

END-YEAR TASK REPORT

FISCAL YEAR 2021

10/01/2020 – 09/30/2021

Task 1.0 Administration

1.1 Metropolitan Planning Organization Administration

- NACOLG Board Meetings - The MPO staff attended both the regular and the annual NACOLG Board Meetings.
- NACOLG Staff Meetings - The MPO staff attended weekly NACOLG Staff Meetings.
- Employee Evaluations - The Transportation Planning Director prepared annual employee evaluations.
- Invoicing - The MPO staff prepared and submitted monthly invoices to ALDOT.
- Monthly Financial Review - The MPO staff reviewed the NACOLG monthly financial statement.
- Annual Audit Assistance and Review - The MPO staff provided information to NACOLG auditors and reviewed the draft and final audit report.
- Policy Committee and TCC Administration - The MPO staff held the MPO Policy Committee and Technical Coordinating Committee meetings. The MPO staff prepared the agendas, notices, and minutes for these meetings. The MPO staff prepared Policy Committee resolutions. The MPO staff prepared TCC recommendations lists.
- Transportation Related Meeting Attendance/Participation - The MPO staff attended transportation related meetings.
- Information and Technical Assistance - The MPO staff provided transportation planning information and technical assistance to numerous individuals, businesses, organizations, and MPO committee members.
- Performance Management - The MPO staff adjusted the transportation planning process and products to reflect goals, performance measures, and targets adopted by the Alabama Department of Transportation and the MPO, including those related to access to essential services.
- Cooperation and Coordination with Regional Partners- The MPO staff continued to work with the State DOT and MPOs on cross-planning area issues

1.2 Unified Planning Work Program (UPWP)

- Consultation - The MPO staff consulted with the Alabama Department of Transportation (ALDOT) and the local governments regarding transportation planning efforts.
- Budget - The MPO staff prepared a budget for the Fiscal Year 2021 UPWP based on input from ALDOT.
- Public Participation - The MPO staff posted the draft UPWP on the NACOLG website and distributed paper and digital copies of the draft UPWP upon request. The MPO staff held public involvement meetings.
- Fiscal Year 2022 UPWP - The MPO staff prepared the Fiscal Year 2022 UPWP.
- Fiscal Year 2021 UPWP Budget - The MPO staff monitored the Fiscal Year 2021 UPWP budget.

1.3 MPO Planning Staff Education and Training

- Read/Studied Appropriate Publications - The MPO staff read transportation planning related publications on a monthly basis. The MPO staff reviewed/studied federal regulations and circulars as needed.
- Studied Geographic Information System (GIS) Software Program - The MPO staff studied ArcGIS as needed.
- Studied Traffic Modeling Packages - The MPO staff studied the Cube Voyager program. The MPO staff practiced developing a traffic model.
- Completed Travel Vouchers - The MPO staff completed vouchers for travel reimbursement.
- Attended Workshops and Conferences - The MPO staff attended workshops or conferences, including the Alabama Association of Regional Councils Annual Conference, Cube Trainings, and the Alabama Transportation Planners Association Annual Conference.

1.4 Capital and Operating Purchases

- Purchased, Repaired, or Replaced Equipment and Supplies - The MPO staff purchased supplies that could not be charged to the NACOLG indirect fund. These purchases were handled as needed.
- Maintained Software Licenses - The MPO staff renewed annual software licenses for one ArcEditor seat and one ArcView seat. Staff purchased an Adobe license.
- New Large Format Printer with Scanner and software – A large format printer with scanner and software was purchased in fiscal year 2021.

