

***SOUTHEAST ALABAMA
RURAL PLANNING ORGANIZATION***



**RURAL TRANSPORTATION PLANNING
SUMMARY DOCUMENT**

**Updated by Southeast Alabama Regional Planning
and Development Commission
November 2017**

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Section 1 - Introduction

The Southeast Alabama Rural Planning Organization is a joint, cooperative project between the Southeast Alabama Regional Planning and Development Commission and the Alabama Department of Transportation. Presently, the RPO process is advisory in nature.

The RPO serves as a formal link between ALDOT and the local governments and will allow more opportunity for the rural areas to communicate with ALDOT. The objectives of the RPO are:

- To improve communication between the rural areas of Southeast Alabama and ALDOT
- To develop documents and data that will be useful to ALDOT and the local governments
- To improve transportation planning in the rural areas,
- To highlight potential construction of needed highway and bridge projects in the rural areas
- To increase highway safety

Organization

The Southeast Alabama Regional Planning and Development Commission (SEARP&DC) manages the Southeast Alabama Rural Transportation Planning Process. The RPO is composed of two committees. The Policy Committee is the official decision making body of the process. The Policy Committee is served by an advisory committee: the Technical Coordinating Committee (TCC). More information on the committees can be found in Section 3.

Study Area

The study area served by the RPO includes all of Barbour, Coffee, and Covington Counties, as well as most of Dale, Geneva, Henry, and Houston Counties. Southeastern Dale County, northeastern Geneva County, southwestern Henry County, and most of northwestern Houston County are part of the Southeast Wiregrass Metropolitan Planning Organization. Figure 1 depicts the study area.

Agreement

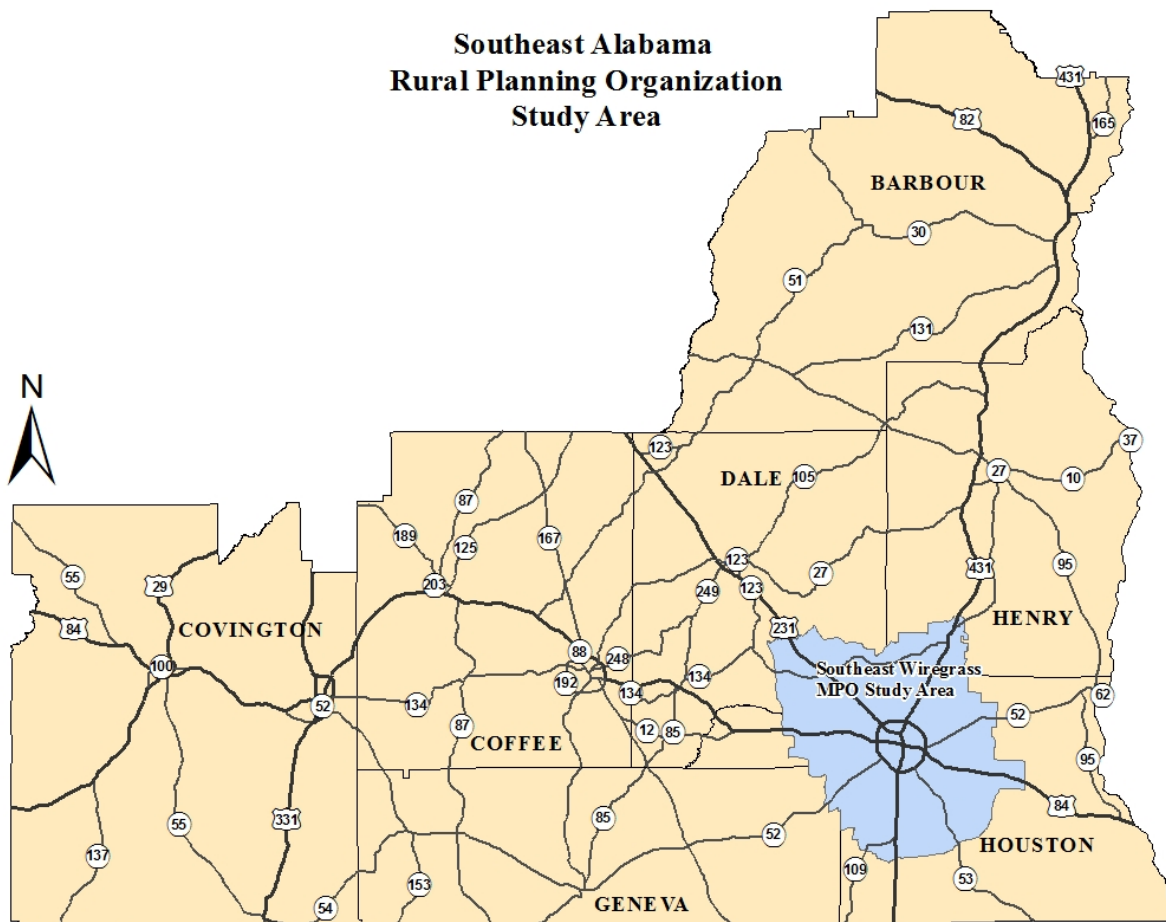
The first step in any transportation planning process is the development of an agreement. The agreement legally delineates the concerned governmental entities, defines the duties of each entity, and outlines the organizational structure. The agreement is between the Southeast Alabama Regional Planning and Development Commission (SEARP&DC) and the Alabama Department of Transportation (ALDOT).

Regulations

The applicable laws pertaining to requiring state departments of transportation to develop a non-metropolitan cooperative process with non-metropolitan local officials are found in Title 23, US. Code (USC) 135 and 505. Title 23 was amended by the Fixing America's Surface Transportation (FAST) Act.

The rules regarding the non-metropolitan cooperative process are located in Title 23, Part 450 of the Code of Federal Regulations (CFR). The FAST Act amended regulations developed by the Moving Ahead for Progress in the 21st Century (MAP-21). The regulations require the States to consider the concerns of local elected officials when carrying out statewide transportation planning, to develop a process to cooperation with non-metropolitan local officials regarding transportation issues, and to cooperate with non-metropolitan officials when developing the statewide transportation plan and the statewide transportation improvement program (STIP). The regulations, as printed in the Federal Register, are included in Appendix A.

Figure 1



Section 2 – Products of the Transportation Planning Process

Work Program

The work program represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the study area. The work program is developed to coordinate transportation and related planning activities for a cooperative, continuing, and comprehensive planning process. The primary objective of the work program is the development of an integrated planning program that considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. Appendix B contains the current work program.

Safety Program

The RPO collects a list of safety suggestions at county local public forums and committee meetings. In general, the safety suggestions are low cost projects that have the potential to reduce traffic accidents. The suggestions are forwarded to appropriate jurisdictional agencies, including: municipal planners, county engineers, ALDOT District Engineers, ALDOT Southeast Region Engineer, and other relevant agencies.

Regional Needs Assessment

The RPO produced an advisory regional needs assessment that outlines transportation projects that addresses regional transportation goals and strategies as identified by the RPO committees. The RPO adopted the assessment in November 2008. The assessment includes a prioritized project list for each county and a prioritized list of regional projects. The purpose of the assessment is to document the long-range transportation needs of southeast Alabama as identified by the elected and appointed officials in the area. The assessment is intended to help local governments address and prioritize their transportation needs. The assessment should also help ALDOT develop the statewide plan and the Statewide Transportation Improvement Program and schedule the construction of transportation projects based on their limited budget. However, the assessment is strictly advisory. No funds have been set aside to undertake any of the strategies or projects included in the regional needs assessment. An updated version of this regional needs assessment will be adopted in 2018.

