

SHOALS AREA METROPOLITAN PLANNING ORGANIZATION

DRAFT UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2010

10/01/2009 – 09/30/2010



Unified Planning Work Program

Fiscal Year 2010

10/01/2009 – 9/30/2010

Shoals Area Metropolitan Planning Organization
Hosted by the Northwest Alabama Council of Local Governments
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Policy Committee

Chairman: Mayor Bobby Irons, City of Florence
Vice Chairman: Mayor David Bradford, City of Muscle Shoals

Technical Committee

Chairman: Brad Williams, City of Muscle Shoals
Vice Chairman: Ken Allamel, Lauderdale County

THIS REPORT WAS FINANCED IN PART BY THE U.S. DEPARTMENT OF TRANSPORTATION (FEDERAL HIGHWAY ADMINISTRATION AND FEDERAL TRANSIT ADMINISTRATION), THE ALABAMA DEPARTMENT OF TRANSPORTATION, AND LOCAL PARTICIPATING GOVERNMENTS, IN PARTIAL FULFILLMENT OF TASK 2A OF THE FISCAL YEAR 2009 UNIFIED PLANNING WORK PROGRAM. THE CONTENTS OF THIS REPORT DO NOT NECESSARILY REFLECT THE OFFICIAL VIEWS OR POLICY OF THE U.S. DEPARTMENT OF TRANSPORTATION.

**SHOALS AREA
METROPOLITAN PLANNING ORGANIZATION**

RESOLUTION 09-

**Adopting the FY 2010 Unified Planning Work Program (UPWP)
for the Shoals Urban Area**

WHEREAS, the Shoals Area Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible for planning and coordinating transportation improvements in the Shoals Urban Area, and together with the State of Alabama, for implementing the applicable provisions of 23 USC 134, 135; 42 USC 7410 et seq.; 49 USC 5303, 5304; SAFETEA-LU (Pub. L. 109-59, August 2005), et al.; 23 CFR Parts 450 and 500; 40 CFR Parts 51 and 93; 49 CFR Parts 1.48, 1.51, and 613; and,

WHEREAS, the U. S. Department of Transportation requires all urbanized areas, as established by the U. S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program (UPWP) as a condition for meeting the provisions of Title 23, U. S. Code, Section 134; and,

WHEREAS, consistent with the declaration of these provisions, the staff of the Northwest Alabama Council of Local Governments (NACOLG), in cooperation with the Bureau of Transportation Planning and Modal Programs of the Alabama Department of Transportation, has prepared a Unified Planning Work Program (UPWP) for the Shoals Urban Area for Fiscal Year 2010; and,

WHEREAS, pursuant to its duties, functions, and responsibilities, the Shoals Area Metropolitan Planning Organization (MPO) Policy Committee, as authorized by amendment of Bylaws dated 6 December, 2006, in session this day of August 2009, did review and evaluate the aforementioned Unified Planning Work Program (UPWP) for FY2009, summarized on the attached pages; now,

THEREFORE, BE IT RESOLVED by the Shoals Area Metropolitan Planning Organization (MPO) Policy Committee that the same body does hereby adopt said Unified Planning Work Program.

ADOPTED THIS th DAY OF AUGUST 2009

SIGNED: _____
Bobby Irons, Chairman

ATTEST:

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INTRODUCTION

The Unified Planning Work Program is to provide the Shoals Study Area with a work allocation plan that promotes a transportation planning process that is cooperative, comprehensive and continuing as required under the Federal-Aid Highway Act of 1962. All significant elements of the area-wide planning process used in developing transportation plans and programs are included. The program also contains transportation planning support activities including those related to land use, social, economic and demographic factors. Both federally funded tasks and those funded entirely at state and local levels are included. The Unified Planning Work Program is sufficiently comprehensive to provide descriptions of the specific technical activities and funding levels necessary to carry out the transportation-planning program for fiscal year 2009. Development of the work program is the joint responsibility of the Metropolitan Planning Organization (MPO); the Alabama Department of Transportation (ALDOT) and other agencies authorized to carry out transportation planning and implementation activities.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 strengthened the planning process. This legislation expired in 1997 and was modified by the Transportation Equity Act for the 21st Century (TEA-21) in 1998 which expired in 2005. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law August 10, 2005.

SAFETEA-LU addresses the many challenges facing our transportation system today – challenges such as improving safety, reducing traffic congestion, improving efficiency in freight movement, increasing intermodal connectivity, and protecting the environment – as well as laying the groundwork for addressing future challenges. SAFETEA-LU promotes more efficient and effective Federal surface transportation programs by focusing on transportation issues of national significance, while giving State and local transportation decision makers more flexibility for solving transportation problems in their communities.

SAFETEA-LU continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring:

Safety – SAFETEA-LU establishes a new core Highway Safety Improvement Program that is structured and funded to make significant progress in reducing highway fatalities. It creates a positive agenda for increased safety on our highways by almost doubling the funds for infrastructure safety and requiring strategic highway safety planning, focusing on results. Other programs target specific areas of concern, such as work zones, older drivers, and pedestrians, including children walking to school, further reflect SAFETEA-LU's focus on safety.

Equity –The new Equity Bonus Program has three features – one tied to Highway Trust Fund contributions and two that are independent. First, building on TEA-21's Minimum Guarantee concept, the Equity Bonus program ensures that each State's return on its share of contributions to the Highway Trust Fund (in the form of gas and other highway taxes) is at least 90.5 percent in 2005 building toward a minimum 92 percent relative rate of return by 2007. In addition, every State is guaranteed a specified rate of growth over its average annual TEA-21 funding level, regardless of its Trust Fund contributions. Selected States are guaranteed a share of apportionments and High Priority Projects not less than the State's average annual share under TEA-21.

Innovative finance – SAFETEA-LU makes it easier and more attractive for the private sector to participate in highway infrastructure projects, bringing new ideas and resources to the table. Innovative changes such as eligibility for private activity bonds, additional flexibility to use tolling to finance infrastructure improvements, and broader TIFIA and SIB loan policies, will all stimulate needed private investment.

Congestion Relief --Tackling one of the most difficult transportation issues facing us today – congestion – SAFETEA-LU gives States more flexibility to use road pricing to manage congestion, and promotes real-time traffic management in all States to help improve transportation security and provide better information to travelers and emergency responders.

Mobility & Productivity – SAFETEA-LU provides a substantial investment in core Federal-aid programs, as well as programs to improve interregional and international transportation, address regional needs, and fund critical high-cost transportation infrastructure projects of national and regional significance. Improved freight transportation is addressed in a number of planning, financing, and infrastructure improvement provisions throughout the Act.

Efficiency – The Highways for LIFE pilot program in SAFETEA-LU will advance longer-lasting highways using innovative technologies and practices to speed up the construction of efficient and safe highways and bridges.

Environmental Stewardship – SAFETEA-LU retains and increases funding for environmental programs of TEA-21, and adds new programs focused on the environment, including a pilot program for nonmotorized transportation and Safe Routes to School. SAFETEA-LU also includes significant new environmental requirements for the Statewide and Metropolitan Planning process.

