

UNIFIED PLANNING WORK PROGRAM  
FISCAL YEARS 2020 AND 2021



FLORENCE AREA TRANSPORTATION STUDY  
Metropolitan Planning Organization (MPO)

Federal ID #57-6000351

Funding Agencies:  
Florence County and  
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## Introduction

The Florence Area Transportation Study (FLATS) is the Metropolitan Planning Organization (MPO) for the Florence, SC urbanized area. The Federal-Aid Highway Act of 1962 established the requirement for transportation planning in urban areas throughout the country. The Florence Area Transportation Study (FLATS) is a cooperative transportation planning process for the City of Florence, City of Darlington, Town of Quinby, Town of Timmonsville and portions of Florence and Darlington counties.

The Florence area became an urbanized area of over 50,000 persons according to the 1980 Census and as a result required to comply with Federal-Aid Highway Acts (23 USC 101 et seq) and the Urban Mass Transportation Act of 1964), as amended.

In 1982, pursuant to section 450.106(a) of 23 CFR 450, Richard W. Riley, Governor of South Carolina, agreed with the units of general purpose local government in the Florence urbanized area in their designation of the Florence Area Transportation Study Policy Committee as the Metropolitan Planning Organization for the urbanized area.

The Unified Planning Work Program (UPWP) outlines the work tasks to be carried out for transportation administration and planning activities for the FLATS MPO. The transportation planning activities outlined in the UPWP are to be undertaken in the FLATS Study Area in support of the goals, objectives, and actions established in the FLATS 2040 Long Range Transportation Plan (LRTP), which was adopted in August, 2018. The LRTP is a 25-year vision of future transportation improvements. The FLATS LRTP is required to be updated every five years.

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 FY2019 and FY2020 Work Programs are intended to be consistent with the metropolitan planning requirements of both Federal Legislations, “Moving Ahead with Progress for the 21<sup>st</sup> Century” (MAP-21) and “Fixing America’s Surface Transportation Act” (Fast Act) and its implementing regulations. The FAST Act Bill, which provides five years of funding, was signed into law on December 4, 2015 {114-357} and directs transportation planning activities (Titles 23 and 49, United States Code). The bill addresses a wide range of issues including highway,

transit, bicycle and pedestrian, highway safety, motor carrier safety, rail and other related programs. The notable changes or new elements to the bill include new freight programs and a significant streamlining of project approvals and environmental reviews. If the FAST Act does not mention a particular program or policy, that program or policy remains in place as directed in previous transportation bills.

The Surface Transportation Program (STP) is renamed the Surface Transportation Block Grant (STBG) under the FAST Act. The Act also has changes to policy and planning language that strengthen the expectation that states and localities should have a “complete streets” approach to roadway design such as:

- There is a small change to language that now requires State DOTs “shall considers” the access of all users to non-Interstate National Highway System (NHS) roads;
- USDOT is asked to “encourage” States and MPOs to adopt design standards that ensure the safe and accessible accommodation of all users (i.e. Complete Streets).
- The National Association of City Transportation Officials (NACTO) Urban Streets Design Guide is added to the list of appropriate design manuals to use for Federally-funded projects.

The FAST Act, corresponds with MAP-21 and 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 national goals of safety, infrastructure condition, congestion reduction, system reliability, freight movement, and economic vitality, environmental sustainability, and reduced project delivery delays. The FLATS MPO will establish performance targets that address performance measures for use in tracking progress towards attainment of critical outcomes for the FLATS area. These performance targets will be coordinated with providers of public transportation when applicable. This information is 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 work tasks are performed by the Florence County Planning and Geographic Information Systems (GIS) Departments. Periodically, a Consulting Firm may be attained to complete a work task. All tasks that involve the procurement of a consultant, FLATS will navigate the SCDOT LPA process prior to initiating any work on those items. Should the Planning staff foresee that a consultant will be necessary to complete a work task, it is noted in the Work Schedule portion for the work category it pertains to. 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 21<sup>st</sup> 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 21<sup>st</sup> Century (MAP-21), a bill reauthorizing surface transportation programs through fiscal year 2014, was signed by the President on July 6, 2012.
- Fixing America's Surface Transportation Act (FAST Act), a bill providing five years of funding, which was signed into law on December 4, 2015 {114-357}.

## Performance-Based Planning & Programming

The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires State DOTs and MPOs to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning & programming or “performance management” is a strategic approach that uses system generated information to make investment and policy decisions to achieve goals set for the multimodal transportation system. Specifically, Performance-Based Planning & Programming (PBPP) refers to the application of performance management as standard practice in the planning and programming decision-making process.

The goal of PBPP is to ensure that transportation investment decisions – both long term planning and short term programming – are based on the ability to meet established performance goals. This ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to seven national goals:

- **Safety** – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure condition** – To maintain the highway infrastructure asset system in a state of good repair.

