



# Calhoun County Metropolitan Planning Organization (MPO)

## Annual Report

October 1, 2022, to September 30, 2023

### **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 and Technical 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 and Technical Advisory Committee members and other interested parties.
- Purchased supplies and software as needed.
- Implemented work-from-home protocol.
- Prepared and submitted to ALDOT the 2022 Annual Report.
- Prepared and submitted to ALDOT the 2022 Authorized Project Report.
- Monitored MPO finances.
- Continued to work with adjacent MPOs on regional issues of common interest.
- Attended meetings of interest to the MPO area
- Attended meetings regarding software packages and potential software upgrades.
  - Quarterly meetings with mySidewalk
  - Meetings with Citian regarding CRASH software
- Attended Workshops and Stakeholder meetings concerning ongoing technical studies.
  - Transit Service Plan Workshops
  - Fixed Transit Economic Impact preliminary meeting
  - Jacksonville potential transit route meeting
  - Chief Ladiga Trail connections technical study interest meeting
  - Transit Services Study follow-up meetings
  - Economic Impact Results for Fixed Transit Report of Findings
- Attended East Alabama Commission meetings.
- Performed other day-to-day program administration tasks.

## **Task 1.2 Unified Planning Work Program (UPWP)**

- Amended FY 2023 UPWP to allocate remaining administrative funds from fiscal year 2022 to create a task specifically for unused rollover funds to be allocated towards future special projects.
- Amended FY 2023 UPWP to create a task for an Economic Development supplemental study to the Transit Study and Action Plan.
- Developed a schedule of transportation planning tasks and budget to guide the transportation planning process in the Calhoun urbanized area for FY24.
- 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 submitted to ALDOT in June 2023.
- Submitted final draft of the 2023 UPWP to ALDOT in August 2023

## **Task 1.3 Education and Training**

- Attended monthly ALDOT Planner's Virtual Conferences
- Attended webinars relating to transportation and safety planning.
  - Webinar: Mini Roundabouts and USDOTs Small Business Innovation and Research (SBIR) Program
  - Webinar: Smart cities – Chattanooga's Plan for Smart Intersections
  - Webinar: What's speed got to do with it – Speed Awareness Initiatives
- Attended webinars and meetings relating to alternative transportation.
  - Southern Rail Commission I-20 Stakeholders meetings
  - Webinar: Pedestrian Safety and Darkness
  - Webinar: Walking, Biking, and the Bipartisan Infrastructure Law: What You and Your Community Need to Know
  - SCORP Webinar
  - Webinar: Bike – Ped meets Higher Ed: Partnering with Colleges and Universities on Safe Routes to School Projects
  - Webinar: Safe Streets and Roads for All: Action Plans
  - Webinar: Safe Streets and Roads for All: Implementation Grants
  - Webinar: Sidewalk Inventories: A Tool for Equity and ADA Compliance
  - Vulnerable Road Users Stakeholder meeting
- Attended webinars relating to transportation funding opportunities.
  - Webinar: DOT Discretionary Grant Opportunities
- Attended online courses relating to public involvement effectiveness.

- Attended webinars and meetings relating to climate and transportation.
  - Webinar: Creating Policy for Local Electric Vehicle Infrastructure
  - Webinar: Charging Forward – revitalizing underutilized sites into EV charging stations
  - Carbon Reduction Strategy meeting
- Attended webinars relating to Census data.
- Attended training webinars.
  - HIPPA Privacy and Security Training
  - Serenic software training
- Attended other virtual conferences or training.
  - Webinar: Human Trafficking and the Role of Transportation
- Attended ATPA annual conference in Tuscaloosa.

#### **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.
- Updated MPO Bylaws

#### **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.

#### **Task 3.1 Public Information Officer (PIO)**

- Provided resources and information to ensure public/private sector awareness of and participation in the transportation planning process.
- Conducted all public meetings.
  - LRTP and TIP public involvement meeting in July 2023.
  - LRTP and TIP public involvement meeting in September 2023.
- Initiated updates to MPO website.
- Continued to meet standards outlined in the Public Participation Plan for public notice and comment opportunities.

- Completed necessary preparations for Citizen Advisory Committee meetings by preparing agendas, support documents, sign-in sheets, minute records, handouts, and responses to public comments.
- Distributed meeting notices to Citizen Advisory Committee members and other interested parties.
- Composed monthly transportation newsletters for distribution with monthly meeting notices and published on the MPO website.
- Requested appointment of Citizens Advisory Committee members from municipality members.
- Initiated updates to the MPO website.

### **Task 3.2 Public Participation Plan (PPP)**

- Monitor PPP procedures and strategies.

### **Task 3.3 Title VI/Environmental Justice Planning**

- Continued to advertise public meetings for transportation plan review and comment via direct mailing lists and display ads in the local newspaper of widest circulation and on the EARPDC web page calendar.
- Filed Title VI report and self-certification as required by ALDOT in August 2023.
- Continued to ensure the Citizens Advisory Committee (CAC) is both ethnically and gender diverse.
- Continued to provide for Spanish interpretation upon request.
- Participated in Title VI review with ALDOT in July 2023.
- Initiated ADA checklist for the 1<sup>st</sup> and 3<sup>rd</sup> floors of the building that houses the MPO.
- ADA public involvement meeting in September 2023.
- Adoption of ADA Transition Plan by EARPDC in September 2023.

### **Task 3.4 Disadvantaged Business Enterprise (DBE)**

- Provided information regarding ALDOT's consultant selection process.
- Selected consultants according to ALDOT's consultant selection process.

