

NORTHWEST ALABAMA RURAL PLANNING ORGANIZATION FY 2021 TASK REPORT

Task 1- Administration and Management

1. The RPO Staff managed the transportation planning process
2. The RPO Staff maintained timesheets
3. The RPO Staff prepared and submitted invoices as required by the ALDOT
4. The RPO Staff prepared semi-annual progress reports
5. The RPO Staff participated in ALDOT approved training as needed.
6. The MPO staff renewed annual software licenses for one ArcView seat.

October

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Worked with the Town of Double Springs on submitting an ATRIP-II application. Attended weekly Director's meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

November

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Worked with the Town of Lexington, the Town of Rogersville, and the City of Winfield on submitting a Rebuild Alabama Annual Grant application. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

December

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Attended weekly Director's meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

January

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Arranged meetings between RPO members and ALDOT Director John Cooper. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget. Held an RPO Board Meeting.

February

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Worked with the Town of Anderson on transportation issues. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Worked with Lauderdale County on a BUILD Grant. Reviewed financial reports and updated departmental budget.

March

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Attended the Industrial Access Board Meeting on behalf of the Marion County. Worked with the Town of Addison and Winston County on transportation issues. Attended weekly Directors meetings. Attended periodic departmental staff

meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

April

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget. Held an RPO Board Meeting.

May

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Worked with the Town of Hackleburg and the City of Russellville Transportation Alternative Grant. Worked with Colbert County on a BUILD grant. Worked with the City of Red Bay on an Industrial Access grant. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget. Held an RPO Board Meeting.

June

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Attended weekly Director's meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

July

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget.

August

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Held an RPO Board Meeting. Attended weekly Directors meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget. Held an RPO Board Meeting.

September

Prepared timesheets and documented activities for reports. Discussed transportation issues and potential opportunities with local officials. Began preparation for the Town of Double Springs ATRIP-II application. Worked with the City of Russellville on an Industrial Access Grant. Attended weekly Director's meetings. Attended periodic departmental staff meetings to discuss transportation issues and technical assistance needs. Reviewed financial reports and updated departmental budget. Held an RPO Board Meeting.

Task 2- Committee Service

1. The RPO Staff developed and maintained Policy Committee and Sub-committees mailing lists.
2. The RPO Staff prepared and distributed meeting notices for the Policy Committee and Sub-committee's meetings.
3. The RPO Staff held the Policy Committee and Sub-committees' meetings and other meetings that pertain to the transportation planning process.
4. The RPO Staff took minutes at the Policy Committee and Sub-committees' meetings.

October

Held an RPO Board Meeting.

November

December

Held an RPO Board Meeting.

January

Held an RPO Board Meeting.

February

March

April

Held an RPO Board Meeting.

May

Held an RPO Board Meeting.

June

July

August

Held an RPO Board Meeting.

September

Task 3- Data Management

1. The RPO Staff gathered the necessary data to conduct the committee meetings and produce the transportation planning documents.
2. The RPO Staff maintained the transportation data within databases, spreadsheets, and GIS files.
3. The RPO Staff distributed the transportation data to RPO members and the public as needed.

October

Assisted local governments with data requests. Worked with the Town of Double Springs on submitting an ATRIP-II application.

November

Assisted local governments with data requests. Worked with the Town of Lexington, the Town of Rogersville, and the City of Winfield on a Rebuild Alabama Annual Grant application.

December

Assisted local governments with data requests. Worked with Marion County on an Industrial Access Grant.

January

Assisted local governments with data needs and requests.

February

Assisted local governments with data requests.

March

Assisted local governments with data requests.

April

Assisted local governments with data requests.

May

Worked with Colbert County on a BUILD Grant. Worked with the City of Red Bay on an Industrial Access Grant. Assisted local governments with data requests.

June

Assisted local governments with data requests.

July

Assisted local governments with data requests.

August

Assisted local governments with data requests.

September

Began preparing for the Town of Double Springs ATRIP-II application. Worked with the City of Russellville on an Industrial Access Grant. Assisted local governments with data requests.

Task 4- Reports and Documents

1. The RPO Staff maintained bylaws that govern the rural transportation planning process.
2. The RPO Staff prepared a Fiscal Year 2022 Work Program.
3. The RPO staff helped coordinate American’s with Disabilities Act (ADA) Transition Plan activities between the local governments and the state/FHWA.

October

Prepared monthly task report. Prepared previous FY year-end report.

November

Prepared monthly task report.

December

Prepared monthly task report.

January

Prepared monthly task report.

February

Prepared monthly task report.

March

Prepared monthly task report.

April

Prepared monthly task report.

May

Prepared monthly task report.

June

Prepared monthly task report.

July

Prepared monthly task report.

August

Prepared monthly task report and began work on the FY21 RPO Work Program.

September

Prepared monthly task report, FY21 work program and prepared for year-end report.

Task 5- Long-Range Transportation Needs

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

October

Discussed long range needs with member governments.

November

Discussed long range needs with member governments.

December

Discussed long range needs with member governments.

January

Held an RPO subcommittee Meeting with Colbert County and Franklin County to discuss long range needs with member governments.

February

Held an RPO subcommittee Meeting with Lauderdale County, Marion County, and Winston County to discuss long range needs with member governments.

March

Discussed long range needs with member governments.

April

Discussed long range needs with member governments.

May

Discussed long range needs with member governments.

June

Discussed long range needs with member governments.

July

Discussed long range needs with member governments.

August

Discussed long range needs with member governments and ALDOT officials.

September

Began preparing for the Town of Double Springs ATRIP-II application. Discussed long range needs with member governments and ALDOT officials.

Task 6- Public Involvement for the Statewide Long-Range Transportation Planning Process

October

November

December

January

February

March

April

May

June

July

August

Advertised the ALDOT Public Involvement Plan.

September

Advertised the ALDOT Public Involvement Plan.