Environmental Streamlining – SAFETEA-LU incorporates changes aimed at improving and streamlining the environmental process for transportation projects. These changes, however, come with some additional steps and requirements on transportation agencies. The provisions include a new environmental review process for highways, transit, and multimodal projects, with increased authority for transportation agencies, but also increased responsibilities (e.g., a new category of "participating agencies" and notice and comment related to defining project purpose and need and determining the alternatives). A 180-day statute of limitations is added for litigation, but it is pegged to publication of environmental actions in the Federal Register, which will require additional notices. Limited changes are made to Section 4(f). There are several delegations of authority to States, including delegation of Categorical Exclusions for all states, as well as a 5-state delegation of the USDOT environmental review authority under NEPA and other environmental laws. The air quality conformity process is improved with changes in the frequency of conformity determinations and conformity horizons.

UPWP Purpose

The Unified Planning Work Program (UPWP) is the planning document that guides the MPO staff in fulfilling its planning responsibilities for the upcoming year. The primary objective is the development of an integrated planning program, which considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. The UPWP presents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the Shoals Study Area for FY 2010.

In developing the UPWP, the MPO must consider the current surface transportation legislation. Under SAFETEA-LU, an MPO will consider projects and strategies that meet the following factors:

- a. "Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency";
- b. "Increase the safety of the transportation system for motorized and non-motorized users";
- c. "Increase the security of the transportation system for motorized and non-motorized users";
- d. "Increase the accessibility and mobility of people and for freight";
- e. "Protect and enhance the environment, promote energy conservation, improve quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns";
- f. "Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight";
- g. "Promote efficient system management and operation";
- h. "Emphasize the preservation of the existing transportation system".

The MPO process considers all factors in accordance with SAFETEA-LU regulations as the UPWP is prepared. This UPWP between the Shoals Area MPO and the Alabama Department of Transportation considers all of the above listed factors. This work program will enable the MPO to meet all deadlines and requirements with the end result being an efficient functional Metropolitan Planning Process.

The UPWP tasks are all linked in some fashion, and when taken as a whole, provide the means for a cooperative, continuing, and comprehensive planning process that considers the factors specified by SAFETEA-LU. The development of the UPWP is the joint responsibility of ALDOT, Bureau of Transportation Planning and Modal Programs of the Alabama Department of Transportation, and the staff of the Metropolitan Planning Organization (MPO).

The FTA and FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in Metropolitan(Unified) planning work programs. For FY 2010, five planning themes have been identified:

1. Incorporating Safety and Security in Transportation Planning.
2. Participation of Transit Operators in Metropolitan Planning and Statewide Planning.
3. Coordination of Non-Emergency Human Service Transportation.
4. Planning for Transit System Management/Operations to Increase Ridership.
5. Support Transit Capital Investment Decisions through Effective System Planning.

All PEAs are taken into consideration in the UPWP.

MPO History

Congressional approval of the Federal-Aid Highway Act on October 23, 1962, was the beginning of the transportation planning process. This legislation requires that in urbanized areas (defined as areas with a population of 50,000 or more) programs for Federal-Aid Highway projects approved after July 1, 1965, must be based on a continuing, comprehensive transportation planning process carried on cooperatively by states and local communities.

The MPO for the Shoals Area Transportation Study signed its original joint agreement concerning the transportation planning process with the Alabama Highway Department (AHD) in 1974, (now the Alabama Department of Transportation, ALDOT), in accordance with the Federal Aid Highway Act of 1962. The 1962 Act specified that urbanized areas must develop a "3C transportation planning process:" a process that is comprehensive, cooperative, and continuing, for federal-aid projects.

The Shoals Area MPO, hosted by the Northwest Alabama Council of Local Governments (NACOLG) signed a new agreement with ALDOT in September of 2007, stipulating the various duties and responsibilities of the parties involved. The Shoals Area MPO consists of the municipalities of Florence, Muscle Shoals, Sheffield, Tuscumbia, Killen, St. Florian, Leighton and portions of the counties of Colbert and Lauderdale. The Executive Director of NACOLG also serves as the MPO Executive Director.

The Shoals Study Area covers approximately 239 square miles. The 2000 census figures indicated that the population figure for the MPO Urban Area was approximately 71,240 people and the Study Area population figure was 89,613 people.

UPWP Format

The UPWP is divided into four major tasks each with multiple subtasks. The tasks and subtasks outline the transportation planning work that will be performed by the MPO staff at the Northwest Alabama Council of Local Governments (NACOLG) and the Alabama Department of Transportation (ALDOT). The description of each task includes a purpose, an objective, goals, previous work, proposed work, products, staffing, schedule, and financial responsibility. Appendix A is a map of the MPO Planning Area, Appendix B describes the MPO organization, Appendix C budget includes a transportation planning acronym and terms list, and Appendix D summarizes the UPWP.

Task 1.0 Administration

1.1 Metropolitan Planning Organization Administration

Purpose/Objective – The purpose of this task is to manage the transportation planning process. The goal is to have an effective and efficient transportation planning process. The objectives of this task are:

- To complete the administrative requirements of the MPO
- To complete the financial management requirements of the MPO
- To prepare and update required documentation as needed to meet State and Federal requirements
- To conduct Metropolitan Planning Organization Policy Committee and Technical Coordinating Committee meetings
- To provide the general public, businesses, organizations, and the MPO committees with transportation planning related information and technical assistance

Previous Work

- **NACOLG Board Meetings** - The MPO staff attended NACOLG Board Meetings. The MPO staff attended the NACOLG Board Annual Meeting.
- **NACOLG Staff Meetings** - The MPO staff attended weekly NACOLG Staff Meetings.
- **Employee Evaluations** - The Transportation Planning Director prepared annual employee evaluations.
- **Semi-Annual Reports** - The MPO staff prepared semi-annual progress reports for ALDOT in October 2008 and in April 2009.
- **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 the 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.

Proposed Work

- **NACOLG Board Meetings** - The MPO staff will attend NACOLG Board Meetings. The MPO staff will attend the NACOLG Board Annual Meeting.
- **NACOLG Staff Meetings** - The MPO staff will attend weekly NACOLG Staff Meetings.
- **Employee Evaluations** - The Transportation Planning Director will prepare annual employee evaluations.
- **Semi-Annual Reports** - The MPO staff will prepare semi-annual progress reports for ALDOT in October 2008 and in April 2009.
- **Invoicing** - The MPO staff will prepare and submit monthly invoices to ALDOT.
- **Monthly Financial Review** - The MPO staff will review the NACOLG monthly financial statement.
- **Annual Audit Assistance and Review** - The MPO staff will provide information to the NACOLG auditors and review the draft and final audit report.
- **Policy Committee and TCC Administration** - The MPO staff will hold the MPO Policy Committee and Technical Coordinating Committee meetings. The MPO staff will prepare the agendas, notices, and minutes for these meetings. The MPO staff will

prepare Policy Committee resolutions. The MPO staff will prepare TCC recommendations lists.

- Transportation Related Meeting Attendance/Participation - The MPO staff will attend meetings with interested groups. The MPO staff will make transportation planning presentations by request.
- Information and Technical Assistance - The MPO staff will provide transportation planning information and technical assistance to individuals, businesses, organizations, and MPO committee members.