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

- Continued coordination with ALDOT on setting goals, objectives, and targets required by the IJJA.

#### **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.
- Continued monitoring projects listed in LRTP for future TIP use.
- Added projects to the LRTP for use in next TIP if funding does not become available during fiscal years 24-27.
- Preliminary meeting with LRTP consultants to determine schedule.

#### **Task 5.2 Transportation Improvement Plan (TIP)**

- Updated the FY 2020-2023 Transportation Improvement Program (TIP) with project amendments approved by the Policy Committee.
- Utilized the MPO portal and monthly Urban Area Funds reports to update, maintain, and track projects in the TIP.
- Reviewed and compared MPO project spreadsheets for accuracy.
- Utilized the MPO portal to develop the FY 2024-2027 TIP.
- Submitted the FY 2024-2027 TIP to ALDOT in June 2023.
- Adopted and submitted the FY 2024-2027 TIP in August of 2023.

#### **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 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.
- Continued holding regular meetings with the ACTS TAB and the Jacksonville Para-Transit Advisory Committee.
- 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.
- Attended ACTS Transit Advisory Board meetings.
- Held meetings with RPO for the Human Services Coordinated Transportation Plan annual review.
- Initiated update of the Human Services Coordinated Transportation Plan that is due September 2023.

#### **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.

#### **Task 5.5 Freight Planning**

- Review of existing freight planning activities.
- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in specified MPO documents.

#### **Task 5.6 Transportation Management and Operations Planning (ITS)**

- Continued coordination with ALDOT on setting goals, objectives, targets required by the FAST Act for inclusion in specified MPO documents – included within other tasks.
- Conducted a traffic count for the City of Jacksonville.

#### **Task 5.7 Transportation Safety and Security Planning**

- Continued coordination with ALDOT on setting goals, objectives, performance measures and targets required by the FAST Act for inclusion in MPO documents.
- Continued review of dangerous intersections via access to ALDOT CARES Safety Portal

#### **Task 6.1 Special Projects Identification**

- This task was created as a placeholder for rollover funds to be used as special projects are identified.
- Investigated potential technical studies and plans that could be utilized by the MPO.

### **Task 6.2 Transit Services Study**

- Task created for specific study on the areas transit services and feasibility of extending service to Jacksonville.

### **Task 6.3 Transit Services Study**

- Task created for supplemental economic and development study off of the subsequent transit services study.

Task and Description	UPWP Budget (Total \$)	UPWP Budget (Federal \$)	Yearly Expenditures (Total \$)	Yearly Expenditures (Federal \$)	Percent Expended	Unspent Funds (Total \$)	Unspent Funds (Federal \$)
1.1 MPO Administration	\$112,500	\$90,000	\$78,247	\$62,597	70%	\$34,253	\$27,403
1.2 Unified Planning Work Program (UPWP)	\$4,375	\$3,500	\$1,848	\$1,479	42%	\$2,527	\$2,021
1.3 Education and Training	\$12,500	\$10,000	\$5,689	\$4,552	46%	\$6,811	\$5,448
1.4 Continuity of Operations Plan (COOP)	\$500	\$400	\$0	\$0	0%	\$500	\$400
2.0 Data Collection	\$90,000	\$72,000	\$12,770	\$10,216	14%	\$77,230	\$61,784
3.1 Public Information Officer (PIO)	\$8,750	\$7,000	\$4,744	\$3,795	54%	\$4,006	\$3,205
3.2 Public Participation Plan (PPP)	\$7,500	\$6,000	\$316	\$253	4%	\$7,184	\$5,747
3.3 Title VI/Environmental Justice Planning	\$3,125	\$2,500	\$1,173	\$938	38%	\$1,952	\$1,562
3.4 Disadvantaged Business Enterprise (DBE)	\$500	\$400	\$63	\$51	13%	\$437	\$349
4.1 Air Quality, Climate Change, and Storm Water Mitigation Planning	\$625	\$500	\$58	\$47	9%	\$567	\$453
5.1 Long Range Transportation Plan (LRTP)	\$6,250	\$5,000	\$235	\$188	4%	\$6,015	\$4,812
5.2 Transportation Improvement Plan (TIP)	\$12,500	\$10,000	\$7,475	\$5,980	60%	\$5,025	\$4,020
5.3 Public Transportation	\$22,500	\$18,000	\$6,977	\$5,582	31%	\$15,523	\$12,418
5.4 Bicycle and Pedestrian Transportation Planning	\$5,156	\$4,125	\$0	\$0	0%	\$5,156	\$4,125
5.5 Freight Planning	\$5,125	\$4,100	\$442	\$354	9%	\$4,683	\$3,746
5.6 Transportation Management and Operations Planning (including ITS)	\$500	\$400	\$415	\$332	83%	\$85	\$68
5.7 Transportation Safety and Security Planning	\$5,148	\$4,118	\$0	\$0	0%	\$5,148	\$4,118
6.1 Special Projects Identification	\$222,558	\$178,046	-\$7	-\$6	0%	\$222,565	\$178,052
6.2 Transit Services Study	\$99,500	\$79,600	\$76,784	\$61,427	77%	\$22,716	\$18,173
6.3 Economic Development Supplemental Study	\$47,875	\$38,300	\$47,875	\$38,300	100%	\$0	\$0
<b>Total</b>	<b>\$667,487</b>	<b>\$533,990</b>	<b>\$245,105</b>	<b>\$196,084</b>	<b>37%</b>	<b>\$422,382</b>	<b>\$337,906</b>