



**FY 2027**

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

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

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

July 2026

*Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en  
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# **Eastern Shore Metropolitan Planning Organization**

**FY 2027**

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

## **MPO PLANNING AND ADMINISTRATIVE BUDGET**

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

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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 Infrastructure Investment and Jobs Act, Section 11201, November 2021. The contents of this document do not necessarily reflect the official views or policies of the U.S. Department of Transportation.

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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)

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Committee (CAC)**

Stephen Savage, City of Daphne  
Curt Fonger, City of Daphne  
Rick Davis, City of Daphne  
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# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2026-16

### Adopting the Draft FY2027 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 the Infrastructure Investment and Jobs Act, Section 11201, November 2021); 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 2027; and

**WHEREAS**, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO), in session this 22<sup>nd</sup> day of July 2026, did review and evaluate the aforementioned FY27 Unified Planning Work Program, summarized on the attached pages; now

**THEREFORE, BE IT RESOLVED** by the Eastern Shore Metropolitan Planning Organization (MPO) 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.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2026, by the Eastern Shore Metropolitan Planning Organization Policy Board.

  
\_\_\_\_\_  
Robin LeJeune, Vice Chair

ATTEST:

  
\_\_\_\_\_  
Katherine Robinson

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# **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 2027, from October 1, 2026 to September 30, 2027.

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. Advertisements 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**

The MPO will comply with all Title VI programs, processes, and procedures according to 23 CFR 450 et al and FTA Circular 4702.1B. Refer to section 4.2 on page 19 for more information on Title VI compliance. You can also view our 2018 Public Participation plan on our website at [www.easternshoremopo.org](http://www.easternshoremopo.org).

## **ESMPO Priorities and Challenges**

As one of the fastest-growing regions in the state, this area is experiencing rapid population growth, expanding suburban development, and increasing demand on its transportation infrastructure with financial constraints. The primary planning priorities of the Eastern Shore MPO, as outlined throughout the UPWP, are to support a safe, efficient, and multimodal transportation network that meets the current and future mobility needs of residents, businesses, and visitors. The MPO is committed to promoting sustainable growth, reducing congestion, improving system connectivity, and enhancing access to jobs, education, and essential services.

## **Scope of the Planning Process**

The current federal transportation legislation outlines ten Planning Factors that must be considered in all MPO plans, proposals, and projects.

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- B. Increase the safety of the transportation system for motorized and non-motorized users;
- C. Increase the security of the transportation system for motorized and non-motorized users;



- D. Increase the accessibility and mobility options available to people and for freight;
- E. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns;
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- G. Promote efficient system management and operation; and
- H. Emphasize the preservation of the existing transportation system.
- I. Improve the resiliency and reliability of the transportation system and reduce (or mitigate) the storm water impacts on surface transportation.
- J. Enhance travel and tourism.

### **Special Planning Considerations**

#### ***Planning Emphasis Areas***

On December 30, 2021 Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) updated the Planning Emphasis Areas (PEAs) for all Metropolitan Planning Organizations and State Departments of Transportation. The Planning Emphasis Areas (PEAs) will promote priority themes for the consideration in the transportation planning process. These PEAs are included in all work items of this UPWP:

- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

#### ***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. Percent of jobs and housing located within one-half (1/2) mile of transit service
2. Percent of household income spent on housing and transportation
3. Percent of workforce living within thirty (30) minutes or less commute from primary job centers
4. Percent of non-transit (5310, etc.) transportation projects dedicated to enhancing accessibility of existing transportation systems
5. Percent of non-transit (5310, etc.) transportation projects where more than one federal funding source is utilized
6. Percent of housing located in walkable neighborhoods with mixed use destinations located nearby

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 Concept. Data will be presented as percentages or numbers in charts, graphs, or maps in the narrative or the Appendices.

