



WMPO

Wilmington Urban
Area Metropolitan
Planning Organization
www.wmpo.org

Unified Planning Work Program

Fiscal year 2026

**Draft UPWP
January 15, 2025**

**FY 2026 UNIFIED PLANNING WORK PROGRAM
for the
WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION**

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Table of Contents.....	2
Introduction.....	3
Narrative of Planning Section 104(f) (PL104) Work Tasks to be Performed in FY 26.....	5
Narrative of Safe & Accessible Transportation Options Set Aside (SATO/Y410) Work Task to be Performed in FY 26	10
Narrative of Surface Transportation Block Grant – Direct Attributable (STBG-DA) Work Tasks and Special Studies to be Performed in FY 26.....	12
Narrative of Safe Streets for All (SS4A) Continued Fund Source to Support a Special Study	14
Tables of UPWP FTA Section 5303 FY 26 Funding for Work Tasks to be Performed in FY 26	15
Narrative of Additional Local Only Participation Non-Grant Funded Operations	24
Planning Work Program Funding Sources FY 26	25
Anticipated DBE Contracting Opportunities for FY 26.....	26
Resolution Adopting the FY 26 Unified Plan Work Program	27
WMPO Certification Process	28
WMPO Certification	34

Introduction

In compliance with Federal law and in the spirit of cooperation, the Wilmington Urban Area MPO (WMPO) conducts a “cooperative, comprehensive, and continuing” transportation planning process. This Unified Planning Work Program (UPWP) outlines the tasks and associated funding sources dedicated to the Wilmington Urban Area MPO’s transportation planning process during Fiscal Year 2026 (FY 26). Depending on the specific funding source, tasks funded through the UPWP are eligible for reimbursement of 80-90% of their cost from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the North Carolina Department of Transportation (NCDOT).

The UPWP for the Wilmington Urban Area MPO identifies six separate funding sources for transportation planning. A brief description of these funding sources follows:

- Federal Highway Administration - Section 104(f) Funds (PL104)
Funds dedicated to the urban area to perform transportation planning. PL104 funds require a 20% local match.
- Federal Highway Administration - Safe & Accessible Transportation Options Set Aside (SATO/Y410)
These funds are dedicated to the urban area to perform transportation planning to increase safe and accessible options for multiple travel modes for people of all ages and abilities. SATO/Y410 funds are 100% reimbursable.
- Federal Highway Administration - Surface Transportation Block Grant-Direct Attributable Funds (STBG-DA)
Funds dedicated to Transportation Management Areas and these funds can be used to perform transportation planning. STBG-DA funds require a 20% local match.
- Federal Highway Administration - Safe Streets for All (SS4A)
These are discretionary grant funds to be used for the development of a Comprehensive Safety Action Plan for the WMPO’s planning area. SS4A funds require a 20% local match. The WMPO’s FY 24 UPWP included a 20% local match (50% from the state, 50% member contributions) for a \$400,000 SS4A planning grant for the development of a regional Comprehensive Safety Action Plan. The WMPO applied during the FY 24 funding cycle and received notification of the award in December 2023. Plan development will begin in 2025.
- Federal Transit Administration - Section 5303 Funds
These funds are used for transit planning in the urban area. The Federal Transit Administration provides 80% of these funds, NCDOT 10%, and there is a required 10% local match.
- Local Member Non-Grant Contributions - Member Only Additional Funds

Local only supplied funds for WMPO operating expenses not eligible for grant funding.

The local match requirements will be shared by all members of the Wilmington Urban Area MPO as defined in the Wilmington Urban Area MPO's adopted Memorandum of Understanding.

Narrative of UPWP Section 104(f) Work Tasks to be Performed in FY 26
(Primary work to be performed by WMPO staff except where noted.)

II-A Data and Planning Support Line-Item Codes: \$103,300

II-A-1 Networks and Support Systems: \$100,800

Bike & Ped. Facilities Inventory – Staff will facilitate inventory of significant municipal, state, and federal bicycle and pedestrian transportation facilities. These systems shall be incorporated in the Metropolitan Transportation Plan (MTP) update and analyzed in conjunction with other transportation performance measures.

