



**Lowcountry Council of Governments (LCOG)
Rural Planning Work Program (RPWP)
FY 2024 and FY 2025**

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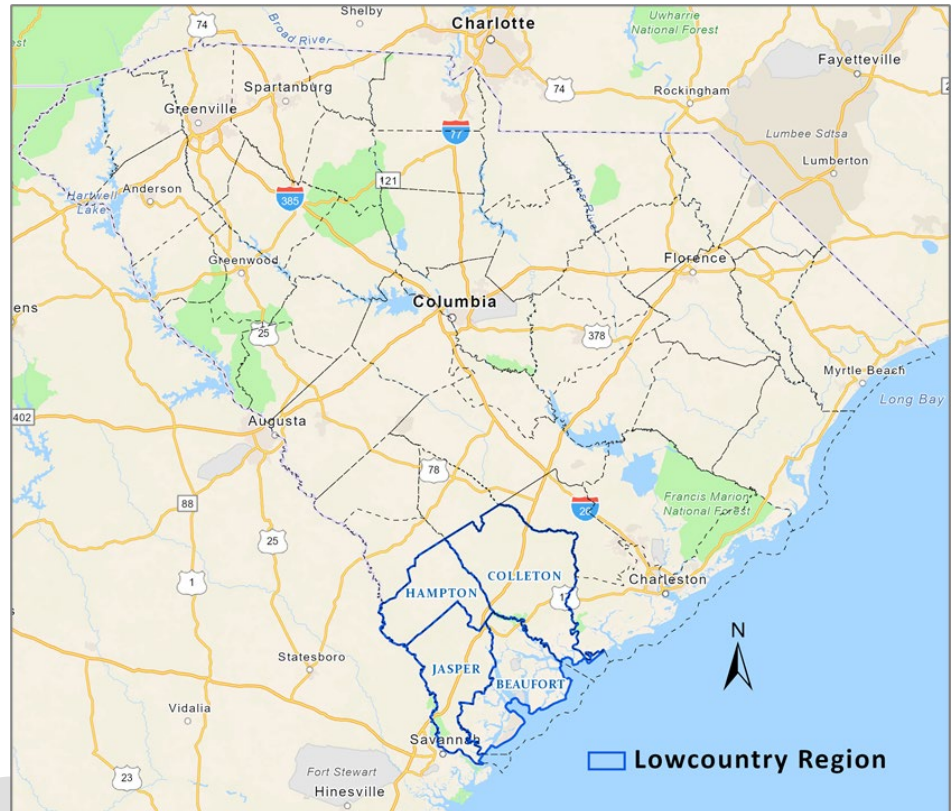
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Section I: Introduction

The Rural Planning Work Program (RPWP) for the Lowcountry Council of Governments (LCOG) which includes Beaufort, Jasper, Hampton and Colleton Counties, has been developed biannually and documents all major transportation planning and related activities within the LCOG region 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 RPWP is to plan work program tasks and present budget allocations for planning activities to be undertaken within the LCOG region. The document also



serves as the basis for all federal (FHWA/FTA), state (SCDOT), and local funding assistance for transportation planning activities. It will not include work and projects included in the Lowcountry Area Transportation Study (LATS) UPWP unless they are joint projects.

The purpose of LCOG Planning 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 LCOG 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.

Planning by LCOG 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, LCOG will emphasize the development of transit and other alternative modes of travel in the planning area, including transit as well as bicycle and pedestrian systems.

Board of Directors

The LCOG region includes Jasper, Beaufort, Colleton and Hampton Counties and the twenty-five cities and towns with the counties. The LCOG Board of Directors includes a thirty-member board appointed

by the participating local governments. Transportation activities are guided by the Transportation Committee which is comprised of two representatives from each of the 4 counties represented by LCOG. The Transportation Committee reports to the Board of Directors.

Overview

This document represents LCOG's annual Rural Planning Work Program (RPWP). The RPWP emphasizes tasks that will manage and administer the implementation of the Rural Long Range Transportation Plan (LRTP) and the Rural Transportation Improvement Program (RTIP).

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.

