

**Region 9
Central Alabama
Rural Planning Organization**

**WORK PROGRAM
Fiscal Year 2019**

August 2018

**Central Alabama Regional
Planning and Development Commission**

430 South Court Street
Montgomery, AL 36104

334-262-4300

www.carpdc.com



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**Central Alabama Regional Planning
and Development Commission**

430 South Court Street, Montgomery, AL 36104
334-262-4300

Adopted: July 10, 2018

This Work Program was financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Alabama Department of Transportation, and local governments, and prepared for the RPO by the Central Alabama Regional Planning and Development Commission, in partial fulfillment of Task 2.4 of the FY-2018 RPO Work Program and requirements set forth in 23 USC 134 and 135 (as amended by the FAST Act, Sections 1201 and 1202, December 4, 2015).

Central Alabama Rural Planning Organization
STEERING COMMITTEE MEMBERSHIP
 Fiscal Year 2019

VOTING MEMBERS	
Autauga County Commission	CARPDC
<i>Commission Member – VACANT</i> <i>John Mark Davis</i> , P.E., P.L.S, County Engineer <i>Ralph Golden</i> , Member At Large	<i>Greg Clark</i> , Executive Director
Elmore County Commission	Town of Autaugaville
<i>Kenny Holt</i> , County Commissioner <i>Richie Byer</i> , P.E., County Engineer <i>Charles King</i> , P.E., Asst. County Engineer	<i>Joseph Howard</i> , City Council Member
Montgomery County Commission	Town of Billingsley
<i>Andrew Hall</i> , Commissioner Rep. <i>George Speake</i> , County Engineer <i>Marion Giles</i> , Member At Large	<i>Gregg Davis</i> , Mayor
City of Tallassee	Town of Eclectic
<i>John Hammock</i> , Mayor	<i>Gary Davenport</i> , Mayor
NON-VOTING MEMBERS	
Town of Pike Road	ALDOT
Rob Steindorff , Councilman	D. E. Phillips Jr. , P.E., Bureau Chief ALDOT Local Transportation Bureau
MPO	ALDOT Southeast Region Engineer
Charles Jinright , Council Chairman	Steve Graben , P.E. ALDOT Southeast Region Engineer
Autauga County Transit Authority	FHWA
Rose Thomas Williams Autagua Co. Transportation Director	Mark Bartlett , P.E. FHWA Division Administrator

RPO OFFICERS	
Chair	Vice Chair
<i>Richie Beyer</i> Elmore County Engineer	<i>Marion Giles</i> Montgomery County Representative
Transportation Planning Process Coordinator	
<i>Darrell Rigsby</i> CARPDC	
CARPDC STAFF	
<i>Greg Clark</i> Executive Director	<i>Katherine E. Ennis, AICP</i> Planning Director
<i>Phoenix Robinson</i> Planner I/GIS Technician	<i>Darrell D. Rigsby</i> Planner II
<i>Leslie York</i> Community Development Manager	<i>Pamela Trammell</i> Community Development Specialist
<i>John Greene, Jr.</i> Community Development Specialist	<i>Cade Gunnells</i> Energy Auditor
<i>Renee' Washington</i> Finance / Human Resources	<i>Donny Barber</i> Weatherization Program Manager

RESOLUTION

**Central Alabama Rural Planning Organization
Steering Committee**
***Adoption of the Fiscal Year 2019 Work Program for the
Central Alabama Rural Transportation Cooperative Process***

WHEREAS, the Central Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan cooperative planning process, in cooperation with the Alabama Department of Transportation, for portions or all of Autauga, Elmore and Montgomery counties in Alabama, as established in 23 USC 134 and 135 (as amended by the FAST Act, Section 1201 and 1202, December 4, 2015).

