



**Lowcountry Area Transportation Study (LATs
Unified Planning Work Program (UPWP)—
FY 2024 and FY 2025**

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South Carolina Department of Transportation
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City of Hardeeville
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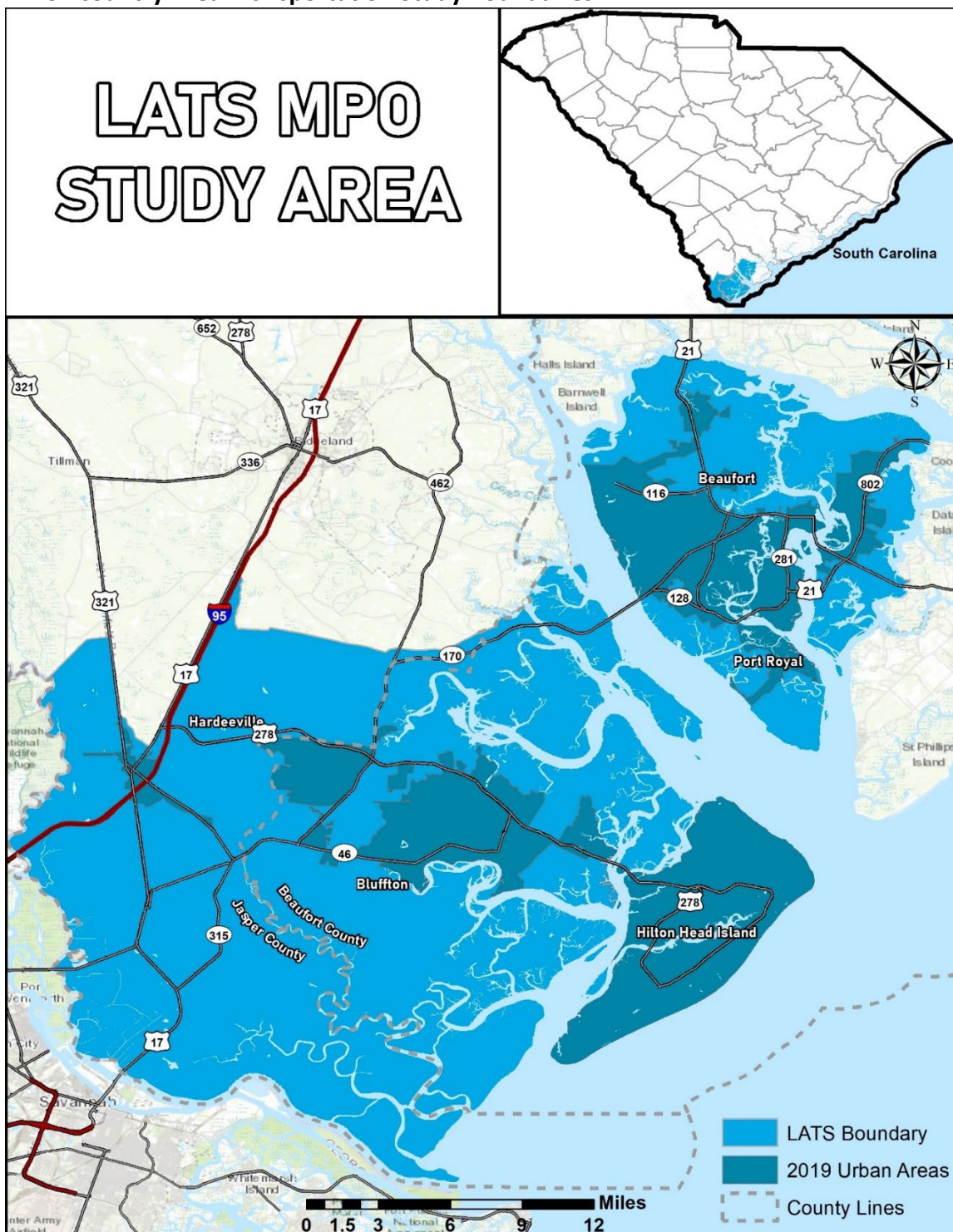
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Contents

Section I: Introduction.....	6
Metropolitan Planning Process	6
Organization	7
Committees	7
Management	7
Planning Factors	8
Planning Emphasis Areas.....	9
Section II: Unified Work Planning Program.....	11
Program Administration	11
Task A-1: Administration	11
Task A-2: Public Participation	15
Task A-3: Transportation Alternative Program and Complete Street Initiatives.....	18
Data Collection and Mapping.....	20
Task B-1: Mapping	20
Task B-2: Air Quality Surveillance	22
Task B-3: Performance Monitoring and Traffic Surveillance	24
Task B-4: Socioeconomic and Land Use Data	26
Planning and Programming	28
Task C-1: Development and Maintenance of the Long Range Transportation Plan, Transportation Improvement Program and the Unified Planning Work Program.....	28
Task C-1a: Corridor Study SC 46/SC315 and Bluffton Parkway Extension	31
Task C-1b: Regional ITS Plan	33
Task C-1c: Lowcountry Safety Action Plan	35
Task C-1d: Bluffton Parkway Corridor Study from US 278 to SC 170	36
Task C-1e: Corridor Study SC 170 from Boundary Street to SC 46	37
Task C-1f: Corridor Study US 278 from Interstate 95 (Exit 8) to Sea Pines Circle	38
Task C-1g: Lowcountry Regional Freight Plan.....	39
Task C-2: Public Transit Planning.....	40
Task C-2a: Northern Beaufort County Transit Study	42
Section III: Financial Tables.....	43

Section IV: Public Comment	46
Public Notice.....	46
Public Comments.....	47
Section V: Resolution & Local Project Agreement	48

Figure 1: Lowcountry Area Transportation Study Boundaries



Section I: Introduction

The Unified Planning Work Program (UPWP) for the Lowcountry Area Transportation Study (LATS) which includes portions of Jasper and Beaufort Counties (see Figure 1) is developed biannually and documents all major transportation planning and related activities within the LATS Study Area for the upcoming two fiscal years (July 1, 2023 through June 30, 2024 and July 1, 2024 through June 30, 2025). The purpose of the UPWP is to plan work program tasks and present budget allocations for planning activities to be undertaken within the LATS Study Area. The document also serves as the basis for all federal (FHWA/FTA), state (SCDOT), and local funding assistance for transportation planning activities. The UPWP describes the transportation planning activities supporting the maintenance and update of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) to be performed from July 1, 2023 to June 30, 2025 with funds provided under Title 23 U.S.C. 134 and the Federal Transit Act, with regulations included in 23 C.F.R. 450. Since 1962, federal law has mandated that metropolitan transportation plans and programs be developed through a continuing, cooperative and comprehensive (3-C) planning process.

Metropolitan Planning Process

The MPO is the organization designated by the governor to administer the federally-required transportation planning process in an urbanized area with a population over 50,000. The MPO oversees the transportation planning process for the Metropolitan Planning Area, which encompasses the existing Census designated urbanized area and the area expected to become urbanized in the next 20 years.