Planning Factors

Congress shows support for local, regional and statewide transportation planning by emphasizing ten distinct areas which planning organizations should consider when developing their plans. These factors are outlined in transportation legislation. The ten planning factors (for both local and regional 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.

Table 1: Work Tasks and Planning Factors

Planning Factor	Rural 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	Rural 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: Rural 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
 - a. Administration
 - b. Public Participation
 - c. Transportation Alternatives Program
- B. Data Collection and Mapping
 - a. Mapping
 - b. Air Quality Surveillance
 - c. Traffic Surveillance
 - d. Socioeconomic and Land Use Data
- C. Planning and Programming
 - a. Development and Maintenance of the LRTP, TIP and RPWP
 - b. Public Transit Planning

Administration and Public Participation

Task A-1: Administration

Purpose: To administer the transportation planning program in the LCOG rural 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 Transportation Committee and other sub committees, 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 LCOG staff performed work tasks as directed by the FY 2022 and FY2023 RPWP;
- Prepared meeting agenda packets and minutes for LCOG Transportation 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;
- Prepared RPWP.
- Published the Annual Obligations list.

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

1. Annually adopt a RPWP for the appropriate fiscal year;
2. Publish annual federal obligations list;
3. Maintain financial records of all revenues and expenditures;

4. Prepare and distribute meeting notices and agenda packages for all LCOG transportation planning meetings;
5. Prepare and maintain minutes from all those meetings;
6. Prepare certification documentation, agreements, resolutions, memoranda of understanding (MOU's), etc.;
7. Maintain agreements between local governmental agencies and LCOG;
8. Act as local liaison to the FHWA, FTA, SCDOT and other transportation related agencies to ensure coordination;
9. Amend the transportation planning process in accordance with changes in federal laws and regulations;
10. Comply with Title VI of the Civil Rights Act of 1964;
11. Comply with the SCDOT and FTA Disadvantaged Business Enterprise (DBE) Programs;
12. Ensure that all programs and activities sufficiently address Environmental Justice principles and procedures, as appropriate;
13. Maintain activity time sheets for quarterly progress reports;
14. Submit quarterly progress reports with requisitions and a year-end progress report with the final requisition to the SCDOT;
15. Attend training sessions and seminars and participate in webinars as related to the transportation planning process. Focus on courses and conferences on public involvement, intelligent transportation systems, congestion management systems, environmental justice, compliance with the FTA regulations and livable and sustainable communities and intermodal issues;
16. Communicate and coordinate work among study participants, governments and citizens;
17. Participate in quarterly meetings/trainings where performance management is discussed;
18. Implement the RPWP throughout the two fiscal years. If during FY 2024 and FY 2025, an amendment to the RPWP 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 LCOG Board of Directors;
19. Serve on Committees as required.
20. This task also provides for the development of the RPWP 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.

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:
 - a. July 15, 2023, October 15, 2023,
 - b. January 15, 2024 and April 15, 2024,
 - c. July 15, 2024, October 15, 2024,
 - d. January 15, 2025 and April 15, 2025
2. Modify FY 2024 and FY 2025 RPWP as needed.

3. Prepare FY2026 through FY 2027 RPWP. Feb-June 2025

Products: Minutes, meeting summaries, resolutions, agreements, audits and other records of LCOG will be produced and maintained. All required documents will be published. Copies of written correspondence concerning LCOG 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 FY2024 RPWP will be maintained and the FY2026 and FY2027 RPWP will be developed.

Staffing: Lowcountry Council of Governments Planning Department

Planning Factors Addressed: 1 through 10.

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 5,000
Federal (FHWA-PL/FTA-5304)	80%	\$20,000
TOTAL	100%	\$25,000

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 5,000
Federal (FHWA-PL/FTA-5304)	80%	\$20,000
TOTAL	100%	\$25,000

Task A-2: Public Participation

Purpose: To provide information to LCOG 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.

Previous Work in FY2022-2023:

- Maintained the COG website and kept it updated
- Worked with LCOG Facebook page
- Posted Public Comments periods online.