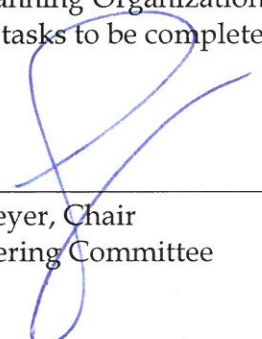
WHEREAS, the RPO is interested in the continued development of the non-metropolitan cooperative transportation planning process as described in 23 CFR 450.210(b) through the on-going public involvement and data collection of the rural transportation needs and issues of the citizens in the aforementioned counties; and

WHEREAS, the Central Alabama Regional Planning and Development Commission, serving as staff to the RPO is required to provide guidance to local governments in conducting the non-metropolitan planning process as a cooperative effort with the Alabama Department of Transportation as established in the Notice of Proposed rulemaking June 13, 2014; and

WHEREAS, the Central Alabama Regional Planning and Development Commission has prepared an FY 2019 Work Program outlining the tasks necessary to accomplish the goals of the cooperative planning process and the Rural Planning Organization; and

WHEREAS, the RPO Work Program has been duly reviewed, discussed, and approved by the RPO; now

THEREFORE, BE IT RESOLVED, this 10th day of July 2018 that the Central Alabama Rural Planning Organization does hereby adopt and endorse the FY 2019 Work Program as the guide to tasks to be completed for the cooperative planning process.



Richie Beyer, Chair
RPO Steering Committee

ATTEST:



Darrell D. Rigsby
Transportation Planning Process Coordinator

1.0. Introduction

1.1 Purpose:

This document describes the work that will be performed by the Central Alabama Regional Planning and Development Commission (CARPDC) in fiscal year 2019 in carrying out the Central Alabama Rural Planning Organization as outlined in 23 USC 135 (as amended by the FAST Act) and 23 CFR Part 450, Subpart B. The Central Alabama Rural Planning Organization includes three (3) Central Alabama counties: Autauga, Elmore and Montgomery. All work outlined in the Work Program will be performed by staff of CARPDC or under subcontract with CARPDC, as necessary. The planning process is sponsored by the Alabama Department of Transportation (ALDOT) and the Central Alabama Regional Planning and Development Commission (CARPDC). The rural transportation planning process will be a one-year program sponsored by the Alabama Department of Transportation (ALDOT) and Central Alabama Regional Planning and Development Commission (CARPDC).

In FY 2019 CARPDC proposes to continue rural transportation data collection as part of implementing the Work Program with emphasis on addressing the eight factors outlined in 23 CFR 450.206. Additionally, the comprehensive education component designed to improve public awareness of, and involvement in, rural transportation needs, deficiencies, public safety hazards, and funding opportunities will also continue to be pursued. Rural Planning Organization (RPO) education opportunities will be directed toward Committee members, public officials, special interest groups, and the general public and are an ongoing aspect of the RPO work program.

1.2 Goals:

The stated goals of the Central Alabama RPO program are:

1. Effectively manage the rural transportation planning process;
2. Conduct effective program committees;
3. Gather, maintain, and distribute data related to the transportation planning process in areas of Autauga, Elmore, and Montgomery Counties, outside the Montgomery Metropolitan Planning Organization Boundary (MPO)
4. Prepare and distribute informative reports for all transportation planning process committees, the Alabama Department of Transportation and local governments within the RPO boundary; and
5. Engage and educate the public and other interested parties of the rural transportation planning process.

1.3 Format:

The FY 2019 RPO Work Program is divided into five tasks. These tasks outline the transportation planning work to be performed by the staff at the Central Alabama Regional Planning and Development Commission over the one-year period of FY 2019. The description provided for each task includes the objective, methodology, products, staffing, schedule, and budget information. The final section of the Work Program includes a summary of the work program budget.

1.4 Title VI in the Work Program:

The Central 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. CARPDC will manage the rural transportation planning process.
2. CARPDC will maintain employee timesheets documenting RPO program work.
3. CARPDC will prepare and submit timely invoices as required by ALDOT.
4. CARPDC will prepare and submit progress reports to ALDOT.
5. CARPDC will maintain and complete accurate files of all RPO activities.
6. CARPDC staff will participate in ALDOT approved training as needed. Out of state travel will be approved by ALDOT.

Products:

1. A professionally managed transportation planning process
2. Certified Employee Timesheets
3. Quarterly invoice reports
4. Progress reports
5. Complete Recordkeeping
6. Professional Development maintenance
7. 2019 RPO meeting schedule

Staffing:

Staff will consist of existing planning staff and support personnel of the Central Alabama Regional Planning and Development Commission.

Schedule:

Quarterly invoices and progress reports

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$8,080.00
Local CARPDC Fund	\$2,020.00
Total Task 1.0	\$10,100.00

2.2: Committee Service

Objective: To effectively facilitate all Program Committee meetings.

