

A map of North Central Alabama showing major roads and waterways. The map features Interstate 65 (I-65) running north-south, and State Route 31 running north-south. Other roads shown include State Route 3 and State Route 1. Waterways include Sally Nike Crk, Flint Crk, Indian Crk, Mill Crk, Copperas Br, Flint Crk, and East Prk. A compass rose is visible in the bottom left corner, and the date 'June 2015' is in the bottom right corner.

**North Central Alabama
Regional Council of Governments
Rural Planning Organization**

**Work Program for
Fiscal Year 2016**

June 2015

NORTH CENTRAL ALABAMA REGIONAL COUNCIL OF GOVERNMENTS (NARCOG)

RURAL PLANNING ORGANIZATION (RPO)

Work Program Fiscal Year 2016

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Date adopted:

Dates Amended:

This work program was financed in part by the U.S. Department of Transportation, Federal Highway Administration, the Federal Transit Administration, the Alabama Department of Transportation, and produced by the North Central Alabama Regional Council of Governments (NARCOG) in fulfillment of requirements set forth in Title 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.

RPO Committee

Voting Members –

Chairman (Selected by Voting Members)	Mayor, Town of West Point
Vice-Chairman (Selected by Voting Members)	Chairman, Lawrence County Commission
Chairman, Cullman County Commission	Mayor, City of Moulton
Mayor, City of Cullman	Mayor, Town of Town Creek
Mayor, Town of Baileyton	Mayor, Town of Hillsboro
Mayor, Town of Colony	Mayor, Town of Courtland
Mayor, Town of Dodge City	Mayor, Town of North Courtland
Mayor, Town of Fairview	Chairman, Morgan County Commission
Mayor, Town of Garden City	Mayor, Town of Eva
Mayor, Town of Good Hope	Mayor, Town of Falkville
Mayor, Town of Hanceville	Mayor, Town of Somerville
Mayor, Town of Holly Pond	ALDOT North Region Pre-Construction Engineer
Mayor, Town of South Vinemont	

Non-Voting Administrative Members -

Division Administrator Federal Highway Administration
Bureau Chief, Transportation Planning and Modal Programs, ALDOT
Chair of the Decatur Metropolitan Planning Organization (MPO)
Executive Director, North Central Alabama Regional Council of Governments (NARCOG)

Non-Voting Technical Members -

Cullman County Engineer
Director, Cullman Area Rural Transit System (C.A.R.T.S)
Representative, Cullman County Economic Development Agency
Representative, Cullman Area Chamber of Commerce
Lawrence County Engineer
Director, Lawrence County Aging – Rural Transit System (L.C.A.R.T.S)
Representative, Lawrence County Industrial Development Board
Representative, Lawrence County Chamber of Commerce
Morgan County Engineer
Director, Morgan County Area Transportation System (M.C.A.T.S)
Representative, Morgan County Economic Development Association
Representative, Decatur/Morgan County Chamber of Commerce
ALDOT North Region, Tuscumbia Area Pre-Construction Engineer
ALDOT North Region, Guntersville Area Pre-Construction Engineer
Representative, Bureau of Transportation Planning and Model Programs
Representative, North Central Alabama Regional Council of Governments
Representative, U.S. Fish and Wildlife Service
Representative, U.S. Forestry Service

**North Central Alabama Regional Council of Governments
Resolution Number 2015-0001
Fiscal Year 2016 RPO Work Program**

WHEREAS, the Alabama Department of Transportation (ALDOT) has contracted with the North Central Alabama Regional Council of Governments (NARCOG) to administer a cooperative rural transportation planning process for all of Cullman, Lawrence, and parts of Morgan Counties pursuant to the requirements and applicable provisions of Title 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202), and others as may be relevant; and

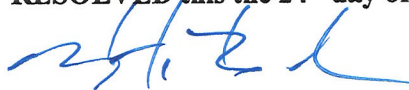
WHEREAS, the NARCOG is concerned with the continued development of the rural transportation planning process, data collection, and on-going public involvement regarding the rural transportation needs and issues of the citizens of the counties of the region; and

