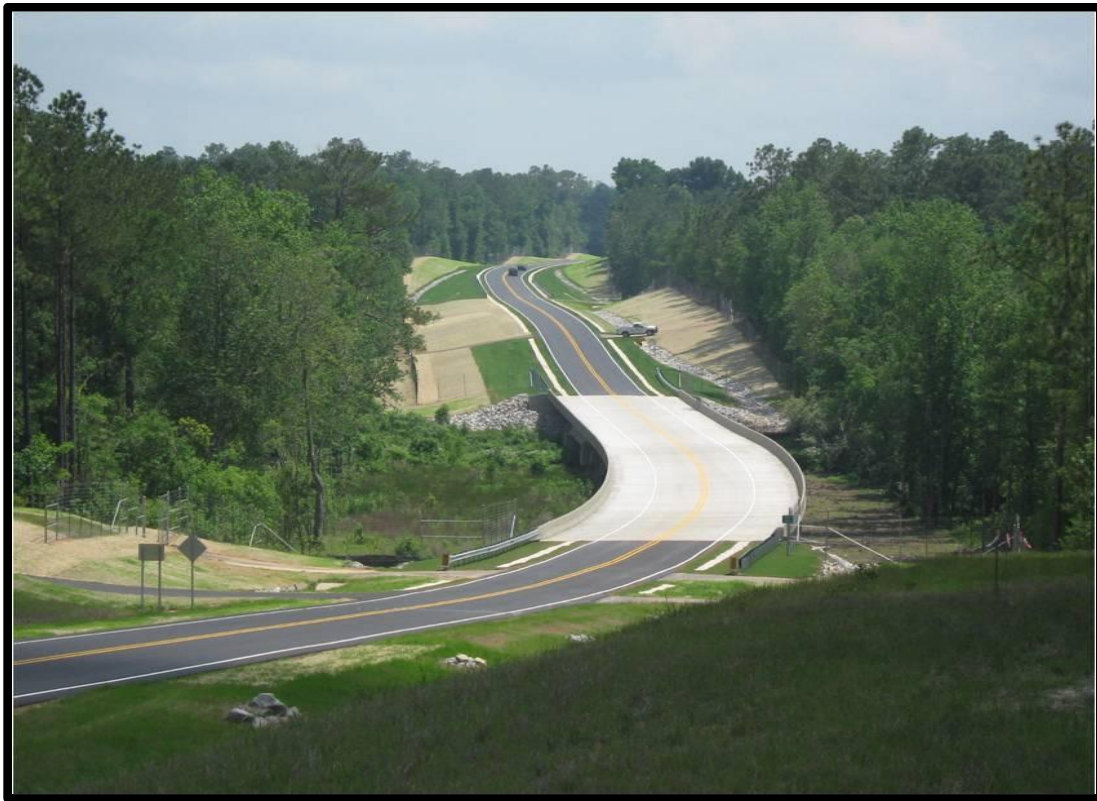


# **Eastern Shore Metropolitan Planning Organization**

**FY 2016**

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

### **MPO PLANNING AND ADMINISTRATIVE BUDGET**



This document was prepared by the staff of the Eastern Shore MPO.

April 2016

*Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en  
coordinator@easternshorempo.org*

# **Eastern Shore Metropolitan Planning Organization**

**FY 2016**

**Unified Planning Work Program (UPWP)  
for the Eastern Shore MPO Urbanized Areas**

## **MPO PLANNING AND ADMINISTRATIVE BUDGET**

This document is posted on the internet at  
[www.easternshorempo.org](http://www.easternshorempo.org)

For information regarding this document, please contact:

Matthew Brown, MPO Coordinator  
Eastern Shore MPO  
Baldwin County (Fairhope) Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, AL 36532  
(251) 990-4640 Office  
(251) 580-2590 Fax  
Email: [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

This UPWP was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Alabama Department of Transportation (ALDOT), and local governments in partial fulfillment of requirements of Title 23 USC 134 and 135, amended by MAP-21 Sections 1201 and 1202, July 2012. The contents of this document do not necessarily reflect the official views or policies of the U.S. Department of Transportation.

### **Policy Board Members**

Mayor Timothy Kant, City of Fairhope, Chairperson  
Councilmember Jack Burrell, Fairhope City Council  
Mayor Dane Haygood, City of Daphne, Vice Chairperson  
Councilmember Joe Davis, Daphne City Council  
Commissioner Chris Elliot, Baldwin County Commission District 2  
Commissioner J. Tucker Dorsey, Baldwin County Commission District 3  
Mayor Mike McMillan, City of Spanish Fort  
Mayor Billy Middleton, Loxley Town Council  
Vince Calametti, P.E., Southwest Region Engineer, Alabama Department of Transportation

### **Non-Voting Members**

Mark Bartlett, Division Administrator, Federal Highway Administration  
Robert J. Jilla, Bureau Chief, Transportation Planning and Modal Programs, ALDOT  
Mr. Richard Johnson, Chairperson of the Technical Advisory Committee  
Mr. Andrew James, Chairperson of the Citizen Advisory Committee

### **Technical Advisory Committee (TAC) Members**

Richard Johnson, P.E., Public Works Director for the City of Daphne  
Adrienne Jones, Director of Community Development for the City of Daphne  
Jonathan I. Smith, Planning & Building Director for the City of Fairhope  
Jennifer Fidler, Public Works Director for the City of Fairhope  
Carl Nelson, Planning Commission Chairman for the City of Spanish Fort  
Richard T. Rider, II, Superintendent of Utilities for the Town of Loxley  
Joey Nunnally, P.E., Baldwin County Highway Department  
Taylor Rider, Director of Transportation for Baldwin County Rural Transit System  
Don Powell, P.E., Southwest Region Pre-Construction Engineer, ALDOT  
Bill Harbour, Representative, Baldwin County Board of Education

### **Non-Voting Members**

Emmanuel C. Oranika, PhD, Metropolitan Transportation Planning Administrator, ALDOT  
Hieko Einfield, Eastern Shore Chamber of Commerce Representative  
Patrick Northcutt, Central Baldwin Chamber of Commerce Representative  
Pam Caudill Director, City of Fairhope Airport Authority  
Clint Andrews, Representative, FHWA  
Greg Smith, P.E., Representative, City of Robertsdale  
Representative, Baldwin County (Vacant)  
Representative, City of Daphne (Vacant)  
Representative, City of Fairhope (Vacant)  
Representative, City of Spanish Fort (Vacant)  
Representative, Town of Loxley (Vacant)  
Trucking Representative (Vacant)  
U.S. Army Corps of Engineers Representative (Vacant)

**Citizens Advisory  
Committee (CAC)**

Donald Ouellette, City of Daphne  
Marcus Bowman, City of Daphne  
Rick Davis, City of Daphne  
Willie Robison, City of Daphne

David Stejskal, City of Fairhope  
Troy Strunk, City of Fairhope  
James Groutt, City of Fairhope  
Tedson Meyers, City of Fairhope

Johnny Chaney, Baldwin County  
Bill Ammons, Baldwin County  
Andrew James, Baldwin County  
John Avent, Baldwin County

Benjamin Butzbaugh, City of Spanish Fort  
Richard Ullo, City of Spanish Fort

James Foy, Town of Loxley  
Kim Sanderson, Town of Loxley

**Bicycle and Pedestrian Advisory  
Committee (BPAC)**

Phil Hooper, City of Daphne  
Mark Wetzel, City of Daphne  
Vacant, City of Daphne  
Vacant, City of Daphne

Jeff Hudson, City of Fairhope  
Katie Bolton, City of Fairhope  
Vacant, City of Fairhope  
Vacant, City of Fairhope

Greg Walker, Baldwin County  
Vacant, Baldwin County  
Vacant, Baldwin County  
Vacant, Baldwin County

Kathie LaRose, City of Spanish Fort

Vacant, Town of Loxley  
Vacant, Town of Loxley

**Eastern Shore MPO Staff**

**Baldwin County Highway Department, ESMPO Administrator**

**Sarah C. Hart**, MPO Coordinator  
Phone: 251-990-4643  
[shart@baldwincountyal.gov](mailto:shart@baldwincountyal.gov)

**EASTERN SHORE  
METROPOLITAN PLANNING ORGANIZATION  
RESOLUTION NO. 2016-\_\_\_\_\_**

**Amending the FY2016 Unified Planning Work Program  
for the Eastern Shore Urbanized Area**

**WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO)** is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by MAP-21 Sections 1201 and 1202, July 2012); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

**WHEREAS,** the U. S. Department of Transportation requires all MPOs, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program as a condition for meeting the provisions of 23 Code of Federal Regulations (CFR) 450.308; and

**WHEREAS,** consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization (MPO), in cooperation with the Alabama Department of Transportation, has prepared a Unified Planning Work Program for the Eastern Shore Urbanized Area for fiscal year 2016; and

**WHEREAS,** in FY 2015 the MPO operated below its allocated budget resulting in a balance of unspent federal planning funds totaling approximately, which may only be carried over for a total of three (3) years;

**WHEREAS,** pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO), in session this 27<sup>th</sup> day of April, 2016, did review and evaluate the aforementioned amended Unified Planning Work Program, summarized on the attached pages; now

**THEREFORE, BE IT RESOLVED** by the Eastern Shore Metropolitan Planning Organization (MPO) that the same does hereby endorse and adopt said Unified Planning Work Program.

**BE IT FURTHER RESOLVED** that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make maintenance adjustments and corrections to the UPWP without formal approval by the Policy Board.

\_\_\_\_\_  
Mayor Timothy Kant, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_

# Table of Contents

Title/Contacts .....	i
Policy Board and Advisory Committee Memberships .....	ii
Resolution .....	vii
Table of Contents .....	viii
Introduction .....	1
Organization .....	3
Tasks .....	4
<b>TASK 1.0 Administration .....</b>	<b>4</b>
1.1 MPO Administrative Duties .....	4
1.2 Continuity of Operations Plan (COOP) .....	6
1.3 Equipment and Supplies .....	7
<b>TASK 2.0 Data Collection and Analysis .....</b>	<b>8</b>
2.1 Database maintenance and Data collection .....	8
2.2 Geographic Information Systems (GIS) .....	10
2.3 Transportation Model Development and Maintenance .....	12
2.4 Preparation of Emissions Data for MOVES .....	13
2.5 Intelligent Transportation System (ITS) .....	15
<b>TASK 3.0 Unified Planning Work Program (UPWP) .....</b>	<b>16</b>
<b>TASK 4.0 Public Involvement .....</b>	<b>17</b>
4.1 Public Participation Process .....	17
4.2 Title VI and Environmental Justice .....	19
4.3 Disadvantaged Business Enterprise (DBE) .....	21
4.4 Public Involvement for Air Quality Conformity .....	22
<b>TASK 5.0 Environmental Mitigation and Streamlining .....</b>	<b>23</b>
5.1 Air Quality .....	23
5.2 Extreme Weather Events .....	25
<b>TASK 6.0 Transportation Systems .....</b>	<b>26</b>
6.1 Long Range Transportation Plan (LRTP) .....	26
6.2 Air Quality Conformity Report .....	28
6.3 Amend Long Range Project Listing for Air Quality Conformity .....	29
6.4 Transportation Improvement Program (TIP) .....	30
6.5 Amend FY 2012-15 TIP Project Listing for Air Quality Conformity .....	32
6.6 Public Transportation .....	33
6.7 Bicycle/Pedestrian Trans Planning .....	35
6.8 Congestion Management Process .....	37
6.9 Freight Planning .....	38
<b>TASK 7.0 Transportation Safety .....</b>	<b>39</b>
<b>TASK 8.0 Education and Training .....</b>	<b>40</b>

**TASK 9.0 Special Projects, Corridor Dev., and Developments of Regional Impact (DRI)... 41**

<b>APPENDICES .....</b>	<b>44</b>
Appendix A - Eastern Shore Metropolitan Planning Area Maps .....	44
Appendix B - MPO Organizational Chart .....	45
Appendix C - Abbreviations and Acronyms .....	46
Appendix D - Financial Constraint Data, Tables, and Reports .....	48
Appendix E – Inventory of MPO Assets .....	50
Appendix F - Public Notice, Comments and Responses .....	52
Appendix G – Livability Indicators .....	54



# **I. Introduction**

## **Overview**

The Unified Planning Work Program (UPWP) document is developed to organize the planning activities for the Eastern Shore Metropolitan Planning Organization (MPO). The purpose of the UPWP is to define work tasks necessary to conduct transportation planning activities throughout the Eastern Shore Metropolitan Planning Area (MPA). The UPWP also provides budget allocations for each work task covering Fiscal Year 2016, from October 1, 2015 to September 30, 2016.