- **Congestion reduction** – To achieve a significant reduction in congestion on the National Highway System (NHS).
- **System reliability** – To improve the efficiency of the surface transportation system.
- **Freight movement and economic vitality** – To improve the national freight network, strengthen the ability of rural communities to access national, and international trade markets, and support regional economic development.
- **Environmental sustainability** – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reducing project delivery delays** – To reduce project costs, promote jobs, and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies work practices.

The Fixing America's Surface Transportation (FAST) Act supplements the MAP-21 legislation by establishing required performance measures and timelines for State DOTs and MPOs to comply with the requirements of MAP-21. As a federal requirement, states will invest resources in projects to achieve individual performance targets that collectively will make progress toward established national goals. Like states, MPOs are also expected to make transportation investment decisions based on a performance-driven, outcome-based approach as well. With this in mind, the key planning documents of an MPO; specifically, the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) are required to reflect this same approach to the planning and decision-making process. The TIP must link investment priorities to the performance targets in the LRTP, and describe (to the maximum extent practicable), the anticipated effect of the program toward achieving establish targets.

Targets are developed for each goal by each state's Department of Transportation (DOT). The MPO's (i.e. FLATS) can either adopt their state DOT's targets or develop targets of their own. The MPO works hand in hand with their state DOT to remain in compliance with this Federal Regulation. The FLATS MPO has adopted the SCDOT's targets for the Safety and the Bridges and Pavement (i.e. Infrastructure Condition) performance measures.

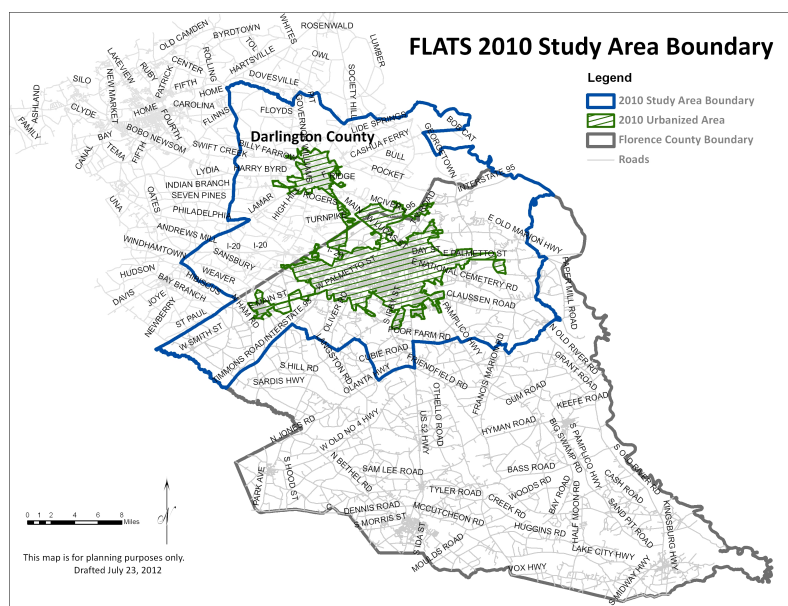
Performance-Based Planning & Programming is also a requirement for small transit agencies within the State who receive funds from the Federal Transit Authority (FTA), through the 5307 Urbanized Area Formula Program. (49 U.S. Code § 5307). In 2012, MAP-21 mandated the Federal Transit Authority (FTA) to develop a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their entire life cycle. The Transit Asset Management (TAM) Plan (Final Rule 49 USC 625 Subpart D), became effective October 1, 2016.

The TAM Plan provides reasonable benchmarks for operation, maintenance, rehabilitation, and a timeline for the replacement of transit assets funded through the SCDOT. The TAM Plan also provides data to measure and manage transit asset performance, risks, lifecycle costs, and cost effectiveness to aid in the future project prioritization and funding decisions. The Pee Dee Regional Transportation Authority (PDRTA) adopted the SCDOT's TAM targets.

The FLATS MPO has coordinated with the transit authority, PDRTA, on transit asset management and will continue to do so as an integral part of the MPO/s continuing, comprehensive, and cooperative (3-C) planning process. The FLATS MPO will include the SCDOT TAM targets for the PDRTA in the FLATS TIP. The FLATS Policy Committee will adopt these targets by Resolution.

## 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. A 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 biannually 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)***

Senator, South Carolina Senate (District 31)  
Mayor, City of Florence  
Councilman, City of Florence  
Mayor, Town of Quinby  
Chairman, Florence County Council  
Councilman, Florence County  
Representative, South Carolina House of Representatives (District 60)  
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  
Deputy Secretary for Intermodal Planning, 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***

Regional Planning Manager, SCDOT, Office of Public Transit  
Regional Planner, SCDOT  
District 5 Traffic Engineer, SCDOT  
Program Manager, Pee Dee Regional Production Group, SCDOT  
Manager, SCDOT Enhancement Program  
Coordinator, SCDOT Enhancement Program  
Community Planner, FHWA  
Director, Planning, Research and Development, City of Florence



Engineering Plans Reviewer/Project Manager, 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  
Planning Director, Darlington County  
Councilmember, City of Darlington  
Councilmember, Town of Timmonsville  
Director, Florence County Planning and Building Inspections Department

## 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 LRTP, 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 previous Surface Transportation Bill, Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), and the current Federal Legislature, Fixing America's Surface Transportation Act (FAST Act). (U.S. Code, Title 23, Section 134. U.S. Code, Title 49, Section 5303. Initially there were eight planning factors required by the above referenced Federal Legislature for Metropolitan Planning Organizations. Two additional planning factors have been included per (23 CFR 450.206 and 23 CFR 450.306). The ten 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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

## 10. Enhance travel and tourism.

Table 1 outlines how each of the ten planning factors are addressed in each work schedule activities.

