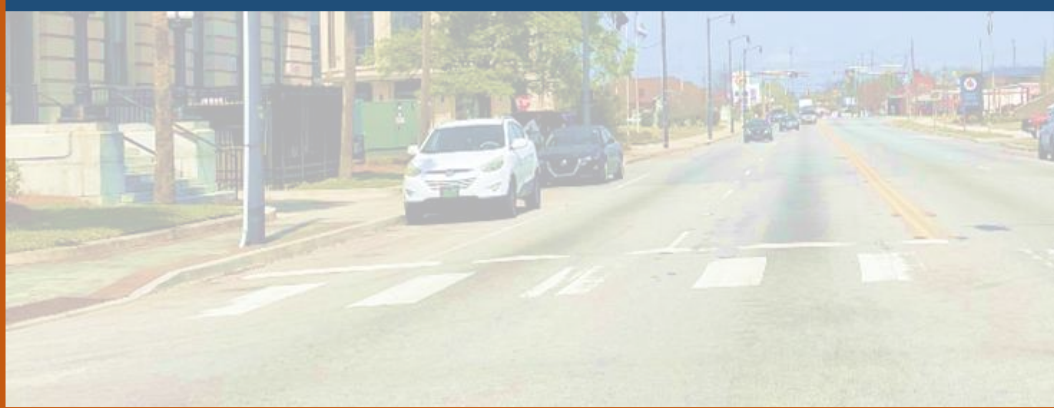


# UNIFIED PLANNING WORK PROGRAM



Florence Area Transportation Study

# FLATS

Metropolitan Planning Organization

FY 2026 – FY 2027

# **FY 26 – FY 27**

## **FLATS Unified Development Work Program**



*Prepared in Cooperation with the South Carolina Department of Transportation, The United States Department of Transportation, The Federal Highway Administration, and The Federal Transit Administration.*

### **Florence Area Transportation Study Metropolitan Planning Organization**

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**RESOLUTION OF THE FLATS POLICY COMMITTEE**  
**ADOPTION OF THE FY2026-FY2027 UNIFIED PLANNING WORK PROGRAM**  
**(and Funding Allocation for FY2026)**  
**Resolution #2025-03**

**WHEREAS**, the Florence Area Transportation Study (FLATS) Metropolitan Planning Organization (MPO) has been designated by the Governor of South Carolina for the Florence Metropolitan Planning Area (MPA), which encompasses the Florence Urbanized area; and

**WHEREAS**, the County of Florence, as the lead Planning Agency for the MPA of the FLATS MPO, has been designated by the South Carolina Department of Transportation as the recipient of a consolidated federal planning grant that combines FHWA PL funds and FTA 5303 Mass Transit Planning funds; and

**WHEREAS**, in accordance with 23 USC 134 and 49 USC 5303, and in order to conduct and carry out the metropolitan transportation planning process in a continuous, cooperative, and comprehensive manner (and as a requirement for receiving the above listed consolidated funding), the FLATS MPO, in partnership with PDRTA and SCDOT, has developed a biennial Unified Planning Work Program (UPWP) that documents all metropolitan planning activities and tasks to be undertaken; and

**WHEREAS**, the UPWP has been developed according to the provisions set forth in 23 CFR Part 450 Subpart C and in cooperation with state and local planning partners and public transportation agencies and provides a complete planning work program for the FLATS MPA for fiscal years 2026 and 2027 and has included the total cost of each work category with all applicable funding sources identified; and

**WHEREAS**, the FLATS Policy Committee has found the transportation planning process to fully comply with Sections 174 and 176 (c) and (d) of the Clean Air Act (42 USC 7504, 7506 (c) and (d)); and

**WHEREAS**, the FLATS Policy Committee has found the transportation planning process to fully comply 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; and

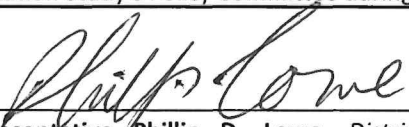
**WHEREAS**, the FLATS Policy Committee has considered how the transportation planning process will affect the involvement of Disadvantaged Business Enterprises (Sec.105(f), Pub.L.97-424, 96 Stat.2100, 49 CFR part 23); and


**WHEREAS**, the FLATS Policy Committee has considered how the transportation planning process will affect elderly and disabled persons per the provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the USDOT implementing regulations; and

**WHEREAS**, the FLATS 2026-2027 UPWP is a subset of the 2045 Long Range Transportation Plan; Which has a planning horizon of 2045, meets all of the requirements of an adequate MTP, and was adopted by the FLATS Policy Committee on July 25, 2022; and

**NOW THEREFORE, BE IT RESOLVED** that the FLATS Metropolitan Planning Organization's Policy Committee certifies the transportation planning process for the FLATS MPO and approves the adoption of the FY2026-FY2027 Unified Planning Work (UPWP) on this, the fourteenth day of May in the year two-thousand and twenty-five.

<b>CERTIFICATION:</b> I hereby certify that the above is a true and correct copy of a Resolution adopted by the Florence Area Transportation Study's Policy Committee during the meeting held on <u>Wednesday, May 14<sup>th</sup>, 2025.</u>
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Representative Phillip D. Lowe, District 60  
FLATS Policy Committee Chairman

  
J. Shawn Brashear, FLATS MPO Director

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## Overview for Fiscal Year 2026

At its core, The Unified Planning Work Program (UPWP) is a high-level planning document (developed at the MPO level) used to identify, organize, and budget transportation planning activities that are expected to occur over the course of a single fiscal year.

The FLATS MPO UPWP document is adopted by the FLATS Policy Committee every two years and generally returns to the Policy Committee for amendments by the end of the first fiscal year (post-adoption). Typical amendments include updates to the yearly allocation amounts and any modifications to transportation planning activities that will be anticipated for the upcoming fiscal year.

The UPWP development process is initiated at the beginning of each calendar year when FHWA PL Funds and FTA Sec. 5303 Funds are allocated to the South Carolina Department of Transportation (SCDOT) and combined as one Metropolitan Planning Grant which is then suballocated to all MPOs and COGs within the state using a mutually agreed upon formula that is based on size/population. The UPWP development process is continuous, and it binds and aligns the short-term planning needs of the FLATS Study Area with the goals, objectives, and growth identified within the long range, 20-year vision set forth in the current 2045 FLATS Metropolitan Transportation Plan (MTP). Any allocated UPWP funding remaining from the preceding fiscal year is normally added to the new fiscal year's allocation and identified as a carryover balance.

The document laid out before you is the intended work program of the FLATS MPO during the 2026 fiscal year that will begin on July 1<sup>st</sup>, 2025, and end on June 30<sup>th</sup>, 2026. The FLATS MPO has been notified by SCDOT that they have available to them (for reimbursement), a carryover balance of \$493,267.04 and an annual federal allocation amount of \$263,854.73, resulting in a total of \$757,121.77 in federal funds available to the FLATS MPO for anticipated planning activities during the fiscal year.

