

Southeast Alabama Rural Planning Organization (RPO)

FY 2018 Work Program



Prepared for the RPO by the Southeast Alabama Regional
Planning & Development Commission

September 2017

WORK PROGRAM

FISCAL YEAR 2018

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Dates Amended:

This Work Program has been financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Southeast Alabama Rural Planning Organization (RPO), and the Alabama Department of Transportation, and prepared for the RPO by the Southeast Alabama Regional Planning and Development Commission according to requirements set forth in amended Title 23, USC 134 and 135 (as amended by Fixing America's Surface Transportation (FAST) Act). The contents of this work program do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Southeast Alabama Rural Planning Organization (RPO)

WORK PROGRAM

FISCAL YEAR 2018

RPO Policy Committee Membership
Fred M. Cooper, Chair

Southeast Alabama Regional Planning and Development Commission
Staff to the RPO

Resolution 2017-1

The Rural Planning Organization (RPO) Adopting the Fiscal Year 2018 Work Program

WHEREAS, the Southeast Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan transportation planning process in cooperation with the Alabama Department of Transportation for portions or all of Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties in Alabama, as established in 23 USC 134 and 135 (as amended by Fixing America's Surface Transportation (FAST) Act); and

WHEREAS, the Rural Planning Organization (RPO) is interested in the continued development of the cooperative non-metropolitan transportation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection of rural transportation needs in the aforementioned counties; and

WHEREAS, the Southeast Alabama Regional Planning and Development Commission (SEARPDC), serving as staff to the Rural Planning Organization, has prepared an FY 2018 Work Program outlining the tasks necessary in conducting the non-metropolitan planning process as a cooperative effort with the Alabama Department of Transportation as established in the Notice of Proposed Rulemaking June 13, 2014, and

WHEREAS, the Rural Planning Organization (RPO) FY 2018 Work Program has been duly reviewed, discussed, and approved by the RPO; now

THEREFORE, BE IT RESOLVED, on this date, September 6, 2017, that the Southeast Alabama Rural Planning Organization (RPO) does hereby adopt and endorse the FY 2018 Work Program as the guide for tasks to be completed for the planning process.


Chair, Policy Committee

Attest:



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Southeast Alabama Rural Planning Organization (RPO) Fiscal Year 2018 Work Program

1.0 Introduction

1.1 Purpose

The purpose of this document is to describe the work that will be performed by the Southeast Alabama Rural Planning Organization (RPO) in fiscal year 2018. The Rural Planning Organization is a rural transportation planning process in the areas of Southeast Alabama (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties) not represented by the Southeast Wiregrass Area Metropolitan Planning Organization. The planning process will be a one-year program sponsored by the Alabama Department of Transportation (ALDOT) and the Southeast Alabama Regional Planning and Development Commission.

1.2 Goals

The goals of the RPO are 1) to effectively manage the rural transportation planning process; 2) to effectively conduct Policy Committee and Technical Coordinating Committee meetings and local public forums; 3) to gather, maintain, and distribute data related to the transportation planning process; 4) to prepare reports for the transportation planning process committees and ALDOT; and 5) to inform the public of the rural transportation planning process and to actively seek public involvement.

1.3 Format

The work program is divided into five tasks. The tasks outline the transportation planning work that will be performed by the staff at the Southeast Alabama Regional Planning and Development Commission over the one-year period (fiscal year 2018). The description of each task includes the objective, proposed work, products, staffing, and schedule.

1.4 Title VI Compliance

The Southeast Alabama Rural Planning Organization is committed to ensuring public participation in the development of all transportation plans and programs. It is the goal of the RPO that the transportation planning process will be accessible, transparent, and inclusive. The RPO is and will be compliant with all Title VI programs, processes, and procedures including, but not limited to, 42 USC 2000d.

2.0 Tasks

2.1 - Administration and Management

Objective

- To effectively manage the rural transportation planning process.

Previous Work

- The SEARP&DC managed the transportation planning process in fiscal year 2017.
- The SEARP&DC employees maintained timesheets in fiscal year 2017.
- The SEARP&DC prepared and submitted invoices as required by ALDOT in fiscal year 2017.
- The SEARP&DC prepared monthly progress reports in fiscal year 2017.
- The SEARP&DC prepared semi-annual progress reports in fiscal year 2017.

Proposed Work

- The SEARP&DC will manage the transportation planning process.
- The SEARP&DC employees will maintain timesheets.
- The SEARP&DC will prepare and submit invoices as required by ALDOT.
- The SEARP&DC will prepare monthly progress reports.
- The SEARP&DC will prepare semi-annual progress reports.
- The SEARP&DC will participate in ALDOT-approved training as needed. Out-of-State travel will be approved by ALDOT.

Products

- A well-managed transportation planning process
- Employee timesheets
- Monthly invoice reports
- Monthly progress reports
- Semi-annual progress reports

Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$10,000
SEARPDC	\$2,500
Total	\$12,500

2.2 - Committee Service

Objective

- To effectively conduct Policy Committee & Technical Coordinating Committee meetings.