Traffic Volume Counts – Wilmington MPO staff maintains an ongoing traffic counting program. An annual summary of the urban area traffic counts will be prepared and uploaded to the WMPO website.

II-A-2 Travelers and Behavior: \$1,300

Dwelling Unit, Population, Employment Changes – Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

II-A-3 Transportation Modeling: \$1,200

Financial Planning – Develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the MTP. Ensure fiscal constraint in the update of the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B Planning Process Line-Item Codes: \$63,500

II-B-1 Target Planning: \$7,000

Congestion Management Strategies – Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions, and transportation system management strategies. Evaluate strategies developed for the Congestion Management Process. Document process and solutions in the update of the MTP and CMP reports. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

Freight Movement/Mobility Planning – Identification of freight movement deficiencies, priorities, and proposed improvement solutions and strategies. Provide documentation of process and recommendations in the update of the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

Hazard Mitigation & Disaster Planning – Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. After identifying these risks, develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of damage and reconstruction.

II-B-2 Regional Planning: \$46,500

Airport/Air Travel Element of the of the Metropolitan Transportation Plan – Identify airport and air service deficiencies, priorities, and proposed airport and air service improvement solutions and strategies. Provide documentation of process and recommendations in the update of the MTP.

Bicycle & Pedestrian Element of the Metropolitan Transportation Plan – Identify bicycle and pedestrian deficiencies, priorities, and proposed bicycle and pedestrian improvement solutions and strategies. Provide documentation of the process and recommendations in the update of the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

Collector Street Element of the Metropolitan Transportation Plan – Collector Street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

Community Goals & Objectives – Monitor public input as it pertains to goals and objectives set forth in the adopted Metropolitan Transportation Plan. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

Highway Element of the Metropolitan Transportation Plan – Identification of highway deficiencies, priorities, and proposed highway improvement solutions and strategies. Provide documentation of process and recommendations in the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

Rail, Water, or other mode of the Metropolitan Transportation Plan – Identify rail and waterway deficiencies, priorities, and proposed rail and waterway improvement solutions and strategies. Provide documentation of process and recommendations in the update of the MTP.

II-B-3 Special Studies: \$10,000

Special Studies: Staff Time - Time Spent with Special Study Consultants – \$10,000

Planning Staff time allocated to managing and coordinating with the NCDOT and contracted consultant(s) to develop both the WMPO's 2027-2031 Strategic Plan and the Metropolitan Transportation Plan (MTP): Cape Fear Navigating Change 2050.

III-A Planning Work Program Line-Item Codes: \$2,000

III-A-1 Planning Work Program: \$1,000

Staff will develop a Unified Planning Work Program (UPWP) with the guidance of the Technical Coordinating Committee (TCC) and WMPO Board, staff will present the UPWP for approval to the WMPO Board and submit it to the NCDOT Transportation Planning Division (TPD).

III-A-2 Metrics and Performance Measures: \$1,000

Facilitate updates to the UPWP, MTP, etc., to address performance tracking and reporting. This includes preparing quarterly reports, the annual report, requests for reimbursement, and establishing/developing/refinement/updating of performance measures/targets. This task also includes updated plans (CTP/MTP/TIP), as required to track performance measure requirements.

III-B Transportation Improvement Plan Line-Item Codes: \$12,500

III-B-1 Prioritization: \$5,000

Maintain the SPOT list of STIP projects across all modes. Develop purpose and needs statements, as appropriate/needed. Work to update and improve local prioritization process for SPOT projects. Coordinate data, maps, and resolutions for STIP Project Recommendations as needed. Gather and enter data required for SPOT ranking of projects.

III-B-2 Metropolitan Transportation Improvement Program (TIP): \$2,500

Work cooperatively with the NCDOT and other partner agencies to review and provide comments on the draft STIP, the final STIP, and then adopt the corresponding MPO TIP. This includes reviewing and refining TIP project schedules and descriptions in the Draft TIP and coordinating meaningful public involvement in the TIP process.

III-B-3 Merger/Project Development: \$5,000

General work associated with development of projects in the adopted STIP/MPO TIP.

