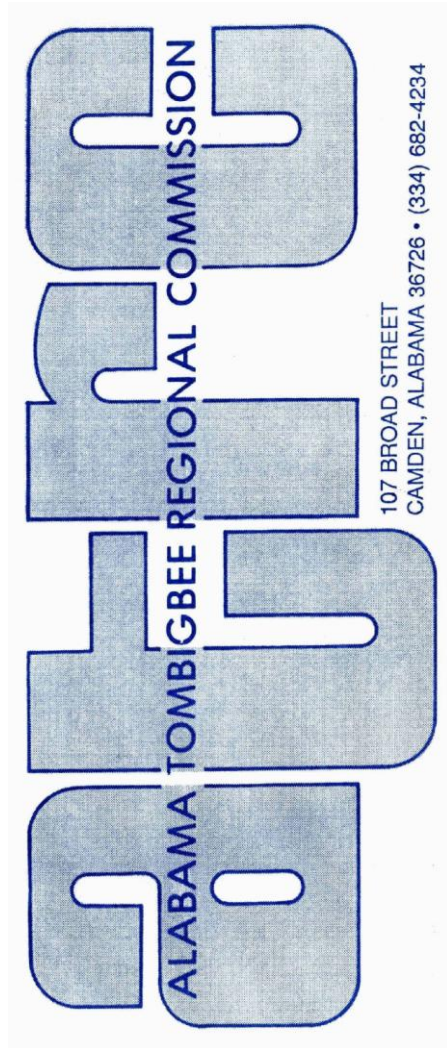


Alabama Tombigbee Regional Commission Rural Planning Organization (RPO)



Work Program *Fiscal Year 2014*

*This document prepared for the Rural Planning Organization by the
Alabama Tombigbee Regional Commission (ATRC)*

ALABAMA TOMBIGBEE REGIONAL COMMISSION RURAL PLANNING ORGANIZATION (RPO)

Work Program Fiscal Year 2014

This document is posted at <http://www.atrcregion6.com>

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Date adopted:

Dates Amended:

This Work Program was financed in part by the Alabama Tombigbee Regional Commission and the Alabama Department of Transportation, and produced by the Alabama Tombigbee Regional Commission, as staff to the RPO, in partial fulfillment of Task No. 4 of the RPO Work Program and requirements set forth in 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202). The contents of this document do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Rural Planning Organization (RPO)

WORK PROGRAM

FISCAL YEAR 2014

RPO Executive Committee Membership

Tom Tartt, Chairman

Freddie Armstead, Vice Chairman

Alabama Tombigbee Regional Commission (ATRC)

Staff to the RPO

Resolution

The Rural Planning Organization (RPO)
adopting the Fiscal Year 2014 Work Program as prepared
by the Alabama Tombigbee Regional Commission (ATRC)

WHEREAS, the Alabama Tombigbee 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 consultation planning process for portions or all of Choctaw, Clarke, Conecuh, Dallas, Marengo, Monroe, Perry, Sumter, Washington, and Wilcox 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 non-metropolitan transportation consultation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection of the rural transportation needs and issues of the citizens in the aforementioned counties; and

WHEREAS, the Alabama Tombigbee Regional Commission (ATRC), serving as staff to the Rural Planning Organization, has prepared an FY 2014 Work Program outlining the tasks necessary to accomplish the goals of the consultation planning process and the Rural Planning Organization; and

WHEREAS, the Rural Planning Organization (RPO) FY 2014 Work Program has been duly reviewed, discussed, and approved by the RPO;

NOW THEREFORE, BE IT RESOLVED, this ____th day of _____ 2013 that the Alabama Tombigbee Rural Planning Organization does hereby adopt and endorse the FY 2014 Work Program as the guide for tasks to be completed for the consultation planning process.

Chairman

Attest:

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I. Introduction

Purpose

The purpose of this document is to describe the work that will be performed by the Alabama Tombigbee Rural Planning Organization (RPO) in fiscal year 2014. The Rural Planning Organization conducts rural transportation planning in the ten Alabama Tombigbee Alabama counties (Choctaw, Clarke, Conecuh, Dallas, Marengo, Monroe, Perry, Sumter, Washington, and Wilcox). The planning process will be a program sponsored by the Alabama Department of Transportation (ALDOT) and the Alabama Tombigbee Regional Commission (ATRC).

