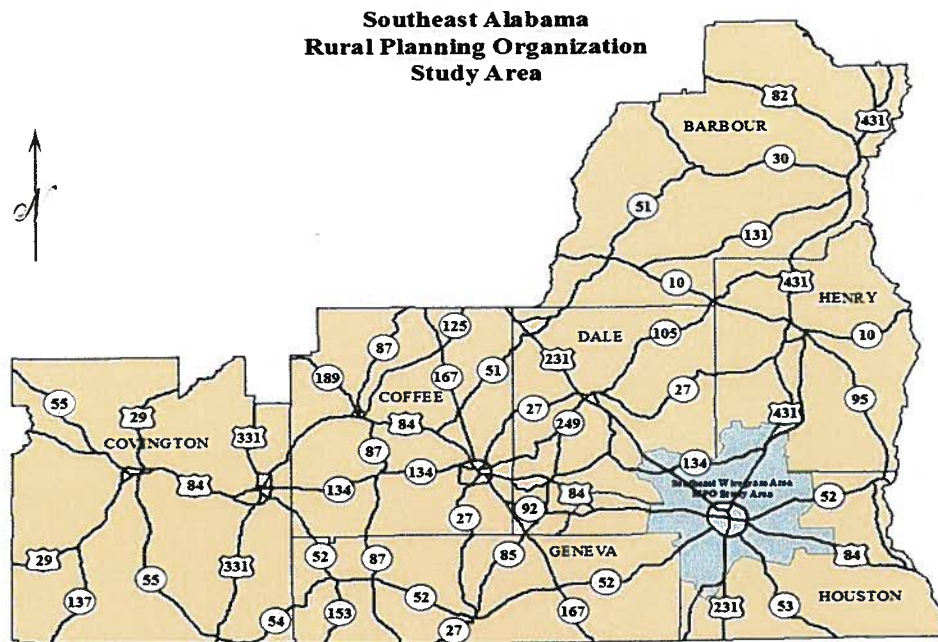


# Southeast Alabama Rural Planning Organization (RPO)

## ***FY 2016 Work Program***



Prepared for the RPO by the Southeast Alabama Regional  
Planning & Development Commission

September 2015

# ***WORK PROGRAM***

## **FISCAL YEAR 2016**

This document is posted on the Internet at  
<http://www.searfdc.org/commdev/RPO.htm>

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Date Adopted: September 3, 2015  
Dates Amended:

This Work Program has been financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Southeast Alabama Rural Planning Organization (RPO), and the Alabama Department of Transportation, and prepared for the RPO by the Southeast Alabama Regional Planning and Development Commission according to requirements set forth in amended Title 23, USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202). The contents of this work program do not necessarily reflect the official views or policy of the U. S. Department of Transportation

**Southeast Alabama  
Rural Planning Organization (RPO)**

***WORK PROGRAM***

**FISCAL YEAR 2016**

**RPO Policy Committee Membership  
Mayor Kenneth Boswell, Chair**

**Southeast Alabama Regional Planning and Development Commission**  
*Staff to the RPO*

# Resolution

2016-1

## *The Rural Planning Organization (RPO)* Adopting the Fiscal Year 2016 Work Program

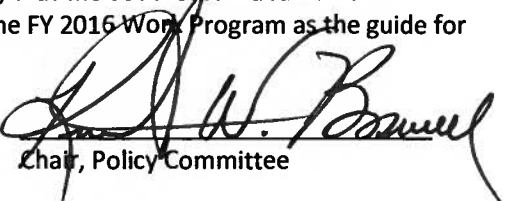
**WHEREAS**, the Southeast Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan transportation planning process in cooperation with the Alabama Department of Transportation for portions or all of Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties in Alabama, as established in 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202); and

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

**WHEREAS**, the Southeast Alabama Regional Planning and Development Commission (SEARPDC), serving as staff to the Rural Planning Organization, has prepared an FY 2016 Work Program outlining the tasks necessary 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 Rural Planning Organization (RPO) FY 2016 Work Program has been duly reviewed, discussed, and approved by the RPO; now

**THEREFORE, BE IT RESOLVED**, on this date, September 3, 2015, that the Southeast Alabama Rural Planning Organization (RPO) does hereby adopt and endorse the FY 2016 Work Program as the guide for tasks to be completed for the planning process.