Activity: LCOG will provide opportunities for comments on projects as they are considered for inclusion in the LRTP, the TIP and other documents and plans. A variety of outreach techniques are employed to obtain public input. Among the tools used to circulate information about LCOG activities are advertising 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 LCOG website and Facebook page and the dissemination of 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 LCOG website is updated as necessary to publish basic information. LCOG 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:

Provide a constant avenue for the availability of federal documents at various public venues;

1. Maintain and update the LCOG Distribution List to remain in contact with the public/citizens and various stakeholders;
2. Media releases, press articles and paid advertisements;
3. Annual Newsletters;
4. Brochures, flyers and maps;
5. Utilize surveys, questionnaires, comment cards, etc. as applicable;
6. Public information meetings, workshops and conferences;
7. Maintaining updates on the LCOG website, which is currently undergoing a complete redesign, (<http://www.lowcountrycog.org>) and the Facebook page;
8. Maintaining a record of attendance and public comments received to evaluate the effectiveness of the current public involvement practices.

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. Provide public participation opportunities through meetings, workshops, presentations and Facebook and website opportunities, especially for update of Rural LRTP. *Continuous*
2. Distribute a public comment survey in relation to the Rural LRTP update. *Spring 2023*
3. Update LCOG website. *Continuous as necessary*
4. Update LCOG document binders at public venues. *Continuous as documents are amended and approved*
5. Notify stakeholders on the LCOG Distribution List, which keeps growing, regarding committee meetings and website and Facebook updates, especially for update of LRTP. *Continuous as necessary*
6. Update LCOG website maps showing LCOG projects, sidewalk and trail locations, areas of congestion and transit bus stops, especially for update of LRTP. *Continuous as necessary*
7. Update the Public Participation Plan in coordination with the LRTP update. The update will include virtual methods in addition to traditional public participation methods. *December 2023*

Products: The Lowcountry Council of Governments (LCOG) Planning Department staff will make available any information on the planning and transportation planning process that may be of interest to any persons or groups. The LCOG website will be maintained and updated. The LCOG Distribution List will be updated accordingly. All activities in the Public Participation Process Plan will be met along with a continuous evaluation of the process. The PPP will be updated at a minimum on a three-year basis. The PPP is overdue for an update and will be updated in coordination with the LRTP update. The LCOG Newsletter will be developed on an annual basis.

Staffing: Lowcountry Council of Governments Planning Department

The Planning Factors Addressed: 4,5 and 6.

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 3,750
Federal (FHWA-PL/FTA-5304)	80%	\$ 15,000
TOTAL	100%	\$ 18,750

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 3,750
Federal (FHWA-PL/FTA-5304)	80%	\$ 15,000
TOTAL	100%	\$ 18,750

Task A-3: Transportation Alternatives Program and Complete Streets Initiatives

Purpose: To support Complete Street planning initiatives in the region and 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 Activity: Advised member jurisdictions of availability of funds and provided information and assistance as to application details and requirements. Participated in Bicycle and Pedestrian Task Force.

Activity: The SCDOT notifies the LCOG 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 LCOG staff will provide local review of applications. LCOG staff will work with local communities to support Complete Streets initiatives.

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. Mail notification letter to all applicable agencies regarding TAP funding approval once notified by the SCDOT. *Once program is active again*
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 LCOG TIP. *Continuous as applicable*
6. Coordinate with local jurisdictions to develop, adopt, and implement complete streets policies.
7. 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*
8. Continue to maintain/update and implement the regional pedestrian/bicycle plan. *Continuous as applicable*
9. 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: TAP and Complete Street projects that are approved by the SCDOT will be listed in the LCOG TIP. Information regarding the projects that are both approved and considered will be maintained and available from the LCOG staff at any time.

Staffing: LCOG Planning Department

Planning Factors Addressed: 2, 4-8 and 10

Financial Responsibility:

FY 2024

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 781
Federal (FHWA-PL/FTA-5304)	80%	\$ 3,125
TOTAL	100%	\$ 3,906

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 781
Federal (FHWA-PL/FTA-5304)	80%	\$ 3,125
TOTAL	100%	\$ 3,906

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 LCOG rural 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 needed regarding regional mapping needs and filling requests.