### ***Transportation Performance Management***

IIJA created a performance-based surface transportation program with requirements for State Departments of Transportation, Metropolitan Planning Organizations, and transit agencies. Along with DOTs, FHWA has required MPOs to adopt targets or accept the state target for the following categories:

- Serious Injuries per Vehicle Miles Traveled, Fatalities per vehicle miles Traveled, Total Serious Injuries, Total Fatalities, Non-Motorized Fatalities and Serious Injuries;
- Percentage of Pavement on the Interstate in Good Condition, Percentage of Pavement on the Interstate in Poor Condition, Percentage of Pavement on the Non-Interstate NHS in Good Condition, Percentage of Pavement on the Non- Interstate NHS in Poor Condition, Percentage of Bridge Decks on the Non- Interstate NHS in Good Condition, Percentage of Bridge Decks on the Non- Interstate NHS in Poor Condition.
- Percentage of Person-Miles Traveled on the Interstate that are Reliable, Percentage of Person-Miles Traveled on the Non-Interstate NHS that are Reliable, Truck Travel Time Reliability Index, Annual Hours of Peak Excessive Delay Per Capita, Percent of Non-Single Occupancy Vehicle (SOV) Travel, Total Emissions Reduction.

FTA's final rule defined the term "state of good repair" (SGR) and established a minimum Federal requirement for transit asset management. This requirement applies to all recipients and subrecipients who own, operate, or manage public transportation capital assets. Three SGR performance measures include:

- Rolling Stock (Revenue Vehicles): % by type that exceed Useful Life Benchmark (ULB)
- Equipment (over \$50,000): % of non-revenue service vehicles by type that exceed ULB
- Facilities: (FTA Sponsored): % rated less than 3.0 on the TERM scale.

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule. The PTASP Final Rule requires that all public transportation providers develop safety performance measures. An update to the PTASP Final Rule was Issued in 2024, requiring 14 measures for all agencies subject to PTASP requirements. There are an additional 8 Performance Measures required for Transportation Management Areas as a part of the Safety Risk Reduction Program. See chart below for the 14 performance measures:

| Safety Performance Measures for All Agencies Subject to PTASP Regulation <sup>8</sup> |                |                                           |
|---------------------------------------------------------------------------------------|----------------|-------------------------------------------|
| 1                                                                                     | Measure 1a:    | Major Events                              |
| 2                                                                                     | Measure 1b:    | Major Event Rate                          |
| 3                                                                                     | Measure 1.1:   | Collision Rate (new)                      |
| 4                                                                                     | Measure 1.1.1: | Pedestrian Collision Rate (new)           |
| 5                                                                                     | Measure 1.1.2: | Vehicular Collision Rate (new)            |
| 6                                                                                     | Measure 2a:    | Fatalities                                |
| 7                                                                                     | Measure 2b:    | Fatality Rate                             |
| 8                                                                                     | Measure 2.1:   | Transit Worker Fatality Rate (new)        |
| 9                                                                                     | Measure 3a:    | Injuries                                  |
| 10                                                                                    | Measure 3b:    | Injury Rate                               |
| 11                                                                                    | Measure 3.1:   | Transit Worker Injury Rate (new)          |
| 12                                                                                    | Measure 4a:    | Assaults on Transit Workers (new)         |
| 13                                                                                    | Measure 4b:    | Rate of Assaults on Transit Workers (new) |
| 14                                                                                    | Measure 5:     | System Reliability                        |

Source: <https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-11/SPTs-Guide-v3-11-06-2024.pdf>

On September 24, 2024, FTA issued General Directive 24-1: Required Actions Regarding Assaults on Transit Workers. More information is available here: <https://www.transit.dot.gov/assaults>

### ***Safety Committee Coordination***

The Baldwin County Commission, which oversees the Baldwin Regional Area Transit System (BRATS), is responsible for the countywide Safety Committee. While the Eastern Shore MPO does not directly manage the Safety Committee, coordination occurs through the BRATS-designated Chief Safety Officer (CSO), who actively participates as a member of the committee. The County also employs a full-time Safety Coordinator and Risk Manager who work with all departments, including BRATS and the MPO, to support the Safety Management System (SMS) process. The BRATS CSO collaborates regularly with both the County Safety Coordinator and Risk Manager as part of ongoing safety planning and implementation.