Products

- Employee Evaluations
- Semi-Annual Reports
- Monthly Invoices
- Annual Audit
- Policy Committee Agendas, Notices, Resolutions, and Minutes
- TCC Agendas, Notices, Recommendation Lists, Project Status Reports, Minutes
- Technical Assistance

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

The work items in this task will be conducted for the entire fiscal year (October 1, 2009 through September 30, 2010).

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 79,311.75
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 19,827.75</u>
TOTAL	\$ 99,138.75

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

1.2 Unified Planning Work Program (UPWP)

Purpose/Objective

The purpose of this task is to prepare the Fiscal Year 2011 Unified Planning Work Program (UPWP) and, if necessary, amend the Fiscal Year 2010 UPWP. The goal is to have a reasonable guide and budget for the transportation planning program for the upcoming year and the current year. The objectives are:

- To effectively consult with the appropriate agencies regarding transportation planning efforts
- To determine reasonable financial requirements and limitations for the transportation planning process
- To provide adequate opportunities for public involvement in the development of the UPWP
- To keep the current transportation planning process budget in balance

Previous Work

- 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 2010 UPWP based on input from ALDOT.
- Public Participation - The MPO staff posted the draft UPWP on the NACOLG website. The MPO staff distributed paper and digital copies of the draft UPWP upon request and held public involvement meetings.
- Fiscal Year 2010 UPWP - The MPO staff prepared the Fiscal Year 2010 UPWP.
- Fiscal Year 2009 UPWP Budget - The MPO staff monitored the Fiscal Year 2009 UPWP budget.

Proposed Work

- Consultation - The MPO staff will consult with the Alabama Department of Transportation (ALDOT) and the local governments regarding transportation planning efforts.
- Budget - The MPO staff will prepare a budget for the Fiscal Year 2011 UPWP
- Public Participation - The MPO staff will post the draft UPWP on the NACOLG website. The MPO staff will distribute paper and digital copies of the draft UPWP upon request and will host public involvement meetings.
- Fiscal Year 2011 UPWP - The MPO staff will prepare the Fiscal Year 2011 UPWP.
- Fiscal Year 2010 UPWP Budget - The MPO staff will monitor the Fiscal Year 2010 UPWP budget and amend if necessary.

Products

- Fiscal Year 2011 UPWP
- Amended Fiscal Year 2010 UPWP Budget - As needed.

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

The preparation of the Fiscal Year 2011 UPWP should begin in January 2010 and end in late May 2010. A draft document should be complete by June 2010 and the final document should be complete by August 2010.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 2,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 500</u>
TOTAL	\$ 2,500

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

1.3 COOP Plan

Purpose/Objective

The purpose of this task is to maintain and update the Shoals MPO Continuity of Operations Plan (COOP). The goal is to have a COOP that will allow the staff to recover from a disaster (natural or man-made) and resume the transportation planning process as soon as possible. The objectives of the task are:

- To have a reasonable guide to recover from a disaster
- To have a staff that understands safety and recovery requirements and procedures

Previous Work

Staff Review - The MPO staff reviewed the responsibilities and procedures in the COOP.

Proposed Work

- COOP Update - The MPO staff will update the COOP as and if deemed necessary.
- Staff Review - The MPO staff will review the responsibilities and procedures in the COOP.

Products

- Updated COOP – if necessary

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

The work items in this task will be conducted for the entire fiscal year (October 1, 2009 through September 30, 2010).

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,500
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 375</u>
TOTAL	\$ 1,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

1.4 Education and Training

Purpose/Objective

The purpose of this task is to develop and maintain the technical proficiency of the MPO staff. The goal of the task is to have a knowledgeable MPO staff that can provide proper guidance to the planning process. The objectives are:

- To provide the MPO staff time to learn new techniques, learn new software, and maintain understanding of the laws and regulations governing the MPO
- To provide the tools necessary for the MPO staff to develop their technical proficiency
- To provide the opportunity and means to travel to useful workshops and conferences
- To reimburse the MPO staff for travel expenses

Previous Work

- 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 GIS Software Programs - The MPO staff studied ArcInfo and MapInfo programs as needed.
- Studied Traffic Modeling Packages - The MPO staff studied the Tranplan and Cube programs. 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 the following workshops or conferences:
 - ALDOT Title VI Training, Montgomery - October 9, 2008
 - Alabama Association of Regional Councils Annual Conference, Orange Beach - October 19, 2008 through October 22, 2008
 - Tranplan/Cube ALDOT Workshop, Montgomery - April 14, 2009 through April 15, 2009
 - FHWA Technical Outreach Workshop, Decatur - May 27, 2009 through May 28, 2009
 - NTI Introduction to Statewide Planning, Charlotte, NC - June 17, 2009 through June 18, 2009

Proposed Work

- Read/Study Appropriate Publications - The MPO staff will read transportation planning related publications on a monthly basis. The MPO staff will review/study federal regulations and circulars as needed.
- Study GIS Software Programs - The MPO staff will study ArcGIS programs as needed.
- Study Traffic Modeling Packages - The MPO staff will study the Tranplan and Cube programs.
- Attend Workshops and Conferences - The MPO staff will attend workshops or conferences as needed.
- Travel Vouchers - The MPO staff will complete travel vouchers as needed for travel reimbursement.

Products

- A Knowledgeable MPO Staff
- Travel Vouchers - As Needed
- Workshops and Conferences - Annual Alabama Association of Regional Commission's Training, Montgomery - October 2009; Other Workshops/Conferences as Needed and Appropriate

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010).

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 15,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 3,750</u>
TOTAL	\$ 18,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

1.5 Capital and Operating Purchases

Purpose/Objective

The purpose of this task is to purchase, repair, and upgrade equipment, supplies, computer hardware, software, and furnishings necessary to manage the transportation planning process. The goal is for the staff and committees to have everything needed to conduct the process in an efficient manner. The objectives are:

- To determine appropriate needs and make appropriate purchases
- To obtain the best price on purchases, repairs, and upgrades
- To manage/maintain current equipment, supplies, computer hardware, software, and furnishings in order to minimize expenditures

Previous Work

- Purchased Computer - The MPO staff purchased a replacement computer.
- 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. The MPO staff purchased the Adobe Creative Suites software package

Proposed Work

- Purchase Computer - There are no plans to purchase a computer in fiscal year 2010. If a current computer becomes unusable during fiscal year a replacement computer will be purchased.
- Purchase, Repair, or Replace Equipment and Supplies - The MPO staff will purchase supplies that cannot be charged to the NACOLG indirect fund. These purchases will be handled as needed.
- Maintain Software Licenses - The MPO staff will renew annual software licenses for one ArcEditor seats and one ArcView seat. Other software will be bought or renewed on an as needed basis.