The first seven work categories listed here remain virtually the same as the previous fiscal year's UPWP work categories. The previous eighth category, for the I-95/SC 327 Interchange Planning Study has been completed and duties involving collaboration, outreach, and administration in the development of the Interchange Planning Study between the FLATS MPO and the selected consultant, Kimley-Horn, have moved to Work Category 6) Development & Maintenance. Work Category 8) for the 2026 fiscal year has been updated to include the procurement process, undertaken by FLATS MPO Staff, in the selection of a qualified consultant to assist the FLATS MPO in the 5-year update cycle of the FLATS Metropolitan Transportation Plan (Long-Range Transportation Plan (LRTP)). This plan, once updated and developed, will provide a twenty-year planning horizon extending to the year 2050 and upon approval (anticipated in July 2027), it will replace the current FLATS 2045 LRTP.

## Background

The Federal-Aid Highway Act of 1962, signed into law by President John F. Kennedy, introduced the 3-C Metropolitan Planning Process requirement for all highway projects receiving federal aid. The foundation and framework to execute this newly identified 3-C process was also established by the 1962 Act.

Half a decade earlier, President Dwight D. Eisenhower signed into law, the Federal-Aid Highway Act of 1956, better known as the National Interstate and Defense Highways Act. The 1956 Act kickstarted the stalled construction of 40,000 miles of the National Interstate System, a planned national highway system

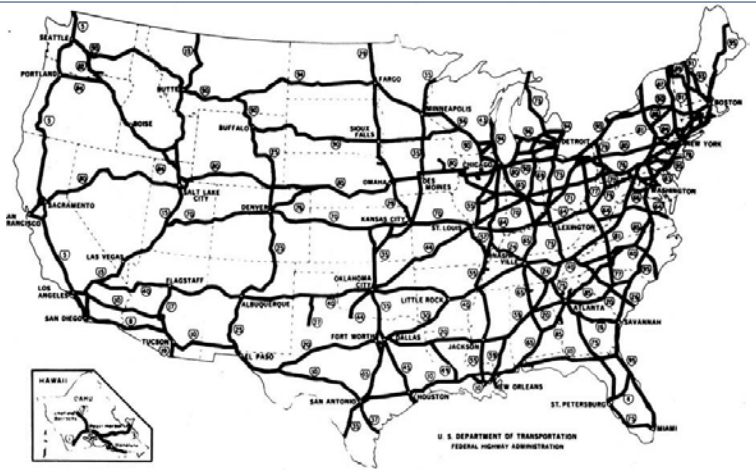
that had been realized and authorized earlier by Franklin D. Roosevelt in 1944, but not properly funded.

The 1956 Act, among other things, secured a reliable stream of revenue through the establishment of the Highway Trust Fund; which received revenues through a newly imposed federal fuel tax on both gas and diesel fuels. The 1956 Act also set National design standards for the newly burgeoning Interstate Highway System such as controlled access, minimum speeds, and uniform signage.



**Figure 1** - President John F. Kennedy signing the 1962 Act.  
Source: FHWA

By the 1960's, this massive boom of highway construction began to put a massive strain on populated metropolitan areas around the Country. Large cities and urbanized areas were literally (and figuratively) being ripped apart due to the top-down Federal transportation planning process in use at the time. With this process, there was little to no consideration made by the Feds in regard to an Urban Area's existing unique character, form or function and the local residents who stood to be most impacted by these projects had no voice or say in the matter.



**Figure 2** - A USDOT Map of the Interstate & Defense Highways authorized by Dwight D. Eisenhower in 1956. It is important to note the lack of detail this map provided for America's Urbanized Areas. Source: USDOT & FHWA

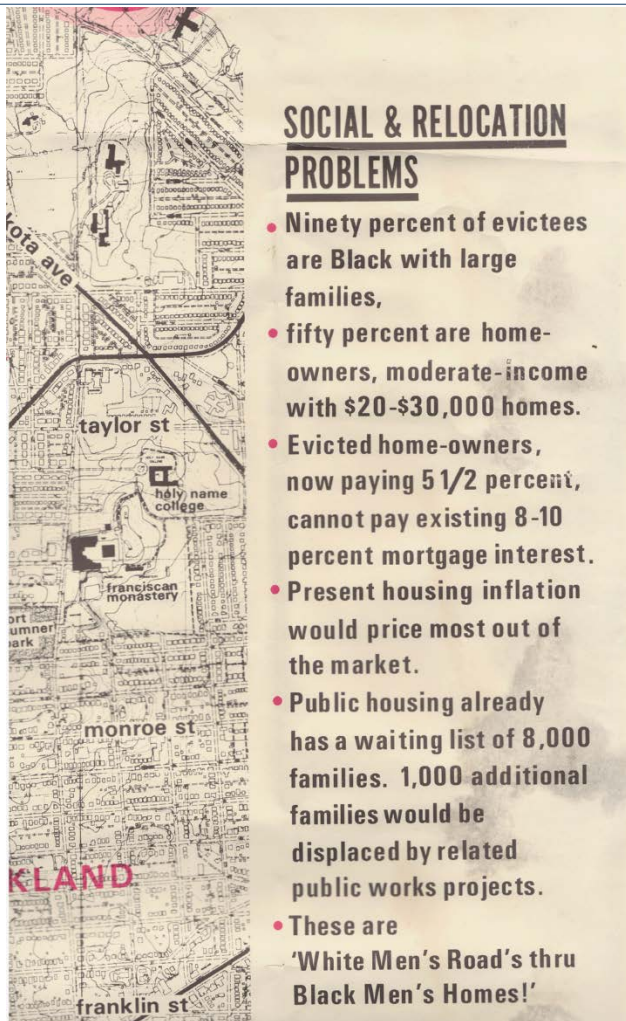


The 3-C Metropolitan Planning Process was introduced with the 1962 Act to help address these growing problems. In order for federal funding to continue covering 90% of the costs for these highway projects, the 3-C planning process was required to be in place. This process provided local officials (and the people they served and represented) a seat at the table, to ensure a transportation planning process that was systematic, inclusive, and adaptable. The intent of the 3-C process was to avoid the ad-hoc, disjointed, and haphazard highway development that was a result of the top-down federal planning process in place before 1962.

The existing top-down process may have worked well in rural, sparsely populated areas, but it proved to be dysfunctional and harmful when applied to the densely populated, Urban Areas of America. The rapid influx of Highway projects spurring from the 1956 Act, combined with the rising popularity of the automobile among Americans meant that these Urban Highways were needed, but a new process of planning and executing these projects was long overdue. Public backlash

was becoming commonplace in retaliation to poorly planned Federal Urban Highways that were set to raze entire neighborhoods and communities. More often than not, the people whose homes were set to be leveled, were disproportionately of lower socioeconomic classes and/or minorities. The 1962 Act aimed to serve as the cornerstone for improving the Highway planning process by giving Urban Areas a voice and the ability to control their destinies and guide the transportation planning process.

It is important to note that the 3-C process may have brought much needed local input to the table, but due to the systematic, social injustices and inequities woven into the American fabric at the time, many of the minorities and/or lower-income urban populations were still being excluded and overlooked and in many cases, their neighborhoods, communities and homes were intentionally and directly targeted for demolition by the local officials and leaders participating in the 3-C transportation planning process.