Proposed Work:

1. CARPDC will develop, maintain, update, and distribute Program Committee and Stakeholder Mailing lists.
2. CARPDC will prepare and distribute notices of Program Committee meetings.
3. CARPDC will facilitate all Program Committee meetings and other meetings concerning the rural transportation cooperative process.
4. CARPDC will prepare meeting summaries/minutes for committee meetings.
5. CARPDC will arrange for “special transportation topic” speakers throughout the year.
6. CARPDC will develop materials (documents, work programs, project lists, maps, etc.) for all committee meetings.

Products:

1. Committee and Stakeholder Mailing Lists
2. Timely meeting notices
3. Well-organized, professional Program Committee meetings
4. Minutes of all Program Committee meetings
5. Special Topic Speakers/Training
6. Well-prepared maps, project lists and documents for committee meetings

Staffing:

Staff will consist of existing planning staff and support personnel of the Central Alabama Regional Planning and Development Commission.

Schedule:

Not Applicable

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$6,680.00
Local CARPDC Fund	\$1,670.00
Total Task 2.0	\$8,350.00

2.3: Data Management

Objective: To gather, maintain and distribute data related to the rural transportation planning process in areas of Autauga, Elmore, and Montgomery Counties

Proposed Work:

1. CARPDC will gather all information necessary to conduct committee meetings and produce all transportation planning documents.
2. CARPDC will maintain the transportation data within databases, spreadsheets, and GIS files.
3. CARPDC will distribute transportation data as available for the rural transportation planning process to committee members and the general public as needed, or by request.
4. CARPDC will disseminate data relevant to funding opportunities considered advantageous to the transportation planning process.

Products:

1. A professionally organized protocol for researching transportation data
2. Transportation databases, spreadsheets, and GIS files
3. Comprehensive systems for the distribution and use of transportation data
4. Grant funding and available databases by source

Staffing:

Staff will consist of existing planning staff and support personnel of the Central Alabama Regional Planning and Development Commission.

Schedule:

Not Applicable

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$7,040.00
Local CARPDC Fund	\$1,760.00
Total Task 3.0	\$8,800.00

2.4: Reports

Objective: Prepare and distribute informative reports for all transportation planning process committees, ALDOT and local governments within the RPO boundary.

Proposed Work:

1. CARPDC will prepare a summary document outlining the long-range transportation needs of the region based on input received from various committees and the general public.
2. CARPDC will maintain and update as necessary the Human Services Coordinated Transportation Plan (HSCTP).
3. CARPDC will prepare a prospectus summarizing the Central Alabama rural transportation goals and objectives.
4. CARPDC will monitor RPO activities and Bylaws to ensure operational effectiveness.
5. CARPDC will compile a list of transportation issues and safety suggestions based on input gathered during the rural transportation planning process and provide such information to ALDOT and local engineers.
6. CARPDC will prepare an annual work program for Fiscal Year 2020.

Products:

1. A summary document outlining the long-range transportation needs of the region
2. Updated Human Services Coordinated Transportation Plan (HSCTP)
3. A prospectus which summarizes the rural transportation planning process
4. Updated Bylaws ensuring the operational effectiveness of the RPO
5. List of Rural Transportation issues and safety suggestions
6. Draft and final FY 2020 Work Program

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule:

Summary of long-range transportation/transit needs	December 2018
Prospectus summarizing RPO process	May 2019
Fiscal Year 2020 Work Program	June 2019
Review/Update Bylaws	August 2019
Updated Human Services Coordinated Transportation Plan (HSCTP)	September 2019

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$6,380.00
Local CARPDC Fund	\$1,595.00
Total Task 4.0	\$7,975.00

2.5: Public Involvement

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

Proposed Work:

1. CARPDC will develop and maintain a rural mailing list for Autauga, Elmore, and Montgomery Counties.
2. CARPDC will update and maintain the Human Services Coordinated Transportation Plan (HSCIP) through a set of stakeholder meetings, and public input.
3. CARPDC will provide timely meeting notices to rural stakeholders
4. CARPDC will hold Annual Public Hearings.
5. CARPDC will carefully document citizen comments from all public hearings.
6. CARPDC will develop and maintain a news release mailing list and distribute news releases for all rural transportation planning process meetings.
7. CARPDC will prepare a Public Involvement Plan in accordance with the Public Participation Process requirement for MPOs and RPOs [23 CFR 450.210].
8. CARPDC will maintain a record of all public involvement activities.
9. CARPDC will host public involvement meetings regarding all formal plans.

