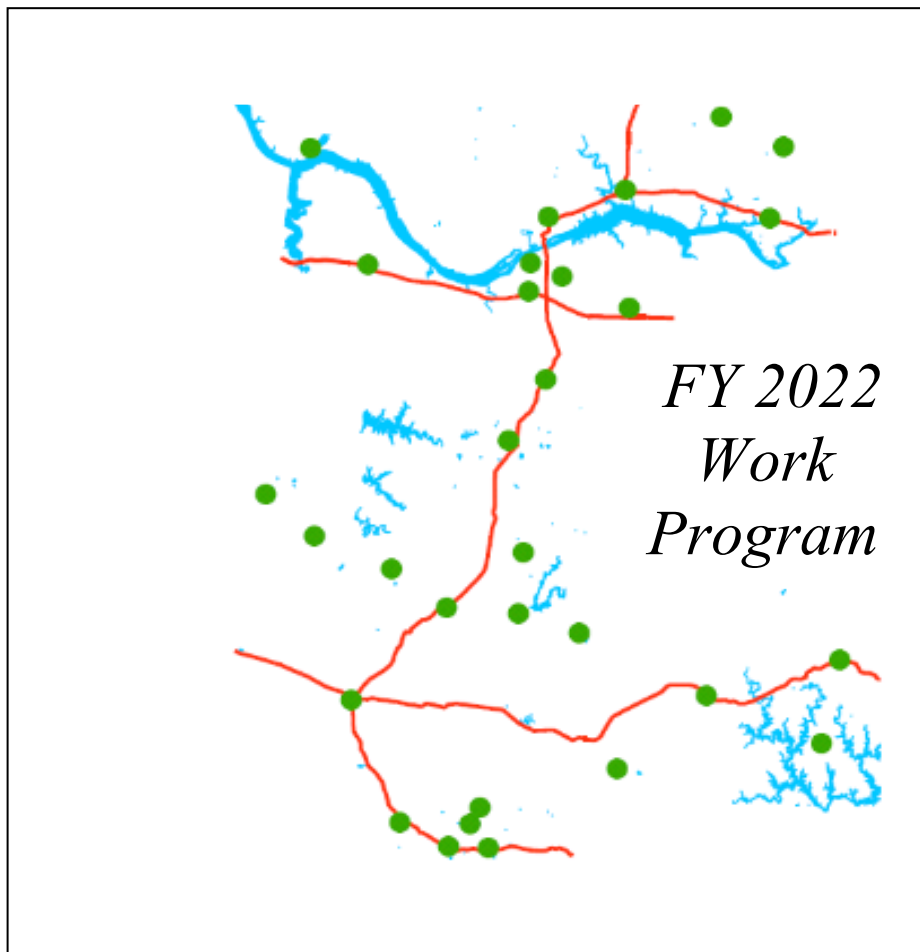


Northwest Alabama Council of Local Governments  
(NACOLG)

*Rural Planning Organization (RPO)  
Work Program*



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

July 2021

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

## Work Program Fiscal Year 2022

This document is posted at

<https://www.nacolg.org/>

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## **RPO Membership (NACOLG Board of Directors)**

**Mayor Bobby Page, Chairman**  
City of Hamilton

**Mayor Sandra Killen-Burroughs, Vice Chairman**  
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**Mayor Kerry Underwood, Secretary**  
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**Mr. Danny Pettus**  
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**Ms. Adine Kimbrough**  
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**Mr. David Roberson**  
Marion County

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Winston County

**Mr. Ollie Underwood**  
Colbert County

**Mr. Walter Smallwood**  
Colbert County

**Ms. Lavon Duboise**  
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**Mr. Horace Gray**  
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**Ms. Brenda Reed**  
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**Mr. Zack Brannon**  
Winston County

**Mr. Tom Carter**  
At-Large

**Mr. Vince Brewton**  
At-Large

**Mr. Andy Mann**  
At-Large

## Resolution

### *Northwest Alabama Council of Local Governments and Rural Planning Organization (RPO) adopting the Fiscal Year 2022 RPO Work Program*

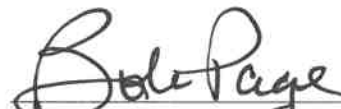
**WHEREAS**, the Alabama Department of Transportation (ALDOT) has contracted with the Northwest Alabama Council of Governments (NACOLG) and Rural Planning Organization (RPO) to administer the rural planning process for Colbert, Franklin, Lauderdale, Marion, and Winston Counties, pursuant to the requirements and applicable provisions of amended Title 23 USC 134 and 135 (as amended by the FAST Act, 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 cooperative 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 2022 Work Program that outlines the task necessary to accomplish the goals of the Rural Planning Organization; now

**THEREFORE, BE IT RESOLVED**, this 24<sup>th</sup> day of August 2021 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 2022. The Rural Transportation Planning Cooperative 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 cooperative 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 2022). 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.