## **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 are appointed by 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 Director 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 workplace 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 FY26 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 FY26 MPO Policy Board Meetings; Communication with Policy Board Members and Advisory Committee Members throughout FY26; Proofing MPO documents and correspondence; Managing MPO FY26 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 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 workplace requirements
- Provide administrative support to all MPO proceedings
- Provide Policy Board, TAC, CAC, and BPAC with appropriate information
- Maintain accurate records of MPO proceedings
- Carry out miscellaneous administrative tasks to support MPO operations

###### **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

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds*           | \$56,312.00        |
| Local Funds         | \$14,078.00        |
| <b>Total Funds*</b> | <b>\$70,390.00</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 FY26 COOP;

### Proposed Work

Staff will update the COOP, if needed, to 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

\*MPO Director will evaluate the need to update or adopt a new COOP. The current COOP will remain active unless changes or additions are needed in FY27.

### Products

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

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                 |
|---------------------|-----------------|
| PL Funds            | \$240.00        |
| Local Funds         | \$60.00         |
| <b>Total Funds*</b> | <b>\$300.00</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 FY26, the MPO continued to maintain its website server space, and miscellaneous office equipment. The MPO also purchased office supplies for daily operations and office furniture for MPO offices.

### Proposed Work

MPO staff will purchase supplies and necessary equipment to complete work requirements as needed and as efficiently as possible. These supplies include but are not limited to: paper, ink for map plotter and standard printers, organizational supplies, office furniture, uniforms., safety equipment and all other supplies MPO staff deems necessary to improve the efficiency of MPO operations and MPO meeting preparation; purchase computer replacement for staff. Subscriptions for online services and/or products including but not limited to: Zoom conference calling, website hosting, online survey service; purchase

### Products

- Reports
- Agenda packets
- General documents
- Plans
- Office Supplies
- Office Furniture
- Computer replacements
- Uniforms
- Safety Equipment

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### 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*



## **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; improving transportation system resiliency and reliability; 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 update and Travel Demand Model; Collected growth data; Collected ridership data from BRATS, the MPO Public Transit provider; Collected development data including preliminary/final plats and building permits.

#### **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 using existing databases
- 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 consult with private companies who provide services related to this tasking
- 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
- Planning and Development spreadsheets
- Building and Planning permit spreadsheets

#### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

## **Schedule**

October 1, 2026 – September 30, 2027

## **Funding Responsibility**

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$2,400.00        |
| 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.*

## **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; 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 Citilab Voyager; Mapped all preliminary and final plats within the Metropolitan Planning Area (MPA) for calendar years 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025 and 2026.

### **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
- Update Highway Functional Classification Map
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking
- Map data collected on preliminary and final plats from 2018 to current year.

### **Products**

- Updated MPA map based on U. S. 2020 Census data
- Bicycle and Pedestrian Sidewalk and Bike Lane Network Map
- Master Project Maps
- Interactive Map
- Population projection Maps
- Transit Maps
- Travel Model Maps
- LRTP Project Maps
- Planning and Development Maps
- Updated Highway Functional Classification Map

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **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.*

## 2.3 Transportation Model Development and Maintenance

### **Objectives**

MPO staff will collect and maintain data to support development and of the Eastern Shore Travel Demand Model for inclusion in the 2045 Long Range Transportation Plan (LRTP). The modeled network developed for inclusion in the 2045 LRTP and succeeding plans will use a 2015 Base Line and project network traffic volumes through year 2045. Data collection and model development will be done in close coordination with Metropolitan Planning Section of the Local Transportation Bureau of ALDOT.

### **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 2025 and 2045 E+C and Build networks; Updated network for Mobile River Bridge scenarios.