Activity: 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 July 1, 2024 – June 30, 2025

1. Maintain and update all websites. *Continuous as necessary*
2. Update and maintain current databases as referenced in the previous work section and determine new databases to track trend data in the LCOG area. *Continuous*
3. Update existing bus routes as necessary for LRTA/Palmetto Breeze and create new route maps as requested. *Continuous*
4. Coordinate with SCDOT to update and maintain a freight network layer to mapping. *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*

Products: LCOG planning staff will maintain digital data as described above in the Previous Work and Activity 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 (LCOG)	20%	\$ 1,750
Federal (FHWA-PL/FTA-5304)	80%	\$ 7,000
TOTAL	100%	\$ 8,750

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 1,750
Federal (FHWA-PL/FTA-5304)	80%	\$ 7,000
TOTAL	100%	\$ 8,750

DRAFT

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 LCOG area continues to not be a non-attainment area.

Activity: LCOG 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.

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. Prepare a presentation for the LCOG committees explaining the new NAAQS standards from the EPA. *Immediately upon notification from EPA on the new standards*
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 LCOG committees and other applicable transportation agencies regarding the importance of air quality and the repercussions if the LCOG area's air quality is designated as non-attainment. *Continuous as available*

Products: LCOG staff will abide by all Federal and State programs and requirements relating to air quality and conformity for the LCOG 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 2022

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 250
Federal (FHWA-PL/FTA-5304)	80%	\$ 1,000
TOTAL	100%	\$ 1,250

FY 2023

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 250
Federal (FHWA-PL/FTA-5304)	80%	\$ 1,000
TOTAL	100%	\$ 1,250

Task B-3: Traffic Surveillance

Purpose: Monitor current traffic characteristics and travel patterns to improve efficiency, reliability, safety, security and volume affecting the movement of traffic in the LCOG area. To compile and distribute historical and current collision 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 crashes 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 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. *Immediately when LCOG Board chooses a project.*
3. Collect and maintain data on current freight corridors. *As needed*
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. Work with SCDOT to develop data formats that will inform target setting. *Continuous*
6. Participate in a safety and congestion workshops to help cooperatively develop targets/goals. *As needed.*

Products: Documentation regarding freight corridors and areas of congestion will be maintained as necessary in coordination with SCODT. This data will be updated as necessary and available upon request. As growth occurs throughout the LCOG 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 (LCOG)	20%	\$ 2,125
Federal (FHWA-PL/FTA-5304)	80%	\$ 8,500
TOTAL	100%	\$10,625

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 2,125
Federal (FHWA-PL/FTA-5304)	80%	\$ 8,500
TOTAL	100%	\$10,625

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: LCOG staff collected and maintained socioeconomic, infrastructure and land use data.

Activity: LCOG staff will monitor changes in land use from one year to the next. LCOG staff will use the Lowcountry Travel Demand Model to track areas that generate or attract trips. LCOG 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 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 2010 and (as available) the 2020 Census Transportation Planning Package (CTPP) and other reliable data sources will be analyzed to obtain additional insight into journey-to-work information in the LCOG 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 (LCOG)	20%	\$ 2,125
Federal (FHWA-PL/FTA-5304)	80%	\$ 8,500
TOTAL	100%	\$10,625

FY 2025

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 2,125
Federal (FHWA-PL/FTA-5304)	80%	\$ 8,500
TOTAL	100%	\$10,625

DRAFT

Planning and Programming

Task C-1: Development and Maintenance of the Long Range Transportation Plan and the Transportation Improvement Program and the RPWP

Purpose: A major emphasis during this planning period will be a major update of the Rural 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. The LRTP update will incorporate the work of the other components of this RPWP.

The implementation of performance management and target setting are an integral part of the work that will be undertaken during this planning period. This will include coordination with SCDOT and FHWA as well as staff training regarding performance management.