The purpose of the Metropolitan Planning Organization (MPO) is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process that has a regional perspective. This includes the development of several key planning documents including the metropolitan long-range transportation plan and a transportation improvement program that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution.

LATS MPO is responsible for developing the 20 plus year Long Range Transportation Plan (LRTP) and the short-range Transportation Improvement Program (TIP). The LRTP evaluates transportation system performance and is a source of policies, projects and actions that implement community vision of transportation improvements needed to reach the community goals. The TIP is a detailed capital program or a list of funded highway, transit and other multi-modal projects for the MPO planning area over the next four years. The TIP must be consistent with the MTP.

Planning by the LATS MPO supports the goals, objectives and policies of the South Carolina *Multimodal Transportation Plan*. Recognizing the need to create a multi-modal transportation system in the study

area, LATS will emphasize the development of transit and other alternative modes of travel in the Study Area, including transit as well as bicycle and pedestrian systems.

Organization

The following describes how the LATS MPO is governed and staffed.

Committees

Policy Committee: The LATS planning process is guided by a Policy Committee designated as the Metropolitan Planning Organization (MPO) by the Governor of South Carolina for the Hilton Head Urbanized Area. The LATS Policy Committee is made up of eleven (8) voting members. The voting members of the Policy Committee include local elected officials from the Town of Hilton Head Island (1), Town of Bluffton (1), Town of Port Royal (1), City of Beaufort (1), City of Hardeeville (1), Beaufort County (1), Jasper County and the Chairman of the Lowcountry Regional Transportation Authority (1). The Beaufort County Legislative Delegation, Jasper County Legislative Delegation and SCDOT Highway Commissioners are non-voting Ex Officio members. Other agencies with interest and/or expertise in transportation participate in the process to provide additional input, advice, and coordination on transportation issues and programs. Interested parties affected by the planning process may also be represented on committees such as the LATS Technical Committee. Other advisory committees or subcommittees may be formed on an as needed basis to address technical issues and to seek out and secure public input. The Lowcountry Council of Governments (LCOG) provides administrative and technical services to LATS and is responsible for implementing the LATS Planning Program.

Technical Committee: The LATS Technical Committee advises and makes recommendations to the Policy Committee and includes staff from each of the municipalities within the LATS Study Area, Beaufort and Jasper Counties, South Carolina Department of Transportation (SCDOT), and the Federal Highway Administration (FHWA). It provides transportation research and analysis and assists in prioritization and in the development of consensus recommendations for the Policy Committee. Technical Committee members will regularly brief their Policy Committee members to ensure that they fully understand the agenda items.

Management

The management of the entire transportation planning program for LATS is the responsibility of the LCOG, also known as the “Designated Planning Agency.” As the Designated Planning Agency, LCOG is responsible for coordinating, developing, and preparing all required LATS plans and programs for submission to the Policy Committee after Study Team analysis and an appropriate citizen input process, as applicable. It should also be noted that other member communities may perform similar LATS support tasks on a project specific basis. The SCDOT Office of Planning, Office of Public Transit and the Intermodal and Freight Program Office provide technical support for LATS planning programs as well.

Specifically, LATS required plans and programs include development, maintenance and enhancement of:

- Annual budget and work tasks of the UPWP
- the Long Range Transportation Plan (LRTP)
- the Transportation Improvement Program (TIP)
- the Public Participation Process (PPP)
- the Annual Obligated List
- Multi-modal transportation initiatives such as transit, bike and pedestrian alternatives
- Intermodal planning activities, i.e., freight movement

These will be developed and implemented over FY24 and FY25.

Planning Factors

Congress shows support for metropolitan and statewide transportation planning by emphasizing ten distinct areas which metropolitan planning organizations (MPOs) and states should consider when developing their plans. The ten planning factors (for both metro and statewide planning) are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

In addition to the ten planning factors the Bipartisan Infrastructure Law also included housing considerations into the metropolitan planning process which promote the safe and efficient management, operation, and development of surface transportation systems that will better connecting housing and employment.

The UPWP emphasizes tasks that will manage and administer the implementation of the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and the Public Participation Plan (PPP).

The development of those documents has followed the “Scope of Planning Process” outlined in the ten planning factors. Table 1 shows how each work program activity addresses the planning factors.

Table 1: Work Task and Planning Factors

Planning Factor	Unified Planning Work Program Tasks								
	A-1 Administration	A-2 Public Participation	A-3 Transportation Alternative program	B-1 Mapping	B-2 Air Quality	B-3 Traffic Surveillance	B-4 Socioeconomic /Land Use	C-1 LRTP & TIP	C-2 Public Transit
1 - Economic vitality	✓				✓		✓	✓	✓
2- Safety	✓		✓	✓		✓		✓	✓
3 - Security	✓			✓		✓		✓	✓
4 - Accessibility & Mobility	✓	✓	✓				✓	✓	✓
5 - Environment & Quality of Life	✓	✓	✓		✓		✓	✓	✓
6 - Connectivity	✓	✓	✓				✓	✓	✓
7 - System Efficiently	✓		✓	✓		✓	✓	✓	✓
8 - Preservation	✓		✓		✓	✓	✓	✓	✓
9 - Resiliency/stormwater impacts	✓			✓	✓	✓	✓	✓	✓
10 - Travel and tourism	✓		✓		✓		✓	✓	✓

Planning Emphasis Areas

The Federal highway Administration and the Federal Transit Administration updated the Planning Emphasis Areas (PEAs). PEAs are policy, procedural and technical topics that should be considered by Federal planning fund recipients when preparing work programs for metropolitan and statewide planning and research assistance programs. The 2023 Planning Emphasis Areas are:

1. Tackling the Climate Crisis – Transition to a clean energy, resilient future
2. Equity and Justice40 in transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRANET)/US Department of Defense (DOD) coordination
6. Federal land Management Agency (FMLA) coordination
7. Planning and environment linkages (PEL)
8. Data in transportation planning

The development of those documents has followed the “Scope of Planning Process” outlined in the ten planning factors. Table 2 shows which task each PEAs will likely be addressed throughout the planning process.

