

Appendix B: Funding Sources

WORK TASK(S)	PL FUNDS/5303		SCDOT		FHWA		*FTA		TOTAL
	FLORENCE COUNTY	FEDERAL	STATE	FEDERAL	STATE	FEDERAL	FLORENCE COUNTY	FEDERAL	
A-1 Administration	\$12,146	\$48,585							\$60,731
A-2 Public Participation	\$3,401	\$13,604							\$17,005
A-3 Transportation Alternatives Program	\$2,429	\$9,717							\$12,146
B-1 Mapping	\$12,146	\$48,585							\$60,731
B-2 Air Quality Surveillance	\$2,429	\$9,717							\$12,146
B-3 Traffic Surveillance	\$2,429	\$9,717							\$12,146
C-1 Development and Maintenance	\$3,887	\$15,546							\$19,433
C-2 Socioeconomic and Land Use Data	\$7,288	\$29,150							\$36,438
C-3 Public Transportation Planning	\$2,429	\$9,717							\$12,146
<i>National Household Travel Survey (Work Task for FY2015 UPWP Only)</i>	N/A	\$56,250							\$56,250
TOTAL	\$48,584	\$250,588							\$299,172

*** PDRTA will not utilize any of the FTA 5307 Program funds for planning during FY2015**

Appendix C: List of Acronyms

AADT	Average Annual Daily Traffic
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprise
DCCOA	Darlington County Council of Aging
DCDSNB	Darlington County Disabilities and Special Needs Board
DHEC	Department of Health and Environmental Control
EPA	Environmental Protection Agency
FCDSNB	Florence County Disabilities and Special Needs Board
FLATS	Florence Area Transportation Study
FSCA	Florence Senior Citizens Association
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
GPS	Global Positioning Systems
LPA	Local Project Agreement
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Protection Act
NHPP	National Highway Performance Program
NHTS	National Household Transportation Survey
PDCOG	Pee Dee Council of Governments
PDRTA	Pee Dee Regional Transportation Authority
PL	Planning Law
PPP	Public Participation Process
RPWP	Rural Planning Work Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAPA	South Carolina American Planning Association
SCBO	South Carolina Business Opportunities
SCDOT	South Carolina Department of Transportation
SMTF	State Mass Transit Funds
SPR	State Planning and Research
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation

Appendix D: General References

MAP-21, Public Law 112–141 (H.R. 4348) — July 6, 2012, 112th U.S. Congress

U.S. Code Title 23, Section 134

U.S. Code Title 49, Section 5303

H.R. 2847, Hiring Incentives to Restore Employment Act; Surface Transportation Extension Act of 2010

Resolution

RESOLUTION CERTIFYING THE FLORENCE AREA TRANSPORTATION STUDY'S TRANSPORTATION PLANNING PROCESS FY2015

WHEREAS, the FLATS Policy Committee has found that the Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607, as amended;

WHEREAS, the FLATS Policy Committee has found the transportation planning process to be in compliance with Sections 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d));

WHEREAS, the FLATS Policy Committee has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;

WHEREAS, the FLATS Policy Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Sec.105(f), Pub.L.97-424, 96 Stat.2100, 49 CFR part 23);


WHEREAS, the FLATS Policy Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations;

WHEREAS, the FLATS Metropolitan Transportation Improvement Program is a subset of the currently conforming 2035 Long Range Transportation Plan;

WHEREAS, the Transportation Plan has a planning horizon year of 2035, and meets all the requirements for an adequate Transportation Plan,

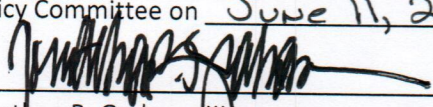
NOW THEREFORE, be it resolved that the FLATS Metropolitan Planning Organization's Transportation Policy Committee certifies the transportation planning process for the Florence Metropolitan Planning Organization on this the 12th day of June 2014.

READ AND ADOPTED the 12th day of June 2014.



Senator Hugh K. Leatherman, Sr.
Chairman

Certified true and correct copy of a resolution adopted by the Florence Area Transportation Study Policy Committee on June 11, 2014.



Jonathan B. Graham, III
Florence County Planning Director

SCDOT LPA Agreement

LOCAL PROJECT AGREEMENT (LPA) COORDINATION REQUIREMENTS FOR PROCUREMENT OF CONSULTING SERVICES

The following process is intended to comply with LPA requirements by ensuring eligibility of planning activities utilizing Federal-Aid funds. Planning activities by definition do not include findings required by National Environmental Policy Act (NEPA), preliminary engineering, the acquisition of real property, or the management/oversight of construction projects. Federal funds may include PL, SPR, STP, NHPP, CMAQ or any other Federal-Aid Program funds. In the event that the MPO, COG or sub-recipient intends to procure consulting services utilizing federal funds to complete tasks outlined in the approved Unified Planning Work Program (UPWP) or Rural Planning Work Program (RPWP), the following steps must be adhered to in sequence in order to ensure federal participation in the project:

STEP 1

- Ensure that the project is included in the UPWP or RPWP
- Submit a draft scope of work in sufficient detail to determine that all work elements are eligible under 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

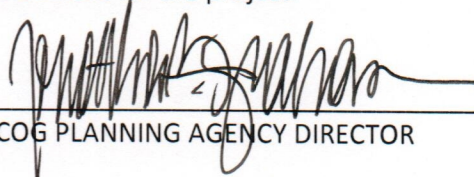
I hereby acknowledge that all procurement activities will follow the above described steps. Any deviation for this process will jeopardize federal reimbursement for the project.

3/26/14

DATE

If applicable:

DATE



MPO/COG PLANNING AGENCY DIRECTOR

SUB-RECIPIENT