Products:

1. A citizen mailing list
2. Timely meeting notices
3. Well-organized, professionally facilitated annual public hearings
4. Carefully documented minutes of citizen comments during public hearings
5. A news release mailing list and local media/special interest group contact list
6. A Public Involvement Plan for the rural transportation planning process
7. A complete record of public involvement activities
8. Public involvement meetings in association with all formal plans

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule:

Updated Public Involvement Plan	January 2019
Record of Public Involvement Report	September 2019

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$5,820.00
Local CARPDC Fund	\$1,455.00
Total Task 5.0	\$7,275.00

2.6: FY 2020-2023 Statewide Transportation Improvement Program: Public Involvement Assistance

Objective: To assist the State of Alabama Department of Transportation in hosting public involvement meetings related to the FY 2020-2023 Statewide Transportation Improvement Program (STIP)

Proposed Work:

1. CARPDC will host public involvement meetings related to STIP
2. CARPDC will advertise for public involvement meetings related to STIP
3. CARPDC will organize the STIP meetings
4. CARPDC will reach out to appropriate personnel to host STIP meetings
5. CARPDC will supply copies of required materials to ALDOT, community officials, and general public related the FY 2020-2023 STIP

Products:

1. Information and data requested by ALDOT for the Statewide Transportation Improvement Program (STIP)

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule:

Not Applicable

Financial Responsibility:

Funding Sources	Amount
State (SPR) Funds	\$2,400
Local CARPDC Fund	\$600
Total Task 5.0	\$3,000

3.0. Financial Summary

The following is a summary of the Central Alabama Rural Transportation Cooperative Process Work Program Financial Budget for Fiscal Year 2019.

TASK	State SPR Funding	CARPDC Funding	Total Funding
1. Administration and Management	\$8,080	\$2,020	\$10,100
2. Committee Services	\$6,680	\$1,670	\$8,350
3. Data Management	\$7,040	\$1,760	\$8,800
4. Reports	\$6,380	\$1,595	\$7,975
5. Public Involvement	\$5,820	\$1,455	\$7,275
6. FY 2020-2023 STIP	\$2,400	\$600	\$3,000
TOTAL	\$36,400	\$9,100	\$45,500

4.0. Statement of Qualifications

The staff of Central Alabama Regional Planning and Development Commission (CARPDC) works with elected officials and local leaders in each of the three counties of the Region on a daily basis, providing professional planning, community and economic development, GIS, inspection services, grant writing and grant management, and weatherization services. CARPDC has the professional staff available to undertake and successfully complete the tasks outlined in the FY 2019 Rural Transportation Cooperative Process. Key personnel from CARPDC include Greg Clark, Executive Director; Katherine E. Ennis, AICP, Planning Director; Darrell D. Rigsby, Planner II; Phoenicia Robinson, Planner I/GIS Analyst; and others, as needed.

Central Alabama Regional Planning and Development Commission is a public, quasi-governmental agency that provides planning, economic development, community development, and other essential services to its member governments. For over 30 years, CARPDC has successfully assisted local governments in preparing planning documents, securing and administering grant funds, and providing weatherization and other community development services. These activities allow our local officials to make well informed decisions regarding the future of the communities and provide the best possible level of service to their citizens. CARPDC, Region 9 consists of Autauga, Elmore, and Montgomery counties as well as twelve (12) municipalities – four (4) of which are fully within the boundaries of the RPO.

Central Alabama Regional Planning and Development Commission was uniquely designed to serve the needs of the small rural communities and counties within its region. While many regional commissions, including CARPDC, include major metropolitan areas among their member governments, in most cases those agencies employ experts in planning, transportation, engineering, and other fields. This is a luxury most of our smaller member governments do not enjoy. It is CARPDC's responsibility to provide these professional services, thereby filling the gaps that our small and rural community experience. Over the years CARPDC has provided the expertise to allow our communities to acquire the resources to build new infrastructure such as sidewalks, water, and sewer facilities, and to provide additional services to their citizens such as senior centers, fire departments, additional police patrols, walking trails, parks, industrial access, and much more. Our relationship with all our member governments is strong and growing and will serve us well in our implementation of the objectives set out in the Central Alabama Rural Transportation Cooperative Planning Process Work Program.