Table 2: Work Task and Planning Emphasis Areas

Planning Emphasis Area	Unified Planning Work Program Tasks								
	A-1 Administration	A-2 Public Participation	A-3 Transportation Alternative program	B-1 Mapping	B-2 Air Quality	B-3 Traffic Surveillance	B-4 Socioeconomic /Land Use	C-1 LRTP & TIP	C-2 Public Transit
1 - Tackling Climate Crisis			✓	✓	✓	✓	✓	✓	✓
2- Equity and Justice		✓	✓				✓	✓	✓
3 - Complete Streets			✓				✓	✓	✓
4 - Public Involvement		✓							
5 - Strategic Highway Network				✓		✓		✓	
6 - Federal Land Management Agency Coordination				✓		✓		✓	✓
7 - Planning and Environment Linkages			✓	✓	✓	✓	✓	✓	✓
8 - Data				✓	✓	✓	✓		

Section II: Unified Work Planning Program

The following depicts each task and associated activities broken down by FY 2024 and FY 2025. The tasks are divided into three sections:

- A. Administration and Public Participation
 - 1. Administration
 - 2. Public Participation
 - 3. Transportation Alternatives Program
- B. Data Collection and Mapping
 - 1. Mapping
 - 2. Air Quality Surveillance
 - 3. Traffic Surveillance
 - 4. Socioeconomic and Land Use Data
- C. Planning and Programming
 - 1. Development and Maintenance of the LRTP, TIP and UPWP
 - 2. Public Transit Planning

Program Administration

Task A-1: Administration

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

Previous Work:

- The LATS MPO staff performed work tasks as directed by the FY 2022 and FY2023 UPWP;
- Prepared meeting agenda packets and minutes for LATS committee meetings;
- Submitted quarterly narrative reports to the SCDOT (including the account of quarterly expenditures and the quarterly reimbursement requests) and its year-end progress report;
- Published the annual obligations list.
- Updated the bylaws.

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

- 1. Annually review and update bylaws as needed;
- 2. Publish annual federal obligations list;
- 3. Annually adopt a UPWP for the appropriate fiscal year;

4. Maintain financial records of all revenues and expenditures;
5. Prepare and distribute meeting notices and agenda packages for all LATs committees;
6. Prepare and maintain minutes from all LATs committee meetings;
7. Provide progress reports to all LATs committees;
8. Prepare certification documentation, agreements, resolutions, memoranda of understanding (MOU's), etc.;
9. Maintain agreements between local governmental agencies and the MPO;
10. Acts as local liaison to the FHWA, FTA, SCDOT and other transportation related agencies to ensure coordination;
11. Amend the transportation planning process in accordance with changes in federal laws and regulations;
12. Comply with Title VI of the Civil Rights Act of 1964;
13. Comply with the SCDOT and FTA Disadvantaged Business Enterprise (DBE) Programs;
14. Ensure that all programs and activities sufficiently address Environmental Justice principles and procedures, as appropriate;
15. Maintain activity time sheets for quarterly progress reports;
16. Submit quarterly progress reports with requisitions and a year-end progress report with the final requisition to the SCDOT;
17. Attend training sessions and seminars and participate in webinars as related to the transportation planning process. Focus on courses and conferences on public involvement, intelligent transportation systems, congestion management systems, environmental justice, compliance with the FTA regulations and livable and sustainable communities and intermodal issues;
18. Communicate and coordinate work among study participants, governments and citizens;
19. Participation in quarterly meetings/trainings where performance management is discussed;
20. Implement the UPWP throughout the two fiscal years. If during FY 2024 and FY 2025, an amendment to the UPWP is deemed necessary, due to changes in planning priorities and/or the inclusion of new planning projects, Lowcountry Council of Government (LCOG) staff will identify and detail such amendments for consideration by the LATs Policy Committee;
21. This task also provides for the development of the UPWP for FY 2026 and FY 2027. The document will incorporate suggestions from federal funding agencies, state transportation agencies, the area transit operating agency, local governments participating in, and the public through LCOG's public involvement process.
22. Assess any need for any changes to the planning boundary based on 2020 Census updates to the UZA.
23. Assist newly designated urban area with MPO requirements.
24. Serve on Committees as required.

The document will incorporate suggestions from federal funding agencies, state transportation agencies, the area transit operating agency, local governments participating in, and the public through the MPO's public involvement process.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and July 1, 2024 – June 30, 2025

1. Submit quarterly narrative reports and reimbursement requests and year-end progress report to the SCDOT each July, October, January, and April.
2. Perform work tasks as directed by the UPWP. *Continuous*
3. Organize Study Team and Policy Committee meetings. *Continuous as scheduled*
4. Prepare agenda packets and distribute for LATS committee meetings. *Continuous at least two weeks prior to all meetings*
5. Prepare and maintain minutes from LATS committee meetings. *Continuous immediately after meeting*
6. Attend transportation planning related seminars, conferences, and meetings. In addition, participate in webinars related to transportation planning. *Continuous as available*
7. Perform daily LATS administrative duties. *Continuous*
8. Modify FY 2024 UPWP as needed. *May 15, 2024*
9. Prepare FY2026 and FY 2027 UPWP. *May 15, 2025*
10. Assess any need for any changes to the planning boundary based on 2022 Census updates to the UZA. *Once information is available.*
11. Coordinate with SCDOT to update the PL agreement.
12. Coordinate with SCDOT to update and validate the allocation formula following the receipt of the 2022 Census information.

Products: Minutes, meeting summaries, resolutions, agreements, audits and other records of LATS will be produced and maintained. All required documents will be published. Copies of written correspondence concerning LATS or transportation related activities with citizens, local governments, developers and other agencies will be maintained to provide a record of the year's activities. The FY2024 and FY2025 UPWP will be maintained and the FY2026 and FY2027 UPWP will be developed.

Staffing: Lowcountry Council of Governments Planning Department

Planning Factors Addressed: 1 through 10.

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$6,795
Federal (FHWA-PL/FTA-5303)	80%	\$27,182
TOTAL	100%	\$33,977

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$6,000
Federal (FHWA-PL/FTA-5303)	80%	\$24,000
TOTAL	100%	\$30,000

Task A-2: Public Participation

Purpose: To provide information to LATS participants and the general public about the transportation planning process, to respond to requests for information from the public and to encourage meaningful public input into all transportation plans, programs and projects and to ensure that the requirements of Title VI are met in this process. Additionally, the purpose is to promote and provide a variety of meaningful forums for LATS stakeholders to communicate with the LATS committees. The purpose of LATS public involvement is to canvass the communities within the study area in search of ideas that will have public support and improve mobility and travel safety. Examples include community workshops and stakeholder meetings, maintaining and updating regularly a Facebook page and a web page, publishing an annual newsletter, responding to requests for information; LATS staff will continue to evaluate the effectiveness of these and other outreach activities and make adjustments as necessary with the goal of obtaining meaningful public input on all LATS activities. In preparation for the upcoming LRTP update, the Public Participation Plan will also be reviewed and updated. The update will include virtual methods in addition to traditional public participation methods.

Previous Work in FY2022-2023:

- Maintained the LATS website and kept it updated
- Worked with LCOG Facebook page
- Ensured that there was a public comment section of each LATS Policy Committee
- Posted Public Comments periods online.
- Distribute a public comment survey in relation to the LRTP update. *Fall 2021*
- Host public meetings in relation to the LRTP update. *Fall 2021*

Activity: The LATS MPO will provide ample opportunities for comments on projects as they are considered for inclusion in the MTP, the TIP and other LATS documents and plans. A variety of outreach techniques are employed to obtain public input. Among the tools used to circulate information about LATS activities are advertising LATS committee meetings via media outlets and electronic notification to all stakeholders, publication and distribution of an annual newsletter, making presentations to stakeholder organizations, publishing information on the LATS website and Facebook page and the dissemination of LATS publications (MTP, TIP, etc.) for public review and comment. Respond to requests for information from the public and providing regular feedback on any issues of concern within two business days. The LATS website is updated as necessary to publish basic information about LATS (meeting agendas and minutes, LATS documents, annual newsletter, etc.) LATS will continue to ensure that the principles of Environmental Justice, including minority and low income communities, senior citizens and non-English speaking population are included and represented in all public outreach efforts.

