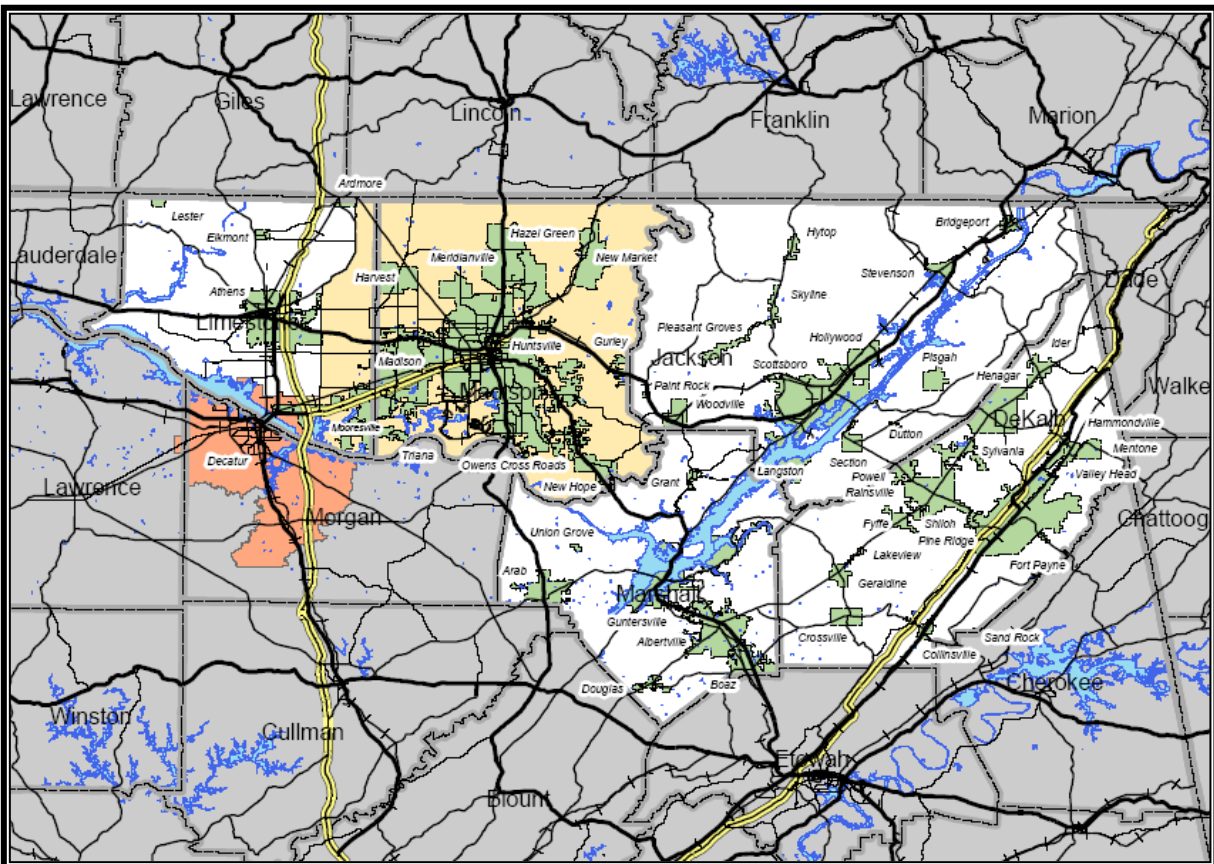


TOP OF ALABAMA RURAL PLANNING ORGANIZATION (RPO)

FY 2016 WORK PROGRAM



Prepared by
Top of Alabama Regional Council of Governments
As staff to the RPO

June 2015

TOP OF ALABAMA RURAL PLANNING ORGANIZATION (RPO)

WORK PROGRAM

FISCAL YEAR 2016

This document is posted on the Internet at www.tarcog.us

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This Work Program has been financed in part by the Federal Highway Administration, Federal Transit Administration, Alabama Department of Transportation, and local governments, and produced by the Top of Alabama Regional Council of Governments as staff to the Rural Planning Organization, pursuant to requirements set forth in amended Title 23, USC 134 and 135 (MAP-21, Sections 1201 and 1202, July 2012). The contents of this Work Program do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