Task 2.0 Data Collection and Data Analysis

2.1 Data Collection and Maintenance / Socioeconomic and Environmental Data and Analysis

- Census Data - The MPO staff collected, summarized, and distributed census data.
- Business/Employment - Business and Employment information was gathered and filed by the MPO staff.
- School Enrollment - School enrollment numbers were collected and summarized into Traffic Analysis Zones (TAZs) by the MPO staff.
- Traffic Counts - Traffic counts, provided by ALDOT, were input into digital files, including GIS files, by the MPO staff.
- Collected Data - The MPO staff collected social data and environmental data.
- Maintained Files/Databases - The MPO staff updated digital files, including GIS files, with current data.
- Produced Maps - The MPO staff produced maps of the various social and environmental files.
- Livability Indicators - The MPO collected, prepare, and present *Livability Indicator* data as required on page 4 of the UPWP. The collected data will be presented in the following planning documents: Long Range or Regional Plan, Transportation Improvement Program, and the Public Participation Plan. The data to be provided includes:
 - Percentage of workforce using transit service
 - Transit trips per capita
 - Vehicle miles traveled per household
 - Percentage of household income spent on housing and transportation
 - Transportation costs per household
 - Percent of housing units located within 0.5 miles of primary employment centers
 - Percentage of LRTP funding that will be used to improve existing facilities
 - Percent of transportation projects where more than one federal funding source is utilized
 - Percentage of housing units within a 0.25 mile of retail services, and parks
 - Automobile greenhouse gas emissions per household
- Essential Services - The MPO staff continued to gather data related to essential services including housing, employment, health care, schools, and recreation

Task 3.0 Public Involvement

3.1 Public Involvement and Outreach

- Public Notification - The MPO staff provided news releases regarding MPO meetings and events to media contacts, interested public agencies, and groups that deal with low-income people, minorities, persons with disabilities, and senior citizens. The news releases were provided by postal mail and e-mail. In addition, the news releases were also posted on the NACOLG website and on the NACOLG Meeting Bulletin Board.
- Public Meetings - The MPO staff held and attended public meetings and public reviews for MPO Planning Documents.
- Mailing Lists Maintenance - The MPO staff-maintained mailing lists of media contacts, interested public agencies, and groups that deal with low-income people, minorities, persons with disabilities, and senior citizens. The MPO staff maintained two lists: a postal mail list and an e-mail list.
- Document Distribution - The MPO staff distributed MPO documents to committee members, government agencies, and the general public. The MPO staff also posted the MPO documents on the NACOLG website.
- Public Participation Plan - The MPO prepared and adopted a Public Participation Plan that ensures full and open access to the transportation planning process is provided to all citizens to maintain consistency with federal and state requirements and to improve and streamline the public involvement process. The Plan was adopted January 15, 2014. The plan is monitored as needed.

- Livability Indicators - The MPO prepared and presented the Livability Indicator data.

3.2 Title VI Planning, Environmental Justice and Disadvantaged Business Enterprise Participation

- Map Underserved Populations - The MPO staff mapped low-income, minority, disabled, and elderly populations for the long-range plan development.
- Public Notification - The MPO staff provided news releases regarding MPO meetings and events to groups that work with low-income people, minorities, persons with disabilities, and elderly citizens.
- Technical Assistance - The MPO staff provided technical assistance to groups that work with low-income people, minorities, persons with disabilities, and elderly citizens. The assistance ranged from grant writing to mapping.
- Title VI Compliance - The MPO staff managed the MPO's Title VI program including the requirements of the Limited English Proficiency (LEP) Plan.
- ADA Transition Plan - The MPO staff assisted member governments with issues regarding Transition Plans.
- Language Assistance Plan - The MPO maintained compliance with applicable provisions of the Limited English Language (LEP) provisions of FTA Circular 4702.1B, including maintenance of the Language Assistance Plan.
- MPO Contracts - The MPO did not receive proposals from any DBE firms for contracts awarded in fiscal year 2020. However, contracts with those firms were discussed.

Task 4.0 Transportation Systems

4.1 Long Range Transportation Plan (LRTP)

- Financial Projections and Transportation Project Costs - The MPO staff monitored the financial projections, transportation project costs, and air quality attainment status and made adjustments to the plan as necessary.
- Development of the 2045 Long Range Transportation Plan - The MPO staff prepared the draft and the final 2045 Long Range Transportation Plan.
- Transportation Needs - The MPO staff monitored transportation needs and made adjustments to the plan if necessary.
- Plan Amendments - The MPO staff amended the plans as necessary based on the current financial conditions and transportation needs.
- Livability Indicators – The MPO prepared and presented the Livability Indicator data as required on page 3.
- Performance Management - The MPO staff adjusted the transportation planning process and products to reflect goals, performance measures, and targets adopted by the Alabama Department of Transportation and the MPO.
- Cooperation and Coordination with Regional Partners- As needed, the MPO staff continued to work with the State DOT and MPOs on cross-planning area issues related to the plan.
- Performance Measures - The MPO worked and coordinate with the Alabama Department of Transportation on setting goals, objectives, performance measures, and targets required by the FAST Act, for inclusion into the Long-Range Transportation Plan.