Section 3 – Committees

The Southeast Alabama Rural Planning Organization (RPO) manages the Southeast Alabama Rural Transportation Planning Process. The RPO is composed of two committees. The Policy Committee is the official decision-making body of the process. The Policy Committee is served by an advisory committee: the Technical Coordinating Committee (TCC). The *Bylaws of the Southeast Alabama Rural Planning Organization* is in Appendix C.

Policy Committee

The Policy Committee serves as the official decision-making body for the Southeast Alabama Rural Transportation Planning Process. In this capacity the Policy Committee determines the content of all documents and recommendations that are provided to the Alabama Department of Transportation. The Policy Committee's responsibilities include providing overall guidance to the planning process, review and approval of all process plans and programs, and appointing TCC members.

The Policy Committee is composed of twenty-one members, seventeen voting and four non-voting. Each county commission in the Southeast Alabama region has a voting representative on the Policy Committee. A mayor from each Southeast Alabama county is also a voting representative on the Policy Committee. The ALDOT Southeast Region Engineer and the Executive Director of SEARP&DC are the other two voting members. The four non-voting members are Federal Highway Administration Division Administrator, the ALDOT Transportation Planning Engineer, the chairman of the RPO's TCC, and the Transportation Planner for the Southeast Wiregrass Area MPO. The current Policy Committee membership is listed in Appendix D.

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) provides technical support to the Policy Committee. The TCC reviews RPO documents, studies, reports, plans, and programs and provides the Policy Committee with recommendations concerning these items. The TCC members review the planning process products from a technical perspective making certain that all appropriate concerns are addressed, including local planning issues, engineering details, environmental questions, and future growth, among many others. The TCC also has the ability to make alternative recommendations for any of the products.

The TCC coordinates the work of the various departments and agencies involved in the transportation planning process. The local governments, the ALDOT, and selected other transportation interests are represented on the TCC. The current TCC membership is listed in Appendix D. The TCC members share information and data that builds and improves the planning processes and products.

Public Participation Process

There is a public participation process that is established to provide active public participation in the transportation planning process. The public involvement plan describes the RPO's public

participation goals and lists strategies to encourage public participation in the transportation planning process. It is presented in Appendix E. A countywide meeting is scheduled to meet two times a year in each respective county. This method of meeting provides local residents and local officials a better opportunity to participate in the planning process.

Appendix A – Federal Regulations

Subpart B—Statewide and Nonmetropolitan Transportation Planning and Programming

§ 450.200 Purpose.

The purpose of this subpart is to implement the provisions of 23 U.S.C. 135, 23 U.S.C. 150, and 49 U.S.C. 5304, as amended, which require each State to carry out a continuing, cooperative, and comprehensive performance-based statewide multimodal transportation planning process, including the development of a long-range statewide transportation plan and STIP, that facilitates the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity bus facilities and commuter van pool providers) and that fosters economic growth and development within and between States and urbanized areas, and take into consideration resiliency needs while minimizing transportation-related fuel consumption and air pollution in all areas of the State, including those areas subject to the metropolitan transportation planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303.

§ 450.202 Applicability.

The provisions of this subpart are applicable to States and any other organizations or entities (e.g., MPOs, RTPOs and public transportation operators) that are responsible for satisfying the requirements for transportation plans and programs throughout the State pursuant to 23 U.S.C. 135 and 49 U.S.C. 5304.

§ 450.204 Definitions.

Except as otherwise provided in subpart A of this part, terms defined in 23 U.S.C. 101(a) and 49 U.S.C. 5302 are used in this subpart as so defined.

§ 450.206 Scope of the statewide and nonmetropolitan transportation planning process.

(a) Each State shall carry out a continuing, cooperative, and comprehensive statewide transportation planning process that provides for consideration and implementation of projects, strategies, and services that will address the following factors:

(1) Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, 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 accessibility and mobility of people and 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 throughout the State, 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.

(b) Consideration of the planning factors in paragraph (a) of this section shall be reflected, as appropriate, in the statewide transportation planning process. The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation systems development, land use, employment, economic development, human and natural environment (including Section 4(f) properties as defined in 23 CFR 774.17), and housing and community development.

(c) *Performance-based approach.* (1) The statewide transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decisionmaking to support the national goals described in 23 U.S.C. 150(b) and the general purposes described in 49 U.S.C. 5301.

(2) Each State shall select and establish performance targets in coordination with the relevant MPOs to ensure consistency to the maximum extent practicable. The targets shall address the performance areas described in 23 U.S.C. 150(c), and the measures established under 23 CFR part 490, where applicable, to use in tracking progress toward attainment of critical outcomes for the State. States shall establish performance targets that reflect the measures identified in 23 U.S.C. 150(c) not later than 1 year after the effective date of the DOT final rule on performance measures. Each State shall select and establish targets under this

paragraph in accordance with the appropriate target setting framework established at 23 CFR part 490.

(3) In areas not represented by an MPO, the selection of public transportation performance targets by a State shall be coordinated, to the maximum extent practicable, with providers of public transportation to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

(4) A State shall integrate into the statewide transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in this section, in other State transportation plans and transportation processes, as well as any plans developed pursuant to chapter 53 of title 49 by providers of public transportation in areas not represented by an MPO required as part of a performance-based program. Examples of such plans and processes include the HSIP, SHSP, the State Asset Management Plan for the National Highway System (NHS), the State Freight Plan (if the State has one), the Transit Asset Management Plan, and the Public Transportation Agency Safety Plan.

(5) A State shall consider the performance measures and targets established under this paragraph when developing policies, programs, and investment priorities reflected in the long-range statewide transportation plan and statewide transportation improvement program.

(d) The failure to consider any factor specified in paragraph (a) or (c) of this section shall not be subject to review by any court under title 23 U.S.C., 49 U.S.C. Chapter 53, subchapter II of title 5 U.S.C. Chapter 5, or title 5 U.S.C. Chapter 7 in any matter affecting a long-range statewide transportation plan, STIP, project or strategy, or the statewide transportation planning process findings.

(e) Funds provided under 23 U.S.C. 505 and 49 U.S.C. 5305(e) are available to the State to accomplish activities described in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(2) and 49 U.S.C. 5307, 5310, and 5311 may also be used for statewide transportation planning. A State shall document statewide transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a statewide planning work program in accordance with the provisions of 23 CFR part 420. The work program should include a discussion of the

transportation planning priorities facing the State.

§ 450.208 Coordination of planning process activities.

(a) In carrying out the statewide transportation planning process, each State shall, at a minimum:

(1) Coordinate planning carried out under this subpart with the metropolitan transportation planning activities carried out under subpart C of this part for metropolitan areas of the State. The State is encouraged to rely on information, studies, or analyses provided by MPOs for portions of the transportation system located in metropolitan planning areas;

(2) Coordinate planning carried out under this subpart with statewide trade and economic development planning activities and related multistate planning efforts;

(3) Consider the concerns of Federal land management agencies that have jurisdiction over land within the boundaries of the State;

(4) Cooperate with affected local elected and appointed officials with responsibilities for transportation, or, if applicable, through RTPOs described in section 450.210(d) in nonmetropolitan areas;

(5) Consider the concerns of Indian Tribal governments that have jurisdiction over land within the boundaries of the State;

(6) Consider related planning activities being conducted outside of metropolitan planning areas and between States; and

(7) Coordinate data collection and analyses with MPOs and public transportation operators to support statewide transportation planning and programming priorities and decisions.

(b) The State air quality agency shall coordinate with the State department of transportation (State DOT) to develop the transportation portion of the State Implementation Plan (SIP) consistent with the Clean Air Act (42 U.S.C. 7401 *et seq.*).