**Table 1: Planning Factors**

UPWP Work Task	1	2	3	4	5	6	7	8	9	10
<b>A. Program Administration</b>										
A-1 Administration	X	X	X	X	X	X	X	X	X	X
A-2 Public Participation				X		X			X	
A-3 Transportation Alternatives Program					X			X		
<b>B. Surveillance</b>										
B-1 Mapping		X	X				X		X	X
B-2 Air Quality Surveillance	X				X			X		
B-3 Traffic Surveillance		X	X				X		X	X
<b>C. Documentation and Analysis</b>										
C-1 Development and Maintenance		X		X	X	X		X	X	X
C-2 Socioeconomic and Land Use Data	X			X	X		X	X	X	
C-3 Public Transportation Planning	X	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 \$197,973 for FY2020-FY2021 in addition to a carryover amount of \$382,151 for a total of \$580,124. The Proposed Funding Sources tables below indicate per fiscal year, the Federal allocated amounts and the local match to be utilized for each work task. Appendices A & B also indicates the Federal allocations per fiscal year and specifies the funding sources and participating agencies by activity for the UPWP work tasks.

**FY2019-FY2020 Category Allocation Budget and Funding Sources**

<b>WORK CATEGORY</b>	<b>PERCENTAGE</b>	<b>FHWA PL/FTA 5303</b>	<b>FLORENCE COUNTY LOCAL</b>	<b>TOTAL</b>
Program Administration	25%	\$ 83,437	\$ 20,859	\$ 104,296
Public Participation	7%	\$ 23,362	\$ 5,841	\$ 29,203
Transportation Alternatives Program	2%	\$ 6,675	\$ 1,669	\$ 8,344
Mapping	25%	\$ 83,437	\$ 20,859	\$ 104,296
Air Quality Surveillance	3%	\$ 10,013	\$ 2,503	\$ 12,516
Traffic Surveillance	5%	\$ 16,687	\$ 4,172	\$ 20,859
Development and Maintenance	13%	\$ 43,388	\$ 10,847	\$ 54,235
Socioeconomic and Land Use Data	15%	\$ 50,062	\$ 12,516	\$ 62,578
Public Transportation Planning	5%	\$ 16,687	\$ 4,172	\$ 20,859
<b>TOTAL</b>	<b>100%</b>	<b>\$ 333,749</b>	<b>\$ 83,437</b>	<b>\$ 417,186</b>

**FY2020-FY2021 Category Allocation Budget and Funding Sources**

<b>WORK CATEGORY</b>	<b>PERCENTAGE</b>	<b>FHWA PL/FTA 5303</b>	<b>FLORENCE COUNTY LOCAL</b>	<b>TOTAL</b>
Program Administration	20%	\$ 92,820	\$ 23,205	\$ 116,025
Public Participation	5%	\$ 23,205	\$ 5,801	\$ 29,006
Transportation Alternatives Program	2%	\$ 9,282	\$ 2,320	\$ 11,602
Mapping	15%	\$ 69,615	\$ 17,404	\$ 87,019
Air Quality Surveillance	1%	\$ 4,641	\$ 1,160	\$ 5,801
Traffic Surveillance	5%	\$ 23,205	\$ 5,801	\$ 29,006
Development and Maintenance	6%	\$ 27,846	\$ 6,961	\$ 34,807
2045 LRTP Project (C-1A)	26%	\$ 120,666	\$ 30,166	\$ 150,832
Socioeconomic and Land Use Data	15%	\$ 69,615	\$ 17,404	\$ 87,019
Public Transportation Planning	5%	\$ 23,205	\$ 5,801	\$ 29,006
<b>TOTAL</b>	<b>100%</b>	<b>\$ 464,099</b>	<b>\$116,025</b>	<b>\$ 580,124</b>

**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 10.* The staff will implement the work task as contained in this UPWP. Administrative activities include, but are not limited to the following:

1. Every two years, create and adopt a UPWP for the appropriate fiscal years.
2. Participate on quarterly meetings/trainings where performance management is discussed.
3. Adopt and/or renew Performance Measure Targets as required by the SCDOT.
4. Work with SCDOT to update PL documents to incorporate performance roles and responsibilities.
5. Prior to the beginning of the second fiscal year of the two-year UPWP, the SCDOT will supply the funding amounts for that year to the FLATS staff. The UPWP will be amended to reflect the new amount, a 21-day public comment period will be held and the amended UPWP will be presented to the Policy Committee for approval. Should additional amendments be required to the document during the two year period, they will be handled in the same manner;
6. Maintain financial records of all revenues and expenditures;
7. Prepare and distribute meeting notices and agenda packages for all FLATS committees;
8. Prepare and maintain minutes from all FLATS committee meetings;
9. Provide progress reports to all FLATS committees;
10. Prepare certification documentation, resolutions, memorandum of agreements (MOA's), etc.;
11. Maintain agreements between local governmental agencies and the MPO;
12. Acts as local liaison to the FHWA, FTA, SCDOT and other transportation related agencies to ensure coordination;
13. Amend the transportation planning process in accordance with changes in federal laws and regulations;
14. Comply with Title VI of the Civil Rights Act of 1964;
15. Comply with the SCDOT and FTA Disadvantaged Business Enterprise (DBE) Programs;
16. Ensure that all programs and activities sufficiently address Environmental Justice principles and procedures, as appropriate;
17. Maintain activity time sheets for quarterly progress reports;
18. Submit quarterly progress reports with requisitions and a year-end annual report with the final requisition to the SCDOT;
19. 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;
20. Communicate and coordinate work among study participants, governments and citizens;

21. Maintain a building permit report;
22. Coordinate with SCDOT regarding transition to performance based planning;

**Previous Work:**

- The FLATS MPO staff performed work tasks as directed by the UPWP;
- Staff assisted the third party consultant in preparing the five-year update to the Long Range Transportation Plan (LRTP). The 2040 LRTP was adopted by the Policy Committee in August, 2018.
- Staff assisted the third party consultant in preparing the planning portion of the US 76 Gateway Corridor Study. This Study was completed in September, 2018;
- Adopted SCDOT's initial Safety Performance Measure targets on February 26, 2018. Adopted the SCDOT's renewed Safety targets on September 6, 2018;
- Adopted SCDOT's initial Bridges and Pavement Performance Measure targets on September 6, 2018;
- Prepared meeting agenda packets and minutes for FLATS Study Team and Policy Committee meetings;
- Submitted quarterly narrative reports to the SCDOT (including the account of quarterly expenditures and the quarterly reimbursement requests) {Dates as noted in the work schedule table below};
- Submitted the annual year-end progress reports;
- Staff attended SCAPA conferences as available;
- Staff attended MPO/COG conferences as available;
- Staff participated in several webinars on issues regarding transportation planning as available;
- Staff reported Title VI quarterly reports to the SCDOT when requested;
- Attended training as offered by the FHWA, FTA and SCDOT.

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Work with SCDOT to develop data formats that will inform target setting	2021
2. Adopt or Renew targets for Performance Measures	<i>As advised by the SCDOT</i>
3. Start to develop a Performance story and educate decision makers about requirements.	<i>Continuous</i>
4. Participation in a safety (or bridge, pavement or congestion, etc.) workshop to help cooperatively develop targets/goals	<i>As Offered</i>
5. Submit quarterly narrative reports and reimbursement requests and year-end Annual Report to the SCDOT	<i>October 15, 2018, January 15, 2019, April 15, 2019, July 15, 2019, October 15, 2019, January 15, 2020, April 15, 2020 and July 15, 2020</i>

6.	Participate in quarterly coordination meetings and/or conference calls with the SCDOT and other MPOs and COGs	<i>Continuous as scheduled by the SCDOT</i>
7.	Modify and review of the PL agreement with the SCDOT	<i>June 2019; June 2020</i>
8.	Perform work tasks as directed by the UPWP	<i>Continuous</i>
9.	Organize Study Team and Policy Committee meetings	<i>At least annually</i>
10.	Prepare agenda packets and distribute for FLATS committee meetings	<i>Continuous at least two weeks prior to all meetings</i>
11.	Prepare and maintain minutes from FLATS committee meetings	<i>Continuous immediately after meetings</i>
12.	Staff will apply the performance management process in transportation planning as applicable	<i>As directed by the FHWA and the SCDOT</i>
13.	Staff will educate the FLATS committees on implementing the performance management process in each work task as prescribed by MAP-21 and the current Surface Transportation Bill (FAST ACT).	<i>As directed by the FHWA and the SCDOT</i>
14.	Attend transportation planning related seminars, conferences and meetings. In addition, participate in webinars related to transportation planning	<i>As offered by SCDOT, FHWA and FTA</i>
15.	Staff will add additional information in the Federal Obligations Report as recommended by the Review Team during the FLATS Self-Certification review	<i>Upon receipt of information from the SCDOT to prepare next report</i>
16.	Perform daily FLATS administrative duties	<i>Continuous</i>
17.	Performance Based Planning (training & coordination)	<i>As offered by SCDOT</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 UPWP will be maintained and/or developed.

**Work activities are continuous as applicable from July, 2020 – June, 2021**

## *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 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, 6 and 9.* The FLATS MPO will provide ample opportunities for comments on projects as they are considered for inclusion in the LRTP, 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 (LRTP, 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 participants on 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](http://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.
10. Coordinate public meetings for input on how to improve multi-modal transportation and increase public involvement.

