



Calhoun Area
Metropolitan Planning Organization
(MPO)



Annual Report

October 1, 2024, to September 30, 2025

Several tasks within the FY 2025 Unified Planning Work Program reflect limited or no expenditures during the fiscal year. The MPO Coordinator began employment in November 2024 and devoted a significant portion of the fiscal year to onboarding, compliance review, document familiarization, and understanding ALDOT, FHWA, and FTA planning and reporting requirements.

During FY 2025, priority was given to time-sensitive and contract-driven activities, including the Long Range Transportation Plan (LRTP), transit coordination, special studies already underway, and core MPO administration. Tasks that were not charged during this fiscal year remain valid program elements and will be actively implemented in future fiscal years as staff capacity, project timing, and funding alignment allow.

Task 1.1 MO Administration

- All formal and other planning documents were produced in adherence to all federal mandates.
- Completed necessary preparations for Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee meetings by preparing agendas, support documents, sign-in sheets, minute records, handouts, and responses to public comments.
- Distributed meeting notices to Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee members and other interested parties.
- Purchased supplies and software as needed.
- Prepared and submitted to ALDOT the 2024 Authorized Project Report.
- Monitored MPO finances.
- Continued to work with adjacent MPOs on regional issues of common interest.
- Attended regional and technical meetings relevant to MPO planning, safety, transit, and project coordination.
- Attended meetings regarding software packages and potential software upgrades.
- Attended Workshops and Stakeholder meetings concerning ongoing technical studies.
- Attended East Alabama Regional Planning & Development Commission meetings to coordinate MPO activities with regional planning initiatives.
- Performed other day-to-day program administration tasks.
- Ensured compliance with MPO federal requirements, reporting deadlines, and committee governance procedures.

Task 1.2 Unified Planning Work Program (UPWP)

- Amended FY 2025 UPWP to allocate remaining administrative funds from FY 2024 to create a task specifically for unused rollover funds to be allocated towards future special projects.
- Amended FY 2025 UPWP to add 100% federally funded Complete Streets and Bicycle-Pedestrian planning tasks in alignment with federal funding opportunities.
- Developed a schedule of transportation planning tasks and a budget to guide the transportation planning process in the Calhoun urbanized area for FY 2025.
- Document compiled in accordance with the Infrastructure Investment and Jobs Act
- Established benchmarks and timelines where appropriate to enable MPO, ALDOT, and FHWA to measure progress of time-sensitive activities.
- Draft FY 2026 UPWP submitted to ALDOT in June 2025.
- Submitted final draft of the FY 2026 UPWP to ALDOT in August 2025
- Used the UPWP as the primary tool to prioritize staffing time, consultant coordination, and federal planning compliance.

Task 1.3 Education and Training

- Attended ALDOT Planners' Virtual Conferences
- Attended webinars relating to transportation and safety planning.
- Attended administrative training webinars.
- Attended other virtual conferences or training.
- Attended ATPA annual conference in Muscle Shoals.
- Attended TransCAD Traffic Modeling training in Huntsville.
- Conducted peer exchanges with WARC and GEMPO to observe MPO best practices and organizational structures.
- Training and peer exchanges supported improved understanding of MPO responsibilities, modeling tools, federal compliance, and best practices.

Task 1.4 Continuity of Operations Plan

- Updated the COOP and MPO Operations Plan to include updated staff information, updated record-keeping procedures, and teleworking procedures.

Task 2.0 Data Collection and Analysis

- Staff maintained and updated data to support MPO transportation documents.
- Staff updated and purchased computer hardware and/or software as necessary.
- Staff developed, maintained, and updated digitized base maps for member jurisdictions.
- Staff developed and produced maps as requested for the MPO.
- Supported data needs for LRTP development, special studies, and MPO mapping requests.
- Maintained GIS and analytical tools necessary for MPO planning and decision-making.

Task 3.1 Public Information Officer (PIO)

- While public outreach activities occurred throughout FY 2025, time was not directly charged to this task as activities were integrated within other charged planning efforts, including LRTP coordination, transit planning, and committee administration. As the MPO Coordinator continues to refine task tracking and charging practices, PIO-specific activities will be more clearly delineated and charged in future fiscal years.

Task 3.2 Public Participation Plan (PPP)

- No direct expenditures were charged to this task during FY 2025. Public participation activities were conducted in accordance with the adopted Public Participation Plan and were incorporated into other planning and administrative tasks. Standalone updates and refinements to the PPP are anticipated in future fiscal years.

Task 3.3 Title VI/Environmental Justice Planning

- Filed Title VI report and self-certification as required by ALDOT in September 2025.
- Continued to ensure the Citizens Advisory Committee (CAC) is both ethnically and gender diverse.
- Continued to provide for Spanish interpretation upon request.
- Ensured MPO planning processes complied with Title VI and Environmental Justice requirements.