Goals

The goals of the RPO are 1) a well managed rural transportation planning process; 2) an effective transportation committee structure; 3) a comprehensive data library and distribution source; 4) reports that are useful to the ALDOT and the local governments; and 5) a well informed public who actively participate in the rural transportation planning process.

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 Alabama Tombigbee Regional Commission over the 1-year period (fiscal year 2014). The description of each task includes the objective, methodology, products, staffing, and schedule.

II. Tasks

1.0 - Administration and Management

Objective

To effectively manage the rural transportation planning process

Proposed Work

1. The Regional Commission will manage the transportation planning process.
2. The Regional Commission employees will maintain timesheets.
3. The Regional Commission will prepare and submit invoices as required by the ALDOT.
4. The Regional Commission will prepare semi-annual progress reports.

Products

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

Staffing

Alabama Tombigbee Regional Commission

Schedule

Quarterly Invoices Submitted to ALDOT by January 20
April 20
July 20
October 20

Semi Annual Progress Reports Submitted to ALDOT by April 15
October 15

Financial Responsibility

SPR	\$7,800.00
Local Match	\$1,950.00
Total	\$9,750.00

2.0 - Committee Service

Objective

To effectively conduct Policy Committee and Technical Coordinating Committee meetings

Proposed Work

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

Products

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

Staffing

Alabama Tombigbee Regional Commission

Schedule

Not Applicable

Financial Responsibility

SPR	\$19,200.00
Local Match	\$4,800.00
Total	\$24,000.00

3.0 - Data Management

Objective

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

Proposed Work

1. The Regional Commission will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
2. The Regional Commission will maintain the transportation data within databases, spreadsheets, and GIS files.
3. The Regional Commission will distribute the transportation data as required by the transportation planning process and by request.

Products

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

Staffing

Alabama Tombigbee Regional Commission

Schedule

Not Applicable

Financial Responsibility

SPR	\$6,000.00
Local Match	\$1,500.00
Total	\$7,500.00

4.0 - Reports

Objective

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

Proposed Work

1. The Regional Commission will prepare a list of safety suggestions based on input gathered during the rural transportation planning process and provide the list to the ALDOT and local engineers.
2. The Regional Commission will prepare a work program.
3. ATRC will prepare semi-annual progress reports.

Products

1. Safety suggestion list
2. A work program
3. Semi-Annual Reports

Staffing

Alabama Tombigbee Regional Commission

Schedule

FY 2015 Work Program Draft Submitted by July 2014

FY2015 Work Program Final August 2014

Financial Responsibility

SPR	\$6,000.00
Local Match	\$1,500.00
Total	\$7,500.00

5.0 - Public Involvement

Objective

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

Proposed Work

1. The Regional Commission will maintain a Citizens Transportation Advisory Committee mailing list.
2. The Regional Commission will prepare and distribute meeting notices for Citizens Transportation Advisory Committee meetings.
3. The Regional Commission will hold the Citizens Transportation Advisory Committee meetings.
4. The Regional Commission will take minutes at the Citizens Transportation Advisory Committee meetings.
5. The Regional Commission will develop and maintain a news release mailing list.
6. The Regional Commission will distribute news releases for all rural transportation planning process meetings.
7. The Regional Commission will prepare a record of public involvement.

Products

1. A Citizens Transportation Advisory Committee mailing list
2. Timely meeting notices
3. Well-organized Citizens Transportation Advisory Committee meetings
4. Well-written minutes of the Citizens Transportation Advisory Committee meetings
5. A news release mailing list
6. Local media contacts and special interest groups that are well notified
7. A record of public involvement

Staffing

Alabama Tombigbee Regional Commission

Schedule

Public Involvement Record Compiled by October 31, 2014

Financial Responsibility

SPR	\$16,000.00
Local Match	\$4,000.00
Total	\$20,000.00

III. Financial Tables for Fiscal Year 2014

Alabama Tombigbee Regional Commission Rural Planning Organization (RPO)

Work Program Budget

Task	SPR	Local Match	Total
1.0 Administration and Management	\$7,800	\$1,950	\$9,750
2.0 Committee Service	\$19,200	\$4,800	\$24,000
3.0 Data Management	\$6,000	\$1,500	\$7,500
4.0 Reports	\$6,000	\$1,500	\$7,500
5.0 Public Involvement	\$16,000	\$4,000	\$20,000
Totals	\$55,000	\$13,750	\$68,750

Use of Funds

Salary and Fringe Benefits	\$49,250
Travel	\$2,500
Equipment/Supplies	\$3,000
Indirect Cost	\$14,000
Total	\$68,750