Previous Work

- The SEARP&DC developed and maintained Policy Committee and Technical Coordinating Committee mailing lists in fiscal year 2017.
- The SEARP&DC prepared and distributed meeting notices for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2017.
- The SEARP&DC conducted the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2017.
- The SEARP&DC prepared minutes for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2017.

Proposed Work

- The SEARP&DC will maintain Policy Committee and Technical Coordinating Committee mailing lists.
- The SEARP&DC will prepare and distribute meeting notices for the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will conduct the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will take minutes at the Policy Committee and Technical Coordinating Committee meetings.

Products

- Policy Committee and Technical Coordinating Committee mailing lists
- Timely meeting notices
- Well-organized Policy Committee and Technical Coordinating Committee meetings
- Well-written minutes of the Policy Committee and Technical Coordinating Committee Meetings

Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$8,000
SEARPDC	\$2,000
Total	\$10,000

2.3 - Data Management

Objective

- To gather, maintain, and distribute data related to the transportation planning process.

Previous Work

- The SEARP&DC gathered the necessary data to conduct the committee meetings and produce the transportation planning documents in fiscal year 2017.
- The SEARP&DC maintained the transportation data within database, spreadsheet, and GIS files in fiscal year 2017.
- The SEARP&DC distributed the transportation data as required by the transportation planning process and by request in fiscal year 2017.

Proposed Work

- The SEARP&DC will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
- The SEARP&DC will maintain the transportation data within database, spreadsheet, and GIS files.
- The SEARP&DC will locate and distribute traffic accident data by request.
- The SEARP&DC will distribute the transportation data as required by the transportation planning process and by request.
- The SEARP&DC will assist in coordinating ADA Transition Plan activities among the local governments, the state, and FHWA.

Products

- An organized method for researching transportation data
- Transportation database, spreadsheet, and GIS files
- Distribution systems and methods for transportation data

Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$14,000
SEARPDC	\$3,500
Total	\$17,500

2.4 - Reports

Objective

- To prepare reports for the transportation planning process committees and ALDOT.

Previous Work

- The SEARP&DC maintained and updated the document that summarizes the rural transportation planning process in fiscal year 2017.
- The SEARP&DC maintained the bylaws that govern the rural transportation planning process.
- The SEARP&DC prepared lists of safety suggestions based on input gathered during the rural transportation planning process in fiscal year 2017.
- The SEARP&DC prepared a work program for fiscal year 2018.

Proposed Work

- The SEARP&DC will continue to maintain and update the document that summarizes the rural transportation planning process.
- The SEARP&DC will continue to maintain the bylaws that will govern the rural transportation planning process.
- The SEARP&DC will prepare a list of safety suggestions based on input gathered during the FY 2018 rural transportation planning process.
- The SEARP&DC will prepare a Draft and Final FY2019 Work Program in the June through August 2018 time period.
- The SEARP&DC will maintain the regional, human services coordinated transportation plan.

Products

- The FY2019 Work Program

Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Draft and Final FY2019 WP in June – August 2018

Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

2.5 - Public Involvement

Objective

- To inform the public of the rural transportation planning process and to actively seek public involvement.

Previous Work

- The SEARP&DC conducted semi-annual public hearings in fiscal year 2017 in order to obtain public input on the rural transportation planning process.
- The SEARP&DC prepared and distributed news releases for all rural transportation planning process public hearings in fiscal year 2017.
- The SEARP&DC developed and maintained a sign-in roster of all persons who attended the public hearings/meetings in fiscal year 2017.
- The SEARP&DC prepared and maintained minutes of its rural transportation planning process public hearings/meetings in fiscal year 2017.
- The SEARP&DC distributed news releases for all rural transportation planning process meetings in fiscal year 2017.
- The SEARP&DC maintained a public involvement plan in fiscal year 2017.

Proposed Work

- The SEARP&DC will maintain a list of public attendance at public hearings.
- The SEARP&DC will prepare and distribute meeting notices of public hearings and/or meetings.
- The SEARP&DC will conduct public hearings and/or public meetings for public input.
- The SEARP&DC will prepare and maintain minutes of public hearings and/or public meetings.
- The SEARP&DC will distribute news releases for all rural transportation planning process meetings.
- The SEARP&DC will maintain a public involvement plan.
- The SEARP&DC will prepare a record of public involvement document for fiscal year 2018.

Products

- Maintain a mailing list of public attendance
- Timely meeting notices
- Well-organized public hearings and/or public meetings
- Well-written minutes of the public hearings and/or public meetings
- A news release mailing list
- Local media contacts and special interest groups that are well-notified
- A public involvement plan for the rural transportation planning process
- A record of public involvement

Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

3.0 Financial Tables for Fiscal Year 2018

FY 2018

<u>TASK</u>	<u>SPR</u>	<u>SEARPO</u>	<u>TOTAL</u>
2.1 Administration and Management	\$ 10,000	\$ 2,500	\$ 12,500
2.2 Committee Service	\$ 8,000	\$ 2,000	\$ 10,000
2.3 Data Management	\$ 14,000	\$ 3,500	\$ 17,500
2.4 Reports	\$ 4,000	\$ 960	\$ 5,000
2.5 Public Involvement	\$ 4,000	\$ 960	\$ 5,000
Totals	\$ 40,000	\$10,000	\$ 50,000