Products

- New Computer - As needed
- New, Repaired, or Replaced Equipment and Supplies - As needed
- Software Maintenance Agreements – As needed

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 10,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 2,500</u>
TOTAL	\$ 12,500

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

Task 2.0 GIS, Data Collection, and Data Analysis

2.1 Socioeconomic and Environmental Data and Analysis

Purpose/Objective

The purpose of this task is to collect and maintain socioeconomic and environmental data that is used for the MPO's transportation demand model and other transportation planning activities. The goal of the task is to have accurate and up-to-date data necessary to revise the long-range transportation plan and conduct the transportation planning process. The objectives of the task are:

- To have accurate and current socioeconomic and environmental data
- To maintain data in digital formats including GIS files
- To ensure that the MPO committee and staff have the necessary data to make informed decisions

Previous Work

- 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 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.

Proposed Work

- Census Data - Census data will be collected, summarized, and distributed by the MPO staff.
- Business/Employment - Business and Employment information will be gathered and filed by the MPO staff. A 2010 employment database will be developed by the MPO staff.
- School Enrollment - School enrollment numbers will be collected and summarized into TAZs by the MPO staff.
- Traffic Counts - Traffic counts, provided by ALDOT, will be input into digital files including GIS files by the MPO staff. A traffic count brochure will be prepared by the MPO staff.
- Collect Data - The MPO staff will collect social data and environmental data.
- Maintain Files/Databases - The MPO staff will update digital files, including GIS files, with current data.
- Produce Maps - The MPO staff will produce maps of the various social and environmental files.

Products

- Census Data Files - Updated As Data Becomes Available
- Business and Employment Files - Updated As Data Becomes Available, 2010 Employment File - Summer 2010
- School Enrollment Files - Updated As Data Becomes Available
- Traffic Count Files - Summer 2010
- Social and Environmental Data Files - As Data Becomes Available
- Social and Environmental Data Maps - As Needed

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 57,500
Local Matching Funds (NACOLG)	\$ 14,375
TOTAL	\$ 71,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

2.2 Transportation Model Development and Maintenance

Purpose/Objective

The purpose of this task is to develop and maintain traffic models for the transportation planning process. The goal of the task is to develop reasonable traffic models. The objectives are:

- To develop accurate input files for the model
- To develop reasonable models
- To accurately calibrate and verify the models
- To produce easily understood reports, maps, and displays of the model outputs

Previous Work

- 2035 Long-Range Transportation Plan Network - The MPO staff developed the 2035 plan network.
- 2035 Long-Range Transportation Plan Travel Demand Model - The MPO staff produced the 2035 plan model.
- 2035 Long-Range Transportation Plan Travel Demand Model - The MPO staff checked the 2035 plan model.
- Maps of the 2035 Long-Range Transportation Plan Travel Demand Model - The MPO produced maps of the 2035 model outputs.

Proposed Work

- 2010 Base Year Network - The MPO staff will begin developing the 2010 base year network in the spring of 2010.
- Models for MPO Member Governments - The MPO staff will develop models based on request from the local governments represented on the MPO and ALDOT.

Products

- 2010 Base Year Network
- Models for MPO Member Governments - As Requested

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 7,500
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 1,875</u>
TOTAL	\$9,375

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

Task 3.0 Public Involvement

3.1 Public Participation Process

Purpose/Objective

The purpose of this task is to develop and manage the public involvement process. The goal of this task is to have a process that provides for an open transportation planning process that considers the needs of all segments of the local population. The objectives of this task are:

- To have a proactive public involvement process
- To provide timely and adequate public notice of MPO activities
- To provide full public access to key decisions in the MPO planning process
- To provide early and continuing public involvement in the MPO planning process
- To provide reasonable public access to technical and policy input used to develop plans and programs
- To ensure that low-income individuals, minorities, persons with disabilities, and senior citizens have an opportunity to participate in the transportation planning process

Previous Work

- 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. Legal ads for the 2035 Long-Range Transportation Plan and the Transportation Improvement Program (TIP) were published in the *Times Daily*.
- Public Meetings - The MPO staff held public meetings and public reviews for MPO 2035 Long-Range Transportation Plan (Summer 2009) and the Transportation Improvement Program (TIP) Revision (Summer 2009).
- 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 posts the MPO documents on the NACOLG website.

Proposed Work

- Public Notification - The MPO staff will provide 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 will be provided by postal mail and e-mail. In addition, the news releases will also be posted on the NACOLG website and on the NACOLG Meeting Bulletin Board. The news releases will be distributed at least two weeks prior to meeting dates. Legal ads for the Transportation Improvement Program (TIP) will be published in the *Times Daily*.
- Public Meeting - The MPO staff will hold a public meeting and a public review for MPO's Transportation Improvement Program (TIP) Revision (Summer 2010).
- Public Presentations - The MPO staff will speak at public and civic groups during fiscal year 2010 upon request.
- Mailing Lists Maintenance - The MPO staff will maintain 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 will maintain two lists, a postal mail list and an e-mail list.

- Document Distribution - The MPO staff will distribute MPO documents to committee members, government agencies, and the general public. The MPO staff will also post the MPO documents on the NACOLG website.
- PIP Maintenance - The MPO staff will amend the PIP based on MPO amendments as needed.
- MPO Response - The MPO staff will provide written responses to inquiries into the transportation planning process or an MPO document in fiscal year 2010 as needed.

Products

- News Releases (MPO Committee Meetings, MPO Training, and TIP Public Meeting)
- Legal Ads (TIP Revision) - Summer 2010
- TIP Public Meeting - Summer 2010
- Public Presentations - As Requested
- Mailing Lists - Updated as Needed
- Public Involvement Plan Amendments - As Needed
- MPO Written Responses - As Required
- Record of Public Involvement - October 2009

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 750</u>
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

3.2 Title VI Planning and Environmental Justice

Purpose/Objective

The purpose of this task is to ensure that the plans, programs, and processes developed by the MPO consider the needs of the traditionally underserved populations (low-income, minority, disabled, and elderly). The goal of this task is to ensure that federally funded transportation projects in the Shoals Area do not disproportionately affect the traditionally underserved populations. The objectives of the task are:

- To accurately map the traditionally underserved populations
- To involve the traditionally underserved populations in the transportation planning process
- To make the MPO committees aware of the needs of the traditionally underserved populations

Previous Work

- Map Underserved Populations - The MPO staff mapped low-income, minority, disabled, and elderly population areas 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.

Proposed Work

- Map Underserved Populations - The MPO staff will update maps for low-income, minority, disabled, and elderly population as possible.
- Public Notification - The MPO staff will provide 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 will provide technical assistance to groups that work with low-income people, minorities, persons with disabilities, and elderly citizens as requested.

Products

- Maps of Underserved Populations - As Needed
- News Releases (MPO Committee Meetings, MPO Training, and TIP Public Meeting)
- Technical Assistance - As Requested

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,500
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 375</u>
TOTAL	\$ 1,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

3.3 Disadvantaged Business Enterprise (DBE)

Purpose/Objective

The purpose of this task is to fulfill all DBE requirements placed on the MPO. The goal is to involve DBE firms in the transportation planning process. The objectives are:

- To complete required DBE reports
- To aid in the recruitment and certification of DBE firms
- To consider qualified DBE firms when contracts are awarded

Previous Work

- MPO Contracts - The MPO did not award any direct contracts in fiscal year 2009

Proposed Work

- MPO Contracts - The MPO does not plan to award any direct contracts in fiscal year 2010. If any contracts are awarded DBE firms will be considered.

