

RPO TCC/TAC Responsibilities

Description

The purpose of this procedure is to describe the roles and responsibilities of Rural Transportation Advisory Committees (RTAC), Rural Technical Coordinating Committees (RTCC), Lead Planning Agencies (LPA) for a Rural Planning Organization (RPO) and the TPB RPO Coordinator

Responsibility

It is the responsibility of RTAC to:

- Participate in, review, and endorse Comprehensive Transportation Plans (CTP) for areas within the RPO.
- Review the State's Transportation Improvement Program (STIP) for the area and prepare biennial priority lists.
- Review and approve an annual Planning Work Program (Work Program) (Refer to "[Administration of the RPO Work Program](#)" procedure).
- Establish and ensure the implementation of a meaningful procedure for citizen participation in the transportation planning process.

It is the responsibility of RTCC to:

- Support and advise the RTAC.
- Provide direction to the LPA as they carry out the four core duties by making technical recommendations to the RTAC on decisions pertaining to that process.
- Develop, review, and/or recommend for approval the Work Program, local CTPs, the RPO's Public Involvement Policy, and documentation of a CTP.

It is the responsibility of LPA to:

- Serve as the administrative staff for the RPO.
- Create agendas for the RTCC and RTAC.
- Schedule, advertise, organize, and coordinate RTCC and RTAC meetings on a regular basis and according to the RPO's Public Participation Plan.
- Assist with CTP development (data collection, coordinating public involvement, etc.)
- Receive funds on behalf of the RPO.
- Maintain an inventory of equipment owned by the RPO.
- Prepare the draft and final PWP and Five-Year Calendar for RTCC and RTAC approval.
- Develop and process Quarterly Report Packages (Refer to "[Process RPO Invoices](#)" procedure).
- Coordinate CTPs and land use plan for areas within the RPO, and policies.
- Maintain policies and procedures of the RPO, including Bylaws and public involvement plans.
- Serve as liaison between the RPO and adjacent Metropolitan Planning Organizations (MPOs).

It is the responsibility of TPB RPO Coordinator to:

- Attend the RTCC and RTAC meetings as necessary for the RPO and be an active and voting member of RTCC.
- Provide technical and policy support for the RPO.
- Ensure that copies of the RTAC and RTCC minutes, MOU (Memorandum of Understanding) (see RPO MOU Sample), Bylaws, RTCC and RTAC membership lists, TIP project priority lists, Prospectus, PWP, Funding Agreement, and Quarterly Invoice Packages are placed in the coordinator's notebook.
- Become familiar with the RPO area in order to provide information regarding the area to public groups, NCDOT Management, and colleagues.
- Review and approve quarterly invoices and review quarterly and annual progress-reports and deliverables.
- Review and recommend for approval the draft and final PWP and Five-Year Calendar.
- Accept the CTP priority list.
- Develop CTPs for local areas within the RPO.
- Inform RPO staff of NCDOT public meetings and keep RPO informed of the status of current TIP projects.

Scheduling and Time Constraints

The TPB RPO coordinator coordinates the following:

- RTAC and RTCC approve the annual PWP.
- The LPA submits quarterly invoices with progress reports no later than August 10, November 10, February 10, and May 10 of each year.
- The LPA submits an annual performance report no later than August 10 of each year.

Procedure

Step	Action
1	<p>The TPB RPO Coordinator creates/updates a notebook for each RPO. The notebook is kept in the TPB RPO Coordinator's office. The following items are to be included in the notebook:</p> <ul style="list-style-type: none"> • RTAC and RTCC minutes • RPO MOU (Memorandum of Understanding) • RPO Bylaws • RTCC and RTAC membership lists • Prospectus • RPO PWP • RPO Funding agreement • RPO Quarterly Invoice Packages
2	<p>The TPB RPO Coordinator attends RTAC and RTCC meetings and verifies that quorum requirements are met at the beginning of each RTAC and RTCC meeting.</p> <ul style="list-style-type: none"> • For further details of each on quorum, see RPO Manual.
3	<p>The TPB RPO Coordinator attends RTAC meetings.</p>

	<ul style="list-style-type: none"> TPB RPO Coordinator is not a voting member on a RTAC, but may present at the meetings The TPB RPO Coordinator reports back to the TPB on the issues of the RPO
4	<p>The TPB RPO Coordinator files:</p> <ul style="list-style-type: none"> 1 copy of RTAC's Agenda in the TPB Coordinator's Agenda File (which is kept in the TPB RPO Coordinator's office) 1 copy of RTAC's Agenda in the RPO Master File (which is located in the TPB Library room 447).
5	<p>The TPB RPO Coordinator attends RTCC meetings.</p> <ul style="list-style-type: none"> TPB RPO Coordinator is a voting member on a RTCC and represents NCDOT's perspective on planning issues. The TPB RPO Coordinator reports back to NCDOT regarding RPO issues.
6	<p>The TPB Coordinator files:</p> <ul style="list-style-type: none"> 1 copy of RTCC's Agenda in the RPO TPB Coordinator's Agenda File (which is kept in the TPB RPO Coordinator's office) 1 copy of RTCC's Agenda in the RPO Master File (which is located in the TPB Library room 447).

Policy, Regulatory, and Legal Requirements

Resources

[RPO Manual](#)

Background

- A RPO typically includes three administrative entities:
 - Rural Transportation Advisory Committee (RTAC) that consists of local elected officials and a North Carolina Board of Transportation member. The TAC establishes the goals, priorities and objectives of the RPO, reviews and recommends changes to comprehensive transportation plans within its boundaries, reviews and approves an annual plan of work, and reviews and prioritizes transportation improvement projects for submission to NCDOT. The TAC membership is defined within the adopted MOU (Refer to "Develop RPO MOU" procedure).
 - Rural Technical Coordinating Committee (RTCC) that consists of staff members from local government members, agencies and NCDOT. The TCC provides guidance and recommendations to the TAC. The TCC membership is defined within the adopted MOU.
 - The Lead Planning Agency (LPA) serves as the administrative entity for the RPO. Eligible administrative entities include a regional council of governments, regional economic development agencies, chambers of commerce and local governments. The LPA receives and expends funds on behalf of the RPO. The LPA provides at least one (1) full time equivalent professional staff member to carry out the duties of the RPO within the context of an adopted work program. The LPA is defined within the adopted MOU, and may be changed based on the agreement of the RPO member governments and NCDOT.

In addition, the TPB RPO Coordinator serves as the technical advisor and liaison between NCDOT and provides administrative oversight to the RPO.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
1.1	Procedures	Incorporates process improvement changes and updates hyperlinks.	05/18/2012
2.0	Procedures	Updated links, based on the new procedures available, moved into the new template.	03/15/2013

Flowchart