**Figure 3** - Section of a 1970s poster published by the Emergency Committee on the Transportation Crisis (ECTC) protesting proposed freeway construction in Washington, DC and arguing for rapid mass transit.

## The Metropolitan Planning Organization & 3-C Planning Process

Metropolitan Planning Organizations (MPOs) were the vessels created by the 1962 Act that would represent the Country's Urbanized Areas and thus enable the 3-C transportation planning process to take place. The establishment of MPOs allowed regional/local knowledge/input to be considered at the State and Federal planning levels. Other MPO requirements designated in the 1962 Act were designed to ensure that future Urban Highway developments would be thoughtfully planned out and better integrated with existing urban transportation facilities and all other available modes of transportation.

Metropolitan Areas include entire Urban Areas, as designated by the US Census Bureau, which contain a population of 50,000 or higher and the contiguous areas immediately surrounding the designated Urban Areas which are expected to become urbanized over the next 20 years. The contiguous, extraterritorial areas combined with the central, Urbanized Area, create the Metropolitan Planning Area (MPA), which is where the 3-C Metropolitan Planning Process occurs.

The 3-C Metropolitan planning process is defined as Continuous, Comprehensive, and Cooperative. It is continuous in that it is an ongoing process that includes regular updates and also constantly evolving to accommodate population growth, new technologies, funding shifts or even new legislation. The comprehensive portion of the process ensures that all modes of transportation are considered in addition to existing and future land uses and the socioeconomic landscape of the MPA. Lastly, and most importantly, the cooperative aspect translates to all of the agencies, groups, and individuals that should be directly involved in the transportation planning process. For example, state, federal and local governments, public/private transit agencies, residents, businesses, economic development officials/groups, environmental agencies, airport officials, etc. Any entity or individual having an interest, or who is impacted by the transportation planning process, should be included. The process is inclusive, encompassing and ongoing.

In summary, MPOs, working together with their State's DOT, while both are being guided by the Federal Highway Administration and Federal Transit Administration, are the originators of all local transportation plans and programs (federally-required or not). The State DOT should consider and incorporate all local MPO's plans and programs in the development and execution of their State-Level plans and programs, which are primarily guided by the Federal Highway Administration and Federal Transit Administration. This back-and-forth collaboration and incorporation between the local, state, and federal levels is essentially the 3-C planning process in action. The process is in place, not only because



it is required in order to receive federal funding, but it also ensures that all regional transportation projects meet Federal requirements while maintaining alignment with local priorities and long-term visions.

## Establishment of the FLATS MPO



**Figure 4** - A Recommended Street & Highway Plan map from a South Carolina State Highway Department published plan of the same name in December 1973 with a horizon plan year of 1995 for the Florence Area Transportation Study. Source: SCDOT

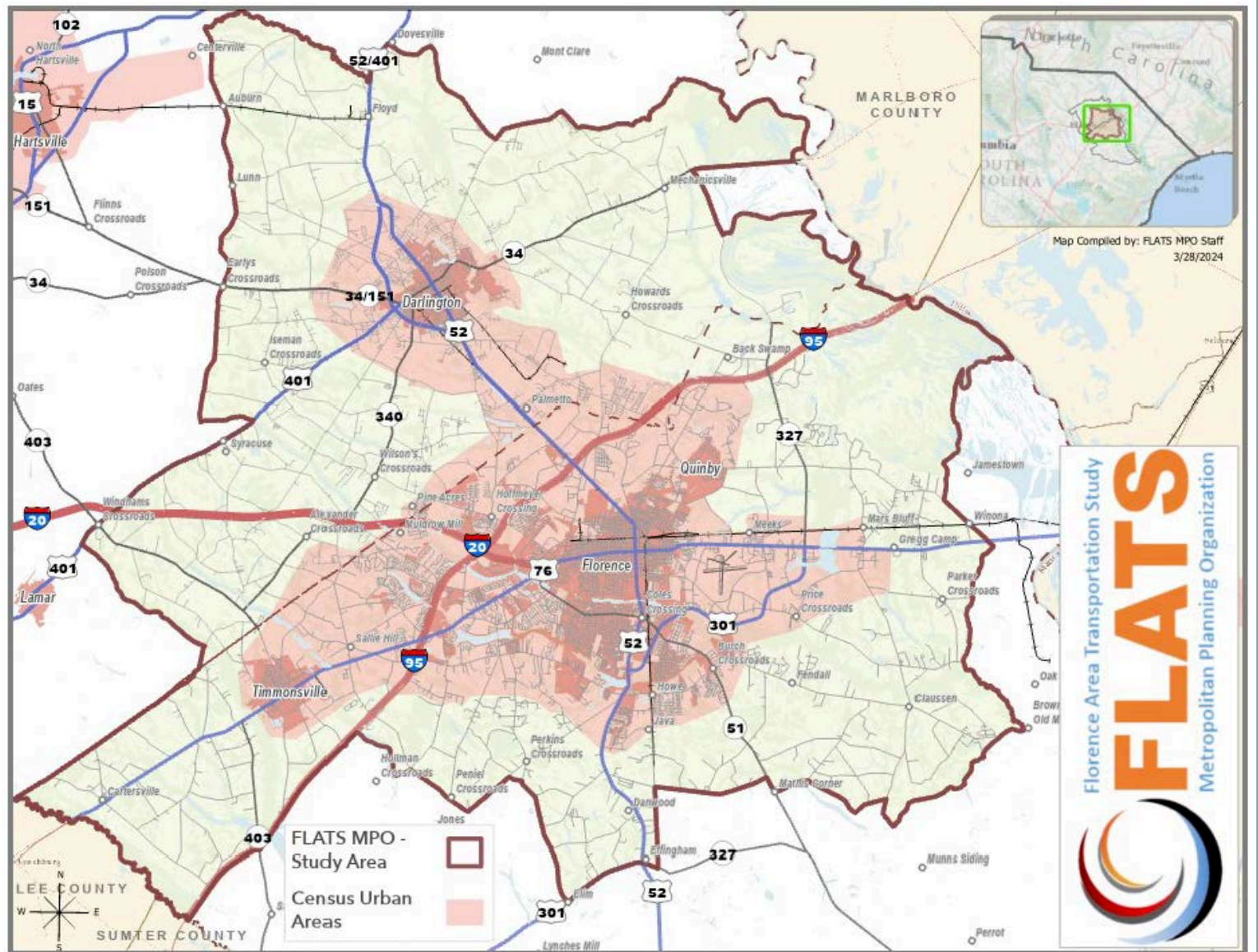
The Florence Area Transportation Study (FLATS) is the designated MPO for the Florence, SC Urbanized Area. The FLATS Metropolitan Planning Area (MPA) commonly referred to as the “FLATS Study Area”, encompasses the Florence, SC Urbanized Area as well as contiguous areas likely to become urbanized within the next 20 years.

With the release of the 1980 Decennial Census, The Florence, SC area was designated as an Urbanized Area and officially recognized as an MPO. With this, Florence was now required to comply with Federal regulations pertaining to MPOs and the Metropolitan Planning Process.