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

1. Provide a constant avenue for the availability of LATS federal documents at various public venues;
2. Maintain and update the LATS Distribution List to remain in contact with the public/citizens and various stakeholders;

3. Media releases, press articles and paid advertisements;
4. Annual Newsletters;
5. Brochures, flyers and maps;
6. Utilize surveys, questionnaires, comment cards, etc. as applicable;
7. Public information meetings, workshops and conferences;
8. Maintaining updates on the LATS website, which is currently undergoing a complete redesign, (<http://www.lowcountrycog.org/transportation/latsmpo/Pages/default.aspx>) and the Facebook page;
9. Maintaining a record of attendance and public comments received to evaluate the effectiveness of the current public involvement practices.

During the two program years the LATS MPO staff will continue to implement and update the strategies in the LATS Public Participation Process Plan.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025

1. Provide public participation opportunities through meetings, workshops, presentations and Facebook and website opportunities, for corridor studies and the Safety Action Plan. *Continuous as necessary*
2. Distribute a public comment survey in relation to corridors studies. *Spring/Summer 2023*
3. Update LATS website *Continuous as necessary*
4. Notify stakeholders on the LATS Distribution List, which keeps growing, regarding committee meetings and website and Facebook updates. *Continuous as necessary*
5. Update LATS website maps showing LATS projects, sidewalk and trail locations, areas of congestion and transit bus stops. *Continuous as necessary*
6. Update the Public Participation Plan. The update will include virtual methods in addition to traditional public participation methods. *Fall 2024*

Products: The Lowcountry Council of Governments (LCOG) Planning Department/ LATS staff will make available any information on the planning and transportation planning process that may be of interest to any persons or groups. The LATS website will be maintained and updated. The LATS Distribution List will be updated accordingly. All activities in the Public Participation Process Plan will be met along with a continuous evaluation of the process. The PPP will be updated at a minimum on a five-year basis. The LATS newsletter material will be developed on an annual basis incorporated into the LCOG annual report and monthly newsletter.

Staffing: LCOG Planning Department

The Planning Factors Addressed: 4, 5 and 6.

Financial Responsibility:**FY 2024**

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 7,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 28,000
TOTAL	100%	\$ 35,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 7,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 28,000
TOTAL	100%	\$ 35,000

Task A-3: Transportation Alternative Program and Complete Street Initiatives

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

Previous Work:

Advised member jurisdictions of availability of funds and provide information and assistance as to application details and requirements.

Activity:

The SCDOT notifies the LATS MPO staff when funding for the appropriate fiscal year's TAP has been approved by the SCDOT Commission. LATS staff mails notification letters to all applicable agencies advising of this potential grant and identifies the project qualifications, the applicant requirements and instructions for applicant submission. Applications are submitted to SCDOT and LATS staff will provide local review of applications.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Mail notification letter to all applicable agencies regarding TAP funding approval once notified by the SCDOT. *As needed*
2. Assist potential applicants with questions regarding projects. *Continuous*
3. Provide mapping and prioritization assistance regarding projects in the planning area. *Continuous*
4. Stay in contact with approved applicants as projects are underway for any assistance needed. *Continuous*
5. Include approved TAP projects in the LATS TIP *Continuous as applicable*
6. Review applications as instructed by SCDOT. *As needed*
7. Participate on the Complete Street Council. *Continuous*
8. Update and maintain planned bicycle and pedestrian facilities on SCDOT portal. *As needed*
9. Incorporate bicycle and pedestrian safety elements into the Lowcountry Safety Action Plan.
10. Coordinate with local jurisdictions to develop, adopt, and implement complete streets policies.
11. Coordinate transportation project design activities with SCDOT, County transportation sales tax and CTC programs to assist with development and design review of proposed transportation facilities such that they follow local complete streets policy as well as DOT's complete streets departmental directive. *Continuous as applicable*
12. Continue to maintain/update and implement the regional pedestrian/bicycle plan. *Continuous as applicable*
13. Attend and/or host staff training on latest planning techniques for complete streets, safety strategies and safe systems approaches, and bicycle/pedestrian facilities. *As available*

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

Staffing: LCOG Planning Department

Planning Factors Addressed: 2, 4-8 and 10

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

Data Collection and Mapping

Task B-1: Mapping

Purpose: Provide visual instruments that identify areas of study and provides detailed tools for transportation planning and analysis within the LATS area. Develop and maintain Geographic Information Systems (GIS) data. Update computer hardware and software as necessary to keep pace with changes in GIS and other computer programs.

Previous Work: Completed tasks as specified in FY2022 and FY2023 UPWP.

Activity: The LATS MPO will use its existing GIS for mapping activities and will develop compatible data layers. The LCOG Planning Department's staff will develop and maintain GIS data and interactive map websites that assist with the collection, analysis and distribution of transportation related information. Staff will produce maps to be used for land use, socioeconomic characteristics, transit routes, TIP and MTP project locations and trend analysis. County-wide address and roads databases will continuously be maintained.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Coordinate with SCDOT and update digital layer of current freight corridors. *Continuous as necessary*
1. Update digital layer of existing sidewalks. *Continuous as necessary*
2. Maintain and update all websites. *Continuous as necessary*
3. Update and maintain current databases as referenced in the previous work section and determine new databases to develop to tracking trend data in the LATS area. *Continuous*
4. Update existing bus routes as necessary for LRTA/Palmetto Breeze and create new route maps as requested. *Continuous*
5. Maintain necessary upgrades to desktop and server levels to improve Geographic Information Systems (GIS), Data-editing workflows to improve functionality for web and mobile based applications used for transportation planning *Continuous*
6. Update any mapping as related to 2020 Census based updates to the urbanized area. *Through December 29th, 2023*
7. Update the federal highway functional classification associated with the Census-defined urban area boundaries. *Through December 29th, 2025*

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

Staffing: LCOG Planning Department

Planning Factors Addressed: 2, 3, 7 and 9

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

Task B-2: Air Quality Surveillance

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

Previous Work: Previous work consisted of reviewing rules and regulations of the Environmental Protection Agency (EPA). Remained in contact with the Department of Health and Environmental Control (DHEC) to stay abreast as to when EPA will announce the new standards for the NAAQS for ground-level ozone. The LATS area is not a non-attainment area.