  
Chair, Policy Committee

Attest:



# Table of Contents

Title and Contacts.....	i
RPO Membership.....	ii
Resolution.....	iii
Table of Contents.....	iv
<b>1.0 Introduction</b>	
1.1 Purpose.....	1
1.2 Goals.....	1
1.3 Format.....	1
1.4 Title VI Compliance.....	1
<b>2.0 Tasks</b>	
2.1 Administration and Management.....	2
2.2 Committee Service.....	3
2.3 Data Management.....	4
2.4 Reports.....	5
2.5 Public Involvement.....	6
<b>3.0 Financial Tables for Fiscal Year 2016.....</b>	<b>8</b>

# **Southeast Alabama Rural Planning Organization (RPO) Fiscal Year 2016 Work Program**

## **1.0 Introduction**

### **1.1 Purpose**

The purpose of this document is to describe the work that will be performed by the Southeast Alabama Rural Planning Organization (RPO) in fiscal year 2016. The Rural Planning Organization is a rural transportation planning process in the areas of Southeast Alabama (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties) not represented by the Southeast Wiregrass Area Metropolitan Planning Organization. The planning process will be a one-year program sponsored by the Alabama Department of Transportation (ALDOT) and the Southeast Alabama Regional Planning and Development Commission.

### **1.2 Goals**

The goals of the RPO are 1) to effectively manage the rural transportation planning process; 2) to effectively conduct Policy Committee and Technical Coordinating Committee meetings and local public forums; 3) to gather, maintain, and distribute data related to the transportation planning process; 4) to prepare reports for the transportation planning process committees and ALDOT; and 5) to inform the public of the rural transportation planning process and to actively seek public involvement.

### **1.3 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 Southeast Alabama Regional Planning and Development Commission over the one-year period (fiscal year 2016). The description of each task includes the objective, proposed work, products, staffing, and schedule.

### **1.4 Title VI Compliance**

The Southeast 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.

#### Previous Work

- The SEARP&DC managed the transportation planning process in fiscal year 2015.
- The SEARP&DC employees maintained timesheets in fiscal year 2015.
- The SEARP&DC prepared and submitted invoices as required by ALDOT in fiscal year 2015.
- The SEARP&DC prepared monthly progress reports in fiscal year 2015.
- The SEARP&DC prepared semi-annual progress reports in fiscal year 2015.

#### Proposed Work

- The SEARP&DC will manage the transportation planning process.
- The SEARP&DC employees will maintain timesheets.
- The SEARP&DC will prepare and submit invoices as required by ALDOT.
- The SEARP&DC will prepare monthly progress reports.
- The SEARP&DC will prepare semi-annual progress reports.
- The SEARP&DC will attend ALDOT-approved training as needed. Out-of-State travel will be approved by ALDOT.

#### Products

- A well-managed transportation planning process
- Employee timesheets
- Monthly invoice reports
- Monthly progress reports
- Semi-annual progress reports

#### Staffing

- Southeast Alabama Regional Planning and Development Commission

#### Schedule

- Not applicable

#### Financial Responsibility

Funding Source	Amount
SPR	\$10,000
SEARPDC	\$ 2,500
Total	\$12,500

## 2.2 - Committee Service

### Objective

- To effectively conduct Policy Committee & Technical Coordinating Committee meetings.

### Previous Work

- The SEARP&DC developed and maintained Policy Committee and Technical Coordinating Committee mailing lists in fiscal year 2015.
- The SEARP&DC prepared and distributed meeting notices for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.
- The SEARP&DC conducted the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.
- The SEARP&DC prepared minutes for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.

### Proposed Work

- The SEARP&DC will maintain Policy Committee and Technical Coordinating Committee mailing lists.
- The SEARP&DC will prepare and distribute meeting notices for the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will conduct the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will take minutes at the Policy Committee and Technical Coordinating Committee meetings.

### Products

- Policy Committee and Technical Coordinating Committee mailing lists
- Timely meeting notices
- Well-organized Policy Committee and Technical Coordinating Committee meetings
- Well-written minutes of the Policy Committee and Technical Coordinating Committee Meetings

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Not applicable

### Financial Responsibility

Funding Source	Amount
SPR	\$8,000
SEARPDC	\$2,000
Total	\$10,000



## 2.3 - Data Management

### Objective

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

### Previous Work

- The SEARP&DC gathered the necessary data to conduct the committee meetings and produce the transportation planning documents in fiscal year 2015.
- The SEARP&DC maintained the transportation data within database, spreadsheet, and GIS files in fiscal year 2015.
- The SEARP&DC distributed the transportation data as required by the transportation planning process and by request in fiscal year 2015.