(c) Two or more States may enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities under this subpart related to interstate areas and localities in the States and establishing authorities the States consider desirable for making the agreements and compacts effective. The right to alter, amend, or repeal interstate compacts entered into under this part is expressly reserved.

(d) States may use any one or more of the management systems (in whole or in part) described in 23 CFR part 500.

(e) In carrying out the statewide transportation planning process, States should apply asset management principles and techniques consistent with the State Asset Management Plan for the NHS and the Transit Asset Management Plan, and Public Transportation Agency Safety Plan in establishing planning goals, defining STIP priorities, and assessing transportation investment decisions, including transportation system safety, operations, preservation, and maintenance.

(f) For non-NHS highways, States may apply principles and techniques consistent with other asset management plans to the transportation planning and programming processes, as appropriate.

(g) The statewide transportation planning process shall (to the maximum extent practicable) be consistent with the development of applicable regional intelligent transportation systems (ITS) architectures, as defined in 23 CFR part 940.

(h) Preparation of the coordinated public transit-human services transportation plan, as required by 49 U.S.C. 5310, should be coordinated and consistent with the statewide transportation planning process.

§ 450.210 Interested parties, public involvement, and consultation.

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decisionmaking processes to individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(3) With respect to the setting of targets, nothing in this part precludes a State from considering comments made as part of the State's public involvement process.

(b) The State shall provide for nonmetropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for cooperating with nonmetropolitan local officials representing units of general purpose local government and/or local officials

with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this cooperative process(es), the State shall provide copies of the process document(s) to the FHWA and the FTA for informational purposes.

(1) At least once every 5 years, the State shall review and solicit comments from nonmetropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the cooperative process and any proposed changes. The State shall direct a specific request for comments to the State association of counties, State municipal league, regional planning agencies, or directly to nonmetropolitan local officials.

(2) The State, at its discretion, is responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to nonmetropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of the Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Department of the Interior in the development of the long-range statewide transportation plan and the STIP.

(d) To carry out the transportation planning process required by this section, a Governor may establish and designate RTPOs to enhance the planning, coordination, and implementation of the long-range statewide transportation plan and STIP, with an emphasis on addressing the needs of nonmetropolitan areas of the State. In order to be treated as an RTPO for purposes of this Part, any existing regional planning organization must be established and designated as an RTPO under this section.

(1) Where established, an RTPO shall be a multijurisdictional organization of nonmetropolitan local officials or their designees who volunteer for such organization and representatives of local transportation systems who volunteer for such organization.

(2) An RTPO shall establish, at a minimum:

(i) A policy committee, the majority of which shall consist of nonmetropolitan local officials, or their designees, and, as appropriate, additional representatives from the State, private business, transportation service providers, economic development practitioners, and the public in the region; and

(ii) A fiscal and administrative agent, such as an existing regional planning and development organization, to provide professional planning, management, and administrative support.

(3) The duties of an RTPO shall include:

(i) Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans;

(ii) Developing a regional TIP for consideration by the State;

(iii) Fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs;

(iv) Providing technical assistance to local officials;

(v) Participating in national, multistate, and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;

(vi) Providing a forum for public participation in the statewide and regional transportation planning processes;

(vii) Considering and sharing plans and programs with neighboring RTPOs, MPOs, and, where appropriate, Indian Tribal Governments; and

(viii) Conducting other duties, as necessary, to support and enhance the statewide planning process under § 450.206.

(4) If a State chooses not to establish or designate an RTPO, the State shall consult with affected nonmetropolitan local officials to determine projects that may be of regional significance.

§ 450.212 Transportation planning studies and project development.

(a) Pursuant to section 1308 of the Transportation Equity Act for the 21st Century, TEA–21 (Pub. L. 105–178), a State(s), MPO(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the statewide transportation planning process. To the extent practicable, development of these transportation planning studies shall involve consultation with, or joint efforts among, the State(s), MPO(s), and/

or public transportation operator(s). The results or decisions of these transportation planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq.*) and associated implementing regulations (23 CFR part 771 and 40 CFR parts 1500–1508). Specifically, these corridor or subarea studies may result in producing any of the following for a proposed transportation project:

(1) Purpose and need or goals and objective statement(s);

(2) General travel corridor and/or general mode(s) definition (*e.g.*, highway, transit, or a highway/transit combination);

(3) Preliminary screening of alternatives and elimination of unreasonable alternatives;

(4) Basic description of the environmental setting; and/or

(5) Preliminary identification of environmental impacts and environmental mitigation.

(b) Publicly available documents or other source material produced by, or in support of, the transportation planning process described in this subpart may be incorporated directly or by reference into subsequent NEPA documents, in accordance with 40 CFR 1502.21, if:

(1) The NEPA lead agencies agree that such incorporation will aid in establishing or evaluating the purpose and need for the Federal action, reasonable alternatives, cumulative or other impacts on the human and natural environment, or mitigation of these impacts; and

(2) The systems-level, corridor, or subarea planning study is conducted with:

(i) Involvement of interested State, local, Tribal, and Federal agencies;

(ii) Public review;

(iii) Reasonable opportunity to comment during the statewide transportation planning process and development of the corridor or subarea planning study;

(iv) Documentation of relevant decisions in a form that is identifiable and available for review during the NEPA scoping process and can be appended to or referenced in the NEPA document; and

(v) The review of the FHWA and the FTA, as appropriate.

(c) By agreement of the NEPA lead agencies, the above integration may be accomplished through tiering (as described in 40 CFR 1502.20), incorporating the subarea or corridor planning study into the draft Environmental Impact Statement or Environmental Assessment, or other

means that the NEPA lead agencies deem appropriate. Additional information to further explain the linkages between the transportation planning and project development/NEPA processes is contained in Appendix A to this part, including an explanation that is non-binding guidance material. The guidance in Appendix A applies only to paragraphs (a)–(c) in this section.

(d) In addition to the process for incorporation directly or by reference outlined in paragraph (b) of this section, an additional authority for integrating planning products into the environmental review process exists in 23 U.S.C. 168. As provided in 23 U.S.C. 168(f):

(1) The statutory authority in 23 U.S.C. 168 shall not be construed to limit in any way the continued use of processes established under other parts of this section or under an authority established outside this part, and the use of one of the processes in this section does not preclude the subsequent use of another process in this section or an authority outside of this part.

(2) The statute does not restrict the initiation of the environmental review process during planning.

§ 450.214 Development of programmatic mitigation plans.

(a) A State may utilize the optional framework in this section to develop programmatic mitigation plans as part of the statewide transportation planning process to address the potential environmental impacts of future transportation projects. The State in consultation with FHWA and/or FTA and with the agency or agencies with jurisdiction and special expertise over the resources being addressed in the plan, will determine:

(1) *Scope.* (i) A State may develop a programmatic mitigation plan on a local, regional, ecosystem, watershed, statewide or similar scale.

(ii) The plan may encompass multiple environmental resources within a defined geographic area(s) or may focus on a specific type(s) of resource(s) such as aquatic resources, parkland, or wildlife habitat.

(iii) The plan may address or consider impacts from all projects in a defined geographic area(s) or may focus on a specific type(s) of project(s).

(2) *Contents.* The programmatic mitigation plan may include:

(i) An assessment of the existing condition of natural and human environmental resources within the area covered by the plan, including an assessment of historic and recent trends

and/or any potential threats to those resources.

(ii) An identification of economic, social, and natural and human environmental resources within the geographic area that may be impacted and considered for mitigation. Examples of these resources include wetlands, streams, rivers, stormwater, parklands, cultural resources, historic resources, farmlands, archeological resources, threatened or endangered species, and critical habitat. This may include the identification of areas of high conservation concern or value, and thus worthy of avoidance.