The RL RTP and RTIP will incorporate Performance Based Planning and Programming 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:

- Continued Long-Range Transportation Planning process, which included preparation of intersection and road segment proposed improvements for TIP; text chapters of LRTP/MTP completed; project criteria matrix developed, reviewed and submitted to SCDOT Commission. SCDOT evaluating projects within the strictures of the criteria, preparatory to developing TIP.
- Prepared RPWP for FY 2022 and FY2023.
- Prepared the 2021-2027 RTIP
- Provide and administer amendments and corrections to the RTIP as needed.
- Adopted and incorporated PBPP target into the planning process.

Activity: Develop and publish the annual RPWP, TIP and other required federal documents. Thoroughly review and update the LCOG LRTP per the five-year requirement in response to changing transportation needs and priorities and to conform to transportation planning regulations.

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. Begin developing the draft of the FY2026 and FY2027 RPWP. *February, 2025*
2. Submit the FY2024 and FY2025 RPWP 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 RPWP. *May, 2025*
4. Present final draft of the FY 2026 and FY2027 RPWP to the LCOG Board for approval *May, 2025*
5. Send approved RPWP to state agencies *May 2025*

6. Update/Amend LRTP and RTIP, per Previous Work discussion (above). *Continuous*
7. Host public comment period and present to the LCOG Board for approval and send approved document to state and federal agencies for inclusion in the State Transportation Improvement Program (STIP). *Continuous as necessary.*
8. Continue to coordinate and develop goals/targets and incorporate into LRTP no later than 6 months after SCDOT sets targets. *Continuous as necessary.*
9. Continue to perform Performance Based Planning and Programming in all planning processes. *Continuous*
10. Work with SCDOT to update PL documents to incorporate performance roles and responsibilities. *Continuous as necessary.*
11. Gather and analyze data and trends related to preparation for the LRTP update due *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 2024. *Late FY 2024*

Products: Staff, will produce the RPWP, TIP and other Federal and State documents including the LRTP. Until notified otherwise from the FHWA, FTA and SCDOT, beginning in RPWP 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 2022

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 11,313
Federal (FHWA-PL/FTA-5304)	80%	\$ 45,250
TOTAL	100%	\$ 56,563

FY 2023

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$ 11,313
Federal (FHWA-PL/FTA-5304)	80%	\$ 45,250
TOTAL	100%	\$ 56,563

Task C-1a: 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: This project will be don't in partnership with LATS.

FY 2024

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

*Work will be completed in coordination with LATS

FY 2025

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

Task C-1b: 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 Guideshare/RMP Funds and completed in partnership with LATS.

<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-Guideshare/RMP)	80%	\$200,000
TOTAL	100%	\$250,000

*Work will be completed in cooperation with LATS

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 Region. Also support and provide technical assistance to the Human Services Coordination initiative in the area, which is evolving into a Consolidation of transportation services, implementing the Lowcountry Coordinated Transportation Expansion Plan. Continue the working relationship between LCOG and LRTA/PB which has been recognized as excellent by the Volpe Center of DOT and the National Association of Development Organizations (NADO). Planning director serves as *ex officio* member of LRTA Board.

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: LCOG staff will provide planning and technical assistance to LRTA/PB as needed.

Activity and Anticipated Completion Date:

Work activities are continuous as applicable from July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023

1. Continue to provide planning and technical assistance to LRTA/PB as needed to develop new routes and identify additional ridership. *Continuous*
2. Continue to provide GIS mapping service to LRTA/PB. *Continuous*
3. Continue to assist implementation of Lowcountry Coordinated Transportation Expansion Plan. *Continuous*
4. Update previous detailed transit plans prepared in the area, utilizing consultants, as necessary. *Continuous*
5. Work with LRTA staff and Board of Directors on meeting proposed performance measures:
6. Assist with project ranking and prioritization of all 5310 funds. *Annually*
7. Ensure all FTA funded projects are included in the TIP. *Continuous*

Previous Work: Reports and plans developed as discussed above will be maintained and updated as necessary. LCOG staff will provide GIS digital data will be produced for each analysis or project, as requested,. FTA funded project will be included in the TIP and submitted for the STIP.

Staffing: LCOG Planning Department.

