



# Calhoun County Metropolitan Planning Organization (MPO)

## Annual Report

October 1, 2020 to September 30, 2021

### **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 2020 Annual Report
- Prepared and submitted to ALDOT the 2020 Authorized Project Report
- Prepared and submitted to ALDOT the 2022 UPWP
- Prepared and submitted to ALDOT the 2045 LRTP
- Adopted updated functional classification map
- Monitored MPO finances.
- Continued to work with adjacent MPOs on regional issues of common interest.
- Attended meetings of interest to the MPO area
  - Southern Rail Commission meetings; December 2020; March 2021
  - Meet and greet with the McClellan Development Authority, June 2021
- Attended meetings regarding software packages and potential software upgrades
  - Meetings with ALDOT and REMI
  - Quarterly meetings with mySidewalk
- Attended a working group of small MPOs in the Southeast regarding urban area designation
- Attended East Alabama Commission meetings
- Performed other day-to-day program administration tasks.

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

- Amended FY 2021 UPWP to allocate remaining administrative funds from fiscal years 2020 to continue work on the Anniston Area Bike-Ped Facility Design/Installation

Manual and create a task specifically for unused rollover funds to be allocated towards future special projects.

- Developed a schedule of transportation planning tasks and budget to guide the transportation planning process in the Calhoun urbanized area for FY22.
- Document compiled in accordance with Fixing America's Surface Transportation (FAST) Act requirements.
- Established benchmarks and timelines where appropriate to enable MPO, ALDOT, and FHWA to measure progress of time sensitive activities.
- Draft reviewed by advisory and planning committees prior to adoption in July 2021.
- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in the UPWP.

### **Task 1.3 Education and Training**

- Attended monthly ALDOT Planner's Virtual Conferences
- Attended webinars relating to transportation and safety planning.
  - ALDOT ESTIP meeting, November 2020
  - Webinar: Catalytic Impacts of Trails by American Trails, February 2021
  - Webinar: Funding Projects and Programs, February 2021
  - Webinar: A new approach to parks and recreation system planning by Maryland Department of Planning and the Smart Growth Network, April 2021
  - Webinar: Rails with Trails, August 2021
- Attended online courses relating to public involvement effectiveness.
  - Webinar: Social Equity, February 2021
- Attended training webinars
  - CUBE virtual training; October and November 2020
  - State and MPO Transportation training, October 2020
    - RTP Workshop, January 2021
  - Webinar: How to compete for RAISE 2021 Transportation Grants, April 2021
  - HIPAA privacy and security training, May 2021
  - Webinar: How to prepare a Benefit Cost Analysis for RAISE grant applications, May 2021
  - CARE Portal Safety webinar
  - Title VI training
- Attended Virtual Conferences
  - AARC Conference, November 2020
  - Alabama Mississippi Joint APA Conference, December 2020

### **Task 1.4 Continuity of Operations Plan**

- The Continuity of Operations Plan was not reviewed or updated this FY but will be this upcoming FY as changes from the pandemic become more understood.

### **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.
- Conducted virtual meetings during COVID-19 Pandemic including for the LRTP.
- 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.
- Included the area transit in public information meeting flyer distribution.
- Requested appointment of Citizens Advisory Committee members from municipality members

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

- Review and monitor PPP procedures and strategies.
- Reviewed State PPP during comment period.
- Initiated further update to include virtual meeting strategies and procedures.
- Initiated updates to the MPO website.

- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in the PPP.

### **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 2021.
- Continued to ensure the Citizens Advisory Committee (CAC) is both ethnically and gender diverse.
- Continued to provide for Spanish interpretation upon request.

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

- Provided information regarding 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 FAST Act, as CMAQ is part of PM3.
- Review of Calhoun County MS4 and 5-year storm water plans.

### **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.

### **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.

- Continued coordination with ALDOT on setting performance measures and targets required by the FAST Act for inclusion in the TIP.

### **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
- Applied for and Administered CARE Act funds

### **Task 5.4 Bicycle-Pedestrian Transportation Planning**

- Attended meetings of interest to the MPO area
  - ALDOT Bike-Ped Advisory Committee Meeting, November 2020
  - Region-wide transportation feasibility meeting with EARPDC, February 2021
  - Anniston Bike-Ped Economic Impact Intro to Local and Regional Plans, February 2021
- 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.
- Performed traffic counts for the City of Weaver

### **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.
- Attended training with ALDOT on use of CARES Safety Portal
- Obtained access to ALDOT CARES Safety Portal

### **Task 6.2 Special Projects Identification**

- This task was created as a placeholder for rollover funds to be used as special projects are identified.
- No hours were dedicated specifically for this task.