(iii) An inventory of existing or planned environmental resource banks for the impacted resource categories such as wetland, stream, stormwater, habitat, species, and an inventory of federally, State, or locally approved in-lieu-of-fee programs.

(iv) An assessment of potential opportunities to improve the overall quality of the identified environmental resources through strategic mitigation for impacts of transportation projects, which may include the prioritization of parcels or areas for acquisition and/or potential resource banking sites.

(v) An adoption or development of standard measures or operating procedures for mitigating certain types of impacts; establishment of parameters for determining or calculating appropriate mitigation for certain types of impacts, such as mitigation ratios, or criteria for determining appropriate mitigation sites.

(vi) Adaptive management procedures, such as protocols or procedures that involve monitoring actual impacts against predicted impacts over time and adjusting mitigation measures in response to information gathered through the monitoring.

(vii) Acknowledgment of specific statutory or regulatory requirements that must be satisfied when determining appropriate mitigation for certain types of resources.

(b) A State may adopt a programmatic mitigation plan developed pursuant to paragraph (a), or developed pursuant to an alternative process as provided for in paragraph (f) of this section through the following process:

(1) Consult with each agency with jurisdiction over the environmental resources considered in the programmatic mitigation plan;

(2) Make available a draft of the programmatic mitigation plan for review and comment by appropriate environmental resource agencies and the public;

(3) Consider comments received from such agencies and the public on the draft plan; and

(4) Address such comments in the final programmatic mitigation plan.

(c) A State may integrate a programmatic mitigation plan with other plans, including, watershed plans, ecosystem plans, species recovery plans, growth management plans, State Wildlife Action Plans, and land use plans.

(d) If a programmatic mitigation plan has been adopted pursuant to paragraph (b), any Federal agency responsible for environmental reviews, permits, or approvals for a transportation project shall give substantial weight to the recommendations in the programmatic mitigation plan when carrying out its responsibilities under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 *et seq.*) (NEPA) or other Federal environmental law.

(e) Nothing in this section limits the use of programmatic approaches for reviews under NEPA.

(f) Nothing in this section prohibits the development, as part of or separate from the transportation planning process, of a programmatic mitigation plan independent of the framework described in paragraph (a) of this section. Further, nothing in this section prohibits the adoption of a programmatic mitigation plan in the statewide and nonmetropolitan transportation planning process that was developed under another authority, independent of the framework described in paragraph (a).

§ 450.216 Development and content of the long-range statewide transportation plan.

(a) The State shall develop a long-range statewide transportation plan, with a minimum 20-year forecast period at the time of adoption, that provides for the development and implementation of the multimodal transportation system for the State. The long-range statewide transportation plan shall consider and include, as applicable, elements and connections between public transportation, non-motorized modes, rail, commercial motor vehicle, waterway, and aviation facilities, particularly with respect to intercity travel.

(b) The long-range statewide transportation plan should include capital, operations and management strategies, investments, procedures, and other measures to ensure the preservation and most efficient use of the existing transportation system including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy

consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated. The long-range statewide transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the State's transportation system.

(c) The long-range statewide transportation plan shall reference, summarize, or contain any applicable short-range planning studies; strategic planning and/or policy studies; transportation needs studies; management systems reports; emergency relief and disaster preparedness plans; and any statements of policies, goals, and objectives on issues (e.g., transportation, safety, economic development, social and environmental effects, or energy), as appropriate, that were relevant to the development of the long-range statewide transportation plan.

(d) The long-range statewide transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects contained in the HSIP, including the SHSP, required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 CFR part 659, as in effect until completion of the Public Transportation Agency Safety Plan.

(e) The long-range statewide transportation plan should include a security element that incorporates or summarizes the priorities, goals, or projects set forth in other transit safety and security planning and review processes, plans, and programs, as appropriate.

(f) The statewide transportation plan shall include:

(1) A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.206(c); and

(2) A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.206(c), including progress achieved by the MPO(s) in meeting the performance targets in comparison with system performance recorded in previous reports.

(g) Within each metropolitan area of the State, the State shall develop the long-range statewide transportation plan in cooperation with the affected MPOs.

(h) For nonmetropolitan areas, the State shall develop the long-range statewide transportation plan in cooperation with affected nonmetropolitan local officials with responsibility for transportation or, if applicable, through RTPOs described in § 450.210(d) using the State's cooperative process(es) established under § 450.210(b).

(i) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan in consultation with the Tribal government and the Secretary of the Interior consistent with § 450.210(c).

(j) The State shall develop the long-range statewide transportation plan, as appropriate, in consultation with State, Tribal, and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. This consultation shall involve comparison of transportation plans to State and Tribal conservation plans or maps, if available, and comparison of transportation plans to inventories of natural or historic resources, if available.

(k) A long-range statewide transportation plan shall include a discussion of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the long-range statewide transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The State shall develop the discussion in consultation with applicable Federal, State, regional, local and Tribal land management, wildlife, and regulatory agencies. The State may establish reasonable timeframes for performing this consultation.

(l) In developing and updating the long-range statewide transportation plan, the State shall provide:

(1) To nonmetropolitan local elected officials, or, if applicable, through RTPOs described in § 450.210(d), an opportunity to participate in accordance with § 450.216(h); and

(2) To individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators, employer-based cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities,

representatives of the disabled, providers of freight transportation services, and other interested parties with a reasonable opportunity to comment on the proposed long-range statewide transportation plan. In carrying out these requirements, the State shall use the public involvement process described under § 450.210(a).

(m) The long-range statewide transportation plan may include a financial plan that demonstrates how the adopted long-range statewide transportation plan can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommends any additional financing strategies for needed projects and programs. In addition, for illustrative purposes, the financial plan may include additional projects that the State would include in the adopted long-range statewide transportation plan if additional resources beyond those identified in the financial plan were to become available. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public-private partnerships, or other strategies) as revenue sources.

(n) The State is not required to select any project from the illustrative list of additional projects included in the financial plan described in paragraph (m) of this section.

(o) The State shall publish or otherwise make available the long-range statewide transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in § 450.210(a).

(p) The State shall continually evaluate, revise, and periodically update the long-range statewide transportation plan, as appropriate, using the procedures in this section for development and establishment of the long-range statewide transportation plan.

(q) The State shall provide copies of any new or amended long-range statewide transportation plan documents to the FHWA and the FTA for informational purposes.

§ 450.218 Development and content of the statewide transportation improvement program (STIP).

(a) The State shall develop a statewide transportation improvement program (STIP) for all areas of the State. The STIP shall cover a period of no less than 4 years and shall be updated at least

every 4 years, or more frequently if the Governor of the State elects a more frequent update cycle. However, if the STIP covers more than 4 years, the FHWA and the FTA will consider the projects in the additional years as informational. In case of difficulties developing a portion of the STIP for a particular area (e.g., metropolitan planning area, nonattainment or maintenance area, or Indian Tribal lands), the State may develop a partial STIP covering the rest of the State.

(b) For each metropolitan area in the State, the State shall develop the STIP in cooperation with the MPO designated for the metropolitan area. The State shall include each metropolitan TIP without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor. A metropolitan TIP in a nonattainment or maintenance area is subject to a FHWA/FTA conformity finding before inclusion in the STIP. In areas outside a metropolitan planning area but within an air quality nonattainment or maintenance area containing any part of a metropolitan area, projects must be included in the regional emissions analysis that supported the conformity determination of the associated metropolitan TIP before they are added to the STIP.

(c) For each nonmetropolitan area in the State, the State shall develop the STIP in cooperation with affected nonmetropolitan local officials with responsibility for transportation or, if applicable, through RTPOs described in § 450.210(d) using the State's consultation process(es) established under § 450.210(b).