#### **Previous Work:**

- Provided the opportunity for the public to review and comment on amendments to the FY2021-FY2027 TIP and the FY2020 - FY2021 UPWP;
- 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;
- 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 (Bylaws, PPP, UPWP, TIP);
- Advertised in print for committee meetings and public comment notifications;
- Maintain updates to the Public Participation Plan (PPP) every three years to explore options to expand public outreach and measure the effectiveness of the methods.

**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. Prepare the three-year update to the Public Participation Plan (PPP), advertise 45 days for public comments and present to the Study Team and Policy Committee	<i>June 30, 2019</i>
2. Publish and distribute the FLATS Newsletter	<i>June 30, 2019 &amp; June 30, 2020</i>
3. Provide public participation opportunities through meetings, workshops and presentations	<i>Continuous as necessary</i>
4. Update FLATS website	<i>Continuous as necessary</i>
5. Add information regarding performance management in the transportation planning process as prescribed by MAP-21 and the FAST Act on the FLATS website for public information.	<i>Upon direction of the FHWA and the SCDOT</i>
6. Update FLATS document binders at public venues	<i>Continuous as necessary</i>
7. Notify stakeholders on the FLATS Distribution List regarding committee meetings and website updates	<i>Continuous as necessary</i>
8. As time allows, continue to work on developing 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)	<i>Continuous</i>
9. Explore options such as forming a Citizens Advisory Committee to increase minority participation and representation in the decision making processes	<i>Upon direction from Policy Committee</i>

**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, 2020 – June, 2021**

### 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:**

- Staff continued to forward timelines for Transportation Alternative Program (TAP) Grants to potential applicants as advised by the SCDOT;
- FLATS continued to coordinate with the SCDOT regarding the two current TAP projects, The Williamson Road Pedestrian & Mobility Impaired Non-Motorized Pathway and the City of Darlington South Main Street Pedestrian and Bike Access;

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Electronic notification to potential applicants when notified by the SCDOT that the grant is open for applicants.	<i>Estimated January, 2020 and January, 2021</i>
2. Mail notification letter to all applicable agencies regarding TAP funding approval once notified by the SCDOT	<i>Estimated January, 2020 and January, 2021</i>
3. If TAP applicants received, perform as liaison between SCDOT and potential applicant during reviewing process.	<i>Continuous as applicable</i>
4. Stay in contact with applicants and the SCDOT regarding status on TAP projects to report to Policy Committee	<i>Continuous</i>
5. Stay in contact with approved applicants as projects are underway for any assistance needed	<i>Continuous</i>
6. Assist potential applicants with questions regarding projects	<i>Continuous</i>

7. Include approved TAP projects in the FLATS TIP if applicable	<i>Continuous as applicable</i>
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**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, 2020 – June, 2021**

## 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, 7, 9 and 10.* The FLATS MPO will continue to use its existing GIS for mapping activities and to develop compatible data layers. The Florence County 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 LRTP project locations and trend analysis. County-wide address and roads databases will continuously be maintained.

#### Previous Work:

The FLATS GIS Department updates and maintains various digital layers on a day-to-day basis that are used in transportation planning and to provide the ability for staff to track growth in the FLATS area. These layers consist of, but are not limited to the following:

- Roads layer for address ranges, surface types, bridge location, speed limits, road ownership / maintenance, location of stop signs, traffic signals, and yield signs;
- Major points of interest, building permits, and hazard sites;
- Parcel data and subdivision locations;
- Address Points;
- Roads attribute data;
- Amendments as necessary to the future land use and zoning data;
- Socio-economic data including a new project to update subdivision boundaries and link annexations;
- Road atlas;
- Update roads layer with new roads and changes to existing roads;
- Right-of-way data as finalized, provided by the SCDOT, for each Capital Sales Tax project.

- Build existing land use layer

The above referenced updates are an Ongoing Process;

Staff provided various maps as requested by citizens, businesses, and government officials as necessary and/or requested;

Staff continued to maintain and update several websites developed to assist citizens and County departments. The maintenance and updates to these websites are an Ongoing Process. These websites consist of:

- Aerial website, Pictometry, parcel search, county council, flood, zoning, etc. to support transportation evacuation notifications, and routing for citizens and businesses by Emergency Management Departments;
- In addition, websites to assist County departments in reducing travel time through better location data and routing.