Federal, state, and local funding sources are outlined in the UPWP. Planning Funds (PL) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) account for 80 percent of MPO funding, while the remaining 20 percent is made up of local funds. The Baldwin County Commission provides the entire twenty percent local match for the MPO Planning Funds.

## **Public Participation in the Transportation Planning Process**

The Eastern Shore Metropolitan Planning Organization (MPO) strongly encourages public participation in MPO Transportation Planning activities. All MPO activities and meetings are open to the public. Advertisement of planning activities, such as meeting dates, review and adoption of planning documents, and public involvement sessions are publicized at least two (2) weeks prior to the meeting date. In continuing open participation, the Bicycle and Pedestrian Advisory Committee (BPAC), Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC), and the Policy Board review and provide comments on all MPO planning documents. The public is encouraged to contact MPO staff with any questions or concerns. Staff may be contacted via phone, email, regularly scheduled MPO meetings, Public Forum periods, and/or in person to discuss all MPO planning activities and documents.

## **Title VI in Preparation of the UPWP**

### **Scope of the Planning Process**

MAP-21, the current federal transportation legislation, outlines eight Planning Factors that must be considered in all MPO plans, proposals, and projects.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

### **Planning Emphasis Areas**

FHWA have identified the following planning emphasis areas for the FY 2016 UPWP:

- **MAP-21 Implementation - Transition to Performance Based Planning and Programming:** MAP-21 includes a mandate for performance based planning and programming within the transportation planning process. Currently, the UPWP includes the *Livability Principles and Indicators* performance measure, which was developed by FHWA prior to MAP-21 being signed into law, as the first in a new series of legislated performance measures (Tasks 2.1, 4.1, 6.1 and 6.3). The Eastern Shore MPO will fully implement the MAP-21 performance management approach as performance based planning and programming measures are developed and published (Tasks 2.1, 4.1, 6.1 6.3). In addition, safety performance measures are mandated in MAP-21. The Eastern Shore MPO will fully implement the MAP-21 safety performance measures as they are developed and published (Task 7.0).
- **Models of Regional Planning Coordination - Promote Cooperation and Coordination Across MPO Boundaries and Across State Boundaries Where Appropriate to Ensure a Regional Approach to Transportation Planning:** The Eastern Shore MPO will work with transportation officials, staff, and stakeholders to promote regional cooperation and coordination as the transportation planning process is intended to be regional in scope because transportation systems transcend political boundaries. Furthermore, the Transportation Improvement Program (TIP) and the Long Range Transportation Plan acknowledges consistency with other plans that include transportation elements and both document all *regionally significant projects* that are modeled in the MPO's transportation network (Tasks 6.1. and 6.3).
- **Ladders of Opportunity - Access to Essential Services-As a Part of the Transportation Planning Process, Identify Transportation Connectivity Gaps in Access to Essential Services:** The entirety of the Eastern Shore MPO's Metropolitan Planning Area is serviced by Baldwin Rural Area Transportation System (BRATS), which is a demand response public transit system. In a demand response system, local citizens may schedule trips to and from any location in the service area from Monday-Friday for a small fee. Therefore, the Eastern Shore MPO area has no gaps in access to essential services such as housing, employment, health care, schools and recreation during the work week (Task 6.6).

### **Livability Principles and Indicators**

Increasingly, federal and state agencies are using Performance Measures as a way of ensuring greater accountability for the expenditure of public funds in an ever growing number of programs and activities across a variety of disciplines. Within the transportation sector and the planning processes associated with transportation infrastructure development, ALDOT has adopted the Livability Principles and Indicators as a sustainability measurement against future actions.

All planning tasks must be measured against these **Livability Principles**:

1. Provide more transportation choices, including non-motorized transportation
2. Promote equitable, affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate policies and leverage investment
6. Value communities and neighborhoods

As a measure of sustainability of these principles, the MPO will provide the following **Livability Indicators**:

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects.
2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities.

3. Percentage of household income spent on housing and transportation.
4. Percentage of Workforce Commuting to Work by Bike
5. Percentage of Workforce Walking to Work
6. Percentage of Workforce Utilizing Public Transit
7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.
8. Percent of workforce living within twenty-four (24) miles or less from primary job.

The Livability Indicators will be presented in the appendices of the following planning documents: Long Range Transportation Plan, Transportation Improvement Program, Public Participation Plan (PPP), Bicycle and Pedestrian Plan, Congestion Management Process documentation, and Air Quality Conformity Report. Data will be presented as percentages or numbers in charts, graphs, or maps in the narrative or the Appendices.

## **II. Organization**

The Eastern Shore MPO is composed of the Policy Board and three Advisory Committees: Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and Bicycle and Pedestrian Advisory Committee (BPAC).

The **Policy Board** is the decision-making body, which includes voting and non-voting MPO members. Policy Board members are elected officials (Mayors, Council Members, and County Commissioners) of the local government jurisdictions, but also includes the Region Engineer for Southwest Region of the Alabama Department of Transportation. The Policy Board proposes, adopts, and submits MPO projects to the Alabama Department of Transportation (ALDOT), and discusses or endorses ALDOT projects.

Policy Board decisions are augmented by input from the three Advisory Committees. These committees should include a representative from citizens with disabilities. Committee members serve at the pleasure of the Policy Board and provide informed and valuable input into Policy Board decisions. Committee inquiries, findings, and recommendations are conveyed to the Board by the MPO Coordinator or may be presented directly to the Board by the Committee Chairperson.

The **Technical Advisory Committee (TAC)** provides technical support to the Policy Committee. TAC members are non-elected officials, typically city and county department heads, professional staff supporting local government operations, community leaders such as Chamber of Commerce presidents/CEOs, school superintendents, police chiefs, and hospital administrators. Based on their affiliation, they may have a hand in developing transportation infrastructure or operating transportation dependent businesses.

The **Citizens Advisory Committee (CAC)** provides input as part of the public involvement process. Usually, CAC members are active members within their respective communities, including interest in transportation projects, infrastructure concerns and bicycle/pedestrian projects in general. MPO member local governments are charged with encouraging their citizens to be active in MPO transportation activities in their respective areas and to participate in the planning process through membership on the committee.

The **Bicycle and Pedestrian Advisory Committee (BPAC)** provides input as part of the public involvement process. Usually, BPAC members are active community members and leaders in bike and pedestrian issues. The BPAC is comprised of citizens from communities within the MPA. BPAC members provide views on projects and programs from the bike and pedestrian perspective.

### **III. Tasks**

#### **1.0 ADMINISTRATION**

##### **1.1 MPO Administrative Duties**

###### **Objectives**

The role of the MPO Administrative Duties task is to manage the transportation planning program in an efficient manner and effectively use human and material resources in developing transportation plans. It must ensure compliance with Title VI. The MPO must provide necessary secretarial and clerical services and assure compliance with U.S. DOT drug-free work place requirements. Staff must provide necessary preparations for Policy Board and advisory committee meetings, as well as for all Public Involvement events. MPO staff must prepare agendas, support documents, sign-in sheets, minute records, hand-outs, and responses to public comments. MPO staff will also be responsible for managing MPO expenses and preparing the necessary documentation for reimbursement from ALDOT. The task includes record maintenance as required by CFRs and ALDOT directives and preparation of reports as needed by the Policy Board.

###### **Previous Work**

Preparation of FY15 monthly invoices to ALDOT; Preparation of public notices, agendas, agenda packets, presentations, meeting minutes, and press releases for MPO Policy Board Meetings; Coordination of meeting locations for FY15 MPO Policy Board Meetings; Communication with Policy Board Members throughout FY15; Proofing MPO documents and correspondence; Managing MPO FY15 expenses; Managing MPO assets. Communication and coordination with ALDOT; Establishing uniform standard operating procedures for MPO processes.

###### **Proposed Work**

MPO staff will carry out the appropriate management and administrative activities, including providing timely reports to various committees and member government agencies. Changes in process or documentation that are necessary to comply with new legislation will be made. Records and information will be maintained and made available to the public in order to foster public participation in the transportation planning program.

- Manage production of all MPO documents in accordance with the 3-C process
- Maintain Federal drug-free work place requirements
- Provide administrative support to all MPO proceedings
- Provide Policy Board, TAC, CAC, and BPAC with appropriate information
- Maintain accurate records of MPO proceedings

###### **Products**

- Monthly invoices, reports, meeting agendas, handouts
- Required MPO, federal, and state process documentation of all kinds
- Formal and other planning documents requiring federal or state agency approval
- A transportation planning program that complies with applicable provisions of US law
- Standard Operating Procedure outlines and checklists for MPO processes

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds*	\$22,400.00
Local Funds	\$5,600.00
<b>Total Funds*</b>	<b>\$28,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **1.2 Continuity of Operations Plan (COOP)**

### **Objectives**

The purpose of the Continuity of Operations Plan (COOP) is to provide MPO direction in the event of an emergency, natural disaster, or unforeseen threat to normal operations. The COOP outlines the measures to be taken by the MPO to ensure the safety of staff, protect sensitive and critical MPO documents, equipment, and records, and provide for relocation and/or emergency restart protocols in the event of a severe weather, accident, act of terrorism, or any other catastrophic event.

### **Previous Work**

Review of FY15 COOP; Update Continuity of Operations Plan for FY16.

### **Proposed Work**

Staff will ensure all employees are familiar with emergency and evacuation procedures of the MPO and the Baldwin County Highway Department. MPO staff will update the COOP to follow these general guidelines:

- Establish internal procedures for evacuation and communications
- Ensure electronic systems redundancies and data backup and storage
- Install procedures for protecting documents, equipment, and sensitive inventory
- Attend relevant workshops and training sessions
- Promote alertness to hazardous weather, evacuation notices, and roadway safety
- Submit draft and final draft COOP for ALDOT review

### **Products**

- Updated procedures for evacuation, document and equipment protection, and system backup
- Updated Draft and Final Continuity of Operations Plan (COOP)

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

October 2015

### **Funding Responsibility**

PL Funds	\$600.00
Local Funds	\$150.00
<b>Total Funds*</b>	<b>\$750.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 1.3 Equipment Purchases and Supplies

### Objectives

The purpose of this sub-task is to provide funds for the purchase of various kinds of equipment (computers, software, peripheral equipment) and office supplies to supply a working MPO office. Postage, copier, printer, and some shipping costs are covered under this task.