Review designs for TIP Projects and provide comments to appropriate agencies. Participate in the environmental study process for STIP/MPO TIP projects and provide an MPO representative on NEPA/404 Merger Teams. Monitor the public involvement process for STIP/MPO TIP projects and ensure adequate community input; assist PDEA as requested. Participation in project-specific workgroup meetings, as needed. Facilitate dialog between NCDOT and MPO-member communities. Participate in scoping meetings, public input, and merger meetings.

III-C Civil Rights Compliance & Other Regulatory Requirements Line-Item Codes: \$24,000

III-C-1 Title VI Compliance: \$10,000

Work to ensure compliance with the requirements of Title VI in the WMPO's policies and practices.

III-C-2 Environmental Justice: \$3,000

Analysis and outreach to ensure that transportation plans and projects comply with Environmental Justice policies.

III-C-6 Public Involvement: \$10,000

Extensive public participation effort will be carried out to solicit input and gauge public input for planning studies and projects within the Wilmington Urban Area MPO's planning area boundary. Outreach will be used in the development and adoption of the Cape Fear Navigating Change 2050 Plan.

III-C-7 Private Sector Participation: \$1,000

Activities to encourage private sector participation in planning and project activities.

III-D Statewide & Extra-Regional Planning Line-Item Codes: \$7,000

III-D Statewide & Extra-Regional Planning: \$7,000

Environmental Analysis & Pre-TIP Planning – Conduct environmental analysis and planning for the development of transportation projects in the Wilmington Urban Area.

Regional or Statewide Planning – Coordination of urban area activities with statewide and regional initiatives.

III-E Management, Operations, & Program Support Admin Line-Item Codes:
\$249,700

III-E Management & Operations: \$233,530

Management & Operations – Required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

III-E Indirect Costs: \$16,170

Indirect Costs – Indirect Costs- Indirect Costs are costs to the Lead Planning Agency that are not direct costs and are not related to a specific activity but are shared costs across multiple activities. These are costs incurred for a common or joint purpose benefiting more than the one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. The de minimis indirect cost rate as of October 1, 2024, is 15%, however a lower de minimis cost rate may be applied. The negotiated indirect cost rate negotiated between the City of Wilmington (Lead Planning Agency) and WMPO for FY 26 is 3.5% of the Modified Total Direct Cost.

Narrative of Safe & Accessible Transportation Options Set Aside (SATO/Y410) Work Tasks to be Performed in FY 26

(Primary work to be performed by WMPO staff except where noted.)

In 2022, the Infrastructure Investment and Jobs Act (IIJA) added a new Metropolitan Planning set-aside for Increasing Safe & Accessible Transportation Options. The Act requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. The 2.5% set aside is provided by a separate allocation of PL funds (federal program code Y410). The MPO's share of this amount is distributed using the same allocation formula.

This funding requires no local match and the full funding amount of \$8,200 is 100% reimbursable.

This task may include the following activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities:

1. Adoption of Complete Streets standards or policies.
2. Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street.
3. Development of transportation plans to:
 - a. Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers.
 - b. Integrate active transportation facilities with public transportation service or improve access to public transportation.
 - c. Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities.
 - d. Increase public transportation ridership; and
 - e. Improve the safety of bicyclists and pedestrians.
4. Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
5. Development of transportation plans and policies that support transit-oriented development.

II-B Planning Process Line-Item Codes: \$7,913

Safe & Accessible Transportation Options - Provide safe and accessible transportation options.

III-E Management, Operations, & Program Support Admin Line-Item Codes:
\$287

III-E Indirect Costs: \$287

Indirect Costs – Indirect Costs are costs to the Lead Planning Agency that are not direct costs and are not related to a specific activity but are shared costs across multiple activities. These are costs incurred for a common or joint purpose benefiting more than the one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. The de minimis indirect cost rate as of October 1, 2024, is 15%, however a lower de minimis cost rate may be applied. The negotiated indirect cost rate negotiated between the City of Wilmington (Lead Planning Agency) and WMPO for FY 26 is 3.5% of the Modified Total Direct Cost.

Narrative of Surface Transportation Block Grant – Direct Attributable Work Tasks and Special Studies to be Performed in FY 26

(Primary work to be performed by WMPO staff except where noted.)