Staff maintained a map of building permits issued during this quarter, which documents growth and the types of growth that are occurring. Staff completed these permits by TAZ - Ongoing Process;

Staff continues to utilize a CSharp tool for ArcMap, provided by ESRI, which greatly enhances its ability to update road centerline features more accurately and quickly. This tool will assist the user to access various information such as roadway speed, surface, what type signal or signage is at the end of each segment of the road, etc. Staff enhanced the tool to make it even more efficient in collecting GIS Data on roads in the FLATS area – Completed;

Staff completed edits to GIS data and sent data to an ArcGIS model that can be run to plot the County's address points using the road centerline ranges. This shows the level of accuracy of the road ranges, and helps identify road ranges that should be corrected first. It will improve traffic flow within the FLATS area by making it easier for people to find locations by using their in-vehicle locators and locators on other devices. Socio-economic data to be used in traffic modeling can be located more accurately and easily. Emergency personnel can reach emergency scenes with a faster response time (the updated road data is shared with the Dispatch Center). It should improve road maintenance because there is better data on the location of roads and road surfaces. This data is also shared with SCDOT GIS as it updates its files – Ongoing Process;

Staff continues to work closely with E911 Addressing analyzing GIS Data in conjunction with E911 Addressing databases, especially the MSAG. This process has helped GIS identify a handful of roads that needed to be added to the map and others that needed edits in their geometry or attribute data. E911 Addressing uses ArcMap desktop and GIS constantly in their operation – Ongoing Progress;

Staff assists County public works in using a website to get GIS Data to help them in maintaining county roads within the FLATS area. Staff also prints maps to assist them in their work – Ongoing Process;

Staff completed a system and a computer program to deal with plotting lists of addresses from various sources. Usually these lists come from other departments that need to know the locations of the addresses. The new system will help locate the addresses that do not plot using the County's existing address points. This can be done without the new system, but the process can be time consuming and frustrating. The new program will improve that. It will also help add address points that are not currently located. As mentioned before, a good address map layer helps traffic by helping drivers find their locations more easily and helps in transportation planning with updating land use which is used as impact to the transportation models – Complete;

Staff continues to analyze risk assessment for fire departments using aerial photography to locate and digitize the building outline of the largest buildings. This will help develop an inventory of the biggest challenges for fighting fires. The information will be helpful in examining the square footage numbers used in the socio-economic data for the traffic modeling. Additionally, staff is researching major points of interest along with fire departments to improve the risk assessment analysis accuracy. This too will enhance socio-economic data for traffic modeling – in progress;

Staff began work to collect and map annexation ordinances within the City of Florence. The mapped annexations will be available via a public website. This information will assist with determining what entities maintain roads and will also help in determining which law enforcement agency responds to traffic incidents– in progress;

Staff continues to work with County engineering to build project tracking tools and maps to assist engineers as they visit and inspect construction sites, particularly new construction. This information can help determine growth in the traffic analysis zones– in progress.

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Develop digital layer of current freight corridors	<i>TBD</i>
2. Develop digital layer of existing sidewalks	<i>TBD</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 Pee Dee Regional Transportation Authority (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. Continue to provide digital data upon request from transportation agencies within the FLATS area. (PDRTA, Florence Senior Citizens Association, Florence County DSN Board and Darlington County Council on Aging)	<i>Continuous</i>
8. 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, 2020 – June, 2021**

## *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:**

- Continued reviewing rules and regulations of the Environmental Protection Agency (EPA);
- Staff attended relevant workshops, meetings, training sessions and webinars as available;

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Attend Annual SC Air Quality Coalition Workshops as Available	<i>Continuous</i>
2. Exploration of alternatives or projects that will reduce air quality emissions	<i>Continuous</i>
3. Continue providing EPA air quality regulations and specifications that will be necessary, to the Study Team and Policy Committee for reference in the event of becoming non-attainment.	<i>Continuous</i>
4. Attend relevant workshops, meetings, training sessions, and webinars	<i>Continuous as available</i>
5. Begin process of developing a Pee Dee Air Quality Coalition	<i>TBD</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 involvement, and assist local government. Complete air quality analysis for projects as needed.

**Work activities are continuous as applicable from July, 2020 – June, 2021**

### *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, 7, 9 and 10.* 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 LRTP are necessary. In addition, these counts will be made available to the public as requested.

Staff assisted Third Part Consultant procured last fiscal year in preparing a Transportation Study on the US 76 Gateway corridor. Study was completed in September, 2018.

**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 (Phase I)	TBD
2. Collect and maintain data on current freight corridors (Phase I)	TBD
3. Field collection of data for areas of congestion, travel time and traffic (Phase I)	TBD
4. As traffic counts are continuously collected for our area by the SCDOT, staff will continue to incorporate these counts into traffic reviews for projects	Continuous

**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 LRTP 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, 2020 – June, 2021**

## 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 Long Range Transportation Plan (LRTP), 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, 8, 9 and 10.* Develop and publish the annual UPWP, TIP, and other required federal documents. Review and update the FLATS LRTP as necessary in response to changing transportation needs and priorities and to conform to transportation planning regulations.

**Previous Work:**

- The five-year update to the LRTP. The 2040 LRTP was completed and adopted in August, 2018;
- Developed the FY2019 – FY2020 UPWP, sent draft to federal and state agencies for comments, incorporated comments, hosted public comment period, presented final draft to the Policy Committee for approval and sent approved document to state and federal agencies;
- Completed amendments to the FY2017-2022 TIP as necessary, hosted the public comment period and presented to the FLATS Policy Committee for approval and sent approved document to state and federal agencies;
- Staff amended the FY2018 - FY2019 UPWP to include the second year funding amounts and added previous work tasks, 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 FY2017-2022 TIP in FY2018, hosted the public comment period, and presented to the FLATS Policy Committee for approval and sent approved document to state and federal agencies.