WHEREAS, the NARCOG 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 NARCOG, in cooperation with the Bureau of Transportation Planning and Modal Programs of the ALDOT, in accordance with Title 23 CFR 450.308(d), has prepared an FY 2016 Work Program that outlines the tasks necessary to accomplish the goals of the Rural Planning Organization; now

THEREFORE, BE IT RESOLVED, that the Board of Directors of NARCOG and the Rural Planning Organization (RPO), having reviewed and approved the Annual RPO Work Program, does hereby adopt the said Work Program.

RESOLVED this the 24th day of June, 2015



Chairman, NARCOG



Executive Director

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1.0 Introduction

1.1 Purpose

The purpose of this document is to describe the work tasks that will be performed by the North Central Alabama Rural Planning Organization in fiscal year 2016. The North Central Alabama Rural Planning Organization has been organized in order to conduct a cooperative rural transportation planning process in Cullman, Lawrence, and Morgan counties in north central Alabama. The planning process will be sponsored by the Alabama Department of Transportation (ALDOT) and the North Central Alabama Regional Council of Governments (NARCOG).

1.2 Goals

The goals of the North Central Alabama Rural Planning Organization 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 Alabama Department of Transportation and the local governments; and 5) a well-informed Rural Transportation Planning Organization Committee who actively participate in the cooperative rural transportation planning process.

1.3 Format

The work program is divided into five (5) tasks. The tasks outline the rural transportation planning work that will be performed by the staff at the North Central Alabama Regional Council of Governments in fiscal year 2016. The description of each task includes the objective, methodology, products, staffing, schedule, and budget information. The final section of the document includes a budget that incorporates the separate financial tables of the work program.

1.4 Title IV in the Work Program

The North Central Alabama Rural Planning Organization is committed to ensuring public participation in the development of all transportation plans and programs. It is the goal of the RPO that the transportation planning process will be accessible, transparent, and inclusive. The RPO is and will be compliant with all Title VI programs, processes, and procedures including, but not limited to, 42 USC 2000d.

2.0 Tasks

2.1 Administration and Management

Objective

To effectively manage the Rural Transportation Planning Process

Proposed Work

1. The RPO Staff will manage the rural transportation planning process
2. The RPO Staff will maintain employee timesheets
3. The RPO Staff will prepare and submit monthly invoices and work logs as required by ALDOT
4. The RPO Staff will prepare semi-annual reports
5. The RPO Staff will participate in ALDOT approved training as needed. Out-of-state travel will be approved by ALDOT.

Products

1. Employee timesheets (bi-weekly from October 1, 2015 to September 30, 2016)
2. Monthly invoice reports (completed monthly by 15th)
3. Monthly staff work logs (submitted with monthly invoices)
4. Semi-Annual reports (completed by April 15, 2016 and October 15, 2016)
5. Staff training and travel

Staffing

North Central Alabama Regional Council of Governments (NARCOG)

Schedule

None

Financial Responsibility for Fiscal Year 2016

Funding Source	Amount
State	\$10,400
Local	\$2,600
Total	\$13,000

2.2 Committee Service

Objective

To conduct RPO Committee meetings concerning the Rural Transportation Planning Process

Proposed Work

1. The RPO staff will develop and maintain committee mailing lists
2. The RPO staff will prepare and distribute meeting notices for committee meetings
3. The RPO staff will hold committee meetings and other meetings concerning the rural transportation planning process
4. The RPO staff will take minutes at committee meetings
5. The RPO staff will develop materials (agendas, documents, work programs, project lists, and maps) for all committee meetings
6. The RPO staff will consult with RPO committee members on potential projects and coordinate efforts with ALDOT Regions

Products

1. Committee mailing lists
2. Timely meeting notices (10 days prior to scheduled meeting date)
3. Well-written minutes of committee meetings (completed 10 days after scheduled RPO meetings)
4. Well-prepared maps, project lists, and documents for committee meetings (completed 10 days before scheduled RPO meetings)