In 1982, then Governor of South Carolina, Richard W. Riley, formally acknowledged those representatives, who had already been selected by Florence’s general-purpose governments, and who were currently serving on the Florence Transportation Policy Committee. Through

Governor Riley’s formal recognition, the FLATS MPO became eligible to receive federal funding for transportation planning efforts and transportation projects occurring within the FLATS Study Area.

## Current Map of the FLATS MPO



**Figure 5 - Current map of the FLATS MPO Study Area Boundary.** The light red area represents the Census designated Urbanized Area of Florence, SC and the darker red areas within the Urbanized Area represent incorporated municipalities. The remaining green areas are those projected to become urbanized over the next 20 years. Map Created March 2024 by FLATS Staff.

## About the FLATS MPO

The Florence Area Transportation Study (FLATS) MPO is the officially designated organization for which the 3-C transportation planning process is carried out within the FLATS Study Area (see Figure 5 above). In the Figure 5 map shown above, of the FLATS Study Area, the Florence, SC Urbanized Area is colored light red while the incorporated areas, within the Urbanized Area, are a slightly darker red. All other light green areas, surrounding the red areas, and within the



thick, burgundy border, are the portions of the Study Area expected to become urbanized within the next 20 years. The Study Area includes the incorporated areas of the Cities of Florence and Darlington, the Towns of Quinby and Timmonsville and the surrounding unincorporated portions of both Florence and Darlington Counties.

Within the State of South Carolina, the FLATS MPO is situated in the heart of the Pee Dee Region, which is named for the native inhabitants that lived in the area prior to European Settlement. The total land area contained

within the FLATS Study Area is approximately 440 square miles. Based on the 2020 Decennial US Census, The Florence, SC Urbanized Area had a population of 89,436 people. The current estimated population (based on the US Census



**Figure 6** – A public area outside the Florence County Judicial Center.



**Figure 7** - A PDRTA Bus, which operates in the FLATS Study Area, at a designated stop

Bureau's 2023 American Community Survey) for just the Florence, SC Urbanized Area is 92,315. The estimated population of the entire FLATS Study Area is around 126,000 people. Federal transportation financial assistance awarded to the FLATS MPO may be utilized anywhere within the entire FLATS Study Area.

Any anticipated planning activities that occur outside of the FLATS Study Area are only eligible for federally funding if it is

determined by the FLATS MPO that the activities will directly impact the transportation system within the FLATS Study Area. In addition to MPO approval, the anticipated external planning activities must also be documented within the MPO's Unified Planning Work Program (UPWP). It is important to note that the public transit agency operating within the FLATS Study Area, known as the Pee Dee Regional Transit Authority (PDRTA) operates in a six-county service area that extends well beyond the FLATS Study Area. However, many incoming and outgoing PDRTA routes have a direct impact on the transportation network inside of the FLATS Study Area.



## UPWP Development

One of the requirements of the FLATS MPO (or any designated MPO), in order to receive Federal assistance, is to develop a Unified Planning Work Program (UPWP). The UPWP is a key component used by the MPO to carry out the 3-C transportation planning process. The purpose of the UPWP is to outline and prioritize all expected planning activities the MPO will undertake over the next 1 to 2 years. Additionally, the MPO must identify who or what entity will complete each task, the projected timeline for completion, and the estimated costs associated with the task that includes a breakdown of funding based on the sources of the funding. These planning activities should include short-term and long-term tasks the MPO expects to undertake, and the tasks should be outlined through relevant work categories, which can vary greatly from one MPO to another. The FLATS MPO currently outlines their anticipated planning tasks and activities within eight separate work categories. These work categories for the FLATS MPO 2026-2027 fiscal years are:



**Figure 8** –The sun setting over a rural intersection on E McIver Rd in Darlington County, located within the FLATS Study Area.

- 1) Administration
- 2) Public Participation
- 3) Complete Streets
- 4) Maps & Applications
- 5) Data Collection, Analysis, & Management
- 6) Development & Maintenance
- 7) Public Transit Planning
- 8) 2050 Long Range Transportation Plan (LRTP) Development

Each listed UPWP work category defines various studies, data collection tasks & modeling efforts, as well as public engagement activities that are expected to occur over the course of the upcoming fiscal year. Any activity in progress, that is not completed at the end of a fiscal year (for which it has been planned) should be listed and identified in each succeeding UPWP fiscal year until it is completed. For each work category listed, a detailed breakdown of anticipated expenditures and their expected funding sources must be identified. The Federal share of UPWP planning activities is usually reimbursed at 80%, with a required 20% Local Match.

An exception to the 80% Federal reimbursement rate, in the case of the FLATS MPO, is applied to all 3) Complete Streets planning activities and select transit tasks/activities listed in 8) Public Transit Planning that align with the South Carolina Department of Transportation's (SCDOT) Complete Streets Directive 28 (DD 28). This Departmental Directive was issued on February 4<sup>th</sup>, 2021 by Former SCDOT Secretary of Transportation, Christy A. Hall in response to Section 11206,

“Increasing Safe and Accessible Transportation Options” of the then, recently enacted Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58) which was signed into law on November 15<sup>th</sup>, 2021, by Former President Joe Biden.

In order to adhere to the law, and increase safe and accessible multimodal transportation options, Section 11206 requires (among other activities) the adoption of Complete Streets standards or policies and the development of a Complete Streets prioritization plan. Additionally, this legislation includes a funding requirement imposed on States and MPOs in order to carry-out the various Complete Streets activities listed. States and MPOs are required to designate no less than 2.5% of their annually allocated SPR (State) or PL (MPO) funds for the purpose of carrying-out complete streets activities. The aforementioned SCDOT Departmental Directive 28 serves as SCDOT’s foundation for implementing a statewide Complete Streets policy and guides the programmatic inclusion and integration of all modes of transportation (i.e. walking, biking, transit, etc.) into all projects undertaken by SCDOT or any other entity performing work on the State of SC’s transportation network. Initially, Section 11206 activities were reimbursed at the usual 80% federal rate and required a 20% local match. However, on January 2, 2023, the FHWA determined that the elimination of the 20% non-Federal “local” match on State and MPO planning funds used on any Complete Streets planning activity would better serve the interests of the Federal-aid highway program thus allowing these Federal SPR (State) and PL (MPO) funds to be reimbursed at a federal rate of 100%.

During UPWP development it is important that the MPO Staff aligns all listed planning tasks/activities with the vision and goals identified and outlined within the MPO’s current long-range Metropolitan Transportation Plan (MTP). FLATS MPO Staff refers to their MTP as the Long-Range Transportation Plan or LRTP. The current 2045 LRTP for the FLATS MPO was adopted in July of 2022 and has a planning horizon of 20 years.

The brevity of the UPWP update and adoption cycle makes it possible for MPOs to quickly adapt and evolve their transportation planning processes and activities. The details provided in the UPWP also help keep the metropolitan transportation

planning process organized and transparent to ensure all federal funds received by the MPO are being utilized effectively.