### Previous Work

In FY15, the MPO continued to maintain its website server space, court reporter transcripts, and miscellaneous office equipment. The MPO also purchased office supplies for daily operations.

### Proposed Work

MPO staff will purchase supplies and necessary means to complete work requirements as needed.

### Products

- Reports, documents, draft and final plans, and maps

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$4,800.00
Local Funds	\$1,200.00
<b>Total Funds*</b>	<b>\$6,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **2.0 DATA COLLECTION AND ANALYSIS**

### **2.1 Database Maintenance and Data Collection**

#### **Objectives**

The MPO is charged with collecting and maintaining data to support the transportation planning process and evaluating the effectiveness of the transportation planning effort and the system; assisting in the evaluation of potential developments and activities on the transportation system; and assisting in the determination of measures to be taken to mitigate impacts on the system. Staff will assist and improve the capability of member governments to monitor, analyze, and if necessary, collect traffic, accident, bicycle/pedestrian, and other forms of data.

The data to be collected, maintained and analyzed includes: socioeconomic characteristics, traffic volumes, land use, economic activity, employment, physical attributes of the MPA transportation network, accident/incident data and land parcel data for the affected areas of Central and South Baldwin County.

#### **Previous Work**

Collected Census data for Title VI program and Travel Demand Model; Collected growth data; Collected Environmental Justice data; Collected ridership data from BRATS, the MPO Public Transit provider.

#### **Proposed Work**

The MPO will maintain an ongoing data collection program. Socioeconomic data will continue to be updated by MPO staff for use in modeling and plan update activities.

- Collection of socioeconomic data as necessary and appropriate
- Collection and analysis of traffic data including traffic accident data
- Collect, analyze, and present Livability Indicator data as needed to support other tasks. The MPO will collect, prepare, and present Livability Indicator data in the listed planning documents as required on p. 2.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

#### **Products**

- Traffic data files for use in various reports, summaries, and modeling deliverables.
- Socioeconomic data for use in various planning documents and modeling.
- Transit Data

#### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

#### **Schedule**

N/A

#### **Funding Responsibility**



PL Funds	\$8,000.00
Local Funds	\$2,000.00
<b>Total Funds*</b>	<b>\$10,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **2.2 Geographic Information Systems (GIS)**

### **Objectives**

The MPO will develop, update, and maintain an ESRI based ArcGIS system in support of mapping and data production requirements for formal planning documents, traffic analyses, impact assessments, congestion management studies, transit planning, project presentations, and travel demand modeling support for Citilabs Voyager applications.

### **Previous Work**

Created maps for Title VI Program and Environmental Justice issues; Created and updated Public Transit Maps; Created individual project maps for submitted projects; Created Master Project maps including all projects submitted to the MPO; Updated Bicycle and Pedestrian network map displaying all sidewalks and bike lanes in the planning area; Created map displaying ideal future Bicycle and Pedestrian Routes; maintained online interactive project map; Created maps displaying the Eastern Shore modeled networks within Citilabs Voyager.

### **Proposed Work**

Eastern Shore MPO will continue to upgrade computers and GIS software as needed to assure MPO staff can readily access GIS data. Transportation related data will be integrated into ArcGIS as it becomes available. Technical assistance will be made available to all MPO member governments as needed.

- Attend ALDOT sponsored modeling and GIS workshops/trainings
- Create maps to identify MPO project location(s)
- Employ GIS software to display and analyze MPO study area
- Project Maps
- Transit Maps
- Demographic Maps
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### **Products**

- MPA map based on U. S. 2010 Census data
- Bicycle and Pedestrian Sidewalk and Bike Lane Network Map
- Master Project Map
- Interactive Map
- Population projection Maps
- Transit Maps
- Travel Model Maps
- LRTP Project Maps

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

**Schedule**

N/A

**Funding Responsibility**

PL Funds	\$11,200.00
Local Funds	\$2,800.00
<b>Total Funds*</b>	<b>\$14,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 2.3 Transportation Model Development and Maintenance

### Objectives

MPO staff will collect and maintain data to support development of the Eastern Shore Travel Demand Model for inclusion in the 2040 Long Range Transportation Plan (LRTP). The modeled network developed for inclusion in the 2040 and succeeding plans will use a 2010 Base Line and project network traffic volumes through year 2040. Data collection and model development will be done in close coordination with Metropolitan Planning Section of the Bureau of Transportation Planning and Modal Programs.

### Previous Work

MPO staff has attended training seminars for transportation model development; Prepared final draft of Traffic Analysis Zone (TAZ) map; Validated Base Model; Prepared 2020 and 2040 E+C and Build networks.

### Proposed Work

- Collect and Analyze Traffic Data
- Coordinate model development with Metropolitan Planning Section staff
- Add funded projects to the model
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### Products

None

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$4,000.00
Local Funds	\$1,000.00
<b>Total Funds*</b>	<b>\$5,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 2.4 Preparation of Emissions

## **Data using MOVES2010**

### **Objectives**

Activity under this task is not anticipated until FY 2018 at the earliest. Current air quality monitoring data by Alabama Department of Environmental Management (ADEM) – Air Quality Division suggests that the Eastern Shore may be determined to be in violation of current NAAQS (National Ambient Air Quality Standards) for ozone (O<sub>3</sub>) by 2015 and thus required to do conformity determination documentation. In addition to modifying affected projects in the LRTP and TIP (Transportation Improvement Program), mitigation would require the MPO to prepare emissions estimates for publication in an Air Quality Conformity Report. This EPA required report will document the steps the MPO is taking to alleviate sub-standard air quality conditions in the MPA, resulting from traffic congestion and point-source pollution.

This task is in place in anticipation of the eventual need for the resulting man-hour intensive documentation preparation that will be required. The needed pollution estimates would be prepared using the Motor Vehicle Emission Simulator (MOVES) software.

### **Previous Work**

No work other than ancillary research has been performed. The EPA has not yet released conformity data.

### **Proposed Work**

If Eastern Shore becomes a non-attainment area MPO staff will proceed with the following:

- Attend MOVES trainings
- The MPO will develop pollutant estimates from budgets provided in the Statewide Implementation Plan (SIP) by ADEM, and using the MOVES2010b version software.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### **Products**

Emissions estimates for use in documenting the conformity process.

**Note: In the event of a designation of non-conformity for ozone in 2017, the earliest possible documentation would not be due until Summer of 2018.**

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 2.5 Intelligent Transportation System (ITS) Program

### Objectives

Develop an Intelligent Transportation System (ITS) Program for the Eastern Shore Urban Area. Intelligent Transportation Systems improve transportation safety and mobility and enhance productivity through the use of advanced communications technologies. ITS encompasses a broad range of wireless and wire line communications-based information and electronics technologies. When integrated into the transportation system's infrastructure, and in vehicles themselves, these technologies relieve congestion, improve safety, and enhance productivity. The MPO will ultimately prepare an ITS Plan to support safety measures and other programs within the MPA.

### Previous Work

Research and review of ITS Programs from similarly situated urban areas; Attended presentations and webinars on ITS; Hire Consultant to Perform Fiber Audit/Infrastructure Analysis/Systems Engineering Report for Proposed Adaptive or Responsive Traffic Signal System

### Proposed Work

- Develop a basic ITS Program in coordination with ALDOT, which will focus on traffic management, incident response, emergency management, and traveler information
- Research available peer state Plans for possible application in the Eastern Shore
- Research future projects and funding sources
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

ITS Traffic Signal Technology Concept of Operations prepared by SAIN Associates in Coordination with MPO Staff

### Staffing

MPO Coordinator  
MPO Coordinator Assistant

### Schedule

N/A

### Funding Responsibility

PL Funds	\$6,066.00
Local Funds	\$1,516.50
<b>Total Funds*</b>	<b>\$7,582.50</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

### 3.0 Unified Planning Work Program

#### Objective

Develop a schedule of transportation planning tasks that will carry out the continuing, cooperative, and comprehensive (3-C) planning process for the Eastern Shore. Create a budget to fund the necessary tasks with approval of the MPO and Advisory Committees and address Planning Factors, as mandated by Federal legislation and Federal agency directives. Establish bench marks and time lines where appropriate to enable MPO, ALDOT, and FHWA to measure progress on time-sensitive activities.

#### Previous Work

Mid-year review and updates to FY13 UPWP; Preparation of FY14 UPWP including review of work accomplished under FY13 UPWP task items and preparation of estimates for completion of FY14 Task items; Preparation of FY14 Draft and Final UPWP; Completed mid-year review of FY14 UPWP; FY 14 Quarterly and Year-End financial reports; Preparation of FY15 Draft and Final UPWP;

#### Proposed Work

The MPO will provide quarterly financial reports. In cooperation with ALDOT, MPO staff will determine the needed planning activities (tasks) for FY 2017. These activities, along with funding levels and funding sources, will be incorporated into the Draft FY 2017 Unified Planning Work Program. The UPWP will continue to reflect the requirements of federal transportation legislation.

- Develop the FY 2017 Unified Planning Work Program
- Collection and analysis of Livability Indicators
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.**

#### Products

FY 2017 Draft and Final UPWP

#### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

#### Schedule

Draft in May/June 2016; Final in July/August 2016

#### Funding Responsibility

PL Funds	\$3,000.00
Local Funds	\$750.00
<b>Total Funds*</b>	<b>\$3,750.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*



## **4.0 PUBLIC INVOLVEMENT**

### **4.1 Public Participation Process**

#### **Objective**

Maintain a PPP that conforms with the requirements of MAP-21 and is consistent with 23 CFR 450.316 that provides specific procedures for the dissemination of transportation planning, project, and program information to communities, groups, and interested parties within the Eastern Shore MPA. Provide information about the MPO to interested individuals and groups and notify the public of opportunities to participate effectively in the transportation planning process through the MPO. Coordinate the exchange of information between the MPO, the TAC, the CAC, the BPAC, ALDOT, FHWA, and the FTA. Provide MPO, TAC, CAC, and BPAC members, agencies, the public, and all interested parties with information about ongoing planning activities and MPO projects. Maintain effective relationships with local and area print and broadcast media.

#### **Previous Work**

Provided public forum opportunities at all MPO meetings; Built new MPO website; Updated social media sites and MPO website on a regular basis; Prepared and sent email campaigns to interested parties; Prepared and distributed informational flyers to low-income and minority groups. Prepared and published public notices for MPO meetings; Conducted public forums for comment on MPO planning documents; Responded to public comments on MPO planning documents; Prepared MPO informational video; Collected livability indicators; Delivered presentations regarding the MPO to interested groups; Communicated with the press and media regarding the MPO; Updated 2013 PPP to add LEP information. Planned and conducted CAC meetings; Acted as liaison between CAC members and Policy Board members; Filled CAC vacancies through application process; Held public meetings regarding planning documents; continuously update planning documents and notices with most recent versions on the MPO website.