(d) For each area of the State under the jurisdiction of an Indian Tribal government, the STIP shall be developed in consultation with the Tribal government and the Secretary of the Interior.

(e) Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program TIPs shall be included without change in the STIP, directly or by reference, once approved by the FHWA pursuant to 23 U.S.C. 201(c)(4).

(f) The Governor shall provide all interested parties with a reasonable opportunity to comment on the proposed STIP as required by § 450.210(a).

(g) The STIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the State proposed for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 (including transportation alternatives and associated transit improvements; Tribal

Transportation Program projects, Federal Lands Transportation Program projects, and Federal Lands Access Program projects; HSP projects; trails projects; and accessible pedestrian walkways and bicycle facilities), except the following that may be included:

(1) Safety projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102;

(2) Metropolitan planning projects funded under 23 U.S.C. 104(d) and 49 U.S.C. 5305(d);

(3) State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);

(4) State planning and research projects funded with Surface Transportation Program funds;

(5) Emergency relief projects (except those involving substantial functional, locational, or capacity changes);

(6) Research, development, demonstration, and deployment projects funded under 49 U.S.C. 5312, and technical assistance and standards development projects funded under 49 U.S.C. 5314;

(7) Project management oversight projects funded under 49 U.S.C. 5327; and

(8) State safety oversight programs funded under 49 U.S.C. 5329.

(h) The STIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded with 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 funds (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds, and congressionally designated projects not funded under title 23 U.S.C. or title 49 U.S.C. Chapter 53). For informational and conformity purposes, the STIP shall include (if appropriate and included in any TIPs) all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(i) The STIP shall include for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction) the following:

(1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;

(2) Estimated total project cost or a project cost range, which may extend beyond the 4 years of the STIP;

(3) The amount of Federal funds proposed to be obligated during each program year. For the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third,

and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds; and

(4) Identification of the agencies responsible for carrying out the project or phase.

(j) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the "exempt project" classifications contained in the EPA's transportation conformity regulations (40 CFR part 93, subpart A). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the STIP.

(k) Each project or project phase included in the STIP shall be consistent with the long-range statewide transportation plan developed under § 450.216 and, in metropolitan planning areas, consistent with an approved metropolitan transportation plan developed under § 450.324.

(l) The STIP may include a financial plan that demonstrates how the approved STIP can be implemented, indicates resources from public and private sources that are reasonably expected to be available to carry out the STIP, and recommends any additional financing strategies for needed projects and programs. In addition, for illustrative purposes, the financial plan may include additional projects that would be included in the adopted STIP if reasonable additional resources beyond those identified in the financial plan were to become available. The State is not required to select any project from the illustrative list for implementation, and projects on the illustrative list cannot be advanced to implementation without an action by the FHWA and the FTA on the STIP. Revenue and cost estimates for the STIP must use an inflation rate to reflect "year of expenditure dollars," based on reasonable financial principles and information, developed cooperatively by the State, MPOs, and public transportation operators.

(m) In nonattainment and maintenance areas, projects included in the first 2 years of the STIP shall be limited to those for which funds are available or committed. Financial constraint of the STIP shall be demonstrated and maintained by year and shall include sufficient financial

information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (l) of this section. For purposes of transportation operations and maintenance, the STIP shall include financial information containing system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. 5302).

(n) Projects in any of the first 4 years of the STIP may be advanced in place of another project in the first 4 years of the STIP, subject to the project selection requirements of § 450.222. In addition, subject to FHWA/FTA approval (see § 450.220), the State may revise the STIP at any time under procedures agreed to by the State, MPO(s), and public transportation operators consistent with the STIP development procedures established in this section, as well as the procedures for participation by interested parties (see § 450.210(a)). Changes that affect fiscal constraint must take place by amendment of the STIP.

(o) The STIP shall include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project.

(p) In cases where the FHWA and the FTA find a STIP to be fiscally constrained, and a revenue source is subsequently removed or substantially reduced (*i.e.*, by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended STIP that does not reflect the changed revenue situation.

(q) A STIP shall include, to the maximum extent practicable, a discussion of the anticipated effect of the STIP toward achieving the performance targets identified by the State in the statewide transportation plan or other State performance-based plan(s), linking investment priorities to those performance targets.

§ 450.220 Self-certifications, Federal findings, and Federal approvals.

(a) At least every 4 years, the State shall submit an updated STIP concurrently to the FHWA and the FTA for joint approval. The State must also submit STIP amendments to the FHWA and the FTA for joint approval. At the time the entire proposed STIP or STIP amendments are submitted to the FHWA and the FTA for joint approval, the State shall certify that the transportation planning process is being carried out in accordance with all applicable requirements of:

(1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;

(2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

(3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

(4) Section 1101(b) of the FAST Act (Pub. L. 114–357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;

(5) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

(6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;

(7) In States containing nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;

(8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

(9) 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

(b) The FHWA and the FTA shall review the STIP or the amended STIP, and make a joint finding on the extent to which the STIP is based on a statewide transportation planning process that meets or substantially meets the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and subparts A, B, and C of this part. Approval of the STIP by the FHWA and the FTA, in its entirety or in part, will be based upon the results of this joint finding.

(1) If the FHWA and the FTA determine that the STIP or amended STIP is based on a statewide transportation planning process that meets or substantially meets the requirements of 23 U.S.C. 135, 49 U.S.C. 5304, and this part, the FHWA and the FTA may jointly:

(i) Approve the entire STIP;

(ii) Approve the STIP subject to certain corrective actions by the State; or

(iii) Under special circumstances, approve a partial STIP covering only a portion of the State.

(2) If the FHWA and the FTA jointly determine and document in the planning finding that a submitted STIP or amended STIP does not substantially meet the requirements of 23 U.S.C. 135, 49 U.S.C. 5304, and this part for any identified categories of projects, the FHWA and the FTA will not approve the STIP.

(c) The approval period for a new or amended STIP shall not exceed 4 years. If a State demonstrates, in writing, that extenuating circumstances will delay the submittal of a new or amended STIP past its update deadline, the FHWA and the FTA will consider and take appropriate action on a request to extend the approval beyond 4 years for all or part of the STIP for a period not to exceed 180 calendar days. In these cases, priority consideration will be given to projects and strategies involving the operation and management of the multimodal transportation system. Where the request involves projects in a metropolitan planning area(s), the affected MPO(s) must concur in the request. If the delay was due to the development and approval of a metropolitan TIP(s), the affected MPO(s) must provide supporting information, in writing, for the request.

(d) Where necessary in order to maintain or establish highway and transit operations, the FHWA and the FTA may approve operating assistance for specific projects or programs, even though the projects or programs may not be included in an approved STIP.

§ 450.222 Project selection from the STIP.

(a) Except as provided in § 450.218(g) and § 450.220(d), only projects in a FHWA/FTA approved STIP are eligible for funds administered by the FHWA or the FTA.

(b) In metropolitan planning areas, transportation projects proposed for funds administered by the FHWA or the FTA shall be selected from the approved STIP in accordance with project selection procedures provided in § 450.332.

(c) In nonmetropolitan areas, with the exclusion of specific projects as described in this section, the State shall select projects from the approved STIP in cooperation with the affected nonmetropolitan local officials, or if applicable, through RTPOs described in § 450.210(e). The State shall select transportation projects undertaken on the NHS, under the Bridge and Interstate Maintenance programs in title 23 U.S.C. and under sections 5310 and 5311 of title 49 U.S.C. Chapter 53 from the approved STIP in consultation with the affected nonmetropolitan local officials with responsibility for transportation.