**Figure 9** –Facing North at the intersection of S Irby Street and W Evans Street in Downtown Florence, SC. The Florence County Complex building can be seen mid- right. Photo Source: Florence County Planning Staff, 2023



## Organization of the FLATS MPO

Planning Department Staff within the Florence County Planning & Building Department, under the guidance of the Director of Planning & Building, complete and oversee the various day-to-day administrative tasks and duties of the FLATS MPO. Planning Staff is also responsible with the implementation of any currently adopted plans and programs for the MPO. The work completed for the FLATS MPO is normally performed in addition to Planning staff's regular assigned planning duties. The Florence County GIS Department's staff, with the assistance of Planning Staff, also plays a pivotal role in carrying out the operations of the MPO. This is done by providing various technical products and services for the MPO that include, but are not limited to, spatial software administration, specialized programming, spatial and tabular data collection/storage/maintenance, and the creation of complex spatial models and analyses that are necessary in the execution of the MPO's daily operations and also better inform the members of the Policy Committee in carrying out their duties.

The driving force of the FLATS MPO in successfully carrying out the metropolitan transportation planning process is the Transportation Policy Committee which, for the FLATS MPO, is known as the FLATS Policy Committee. The FLATS Policy Committee is the appointed, decision-making body that establishes the defining policies and procedures for the overall conduct and organization of the FLATS MPO's operations. The Policy Committee also holds the final say in the Metropolitan planning process through their powers to adopt MPO plans and programs and approve additional amendments to alter or update those adopted plans and programs. The FLATS Policy Committee consists of elected and appointed officials who represent local and state governments and also members of other organizations or agencies having an interest (or responsibility) in the transportation planning process for the Florence, SC area. During the first meeting of each year, the Policy Committee members must elect a Chairman and Vice-Chairman to represent the committee and conduct meetings. The Director of the Florence County Planning & Building Department is the designated secretary of the FLATS Policy Committee. Meetings are held on an as-needed basis which, on average, results in about two to three meetings a year.

Prior to any FLATS Policy Committee meeting, The FLATS Study Team, must hold a meeting. The FLATS Study Team, established by the Policy Committee, is composed of various individuals, holding different types of administrative or technical positions within relevant organizations or groups, including the PDRTA, SCDOT and FHWA. The Study Team's primary objective is to review all proposed changes or updates that will go before the Policy Committee and provide any necessary or relevant recommendations based on their preliminary review.



## FLATS Member Committees – Agency Representation

The following three tables list the agencies and organizations represented within the voting and non-voting membership of the FLATS Policy Committee as well as the FLATS Study Team.

FLATS POLICY COMMITTEE - VOTING MEMBERS
Senator, South Carolina Senate District #31
Mayor, City of Florence
Councilmember, City of Florence
Mayor, Town of Quinby
Chairman, Florence County Council
Councilmember, Florence County
Representative, South Carolina House of Representatives District #60
Commissioner, South Carolina Transportation Commission District #07
Chairman, Florence County CTC
Appointed Representative, Florence County CTC

FLATS POLICY COMMITTEE – NON-VOTING MEMBERS
City Manager, City of Florence
County Administrator, Florence County
Director, Florence County Planning & Building Department
Deputy Secretary for Planning, SCDOT
District #5 Engineering Administrator, SCDOT
Chairman, Florence County Planning Commission
Executive Director, PDRTA
Chairman, Florence Regional Airport Commission
Division Administrator, FHWA
Chairman, City of Florence Planning Commission

FLATS STUDY TEAM
County of Florence
City of Florence
City of Darlington
County of Darlington
Town of Timmonsville
Florence Regional Airport
Pee Dee Regional Transportation Authority
Pee Dee Regional Council of Governments
Federal Highway Administration
South Carolina Department of Transportation
South Carolina Department of Public Safety (Highway Patrol)
Florence County EMS
West Florence Fire Department

## Planning Emphasis and Issues

Congress shows support for the continuous, cooperative, and comprehensive metropolitan and statewide transportation planning process to include the consideration of the ten planning factors listed in Title 23 of the Code of Federal Regulations, Section 450.306(b). Within this section, it provides the scope of the metropolitan transportation planning process which states that MPOs must consider and address ten planning factors in the implementation of projects, strategies and services.

The ten planning factors set forth by Congress that the FLATS MPO has addressed (and will continue to address) in the consideration and implementation of projects, strategies, and services are listed below.

FEDERALLY MANDATED PLANNING FACTORS FOR MPO & STATE CONSIDERATION	
<b>1</b>	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
<b>2</b>	Increase the safety of the transportation system for motorized and non-motorized users
<b>3</b>	Increase the security of the transportation system for motorized and non-motorized users
<b>4</b>	Increase the accessibility and mobility of people and for freight
<b>5</b>	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
<b>6</b>	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
<b>7</b>	Promote efficient system management and operation
<b>8</b>	Emphasize the preservation of the existing transportation system
<b>9</b>	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation
<b>10</b>	Enhance travel and tourism.

In addition to the above listed federally mandated planning factors, the Infrastructure Investment and Jobs Act (IIJA), enacted in 2021, made several changes to include housing considerations into the metropolitan planning process. Examples of these housing considerations are the inclusion of housing officials and/or affordable housing organizations (along with any relevant housing related plans/studies) into the metropolitan planning process. These actions, while simple, have the potential to create consistency between transportation improvements and housing patterns while more effectively connecting existing and proposed housing developments with employment opportunities.

The UPWP emphasizes tasks that will manage and administer the implementation of the Long-Range Metropolitan Transportation Plan (MTP or LRTP), the Transportation Improvement Program (TIP) and the Public Participation Plan (PPP). The table below provides information on what federally mandated planning factors listed in the previous table (on page 13) have been considered and the specific work category in the FLATS UPWP it was considered for. A check mark in the table below notes MPO consideration of the planning factor based on its corresponding number in the page 13 table.

UPWP Work Task	PLANNING FACTOR NUMBER									
	1	2	3	4	5	6	7	8	9	10
1) Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2) Public Participation	✓			✓		✓				
3) Complete Streets		✓		✓	✓	✓		✓		
4) Maps & Applications	✓	✓	✓			✓	✓	✓	✓	
5) Data Collection, Analysis & Management	✓	✓	✓		✓	✓	✓	✓		
6) Development & Maintenance		✓		✓	✓	✓	✓	✓	✓	
7) Public Transit Planning	✓	✓	✓			✓	✓		✓	✓
8) 2050 Long Range Transportation Plan Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The FLATS MPO, in developing the tasks and activities documented in the FY26-FY27 UPWP, has identified and considered key Planning Emphasis Areas that align with the current USDOT Administration's priorities and support South Carolina DOT's specific goals. The FLATS MPO, in the execution of this UPWP, will continue to consider and prioritize activities that identify, address, or aim to improve system/user safety such as reducing fatalities on High-Fatality Network corridors through safety audits, improving pedestrian and cyclist safety through supporting Complete Streets activities and improving rural road safety for all users (drivers, pedestrians and cyclists). Other key planning emphasis areas for the FLATS MPO include equity and rural connectivity due to the stark network differences and disconnect seen between urban and rural areas within the FLATS Study Area. The MPO will consider and support all connection efforts focused on improving network connectivity for all users and all modes in all areas. Other emphasis areas that were and will be continuously considered in all of FLATS planning activities include multimodal connectivity, economic/workforce development, innovation/technology, and climate resiliency.



