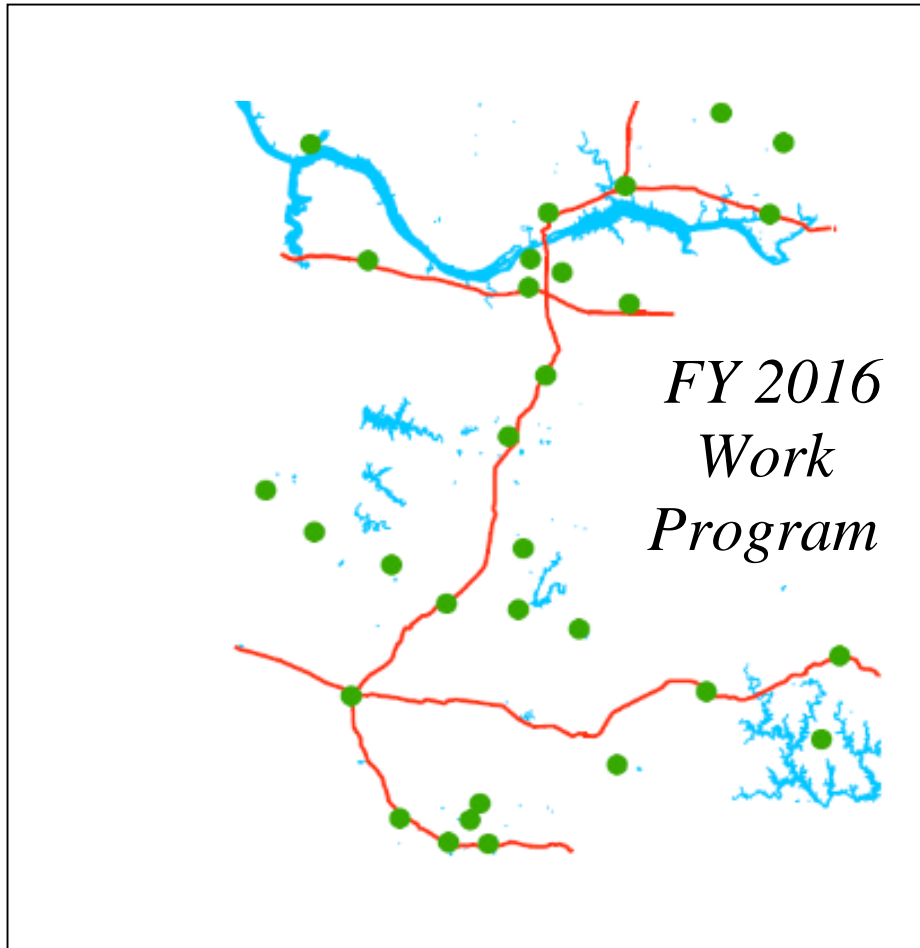


Northwest Alabama Council of Local Governments
(NACOLG)

Rural Planning Organization (RPO)



Prepared by the Northwest Alabama Council of Local Governments
for the Rural Planning Organization

May 2015

NORTHWEST ALABAMA COUNCIL OF
LOCAL GOVERNMENTS
RURAL PLANNING ORGANIZATION (RPO)

Work Program
Fiscal Year 2016

This document is posted at
www.nacolg.org

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Resolution

Northwest Alabama Council of Local Governments and Rural Planning Organization (RPO) adopting the Fiscal Year 2016 RPO Work Program

WHEREAS, the Alabama Department of Transportation (ALDOT) has contracted with the Northwest Alabama Council of Governments (NACOLG) and Rural Planning Organization (RPO) to administer the rural planning process for Colbert, Franklin, Lauderdale, Marion, and Winston Counties, pursuant to the requirements and applicable provisions of amended Title 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202), and others as may be relevant; and

WHEREAS, the Northwest Alabama Council of Local Governments is concerned with the continued development of the non-metropolitan transportation consultation process, on-going public involvement, and data collection regarding the rural transportation needs and issues of the citizens of the counties of the region; and

WHEREAS, the Northwest Alabama Council of Local Governments (NACOLG), is required to provide guidance to local governments in conducting the non-metropolitan consultation planning process as set forth in Title 23 CFR 450.210(b); and

WHEREAS, the Northwest Alabama Council of Local Governments, in cooperation with the Bureau of Transportation Planning and Modal Programs of the Alabama Department of Transportation, in accordance with 23 CFR 450.308(d), has prepared the FY 2016 Work Program that outlines the tasks necessary to accomplish the goals of the Rural Planning Organization; now

THEREFORE, BE IT RESOLVED, this 28th day of May 2015 that the Board of Directors of the Northwest Alabama Council of Local Governments (NACOLG) and the Rural Planning Organization (RPO), having reviewed and approved the Annual RPO Work Program, does hereby adopt the said Work Program.


Chairman, NACOLG

Attest:



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1.0 Purpose

The purpose of this document is to describe the work that will be performed by the Northwest Alabama Council of Local Governments (NACOLG) in fiscal year 2016. The Rural Transportation Planning Consultation Process will be organized in order to conduct a rural transportation planning process in the five northwestern Alabama counties of Lauderdale, Colbert, Franklin, Marion and Winston. The planning process will be a one year program sponsored by the Alabama Department of Transportation and the Northwest Alabama Council of Local Governments.