### **Proposed Work**

- Collect and Analyze Traffic Data
- Coordinate model updates with Local Transportation Bureau staff
- Contract a consultant to provide on-call modeling services and updates as needed
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### **Products**

Updated travel model networks

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **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.*

## **2.4 Preparation of Emissions Data for MOVES**

N/A

## 2.5 Intelligent Transportation System (ITS) Program

### Objectives

Continuously develop and update an Intelligent Transportation System (ITS) Programs 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

Researched and review of ITS Programs from similarly situated urban areas; Attended presentations and webinars on ITS; Hired Consultant to Perform Fiber Audit/Infrastructure Analysis/Systems Engineering Report for Proposed Adaptive or Responsive Traffic Signal System; Funded an Adaptive Signal ITS system in the urbanized area using MPO Surface Funds. Developed a basic ITS Program in coordination with ALDOT, that focused on traffic management, incident response, emergency management, and traveler information. Researched additional ITS and future projects.

### Proposed Work

- Continue to develop a basic ITS Program in coordination with ALDOT, which will focus on traffic management, incident response, emergency management, and traveler information
- Research additional ITS for future projects and funding sources
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking
- Support all stakeholders and member governments with the ITS program

### Products

ITS Program

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                 |
|---------------------|-----------------|
| PL Funds            | \$400.00        |
| Local Funds         | \$100.00        |
| <b>Total Funds*</b> | <b>\$500.00</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 benchmarks and timelines where appropriate to enable MPO, ALDOT, and FHWA to measure progress on time-sensitive activities.

#### Previous Work

Mid-year review and updates to FY26 Final UPWP including review of work and funding availability. Developed FY27 UPWP.

#### Proposed Work

In cooperation with ALDOT, MPO staff will determine the planning activities needed (tasks) for FY 2028. These activities, along with funding levels and funding sources, will be incorporated into the Draft FY 2028 Unified Planning Work Program. The UPWP will continue to reflect the requirements of federal transportation legislation. MPO staff will also provide an annual report.

- Develop the FY 2028 Unified Planning Work Program
- The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.

#### Products

- FY 2028 Draft and Final UPWP
- Annual Report
- Financial Reports

#### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

#### Schedule

Annual Report in November 2026; Draft UPWP in June 2027; Final in July 2027

#### Funding Responsibility

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$2,400.00        |
| 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.*



## **4.0 PUBLIC INVOLVEMENT**

### **4.1 Public Participation Process**

#### **Objective**

Maintain a PPP that conforms with the requirements of Infrastructure Investment and Jobs Act 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. This task also aims to enhance travel and tourism.

#### **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 videos; Collected livability indicators; Delivered presentations regarding the MPO to interested groups; Communicated with the press and media regarding the MPO; Planned and conducted Advisory Committee meetings; Acted as liaison between Advisory Committee members and Policy Board members; Filled CAC and BPAC vacancies through application process; Held public meetings regarding planning documents; Continuously updated planning documents and notices with most recent versions on the MPO website; Updated the PPP in FY 26 according to the public involvement processes outlined in the PPP; Developed informational brochures outlining what the Eastern Shore MPO is; Created informational guide to local traffic improvements in the MPA; Initiated contact with new housing developments, organizations and lower economic groups; Presented informational presentations to civic groups in the MPA.

#### **Proposed Work**

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. MPO staff will update the Public Participation Plan. MPOs will continue to develop and provide quality maps, reports, and other materials to inform citizens about the transportation planning process and proposed projects. MPO staff will describe Performance Measures, and the Livability Principles and Livability Indicators in the Public Participation Plan (PPP) and ensure that agencies and the public have full access to documents and data as requested. In addition, the MPO will:

- Periodically update the PPP to incorporate new legislation, agency directives, or MPO procedures
- Update Public Participation Plan
- Plan and conduct CAC and BPAC 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
- Develop flyers and emails with transportation updates
- Target new housing communities and organizations to encourage participation
- Maintain social media accounts
- MPO Monthly Member Spotlight
- Non-profit participation outreach