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. Coordinate and develop goals/targets to incorporate into the LRTP no later than six months after SCDT sets targets	<i>Continuous</i>
2. Tie programming in TIP documents to MPO targets once they exist.	<i>Continuous</i>
3. Work with SCDOT to update PL documents to incorporate performance roles and responsibilities.	<i>Continuous</i>
4. Update the Public Participation Plan (PPP) to explore options to expand public outreach and determine outreach methods. Measure the effectiveness of the methods and include in the PPP	<i>Completed June 2019</i>
5. Host 45-day public comment for the PPP amendments.	<i>Completed June, 2019</i>

6.	Develop the draft of the FY2020 - FY2021 UPWP	<i>Completed March, 2020</i>
7.	Submit the FY2020-FY2021 UPWP to the FHWA, FTA and SCDOT for comments and amend as comments require	<i>Completed March, 2020</i>
8.	Host public comment period for FY2020-FY2021 UPWP	<i>Completed April , 2020</i>
9.	Present final draft of the FY2020-FY2021 UPWP to the FLATS Policy Committee for approval	<i>Completed May , 2020</i>
10.	Send approved FY2020–FY2021 UPWP to state and federal agencies	<i>Completed May, 2020</i>
11.	Amend the FY2017-2022 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>Completed May, 2020 and moved the TIP window to 2021-2027 at the request of SCDOT.</i>
12.	Staff will work with SCDOT and FHWA to develop a scope, schedule, and RFP for the 2045 LRTP.	<i>November, 2020</i>
13.	Staff will negotiate a contract with a consulting firm to complete the 2045 LRTP.	<i>February, 2021</i>
14.	Submit the LRTP consultant evaluation and negotiation process to SCDOT for Notice to Proceed with a Contract.	<i>March, 2021</i>
15.	Staff will assist the consulting firm to complete the 2045 LRTP.	<i>Continue as necessary</i>
16.	Present the 2045 LRTP to Policy Committee for adoption.	<i>December, 2021</i>

**Products:** Staff will produce the UPWP, TIP and other Federal and State documents including the LRTP. Until notified otherwise from the FHWA, FTA, and SCDOT. Staff will work as a team with a third-party consultant to update the LRTP every five years as required. All tasks that involve the procurement of a consultant, FLATS staff will navigate the SCDOT LPA process prior to initiating any work on those items. In addition, staff will update the Florence County Comprehensive Plan.

**Projects:**

**FLATS 2045 Long Range Transportation Plan (C-1A)**

Following the South Carolina Department of Transportation’s (SCDOT) Local Project Agreement (LPA) process, FLATS will hire a consultant to develop the 2045 LRTP. The deliverables of the project will consist of a new LRTP, including an update to the travel demand model, which will be known as the 2045 LRTP. The development of the 2045 LRTP will consist of eight task. The eight task are as follows:

- Study Design and Administration
- Identify Existing Transportation Systems and Facilities
- Develop Demographic Data by Traffic Analysis Zones
- Analyze Existing Transportation Systems and Facilities
- Assess Future Travel Demand
- Identify and Evaluate Alternatives to Meet Travel Demand
- Design Concepts and Cost Estimates
- Identification of Funding Options

The preparation of this document will allow for collaborative public involvement of local stakeholders, including local residents, neighborhood associations, governmental entities, members of the business, and industrial community, and freight and transportation providers who should all be involved in a meaningful and productive manner throughout the preparation of this plan. All required federal and state guidelines applicable to an effort of this nature will be followed. The consultant will provide research, planning, design, and engineering services sufficient to accomplish the goals of this project. In addition, the consultant shall be required to ensure that the public is properly notified regarding the proposed study and given the opportunity to provide input throughout the planning process. The consultant will coordinate activities with the FLATS planning staff. Staff will assist the consultant as necessary throughout the project.

***Work activities are continuous as applicable from July, 2020 – June, 2021***

## ***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, 8 and 9.* 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.

- Negotiated contract with top ranked consultant to develop the U.S. Highway 76 Engineering Corridor Study and Design Plan, presented to the Policy Committee for approval, presented evaluation and negotiation process to the SCDOT for a Notice to Proceed with Contract.

**Work Schedule:**

ACTIVITY	ANTICIPATED COMPLETION DATE
1. The Performance Management process will be followed as data is collected for socio-economic and land use information	<i>Continuously</i>
2. Collect building permit data and update database	<i>Monthly</i>
3. Update zoning and land use databases	<i>As necessary</i>
4. Track foreclosure trends, analyze clusters, and maintain information for stakeholders	<i>Monthly</i>
5. 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, 2020</i>
6. Procure Consultants for studies on various corridors to develop a long-term plan of transportation and land use improvements that enhance aesthetics, introduce viable transportation options, and provide functional facilities	<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, 2020 – June, 2021***

### ***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 four 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, 7 and 9.* 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 five agencies is supplied by staff upon request.