Activity: LATS staff will monitor relevant air quality data, help implement local and regional air quality initiatives, monitor developments related to federal air quality regulations and requirements, attend air quality training workshops, work with other stakeholders to maintain an air quality action plan and disseminate information to stakeholders in the study area. LATS staff will proactively research and administer projects that would have a positive impact on air quality for the LATS area.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Prepare a presentation for the LATS committees explaining the new NAAQS standards from the EPA. *Upon notification from EPA on the new standards, as applicable.*
2. Exploration of alternatives or projects that will reduce air quality emissions. *Continuous*
3. Attend relevant workshops, meetings, training sessions and webinars. *Continuous as available*
4. Prepare basic air quality information to present and distribute to the LATS committees and other applicable transportation agencies regarding the importance of air quality and the repercussions if the LATS area's air quality is designated as non-attainment. *As needed*

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

Staffing: LCOG Planning Department

Planning Factors Addressed: 1, 5 and 7-9

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 1,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 4,000
TOTAL	100%	\$ 5,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 700
Federal (FHWA-PL/FTA-5303)	80%	\$ 2,800
TOTAL	100%	\$ 3,500

Task B-3: Performance Monitoring and Traffic Surveillance

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

Previous Work: Staff has participated in various traffic-related meetings and has mapped annual AADTs.

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

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Coordinate with the South Carolina Department of Public Safety and the SCDOT to collect collision data for all modes as available including truck-involved and nonmotorized. *Continuous*
2. Amend the TIP to incorporate new intersection and other improvement projects per changes in needs and availability of Guideshare and other funds. *As needed*
3. Coordinate with SCODT and collect and maintain data on current freight corridors and track truck stops and truck parking. *June 30, 2022 and June 30, 2023*
4. As traffic counts are continuously collected for our area by the SCDOT, staff will continue to incorporate these counts into traffic reviews for projects *Continuous*.
5. Participate in a safety and congestion workshops to help cooperatively develop targets/goals. *As needed*.
6. Data collection and reporting as required by the FAST Act Performance Based Planning and Programming process. *Continuous*.
7. Collect and apply data as appropriate to the new Regional Mobility Program. *Continuous*
8. Collect and apply data as appropriate for the Lowcountry Safety Action Plan. *June 30, 2023 and June 30, 2024*

Products: Intersection accident reports will be produced and maintained. In addition, documentation regarding freight corridors and areas of congestion will be maintained. This data will be updated as necessary and available upon request. As growth occurs throughout the LATS area and as traffic patterns change, staff will continue to produce traffic reviews on development projects. In addition, these counts will be made available to the public on the website and also as requested by the public.

Staffing: LCOG Planning Department

Planning Factors Addressed: 2, 3 and 7-9

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 6,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 24,000
TOTAL	100%	\$ 30,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 6,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 24,000
TOTAL	100%	\$ 30,000

Task B-4: Socioeconomic and Land Use Data

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

Previous Work: LATS staff collected and maintained socioeconomic, infrastructure and land use data.

Activity: LATS staff will monitor changes in land use from one year to the next. LATS staff will use the Lowcountry Travel Demand Model to track areas that generate or attract trips. LATS staff will review new site plans, subdivision plats and related information to evaluate the timing and location of land use changes taking place in the study area. Changes in land use may, in turn, trigger adjustments in socioeconomic data or have other impacts on the transportation system.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Collect 2022 and 2023 building permit data and update database. *Quarterly*
2. Update zoning and land use databases. *As necessary*
3. Collect data on population, housing, retail sales, manufacturing facilities, schools, infrastructure and other facilities to utilize with Lowcountry Travel Demand Model to track areas that generate or attract trips. *As necessary*
4. Work with consultant to regularly update Lowcountry Travel Demand Model. *As needed*
5. Continue to determine the need for corridor access management plans. *Continuous*
6. Collect and apply data as appropriate to the new Regional Mobility Program. *Continuous*
7. Collect and report data as part of the People and the Economy Report (soon to be transition to the Lowcountry indicators data dashboard website). *Annual update early winter*

Products: Data from traffic analysis zones and from building permit and other databases will continue to be created to ensure consistency with growth and transportation trends in the region. Data from the 2020 Census and other reliable data sources will be analyzed to obtain additional insight into journey-to-work information in the LATS Study Area. An updated land use report will be maintained and the Lowcountry Travel Demand Model will be updated and the results will be made available on the website.

Staffing: LCOG Planning Department

Planning Factors Addressed: 1 and 4-10

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 4,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 16,000
TOTAL	100%	\$ 20,000

Planning and Programming

Task C-1: Development and Maintenance of the Long Range Transportation Plan, Transportation Improvement Program and the Unified Planning Work Program

Purpose: Maintain the LATS program by developing the Unified Planning Work Program (UPWP) and updating the Transportation Improvement Plan (TIP), the Long-Range Transportation Plan (LRTP), and any other documents in compliance with federal regulations as they relate to metropolitan transportation planning. In addition, and as needed, staff will ensure that the jurisdictions update their Comprehensive Plans as required.

Continue to implement the performance management and target setting. This will include coordination with SCDOT and FHWA as well as staff training regarding performance management.

The LRTP and TIP will continue to incorporate and maintain Performance Based Planning and Programming (PBPP) by:

- Setting measurable goals and objectives for the transportation system;
- Selecting performance measures and sets targets for desired performance outcomes;
- Gathering data and information to monitor and analyze trends;
- Using performance measures and data to inform investment decisions; and,
- Monitoring, analyzing, and reporting decision outputs and performance outcomes.

Previous Work:

- Updated and maintained the Long Range Transportation Plan
- Created and maintained the 2021-2027 TIP
- Continued to incorporate and update PBPP targets as provided by SCDOT.
- Created biennial UPWP and updated as needed to reflect changes in funding and planning tasks.

Activity: Develop and publish required federal documents including the Long Range Transportation Plan, Transportation Improvement Program and the Unified Planning Work Program. Continue to maintain planning document and ensure they comply with new federal regulations.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Begin developing the draft of the FY2026 and FY2027 UPWP. *February 2025*
2. Submit the FY2026 and FY2027 UPWP to the FHWA, FTA and SCDOT for comments and amend as comments required. *March 31, 2025*
3. Host public comment period for FY2026 and FY2027 UPWP. *March 31, 2025*
4. Present final draft of the FY 2026 and FY2027 UPWP to the LATS Policy Committee for approval *June, 2025*
5. Send approved UPWP to state and federal agencies *June, 2025*
6. Update/Amend LRTP and TIP, per Previous Work discussion (above). *Continuous*
7. Host public comment period and present to the LATS Policy Committee for approval and send approved document to state and federal agencies for inclusion in the State Transportation Improvement Program (STIP). *Continuous as necessary.*
8. Coordinate and update goals/targets to incorporate into LRTP no later than 6 months after SCDOT sets targets. *Continuous*
9. Tie programming in TIP documents to MPO targets. *Continuous*
10. Work with SCDOT to update PL documents to incorporate performance roles and responsibilities. *Continuous*
11. Gather and analyze data and trends related to preparation for the LRTP update. *December 2023.*
12. Update the current TIP narrative to add the description of anticipated effects of TIP projects towards achieving the adopted performance targets. *Continuous*
13. Develop the next TIP update for FY 2024-2030. *FY 2025*
14. Maintain and amend existing LRTP. *As necessary*
15. Update and provide system performance reports as required. *Continuous.*
16. Update documents as necessary to comply with the Regional Mobility Program. *Continuous*
17. Apply Complete Streets directive as appropriate. *Continuous*

Products: Staff, with assistance from consultants as needed, will produce the UPWP, TIP and other Federal and State documents including the LRTP. Until notified otherwise from the FHWA, FTA and SCDOT, the UPWP will be submitted as a two-year planning work document. Staff will work as a team with a third-party consultant to update the LRTP every five years as required. In addition, staff will ensure that the partner jurisdictions update their Comprehensive Plans as needed.