Products

- DBE Contracts - As Needed

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,500
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 375</u>
TOTAL	\$ 1,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

Task 4.0 Environmental Mitigation and Streamlining

4.1 Air Quality Planning

Purpose/Objective

The purpose of this task is to prepare for the implementation an air quality planning program in the Shoals Planning Area. The goal of this task is to develop an effective air quality program.

The objectives of this task are:

- For the MPO staff and MPO committees to have a working knowledge of air quality planning

Previous Work

None

Proposed Work

- Staff Training - The MPO staff will attend or participate in air quality training workshops including those related to Mobile 6.2 or equivalent software.
- Air Quality Monitoring and Reporting - The MPO staff monitored the ADEM air quality data and provided the information to the MPO committees in October 2009 and April 2010.
- Develop Procedures - The MPO staff will develop an air quality planning procedure in the summer of 2010.

Products

- Reports as directed by the MPO

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010).

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,500
Local Matching Funds (NACOLG)	\$ 375
TOTAL	\$ 1,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

4.2 Climate Change and Green House Gas (GHG) Emissions

Purpose/Objective

The purpose of this task is to incorporate climate change prevention activities into the planning process. The goal of this task is to minimize negative environmental consequences of transportation. The objectives of this task are:

- To provide accurate and useful environmental mitigation and climate change data to the MPO committees
- To provide an opportunity for environmental mitigation and climate change issues to be discussed at all MPO committee meetings

Previous Work

None

Proposed Work

- Staff Training - The MPO staff will attend or participate in climate change and green house gas training workshops.

Products

None

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010).

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 250</u>
TOTAL	\$ 1,250

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

Task 5.0 Transportation Systems

5.1 Long Range Transportation Plan (LRTP)

Purpose/Objective

The purpose of this task is to prepare and maintain a long-range transportation plan. The goal of the task is to develop and maintain a financially balanced long-range transportation plan that addresses the needs of the community. The objectives of the task are:

- To develop reasonable financial projections
- To monitor financial projections and transportation project costs
- To monitor transportation needs
- To develop reasonable strategies to address transportation needs
- To prepare an easily understood plan
- To amend the plan based on current transportation needs

Previous Work

- Long-Range Transportation Needs List - The MPO staff developed a transportation needs list based on input from MPO committees, modal representatives, traffic models, the adopted coordinated transit plan, and the adopted bicycle and pedestrian plan.
- Long-Range Transportation Plan Strategies - The MPO staff developed strategies to address the needs list based on input from MPO committees, modal representatives, traffic models, the adopted coordinated transit plan, and the adopted bicycle and pedestrian plan.
- Long-Range Transportation Financial Projections - The MPO staff developed financial projections with guidance from ALDOT.
- 2035 Long-Range Transportation Plan - The MPO staff prepared the draft and final plan.

Proposed Work

- Financial Projections and Transportation Project Costs - The MPO staff will monitor the financial projections, transportation project costs, and air quality attainment status and make adjustments to the plan if necessary.
- Transportation Needs - The MPO staff will monitor transportation needs and make adjustments to the plan if necessary.
- Plan Amendments - The MPO staff will amend the plan if necessary based on the current financial conditions, transportation needs, or air quality status with MPO adopted amendments.

Products

- An Up-To-Date Long-Range Transportation Plan - A long-range transportation plan that reflects the current financial conditions, transportation needs, and air quality status. The plan will be amended as necessary.

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). The next long-range transportation plan is scheduled to be adopted in September 2014.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 750</u>
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.2 Transportation Improvement Program (TIP)

Purpose/Objective

The purpose of this task is to develop and revise the TIP. The goal of this task is to develop a realistic, financially constrained, multi-year program of transportation projects drawn from the long-range transportation plan. The objectives of this task are:

- To develop reasonable financial projections and cost estimates for the TIP
- To monitor the progress of the TIP projects
- To maintain an accurate database of TIP projects
- To coordinate the TIP development with ALDOT
- To give the general public a reasonable opportunity to be involved in the TIP process
- To produce a easily understood TIP

Previous Work

- TIP Projects Progress - The progress of the TIP projects was monitored on a regular basis by the MPO staff. Changes were made to the TELUS database and the MPO budget sheet as needed by the MPO staff.
- TIP TELUS Database of Projects - Project descriptions were modified as needed by the MPO staff.
- Fiscal Years 2008 through 2011 TIP Revision - The TIP was revised to reflect current financial conditions in the summer of 2009 by the MPO staff.
- Public Meeting for the Revised TIP - A public meeting for the revised TIP was held during the summer of 2009 by the MPO staff.
- TIP Amendments - The TIP was amended as needed based on ALDOT and local government recommendations by the MPO staff.

Proposed Work

- TIP Projects Progress - The progress of the TIP projects will be monitored on a regular basis by the MPO staff. Changes will be made to the MPO budget sheet as needed.
- TIP TELUS Database of Projects - Project descriptions will be modified as needed by the MPO staff.
- Fiscal Years 2008 through 2011 TIP Revision - The TIP will be revised to reflect current financial conditions in the summer of 2010 by the MPO staff.
- Public Meeting for the Revised TIP - A public meeting for the revised TIP will be held during the summer of 2010 by the MPO staff.
- TIP Amendments - The TIP will be amended as needed based on ALDOT and local government recommendations by the MPO staff.

Products

- Updated TELUS Database - As Needed
- Revised Fiscal Years 2008 through 2011 TIP - Draft June 2010, Final August 2010
- Amended TIP - As Needed

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 5,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 1,250</u>
TOTAL	\$ 6,250

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.3 Public Transit Planning

Purpose/Objective

The purpose of this task is to help the transit providers in the Shoals area plan an effective transit system and to provide technical assistance to the transit providers. The goal of this task is to have a well-planned and effective transit system serving the whole community. The objectives of this task are:

- To submit viable grant applications
- To have efficiently managed transit grants
- To coordinate transit service when feasible
- To improve transit service for the elderly, person with disabilities, and low-income individuals
- To address transit gaps when feasible
- To provide for private sector transportation companies participation in the transportation planning process

Previous Work

- Transit Grant Application - The MPO staff assisted in the preparation of Grant Applications for Section 5307 and 5311 applications
- Route Selection - The MPO staff routinely checks current transit ridership records for the feasibility of fixed routes

Proposed Work

- Transit Grant Application - The MPO staff will assist in the preparation of Grant Applications for Section 5307 and 5311 applications
- Route Selection - The MPO staff will check current transit ridership records for the feasibility of fixed routes

Products

- Transit Grant Applications
- Route Selection - As Needed

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
Local Matching Funds (NACOLG)	\$ 750
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.4 Bicycle/Pedestrian Transportation Planning

Purpose/Objective

The purpose of this task is to maintain and encourage bicycle and pedestrian activities. The goal of this task is to improve opportunities for bicycle and pedestrian travel in the Planning Area. The objectives of this task are:

- To provide assistance for bicycle and pedestrian planning to the local governments and public
- To assist local governments develop bicycle and pedestrian related grant applications

Previous Work

- Technical Assistance - The MPO staff provided technical assistance to member governments.
- Grant Writing - The MPO staff assisted in the preparation of Transportation Enhancement (TE) Grant Applications for Sheffield, Muscle Shoals, and the Northwest Alabama Regional Airport. Staff assisted Sheffield and Killen with Safe Routes to Schools Grant Applications.
- 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.