II-A Data and Planning Support Line-Item Codes: \$93,800

II-A-1 Networks and Support Systems: \$93,800

Mapping – Creation or maintenance of base maps, zone maps, land use, etc. for the study area. The MPO will create, maintain, and store mapping for the study area for each update of the study. The WMPO has a full-time GIS Analyst dedicated to this task.

II-B Planning Process Line-Item Codes: \$26,300

II-B-3 Special Studies: \$26,300

Special Studies: Staff Time - Safe Streets and Roads for All – \$5,000

Time utilized by Staff to manage the Safe Streets and Roads for All funded Special Study. An outside consultant will be utilized and contracted to perform the study. Kittleson & Associates have been selected to perform this task. For a comprehensive description of this study, please see the UPWP section titled: Narrative of Safe Streets and Roads for All (SS4A) Continued Funding for a Special Study.

Special Studies: Consultant – 2027-2031 Strategic Plan Update – \$15,000

Anticipated funds to hire an outside consultant to assist in developing the WMPO's 2027-2031 Strategic Plan.

Special Studies: Consultant – Compensation Analysis – \$6,300

Anticipated contracted amount to hire a consultant to perform a Compensation Analysis update.

An HR Consultant will compile a competitive market-based compensation analysis for the WMPO's current positions. This study will review the WMPO's existing job descriptions to understand each position's key responsibilities, requirements, levels within respective career progressions, and place within the organizational reporting and decision-making hierarchy.

The result will be a market analysis of current staff positions and compensation against similar organizations to ensure the WMPO is in line with our peers. In addition, the consultant will provide strategies that bolster internal equitable compensation and support the WMPO's ability to recruit and retain skilled employees necessary to meet the federal requirements and overall functions of the MPO.

III-E Management, Operations, & Program Support Admin Line-Item Codes:
\$1,353,761

II-B-3 Management & Operations: \$1,302,139

Management & Operations – Required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

III-E Indirect Costs: \$51,622

Indirect Costs – Indirect Costs are costs to the Lead Planning Agency that are not direct costs and are not related to a specific activity but are shared costs across multiple activities. These are costs incurred for a common or joint purpose benefiting more than the one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. The de minimis indirect cost rate as of October 1, 2024, is 15%, however a lower de minimis cost rate may be applied. The negotiated indirect cost rate negotiated between the City of Wilmington (Lead Planning Agency) and WMPO for FY 26 is 3.5% of the Modified Total Direct Cost.

Narrative of Safe Streets and Roads for All (SS4A) Continued Funding for a Special Study

(Primary work to be performed by a contracted consultant.)

The federal Infrastructure Investment and Jobs Act (IIJA) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion to be dispersed over the life of the program. The grant program funds are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micro-mobility users; motorists; and commercial vehicle operators.

The SS4A program provides funding for the completion of Comprehensive Safety Action Plans and Implementation. To access the implementation funding, a Comprehensive Safety Action Plan meeting the USDOT standards must first be completed. Applications are accepted annually. The estimated cost to complete A Comprehensive Safety Action Plan for the Wilmington MPO's planning area is \$500,000. The grant provides federal funding in the amount of 80% and requires a 20% local match. The North Carolina Department of Transportation is not an eligible applicant but committed to provide \$50,000 in funding as a contribution towards the MPO's local match. The WMPO's members will provide the remaining \$50,000 local match. The match requirements from NCDOT and MPO members were committed in the FY 24 UPWP and the WMPO applied during the SS4A FY 24 funding cycle call for \$400,000 to develop a regional Comprehensive Safety Action Plan. The grant was awarded in December 2023 and development of the plan will begin in 2025.

Following adoption of the Comprehensive Safety Action Plan, this plan will provide an opportunity for our members with the ability to seek SS4A Implementation funding to improve and enhance safety in the communities served by the MPO.

II-B Planning Process Line-Item Codes:

II-B-3 Special Studies: \$500,000

Special Studies: Consultant - Safe Streets for All – Kittleson & Associates will be contracted to complete a Comprehensive Safety Action Plan.

Tables of FTA Section 5303

(Primary work to be performed by WMPO staff and WAVE staff.)