### Proposed Work

- The SEARP&DC will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
- The SEARP&DC will maintain the transportation data within database, spreadsheet, and GIS files.
- The SEARP&DC will locate and distribute traffic accident data by request.
- The SEARP&DC will distribute the transportation data as required by the transportation planning process and by request.

### Products

- An organized method for researching transportation data
- Transportation database, spreadsheet, and GIS files
- Distribution systems and methods for transportation data

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Not applicable

### Financial Responsibility

Funding Source	Amount
SPR	\$14,000
SEARPDC	\$ 3,500
Total	\$17,500

## 2.4 - Reports

### Objective

- To prepare reports for the transportation planning process committees and ALDOT.

### Previous Work

- The SEARP&DC prepared a document that summarized the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared bylaws that govern the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared lists of safety suggestions based on input gathered during the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared a work program for fiscal year 2015.
- The SEARP&DC prepared a regional, human services coordinated transportation plan.

### Proposed Work

- The SEARP&DC will maintain and update the document that summarizes the rural transportation planning process.
- The SEARP&DC will maintain the bylaws that will govern the rural transportation planning process.
- The SEARP&DC will prepare a list of safety suggestions based on input gathered during the rural transportation planning process.
- The SEARP&DC will prepare a Draft and Final FY2017 Work Program in the June through August 2016 time period.
- The SEARP&DC will maintain the regional, human services coordinated transportation plan.
- The SEARP&DC will update the Long Range Transportation Needs document.

### Products

- The FY2017 Work Program
- Update to the Long Range Transportation Needs document

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Draft and Final FY2017 WP in June – August 2016.
- Update to Long Range Transportation Needs document by September 2016

### Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

## **2.5 - Public Involvement**

### Objective

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

### Previous Work

- The SEARP&DC conducted semi-annual public hearings in fiscal year 2015 in order to obtain public input on the rural transportation planning process.
- The SEARP&DC prepared and distributed news releases for all rural transportation planning process public hearings in fiscal year 2015.
- The SEARP&DC developed and maintained a sign-in roster of all persons who attended the public hearings/meetings in fiscal year 2015.
- The SEARP&DC prepared and maintained minutes of its rural transportation planning process public hearings/meetings in fiscal year 2015.
- The SEARP&DC distributed news releases for all rural transportation planning process meetings in fiscal year 2015.
- The SEARP&DC maintained a public involvement plan in fiscal year 2015.

### Proposed Work

- The SEARP&DC will maintain a list of public attendance at public hearings.
- The SEARP&DC will prepare and distribute meeting notices of public hearings and/or meetings.
- The SEARP&DC will conduct will conduct public hearings and/or public meetings for public input.
- The SEARP&DC will prepare and maintain minutes of public hearings and/or public meetings.
- The SEARP&DC will distribute news releases for all rural transportation planning process meetings.
- The SEARP&DC will maintain a public involvement plan.
- The SEARP&DC will prepare a record of public involvement document for fiscal year 2016.

### Products

- Maintain a mailing list of public attendance
- Timely meeting notices
- Well-organized public hearings and/or public meetings
- Well-written minutes of the public hearings and/or public meetings
- A news release mailing list
- Local media contacts and special interest groups that are well-notified
- A public involvement plan for the rural transportation planning process
- A record of public involvement

### Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

### 3.0 Financial Tables for Fiscal Year 2016

FY 2016

<u>TASK</u>	<u>SPR</u>	<u>SEARPO</u>	<u>TOTAL</u>
1. Administration and Management	\$ 10,000	\$ 2,500	\$ 12,500
2. Committee Service	\$ 8,000	\$ 2,000	\$ 10,000
3. Data Management	\$ 14,000	\$ 3,500	\$ 17,500
4. Reports	\$ 4,000	\$ 1,000	\$ 5,000
5. Public Involvement	\$ 4,000	\$ 1,000	\$ 5,000
<b>Totals</b>	<b>\$ 40,000</b>	<b>\$10,000</b>	<b>\$ 50,000</b>