Proposed Work

- Technical Assistance - The MPO staff will provide technical assistance to member governments.
- Grant Writing - The MPO staff will assist in the preparation of Transportation Enhancement (TE) Grant Applications and Safe Routes to Schools Grant Applications.
- Monitor and Update Files - The MPO staff will monitor bicycle and pedestrian transportation conditions in the community and updated paper and digital files, including GIS files, to reflect changes.

Products

- Updated Bicycle and Pedestrian Files - As Needed
- Bicycle and Pedestrian Related Grant Applications - As Requested

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 750</u>
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.5 Freight Planning

Purpose/Objective

The purpose of this task is to assist the local governments with freight planning. The objective of this task is to have a regional transportation system where freight issues are actively and continuously coordinated. The objectives of this task are:

- To provide a forum for the local governments and ALDOT to discuss freight issues
- To provide technical assistance to local governments and ALDOT related to freight planning

Previous Work

- Freight Mobility Workshops - Staff hosted and participated in two freight mobility workshops

Proposed Work

- Management and Operations Forum - The MPO staff will provide the Policy and Technical Coordinating Committee opportunities to discuss freight planning and related issues at their regular meetings.
- Technical Assistance - The MPO staff will provide technical assistance for freight planning and related issues as requested.

Products

- Freight Planning Discussions
- Technical Assistance Items - As Requested

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 750</u>
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.6 Trans Management and Operations Planning

Purpose/Objective

The purpose of this task is to assist the local governments with transportation management and operations planning. The objective of this task is to have a regional transportation system where management and operation functions are actively and continuously coordinated. The objectives of this task are:

- To provide a forum for the local governments and ALDOT to discuss transportation management and operations
- To provide technical assistance to local governments and ALDOT related to management and operations planning

Previous Work

- Management and Operations Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss management and operations planning at their regular meetings.
- Technical Assistance - The MPO staff did not receive a request for management and operations technical assistance in 2009.

Proposed Work

- Management and Operations Forum - The MPO staff will provide the Policy and Technical Coordinating Committee opportunities to discuss management and operations planning at their regular meetings.
- Technical Assistance - The MPO staff will provide technical assistance for management and operations related issues as requested.

Products

- Management Operations Discussions
- Technical Assistance Items - As Requested

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 1,500
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 375</u>
TOTAL	\$ 1,875

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

5.7 Transportation Safety Planning

Purpose/Objective

The purpose of this task is to incorporate transportation safety into the planning process. The goal of this task is to improve transportation safety in the community. The objectives of this task are:

- To provide accurate and useful transportation safety data to the MPO committees
- To provide an opportunity for transportation safety issues to be discussed at all MPO committee meetings

Previous Work

- Safety Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss safety issues at their regular meetings.

Proposed Work

- Crash Report - The MPO staff will prepare a report of high traffic crash locations for the MPO committees.
- Safety Forum - The MPO staff provided the Policy and Technical Coordinating Committee opportunities to discuss safety issues at their regular meetings.

Products

- Crash Report
- Safety Discussions

Staffing

NACOLG (MPO Staff)

Schedule/Timeline

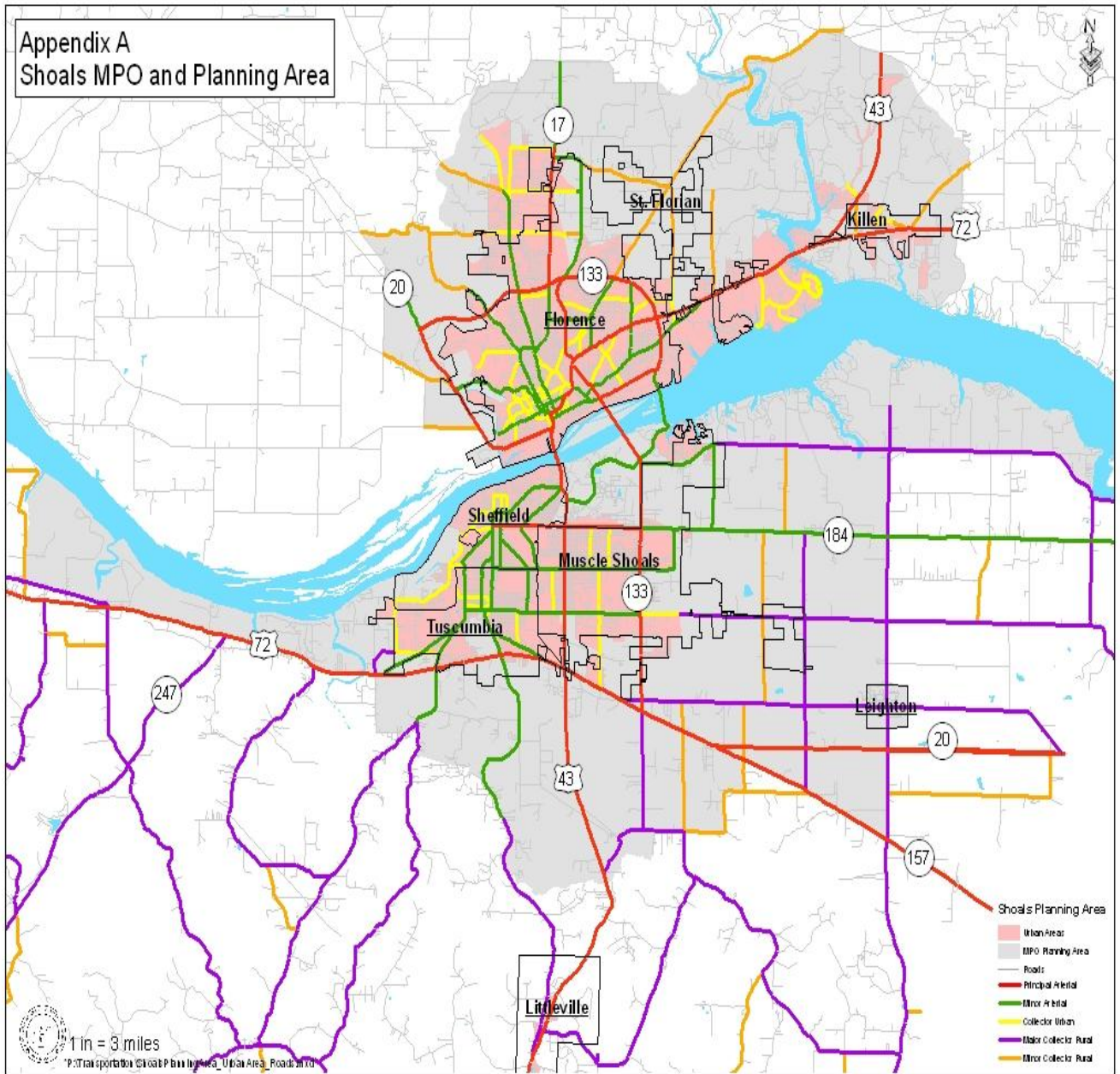
Some of the work items in this task could be conducted at any time during the fiscal year (October 1, 2009 through September 30, 2010). Estimated completion dates are provided under the Products section if appropriate.