#### **Previous Work:**

- Staff continues 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 regarding various specific categories for all three of the public transportation agencies within the FLATS Study Area as necessary;
- 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. Assist public transportation agencies within the FLATS area with information or documentation needed to comply with their TAM reporting	<i>Continuous</i>
2. Continue organizing and hosting the quarterly meetings with PDRTA and the PDCOG	<i>Continuous</i>
3. Contact PDRTA, FCSA, FCDSNB, DCCOA, and DCDSNB to collect their appropriated FTA funding to include in the TIP	<i>February, 2019 and February 2020</i>
4. Update FLATS TIP to include the FTA funding for the PDRTA, FCSA, FCDSNB, DCCOA and DCDSNB	<i>February, 2019 and February 2020</i>
5. Provide demographic information to PDRTA as requested to update their Transit Development Plan	<i>Upon request</i>
6. 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, 2020 – June, 2021***

## Appendix A: Agency Participation/Funding Sources

### FY2019 and FY2020 (Year 1)

WORK CATEGORY(S)	FLORENCE COUNTY	FHWA PL	*FTA 5303	SCDOT	TOTAL
A-1 Administration	\$ 20,859	\$ 83,437			\$ 104,296
A-2 Public Participation	\$ 5,841	\$ 23,362			\$ 29,203
A-3 Transportation Alternatives Program	\$ 1,669	\$ 6,675			\$ 8,344
B-1 Mapping	\$ 20,859	\$ 83,437			\$ 104,296
B-2 Air Quality Surveillance	\$ 2,503	\$ 10,013			\$ 12,516
B-3 Traffic Surveillance	\$ 4,172	\$ 16,687			\$ 20,859
C-1 Development and Maintenance	\$ 10,847	\$ 43,388			\$ 54,235
C-2 Socioeconomic and Land Use Data	\$ 12,516	\$ 50,062			\$ 62,578
C-3 Public Transportation Planning	\$ 4,172	\$ 16,687			\$ 20,859
<b>TOTAL</b>	<b>\$ 83,437</b>	<b>\$ 333,749</b>			<b>\$ 417,186</b>

*\* PDRTA will not utilize any of their FTA 5307 Program funds for planning during this period.*

**FY2020 and FY2021 (Year 2)**

<b>WORK CATEGORY(S)</b>	<b>FLORENCE COUNTY</b>	<b>FHWA PL</b>	<b>*FTA 5303</b>	<b>SCDOT</b>	<b>TOTAL</b>
A-1 Administration	\$ 23,205	\$ 92,820			\$ 116,025
A-2 Public Participation	\$ 5,801	\$ 23,205			\$ 29,006
A-3 Transportation Alternatives Program	\$ 2,320	\$ 9,282			\$ 11,602
B-1 Mapping	\$ 17,404	\$ 69,615			\$ 87,019
B-2 Air Quality Surveillance	\$ 1,160	\$ 4,641			\$ 5,801
B-3 Traffic Surveillance	\$ 5,801	\$ 23,205			\$ 29,006
C-1 Development and Maintenance	\$ 6,961	\$ 27,846			\$ 34,807
C-1A 2045 Long Range Transportation Plan (LRTP)	\$ 30,166	\$ 120,666			\$ 150,832
C-2 Socioeconomic and Land Use Data	\$ 17,404	\$ 69,615			\$ 87,019
C-3 Public Transportation Planning	\$ 5,801	\$ 23,205			\$ 29,006
<b>TOTAL</b>	<b>\$ 116,025</b>	<b>\$ 464,099</b>			<b>\$ 580,124</b>

*\* PDRTA will not utilize any of their FTA 5307 Program funds for planning during this period.*

## Appendix B: 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
FAST Act	Fixing America's Surface Transportation Act
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
HSIP	Highway Safety Improvement Program
LPA	Local Project Agreement
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MPO	Metropolitan Planning Organization
NAAQS	National Ambient Air Quality Standards
NACTO	National Association of City Transportation Officials
NEPA	National Environmental Protection Act
NHPP	National Highway Performance Program
NHS	National Highway System
NHTS	National Household Transportation Survey
PBPP	Performance Based Planning & Programming
PDCOG	Pee Dee Council of Governments
PDRTA	Pee Dee Regional Transportation Authority
PL	Planning Law
ppb	parts per billion
PPP	Public Participation Process
RFP	Request for Proposal
RFQ	Request for Qualifications
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
SHSP	Strategic Highway Safety Plan
SMTF	State Mass Transit Funds
SPR	State Planning and Research
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAM	Transit Asset Management Plan
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TBD	To Be Determined
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

USC	United States Code
USDOT	United States Department of Transportation
VMT	Vehicle Miles Traveled

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## **Appendix C: General References**

Fixing America's Surface Transportation Act (Fast ACT), December 4, 2015 signed into Law; Publix Law 114-357; Titles 23 and 49, United States Code

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

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), Public Law 112-141 (H.R. 4348) — July 6, 2012, 112<sup>th</sup> U.S. Congress

U.S. Code Title 23, Section 134

U.S. Code Title 49, Section 5303

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