(d) Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects shall be selected from the approved STIP in accordance with the procedures developed pursuant to 23 U.S.C. 201, 202, 203, and 204.

(e) The projects in the first year of an approved STIP shall constitute an “agreed to” list of projects for subsequent scheduling and implementation. No further action under paragraphs (b) through (d) of this section is required for the implementing agency to proceed with these projects. If Federal funds available are significantly less than the authorized amounts, or where there is significant shifting of projects among years, § 450.332(a) provides for a revised list of “agreed to” projects to be developed upon the request of the State, MPO, or public transportation operator(s). If an implementing agency wishes to proceed with a project in the second, third, or fourth year of the STIP, the procedures in paragraphs (b) through (d) of this section or expedited procedures that provide for the advancement of projects from the second, third, or fourth years of the STIP may be used, if agreed to by all parties involved in the selection process.

§ 450.224 Applicability of NEPA to statewide transportation plans and programs.

Any decision by the Secretary concerning a long-range statewide transportation plan or STIP developed through the processes provided for in 23 U.S.C. 135, 49 U.S.C. 5304, and this subpart shall not be considered to be a Federal action subject to review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 *et seq.*).

§ 450.226 Phase-in of new requirements.

(a) Prior to May 27, 2018, a State may adopt a long-range statewide transportation plan that has been developed using the SAFETEA-LU

requirements or the provisions and requirements of this part. On or after May 27, 2018, a State may only adopt a long-range statewide transportation plan that it has developed according to the provisions and requirements of this part.

(b) Prior to May 27, 2018 (2 years after the publication date of this rule), FHWA/FTA may approve a STIP update or amendment that has been developed using the SAFETEA-LU requirements or the provisions and requirements of this part. On or after May 27, 2018, FHWA/FTA may only approve a STIP update or amendment that a State has developed according to the provisions and requirements of this part, regardless of when the State developed the STIP.

(c) On and after May 27, 2018 (2 years after the publication date of this rule), the FHWA and the FTA will take action on an updated or amended STIP developed under the provisions of this part, even if the State has not yet adopted a new long-range statewide transportation plan under the provisions of this part, as long as the underlying transportation planning process is consistent with the requirements in the MAP-21.

(d) On or after May 27, 2018, a State may make an administrative modification to a STIP that conforms to either the SAFETEA-LU requirements or to the provisions and requirements of this part.

(e) Two years from the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, or 49 U.S.C. 5329, FHWA/FTA will only approve an updated or amended STIP that is based on a statewide transportation planning process that meets the performance-based planning requirements in this part and in such a rule.

(f) Prior to 2 years from the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, or 49 U.S.C. 5329, a State may adopt a long-range statewide transportation plan that it has developed using the SAFETEA-LU requirements or the performance-based provisions and requirements of this part and in such a rule. Two years on or after the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, or 49 U.S.C. 5329, a State may only adopt a long-range statewide transportation plan that it has developed according to the performance-based provisions and requirements of this part and in such a rule.

Subpart C—Metropolitan Transportation Planning and Programming

§ 450.300 Purpose.

The purposes of this subpart are to implement the provisions of 23 U.S.C. 134, 23 U.S.C. 150, and 49 U.S.C. 5303, as amended, which:

(a) Set forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a TIP, 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, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and

(b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

§ 450.302 Applicability.

The provisions of this subpart are applicable to organizations and entities responsible for the transportation planning and programming processes in metropolitan planning areas.

§ 450.304 Definitions.

Except as otherwise provided in subpart A of this part, terms defined in 23 U.S.C. 101(a) and 49 U.S.C. 5302 are used in this subpart as so defined.

§ 450.306 Scope of the metropolitan transportation planning process.

(a) To accomplish the objectives in § 450.300 and § 450.306(b), metropolitan planning organizations designated under § 450.310, in cooperation with the State and public transportation operators, shall develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

(b) The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and

Appendix B – RPO Work Program

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

This document is posted on the Internet at
<http://www.searfdc.org/data-center/>

For information regarding this document, please contact
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Date Adopted: September 6, 2017
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

Appendix C – RPO Bylaws

By-Laws
Of the
Southeast Alabama Rural Planning Organization

Adopted June 13, 2007
(Amended-March 26, 2008)

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities that will serve to establish, organize, and guide the proper functioning of the Southeast Alabama Rural Transportation Planning Process. This organization shall carry out transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

Section 1.0: Process Name, Organization Name, and Study Area

- A.** The name for the ongoing transportation process shall be the Southeast Alabama Rural Transportation Planning Process.
- B.** The name for the organization conducting the Southeast Alabama Rural Transportation Planning Process shall be the Southeast Alabama Rural Planning Organization.
- C.** The study area for the Southeast Alabama Rural Transportation Planning Process shall be the areas of Southeast Alabama not represented by the Southeast Wiregrass Area Metropolitan Planning Organization in the following counties (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston).

Section 2.0: The Organizational Structure

- A.** The organization shall consist of two (2) committees: (1) the Policy Committee, and (2) the Technical Coordinating Committee. The public will have an opportunity to provide comment at public forums which will be conducted at approximate six months intervals within each county jurisdiction.

Section 3.0: General Policies

- A.** All general policies shall apply to both committees and participants of the Southeast Alabama Rural Transportation Planning Process.
- B.** All reports, programs, and plans shall be presented to the Technical Coordinating Committee for its review. The Technical Coordinating Committee shall be afforded sufficient time to comment on drafts prior to action by the Policy Committee. Reports, programs, and plans become official process documents following adoption by resolution by the Policy Committee.
- C.** Both committees shall proceed with their respective duties and responsibilities with proper consideration at all times, for all modes of transportation and associated facilities.
- D.** All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the area.
- E.** Transportation planning activities shall be used to promote efficient development.

F. All published data and/or reports shall be made available to the public and agencies.

Section 4.0: Amendment of Bylaws

- A.** Any section herein contained may be amended at any meeting of the Policy Committee provided such amendment is delivered to the Chair of the Policy Committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the Policy Committee. It shall be the duty of the Chair of the Policy Committee to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.

- B.** These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Transportation Planning Process Coordinator.

POLICY COMMITTEE BYLAWS

Section 5.0: Purpose

- A.** The purpose of the Policy Committee will be to serve Southeast Alabama as the official decision making body for the Southeast Alabama Rural Transportation Planning Process.

Section 5.1: Responsibilities

- A.** To give overall guidance to the transportation planning process.
- B.** To have overall responsibility for review and approval of all plans and programs which are developed by the process.
- C.** To organize and appoint members of the Technical Coordinating Committee and Sub-Committees as deemed necessary.
- D.** To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Southeast Alabama Rural Transportation Planning Process.
- E.** To take official action on committee recommendations and other matters pertaining to the planning process.
- F.** To adopt transportation goals to guide the Southeast Alabama Rural Transportation Planning Process.
- G.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- H.** To change the designated membership as deemed necessary.
- I.** To insure that citizen participation is achieved in the transportation planning process.