Staffing: LCOG Planning Department.

Planning Factors Addressed: 1-10

Financial Responsibility:**FY 2024**

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 18,000
Federal (FHWA-PL/FTA-5303)	80%	\$ 72,000
TOTAL	100%	\$ 90,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 16,982
Federal (FHWA-PL/FTA-5303)	80%	\$ 67,927
TOTAL	100%	\$ 84,909

Task C-1a: Corridor Study SC 46/SC315 and Bluffton Parkway Extension

Purpose: Corridor access management study.

Previous Work: New corridor study.

Activity: Complete a corridor access management study for SC 46/SC315 from SC 170 to US 17 with the inclusion of the feasibility (and likely alignment) of an alternative route that would provide an alternate east-west movement from SC 170 to I-95 (proposed Exit 3).

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

- 1. Public workshops and stakeholder engagement. *Continuous through project*
- 2. Online survey or Wiki mapping tool. *Fourth quarter 2023 through First Quarter 2024*
- 3. Existing conditions assessment. *Fourth quarter 2023 through First Quarter 2024.*
- 4. Identify issues. *Through third quarter 2024.*
- 5. Identity feasibility options for a new parkway *Through fiscal year 2024.*
- 6. Recommendation for overall corridor movement and cost estimates. *Through fiscal year 2024.*
- 7. Final Report.

Products: Completed corridor study with recommendations on improvements.

Staffing: LCOG planning staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2023 Federal Guideshare/RMP Funds.

	<u>FY 2023</u>	
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-Guideshare/RMP)	80%	\$450,000
TOTAL	100%	\$450,000

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-PL/FTA-5303)	80%	\$ 0
TOTAL	100%	\$ 0

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-PL/FTA-5303)	80%	\$0
TOTAL	100%	\$0

Task C-1b: Regional ITS Plan

Purpose: ITS Plan.

Previous Work: New ITS Plan.

Activity: Create a regional ITS plan defining the framework for ensuring institutional agreement and technical integration or the implementation of ITS projects within the region.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Public workshops and stakeholder engagement. *Continuous through project*
2. Online survey or Wiki mapping tool. *Fourth quarter 2023 through First Quarter 2024*
3. Existing ITS infrastructure assessment. *Fourth quarter 2023 through First Quarter 2024.*
4. Identify gaps and opportunities. *Through third quarter 2024.*
5. Identify and provide examples for Institutional agreements. *Through third quarter 2024.*
6. Recommendations for regional ITS. *Through fiscal year 2024.*
7. Final Report. *Through fiscal year 2024.*

Products: Completed regional ITS Plan.

Staffing: Beaufort County Engineering staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2023 Federal Guideshare/RMP Funds.

	<u>FY 2023</u>	
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$40,000
Federal (FHWA-Guideshare/RMP)	80%	\$160,000
TOTAL	100%	\$200,000

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-PL/FTA-5303)	80%	\$ 0
TOTAL	100%	\$ 0

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-PL/FTA-5303)	80%	\$0
TOTAL	100%	\$0

Task C-1c: Lowcountry Safety Action Plan

Purpose: Create a Safety Action Plan for LATS and the COG including all of Beaufort, Jasper, Colleton Hampton counties.

Previous Work: This is a new project. The safety action plan will build off previous safety concerns identified in corridor studies and planning activities.

Activity: Create a safety action plan for the region include required elements: leadership and goal setting, establish a planning structure, safety analysis, public and stakeholder engagement, equity analysis, and recommended policy and project recommendations

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Public workshops and stakeholder engagement. *Continuous through project*
2. Online survey. *First quarter 2024.*
3. Existing conditions assessment. *First and second 2024.*
4. Assessing transit needs and gaps. *Through third and fourth quarter 2024.*
5. Recommended services and cost estimates. *Through fiscal year 2024.*

Products: A safety action plan for the region.

Staffing: LCOG Planning Department and technical consultant services

Planning Factors Addressed: 1-10

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$70,000
Federal (SS4A)	80%	\$280,000
TOTAL	100%	\$350,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-PL/FTA-5303)	80%	\$0
TOTAL	100%	\$0

Task C-1d: Bluffton Parkway Corridor Study from US 278 to SC 170

Purpose: Corridor access management study.

Previous Work: New corridor study.

Activity: Complete a corridor access management study for Bluffton Parkway from the Hilton Head Bridges to SC 170.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Public workshops and stakeholder engagement. *Continuous through project*
2. Online survey or Wiki mapping tool. *Fourth quarter 2023 through First Quarter 2024*
3. Existing conditions assessment. *Fourth quarter 2023 through First Quarter 2024.*
4. Identify issues. *Through third quarter 2024.*
5. Recommendation for overall corridor movement and cost estimates. *Through fiscal year 2024.*
6. Final Report.

Products: Completed corridor study with recommendations on improvements.

Staffing: LCOG planning staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2024 Federal Guidesshare/RMP Funds.

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-Guidesshare/RMP)	80%	\$ 200,000
TOTAL	100%	\$ 200,000

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-PL/FTA-5303)	80%	\$0
TOTAL	100%	\$0

Task C-1e: Corridor Study SC 170 from Boundary Street to SC 46

Purpose: Corridor access management study.

Previous Work: New corridor study.

Activity: Complete a corridor access management study for SC 170 from Boundary Street to SC 46. This effort will incorporate studies previously completed on the corridor.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Public workshops and stakeholder engagement. *Continuous through project*
2. Online survey or Wiki mapping tool. *Fourth quarter 2024 through First Quarter 2025*
3. Existing conditions assessment. *Fourth quarter 2024 through First Quarter 2025.*
4. Identify issues. *Through third quarter 2025.*
5. Recommendation for overall corridor movement and cost estimates. *Through fiscal year 2025.*
6. Final Report.

Products: Completed corridor study with recommendations on improvements.

Staffing: LCOG planning staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2025 Federal Guideshare/RMP Funds.

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-PL/FTA-5303)	80%	\$ 0
TOTAL	100%	\$ 0

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-Guideshare/RMP)	80%	\$400,000
TOTAL	100%	\$400,000

Task C-1f: Corridor Study US 278 from Interstate 95 (Exit 8) to Sea Pines Circle

Purpose: Corridor access management study.

Previous Work: New corridor study.