Financial Responsibility

PL Funds (FHWA/FTA)	\$ 3,000
<u>Local Matching Funds (NACOLG)</u>	<u>\$ 750</u>
TOTAL	\$ 3,750

*The FHWA PL and FTA 5303 planning funds have been consolidated into the PL category

Appendix A
Shoals MPO and Planning Area



Appendix B

MPO Organizational Chart

The Shoals Area transportation planning process is conducted by the Metropolitan Planning Organization (MPO). The MPO is composed of two committees. The Policy Committee is the official decision making body of the process. The Policy Committee is served by one advisory committees: the Technical Coordinating Committee (TCC). The Policy Committee has the ultimate decision on transportation planning matters but the advisory committees' work and recommendations shape all of the outputs of the transportation planning process.

Policy Committee

The Policy Committee serves as the official decision making body for the Shoals Area transportation planning process. In this capacity the Committee determines how federal transportation funds are spent in the study area. The Committee's responsibilities include providing overall guidance to the planning process, review and approval of all process plans and programs, as well as appointing TCC members. The Policy Committee is composed of fourteen members, eight voting and six non-voting.

Policy Committee Voting Members

- Bobby Irons – Mayor, city of Florence
- David Bradford – Mayor, City of Muscle Shoals
- Ian Sanford – Mayor, City of Sheffield
- Billy Shoemaker – Mayor, City of Tuscumbia
- Larry Irons – Commissioner, Lauderdale County
- Roger Creekmore – Commissioner, Colbert County
- James Brown – 2nd Division Engineer, Alabama Department of Transportation
- Keith Jones – Executive Director, Northwest Alabama Council of Local Governments

Policy Committee Non-Voting Members

- Mr. Mark D. Bartlett – Division Administrator, Federal Highway Administration
- Mr. Robert J. Jilla – Multimodal Transportation Engineer of the Bureau of Transportation Planning and Modal Programs, Alabama Department of Transportation
- Brad Williams – Chairman, Technical Coordinating Committee
- Louis Stumpe – Mayor, Town of St. Florian
- Jerry Mitchell – Mayor, Town of Killen
- Lewayne Harrison – Mayor, Town of Leighton

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) provides technical support to the MPO Policy Committee. The TCC reviews MPO documents, studies, reports, plans, and programs and provides the MPO with recommendations concerning these items. The TCC members review the planning process products from a technical perspective making certain that all appropriate concerns are addressed, including local planning issues, engineering details, environmental questions, and future growth, among many others. The TCC also has the ability to make alternative recommendations for any of the products.

The TCC coordinates the work of the various departments and agencies involved in the transportation planning process. All of the local governments, the State DOT, and selected other transportation interests are represented on the TCC. The TCC members share information and data that builds and improves the planning processes and products. The TCC ensures that all of the transportation projects are coordinated.

TCC Voting Members

- Allen Teague - 2nd Division Pre-Construction Engineer, Alabama Department of Transportation

- Dr. Emmanuel C. Oranika – Alabama Department of Transportation, Bureau of Transportation Planning, Metropolitan Planning Engineer
- Two (2) representatives from Colbert County
- Two (2) representatives from Lauderdale County
- Two (2) representatives from Florence
- Two (2) representatives from Muscle Shoals
- Two (2) representatives from Sheffield
- Two (2) representatives from Tuscumbia
- Director, Florence / Lauderdale County Port Authority

TCC Non-Voting Members

- Two (2) representatives from Killen
- Two (2) representatives from Leighton
- Two (2) representatives from St. Florian
- Director, Northwest Alabama Regional Airport
- Representative, Shoals Area Chamber of Commerce
- Rail-Freight Industry Representative
- Motor-Freight Industry Representative
- Director, North Alabama Highway Safety Office
- Transit Director, Northwest Alabama Council of Local Governments
- Transportation Planning Director, Northwest Alabama Council of Local Governments
- Community Planner, Federal Transit Administration
- Community Planner, Federal Highway Administration

Appendix C

Transportation Planning Acronyms and Terms

2nd Division - Alabama Department of Transportation 2nd Division, office located in Tuscombua, covers six counties in Northwest Alabama

AAA - Area Agency on Aging

ADA - Americans with Disabilities Act

ADAP - Alabama Disabilities Advocacy Program

ALDOT - Alabama Department of Transportation

AHD - Alabama Highway Department; now Alabama Department of Transportation

ARC - Appalachian Regional Commission

Bicycle / Pedestrian Scale Development - Development that consists of a mix of land uses (residential, commercial, public) in close proximity, where one could comfortably walk or ride a bicycle from their origin (e.g. residence, place of employment) to their destination (e.g. place of employment, store, government facility, park)

BR - Bridge funding program; also BRON

CA - Capital funds (transit)

CN - Construction - the final phase of transportation project, the actual building of the project

DPI or DPIP - Innovative/Special funding program, applies to projects specifically named in federal legislation

Enhancement Funds - 10% of all STP funds allocated to a state are required to be spent on enhancement projects, eligible projects include, but are not limited to, acquisition of historic sites and construction of pedestrian or bicycle facilities

EPA - Environmental Protection Agency

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Functional Classification System - a system to distinguish roads according to the type of service they are intended to provide

GIS - Geographic Information System - a computer system that ties together cartographic images with databases, it allows the user to create new maps and databases through various means including overlay and query operations

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991; replaced by first by TEA-21 then SAFETEA-LU

ITS - Intelligent Transportation System

JARC - Job Access and Reverse Commute - Federal Transit Administration Section 5316 funding program

Long-Range Transportation Plan - a transportation plan that outlines the projects that will be required to meet the needs of an area over an extended period of time usually 20 years, updated every 4 to 5 years

LRTP - Long-Range Transportation Plan

MPO - Metropolitan Planning Organization, Shoals Area MPO

NACOLG - Northwest Alabama Council of Local Governments

New Freedoms - Federal Transit Administration Section 5317 funding program

NHS - National Highway System, a transportation funding category, only projects on designated NHS routes can use these funds; also NHSP

OP - Operating funds (transit)

PE - Preliminary Engineering - the first phase of most transportation projects, the study and design of the project

ROW - Right of Way - a phase of transportation projects, the purchase of right of way

RPO - Rural Planning Organization, Northwest Alabama RPO

RW - Right of Way - a phase of transportation projects, the purchase of right of way

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - (Pub. L. 109-59, August 10, 2005)

Section 5303 - Federal Transit Administration funding program for technical studies

Section 5307 - Federal Transit Administration funding program for urban area transit capital and operating expenses

Section 5309 - Federal Transit Administration funding program for capital transit improvements