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	II-A-1
Title	Networks and Support Systems
5303 Task Objective	Collect and analyze data for route planning and submission to NTD
Tangible Product Expected	Transit System Data - Accurate data from multiple data collection devices onboard Wave Transit vehicles and other sources to ensure compliance with National Transit Database requirements
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	2,610
Section 5303 NCDOT 10%	2,610
Section 5303 FTA 80%	20,880
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	II-A-3
Title	Transportation Modeling
5303 Task Objective	Financial Planning - Plan capital and operating cost estimates to ensure fiscal compliance and maintain the adopted level of transit service
Tangible Product Expected	Financial Planning – Short range financial plans based on current federal and state legislation to ensure that transit services are provided in a consistent manner utilizing the most economical and efficient methods
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Financial planning of the public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	750
Section 5303 NCDOT 10%	750
Section 5303 FTA 80%	6,000
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	II-B-2
Title	Regional Planning
5303 Task Objective	Community Goals & Objectives – Interpret and communicate with members of the Authority and WMPO TCC and TAC adopted planning documents defining community goals and objectives
Tangible Product Expected	Community Goals & Objectives – Service offerings that are compliant with adopted plans that outlined the goals of the community for public transportation in the region
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Communication of goals and objectives to decision makers and the public
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	380
Section 5303 NCDOT 10%	380
Section 5303 FTA 80%	3,040
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	II-B-2
Title	Regional Planning
5303 Task Objective	Transit Element of the LRTP – Provide input to CAC, TCC and TAC regarding long range transit plans for the region
Tangible Product Expected	Transit Element of the LRTP – Informed decisions regarding long range public transportation plans leading to a realistic planning document for the region
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Provided input and educated decision makers regarding the federal and state public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	90
Section 5303 NCDOT 10%	90
Section 5303 FTA 80%	720
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	III-C-1
Title	Title VI Compliance
5303 Task Objective	Interpret and prepare Title VI documents and monitor Title VI efforts to ensure compliance with FTA approved Title VI program
Tangible Product Expected	Compliance with the Title VI circular and adopted Title VI program
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Title VI program development and compliance efforts
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	140
Section 5303 NCDOT 10%	140
Section 5303 FTA 80%	1,120
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	III-C-3
Title	Minority Business Enterprise
5303 Task Objective	Implement and monitor the MBE program to be compliant with adopted MBE program, update MBE goals as required, and undertake MBE outreach
Tangible Product Expected	MBE participation that is equal to or greater than the adopted and approved MBE goal
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	MBE program oversight
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	60
Section 5303 NCDOT 10%	60
Section 5303 FTA 80%	480
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	III-C-6
Title	Public Involvement
5303 Task Objective	Hear and analyze public comment from monthly meetings of the Authority, email comments, written comments and other comments outlined in the Authority Public Involvement Program. Work with public to update LCP, LRTP, SRTP and other planning documents.
Tangible Product Expected	Make recommendations to appropriate parties from comments made to the Authority by members of the community
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Public comment
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE)
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	390
Section 5303 NCDOT 10%	390
Section 5303 FTA 80%	3,120
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	III-E
Title	Management & Operations
5303 Task Objective	Management & Operations - MPO and CFPTA staff will conduct required administrative and operational tasks to support Wave Transit. Periodical reviews of administrative agreements and procedures. Staff will perform daily operations to disseminate planning information to the TAC/TCC committee members, the public and/or other agencies.
Tangible Product Expected	Compliance with FTA and NCDOT requirements, well informed community and elected officials about the public transit program, and functional system that meets the needs of the community
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (CFPTA) aka Wave Transit
Responsible Agency	CFPTA (WAVE) & WMPO
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	6,750
Section 5303 NCDOT 10%	6,749
Section 5303 FTA 80%	53,995
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	44.21.00 - Program Support Administration
Task Code	III-E
Title	Management & Operations
5303 Task Objective	Indirect Costs – Indirect Costs are costs to the Lead Planning Agency that are not direct costs and are not related to a specific activity but are shared costs across multiple activities. These are costs incurred for a common or joint purpose benefiting more than the one cost objective, and not readily assignable to the cost objective specifically benefitted, without effort disproportionate to the results achieved. The de minimis indirect cost rate as of October 1, 2024, is 15%, however a lower de minimis cost rate may be applied. The negotiated indirect cost rate negotiated between the City of Wilmington (Lead Planning Agency) and WMPO for FY 26 is 3.5% of the Modified Total Direct Cost.
Tangible Product Expected	Indirect Costs –Cost is to cover the LPA’s indirect costs associated with administering the 5303 Grant.
Expected Completion Date of Products	June 2026 1 Year Contract
Previous Work	
Relationship	Per MTDC rules, the indirect cost is can only be applied to \$50,000 of WAVE's \$80,253 passthrough funds. $(50,000 \text{ Wave Funds} + 34,395 \text{ WMPO funds}) \times 3.5\% = \$2,954$
Responsible Agency	City of Wilmington
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	296
Section 5303 NCDOT 10%	295
Section 5303 FTA 80%	2,363
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