Activity: Complete a corridor access management study for US 278 from Interstate 95 to Sea Pines Circle on Hilton Head Island.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

- 1. Public workshops and stakeholder engagement. *Continuous through project*
- 2. Online survey or Wiki mapping tool. *Fourth quarter 2024 through First Quarter 2025*
- 3. Existing conditions assessment. *Fourth quarter 2024 through First Quarter 2025.*
- 4. Identify issues. *Through third quarter 2025.*
- 5. Recommendation for overall corridor movement and cost estimates. *Through fiscal year 2025.*
- 6. Final Report.

Products: Completed corridor study with recommendations on improvements.

Staffing: LCOG planning staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2025 Federal Guideshare/RMP Funds.

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-PL/FTA-5303)	80%	\$ 0
TOTAL	100%	\$ 0

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-Guideshare/RMP)	80%	\$500,000
TOTAL	100%	\$500,000

Task C-1g: Lowcountry Regional Freight Plan

Purpose: Create a regional freight plan for the four county Lowcountry.

Previous Work: New plan.

Activity: Complete a freight plan for the four county Lowcountry region. The freight plan incorporate elements from the South Carolina state Freight plan as well as neighboring plans such as Savannah.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025.

1. Public workshops and stakeholder engagement. *Continuous through project*
2. Online survey or Wiki mapping tool. *Fourth quarter 2024 through First Quarter 2025*
3. Existing conditions assessment. *Fourth quarter 2024 through First Quarter 2025.*
4. Identify issues. *Through third quarter 2025.*
5. Recommendations for strategies and policies for freight movement in the region. *Through fiscal year 2025.*
6. Final Report.

Products: Completed regional freight plan recommendations.

Staffing: LCOG planning staff and qualified technical consultants.

Planning Factors Addressed: 1-10

Financial Responsibility: Note project was funded with FY 2025 Federal Guidesshare/RMP Funds.

<u>FY 2024</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$ 0
Federal (FHWA-PL/FTA-5303)	80%	\$ 0
TOTAL	100%	\$ 0

<u>FY 2025</u>		
SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$50,000
Federal (FHWA-Guidesshare/RMP)	80%	\$200,000
TOTAL	100%	\$250,000

Task C-2: Public Transit Planning

Purpose: Support and assist the Lowcountry Regional Transportation Authority (LRTA), which does business as Palmetto Breeze (PB). Provide planning for new multi-modal initiatives and projects in the UZA. Continue the working relationship between LCOG/LATS and LRTA/PB which has been recognized as excellent by the Volpe Center of DOT and the National Association of Development Organizations (NADO).

Activity: LATS staff will provide planning and technical assistance to LRTA/PB as needed to develop new routes and identify additional ridership.

Previous Work: Staff work on a continuing basis with LRTA/PB, and the planning director serves as an *ex officio* member of the Board of Directors.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2023 – June 30, 2024 and from July 1, 2024 – June 30, 2025

1. Continue to provide planning and technical assistance to LRTA/PB as needed to develop new routes and identify additional ridership. *Continuously*
2. Provide planning for new multi-modal initiatives and projects in the UZA. *Continuously*
3. Continue to provide GIS mapping service to LRTA/PB. *Continuously*
4. Update previous detailed transit plans prepared in the area, utilizing consultants, as necessary. *Continuously*
5. Work with LRTA staff and Board of Directors on meeting proposed performance measures:
6. Assist with planning the most feasible and economically viable new services in the UZA that will link a majority of UZA residents and visitors to the area's major employers, shopping, health care services, recreational and tourism attractions, educational facilities and other services. *Continuously*
7. Incorporate public transit planning in to the LRTP. *Continuously*
8. Ensure FTA funded project are included the TIP. *Continuously*

Products: Reports and plans developed as discussed above will be maintained and updated as necessary. LATS staff will provide GIS digital data will be produced for each analysis or project, as requested.

Staffing: LCOG Planning Department.

Planning Factors Addressed: 1-10

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$10,000
Federal (FHWA-PL/FTA-5303)	80%	\$40,000
TOTAL	100%	\$50,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$10,000
Federal (FHWA-PL/FTA-5303)	80%	\$40,000
TOTAL	100%	\$50,000

Task C-2a: Northern Beaufort County Transit Study

Purpose: Create a transit plan for Northern Beaufort County.

Previous Work: A transit development plan was completed for the southern portion of Beaufort County as well as the small urban area of Hilton Head.

Activity: Assess the current and future transit needs for Northern Beaufort County including Beaufort County, the Town of Port Royal and the City of Beaufort. An additional portion of this study will be funded with LCOG rural funds to include an assessment of the needs of the rural portion of northern Beaufort County.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from October 1, 2024 – June 30, 2025 (likely to continue into next fiscal year).

- 7. Public workshops and stakeholder engagement. *Continuous through project*
- 8. Online survey. *First quarter 2024.*
- 9. Existing conditions assessment. *First second 2024.*
- 10. Assessing transit needs and gaps. *Through third and fourth quarter 2024.*
- 11. Recommended services and cost estimates. *Through fiscal year 2024.*

Products: A transit development plan for northern Beaufort County.

Staffing: LCOG Planning Department and technical consultant services

Planning Factors Addressed: 1-10

Financial Responsibility: This project will be funded through LCOG rural funds. Elements of the study will cross into the urban area and involve LATS.

FY 2024

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$50,000
Federal (FHWA-PL/FTA-5303)	80%	\$200,000
TOTAL	100%	\$250,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (all participating jurisdictions)	20%	\$0
Federal (FHWA-PL/FTA-5303)	80%	\$0
TOTAL	100%	\$0



Section III: Financial Tables

Tables 3 and 4 depict the compiled work activities and estimated budget for FY 2024 and FY 2025.

Table 3: FY 2024 Unified Planning Work Program Funding

Task	PL/FTA			Guideshare/RMP		SS4A		Task Total
	Federal	Local	Percent of PL Budget	FHWA Guideshare/RMP	Local for Guide share	SS4A	Local SS4A	
WORK TASK A-1	\$27,182	\$6,795	11.2%					\$33,977
WORK TASK A-2	\$28,000	\$7,000	11.5%					\$35,000
WORK TASK A-3	\$16,000	\$4,000	6.6%					\$20,000
WORK TASK B-1	\$16,000	\$4,000	6.6%					\$20,000
WORK TASK B-2	\$4,000	\$1,000	1.6%					\$5,000
WORK TASK B-3	\$24,000	\$6,000	9.9%					\$30,000
WORK TASK B-4	\$16,000	\$4,000	6.6%					\$20,000
WORK TASK C-1	\$72,000	\$18,000	29.6%					\$90,000
WORK TASK C-1a**			0.0%	\$450,000				\$450,000
WORK TASK C-1b**			0.0%	\$160,000	\$40,000			\$200,000
WORK TASK C-1c			0.0%			\$280,000	\$70,000	\$350,000
WORK TASK C-1d			0.0%	\$200,000				\$200,000
WORK TASK C-1e			0.0%					\$0
WORK TASK C-1f			0.0%					\$0
WORK TASK C-1g			0.0%					\$0
WORK TASK C-2	\$40,000	\$10,000	16.4%					\$50,000
WORK TASK C-2a***			0.0%	\$200,000	\$50,000			\$250,000
Total	\$243,182	\$60,795	100.0%	\$1,010,000	\$90,000	\$280,000	\$70,000	\$1,753,977
Program Total	\$303,977			1,100,000		350,000		\$1,753,977