## 2.0 Tasks

### 2.1 Administration and Management

#### Objective

To effectively manage the rural transportation cooperative 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 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 RPO staff will renew annual software licenses for one ArcView seat.

#### Products

1. A well-managed transportation planning process
2. Employee timesheets
3. Quarterly invoice reports
4. Annual progress report
5. Software Maintenance

#### Staffing

Northwest Alabama Council of Local Governments

#### Schedule

End of Year Annual Report due date October 1, 2022

#### Financial Responsibility for Fiscal Year 2022

State	\$32,500
Local Match	\$ 8,125
Total	\$40,625



## 2.2 Committee Service

### Objectives

To effectively conduct Policy Committee and Sub-committee 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-committee meetings.
3. The RPO Staff will hold the Policy Committee and Sub-committee meetings and other meetings that pertain to the transportation planning process.
4. The RPO Staff will take minutes at the Policy Committee and Sub-committee meetings.

### Products

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

### Staffing

Northwest Alabama Council of Local Governments

### Schedule

None

### Financial Responsibility for Fiscal Year 2022

State	\$1,200
Local Match	\$ 300
Total	\$1,500

## 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 2022

State	\$ 7,900
Local Match	\$ 1,975
Total	\$ 9,875

## 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 *draft* Fiscal Year 2023 Work Program and a Final Fiscal Year 2023 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.
5. The RPO staff will help coordinate Americans with Disabilities Act (ADA) Transition Plan activities between the local governments and the state/FHWA.

### Products

1. Bylaws
2. Traffic count data, functional highway classification maps, project location maps and project database information
3. FY 2023 Draft and Final Work Program

### Staffing

Northwest Alabama Council of Local Governments

### Schedule

FY 2023 Draft Work Program – August 2021

FY 2023 Final Work Program – October 1, 2021

### Financial Responsibility for Fiscal Year 2022

State	\$ 800
Local Match	\$ 200
Total	\$1,000

## 2.5 Short- and Long-Range Transportation Needs

### Objective

To identify and receive feedback on the short- and 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.
2. A well-informed public.
3. A well-informed committee.

### Staffing

Northwest Alabama Council of Local Governments

### Schedule

None

### Financial Responsibility for Fiscal Year 2022

State	\$3,600
Local Match	\$ 900
Total	\$4,500

## **2.6 Public Involvement for the Statewide Long-Range Transportation Planning Process**

### Objective

To inform the public of the rural transportation planning process.

### Proposed Work

1. The RPO Staff will distribute news releases for all rural transportation planning process meetings.
2. The RPO Staff will prepare a record of public involvement document for the RPO.
3. The RPO Staff will continue to maintain a webpage as part of the NACOLG website focusing on rural transportation issues.

### Products

1. Timely meeting notices
2. Any news releases
3. An annual record of public involvement
4. A web page of the NACOLG website focusing on rural transportation issues

### Staffing

Northwest Alabama Council of Local Governments

### Schedule

None

### Financial Responsibility for Fiscal Year 2022

State	\$4,500
Local Match	\$1,125
Total	\$5,625

**Northwest Alabama Rural Planning Organization  
Cooperative Process  
Work Program Budget  
Fiscal Year 2022**

<b>Task</b>	<b>State Funding</b>	<b>Local Funding</b>	<b>Total Funding</b>
1. Administration and Management	\$32,500	\$8,125	\$40,625
2. Committee Service	\$ 1,200	\$ 300	\$ 1,500
3. Data Management	\$ 7,900	\$1,975	\$ 9,875
4. Reports and Documents	\$ 800	\$ 200	\$ 1,000
5. Short and Long Range Transportation Needs	\$ 3,600	\$ 900	\$ 4,500
6. Public Involvement for the Statewide Long-Range Transportation Planning Process	\$ 4,500	\$1,125	\$ 5,625
<b>Total</b>	<b>\$50,500</b>	<b>\$12,625</b>	<b>\$63,125</b>