## 1) - Administration

### ADMINISTRATION OBJECTIVE:

Effectively administer and manage the initiatives of the FLATS MPO, ensure compliance with federal and state requirements, and coordinate MPO activities with those of local and state agencies.

**SCOPE OF WORK ACTIVITIES:** All correspondence, memoranda, agreements, contracts, document, agendas, recordkeeping and minutes developed, negotiated, or executed by staff, as well as coordination with the members of the Policy and Technical Committees. Any other daily (or ongoing) administrative tasks and duties as required for the successful operation of the MPO.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Arrange meetings, prepare and distribute meeting notices, agendas, and meeting materials
- Record meeting minutes and capture audio and video recordings of each meeting
- Maintain all financial records of revenues and expenditures
- Manage & prepare certification documentation, agreements, resolutions, documents, contracts, and memoranda of understanding on behalf of FLATS
- Advise and inform participating agencies on programmatic details and expenditures
- Attend/participate in online or in-person training seminars, conferences and workshops to enhance MPO operations and procedures as well as in order to expand upon staff's transportation planning skills and knowledge base
- Obtain professional memberships & certifications to enhance skillsets of MPO staff
- Prepare timesheets, annual, and quarterly reports documenting UPWP activities
- Maintain planning agreements as needed
- Complete Title VI report as required
- Publish Annual Obligation Report

### Deliverable Products

### Expected Completion Date

Host Committee Meetings	As Necessary
Quarterly and Final Progress Reports	End of Each Quarter
Draft and Finalize MPO Resolutions	As Necessary
Publish Annual Obligation Report	Annually
Draft Meeting Minutes	Following Each Meeting

1) - ADMINISTRATION		
	FY 2026	FY 2027
FHWA (PL)	\$ 136,281.92	-
LOCAL	\$ 34,070.48	-
<b>TOTAL</b>	<b>\$ 170,352.40</b>	-

## 2) - Public Participation

### PUBLIC PARTICIPATION OBJECTIVE:

Actively seek and request public participation and involvement in the MPO transportation planning process. Identify/develop modern methods and procedures for the facilitation of meaningful collaboration between the MPO, the public, and other stakeholders in the development of federally funded MPO projects, plans, and programs.

**SCOPE OF WORK ACTIVITIES:** The FLATS MPO will provide opportunities for public review/comments on projects as they are considered for inclusion in the LRTP, the TIP, and other FLATS documents, programs and plans. Staff will complete all other public participation duties as necessary to maintain public interest and involvement in the MPO planning process. The Public Participation Plan(PPP), and current outreach techniques will be reviewed and updated.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Update FLATS public information documents.
- Manage the public participation process for transportation projects, as required.
- Publicly advertise all meetings and planned projects in a timely manner.
- Create, publish & distribute annual FLATS newsletter.
- Maintain, update & improve membership & stakeholder distribution lists.
- Host/attend public workshops as necessary.
- Review effectiveness of current PPP methods and update accordingly to improve public engagement and garner meaningful public involvement through the incorporation of selected virtual public involvement (VPI) techniques.
- Implement measures outlined in the Public Participation Plan.
- Update, maintain, and improve the FLATS website and published information.
- Assist citizens as necessary with accessing FLATS related information.

### Deliverable Products

### Expected Completion Date

Create, Publish & Distribute Annual MPO Newsletter	Annually – around August
Post/Publish Public Notices & Maintain Public Binders	As Necessary
Maintain & Improve Membership & Distribution Lists	Ongoing
Update the FLATS MPO Public Participation Plan	June 2026
Improve, Maintain & Update FLATS website	Ongoing
Provide Interactive Applications, Maps, Tools or Forms to aid in the Public Participation Process	As Necessary

2 ) – PUBLIC PARTICIPATION		
	FY 2026	FY 2027
FHWA (PL)	\$ 37,856.09	-
LOCAL	\$ 9,464.02	-
<b>TOTAL</b>	<b>\$ 47,320.11</b>	<b>-</b>

### 3) - Complete Streets\*

**COMPLETE STREETS OBJECTIVE:**

Coordinate efforts to consider/implement transportation improvements for alternative modes of transportation. Research and assess needs based on existing land use, census/population patterns, and areas of projected development.

**SCOPE/WORK ACTIVITIES:** Efforts will be focused on identifying and planning for alternative modes of transportation throughout the study area. This area of planning is intended to focus on, but is not limited to, the Complete Streets initiative.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Develop, maintain, and monitor pedestrian and bicycle plans and other programs as necessary to ensure complete intermodal facilities are designated as an integral part of the local transportation system
- Coordinate and collaborate with public transit agencies, as necessary, to ensure transit services and transit facilities are considered (in addition to pedestrian and bicycle facilities) in the development of the local transportation system and future plans and programs.
- Coordinate planning functions and MPO efforts as they pertain to the TAP program and projects as needed
- Conduct planning efforts and activities for the Complete Streets initiative
- Ensure that all transportation projects conform to State and Local Complete Streets policies
- Update and maintain the recognized bicycle and pedestrian route database

**Deliverable Products**
**Estimate Completion Date**

Provide Planning Support to TAP	As Necessary
Maintain and Update Bicycle & Pedestrian Routes	As Necessary
Planning Assistance to Support Complete Streets	As Necessary

3 ) – COMPLETE STREETS		
	FY 2026	FY 2027
FHWA (PL)	\$ 22,713.65	-
LOCAL	-	-
<b>TOTAL</b>	<b>\$ 22,713.65</b>	<b>-</b>

*\*Local Match Waived for Complete Streets eligible activities.*



## 4) – Maps & Applications

### MAPS & APPLICATIONS OBJECTIVE:

Develop, maintain, and update interactive maps, widgets and applications that identify or analyze areas of study or allow for accurate data interpretation, collection or creation needed for conducting transportation planning activities in the FLATS Study Area.

**SCOPE/WORK ACTIVITIES:** The FLATS MPO will continue utilizing its Esri web-based mapping products and subscriptions in the maintenance, creation and development of relevant maps, applications, widgets, tools, etc. used to provide a visual/interactive user experience to effectively carry-out the transportation planning process in the FLATS Study Area. The Florence County GIS Department is the administrator of the Esri licenses and also provides continuous support and custom solutions to Planning Staff in the form of web-based applications and tools as well as digital and printed maps. The Florence County GIS Department also collaborates with Pictometry/EagleView Technologies to collect high-resolution aerial and oblique imagery of the FLATS Study Area every two years and on demand in the event a natural disaster was to occur.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Maintain & improve the Florence County AGOL Portal including the public facing, interactive web-based maps, applications, tools, services, and widgets currently available.
- Administration of the County's AGOL Organization Portal and published web services for use by the general public and County employees.
- Creation of custom web maps, printed maps, applications, and tools in furthering the effectiveness and efficiency of the transportation planning process.