#### **Proposed Work**

The PPP is a multi-year document and not typically updated until new legislation requires it or as directed by ALDOT. However, the MPO may update the PPP periodically if it chooses to do so. The MPO will give public presentations to a variety of organizations throughout the MPA as requested or needed. Public participation activities, advertisement, and other public notice methods will be evaluated to determine their cost efficiency and effectiveness in providing information to various segments of the area population. MPOs will continue to develop and provide quality maps, reports, and other materials to inform citizens about the transportation planning process and proposed projects. In addition, the MPO will:

- ***Periodically update the PPP to incorporate new legislation, agency directives, or MPO procedures.***
- Plan and conduct CAC meetings.
- Provide Public Forum opportunities at MPO, TAC, CAC, and BPAC meetings.
- Promote development of transportation projects in the Eastern Shore area and provide outreach to affected communities.
- Post MPO and Advisory Committee meeting notices and other information on the MPO website.
- Post updated Transportation Planning documents on the website.
- Collect and present Livability Indicators as required on p. 2.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### **Products**

Reports, meeting agendas, Public Notices, Promotional Flyers, and new web content

### **Staffing**

MPO Coordinator

MPO Coordinator Assistant

Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds	\$12,000.00
Local Funds	\$3,000.00
<b>Total Funds*</b>	<b>\$15,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **4.2 Title VI and Environmental Justice**

### **Objectives**

Every effort is taken to ensure that protections provided in 42 United States Code (USC) 2000d-1 are addressed in the planning process. The intent is to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations in the planning process or during transportation project development. The MPO will ensure the full and fair participation by all potentially affected communities and prevent the denial of, reduction in or significant delay in the receipt of benefits of transportation system improvements by minority and low-income populations.

### **Previous Work**

Analyzed U.S. Census data and communicated with local authorities to locate minority and low-income groups within the MPA; Maintained a contact list for these groups and prepared and mailed flyers to each contact to notify them of opportunities to be involved in transportation planning activities.

### **Proposed Work**

MPO staff will determine residential, employment and transportation patterns of low-income and minority populations using census information and socioeconomic data from reliable and available sources. Staff will interact with community leaders representing low-income and minority populations and groups by consulting with the Public Housing Authority, the Area Agency on Aging, local churches, and other agencies. The MPO will encourage the media, including TV, radio, and print, to disseminate information about transportation planning projects and activities. Hold public meetings in locations and times that are comfortable, familiar, and convenient. The MPO will comply with all federal agency guidelines. MPO staff will ensure that the MPO complies with the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, and that it fulfills the requirements under 4702.1B of the Limited English Proficiency (LEP) provisions. The MPO will prepare and maintain a Language Assistance Plan to the extent required by Circular 4701.1B.

- Environmental Justice documents and reports
- Title VI Policies
- Requirements set forth in 23 CFR 450 et al with regard to public participation
- Self-certification requirements set forth in 23 CFR 450.218
- Develop relationships with low-income and minority community representatives
- Provide outreach through the PPP process to minority and low-income populations in the Eastern Shore MPA
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### **Products**

Reports, plans, or activities as necessary to meet ALDOT, FHWA and FTA obligations.

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant

Baldwin County Highway Department Staff

**Schedule**

N/A

**Funding Responsibility**

PL Funds	\$1,600.00
Local Funds	\$400.00
<b>Total Funds*</b>	<b>\$2,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 4.3 Disadvantaged Business Enterprise (DBE)

### Objectives

Give full consideration to the potential services that can be provided by disadvantaged business enterprises in carrying out the continuing, cooperative and comprehensive (3-C) planning process and any transit related programs. This task seeks to meet requirements of 23 CFR 230 and 49 CFR 26.

### Previous Work

MPO staff performed research regarding the requirements of this task and communicated with ALDOT regarding the same.

### Proposed Work

ALDOT will monitor the planning agency and the Eastern Shore MPO in its efforts to contract with DBE enterprises whenever possible. ALDOT will provide information on available DBE services to assist the MPO in meeting the DBE goals.

- Attend DBE workshops and training when available
- Utilize DBE firms resources when available and appropriate
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

None

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$480.00
Local Funds	\$120.00
<b>Total Funds*</b>	<b>\$600.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 4.4 Public Involvement for Air Quality Conformity

**Note: In the event of a designation of non-conformity for ozone in 2015, the earliest possible work under this subtask would not take place until 2015 or 2016.**

### Objectives

Provide information about activities related to air quality conformity to interested individuals, groups and the general public.

### Previous Work

No work performed other than ancillary research. The EPA has not yet released conformity data.

### Proposed Work

- Monitor air quality in the Eastern Shore and report as necessary to the Policy Board, groups, and agencies, the public and interested parties.
- Development of outreach program on air quality issues and conformity requirements under 42 USC 7401, and 40 CFR 51 and 93.
- Participate in available staff training on Air Quality concerns.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

None

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **5.0 Environmental Mitigation and Streamlining**

Environmental Mitigation and Streamlining addresses air quality issues not directly related to specific planning documents and the potential mitigation measures from those actions. NAAQS training, emissions monitoring techniques, and public involvement administered by the MPO are specific procedures and measures to provide a successful planning process. Other federal requirements require the integration of climate change and implications of the effects of greenhouse gases (GHG) to be included in the transportation planning process.

### **5.1 Air Quality**

**Note: In the event of a designation of non-conformity for ozone in 2015, the earliest possible work under this subtask would not take place until 2015 or 2016.**

#### **Objectives**

The Environmental Protection Agency (EPA) establishes tolerance limits on ground level and atmospheric pollutant concentrations through enactment of the National Ambient Air Quality Standards (NAAQS). An Air Quality plan is required for planning areas in non-attainment status or those areas anticipating non-attainment. This task provides for those activities that support the overall planning effort that in turn eventually results in Air Quality Conformity Determination actions. The Eastern Shore MPO is currently in attainment standing for air quality, but also anticipates a possible non-attainment designation for ozone (O<sub>3</sub>) by 2017. This task seeks to prepare for that possible outcome, educate MPO staff in AQ conditions and documentation requirements, and ensure the MPO has sufficient resources to complete FHWA and EPA documentation requirements.

#### **Previous Work**

No work performed other than ancillary research. The EPA has not yet released a new NAAQS proposal.

#### **Proposed Work (when applicable)**

- Attend appropriate Air Quality training courses/seminars
- Stay informed of current guidelines and other requirements
- Monitor and report on Air Quality conditions and projections for the Eastern Shore MPO
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

#### **Products**

Reports and status updates and may be required by the MPO, ALDOT, FHWA, or EPA +

#### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

**Schedule**

N/A

**Funding Responsibility**

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*



## 5.2 Extreme Weather Events

### Objectives

FHWA requires climate change to be integrated into transportation planning at the local state and regional levels. FHWA also requires that appropriate steps be taken to instruct and train MPO staff in the sources and causes of Greenhouse Gas emissions as well as consider the potential long-range effects by and to the transportation process and network.

### Previous Work

MPO staff has attended workshops, webinars and information exchanges relating to Climate Change and Greenhouse Gases.

### Proposed Work (when applicable)

- Ensure FHWA required language regarding Climate Change is included in the draft 2040 Long Range Transportation Plan, the Transportation Improvement Program, and other documents as may be directed by FHWA or ALDOT.
- Attend appropriate Climate Change and Greenhouse Gases (GHG) training courses/seminars
- Stay informed of current guidelines and other requirements
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

Reports and status updates may be required by the MPO, ALDOT, FHWA, or EPA

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.0 Transportation Systems

### 6.1 Long Range Transportation Plan (LRTP)

#### Objective

Develop the 2040 Long Range Transportation Plan (LRTP) for the Eastern Shore MPO, with a minimum 20-year planning horizon, to include the cities of Fairhope, Daphne, Spanish Fort, and the Town of Loxley, and the non-urbanized areas of the Metropolitan Planning Area (MPA) for publication in 2015 or 2016. The LRTP will include components of the Bicycle and Pedestrian Plan, freight planning, safety planning, Congestion Management Process, and the Transportation Improvement Program (TIP) projects. The LRTP will be representative of the anticipated transportation needs of year 2040. The MPO will also stay informed of transportation planning activities occurring throughout the MPA.

#### Previous Work

Preparation of LRTP narrative; Attendance at local road and bridge meetings; Communication with the Mobile and FL-AL MPO to remain informed of transportation and growth issues in neighboring communities; Development of the Travel Model; Developed project lists for inclusion in the LRTP; Maintenance of maps showing LRTP projects; Adopted project lists for inclusion in the 2040 LRTP; Collected and presented Livability Indicator Data in the 2040 LRTP; Summarized Bike/Ped Plan and ITS Program in the LRTP.

#### Proposed Work

The MPO staff will work with ALDOT, member MPO governments, FHWA, FTA, and EPA to ensure that the Long Range Transportation Plan is maintained in coordination with the statewide transportation plan (STIP) and consistent with the Highway Functional Classification Map. Member governments and communities comprising the MPO will take into account the objectives of the transportation plan and the projected 2040 network, including the need to preserve transportation corridors and promote multimodal coordination in all land use policies. Copies of the adopted Long Range Transportation Plan updates are made available to all interested parties and will be available on the MPO website upon completion. The MPO will continually monitor the progress of the implementation of the Plan as well as its effectiveness in addressing local transportation needs.

- Maintain 2040 LRTP
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.**
- MPO staff will attend meetings, training events, or presentations as appropriate to the tasking.

#### Products

Draft 2040 Long Range Transportation Plan

**Note: The Eastern Shore MPO was formed in June 2012. FHWA has provided a March 26, 2016, final date for new MPOs to have adopted their LRTP and TIP. However, FHWA has indicated that nothing prevents an MPO from adopting these documents sooner. In the interim, FHWA has made a concession to allow the MPO to begin utilizing project funds via a program of projects and direct incorporation into the State TIP. It is anticipated that the Draft LRTP will be submitted to ALDOT for approval in late 2014 or early 2015. The Final due date of the 2040 LRTP is July 2015.**

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

Draft in late 2014/early 2015; Final in July 2015

### **Funding Responsibility**

PL Funds	\$40,600.00
Local Funds	\$10,150.00
<b>Total Funds*</b>	<b>\$50,750.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.2 Air Quality Conformity Report

### Objectives

This task is for the development of federal documentation requirements by FHWA and EPA in the event of non-conformity designation. This ensures that all federal air quality reporting as it relates to the Long Range Transportation Plan (LRTP) is completed in a timely and professional manner.

### Previous Work

No work other than ancillary research has been performed. The EPA has not yet released conformity data.

### Proposed Work (when applicable)

- Maintain awareness of current and impending air quality standards (NAAQS).
- Stay informed of current guidelines and other requirements.
- Prepare document entitled *Air Quality Conformity Report for the Eastern Shore Urbanized Areas in Southern Baldwin County in Alabama, the Amended Eastern Shore FY 2016 – 19 Transportation Improvement Program, and the Amended Eastern Shore 2040 Long Range Transportation Plan, Project Listings Only*.
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.**
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### Products

None

**Note: In the event of a designation of non-conformity for ozone in 2015, the earliest possible documentation would not be due until Summer of 2016.**

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.3 Amend Long Range Project Listings for Air Quality Conformity

### Objectives

This tasking is to allow for modification of the Long Range Plan Project Listings for purposes of Air Quality Conformity in the event of designation of non-conformity. The amendment to the Long Range document would be confined to adjustments in the project listings only. This is to ensure that existing air quality status at time of amendment is reflected in the Long Range Transportation Plan (LRTP) projects.

