

2025
EAST ALABAMA
RURAL PLANNING ORGANIZATION
(RPO)

WORK PROGRAM

FISCAL YEAR 2025



September 25, 2024

**EAST ALABAMA
RURAL PLANNING ORGANIZATION
(RPO)**

WORK PROGRAM

FISCAL YEAR 2025

For information regarding this document, please contact
Eric Wright, Director of Planning and Development
East Alabama Regional Planning and Development Commission
P.O. Box 2186
Anniston, AL 36202
Ph: 256-237-6741
Fax: 256-237-6763
Email: eric.wright@earpdc.org

Date adopted: 25 September 2024

This Work Program was financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Alabama Department of Transportation, and local governments, and prepared for the RPO by the East Alabama Regional Planning and Development Commission, in partial fulfillment of Task 4.0 of the FY 2024 RPO Work Program and requirements set forth in Title 23 USC 134 and 135 (as amended by the Infrastructure Investment Act and Jobs Act Section 11201, November 2021,

East Alabama RPO Regional Policy Committee Membership

Representative, Calhoun County Commission

Representative, Chambers County Commission

Representative, Cherokee County Commission

Representative, Clay County Commission

Representative, Cleburne County Commission

Representative, Coosa County Commission

Representative, Etowah County Commission

Representative, Randolph County Commission

Representative, Talladega County Commission

Representative, Tallapoosa County Commission

Mayor from municipality in Calhoun County (outside the urbanized area)

Mayor from municipality in Chambers County

Mayor from municipality in Cherokee County

Mayor from municipality in Clay County

Mayor from municipality in Cleburne County

Mayor from municipality in Coosa County

Mayor from municipality in Etowah County (outside the urbanized area)

Mayor from municipality in Randolph County

Mayor from municipality in Talladega County

Mayor from municipality in Tallapoosa County

North Region Engineer, Alabama Department of Transportation

East Central Region Engineer, Alabama Department of Transportation

Executive Director, East Alabama Regional Planning and Development Commission

Resolution 2024-6612

*The East Alabama Rural Planning Organization (RPO)
adopting the Fiscal Year 2025 Work Program*

WHEREAS, the East Alabama RPO was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan cooperative transportation planning process, in cooperation with the Alabama Department of Transportation, for portions or all of Calhoun, Chambers, Cherokee, Clay, Cleburne, Coosa, Etowah, Randolph, Talladega, and Tallapoosa Counties in Alabama, as established in 23 USC 134 and 135 (as amended by the Infrastructure Investment Act and Jobs Act Section 11201, November 2021); and

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

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

WHEREAS, the East Alabama Regional Planning and Development Commission has prepared an FY 2025 Work Program outlining the tasks necessary to accomplish the goals of the non-metropolitan cooperative transportation planning process and the Rural Planning Organization; and

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

NOW THEREFORE BE IT RESOLVED, this 25th day September 2024 that the East Alabama RPO does hereby adopt and endorse the FY 2025 Work Program as the guide for tasks to be completed for the non-metropolitan cooperative transportation planning process.

Passed and adopted this 25th day of September, 2024.

DocuSigned by:

Judge Dean

F91002B7358E4B2...

Richard Dean, Probate Judge, Coosa County
Chairman

CERTIFICATION:

I, the undersigned, hereby certify that the foregoing is a true and correct copy of a resolution passed and adopted by the Board of Directors of the Commission stated therein, in a meeting of such Board called and held in accordance with its By-laws and the laws of Alabama on the 25th day of September, 2024.

Witness my hand this 25th day of September, 2024

ATTEST:

DocuSigned by:

Mayor Dana Snyder

4402AE3C70E6438...

Dana Snyder, Mayor, City of Southside
Secretary

Table of Contents

I. Introduction	1
Purpose	1
Goals	1
Format	1
Title VI in the Preparation of the Work Program	1
II. Tasks	2
1.0: Administration and Management	2
2.0: Committee Services	3
3.0: Data Management	4
4.0: Reports	5
5.0: Public Involvement (RPO)	6
III. Financial Tables	8

Introduction

Purpose

The purpose of this document is to describe the work that will be performed by the East Alabama Rural Planning Organization (RPO) in Fiscal Year 2025. The Rural Planning Organization has been organized in order to conduct the non-metropolitan cooperative transportation planning process with the Alabama Department of Transportation in the ten East Alabama counties (Calhoun, Chambers, Cherokee, Clay, Cleburne, Coosa, Etowah, Randolph, Talladega, Tallapoosa). The planning process will be a one-year program sponsored by the Alabama Department of Transportation (ALDOT) and the East Alabama Regional Planning and Development Commission.

Goals

The goals of the RPO are:

- 1) a well-managed non-metropolitan cooperative 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 non-metropolitan cooperative transportation planning process.

Format

The work program is divided into five tasks. The tasks outline the non-metropolitan transportation planning work that will be performed by the staff at the East Alabama Regional Planning and Development Commission over the one-year period (Fiscal Year 2025). The description of each task includes the objective, methodology, products, staffing, and schedule.

Title VI in the Preparation of the Work Program

The East Alabama Rural Planning Organization (RPO) is committed to ensuring public participation in the development of all non-metropolitan transportation plans and programs. It is the goal of the RPO that the non-metropolitan cooperative transportation planning process 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-1. Anyone with disabilities or limited English capabilities may request special assistance to participate in the non-metropolitan cooperative transportation planning process.