Deliverable Products	Estimated Completion Date
Interactive Web Maps and Applications	Ongoing
High-Resolution Ortho & Oblique Aerial Imagery Capture	Biannually
Custom Maps and Applications	As Needed
ArcGIS Online Organization Administration	Ongoing

4 ) – MAPS & APPLICATIONS		
	FY 2026	FY 2027
FHWA (PL)	\$ 79,497.79	-
LOCAL	\$ 19,874.45	-
<b>TOTAL</b>	<b>\$ 99,372.23</b>	<b>-</b>

## 5) - Data Collection, Analysis & Management

### DATA COLLECTION, ANALYSIS & MANAGEMENT OBJECTIVE:

Collect, create, maintain, store, publish, and distribute all relevant tabular & spatial data used in all maps, applications, tools, models, and analyses that allow for the successful execution of the metropolitan transportation planning process within the FLATS Study Area.

**SCOPE/WORK ACTIVITIES:** Esri-based software products and solutions will continue to be utilized by the MPO in order to store, access, and distribute relevant spatial and tabular data. Necessary hardware updates/replacements needed to use Esri products in order to access/publish data will occur as needed. Staff will continue their efforts to maintain/update Traffic Analysis Zone (TAZ) data in support of the FLATS Travel Demand Model. Planning Staff will manage and update land use data/policies as necessary. Coordination efforts will continue among all FLATS staff to quickly process land use/policy updates as they occur and efficiently integrate them in the existing spatial database/server.

FLATS Planning staff will review newly submitted development site plans, subdivisions, summary plats, and related information to evaluate the timing and location of land use changes taking place in the FLATS Study Area. Land use, socioeconomic, and traffic data will be monitored and collected as necessary to support the MPO's various planning activities and to also provide support to other transportation agencies operating within the FLATS Study Area.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Continued GIS data layer maintenance and improvements via edits to geometry/attributes, metadata, data models, data dictionaries, domains, SQL Server DBMS, and web services
- Continued TAZ data management and integration into the planning process
- Building Permit Data extraction, distribution and analysis
- Development of Residential Subdivision Data Model
- Updates to and management of E-911/Addressing data (i.e. Address Points, ESNs, MSAG)
- Monthly Planning Commission, Board of Zoning Appeals & County Council items mapped to predict future trends and develop database for storage/access to view historical patterns.
- Provide planning support related to future land use, zoning, or site/building development (commercial, industrial or residential) as it pertains to transportation.
- Provide any necessary data analysis, models, or tools to better carry out the transportation planning process
- Collect or create spatial/tabular data to better carry out the transportation planning process

## 5) - Data Collection, Analysis & Management (continued on next page)

## 5) - Data Collection, Analysis & Management (continued)

Deliverable Products	Estimated Completion Date
Digitization of Building Footprints	Ongoing
Monthly Building Permit Data Collection & Analysis	Monthly
Esri Maintenance Agreement	Annually
Server Maintenance/Data back-up	Monthly
E-911/Addressing Data Updates	Ongoing
Tax Assessor/Parcel Data Updates	Bi-weekly
Municipal Boundary/Annexation Updates	As Needed
Road Centerline/ROW Area Updates	Ongoing
TAZ Data maintenance & integration	Ongoing

5) – DATA COLLECTION, ANALYSIS & MANAGEMENT		
	FY 2026	FY 2027
FHWA (PL)	\$ 79,626.50	-
LOCAL	\$ 19,906.62	-
TOTAL	\$ 99,533.12	-

## 6) Development & Maintenance

### DEVELOPMENT & MAINTENANCE OBJECTIVE:

To develop and maintain various studies, plans, programs, or any other relevant documents related to (or required for) the operation of the FLATS MPO.

**SCOPE/WORK ACTIVITIES:** The development, execution, or maintenance of all contracts, agreements, studies, plans, programs, or any other document related to (or required for) the operation of the FLATS MPO. These include, but are not limited to, the UPWP, Transportation Improvement Program (TIP), Long-Range Transportation Plan (LRTP), Public Participation Plan (PPP), and the Policy Committee By-laws. Also included, all tasks, activities or assistance provided by the FLATS Staff to the selected consultant in the development and creation of the I-95/SC 327 Interchange Planning Study and efforts made by FLATS Staff to assist the selected consultant in developing a scope and timeline in the development of the 2050 Long Range Transportation Plan (LRTP)

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Coordinate with SCDOT & PDRTA to Update & Amend the 2045 LRTP.
- Perform necessary research, review, or training in preparation for the development of the 2050 LRTP
- Training, development, and preparation related to corridor and sub-area analysis, including coordination with SCDOT regarding ReCAP data
- Develop and amend the UPWP
- Maintain the TIP. Process and Submit transmittals as required.
- Prepare and file Quarterly UPWP Reports and Invoices
- Assist consultant in the development and creation of the I-95/SC 327 Interchange Planning Study.
- Directly or indirectly develop or update any other plans and programs, as needed, to effectively and efficiently carry out the transportation planning process
- Initial efforts, in conjunction with selected consultant and SCDOT, in the creation of a scope and estimated timeline for development of the 2050 LRTP.

### Deliverable Products

### Expected Completion Date

Amended LRTP	Annually, As Necessary
Amended UPWP	Annually, As Necessary
TIP Corrections & Amendments	As Necessary
UPWP Quarterly Reports & Invoices	End of Each Quarter
Completed I-95/SC 327 Interchange Planning Study	Fall/Winter 2025

6) – DEVELOPMENT & MAINTENANCE		
	FY 2026	FY 2027
FHWA (PL)	\$ 80,005.06	-
LOCAL	\$ 20,001.26	-
<b>TOTAL</b>	<b>\$ 100,006.32</b>	<b>-</b>



## 7) Public Transit Planning

### PUBLIC TRANSIT PLANNING OBJECTIVE:

Coordinate, expand, and enhance transit services and transit service awareness in all areas of the PDRTA's Service Area that directly impact (or are located within) the FLATS Study Area. Consider the integration, wherever possible, of transit into the transportation system.

**SCOPE/WORK ACTIVITIES:** The development of any studies, plans, or programs required by the Federal Transit Administration (FTA) or deemed necessary, by PDRTA and FLATS, to further integrate, expand, or enhance current transit operations that directly impact the FLATS Study Area. FLATS Staff will provide support and assistance to the Pee Dee Regional Transportation Authority (PDRTA) and all other federally recognized transit agencies in the FLATS Study Area. FLATS Staff will also assist in the completion of the FLATS/PDRTA Transit Study and support and assist the PDRTA with any scoping, development, or execution of any programs, studies, or plans recommended through the completed FLATS/PDRTA Transit Study.