### Previous Work

No work other than ancillary research has been performed. The EPA has not yet released conformity data.

### Proposed Work (when applicable)

- Amend Long Range project listings to reflect the demonstration of conformity provided in the Air Quality Conformity Report.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

None

**Note: In the event of a designation of non-conformity for ozone in 2015, the earliest possible documentation would not be due until Summer of 2016.**

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.4 Transportation Improvement Program (TIP)

### Objective

This task allows for MPO preparation of *funded* transportation system improvements brought forward from the Long Range into the short-range, four-year work program document. The ALDOT four-year work program usually consists of projects from the financially constrained side of the LRTP, but that is not always the case. Regardless of origin, a project moving into the short-range TIP document must be funded or have reliable funding identified. MPO staff prepares the TIP document for approval by ALDOT, FHWA, FTA, and the MPO. An annual TIP or TIP update is no longer required, although the MPO can opt for an annual document if project activity or other events warrant. The TIP may be amended at any time, but depending on the amendment process used, may be subject to full ALDOT and federal agency review and approval.

### Previous Work

MPO staff has reviewed example documents from similarly situated MPOs. MPO staff have begun preparation of Draft TIP. MPO staff has reviewed information regarding federal funds to be expended within the MPA and have presented the same to the MPO Policy Board. MPO staff has prepared letters of support for grant applications stating the status of preparation of the TIP; Presented Policy Board with projects to be funded and added to the Draft FY2016-19 TIP.

### Proposed Work

Following finalization and ALDOT approval of a draft 2040 LRTP, the MPO will develop a draft FY2016-19 TIP by the August-September of FY2015. The MPO will propose Long Range Plan projects for development and implementation and will prioritize those projects in the order in which they are to be completed. The MPO will target approval of the Final FY 2016-19 TIP by January 2016. The MPO will amend the FY2016 – 19 TIP to add/delete projects as necessary. Funded projects from the Long Range Transportation Plan may be moved into the four-year TIP for completion. Subject to amendment criteria, the process used may require re-establishment of financial constraint. The MPO will continue to provide opportunities for citizens to be involved in the identification and proposed phasing of projects. In evaluating possible projects, the MPO will promote coordination among the various transportation modes and facilities.

- Prepare a draft FY2016-19 TIP by August-September FY2015.
- Manage updates to the Transportation Improvement Program and monitor funding availability.
- Produce TIP amendments as needed.
- Coordinate with ALDOT as needed on funding and document preparation.
- **The MPO will collect, prepare, and present *Livability Indicator* data as required on page 2.**
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

Draft FY2016-19 TIP

**Note: The Eastern Shore MPO was formed in June 2012. FHWA has provided a March 26, 2016, final date for new MPOs to have adopted their LRTP and TIP. However, FHWA has indicated that nothing prevents an MPO from adopting these documents sooner. In the interim, FHWA has made a concession to allow the MPO to begin utilizing project funds via a program of projects and direct incorporation into the State TIP. It is anticipated that the Draft**

**LRTP will be submitted to ALDOT for approval in late 2014 or early 2015. The Final due date of the 2040 LRTP is July 2015.**

**Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

**Schedule**

Draft in late mid-2015; Final in early 2016

**Funding Responsibility**

PL Funds	\$12,000.00
Local Funds	\$3,000.00
<b>Total Funds*</b>	<b>\$15,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **6.5 Amend FY 2016-19 TIP Project Listing for Air Quality Conformity**

### **Objectives**

This tasking is to allow for modification of TIP Listings for purposes of Air Quality Conformity in the event of designation of non-conformity. The amendment to the TIP document would be confined to adjustments in the project listings only. This is to ensure that existing air quality status at time of amendment is reflected in the funded short range TIP projects. This will ensure the existing air quality status is reflected in the Transportation Improvement Program (TIP) project listings.

### **Previous Work**

No work other than ancillary research has been performed. The EPA has not yet released conformity data.

### **Proposed Work (when applicable)**

- Amend the existing TIP to reflect the demonstration of conformity provided in the Air Quality Conformity Report.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### **Products**

None

**Note: In the event of a designation of non-conformity for ozone in 2015, the earliest possible amendments would not take place until Summer of 2016.**

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*



## **6.6 Public Transportation**

### **Objectives**

This task is to provide public transportation services planning for Section 5303 public transit funding for the Eastern Shore Urbanized Areas and the Metropolitan Planning Area. The funds are to assist in providing transportation and other services to citizens of the Eastern Shore, assist in the collection and maintenance of information needed to improve services, and the scheduling, dispatching, and routing of transit vehicles.

This task will provide for monitoring of transit-related services in the Eastern Shore MPA and evaluation of potential ridership required for developing bases for transit service.

### **Previous Work**

Coordination with BRATS regarding 5307 transit funds; Attendance for various transit related webinars; Review of existing Public Transit Plan; Coordination with BRATS regarding future funding and budgeting issues; Preparation of Part I of the new Public Transit Plan; review of FTA circulars relating to 5307 funding; Meeting with Policy Board members regarding possible transit capital improvement within the MPO planning area; Information exchange with SARCOR Consultants for assistance with a regional Transit Plan; Participation in CTAA research; Review of transit data; Worked on Draft Title VI Plan; Worked on 5307 draft grant application; Mapped all routes and identified ridership within in MPA; Worked with BRATS and Spanish Fort on proposed park-and-ride facility, as well as associated NEPA process; produced public information video regarding public transit.

### **Proposed Work**

The Eastern Shore MPO will be responsible for short-range transit planning and needs assessment. MPO staff will incorporate public transit into the Long Range Transportation Plan. MPO staff will work with social service agencies to identify needs of clients. The following activities will take place:

- Incorporate MPA public transit system needs into the Long Range Transportation Plan.
- Provide annual funding actions for inclusion into the Transportation Improvement Program project listings.
- Liaise with Baldwin County Transit Officials on a Public Transit Plan.
- Address client, ridership, and corrective action needs within the PPP.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- Ensure ADA and Title VI compliance for the MPO's transit related activities
- Finalize Title VI Plan
- Prepare first complete 5307 grant application
- Implementation of Ladders of Opportunity Performance Emphasis Area

### **Products**

None

**\* In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined**

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff  
**Schedule**

N/A

**Funding Responsibility**

PL Funds	\$15,200.00
Local Funds	\$3,800.00
<b>Total Funds*</b>	<b>\$19,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## **6.7 Bicycle/Pedestrian Transportation Planning**

### **Objectives**

The MPO will develop a Bicycle and Pedestrian Plan for the Eastern Shore MPO by 2014. Staff will work with Metropolitan Planning Section (ALDOT) and other appropriate agencies to promote bicycle and pedestrian programs, projects, safety, and the Safe Routes to School Program. The MPO will adopt the Complete Streets concept and incorporate needed improvements, as appropriate, in all proposed projects. The MPO will coordinate, plan, and conduct Bicycle and Pedestrian Advisory Committee (BPAC) meetings.

### **Previous Work**

Communicated with public and local advocacy groups on proposed bicycle and pedestrian projects; Reviewed example Bike/Ped Plans from similarly situated MPOs; Researched funding sources available for bicycle and pedestrian projects; Researched bicycle and pedestrian infrastructure costs; Sought input from BPAC on Bicycle and Pedestrian Plan; Drafted initial Bicycle and Pedestrian Action Plan Mapped bicycle and pedestrian facilities in the planning area.; Attended webinars on bicycle and pedestrian infrastructure and safety; Prepared Bike/Ped Classifications; Filled vacancies on BPAC committee. Prepared a Draft and Final Bicycle and Pedestrian Plan; Produced Bicycle and Pedestrian Safety Video; Developed a School Bicycle and Pedestrian Program and reached out to Public Schools in the planning area;

### **Proposed Work**

Staff will work with Eastern Shore bicycle clubs, local school systems, public interest groups, area law enforcement agencies, Eastern Shore Area Chambers of Commerce, and other appropriate organizations and individuals to identify and eliminate existing barriers to bicyclists and pedestrians. MPO staff will assist in evaluating suitability of streets and roads for bicycle use. As provided in 23 USC 217(c), bicycle transportation facilities and pedestrian walkways shall be considered, where appropriate, in conjunction with all new construction and reconstruction of transportation facilities, except where bicycle and pedestrian use are not permitted. Additionally, existing streets and roads will be assessed for retrofit projects.

- Plan and conduct BPAC meetings.
- Include a Summary of the Bicycle/Pedestrian Plan in the 2040 Long Range Plan.
- Research multiple local, federal, and state funding sources.
- Adopt the *Complete Streets* concept for Eastern Shore MPA streets and roads.
- Collect data to establish baseline for future bicycle and walking improvements.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### **Products**

Bicycle and Pedestrian Plan

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

**Funding Responsibility**

PL Funds	\$8,000.00
Local Funds	\$2,000.00
<b>Total Funds*</b>	<b>\$10,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.8 Congestion Management Process

### Objectives

This task provides for a process for minimizing and reducing delay and other adverse impacts of traffic congestion in the Eastern Shore MPO by maximizing the operating efficiency of existing transportation facilities. This program will utilize alternate funding sources when available and support safety, bicycle/pedestrian, air quality, ITS, and other programs to alleviate congestion effects.

### Previous Work

Reviewed Congestion Management Process resources on FHWA website. Incorporated CMP into Draft Long Range Transportation Plan.

### Proposed Work

Staff will analyze local traffic conditions and optimize operation of existing systems. All work in support of this task will be performed in conformity with established metropolitan planning requirements and procedures. ALDOT will assist through the network modeling process in assessing travel demand reduction methods and assist MPO and Baldwin County efforts to increase the numbers of area residents using public transportation.

- CUBE Voyager will be used to analyze traffic volume changes
- Network modeling will reflect how new projects relate to traffic volumes and pattern changes
- MPO staff, Baldwin County Highway Department, city engineers, and ALDOT will analyze the effectiveness of the current signal systems within the MPA
- A Congestion Management Process component will be included in the Long Range Transportation Plan and the TIP
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### Products

Congestion Management Process

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$4,000.00
Local Funds	\$1,000.00
<b>Total Funds*</b>	<b>\$5,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 6.9 Freight Planning

### **Objectives**

MPO staff will develop a program to review and assess current freight movement within the Eastern Shore MPO planning area and project future freight transportation needs and demands in the transportation planning process. Freight planning will cover all applicable modes of transportation and intermodal combinations; rail/truck, air/truck, water/rail, and water/truck.

### **Previous Work**

Attended freight planning webinars; Reviewed freight planning resources; Meetings with local freight companies; Assessed local freight routes and identified future needs of freight companies;

### **Proposed Work**

- Begin development of a Freight Plan.
- Research existing Freight Planning activities and peer state Plans.
- Incorporate proposed freight planning component in the Long Range and TIP documents.
- Assess and develop knowledge of local and regional freight facilities and routes.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

### **Products**

Freight Plan

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds	\$2400.00
Local Funds	\$600.00
<b>Total Funds*</b>	<b>\$3,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 7.0 Transportation Safety

### **Objective**

MPO staff will incorporate transportation safety and security measures into the MPO transportation planning process and applicable planning documents. A Safety component will be included in the 2040 Long Range Transportation Plan and FY2016-19 TIP.

### **Previous Work**

Attended webinars, seminars and information exchanges on safety; Participated in the review and preparation of Draft Circulation Standards; Produced informational safety videos.