Narrative of Additional Local Only Participation

(Primary work to be performed by WMPO staff except where noted.)

As part of the FY 26 UPWP, staff recommends our members contribute non-grant related funds for non-grant related expenses.

II-B-3 Special Studies: \$100,000

Special Studies: Local Only – Pilot Program for Grant Assistance – \$100,000.

The Bipartisan Infrastructure Law (BIL) authorized \$1.2 trillion for transportation and infrastructure with \$550 billion for new investments. In addition, the Inflation Reduction Act (IRA) directed \$500 billion towards clean energy initiatives, healthcare reduction, and increased tax revenues. A portion of funding from each of these laws has been directed to discretionary grants that are administered through the US Department of Transportation (USDOT). MPOs are eligible grant recipients for some of these grant opportunities, while our members (municipalities and counties) are eligible for some of the same as well as other grant opportunities.

The WMPO hired HDR to complete an analysis and determine potential opportunities that would be applicable for the WMPO. HDR presented these potential opportunities to the WMPO Board on June 26, 2024. There is a cost associated with the WMPO and/or our members applying for these potential grant opportunities. The Grant Assistance Pilot Program (\$100,000) is being established to provide the MPO and our members with funding assistance to cover the expenses related to transportation grant application submittal.

III-E Management, Operations, & Program Support Admin Line-Item Codes: \$79,000 (TBD)

Management & Operations – Administrative tasks and operational costs to support WMPO non-grant funded activities and initiatives.

These funds will allow us to maximize our public outreach efforts through the use of promotional items, prizes awarded for public participation in WMPO sponsored events, and the ability to provide light refreshments during public engagement events. In addition, the WMPO proposes to continue to contract with a lobbying firm to advance the WMPO Board's legislative priorities at the state and federal levels.

Neither promotional items, refreshments, nor lobbying are allowable grant funded expenses and require the use of funding from the WMPO's local members that are not associated with any grant or grant match funds.

Anticipated DBE Contracting Opportunities for FY 2026

Name of MPO: Wilmington Urban Area MPO

Person Completing Form: Mike Kozlosky

Telephone Number: 910-342-2781

Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (Consultant, etc.)	Federal Funds to be Contracted Out	Total Funds to be Contracted Out
II-B-3	FY 26: New Special Studies: Consultant 2027 – 2031 Strategic Plan Update	City of Wilmington	Consultant	\$12,000	\$15,000
II-B-3	FY 26: New Special Studies: Consultant Compensation Analysis	City of Wilmington	Consultant	\$5,040	\$6,300
II-B-3	FY 24: Continuance Special Studies: Consultant Safe Streets & Roads for All	City of Wilmington	Consultant	\$400,000	\$500,000

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION APPROVING THE FY 2026 UNIFIED PLANNING WORK
PROGRAM FOR THE WILMINGTON URBAN AREA METROPOLITAN
PLANNING ORGANIZATION**

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority, and the North Carolina Board of Transportation; and

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Wilmington Urban Area; and

WHEREAS, the City of Wilmington has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303) funds and Federal Highway Administration Metropolitan Planning (Section 104(f)) funds; and

WHEREAS, members of the Wilmington Urban Area Metropolitan Planning Organization Board agree that the Planning Work Program will effectively advance transportation planning for State Fiscal Year 2025-2026.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby endorses the FY 2025-2026 Planning Work Program for the Wilmington Urban Area.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on March 26, 2025.