TOP OF ALABAMA
RURAL PLANNING ORGANIZATION
(RPO)

WORK PROGRAM

FISCAL YEAR 2016

Policy Committee:

TBA, Chairman
TBA, Vice Chairman

Technical Advisory Committee:

Mr. Robert Pirando, Chairman
Mr. Richard Sanders, Vice Chairman

Citizens Advisory Committee:

TBA, Chairman
TBA, Vice Chairman

Top of Alabama Regional Council of Governments

Staff to the RPO

RESOLUTION

The Rural Planning Organization (RPO)
adopting the Fiscal Year 2016 Work Program as prepared
by the Top of Alabama Regional Council of Governments (TARCOG)

WHEREAS, the Top of Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance in conducting the cooperative, non-metropolitan planning process with the Alabama Department of Transportation for portions or all of DeKalb, Jackson, Limestone, and Marshall Counties in Alabama, as provided in amended 23 USC 134 and 135 (MAP-21 Sections 1201, 1202, July 2012); and

WHEREAS, the Rural Planning Organization (RPO) is interested in the continued development of the non-metropolitan transportation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection regarding the rural transportation needs and issues of the citizens in DeKalb, Jackson, Limestone, and Marshall Counties; and

WHEREAS, the Top of Alabama Regional Council of Governments (TARCOG), serving as staff to the Rural Planning Organization, has prepared an FY 2016 Work Program outlining the tasks necessary to accomplish the goals of the cooperative planning process and the Rural Planning Organization; and

WHEREAS, the Rural Planning Organization (RPO) FY 2016 Work Program has been duly reviewed, discussed, and approved by the RPO; now

THEREFORE, BE IT RESOLVED, this 16th day of July 2015 that the Top of Alabama Rural Planning Organization does hereby adopt and endorse the FY 2016 Work Program as the guide for tasks to be completed for the cooperative planning process between October 1, 2015 and September 30, 2016.



ROBERT PIRANDO, Chairman, RPO

Attest:



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1.0 Introduction

1.1 Purpose

The purpose of this document is to describe the work that will be performed by the Top of Alabama Regional Council of Governments (TARCOG) Rural Planning Organization (RPO) in fiscal year 2016. The Rural Planning Organization is organized in order to conduct a rural transportation planning process in the northeast Alabama counties of DeKalb, Jackson, Limestone, and Marshall. This cooperative planning process will be a continuing program sponsored by the Alabama Department of Transportation (ALDOT) and the Top of Alabama Regional Council of Governments.

1.2 Goals

The goals of the RPO are:

1. A well managed rural transportation planning process;
2. An effective transportation committee structure;
3. A comprehensive data library and distribution source;
4. Reports that are useful to the ALDOT and the local governments; and
5. A well informed public who actively participate in the rural transportation planning process.

1.3 Format

The work program is divided into five tasks based on the goals stated above. The tasks outline the transportation planning work that will be performed by the staff at the Top of Alabama Regional Council of Governments over the one-year period constituting FY 2016. The description of each task includes the objective, methodology, products, staffing, and schedule. It is also supplemented with financial responsibility.

1.4 Title VI in the Work Program

The Top of 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

Proposed Work

1. TARCOG will manage the transportation planning process.
2. TARCOG employees will maintain timesheets.
3. TARCOG will prepare and submit invoices as required by ALDOT.
4. TARCOG will prepare quarterly progress reports.
5. TARCOG will prepare semi-annual progress reports.
6. TARCOG will attend ALDOT-approved training events. Out of State travel approval is required by ALDOT.

Products

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

Staffing

Top of Alabama Regional Council of Governments

Schedule

Not Applicable

Financial Responsibility

| | |
|------------------|---------|
| Total..... | \$6,250 |
| SPR..... | \$5,000 |
| Local Match..... | \$1,250 |

2.2 Committee Service

Objective

To effectively conduct Policy Committee and Technical Coordinating Committee meetings

Proposed Work

1. TARCOG will maintain Policy Committee and Technical Coordinating Committee mailing lists.
2. TARCOG will prepare and distribute meeting notices for the Policy Committee and Technical Coordinating Committee meetings.
3. TARCOG will hold the Policy Committee and Technical Coordinating Committee meetings.
4. TARCOG will take minutes at the Policy Committee and Technical Coordinating Committee meetings.