### **Proposed Work**

- Develop maps and reports concerning safety issues.
- Identify bicycle and pedestrian movement to improve safety.
- Perform sidewalk/crosswalk/signal assessments as appropriate.

### **Products**

None.

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

PL Funds	\$9,600.00
Local Funds	\$2,400.00
<b>Total Funds*</b>	<b>\$12,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## 8.0 Education and Training

### Objective

Staff will take advantage of available training resources in transportation planning, public participation, transit, safety, bicycle and pedestrian, and other areas. The MPO will ensure staff are afforded opportunities for training and will participate in order to main professional standards.

Expenditures for out of state travel and lodging must be approved by ALDOT in writing.

### Previous Work

Attended training for Cube Voyager modeling; Attended various webinars related to transportation planning; Reviewed various training opportunities forwarded to the MPO.

### Proposed Work

The MPO will attend workshops, training sessions, and seminars in order to improve the planning capabilities of MPO planning staff. The MPO will attend classes on the Citilabs Cube Voyager Travel Demand model held quarterly at ALDOT Central Office, Montgomery. Training will consist of:

- CUBE/Voyager training
- Various Planning-related Workshops, Seminars, Meetings, and Peer Exchanges
- MOVES 2010 training
- Maintenance of Safety Video Kiosk

### Products

None

### Staffing

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### Schedule

N/A

### Funding Responsibility

PL Funds	\$8,000.00
Local Funds	\$2,000.00
<b>Total Funds*</b>	<b>\$10,000.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*



## **9.0 Special Projects, Corridor Development, and Developments of Regional Impact (DRI)**

### **Objectives**

MPO staff will evaluate the impact of commercial, industrial, residential, and institutional developments on the transportation system. The MPO will assist developers, investors, and others to design developments with minimal impact on the transportation system, and where appropriate, provide funding or in-kind assistance. Staff will advise local authorities on cost-effective measures to be taken to alleviate traffic problems and mitigate adverse impacts of private development on the transportation system.

### **Previous Work**

No work was performed under this task in FY16.

### **Proposed Work**

ALDOT, Baldwin County, and MPO traffic counts, turning movement counts, traffic generation tables, on-site inspections, and negotiations with developers are methods that have been used in the past and will continue to be used to anticipate development impact on the transportation system and determine the most appropriate mitigation measures. Signalization optimization programs and other traffic operations software will be used to assist developers in the critical movement analysis and signal phasing. MPO staff will continue to work with developers and property owners to develop measures to best accommodate access to the transportation system and will recommend such measures to the local governments and MPO Policy Board members. MPO staff will receive training in conjunction with updates to the Long Range Transportation Plan to enhance its ability to predict traffic likely to be generated by proposed developments.

- Coordinate with appropriate municipal, county and state personnel on major developments to evaluate the potential impact on the Metropolitan Planning Area.
- Continue to evaluate current roadways to identify areas of deficiencies.
- Work with the appropriate municipal, county, and state personnel to evaluate how a new commercial/residential development design will impact the transportation system.
- Feasibility Studies for specific projects or program development in support of related tasking.
- Provide funding to the City of Daphne to hire a consultant to a Main and Overlay (Estimated Total Cost of \$ 30,000 or less with federal portion of \$24,000 or less; will utilize remaining PL funds from FY15 to the extent available).
- Provide funding to the City of Daphne to hire a consultant to a Main and Overlay (Estimated Total Cost of \$ 35,000 or less with federal portion of \$24,000 or less; will utilize remaining PL funds from FY15 to the extent available).

### **Products**

Reports, presentations to interested parties, and outreach events as directed or requested by senior MPO staff or the Eastern Shore MPO Policy Board.

### **Staffing**

MPO Coordinator  
MPO Coordinator Assistant  
Baldwin County Highway Department Staff

### **Schedule**

N/A

### **Funding Responsibility**

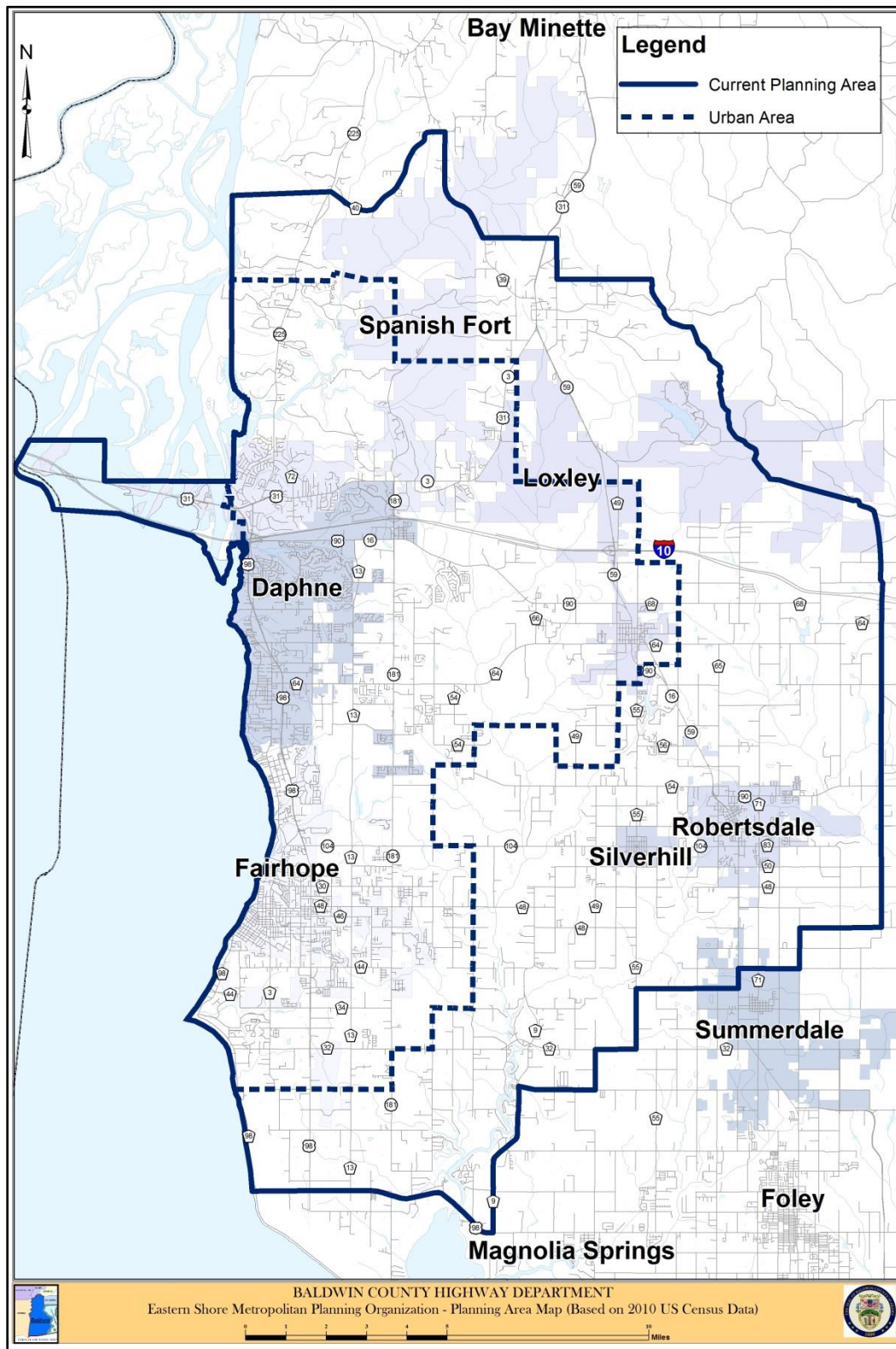
PL Funds	\$1,000.00
Local Funds	\$250.00
<b>Total Funds*</b>	<b>\$1,250.00</b>