**STAFFING:** Florence County's Planning and GIS Departments' Staff will be utilized.

The following specific work activities are expected to be performed:

- Provide planning or technical assistance, as needed, in support of Transit Services and Operations.
- Update the TIP, as required, to reflect applicable Federal funds issued to Transit Agencies in the FLATS Study Area.
- Update the LRTP as required, in coordination with PDRTA, with transit-related performance measures
- Manage the completion of FLATS/PDRTA Transit Study and distribute/publish the completed document as necessary
- Support PDRTA in any scoping, development, or execution of any additional studies, plans, or programs based on recommendations provided by the completed FLATS/PDRTA Transit Study
- All activities supporting the continued coordination and collaboration of the FLATS MPO and PDRTA
- Increase Transit Awareness within the FLATS Study Area

### Deliverable Products

### Estimated Completion Date

Process Transit-Related TIP Transmittals	As Necessary
Update transit related performance measures in LRTP	As Necessary
Completed FLATS/PDRTA Transit Study	Summer 2025
Additional Transit Study Recommendations	As Requested (by PDRTA)

7)-PUBLIC TRANSIT PLANNING		
	FY 2026	FY 2027
FHWA (PL)	\$ 121,139.48	-
LOCAL	\$ 30,284.87	-
<b>TOTAL</b>	<b>\$ 151,424.35</b>	<b>-</b>

## 8) 2050 Long Range Transportation Plan (LRTP) Development

### 2050 LONG RANGE TRANSPORTATION PLAN (LRTP) DEVELOPMENT OBJECTIVE

The procurement process to successfully select a qualified applicant that will guide and assist in the development (in accordance with all applicable federal regulations) of a long-range Metropolitan Transportation Plan for the FLATS MPO and the FLATS Study Area with a planning horizon of 2050.

**SCOPE/WORK ACTIVITIES:** The entire procurement process, led by FLATS Staff, to hire a qualified private consultant who will lead the development process, with guidance and assistance provided by FLATS Staff, of the federally mandated, long-range metropolitan transportation plan update to a planning horizon of 2050.

**STAFFING:** Florence County Planning Department Staff with the assistance of a qualified private consultant.

The selected consultant will build upon previous LRTPs developed by the MPO (in addition to considering all relevant local studies and plans) and facilitate coordination between the FLATS MPO, the South Carolina DOT and the Pee Dee RTA in the scoping and development of a long-range Metropolitan Transportation Plan with a planning horizon of 2050. They will also be required to provide technical, analytical, and public engagement support to the FLATS MPO in the development process of the 2050 Long Range Transportation Plan (LRTP), including but not limited to:

- Facilitation of Coordination between the FLATS MPO and the SCDOT, FHWA, FTA, PDRTA, and any other relevant agency, organization, or local municipality
- Update the Travel Demand Model & and perform any Travel Demand Modeling required
- Integrate unreleased SCDOT RMP Corridor & Spot Analysis Process (ReCAP) data wherever possible
- Performance Metrics
- Public & Stakeholder Engagement and Involvement. Including (but not limited to) in-person events, social media events/presence, online surveys/tools, direct email/mailers, etc.
- 2050 LRTP Development
  - Draft MTP Chapters
  - Create interactive online applications and tools
  - Develop illustrative maps, graphs, tables, figures

Once a selection is made, by July 2026, Florence County's Planning, Building, and GIS Staff will assist the selected consultant as necessary in order to provide all deliverables and a Published 2050 MTP Document with FLATS Policy Committee Approval by July of 2027.

#### Deliverable Products

#### Expected Completion Date

Working Version of 2050 LRTP Document (for updating)	July 2027
Published Version of 2050 LRTP Document	July 2027
A fiscally constrained and ranked list of transportation projects (standalone & within MTP Document)	July 2027
Updated Travel Demand Model	July 2027
Any raw data, graphics, or templates used during the MTP development process	July 2027

**8) 2050 Long Range Transportation Plan (LRTP) Development** *(Continued from Page 22)*

<b>8)– 2050 LONG RANGE TRANSPORTATION PLAN DEVELOPMENT</b>		
	<b>FY 2026</b>	<b>FY 2027</b>
<b>FHWA (PL)</b>	\$ 200,001.29	-
<b>LOCAL</b>	\$ 50,000.32	-
<b>TOTAL</b>	<b>\$ 250,001.61</b>	-



**Table 1: Agency Participation/Funding Sources (FY2026)**

FY2026 begins July 1, 2025 and ends on June 30, 2026

UPWP WORK CATEGORY	Percentage of Total Funds	METRO PL Funds	FLORENCE COUNTY	TOTAL AMOUNT
1) Administration	18.000%	\$ 136,281.92	\$ 34,070.48	\$ 170,352.40
2) Public Participation	5.000%	\$ 37,856.09	\$ 9,464.02	\$ 47,320.11
3) Complete Streets*	3.000%	\$ 22,713.65	\$ -	\$ 22,713.65
4) Maps & Applications	10.500%	\$ 79,497.79	\$ 19,874.45	\$ 99,372.23
5) Data Collection, Analysis & Management	10.517%	\$ 79,626.50	\$ 19,906.62	\$ 99,533.12
6) Development & Maintenance	10.567%	\$ 80,005.06	\$ 20,001.26	\$ 100,006.32
7) Public Transit Planning	16.000%	\$ 121,139.48	\$ 30,284.87	\$ 151,424.35
8) 2050 LRTP Development	26.416%	\$ 200,001.29	\$ 50,000.32	\$ 250,001.61
<b>TOTAL</b>	<b>100%</b>	<b>\$ 757,121.77</b>	<b>\$ 183,602.03</b>	<b>\$ 940,723.80</b>

\* Local match waived by SCDOT for Complete Streets activities.

**Table 2\*: Agency Participation/Funding Sources (FY2027)**

FY2027 begins July 1, 2026 and ends on June 30, 2027

UPWP WORK CATEGORY	Percentage of Total Funds	METRO PL Funds	FLORENCE COUNTY	TOTAL AMOUNT
1) Administration				
2) Public Participation				
3) Complete Streets				
4) Maps & Applications				
5) Data Collection, Analysis & Management				
6) Development & Maintenance				
7) Public Transit Planning				
8) 2050 LRTP Development				
<b>TOTAL</b>	<b>100%</b>			

\* Dollar amounts for FY2027 will be added to this table when they are received from SCDOT in the Winter/Spring of 2026. These updates must go before the FLATS Policy Committee in order to be officially amended to the UPWP.

## Summary of Complete Streets Eligible Projects for 100% Waiver

Task #	Task Category	Milestone/Deliverable	\$ Budget (100% Fed)
3	Complete Streets	Provide Planning Support to TAP	
3	Complete Streets	Maintain & Update Bicycle & Pedestrian Routes	
3	Complete Streets	Planning Assistance to Support Complete Streets	
		<b>TOTAL</b>	\$22,713.65
<b>\$ TOTAL:</b>			<b>\$ 22,713.65</b>
<b>Total Programmed UPWP \$ Budget:</b>			<b>\$ 757,121.77</b>
<b>% of Total Budget Complete Streets Eligible:</b>			<b>3.00%</b>

**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), the acquisition of real property, or the management/oversight of construction projects. Federal funds may include PL, SPR, STP, NHS, 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 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.

14 May 25  
DATE

  
\_\_\_\_\_  
MPO/COG PLANNING AGENCY DIRECTOR

If applicable:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUB-RECIPIENT