* Includes carry over funds from FY 2023

** Includes 2023 Guideshare funds

***Funded through LCOG Rural funds

Table 4: FY 2025 Unified Planning Work Program Funding

Task	PL/FTA			Guideshare/RMP		SS4A		Task Total
	Federal	Local	Percent of PL Budget	FHWA Guideshare/RMP	Local for Guide share	SS4A	Local SS4A	
WORK TASK A-1	\$24,000	\$6,000	10.2%					\$30,000
WORK TASK A-2	\$28,000	\$7,000	11.9%					\$35,000
WORK TASK A-3	\$16,000	\$4,000	6.8%					\$20,000
WORK TASK B-1	\$16,000	\$4,000	6.8%					\$20,000
WORK TASK B-2	\$2,800	\$700	1.2%					\$3,500
WORK TASK B-3	\$24,000	\$6,000	10.2%					\$30,000
WORK TASK B-4	\$16,000	\$4,000	6.8%					\$20,000
WORK TASK C-1	\$67,927	\$16,982	28.9%					\$84,909
WORK TASK C-1a			0.0%					\$0
WORK TASK C-1b			0.0%					\$0
WORK TASK C-1c			0.0%					\$0
WORK TASK C-1d			0.0%					\$0
WORK TASK C-1e			0.0%	\$400,000				\$400,000
WORK TASK C-1f			0.0%	\$500,000				\$500,000
WORK TASK C-1g			0.0%	\$200,000	\$50,000			\$250,000
WORK TASK C-2	\$40,000	\$10,000	17.0%					\$50,000
WORK TASK C-2a			0.0%					\$0
Total	\$234,727	\$58,682	100.0%	\$1,100,000	\$50,000	\$0	\$0	\$1,443,409
Program Total	\$293,409			1,150,000		0		\$1,443,409

Summary of Complete Streets Eligible Projects for 100% Waiver			
Task #	Task Category	Milestone/Deliverable	\$ Budget (100% Fed)
A-3	Transportation Alternatives & Complete Streets Initiatives	Provide assistance with the TAP program and support local Complete Street planning initiatives	\$ 20,000.00
\$ TOTAL:			\$ 20,000.00
Total Programmed UPWP \$ Budget:			\$ 303,977.00
% of Total Budget Complete Streets Eligible:			6.58%

Section IV: Public Comment

Public Notice

PUBLIC NOTICE

NOTICE OF INTENT TO APPROVE UPWP

Opportunity for Public Review and Comment

30-Day Public Notice

The Lowcountry Council of governments (LCGO) and the Lowcountry Area Transportation Study (LATS) currently have the final draft Metropolitan Planning Organization's (MPO) Unified Plan and Work Program (UPWP) and the Rural Plan and Work Program (RPWP) available for public review and comment.

The UPWP and RPWP identify the transportation tasks and studies to be performed by staff and local jurisdiction members and reflects federal planning requirements with local priorities. The documents are developed every two years and includes a two-year budget. The work program begins in July of a given year and ends the following June.

The document can be found on our website at www.lowcountrycog.org. It can be viewed at the Lowcountry Council of Governments, 634 Campground Road, Point South, Yemassee, SC. Written comments can be emailed to srossi@lowcountrycog.org or sent to P.O. Box 98, Yemassee, SC 29945. Written comments will be accepted until March 31st, 2023.

Please contact Stephanie Rossi at 843-473-3958 or at the email address above if you have any questions.

All written comments received shall, as applicable, be made a part of the records of public input.

Lowcountry Council of Governments does not discriminate on the basis of age, sex, race, color, religion, national origin, disability or familial status in the admission, access, treatment or employment in its federally funded programs or activities. You may call 843-473-3990 to request special accommodations 48 hours in advance of a public meeting or to file a discrimination complaint.

[Public Comments](#)

Section V: Resolution & Local Project Agreement

RESOLUTION ADOPTING THE UNIFIED PLANNING WORK PROGRAM AND CERTIFYING THE LOWCOUNTRY AREA TRANSPORTATION STUDY'S TRANSPORTATION PLANNING PROCESS FOR FY 2024 AND FY 2025

WHEREAS, in accordance with the joint Federal Transit Administration – Federal Highway Administration regulations or urban transportation planning (23 CFR Parts 420 and 450, and 49 CFR Part 613), a Unified Planning and Work Program is required to be developed; and

WHEREAS, the Lowcountry Area Transportation Study (LATS) Metropolitan Planning Organization (MPO) has been designated by the Governor of South Carolina as the Metropolitan Planning Organization for the Lowcountry urbanized area; and

WHEREAS, the LATS MPO, in accordance with Federal and state requirements for a Unified Planning Work Program, and in cooperation with area planning, implementation and operating transportation agencies, has developed a total transportation planning program for the Lowcountry urbanized area for the fiscal year which is specific by planning element and cost and which combines all applicable funding sources; and

WHEREAS, the Unified Planning Work Program is consist with all plans goals and objectives of LATS MPO; and

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

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

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

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

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

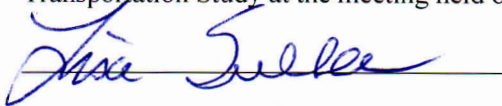
WHEREAS, the LATS Metropolitan Transportation Improvement Program will be a subset of the updated 2045 Long Range Transportation Plan;

WHEREAS, the updated Transportation Plan has a planning horizon year of 2045, and will meet all the requirements for an adequate Transportation Plan,

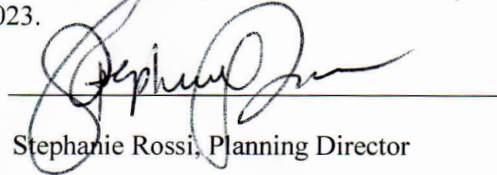
NOW THEREFORE, be it resolved that the LATS Metropolitan Planning Organization's Transportation Policy Committee certifies the transportation planning process and the Unified Planning Work Program for the Lowcountry Area Transportation Study Metropolitan Planning Organization on this the 31st day of March 2023.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Lowcountry Area Transportation Study at the meeting held on March 31st, 2023.

A handwritten signature in blue ink, appearing to read "Lisa Sulka", written over a horizontal line.

Lisa Sulka, Chair

A handwritten signature in blue ink, appearing to read "Stephanie Rossi", written over a horizontal line.

Stephanie Rossi, Planning Director

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
- Enter project in P2S and request initial authorization prior to advertisement
- 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.

2/23/23
DATE


MPO/COG PLANNING AGENCY DIRECTOR

If applicable:

DATE

SUB-RECIPIENT