Section 5310 - Federal Transit Administration funding program for elderly and disabled transit capital assistance

Section 5311 - Federal Transit Administration funding program for rural area transit capital and operating expenses

Section 5316 - Federal Transit Administration funding program for job access and reverse commute transit, aka JARC

Section 5317 - Federal Transit Administration funding program for new Americans with Disabilities Act transit assistance, aka New Freedoms

ST - State funding

STAA - Surface Transportation Any Area funding category, represents funds that may be used anywhere in the state, ALDOT has the authority to allocate these funds

STEE - Surface Transportation Enhancement funding category, funds are distributed by the state based on criteria determined on the application, 10% of all STP funds allocated to a state must be used for enhancement projects

STIP - State Transportation Improvement Program

STOA - Surface Transportation Other Area funding category, represents funds that are used in Urban Areas with Populations less than 200,000

STP - Surface Transportation Program, a transportation funding category, Urban Areas are allocated an amount of funds annually based on a certain dollar amount per capita

TAZ - Transportation Analysis Zone - districts used for computer traffic modeling

TCC - Technical Coordinating Committee

TEA-21 - Transportation Equity Act of the 21st Century

TELUS - Transportation, Economic, and Land Use System (TELUS) - web-based software used to manage and integrate the TIP and STIP processes and databases

TIP - Transportation Improvement Program - a list of projects slated to begin over a 4-year period, revised/rebalanced every year and updated every four years

TR - Transit project

TranPlan - transportation computer modeling program used by the Alabama MPO's

UMTA - Urban Mass Transit Administration; now FTA

UPWP - Unified Planning Work Program - a set of tasks that the WARC staff is committed to perform over a fiscal year, updated annually

Urban Area Boundary - boundary surrounding a Census Bureau defined urbanized area, established by the MPO with ALDOT and FHWA approval

UT - Utility Construction - a phase of transportation projects, the relocation of utilities

FY 2010 PROPOSED AGENCY PARTICIPATION

TASKS		NACOLG (MPO)	ALDOT	CONSULTANTS	TOTALS
1.1	MPO Administration	\$ 99,138.75	\$ -	\$ -	\$ 99,138.75
1.2	Unified Planning Work Program (UPWP)	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
1.3	COOP Plan	\$ 1,875.00	\$ -	\$ -	\$ 1,875.00
1.4	Education and Training	\$ 18,750.00	\$ -	\$ -	\$ 18,750.00
1.5	Capital and Operating Purchases	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00
2.1	Socioeconomic and Environmental Data & Analysis	\$ 71,875.00	\$ -	\$ -	\$ 71,875.00
2.2	Transportation Model Development & Maintenance	\$ 9,375.00	\$ -	\$ -	\$ 9,375.00
3.1	Public Participation Process (PPP)	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
3.2	Title VI Planning and Environmental Justice	\$ 1,875.00	\$ -	\$ -	\$ 1,875.00
3.3	Disadvantaged Business Enterprise (DBE)	\$ 1,875.00	\$ -	\$ -	\$ 1,875.00
4.1	Air Quality Planning	\$ 1,875.00	\$ -	\$ -	\$ 1,875.00
4.2	Climate Change & Green House Gas Emissions	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00
5.1	Long Range Transportation Plan (LRTP)	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
5.2	Transportation Improvement Program (TIP)	\$ 6,250.00	\$ -	\$ -	\$ 6,250.00
5.3	Public Transit Planning	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
5.4	Bicycle/Pedestrian Planning	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
5.5	Freight Planning	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
5.6	Transportation Management & Operations Planning	\$ 1,875.00	\$ -	\$ -	\$ 1,875.00
5.7	Transportation Safety Planning	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
6	ALDOT Technical Support	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00
	TOTALS	\$ 253,513.75	\$ 70,000.00	\$ -	\$ 323,513.75

Unified Planning Work Program FY 2010 Funding Sources

<u>Task</u>	<u>State Planning & Research (SPR)</u>	<u>State or Local Share (SLS)</u>	<u>Planning (PL)</u>	<u>Local Match</u>	<u>Federal</u>	<u>State & Local Match</u>	<u>Total</u>
1.1 MPO Administration	\$ -	\$ -	\$ 79,311.00	\$ 19,827.75	\$ 79,311.00	\$ 19,827.75	\$ 99,138.75
1.2 Unified Planning Work Program (UPWP)	\$ -	\$ -	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00
1.3 COOP Plan	\$ -	\$ -	\$ 1,500.00	\$ 375.00	\$ 1,500.00	\$ 375.00	\$ 1,875.00
1.4 Education and Training	\$ -	\$ -	\$ 15,000.00	\$ 3,750.00	\$ 15,000.00	\$ 3,750.00	\$ 18,750.00
1.5 Capital and Operating Purchases	\$ -	\$ -	\$ 10,000.00	\$ 2,500.00	\$ 10,000.00	\$ 2,500.00	\$ 12,500.00
2.1 Socioeconomic and Environmental Data	\$ -	\$ -	\$ 57,500.00	\$ 14,375.00	\$ 57,500.00	\$ 14,375.00	\$ 71,875.00
2.2 Transportation Model Development & Maint.	\$ -	\$ -	\$ 7,500.00	\$ 1,875.00	\$ 7,500.00	\$ 1,875.00	\$ 9,375.00
3.1 Public Participation Process (PPP)	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
3.2 Title VI Planning & Environmental Justice	\$ -	\$ -	\$ 1,500.00	\$ 375.00	\$ 1,500.00	\$ 375.00	\$ 1,875.00
3.3 Disadvantaged Business Enterprise (DBE)	\$ -	\$ -	\$ 1,500.00	\$ 375.00	\$ 1,500.00	\$ 375.00	\$ 1,875.00
4.1 Air Quality Planning	\$ -	\$ -	\$ 1,500.00	\$ 375.00	\$ 1,500.00	\$ 375.00	\$ 1,875.00
4.2 Climate Change and Green House Gas	\$ -	\$ -	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 1,250.00
5.1 Long Range Transportation Plan (LRTP)	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
5.2 Transportation Improvement Program (TIP)	\$ -	\$ -	\$ 5,000.00	\$ 1,250.00	\$ 5,000.00	\$ 1,250.00	\$ 6,250.00
5.3 Public Transit Planning	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
5.4 Bicycle/Pedestrian Planning	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
5.5 Freight Planning	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
5.6 Transportation Mgt. & Operations Planning	\$ -	\$ -	\$ 1,500.00	\$ 375.00	\$ 1,500.00	\$ 375.00	\$ 1,875.00
5.7 Transportation Safety Planning	\$ -	\$ -	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,750.00
ALDOT Technical Support	\$ 56,000.00	\$ 14,000.00	\$ -	\$ -	\$ 56,000.00	\$ 14,000.00	\$ 70,000.00
Sub-Totals			\$ 202,811.00	\$ 50,702.75	\$ 258,811.00	\$ 64,702.75	\$ 323,513.75
				Totals	\$ 258,811.00	\$ 64,702.75	\$ 323,513.75
<i>Note: SPR and SLS funds are not included on a per task basis for this worksheet</i>							