Section 5.2: Membership

- A.** Policy Committee – Voting Members
 1. Representative, Barbour County Commission
 2. Representative, Coffee County Commission
 3. Representative, Covington County Commission
 4. Representative, Dale County Commission
 5. Representative, Geneva County Commission
 6. Representative, Henry County Commission
 7. Representative, Houston County Commission
 8. Representative, Alabama Department of Transportation, 7th Division
 9. Executive Director, Southeast Alabama Regional Planning & Development Commission
 10. Representative, Barbour County mayors
 11. Representative, Coffee County mayors
 12. Representative, Covington County mayors

13. Representative, Dale County mayors
14. Representative, Geneva County mayors
15. Representative, Henry County mayors
16. Representative, Houston County mayors
17. Representative, Fort Rucker Garrison Command

B. Policy Committee – Non-Voting Members

1. Division Administrator, Federal Highway Administration
2. Transportation Planning Engineer, Alabama Department of Transportation
3. Chair, Technical Coordinating Committee
4. Transportation Planner, Southeast Wiregrass Area Metropolitan Planning Organization

C. Appointments and Terms

1. The county commission representatives will be appointed by the county commission every odd year in January
2. The 7th Division Engineer (or representative) of the Alabama Department of Transportation, the Fort Rucker Garrison Commander (or representative) and the Executive Director of the Southeast Alabama Regional Planning and Development Commission will serve terms on the committee coinciding with the terms of their respective offices.
3. The mayor representatives will be appointed through communication of the mayors from each respective county the first January after every local municipal election.

D. Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

E. Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

F. The Policy Committee shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee and shall be elected public officials.

B. The Chair shall be elected by the majority of the members in a duly constituted meeting.

C. A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.

- D. Election of officers in subsequent years shall be in the first meeting of each fiscal year
- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee or in any other capacity desired by the committee.

Section 5.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations and meetings of the Policy Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Robert's Rules of Order.
- B. Meetings of the Policy Committee shall be semi-annual.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The five days notice may be waived if a majority of the elected officials concur.
- D. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Policy Committee shall fail.
- E. All meetings of the Policy Committee shall be open to the general public.
- F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.
- G. The Chair may request a mail or FAX vote on issues already presented at previous meetings. This practice will be used only if federal and / or state imposed deadlines are an issue. A mail or FAX vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.
- H. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 5.5: Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.
 - 1. Call to order by Chair
 - 2. Roll Call
 - 3. Approval of minutes of previous meeting
 - 4. Communications from the presiding officer
 - 5. Report of officers and/or committees

6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

TECHNICAL COORDINATING COMMITTEE BYLAWS

Section 6.0: Purpose

- A.** The purpose of the Technical Coordinating Committee is to provide the Policy Committee with technical support and to provide a linkage between planning and implementation.

Section 6.1: Responsibilities

- A.** To recommend technical methods, procedures, and standards to the Policy Committee to further the planning process
- B.** To help coordinate work of operating departments and agencies participating in this process
- C.** To discuss and recommend alternative transportation plans and programs to the Policy Committee
- D.** To comment on and make recommendations regarding draft plans and programs

Section 6.2: Membership

- A.** Voting – by Government, Organization, or Agency

BARBOUR COUNTY
County Engineer

COFFEE COUNTY
County Engineer

COVINGTON COUNTY
County Engineer

DALE COUNTY
County Engineer

GENEVA COUNTY
County Engineer

HENRY COUNTY
County Engineer

HOUSTON COUNTY
County Engineer

ALABAMA DEPARTMENT OF TRANSPORTATION
Representative, Bureau of Multimodal Transportation
PUBLIC WORKS DIRECTOR, CITY OF ENTERPRISE
PUBLIC WORKS DIRECTOR, CITY OF EUFAULA

PUBLIC WORKS DIRECTOR, CITY OF OZARK
PLANNER, CITY OF ANDALUSIA
PLANNER, CITY OF OPP
DIRECTOR, WIREGRASS TRANSIT AUTHORITY, HOUSTON COUNTY
DIRECTOR, COVINGTON AREA TRANSIT SYSTEM, COVINGTON COUNTY
DIRECTOR, EUFAULA-BARBOUR COUNTY TRANSIT SYSTEM, BARBOUR
COUNTY
SOUTHERN ALABAMA REGIONAL COUNCIL ON AGING (SARCOA)
REPRESENTATIVE
AIRPORT REPRESENTATIVE
RAILROAD REPRESENTATIVE
TRUCKING REPRESENTATIVE
FORT RUCKER REPRESENTATIVE
SOCIAL SERVICE PROVIDER REPRESENTATIVE
SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT
COMMISSION REPRESENTATIVE

B. Non-Voting – by Government, Organization, or Agency

ALABAMA DEPARTMENT OF TRANSPORTATION, 7th DIVISION
District 1 Engineer
District 2 Engineer
District 3 Engineer
District 4 Engineer
District 6 Engineer

C. The Policy Committee as a whole may appoint additional members.

D. Each member of the Technical Coordinating Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.

E. Each member of the Technical Coordinating Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization that the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 6.3: Officers

A. A Chair will be elected by the committee.

B. A Vice-Chair shall be elected by the committee to serve in the Chair's absence.

C. The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers in subsequent years shall be in first meeting of each

- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 6.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations of the Technical Coordinating Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.
- B. Each meeting of the Technical Coordinating Committee shall precede each regularly scheduled meeting of the Policy Committee.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.
- D. All meetings of the Technical Coordinating Committee shall be open to the general public.
- E. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least 3 days prior to the date of the scheduled meeting.
- F. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 6.5: Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.
 1. Call to order by Chair
 2. Roll Call Alabama
 3. Approval of minutes of previous meeting
 4. Communications from the presiding officer
 5. Report of officers and/or committees
 6. Old Business
 7. New Business
 8. Invitation to interested persons wishing to be heard on matters not included in the Agenda
 9. Adjournment

LOCAL PUBLIC FORUM BYLAWS

Section 7.0: Purpose

The purpose of these forums are to serve as the formal means through which active citizen participation is provided to aid and support the Southeast Alabama Rural Transportation Planning Process.

Section 7.1: Responsibilities

The Local Public Forums will have the following responsibilities:

- A.** To review and respond to local transportation plans prepared for the area.
- B.** To assess the local transportation related needs as perceived by area residents.
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process.
- D.** To provide ideas and suggestions for consideration.

Section 7.2: Forum Procedure

- A.** Local public forums will be held in each county (Barbour, Coffee, Covington, Dale, Geneva, Henry and Houston) on a semi-annual basis.
- B.** Meetings shall follow a printed agenda.
- C.** Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- D.** All meetings shall be open to the general public.

TRANSPORTATION PLANNING PROCESS COORDINATOR BYLAWS

Section 8.0: Purpose

The purpose of the coordinator is to ensure that all requirements of the Southeast Alabama Rural Transportation Planning Process are met.

Section 8.1: Designation

The Executive Director of the Southeast Alabama Regional Planning and Development Commission shall be the Transportation Planning Process Coordinator of the Rural Planning Organization. In the absence of the Executive Director, that individual shall designate a staff member to serve as Coordinator.

Section 8.2: Duties

The Coordinator shall have the following specific duties:

- A.** To act as a liaison between the parties of the Southeast Alabama Rural Transportation Planning Process and assist in various phases of the process.
- B.** To coordinate the process through the Policy Committee, Technical Coordinating, and Local Public Forums.
- C.** To arrange meetings, set agenda, and serve as Secretary for the Policy Committee, Technical Coordinating and Local Public Forums.
- D.** To develop a Work Program as required.
- E.** To present suggested changes of the recommended plan to the Rural Planning Organization and others, as appropriate, for their consideration.
- F.** To provide staff and clerical assistance for Rural Planning Organization activities.
- G.** To monitor transportation planning in the Southeast Alabama area and report apparent conflicts to the Policy Committee.