I, _____, Chair of the Board of the Wilmington Urban Area Metropolitan Planning Organization do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Board, duly held on this the 26th day of March 2025.

, Chair

*****Subscribed and sworn to me this _day of _____, 2025.

Notary Public _____ My commission expires _____

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION BOARD

2025 Wilmington Urban Area Metropolitan Planning Organization (WMPO) Self-Certification Process

Introduction

CFR 450.336 requires the North Carolina Department of Transportation (NCDOT) and the Wilmington Urban Area Metropolitan Planning Organization (MPO) to annually certify to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that their planning processes are addressing the major issues facing the urban area and is being conducted in accordance with all applicable requirements of:

- Section 134 of Title 23 U.S.C., section 8 of the Federal Transit Act (49 U.S.C. app. 1607); and
- Section 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d)); and
- Title VI of the Civil Rights Act of 1964 and Title VI assurance executed by each state under 23 U.S.C. 324 and 29 U.S.C. 794; and
- Section 103 (b) of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) (Public Law 102-240) regarding the involvement of disadvantaged business enterprises (DBE) in the FHWA and FTA funded planning projects; and
- The provisions of the Americans with Disabilities Act of 1990 (ADA) (Public Law 101-136) 104 Stat. 327, as amended and U.S. DOT regulations “Transportation for Individuals with Disabilities” (49 CFR parts 27, 37, and 38).

In addition, the following checklist was provided by NCDOT to help guide the Wilmington Urban Area MPO as they review their processes and programs for self-certification. There are several transportation acronyms that have been defined above and several more that will be used frequently below including: CFR – Code of Federal Regulations; U.S.C. – United States Code; MTP – Metropolitan Transportation Plan; CMP – Congestion Management Process/Plan; TIP – Transportation Improvement Program; TMA – Transportation Management Area; and, EO – Executive Order.

The MPO’s responses are in **bold**.

Self-Certification Checklist

1. Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the central city, and in accordance with procedures set forth in state and local law (if applicable)? [23 U.S.C. 134 (b); 49 U.S.C. 5303 (c); 23 CFR 450.306 (a)]

Response: Yes.

2. Does the policy board include elected officials, major modes of transportation providers and appropriate state officials? [23 U.S.C. 134 (b); 49 U. S. C. 5303 (c) 23 CFR 450.306 (i)]

Response: Yes.

The Wilmington Urban Area Metropolitan Planning Organization Board (MPO Board) is comprised of 12 elected officials and one appointed member from the NC Board of Transportation. The Cape Fear Public Transportation Authority (Wave Transit) is represented on the WMPO Board by a New Hanover County Commissioner that serves on the Wave Board.

3. Does the MPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the next 20-year forecast period? [23 U.S.C. 134 (c), 49 U.S.C. 5303 (d); 23 CFR 450.308 (a)]

Response: Yes.

In 2023 the WMPO reviewed its planning area boundary to ensure the recently defined urbanized area (UA) boundary, as designated by the 2020 Decennial Census, and anticipated urbanized area within the next 20 years, were included within its extents. The WMPO Board determined that no changes to the WMPO planning area boundary were necessary.

4. Is there a currently adopted (Unified) Planning Work Program (U/PWP)? 23 CFR 450.314?

Response: Yes.

- a. Is there an adopted prospectus?

Response: Yes.

- b. Are tasks and products clearly outlined?

Response: Yes.

- c. Is the U/PWP consistent with the MTP?

Response: Yes.

Work tasks in the UPWP align with work necessary for the development and implementation of the adopted MTP.

- d. Is the work identified in the U/PWP completed in a timely fashion?

Response: Yes.

5. Does the urban area have a valid transportation planning process?

23 U.S.C. 134; 23 CFR 450

Response: Yes.

As indicated in the WMPO's 2023 federal certification review.

a. Is the transportation planning process continuous, cooperative, and comprehensive?

Response: Yes.

b. Is there a valid MTP?

Response: Yes.

c. Did the MTP have at least a 20-year horizon at the time of its adoption?

Response: Yes.

d. Does it address the 10 planning factors?

Response: Yes.

e. Does it cover all modes of transportation applicable to the area?

Response: Yes.

f. Is it financially constrained?