Staffing

North Central Alabama Regional Council of Governments (NARCOG)

Schedule

None

Financial Responsibility for Fiscal Year 2016

Funding Source	Amount
State	\$12,000
Local	\$3,000
Total	\$15,000

2.3 Data Management

Objective

To collect, maintain, and distribute data related to the Rural Transportation Planning Process

Proposed Work

1. The RPO staff will collect the necessary data to conduct committee meetings and produce all rural transportation planning documents
2. The RPO staff will maintain rural transportation data within database, spreadsheet, and Geographic Information System (GIS) files.
3. The RPO staff will distribute rural transportation data as needed to committee members and the general public as needed

Products

1. Rural transportation database, spreadsheet, and GIS files (On-Going Process)

Staffing

North Central Alabama Regional Council of Governments (NARCOG)

Schedule

None

Financial Responsibility for Fiscal Year 2016

Funding Source	Amount
State	\$12,000
Local	\$3,000
Total	\$15,000

2.4 Reports and Documents

Objective

To prepare Rural Transportation Planning Process reports and documents for the RPO committee and the Alabama Department of Transportation (ALDOT)

Proposed Work

1. The RPO staff will update and maintain bylaws that will govern the rural transportation planning process
2. The RPO staff will prepare a listing of projects located in the RPO region
3. The RPO staff will prepare and distribute information, such as traffic count data, functional highway classification maps, project location maps, and project database information, for each county
4. The RPO staff will prepare the FY 2017 Work Program

Products

1. Bylaws (reviewed by March 15, 2016)
2. Project List (completed 10 days before a scheduled meetings)
3. Annual Work Program (FY 2017 Draft, Final, and Adoption by NARCOG Board)
4. Traffic Count Data and Functional Highway Classification Maps (updated and completed as requested)
5. Project Location Maps and Project Databases (completed 10 days before scheduled RPO meetings)

Staffing

North Central Alabama Regional Council of Governments (NARCOG)

Schedule

Draft FY 2017 Annual Work Program, June 2016 submitted for ALDOT approval

Final FY 2017 Annual Work Program, August 2016 adopted by NARCOG Board of Directors

Financial Responsibility for Fiscal Year 2016

Funding Source	Amount
State	\$8,000
Local	\$2,000
Total	\$10,000

2.5 Public Involvement

Objective

To inform the public about the Rural Transportation Planning Process and to actively seek public involvement

Proposed Work

1. The RPO staff will develop and maintain a news release mailing list
2. The RPO staff will distribute news releases for all rural transportation planning process meetings
3. The RPO staff will develop and maintain a public involvement plan
4. The RPO staff will hold and attend public involvement meetings regarding the State Transportation Improvement Program (STIP)
5. The RPO staff will hold public involvement meetings concerning the Human Services Coordinated Transportation Plan (HSCTP)
6. The RPO staff will prepare and maintain records of all public involvement meetings

Products

1. Local media contacts and special interest groups that are well-notified (completed 10 days before scheduled RPO meetings)
2. A public involvement plan for the rural transportation planning process (reviewed by May 15, 2016)

Staffing

North Central Alabama Regional Council of Governments (NARCOG)

Schedule

None

Financial Responsibility for Fiscal Year 2016

Funding Source	Amount
State	\$2,600
Local	\$650
Total	\$3,250

3.0 Work Program Budget Sheet for Fiscal Year 2016

North Central Alabama Regional Council of Governments
Rural Planning Organization (RPO)
Work Program Budget Sheet for Fiscal Year 2016

Task	State Funding	Local Funding	Total Funding
1. Administration and Management	\$10,400	\$2,600	\$13,000
2. Committee Service	\$12,000	\$3,000	\$15,000
3. Data Management	\$12,000	\$3,000	\$15,000
4. Reports and Documents	\$8,000	\$2,000	\$10,000
5. Public Involvement	\$2,600	\$650	\$3,250
Total	\$45,000	\$11,250	\$56,250