Planning Factors Addressed: 1-10

Financial Responsibility:

FY 2022

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$1,100
Federal (FHWA-PL/FTA-5304)	80%	\$4,400
TOTAL	100%	\$5,500

FY 2023

SOURCE	RATIO	AMOUNT
Local (LCOG)	20%	\$1,375
Federal (FHWA-PL/FTA-5304)	80%	\$5,499
TOTAL	100%	\$6,874

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).

- 1. Public workshops and stakeholder engagement. *Continuous through project*
- 2. Online survey. *First quarter 2024.*
- 3. Existing conditions assessment. *First 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 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

*Work will be completed in coordination with LATS

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 Rural 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	\$20,000	\$5,000	16.0%					\$25,000
WORK TASK A-2	\$15,000	\$3,750	12.0%					\$18,750
WORK TASK A-3	\$3,125	\$781	2.5%					\$3,906
WORK TASK B-1	\$7,000	\$1,750	5.6%					\$8,750
WORK TASK B-2	\$1,000	\$250	0.8%					\$1,250
WORK TASK B-3	\$8,500	\$2,125	6.8%					\$10,625
WORK TASK B-4	\$8,500	\$2,125	6.8%					\$10,625
WORK TASK C-1	\$43,125	\$10,781	34.5%					\$53,906
WORK TASK C-1a			0.0%			\$280,000	\$70,000	\$350,000
WORK TASK C-1b			0.0%					\$0
WORK TASK C-2	\$18,750	\$4,688	15.0%					\$23,438
WORK TASK C-2a			0.0%	\$200,000	\$50,000			\$250,000
Total	\$125,000	\$31,250	100.0%	\$200,000	\$50,000	\$280,000	\$70,000	\$756,250
Program Total	\$156,250			250,000		350,000		\$756,250

Table 4: Estimated FY 2025 Rural 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	\$20,000	\$5,000	16.0%					\$25,000
WORK TASK A-2	\$15,000	\$3,750	12.0%					\$18,750
WORK TASK A-3	\$3,125	\$781	2.5%					\$3,906
WORK TASK B-1	\$7,000	\$1,750	5.6%					\$8,750
WORK TASK B-2	\$1,000	\$250	0.8%					\$1,250
WORK TASK B-3	\$8,500	\$2,125	6.8%					\$10,625
WORK TASK B-4	\$8,500	\$2,125	6.8%					\$10,625
WORK TASK C-1	\$43,125	\$10,781	34.5%					\$53,906
WORK TASK C-1a	\$0	\$0	0.0%					\$0
WORK TASK C-1b	\$0	\$0	0.0%	\$200,000	\$50,000			\$250,000
WORK TASK C-2	\$18,750	\$4,688	15.0%					\$23,438
WORK TASK C-2a	\$0	\$0	0.0%					\$0
Total	\$125,000	\$31,250	100.0%	\$200,000	\$50,000	\$0	\$0	\$406,250
Program Total	\$156,250			250,000		0		\$406,250

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	\$ 3,906.00
\$ TOTAL:			\$ 3,906.00
Total Programmed UPWP \$ Budget:			\$ 156,250.00
% of Total Budget Complete Streets Eligible:			2.50%

Section IV: Public Notice

PUBLIC NOTICE

NOTICE OF INTENT TO APPROVE UPWP & RPWP

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 April 26th, 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 LCOG 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.

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Section V: Resolution

RESOLUTION CERTIFYING THE LOWCOUNTRY COUNCIL OF GOVERNMENTS PLANNING PROCESS AND RURAL PLANNING WORK PROGRAM FOR FY 2024 AND 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 Rural/Unified Planning and Work Program is required to be developed; and

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

WHEREAS, the Rural Planning Work Program is consist with all plans goals and objectives of Lowcountry Council of Governments; and

WHEREAS, the LCOG Board of Directors has found that the Lowcountry Council of Governments 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 LCOG Board of Directors 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 LCOG Board of directors 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 LCOG Board of directors 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 LCOG Board of directors 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 LCOG Rural 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 that the Lowcountry Council of Governments Board of Directors approves the proposed amendment to the FY 2024 and FY 2025 Rural Planning Work Program.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution adopted by the Lowcountry Council of Governments Board of Directors at the meeting held on April 27th, 2023.


Phillip Taylor, Chair


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