### **Products**

Updated Public Participation Plan

Reports

Public Notices

Promotional flyers

Web content

Social media accounts and presence

Informational videos

### **Staffing**

MPO Director

Transportation Planner

Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$12,800.00        |
| Local Funds         | \$3,200.00         |
| <b>Total Funds*</b> | <b>\$16,000.00</b> |

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

## **4.2 Title VI**

### **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; Prepared and maintain a Language Assistance Plan to the extent required by Circular 4701.1B; Prepared and maintain Title VI Policies; Updated the Title VI Plan, as required.

### **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 and reach out to 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 and FTA Circular FTA C 4702.1B, October 2012.

- 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
- Develop a Program Access Plan
- 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.
- Up-to-Date FTA Title VI Plan
- Up-to-Date LEP Plan
- Program Access Plan

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$2,400.00        |
| 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.*

## 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**

Selection of DBE in MPO projects

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                  |
|---------------------|------------------|
| PL Funds            | \$800.00         |
| Local Funds         | \$200.00         |
| <b>Total Funds*</b> | <b>\$1000.00</b> |

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

## 4.4 Public Involvement for Air Quality Conformity

The EPA has not released a NAAQS proposal that would put Eastern Shore MPO in nonattainment.

### **Objectives**

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

### **Previous Work**

N/A

### **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**

A more knowledgeable MPO staff in air quality conformity

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                 |
|---------------------|-----------------|
| PL Funds            | \$240.00        |
| Local Funds         | \$60.00         |
| <b>Total Funds*</b> | <b>\$300.00</b> |

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

## **5.0 Environmental Review and Regulations**

Environmental Review and Regulations 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 integration of planning for extreme weather patterns and implications of the effects of greenhouse gases (GHG) to be included in the transportation planning process.

### **5.1 Air Quality**

The EPA has not released a NAAQS proposal that would put Eastern Shore MPO in nonattainment.

#### **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 efforts that in turn eventually results in Air Quality Conformity Determination actions. It also provides tasking to reduce or mitigate the storm water impacts on surface transportation. 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**

N/A

#### **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
- Carbon Reduction planning activities
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

#### **Products**

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

#### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

#### **Schedule**

October 1, 2025– September 30, 2027

**Funding Responsibility**

|                     |                 |
|---------------------|-----------------|
| PL Funds            | \$160.00        |
| Local Funds         | \$40.00         |
| <b>Total Funds*</b> | <b>\$200.00</b> |

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



## 5.2 Environmental Mitigation

### Objectives

FHWA requires that extreme weather patterns 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 extreme weather patterns and Greenhouse Gases.

### Proposed Work (when applicable)

- Ensure FHWA required language regarding extreme weather patterns is included in the 2050 Long Range Transportation Plan, the Transportation Improvement Program, and other documents as may be directed by FHWA or ALDOT
- Attend appropriate extreme weather patterns and Greenhouse Gas (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 Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                 |
|---------------------|-----------------|
| PL Funds            | \$160.00        |
| Local Funds         | \$40.00         |
| <b>Total Funds*</b> | <b>\$200.00</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**

Maintain the 2045 Long Range Transportation Plan (LRTP) and develop the 2050 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 2020. The LRTP will include components of the Bicycle and Pedestrian Concept, 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 the year 2045. The updated LRTP will include the federally required Safety Performance Management Measures and Targets and Transit Asset Management Performance Measures and Targets. 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 2045 LRTP; Collected and presented Livability Indicator Data in the 2045 LRTP; Summarized Bike/Ped Plan and ITS Program in the LRTP; Updated LRTP with Mobile River Bridge and Bayway Project.