### **Task 6.3 Anniston Area Bike-Ped Facility Design/Installation Manual**

- Assisted with creation of special study to update the City of Anniston’s bicycle and pedestrian plan as well as technical study to connect the Chief Ladiga Trail with places of interest in downtown Anniston
- Field review of current plan elements conducted. Initial discussions with EAC mapping staff for coordination of updated report maps. Initial discussions with City of Anniston planning and engineering staff
- Continued review of MPO regional bike plan elements also included in the Anniston implementation program plan.
- Conducted team discussion with regard to existing plan project/phase. Continued review of MPO regional bike plan elements also included in the Anniston implementation program plan. Conducted team discussion with regard to existing plan project/phase. Met with City staff regarding priorities and strategies. Completed field reviews of potential new project alignments, with emphasis on establishing a connection to Coldwater Mountain trailhead at or near Monsanto Drive.
- Meet with key stakeholders in early February to present proposed implementation priorities and receive feedback. Provided new cost estimates for all Anniston projects.

Reviewed MUTCD guidance and researched practices for at-grade crossing treatments used on other trails, including Silver Comet.

- Incorporated comments and updated project maps and priorities for City of Anniston bicycle and pedestrian projects. Reviewed and adjusted cost estimates to reflect updated project lengths. Began preparing revisions to the implementation plan and design manual.
- Completed review of MUTCD standards for crossings and examples of best practices on other trails for the update of the Facility/Design Manual. Began updating GIS mapping for the update of the plan document.
- Completed and submitted final drafts of the Design Manual and the Implementation Plan for review by the City of Anniston and EARPDC staff.
- Made minor revisions to the Design Manual and the Implementation Plan based on comments from City of Anniston and EARPDC staff.

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	\$110,626	\$88,501	\$89,719	\$71,775	81%	\$20,907	\$16,726
1.2 Unified Planning Work Program (UPWP)	\$3,906	\$3,125	\$3,581	\$2,865	92%	\$325	\$260
1.3 Education and Training	\$11,662	\$9,330	\$9,286	\$7,428	80%	\$2,376	\$1,902
1.4 Continuity of Operations Plan (COOP)	\$250	\$200	\$0	\$0	0%	\$250	\$200
2.0 Data Collection	\$87,710	\$70,168	\$32,251	\$25,801	37%	\$55,459	\$44,367
3.1 Public Information Officer (PIO)	\$8,375	\$6,700	\$6,675	\$5,340	80%	\$1,700	\$1,360
3.2 Public Participation Plan (PPP)	\$7,088	\$5,670	\$971	\$777	14%	\$6,117	\$4,893
3.3 Title VI/Environmental Justice Planning	\$1,288	\$1,030	\$668	\$534	52%	\$620	\$496
3.4 Disadvantaged Business Enterprise (DBE)	\$500	\$400	\$121	\$97	24%	\$379	\$303
4.1 Air Quality, Climate Change, and Storm Water Mitigation Planning	\$625	\$500	\$121	\$97	19%	\$504	\$403
5.1 Long Range Transportation Plan (LRTP)	\$5,125	\$4,100	\$1,396	\$1,116	27%	\$3,729	\$2,984
5.2 Transportation Improvement Plan (TIP)	\$8,460	\$6,768	\$6,796	\$5,437	80%	\$1,664	\$1,331
5.3 Public Transportation	\$17,959	\$14,367	\$12,524	\$10,019	70%	\$5,435	\$4,348
5.4 Bicycle and Pedestrian Transportation Planning	\$5,156	\$4,125	\$1,577	\$1,262	31%	\$3,579	\$2,863
5.5 Freight Planning	\$5,125	\$4,100	\$121	\$97	2%	\$5,004	\$4,003
5.6 Transportation Management and Operations Planning (including ITS)	\$500	\$400	\$304	\$243	61%	\$196	\$157
5.7 Transportation Safety and Security Planning	\$5,148	\$4,118	\$486	\$388	9%	\$4,662	\$3,730
6.2 Special Projects Identification	\$132,792	\$106,234	\$8,325	\$6,660	6%	\$124,467	\$99,574
6.3 Anniston Area Bike-Ped Facility Design Installation Manual	\$27,888	\$22,310	\$27,888	\$22,310	100%	\$0	\$0
<b>Total</b>	<b>\$440,183</b>	<b>\$352,146</b>	<b>\$202,808</b>	<b>\$162,246</b>	<b>46%</b>	<b>\$237,375</b>	<b>\$189,900</b>