*\*The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

## *Appendices*

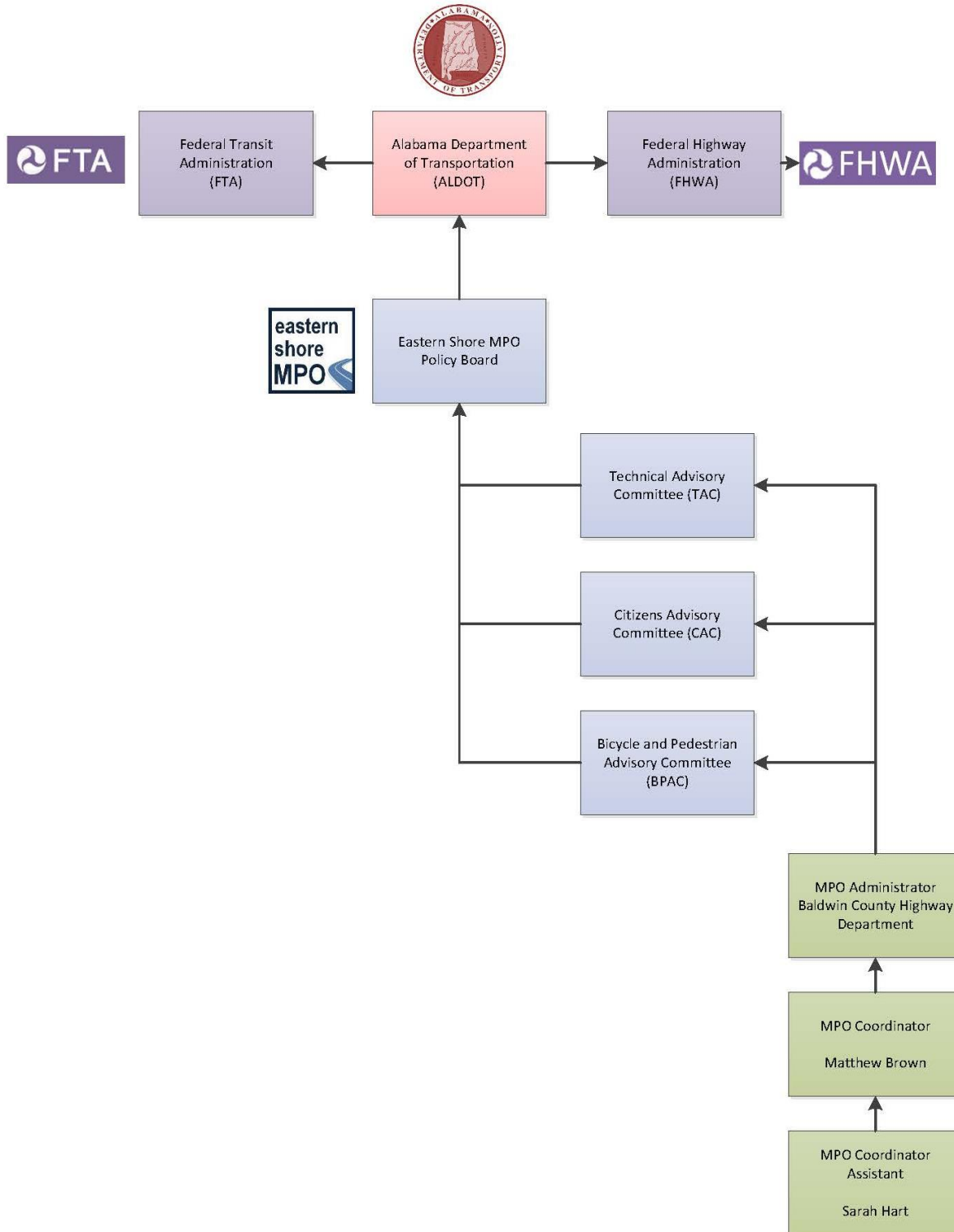
## Appendix A

### Eastern Shore MPO



## Appendix B

### MPO Organizational Chart



## Appendix C

### Abbreviations and Acronyms

<b>3-C</b>	Comprehensive, Cooperative, and Continuing
<b>ADA</b>	Americans with Disabilities Act
<b>ADEM</b>	Alabama Department of Environmental Management
<b>ALDOT</b>	Alabama Department of Transportation
<b>APA</b>	American Planning Association
<b>AQ</b>	Air Quality
<b>BPAC</b>	Bicycle and Pedestrian Advisory Committee
<b>CAC</b>	Citizen Advisory Committee
<b>CAD</b>	Computer Aided Design
<b>CFR</b>	Code of Federal Regulations
<b>COOP</b>	Continuity of Operations Plan
<b>DBE</b>	Disadvantaged Business Enterprise
<b>DRI</b>	Developments of Regional Impact
<b>DOT</b>	Department of Transportation
<b>EPA</b>	Environmental Protection Agency
<b>ESRI</b>	Environmental Scientific Research Institute
<b>ETS</b>	Environmental Technical Section
<b>FAS</b>	Federal Aid System
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GIS</b>	Geographic Information System
<b>GHG</b>	Greenhouse Gases
<b>ITS</b>	Intelligent Transportation System
<b>LRTP</b>	Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century
<b>MPA</b>	Metropolitan Planning Area
<b>MPO</b>	Metropolitan Planning Organization
<b>MOVES</b>	Motor Vehicle Emission Simulator
<b>NAAQS</b>	National Ambient Air Quality Standards
<b>NEPA</b>	National Environmental Policy Act of 1969

<b>NHS</b>	National Highway System
<b>O<sub>3</sub></b>	Ozone
<b>PL</b>	Planning Funds
<b>PM 2.5</b>	<b>Particulate Matter 2.5</b> - Pollution in the form of tiny particles or droplets in the air that are two and one half microns or less in width.
<b>PPP</b>	Public Participation Plan (or Process depending on use)
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users
<b>SIP</b>	Statewide Implementation Plan
<b>SPR</b>	State Planning and Research
<b>STIP</b>	Statewide Transportation Improvement Program
<b>TAC</b>	Technical Advisory Committee
<b>TAP</b>	<b>Transportation Alternatives Program</b>
<b>TAZ</b>	Traffic Analysis Zone
<b>TEA-21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>TSM</b>	Transportation System Management
<b>UPWP</b>	Unified Planning Work Program
<b>USC</b>	United States Code

## Appendix D

### Summary Tables

Table 1: FY 2016 Planning Funds – Overview

FY 16 MPO Planning (PL) Funds - Breakdown by Subtask					
TASK	TASK DESCRIPTION	MPO	ALDOT	Consultant	Total
1	Administration	\$ 37,500.00			\$ 37,500.00
2	Data Collection and Analysis	\$ 36,250.00			\$ 36,250.00
3	UPWP	\$ 3,750.00			\$ 3,750.00
4	Public Involvement	\$ 20,850.00			\$ 20,850.00
5	Environmental Mitigation and Streamlining	\$ 500.00			\$ 500.00
6	Transportation Systems	\$ 99,000.00			\$ 99,000.00
7	Transportation Safety	\$ 12,000.00			\$ 12,000.00
8	Education and Training	\$ 10,000.00			\$ 10,000.00
9	Special Projects, Corridor Development, and Developments of Regional Impact (DRI)	\$ 1,250.00			\$ 1,250.00
FY15 Balance - Fairhope Transportation/Parking Study (9.0)**				\$ 35,000.00	\$ 35,000.00
State Planning and Research (SPR)***			\$125,000		\$ 125,000.00
<b>TOTAL MPO PLANNING AND ADMIN. BUDGET:</b>		<b>\$221,100</b>	<b>\$125,000</b>	<b>\$35,000</b>	<b>\$ 381,100.00</b>

\* In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined.

\*\* Leftover PL funds are carried over into FY16. MPOs may carry over PL funds for (3) years. The oldest unexpended funds will be returned to the funding pool for reallocation.

\*\*\* SPR funds remain with ALDOT and the MPO has no authority or oversight related to the expenditure of these funds.



Table 2: FY 2016 Planning Funds – Detailed View

FY16 Planning Funds (from FHWA):			\$177,184.00				
FY16 Match Funds (20% from County):			\$44,296.00				
Total FY16 MPO Planning Funds:			\$221,480.00				
MPO Planning (PL) Funds - Breakdown by Subtask							
Task	Subtask	Description	FY 16 PL Funds	FY 16 Local	Total FY16	Total FY15	Total FY14
1	Administration						
	1.1	MPO Administrative Duties	\$ 24,000.00	\$ 6,000.00	\$ 30,000.00	\$ 28,000.00	\$31,333.65
	1.2	Continuity of Operations Plan (COOP)	\$ 400.00	\$ 100.00	\$ 500.00	\$ 750.00	\$254.91
	1.3	Equipment Purchases and Supplies	\$ 5,600.00	\$ 1,400.00	\$ 7,000.00	\$ 6,000.00	\$7,073.23
Task 1.0 Subtotal			\$ 30,000.00	\$ 7,500.00	\$ 37,500.00	\$ 34,750.00	\$38,661.79
2	Data Collection and Analysis						
	2.1	Database maintenance and Data collection	\$ 9,600.00	\$ 2,400.00	\$ 12,000.00	\$ 10,000.00	\$14,029.41
	2.2	Geographic Information Systems (GIS)	\$ 9,600.00	\$ 2,400.00	\$ 12,000.00	\$ 14,000.00	\$10,847.64
	2.3	Transportation Model Dev. and Maint.	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$15,467.94
	2.4	Prep. of Emissions Data for MOVES2010	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	-
	2.5	Intelligent Transportation System (ITS)	\$ 5,600.00	\$ 1,400.00	\$ 7,000.00	\$ 7,582.50	\$4,038.77
Task 2.0 Subtotal			\$ 29,000.00	\$ 7,250.00	\$ 36,250.00	\$ 36,832.50	\$44,383.75
3	Unified Planning Work Program						
Task 3.0 Subtotal			\$ 3,000.00	\$ 750.00	\$ 3,750.00	\$ 3,750.00	\$4,536.51
4	Public Involvement						
	4.1	Public Participation Process	\$ 12,000.00	\$ 3,000.00	\$ 15,000.00	\$ 15,000.00	\$15,712.25
	4.2	Title VI Planning and Environmental Justice	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	\$ 2,000.00	\$1,239.37
	4.3	Disadvantaged Business Enterprise (DBE)	\$ 480.00	\$ 120.00	\$ 600.00	\$ 600.00	-
	4.4	Public Involv. for Air Quality Conformity	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	\$48.47
Task 4.0 Subtotal			\$ 16,680.00	\$ 4,170.00	\$ 20,850.00	\$ 17,850.00	\$17,000.09
5	Environmental Mitigation and Streamlining						
	5.1	Air Quality	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	\$177.74
	5.2	Extreme Weather Events	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	\$370.85
Task 5.0 Subtotal			\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$548.59
6	Transportation Systems						
	6.1	Long Range Transportation Plan (LRTP)	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 50,750.00	\$29,837.90
	6.2	Air Quality Conformity Report	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	-
	6.3	Amend LRTP for Air Quality Conformity	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	-
	6.4	Transportation Improvement Program (TIP)	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 15,000.00	\$13,265.51
	6.5	Amend TIP for Air Quality Conformity	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	-
	6.6	Public Transportation*	\$ 12,000.00	\$ 3,000.00	\$ 15,000.00	\$ 19,000.00	\$7,572.27
	6.7	Bicycle/Pedestrian Planning	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$16,846.85
	6.8	Congestion Management Process	\$ 1,600.00	\$ 400.00	\$ 2,000.00	\$ 5,000.00	-
	6.9	Freight Planning	\$ 1,000.00	\$ 250.00	\$ 1,250.00	\$ 3,000.00	\$96.78
Task 6.0 Subtotal			\$ 79,200.00	\$ 19,800.00	\$ 99,000.00	\$ 103,500.00	\$67,619.31
7	Transportation Safety						
Task 7.0 Subtotal			\$ 9,600.00	\$ 2,400.00	\$ 12,000.00	\$ 12,000.00	\$4,011.01
8	Education and Training						
Task 8.0 Subtotal			\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$11,908.86
9	Special Projects, Corridor Development, DRI						
Task 9.0 Subtotal			\$ 1,000.00	\$ 250.00	\$ 1,250.00	\$ 1,250.00	\$ 16.17
TOTAL TASKS 1.0 THROUGH 9.0:			\$ 176,880.00	\$ 44,220.00	\$ 221,100.00	\$ 220,432.50	\$ 188,686.08
FY13 Balance - ITS Study (2.5):**			\$ -	\$ -	\$ -	\$ 37,187.00	N/A
FY13-14 Balance - Causeway Master Plan (9.0):**			\$ -	\$ -	\$ -	\$ 45,000.00	N/A
FY15 Balance - Daphne Main St. Master Plan (9.0)**			\$ 24,000.00	\$ 6,000.00	\$ 30,000.00	N/A	N/A
FY15-16 Balance - Fairhope Parking Study (9.0)**			\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	N/A	N/A
SPR Funds Allocated Utilized by ALDOT:***			N/A	N/A	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
TOTAL MPO PLANNING AND ADMIN. BUDGET:			\$ 200,880.00	\$ 50,220.00	\$ 376,100.00	\$ 427,619.50	\$ 313,686.08

\* In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined.

\*\* Leftover PL funds from FY13 (\$37,187), FY14 (\$23,711), and FY15 (estimated at \$24,000) are carried over into future fiscal years. It is anticipated that the PL fund balance from FY13 & FY14 will be completely expended by the end of FY15.

\*\*\* State Planning and Research (SPR) funds remain with ALDOT and the MPO has no authority or oversight related to the expenditure of these funds.