Task 3.4 Disadvantaged Business Enterprise (DBE)

- DBE compliance was maintained through adherence to ALDOT's consultant selection procedures and federal procurement requirements. No standalone DBE task activities requiring separate charging occurred during FY 2025. This task remains available for future consultant procurement and compliance activities.

Task 4.1 Air Quality, Climate Change, and Storm Water Mitigation Planning

- No direct expenditures were charged to this task during FY 2025. Coordination related to performance measures and climate considerations occurred through broader planning efforts, including LRTP development and coordination with ALDOT. More focused activities under this task are anticipated in future fiscal years as regional priorities and funding opportunities develop.

Task 5.1 Long Range Transportation Plan (LRTP)

- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in the LRTP.
- Attended kick-off meeting with consultant, Skipper Engineering.
- Processed incoming invoices for LRTP.
- Provided the consultant with up-to-date information needed for the 2050 LRTP.
- Reviewed socio-economic data with the consultant.

- Reviewed projects and visionary projects with the consultant.
- Reviewed draft chapters and plan components of the 2050 LRTP.
- Submitted the final 2050 LRTP to ALDOT for review and approval.
- Provided ongoing project management and coordination to support timely completion of the LRTP.

Task 5.2 Transportation Improvement Plan (TIP)

- No direct charges were applied to this task during FY 2025, as the FY 2024–2027 TIP remained active with no major amendments requiring separate billing during the fiscal year. TIP monitoring and coordination occurred as part of ongoing MPO administration and will be charged accordingly during future amendment and development cycles.

Task 5.3 Public Transportation

- Continued to meet program requirements by updating, revising, and distributing information; maintaining program files and databases; responding to questions and complaints; and submitting the required reports and grant applications.
- Continued participation in ACTS Transit Advisory Board meetings.
- Continued monitoring and re-evaluation of existing systems and services.
- Continued to involve the public in transit system planning processes.
- Continued to market the ACTS system to increase ridership.
- Assisted local governments with section 5310 capital assistance and 5317 grant applications.
- Maintained and updated Title VI policy.
- Continued coordination with the Transit Administration and providers regarding transit programs and access to essential services.
- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in specified MPO documents.
- Held meetings with RPO for the Human Services Coordinated Transportation Plan annual review.
- Completed and submitted the 2025 Human Services Coordinated Transportation Plan.
- Coordinated transit planning activities with MPO planning documents and federal requirements.

Task 5.4 Bicycle-Pedestrian Transportation Planning

- Continued consideration of facilities for bicycle and pedestrians on MPO projects.
- Continued to identify and mitigate gaps in the bicycle and pedestrian network.
- Continued coordination with ALDOT on setting goals, objectives, performance measures and targets required by the FAST Act for inclusion in the TIP.
- Supported bicycle and pedestrian planning through coordination with local projects and consultant-led studies.

Task 5.5 Freight Planning

- No standalone freight planning activities were undertaken during FY 2025. Freight-related considerations were monitored through coordination with ALDOT and will be more fully addressed in future LRTP and corridor planning efforts.

Task 5.6 Transportation Management and Operations Planning (ITS)

- No direct expenditures were charged to this task during FY 2025. Transportation management and operations considerations were incorporated into other planning activities. Standalone ITS planning efforts may be undertaken in future fiscal years as needs are identified.

Task 5.7 Transportation Safety and Security Planning

- While safety considerations were reviewed through coordination with ALDOT and LRTP development, no standalone safety planning tasks were charged during FY 2025. This task remains available for future safety studies and initiatives.

Task 6.1 Special Projects Identification

- This task was established as a placeholder for rollover funds to support future special projects. No expenditures occurred during FY 2025 as project scopes were still being evaluated. Several special projects have since been identified and are expected to utilize these funds in upcoming fiscal years.

Task 6.5 City of Oxford Bicycle and Pedestrian Master Plan

- Continued coordinating with the consultant, Sain Associates
- Attended meetings with the City of Oxford and Sain Associates regarding the Bike/Ped Master Plan.
- Conducted final review and edits to the Master Plan document prior to completion.
- Processed incoming invoices for Bike/Ped Master Plan.

Task 6.6 Transit Modeling Special Study

- No expenditures were charged during FY 2025. This task remains available for future transit modeling efforts once scope, data availability, and consultant needs are finalized.

Task 6.7 City of Anniston Bicycle Pedestrian Design/Installation Manual Update

- Continued to coordinate with the consultant, Sain Associates
- Attended meetings with the City of Anniston and Sain Associates regarding the Bike/Ped Manual Update.
- Conducted final review and edits to the Master Plan document prior to completion.
- Processed incoming invoices for Bike/Ped Manual Update.