Appendix D – RPO Membership

Southeast Alabama Rural Planning Organization Committee Membership

Policy Committee

Voting Members

- Fred Cooper, Barbour County Commission Representative – Chair
- Bob Bunting, Dale County Mayor Representative – Vice-Chair
- Dean Smith, Coffee County Commission Representative
- Bill Godwin, Covington County Commission Representative
- Mark Blankenship, Dale County Commission Representative
- Fred Hamic, Geneva County Commission Representative
- Henry Grimsley, Henry County Commission Representative
- Doug Sinuefield, Houston County Commission Representative
- Vacant, Barbour County Mayor Representative
- Vacant, Coffee County Mayor Representative
- Terry Holley, Covington County Mayor Representative
- Rob Hinson, Geneva County Mayor Representative
- Vacant, Henry County Mayor Representative
- Ken Hamilton, Houston County Mayor Representative
- Steve Graben, Southeast Region Engineer, Alabama Department of Transportation
- Scott Farmer, Executive Director, Southeast Alabama Regional Planning and Development Commission
- Colonel Brian E. Walsh, Garrison Commander, USAG Fort Rucker

Non-Voting Members

- Mark Bartlett, Division Administrator, Federal Highway Administration
- D.E. “Ed” Phillips, Jr., Bureau Chief, Local Transportation Bureau, Alabama Department of Transportation
- Derek Brewer, Chairman, Technical Coordinating Committee

Technical Coordinating Committee

Voting Members

- Derek Brewer, Chairman, Dale County Engineer
- Matt Murphy, Barbour County Engineer
- Randy Tindell, Coffee County Engineer
- Lynn Ralls, Covington County Engineer
- Justin Barfield, Geneva County Engineer
- Chris Champion, Henry County Engineer
- Barkley Kirkland, Houston County Engineer
- Michael Walters, Public Works Director, City of Enterprise
- Tim Brannon, Public Works Director, City of Eufaula
- , Public Works Director, City of Ozark
- Andy Wiggins, Planner, City of Andalusia
- Jason Bryan, Planner, City of Opp
- Darrell Rigsby, Director, Wiregrass Transit Authority
- Krystal Lee Bonds, Director, Covington Area Transit System
- Zaneta Daniels, Director, Eufaula-Barbour County Transit System
- Jed Blackwell, South Alabama Regional Airport
- Al Townsend, USAG Fort Rucker
- Terri Francis, Southern Alabama Regional Council on Aging
- Wiley Brooks, Local Transportation Bureau, ALDOT

Non-Voting Members

- David Bush, District 71 Manager, ALDOT
- Pat Henderson, District 72 Manager, ALDOT
- Brent Maddox, District 73 Manager, ALDOT
- Tim Bowers, District 74 Manager, ALDOT
- Sam Thomas, District 76 Manager, ALDOT
- Reginald Franklin, Transportation Planner, Southeast Wiregrass MPO

Appendix E – RPO Public Involvement Plan

Public Involvement Plan

For the

**Southeast Alabama Rural
Planning Organization**

Adopted
September 25, 2007
(As amended)

Vision Statement

It is the vision of the Southeast Alabama Rural Planning Organization to have a community that understands the transportation planning process and actively participates in the process.

Goals

I. Open Process: It is the goal of the Southeast Alabama Rural Planning Organization to have an open planning process that encourages early and continued public participation.

II. Information Access: It is the goal of the Southeast Alabama Rural Planning Organization to provide complete and timely information regarding the plans, programs, procedures, policies, and technical data produced or used during the planning process to interested parties and the general public.

III. Notice of Activities: It is the goal of the Southeast Alabama Rural Planning Organization to provide timely and adequate public notice of hearings, meetings, document reviews, and document availability.

IV. Public Input and Organization Response: It is the goal of the Southeast Alabama Rural Planning Organization to demonstrate consideration and recognition of public input and to provide appropriate responses to public input.

V. Inclusive Process: It is the goal of the Southeast Alabama Rural Planning Organization to encourage participation in the planning process by low-income groups, minorities, persons with disabilities, and the elderly; and to consider the needs of these groups when developing programs and plans.

Strategies

A. The Southeast Alabama Rural Planning Organization will conduct local public forums. The standing committees are the Policy Committee, and the Technical Coordinating Committee.

Goals Addressed: I, II, III, IV, V

B. All meetings of the Southeast Alabama Rural Planning Organization will be open to the public and will provide non-committee members an opportunity to participate in the planning process.

Goals Addressed: I, IV, V

C. The Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings. The notice will include the agenda, date, time, and location of the meeting. The notice will be provided to local media representatives and groups that address the needs of low-income groups, minorities, persons with disabilities, and senior citizens.

Goals Addressed: I, II, III, V

D. Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings to groups that address the needs of persons with disabilities. The notice will include the agenda, date, time, and location of the meeting. The notice will request that interested individuals, who need special accommodations, notify the Southeast Alabama Regional Planning & Development Commission at least 2 days prior to the date of the meeting so necessary arrangements can be made. The Southeast Alabama Rural Planning Organization will follow all of the requirements of the Americans with Disabilities Act.

Goals Addressed: I, II, III, IV, V

E. The Southeast Alabama Rural Planning Organization will consider all legitimate inquiries and comments regarding transportation planning activities. When warranted a written response will be provided.

Goals Addressed: I, IV, V

F. The Southeast Alabama Rural Planning Organization will maintain a record of public involvement. The record will document the public involvement activities of the Southeast Alabama Regional Planning & Development Commission for a 1-year period.

Goals Addressed: I, II, IV

G. The Southeast Alabama Rural Planning Organization will make available to the general public and government agencies all documents and appropriate technical data produced for the transportation planning process.

Goals Addressed: I, II, IV, V

H. The Southeast Alabama Rural Planning Organization will encourage the publication of news articles on the transportation planning process.

Goals Addressed: I, II, III, V

I. The staff of the Southeast Alabama Rural Planning Organization will be available for speaking engagements concerning the transportation planning process.

Goals Addressed: I, II, III, IV, V

J. The Southeast Alabama Rural Planning Organization will make available the Public Involvement Plan and any amendments to the plan. The public will be given opportunity to provide comments related to the plan.

Goals Addressed: I, II, III, IV, V

K. The Southeast Alabama Rural Planning Organization will review the Public Involvement Plan at least every 5 years.

Goals Addressed: I, II, IV

Performance Measures

1. What was the attendance at the local public forums?

Strategy Measured: A

2. How many citizens who were not committee members or transportation agency employees attended standing committee meetings? What was the ratio of citizens to members and employees?

Strategy Measured: B

3. What was the ratio of standing committee meetings to meeting notices provided?

Strategy Measured: C

4. How many standing committee meeting notices were posted in the local newspapers?

Strategy Measured: C

5. Was the mailing list updated annually or more frequently?

Strategy Measured: C, D

6. What was the ratio of requests for special meeting accommodations to special arrangements made?

Strategy Measured: D

7. How many persons with disabilities attended standing committee meetings and the annual training session? What percentage of meeting attendees were persons with disabilities?

Strategy Measured: D

8. How many complaints regarding the transportation planning process were received?

Strategy Measured: E

9. What was the ratio of inquiries or comments to responses?

Strategy Measured: E

10. Was the record of public involvement produced?

Strategy Measured: F

11. How many documents were produced?

Strategy Measured: G

12. How many documents were available on the web site?

Strategy Measured: G

13. How many requests for information were received (in-person, by telephone, and by mail)?

Strategy Measured: G

14. How many documents were distributed?

Strategy Measured: G

15. How many newspaper articles were published on the transportation planning process in the local newspapers?

Strategy Measured: H

16. How many speeches or presentations did the staff provide?

Strategy Measured: I

17. Was the Public Involvement Plan produced / updated?

Strategy Measured: J

18. Did the Southeast Alabama Rural Planning Organization provide opportunity for public comment prior to adopting the Public Involvement Plan or any amendments?

Strategy Measured: J

19. How frequently was the Public Involvement Plan reviewed?

Strategy Measured: K