Response: Yes.

g. Does it include funding for the maintenance and operation of the system?

Response: Yes.

h. Does it conform to the State Implementation Plan (SIP) if applicable?

Response: Yes.

i. Is it updated/reevaluated in a timely fashion (at least every 4 or 5 years)?

Response: Yes.

The currently adopted MTP, Cape Fear Moving Forward 2045 was adopted by the WMPO Board on November 18, 2020. Work is underway on the development of the WMPO's next MTP, Cape Fear Navigating Change 2050, to be adopted by November 18, 2025.

6. Is there a valid TIP? 23 CFR 450.324, 326, 328, 332

Response: Yes.

a. Is it consistent with the MTP?

Response: Yes.

b. Is it fiscally constrained?

Response: Yes.

Please see 5f above.

- c. Is it developed cooperatively with the state and local transit operators?
Response: Yes.
 - d. Is it updated at least every 4 years and adopted by the MPO and Governor?
Response: Yes.
7. Does the urban area have a Congestion Management Process (CMP)? (TMA only)
23 CFR 450.320
Response: Yes.
- a. Is it consistent with the MTP?
Response: Yes.
 - b. Was it used for the development of the TIP?
Response: Yes.
 - c. Is it monitored and reevaluated to meet the needs of the area?
Response: Yes.
The process and system performance are reviewed and reported every five years.
8. Does the urban area have a process for including environmental mitigation discussions in the planning process?
Response: Yes.
- a. How?
Response: In consultation with NCDOT.
 - b. Why not?
Response: N/A.
9. Does the planning process meet the following requirements:
- a. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart?
Response: Yes
 - b. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93
Response: N/A
 - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21
Response: Yes
 - d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity
Response: Yes

- e. The appropriate sections of the current federal transportation funding bill regarding the involvement of disadvantaged business enterprises in USDOT funded projects
Response: Yes
 - f. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
Response: Yes
 - g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38
Response: Yes
 - h. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
Response: Yes
 - i. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender
Response: Yes
 - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities
Response: Yes
 - k. All other applicable provisions of Federal law. (e.g. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations)
Response: Yes
10. Does the urban area have an adopted Public Involvement Plan (PIP)/Public Participation Plan? 23 CRR 450.316 (b)(1)
Response: Yes.
- a. Did the public participate in the development of the PIP?
Response: Yes.
 - b. Was the PIP made available for public review for at least 45-days prior to adoption?
Response: Yes.
 - c. Is adequate notice provided for public meetings?
Response: Yes.
 - d. Are meetings held at convenient times and at accessible locations?
Response: Yes.
 - e. Is the public given an opportunity to provide oral and/or written comments on the planning process?
Response: Yes.

f. Is the PIP periodically reviewed and updated to ensure its effectiveness?

Response: Yes.

It was amended in January 2023.

g. Are plans/program documents available in an electronic format, i.e. MPO website?

Response: Yes.

They are available at WMPO.org and GoCoastNC.org

11. Does the area have a process for including environmental, state, other transportation, historic, local land use, and economic development agencies in the planning process? (23 CFR 450.324(h))

Response: Yes.

a. How?

Response: The Technical Coordinating Committee (TCC) includes representation from several of these agencies. The TCC reviews and provides recommendations to the WMPO Board on all planning processes and activities. Additionally, the WMPO's MTP is guided by a technical steering committee with representatives from additional relevant agencies.

b. Why not?

Response: N/A.

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION CERTIFYING THE WILMINGTON URBAN AREA
METROPOLITAN PLANNING ORGANIZATION'S TRANSPORTATION
PLANNING PROCESS**

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority, and the North Carolina Board of Transportation; and

WHEREAS, the Board has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and

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

WHEREAS, the Board has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Section 1003(b) of ISTEA of 1991 (Pub. L. 102-240), Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23); and

WHEREAS, the Board has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations (49 CFR parts 27, 37, and 38); and

WHEREAS, the Metropolitan Transportation Plan has a planning horizon year of 2045, and meets all the requirements for an adequate Metropolitan Transportation Plan.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby certifies the transportation planning process for the Wilmington Metropolitan Planning Organization on this the 26th day of March 2025.

, Chair

Mike Kozlosky, Secretary