#### **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 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 2045 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. MPO staff will develop or partner with consultants to perform research and/or studies that contribute to long-term planning. MPO staff will also prepare and present the Livability Indicator data, as required on page 2. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps. MPO will work and coordinate with ALDOT on setting goals, objectives, performance measures and targets required by the IJIA. Staff will monitor the system's performance report and make subsequent updates to evaluate the condition and performance of the transportation system with respect to performance targets adopted by the MPO. The staff will oversee the ongoing maintenance and amendment of the 2050 LRTP.

- Maintain 2050 LRTP and amend as needed
- Carry out planning activities described in the Long Range Plan
- Map plats and track building permit data
- Staff will attend meetings, training events, or presentations as appropriate to the tasking.
- Staff will work with neighboring MPO's and planning colleagues to foster regional coordination, including attend MPO meetings, public meetings, and workshops as needed.

- The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.

### **Products**

- Up-to-date 2050 Long Range Transportation Plan
- Planning Studies (as requested)
- Planning and Development spreadsheets
- EV Infrastructure Plan

### **Staffing**

MPO Director  
 Transportation Planner  
 Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

- Planning and Development Spreadsheets: Quarterly

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$36,000.00        |
| Local Funds         | \$9,000.00         |
| <b>Total Funds*</b> | <b>\$45,000.00</b> |

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

## **6.2 Air Quality Conformity**

**N/A**

### **6.3 Amend LRTP for Air Quality Conformity**

**N/A**

## 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. 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 the Governor and the MPO. The TIP may be amended at any time under procedures of TIP amendment agreed to by the Eastern Shore MPO and ALDOT.

### Previous Work

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 presented Policy Board with projects to be funded and added to the Draft and Final FY2024-2027 TIP; Adopted Final FY24-27 TIP

### Proposed Work

The MPO will amend the FY2024-2027 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; MPO will promote coordination among the various transportation modes and facilities. MPO staff will also prepare and present the Livability Indicator data, as required on page 2. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps. MPO staff will work and coordinate with ALDOT on setting goals, objectives, performance measures and targets required by the IJJA. Staff will monitor the progress made toward achieving the performance targets identified in the LRTP through project investment in the TIP. Staff will develop the FY2028-FY2031 TIP.

- Manage updates to the Transportation Improvement Program and monitor funding availability
- Coordinate with ALDOT as needed on funding and document preparation
- Track and manage the status of projects in the TIP
- Provide Annual List of Obligated Projects
- Assist Member Governments with ADA Plan compliance
- Develop ADA Transition Plan for ESMPO
- Assist Member Governments in identifying and pursuing grant funding
- 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

- Up-to-date FY24-27 TIP
- FY28-31 TIP
- MPO ADA Plan
- Studies (when applicable)
- Livability Indicator data, as required on page 2. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps.
- Annual Obligated Projects List

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026– September 30, 2027

- Annual List of Obligated Projects: Winter 2026
- ADA Transition Plan: Winter 2026

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$36,000.00        |
| Local Funds         | \$9,000.00         |
| <b>Total Funds*</b> | <b>\$45,000.00</b> |

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

## **6.5 Amend TIP for Air Quality Conformity**

**N/A**



## **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; Adopted both Draft and Final Title VI Plan; Assisted with drafting of 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; Incorporated public transit into the Long Range Transportation Plan; Worked with BRATS and City of Fairhope on transit shelter site at the Fairhope Parking Deck location. Helped with the NEPA process and coordination with FTA on transit projects; Worked with BRATS and the City of Daphne on determining transit shelter locations in Daphne; Adopted performance measure and Transit Asset Management performance measures; Worked with BRATS and City of Loxley on transit shelter site at the Loxley Municipal Park.