1.1 Goals

The goals of the consultation process are 1) a well-managed rural transportation planning process; 2) an effective transportation committee structure; 3) a comprehensive data library and distribution source; and 4) reports that are useful to the ALDOT and the local governments.

1.2 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 Northwest Alabama Council of Local Governments (NACOLG) over a one year period (Fiscal Year 2016). The description of each task includes the objective, proposed work, products, staffing and schedule.

1.3 Title VI Compliance

The Northwest 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.

2.1 Administration and Management

Objective

To effectively manage the rural transportation consultation process

Proposed Work

1. The RPO Staff will manage the transportation planning process
2. The RPO Staff will maintain timesheets
3. The RPO Staff will prepare and submit invoices as required by the ALDOT
4. The RPO Staff will prepare semi-annual progress reports
5. The RPO Staff will participate in ALDOT approved training as needed. Out-of-state travel will be approved by ALDOT.
6. The MPO staff will renew annual software licenses for one ArcView seat.

Products

1. A well-managed transportation planning process
2. Employee timesheets
3. Monthly invoice reports
4. Semi-annual progress reports
5. Software Maintenance

Staffing

Northwest Alabama Council of Local Governments

Schedule

None

Financial Responsibility for Fiscal Year 2016

State	\$30,600
Local Match	\$ 7,650
Total	\$38,250

2.2 Committee Service

Objectives

To effectively conduct Policy Committee and Sub-committees meetings

Proposed Work

1. The RPO Staff will develop and maintain Policy Committee and Sub-committees mailing lists.
2. The RPO Staff will prepare and distribute meeting notices for the Policy Committee and Sub-committees meetings.
3. The RPO Staff will hold the Policy Committee and Sub-committees meetings and other meetings that pertain to the transportation planning process.
4. The RPO Staff will take minutes at the Policy Committee and Sub-committees meetings.

Products

1. Policy Committee and Sub-committees mailing lists
2. Timely meeting notices
3. Well-organized Policy Committee and Sub-committees meetings
4. Well-written minutes of the Policy Committee and Sub-committees meetings

Staffing

Northwest Alabama Council of Local Governments

Schedule

None

Financial Responsibility for Fiscal Year 2016

State	\$2,000
Local Match	\$500
Total	\$2,500

2.3 Data Management

Objective

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

Proposed Work

1. The RPO Staff will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
2. The RPO Staff will maintain the transportation data within databases, spreadsheets, and GIS files.
3. The RPO Staff will distribute the transportation data to RPO members and the general public as needed.

Products

1. An organized method for researching transportation data
2. Transportation databases, spreadsheets and GIS files
3. Distribution systems and methods for transportation data

Staffing

Northwest Alabama Council of Local Governments

Schedule

None

Financial Responsibility for Fiscal Year 2016

State	\$9,900
Local Match	\$2,475
Total	\$12,375

2.4 Reports and Documents

Objective

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

Proposed Work

1. The RPO Staff will update and maintain bylaws that will govern the rural transportation planning process.
2. The RPO Staff will prepare a Fiscal Year 2017 Work Program.
3. The RPO staff will prepare and distribute information such as traffic count data, functional highway classification maps, project location maps and project database information for each county.
4. The RPO staff will document transportation needs that may arise from natural disasters.

Products

1. Bylaws
2. A work program
3. Traffic count data, functional highway classification maps, project location maps and project database information
4. FY 2017 Draft and Final Work Program

Staffing

Northwest Alabama Council of Local Governments

Schedule

FY 2017 Draft and Final Work Program – May 2017

Financial Responsibility for Fiscal Year 2016

State	\$1,000
Local Match	\$ 250
Total	\$1,250

2.5 Long Range Transportation Needs

Objective

To identify the long-range transportation needs of the rural areas.

Proposed Work

1. The RPO Staff will actively engage the Board in discussions of the long-range transportation needs of the region based on input received from the committees and the general public.
2. The RPO Staff will actively participate in the NACOLG Comprehensive Economic Development Strategy (CEDS) process to document the long range transportation needs.
3. The RPO Committees will be invited to participate in the CEDS process.

Products

1. A process that communicates the long-range transportation needs of the region

Staffing

Northwest Alabama Council of Local Governments

Schedule

None

Financial Responsibility for Fiscal Year 2016

State	\$1,500
Local Match	\$ 375
Total	\$1,875

**Northwest Alabama Rural Planning Organization
 Consultation Process
 Work Program Budget
 Fiscal Year 2016**

Task	State Funding	Local Funding	Total Funding
1. Administration and Management	\$30,600	\$7,650	\$38,250
2. Committee Service	\$ 2,000	\$500	\$2,500
3. Data Management	\$ 9,900	\$2,475	\$12,375
4. Reports and Documents	\$ 1,000	\$250	\$1,250
5. Long-Range Transportation Needs	\$ 1,500	\$375	\$1,875
Total	\$45,000	\$11,250	\$56,250