Products

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

Staffing

Top of Alabama Regional Council of Governments

Schedule

Not Applicable

Financial Responsibility

| | |
|------------------|----------|
| Total..... | \$17,500 |
| SPR..... | \$14,000 |
| Local Match..... | \$3,500 |

2.3 Data Management

Objective

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

Proposed Work

1. TARCOG will gather the necessary data to conduct committee meetings and produce transportation planning documents.
2. TARCOG will maintain the transportation data within database, spreadsheet, and GIS files.
3. TARCOG will distribute the transportation data as required by the transportation planning process and by request.

Products

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

Staffing

Top of Alabama Regional Council of Governments

Schedule

Not Applicable

Financial Responsibility

| | |
|------------------|----------|
| Total..... | \$20,000 |
| SPR..... | \$16,000 |
| Local Match..... | \$4,000 |

2.4 Reports

Objective

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

Proposed Work

1. TARCOG will prepare an annual review of the long-range transportation needs of the region, based on input received from the committees and the general public that describes an overall vision for the future transportation system of the region, including long-term goals and near term objectives.
2. TARCOG will prepare an annual update of a list of safety suggestions based on input gathered during the rural transportation planning process and provide the list to ALDOT and local engineers.
3. TARCOG will prepare a record of public involvement document.
4. TARCOG will prepare Draft and Final FY 2017 Work Program.

Products

1. An annual review of the long-range transportation needs of the region that incorporates a regionwide vision, goals, and objectives document
2. An annual update of a safety suggestion list
3. An annual record of public involvement
4. Draft and Final FY 2017 Work Program

Staffing

Top of Alabama Regional Council of Governments

Schedule

| | |
|--|--------------------|
| FY 2017 Work Program | June 30, 2016 |
| Annual review of long-range Transportation Needs | September 30, 2016 |
| Annual update of safety suggestions | September 30, 2016 |
| Annual record of public involvement | September 30, 2016 |

Financial Responsibility

| | |
|------------------|---------|
| Total..... | \$6,250 |
| SPR..... | \$5,000 |
| Local Match..... | \$1,250 |

2.5 Public Involvement

Objective

To inform the public of the rural transportation planning process and to actively seek public involvement

Proposed Work

1. TARCOG will maintain a Citizens Transportation Advisory Committee mailing list.
2. TARCOG will prepare and distribute meeting notices for Citizens Advisory Committee meetings.
3. TARCOG will hold the Citizens Advisory Committee meetings.
4. TARCOG will take notes at the Citizens Advisory Committee meetings.
5. TARCOG will maintain a news release mailing list.
6. TARCOG will distribute news releases for all rural transportation planning process meetings.
7. TARCOG will prepare a record of public involvement document.
8. TARCOG will maintain a web page as part of the TARCOG website focusing on rural transportation issues.

Products

1. A Citizens Advisory Committee mailing list
2. Timely meeting notices
3. Well-organized Citizens Advisory Committee meetings
4. Well-written notes of the Citizens Advisory Committee meetings
5. A news release mailing list
6. Local media contacts and special interest groups that are well notified
7. An annual record of public involvement
8. A web page of the TARCOG website focusing on rural transportation issues

Staffing

Top of Alabama Regional Council of Governments

Schedule

Not Applicable

Financial Responsibility

| | |
|------------------|----------|
| Total..... | \$12,500 |
| SPR..... | \$10,000 |
| Local Match..... | \$2,500 |

3.0 Work Program Financial Sheet

FY 2016

| Task | SPR | TARCOG | Total |
|-----------------------------------|------------------|------------------|------------------|
| 2.1 Administration and Management | \$ 5,000 | \$ 1,250 | \$ 6,250 |
| 2.2 Committee Service | \$ 14,000 | \$ 3,500 | \$ 17,500 |
| 2.3 Data Management | \$ 16,000 | \$ 4,000 | \$ 20,000 |
| 2.4 Reports | \$ 5,000 | \$ 1,250 | \$ 6,250 |
| 2.5 Public Involvement | \$ 10,000 | \$ 2,500 | \$ 12,500 |
| Total | \$ 50,000 | \$ 12,500 | \$ 62,500 |