4.2 Transportation Model Development and Maintenance

- 2045 Long-Range Transportation Plan Travel Demand Model - The MPO staff checked the 2045 plan model.
- Maps of the 2045 Long-Range Transportation Plan Travel Demand Model - The MPO produced maps of the 2045 model outputs.
- 2020 Base Year Network - The MPO staff continued development of the 2020 base year network.
- 2050 Future Year Network - The MPO staff continued development of the 2050 future year network.
- Models for Consultants - The MPO staff provided models for consultants for work for member governments.

4.3 Transportation Improvement Program (TIP)

- TIP Projects Progress - The progress of the TIP projects was monitored on a regular basis by the MPO staff. Changes were made to the MPO Portal database and the MPO budget sheet as needed by the MPO staff.
- TIP MPO Portal Database of Projects - Project descriptions were modified as needed by the MPO staff.

- TIP Amendments - The TIP was amended as needed, based on ALDOT and local government recommendations, by the MPO staff.
- TIP Projects PE Progress - The progress the PE phase of projects was monitored to ensure they do not exceed the 10-year PE rule.
- Livability Indicators – The MPO prepared and presented the Livability Indicator data.
- Performance Management - The MPO staff included ALDOT and MPO adopted goals, performance measures, and targets in the TIP.

4.4 Public Transit Planning

- Transit Grant Application - The MPO staff assisted in the preparation of 5307 and 5311 grant applications
- Route Selection - The MPO staff routinely checks current transit ridership records for the feasibility of fixed routes
- Assist in Transit Plans and Strategies - The MPO staff assisted transit staff in the development and implementation of transit plans and strategies.
- Performance Management - The MP assisted the NACOLG transit staff in developing and updating the Transit Asset Management Plan. The MPO worked with the NACOLG transit staff to set and track targets in the Transit Asset Management Plan
- Cooperation and Coordination with Regional Partners - The MPO staff worked with the State DOT and MPOs to ensure transit issues are handled appropriately.
- Cooperation and Coordination with Regional Partners - The MPO staff worked with the NACOLG transit staff to identify transportation system gaps and strategies to address the gaps.

4.5 Bicycle and Pedestrian Planning

- Technical Assistance - The MPO staff provided technical assistance to member governments.
- Grant Writing - The MPO staff assisted Transportation Alternative Program (TAP) grants.
- Monitor and Update Files - The MPO staff monitored bicycle and pedestrian transportation conditions in the community and updated paper and digital files, including GIS files, to reflect changes.
- Bicycle and Pedestrian Plan - The MPO and a consultant created a Bicycle and Pedestrian Plan for the Shoals Area that addressed the regional needs that was endorsed August 23, 2011, and updated February 4, 2015. The revised plan was updated in 2017. The plan was monitored for project concurrence as needed.

4.6 Freight Planning

- Management and Operations Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss freight planning and related issues at their regular meetings.
- Technical Assistance - The MPO staff provided technical assistance for freight planning and related issues as requested. This included assistance to the Port of Florence for an ARC grant application.
- Cooperation and Coordination with Regional Partners - The MPO staff worked with the State DOT and MPOs to address any freight-issues along regional highway corridors.
- Performance Measures - The MPO worked and coordinated with the Alabama Department of Transportation on setting goals, objectives, performance measures, and targets required by the FAST Act concerning freight movements in the planning area.

4.7 Air Quality Planning

- The MPO staff monitored the ADEM air quality data and provided the information to the MPO committees.

4.8 Transportation Management and Operations Planning

- Management and Operations Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss management and operations planning at regular MPO meetings.
- Technical Assistance - The MPO staff provided technical assistance for management and operations related issues as requested.
- Corridor/Access Management Planning - The MPO provided resources to effectively plan for and manage corridor access control in the Shoals Urban Area.
- Performance Measures - The MPO worked and coordinated with the Alabama Department of Transportation on setting goals, objectives, performance measures, and targets required by the FAST Act concerning management and operations in the planning area.

4.9 Transportation Safety Planning

- Safety Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss safety issues at regular MPO meetings.
- Performance Measures - The MPO worked and coordinated with the Alabama Department of Transportation on setting goals, objectives, performance measures, and targets required by the FAST Act concerning transportation safety in the planning area.

4.10 College Street Bridge Corridor Study

- Consultation Selection – The MPO Board and staff selected a consultant for the plan.
- Study - The MPO staff and Consultant prepared the College Street Bridge Corridor Study.