Task 7.1 Corridor Studies

- No corridor studies were initiated during FY 2025. This task remains programmed to allow the MPO flexibility to respond to future corridor planning needs identified by member jurisdictions or through the LRTP process.

FHWA Tasks FY 2025 (80% Federal/20%Sponsor)	UPWP Budget (Total \$)	UPWP Budget (Federal \$)	Yearly Expenditures (Total \$)	Yearly Expenditures (Federal \$)	Percent Expended	Unspent Funds (Total \$)	Unspent Funds (Federal \$)
1.1 MPO Administration	\$90,000	\$72,000	\$92,879	\$74,303	103%	(\$2,879)	(\$2,303)
1.2 Unified Planning Work Program (UPWP)	\$2,500	\$2,000	\$2,036	\$1,629	81%	\$464	\$371
1.3 Education and Training	\$15,000	\$12,000	\$13,753	\$11,002	92%	\$1,247	\$998
1.4 Continuity of Operations Plan (COOP)	\$400	\$320	\$385	\$308	96%	\$15	\$12
2.0 Data Collection	\$80,000	\$64,000	\$49,720	\$39,776	62%	\$30,280	\$24,224
3.1 Public Information Officer (PIO)	\$5,000	\$4,000	\$0	\$0	0%	\$5,000	\$4,000
3.2 Public Participation Plan (PPP)	\$5,000	\$4,000	\$0	\$0	0%	\$5,000	\$4,000
3.3 Title VI/Environmental Justice Planning	\$2,000	\$1,600	\$119	\$95	6%	\$1,881	\$1,505
3.4 Disadvantaged Business Enterprise (DBE)	\$500	\$400	\$0	\$0	0%	\$500	\$400
4.1 Air Quality, Climate Change, and Storm Water Mitigation Planning	\$500	\$400	\$0	\$0	0%	\$500	\$400
5.1 Long Range Transportation Plan (LRTP)	\$67,500	\$54,000	\$75,033	\$60,027	111%	(\$7,533)	(\$6,027)
5.2 Transportation Improvement Plan (TIP)	\$5,000	\$4,000	\$0	\$0	0%	\$5,000	\$4,000
5.3 Public Transportation	\$22,000	\$17,600	\$14,365	\$11,492	65%	\$7,635	\$6,108
5.4 Bicycle and Pedestrian Transportation Planning	-	-	-	-	-	-	-
5.5 Freight Planning	\$2,000	\$1,600	\$0	\$0	0%	\$2,000	\$1,600
5.6 Transportation Management and Operations Planning (including ITS)	\$500	\$400	\$0	\$0	0%	\$500	\$400
5.7 Transportation Safety and Security Planning	\$5,000	\$4,000	\$0	\$0	0%	\$5,000	\$4,000
6.1 Special Projects Identification	\$353,693	\$282,954	\$0	\$0	0%	\$353,693	\$282,954
6.5 City of Oxford Bicycle and Pedestrian Master Plan	\$9,785	\$7,828	\$18,276	\$14,621	187%	(\$8,491)	(\$6,793)
6.6 Transit Modeling Special Study	\$8,333	\$6,666	\$0	\$0	0%	\$8,333	\$6,666
6.7 City of Anniston Bicycle Pedestrian Design/Installation Manual Update	\$7,375	\$5,900	\$12,039	\$9,631	163%	(\$4,664)	(\$3,731)
7.1 Corridor Studies	\$15,000	\$12,000	\$0	\$0	0%	\$15,000	\$12,000
Total	\$697,086	\$557,669	\$278,605	\$222,884	40%	\$418,481	\$334,785

FHWA Tasks FY 2025 (100% Federal)	UPWP Budget (Total \$)	UPWP Budget (Federal \$)	Yearly Expenditures (Total \$)	Yearly Expenditures (Federal \$)	Percent Expended	Unspent Funds (Total \$)	Unspent Funds (Federal \$)
5.4 Complete Street Transportation Planning to include Bicycle-Pedestrian Planning	\$1,600	\$1,600	\$0	\$0	0%	\$1,600	\$1,600
6.5 City of Oxford Bicycle and Pedestrian Master Plan	\$73,547	\$73,547	\$72,137	\$72,137	98%	\$1,410	\$1,410
6.7 City of Anniston Bicycle Pedestrian Design/Installation Manual Update	\$32,625	\$32,625	\$23,516	\$23,516	72%	\$9,109	\$9,109
Total	\$107,772	\$107,772	\$95,652	\$95,652	89%	\$12,120	\$12,120