Tasks

1.0 - Administration and Management

Objective

To effectively manage the non-metropolitan cooperative transportation planning process.

Proposed Work

1. The Regional Commission will manage the non-metropolitan cooperative transportation planning process.
2. The Regional Commission employees will maintain time sheets and activity logs.
3. The Regional Commission will prepare and submit invoices as required by the ALDOT.
4. The Regional Commission will prepare monthly progress reports.
5. The Regional Commission will prepare annual progress reports.
6. Regional Commission staff will participate in ALDOT-approved training as needed. Out-of-State travel will be approved by ALDOT.
7. The Regional Commission will assist in coordinating ADA Transition Plan activities among the local governments, the state, and FHWA.
8. Purchase equipment, supplies, and software as needed

Products

1. A well-managed planning process
2. Employee time sheets
3. Monthly invoice reports
4. Monthly progress reports
5. Annual progress reports
6. Training session reports

Staffing

East Alabama Regional Planning and Development Commission

Schedule

FY 2025 annual report (October 1, 2024 – September 30, 2025)

Financial Responsibility

Funding Source	Amount
SPR	\$ 12,390.00
EARPDC	\$ 3,097.50

Total	\$15,487.50
-------	-------------

2.0 - Committee Services

Objective

To effectively conduct Policy Committee and Technical Advisory Committee meetings

Proposed Work

1. The Regional Commission will maintain Regional and District Policy Committee and Technical Advisory Committee mailing lists.
2. The Regional Commission will prepare and distribute meeting notices for the Regional and District Policy Committee and Technical Advisory Committee meetings.
3. The Regional Commission will hold the Regional and District Policy Committee and Technical Advisory Committee meetings.
4. The Regional Commission will take minutes at the Regional and District Policy Committee and Technical Advisory Committee meetings.
5. The Regional Commission will supply speakers to give presentations on topics of interest to local government participants.

Products

1. Regional and District Policy Committee and Technical Advisory Committee mailing lists
2. Timely meeting notices
3. Well-organized Regional and District Policy Committee and Technical Advisory Committee meetings
4. Well-written minutes of the Regional and District Policy Committee and Technical Advisory Committee meetings
5. Informative handouts about topics of concern to participating local governments.

Staffing

East Alabama Regional Planning and Development Commission

Schedule

Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$20,685.00
EARPDC	\$ 5,171.25
Total	\$25,856.25

3.0 - Data Management

Objective

To gather, maintain, and distribute data related to the non-metropolitan cooperative 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 non-metropolitan cooperative 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

East Alabama Regional Planning and Development Commission

Schedule

Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$24,952.20
EARPDC	\$ 6,238.05
Total	\$31,190.25

4.0 - Reports

Objective

To prepare reports for the non-metropolitan cooperative transportation planning process committees and ALDOT

Proposed Work

1. The Regional Commission will prepare a document that summarizes the long-range transportation needs of the region based on input received from the committees and the general public.
2. The Regional Commission will prepare a prospectus that summarizes the non-metropolitan cooperative transportation planning process.
3. The Regional Commission will prepare a list of safety suggestions based on input gathered during the non-metropolitan cooperative transportation planning process and provide the list to the ALDOT and local engineers.
4. The Regional Commission will prepare the FY 2025 Work Program.

Products

1. A document that summarizes the long-range transportation needs of the region
2. A prospectus that summarizes the non-metropolitan cooperative transportation planning process
3. Safety suggestion list
4. The Draft and Final FY 2025 Work Program

Staffing

East Alabama Regional Planning and Development Commission

Schedule

Draft FY 2024 Work Program – June 2025
Final FY 2024 Work Program – August 2025

Financial Responsibility

Funding Source	Amount
SPR	\$12,448.80
EARPDC	\$ 3,112.20
Total	\$15,561.00

5.0 - Public Involvement (RPO)

Objective

To inform the public of the non-metropolitan cooperative transportation planning process and to actively seek public involvement.

Proposed Work

1. The Regional Commission will maintain a mailing list of members of the public who wish to be notified directly of public involvement meetings.
2. The Regional Commission will prepare and distribute notices for public involvement meetings.
3. The Regional Commission will hold public involvement meetings.
4. The Regional Commission will make reports of the public involvement meetings.
5. The Regional Commission will develop and maintain a news release mailing list.
6. The Regional Commission will distribute news releases for all non-metropolitan cooperative transportation planning process meetings.
7. The Regional Commission will implement the public involvement plan.
8. The Regional Commission will prepare a record of public involvement.

Products

1. A public involvement mailing list
2. Timely meeting notices
3. Well-organized public involvement meetings
4. Well-written reports of the public involvement 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

East Alabama Regional Planning and Development Commission

Schedule

Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$ 11,949
EARPDC	\$ 2,987.25
Total	\$14,936.25

Financial Tables

Summary of Work Program Budget by Task – FY 2025

TASK	SPR	EARPDC	TOTAL
1 Administration and Management	\$12,390.00	\$3097.50	\$15,487.50
2 Committee Services	\$20,685.00	\$5,171.25	\$25,856.25
3 Data Management	\$24,952.20	\$6,238.05	\$31,190.25
4 Reports	\$12,448.80	\$3,112.20	\$15,561.00
5 Public Involvement - RPO	\$11,949.00	\$2,987.25	\$14,936.25
Totals	\$84,425	\$20,606.25	\$103,031.25