## Appendix E - Inventory of MPO Assets

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
11/8/2012	LG LED Monitor; 23"; Full HD (for Coordinator)	2	\$ 396.00	In Use
12/3/2012	T1300PS 44 IN. DesignJet Plotter	1	\$ 7,465.86	In Use
12/3/2012	Adobe Acrobat 11 (for Coordinator)	1	\$ 239.00	In Use
12/26/2012	iPhone 4S Black; 16 GB (for Coordinator)	1	\$ 99.99	In Use
12/27/2012	HP Z620 Workstation (for Coordinator)	1	\$ 2,155.00	In Use
12/27/2012	HP Probook 657B Notebook PC (for Coordinator)	1	\$ 794.00	In Use
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	In Use
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	In Storage
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.47	In Use
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.46	In Storage
1/8/2013	Black Business Briefcase (for Coordinator)	1	\$ 99.75	In Use
2/14/2013	HP Plotter Cartridge - Grey	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Cartridge - Grey	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Cyan	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Yellow	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Yellow	1	\$ 57.16	In Storage
2/14/2013	HP Plotter Cartridge - Matte Black	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Photo Black	1	\$ 57.16	In Use
2/14/2013	HP Plotter Printhead - Magenta/Cyan	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Magenta/Cyan	1	\$ 55.16	In Storage
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Matte Black/Yellow	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Matte Black/Yellow	1	\$ 55.16	In Use
3/9/2013	Otterbox iPhone Protector (for Coordinator)	1	\$ 36.95	In Use
5/14/2013	GCOP - 8 1/2"x11" Sign Holder	4	\$ 27.60	In Use
5/22/2013	Microsoft Software Package (Coordinator Laptop)	1	\$ 231.70	In Use
5/22/2013	Microsoft Software Package (Coordinator Workstation)	1	\$ 240.55	In Use
5/30/2013	GCOP - Bulliten Bar 36"	1	\$ 20.30	In Use
5/30/2013	GCOP - Bulliten Bar 48"	2	\$ 44.48	In Use
7/17/2013	Microsoft Software Package (Coordinator Asst. Laptop)	1	\$ 231.70	In Use
7/17/2013	Microsoft Visio Pro 2013	1	\$ 311.16	In Use
7/24/2013	Adobe Acrobat (Coordinator Asst.)	1	\$ 355.00	In Use
8/6/2013	HP Probook 6570b Notebook PC (Coordinator Asst.)	1	\$ 794.00	In Use
8/6/2013	HP 90W DOCK STATION (Coordinator Asst.)	1	\$ 134.00	In Use
9/6/2013	CDW - GOVERNMENT, INC; CAR CHARGER	1	\$ 28.00	In Use
9/9/2013	KAISERCOMM INC; OPTIPOINT 420 ADVANCE	1	\$ 275.00	In Use
9/11/2013	GCOP; SELF-ADHESIVE NAME BADGE	1	\$ 3.54	In Use
9/30/2013	iPhone 4S Black; 16 GB (for Coordinator Asst.)	1	\$ 99.00	In Use
10/8/2013	COPY PAPER 8.5x11	5	\$ 147.50	Disposed
10/8/2013	COPY PAPER 11x17	2	\$ 59.00	In Use
10/8/2013	COPY PAPER 8.5x14	1	\$ 40.00	In Use
10/8/2013	GCOP - BULLETIN BAR 48" (Coordinator Asst.)	1	\$ 22.24	In Use
1/8/2014	ITE; Urban Street Geometric Design Handbook	1	\$ 142.50	In Use
1/8/2014	ITE; Traffic Engineering Design Handbook	1	\$ 137.50	In Use
1/8/2014	ITE; A Policy on Geometric Design of Highways and Streets	1	\$ 250.00	In Use

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
1/21/2014	HP Plotter Cartridge - Magenta	1	\$ 62.20	In Use
1/21/2014	HP Plotter Cartridge - Magenta	1	\$ 62.20	In Storage
1/21/2014	HP Plotter Cartridge - Photo Black	1	\$ 62.20	In Storage
1/21/2014	HP Plotter Cartridge - Matte Black	1	\$ 62.20	In Storage
1/21/2014	HP Plotter Cartridge - Cyan	1	\$ 62.20	In Storage
1/27/2014	GCOP; Folder Dividers	6	\$ 9.60	In Use
1/27/2014	GCOP; Letter Size Envelopes (500)	1	\$ 22.93	Disposed
1/27/2014	GCOP; Pad Holder for Coordinator	1	\$ 9.85	In Use
2/24/2014	HP Plotter Cartridge - Grey	1	\$ 67.71	In Storage
2/24/2014	HP Plotter Cartridge - Photo Black	1	\$ 67.71	In Storage
2/24/2014	HP Plotter Cartridge - Matte Black	1	\$ 67.71	In Storage
4/8/2014	GCOP; Small Binder Clips	10	\$ 9.60	In Use
4/8/2014	GCOP; Medium Binder Clips	7	\$ 22.93	In Use
4/8/2014	GCOP; File Folders	1	\$ 9.85	In Use
5/20/2014	GCOP; Name Badge Holders	40	\$ 18.99	In Use
5/20/2014	GCOP; Report Covers	25	\$ 17.33	In Use
6/23/2014	GCOP = Name Place Holders	12	\$ 101.40	In Use
7/3/2014	COPY PAPER 8.5x11	5	\$ 147.50	In Use
7/29/2014	AASHTO Design Guide	1	\$ 144.00	In Use
10/8/2014	CDW - GOVERNMENT, INC - Power Strip for Coordinator Asst.	1	\$ 19.19	In Use
11/6/2014	GCOP - Legal Pads	12	\$ 23.03	In Use
11/6/2014	GCOP - Fine Point Pens	24	\$ 18.48	In Use
11/6/2014	GCOP - Drawer Tray	1	\$ 3.47	In Use
1/20/2015	GCOP - BIC Ball Point Pens	48	\$ 5.56	In Use

## Appendix F – Public Notices, Comments, and Responses

### EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

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**FOR IMMEDIATE RELEASE:**

March 18, 2015

**CONTACT:**

Matthew Brown, MPO Coordinator  
(251) 990-4640

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### **PUBLIC NOTICE**

#### **Eastern Shore Metropolitan Planning Organization**

#### **REQUEST FOR PUBLIC COMMENTS REGARDING THE PROPOSED DRAFT 2016 UNIFIED PLANNING WORK PROGRAM (UPWP)**

The Eastern Shore Metropolitan Planning Organization has prepared the Draft FY 2016 UPWP for review by the MPO Policy Board in April 2015.

The UPWP is the planning and administrative budget of the MPO and details the federally funded transportation planning activities to be undertaken in the Eastern Shore Urbanized Area in FY 2016 by the Alabama Department of Transportation (ALDOT) and the Eastern Shore MPO.

The Draft UPWP will be available for review at the locations listed below from March 18, 2015, to April 17, 2015. The document may also be viewed on the ESMPO website, [www.easternshorempo.org](http://www.easternshorempo.org).

The MPO would like input from the public and welcomes written comments during this time. Comment forms will be available at each of the following locations:

Daphne City Hall, Clerk's Office, Daphne  
Daphne Public Library, Daphne  
Eastern Shore Chamber of Commerce, Fairhope  
Fairhope City Hall, Clerk's Office, Fairhope  
Fairhope Public Library, Fairhope  
Baldwin County Fairhope Satellite Courthouse, Commission Office, Fairhope  
Baldwin Rural Area Transportation System (BRATS) Hub, Fairhope  
Loxley Town Hall, Clerk's Office, Loxley  
Loxley Public Library, Loxley  
Alabama DOT, Division Engineer, Mobile  
BRATS Hub and Headquarters, Robertsdale  
Baldwin County Central Annex II, Highway Department, Robertsdale  
Central Baldwin Chamber of Commerce, Robertsdale  
Baldwin County Central Annex Commission Office, Robertsdale  
Robertsdale Public Library, Robertsdale  
Baldwin County Central Annex, Baldwin County Library Cooperative, Robertsdale  
Spanish Fort City Hall, Clerk's Office, Spanish Fort  
Eastern Shore Chamber of Commerce, Spanish Fort  
Oscar Johnson Memorial Library, Silverhill

Written comments may be submitted as follows:

**U.S. Mail or Hand Delivery:**  
Eastern Shore Metropolitan Planning Organization  
c/o Baldwin County (Fairhope) Satellite Courthouse  
1100 Fairhope Avenue  
Fairhope, Alabama 36532

**Email:**  
[coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

**Facsimile:**  
(251) 580-2590

Additional information regarding the Public Participation Plan and Unified Planning Work Program may be obtained by contacting the MPO Coordinator, Matthew Brown, at (251) 990-4640 or [msbrown@baldwincountyal.gov](mailto:msbrown@baldwincountyal.gov).

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or those requiring language translation services should contact the Eastern Shore MPO at 251-990-4640.



## Appendix G – Livability Indicators

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects.

- N/A – LRTP not yet in place.

2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities.

- N/A – LRTP not yet in place.

3. Percentage of household income spent on housing and transportation.

Transportation Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	<b>28.8%</b>	27.0%	26.9%	24.2%	22.2%
Average:	<b>31.1%</b>	33.4%	30.3%	29.6%	28.4%
Maximum:	<b>34.5%</b>	45.9%	39.8%	38.4%	37.2%

\*Household Transportation Costs are calculated as the sum of Auto Ownership Costs, Auto Use Costs, and Public Transit Costs. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by Transportation Costs.

Housing Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	<b>11.4%</b>	8.1%	8.2%	6.8%	10.7%
Average:	<b>25.1%</b>	22.7%	19.0%	18.5%	23.1%
Maximum:	<b>36.9%</b>	48.7%	49.1%	39.2%	55.8%

\*Housing Costs factored as a percent of income has widely been utilized as a measure of affordability. Traditionally, a home is considered affordable when the costs consume no more than 30% of household income.

Housing + Transp. Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	<b>45.3%</b>	37.5%	35.7%	32.0%	33.8%
Average:	<b>56.2%</b>	56.1%	49.3%	48.1%	51.5%
Maximum:	<b>66.8%</b>	84.6%	80.7%	71.3%	88.0%

\*H+T has been developed as a more complete measure of affordability beyond the standard method of assessing only Housing Costs. By taking into account both the cost of housing as well as the cost of transportation associated with the location of the home, H+T provides the true cost of housing decisions. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by combined H+T expenses.

(Data derived from the Center for Neighborhood Technology, Housing + Transportation Affordability Index, available at <http://htaindex.cnt.org/>)

#### 4. Percentage of Workforce Commuting to Work by Bike

Percentage of Workforce Commuting to Work by Bike *	
	Percent Workforce:
Percent by Bike:	0.64%
Percent Males by Bike:	0.37%
Percent Females by Bike:	0.27%

\*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

#### 5. Percentage of Workforce Walking to Work

Percentage of Workforce Walking to Work*	
	Percent Workforce:
Percent Walking:	0.84%
Percent Males Walking:	0.32%
Percent Females Walking:	0.52%

\*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

#### 6. Percentage of Workforce Utilizing Public Transit

Percentage of Workforce Commuting to Work on Public Transit*	
	Percent Workforce:
Percent Walking:	0.26%
Percent Males Walking:	0.03%
Percent Females Walking:	0.24%

\*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.

Percentage Jobs and Housing within One-half (1/2) Mile of Transit Service		
	For Work Trips*	For Day Trips**
Housing:	49.7%	100.0%
Jobs:	63.4%	100.0%

\*Represent the number of jobs or homes in a census block within one-half mile of a transit route that operates on a schedule that would allow a passenger to arrive at work by 8 AM and depart from work after 5 PM.

\*\*The Baldwin Rural Area Transit Service (BRATS) operates a demand response system that can provide rides from any home or business in the planning area to any other home or business in the planning area during any business day. However these rides must be scheduled in advance and are limited to only one or two pick-up or drop-off times in a given day. These demand response routes do not offer sufficient flexibility to service individuals desiring to commute to work.

(Data provided by Baldwin Rural Area Transportation System administrative offices)

8. Percent of workforce living within twenty-four (24) miles or less from primary job.

Percentage of Workforce with 24 Miles of Primary Job	
	Percent Workforce:
Less than 10 Miles:	34.1%
10 to 24 Miles:	49.9%
Total within 24 Miles:	84.0%

(Data derived from the U.S. Census Bureau's On the Map Application, available at <http://lehdmap.ces.census.gov>)