### **Proposed Work**

The Eastern Shore MPO will be responsible for short-range and long-range transit planning and needs assessments. 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:

- Provide annual funding actions for inclusion into the Transportation Improvement Program project listings
- Act as a liaison between stakeholders and Transit Officials
- Ensure ADA and Title VI compliance for the MPO's transit related activities
- Assist in preparation of 5307 grant application
- Implement strategies identified in Public Transit Plan and updated LRTP.
- Assist in planning and carrying out 5307 capital projects
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the IIJA.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### **Products**

5307 Grant Application  
5307 Project Conceptual Designs

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

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$24,000.00        |
| Local Funds         | \$6,000.00         |
| <b>Total Funds*</b> | <b>\$30,000.00</b> |

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

## **6.7 Bicycle and Pedestrian Support Activities**

### **Objectives**

The objective of this task is to promote, plan, and support the development of active transportation infrastructure and initiatives throughout the MPO planning area. Activities include ongoing engagement with the public and stakeholder groups, support for local school and safety programs, maintenance of the Bicycle and Pedestrian Plan, and promotion of nonmotorized transportation through education, outreach, and interagency coordination. These efforts support long-term multi-modal planning and community well-being while enhancing regional access and connectivity.

### **Previous Work**

Staff developed and maintained the Bicycle and Pedestrian Action Plan, mapped existing infrastructure, and conducted outreach with local schools and the public. Staff created a Bicycle and Pedestrian Safety Video, conducted webinars, and filled vacancies on the Bicycle and Pedestrian Advisory Committee (BPAC). Coordination with community organizations, such as Baldwin County Trailblazers, was conducted to advance the Countywide Bike/Ped Connectivity Vision Plan. The MPO also developed a School Bicycle and Pedestrian Program and facilitated events and meetings with local and state partners.

### **Proposed Work**

Staff will continue to support BPAC operations, coordinate with local advocacy groups and public schools, and promote bicycle and pedestrian programs through community events and educational outreach. The Bicycle and Pedestrian Plan will be maintained and updated as needed. Staff will purchase safety and outreach materials, including developing and distributing promotional materials for Safe Routes to School events and programs. MPO staff will attend relevant training events to build technical capacity and participate in regional bicycle and pedestrian groups to strengthen collaboration and community involvement.

- Plan and conduct BPAC meetings
- Coordinate the Safe Routes to School Coalition and participate in other bike/ped groups as appropriate
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking
- Support public outreach activities including workshops, open houses, or pop-up events for bicycle and pedestrian education.
- Maintain up-to-date web and social media information on bicycle and pedestrian program activities.
- Develop and distribute educational, promotional, and safety materials to build public awareness of bicycle and pedestrian best practices.

### **Products**

- Safe Routes to School Documents
- Promotional Materials for Walking and Biking Campaigns

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

## **Schedule**

October 1, 2026 – September 30, 2027

## **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$24,000.00        |
| Local Funds         | \$6,000.00         |
| <b>Total Funds*</b> | <b>\$30,000.00</b> |

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

## **6.7.1 Safe and Accessible Transportation Options**

### **Objectives**

This subtask focuses on planning activities that enhance safe and inclusive transportation options for individuals of all ages and abilities. The MPO will implement the Complete Streets concept in planning processes and support multi-modal transportation through coordinated strategies and infrastructure evaluation. This subtask directly aligns with the 2.5% planning requirement for Complete Streets-related activities as outlined in the Bipartisan Infrastructure Law (BIL §11206).

### **Previous Work**

Staff reviewed multi-modal policies and funding sources, developed and finalized a Bicycle and Pedestrian Plan, and incorporated its summary into the 2045 Long Range Plan. Work included mapping facilities, evaluating infrastructure costs, developing classifications, and collaborating with ALDOT and the Mobile MPO on regional access issues. The Countywide Multi-Modal Connectivity Vision Plan was established through coordination with municipal partners.

### **Proposed Work**

MPO staff will evaluate existing streets and roads for their suitability for multi-modal retrofits and identify barriers to safe transportation access. The MPO will update its Bicycle and Pedestrian Concept and continue to coordinate with ALDOT's statewide bike/ped plan. Efforts will include identifying retrofit opportunities, collecting data to establish planning baselines, and incorporating Complete Streets strategies into all proposed projects. 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 multi-modal use is not permitted. Staff will also coordinate with law enforcement, school systems, and community organizations to support planning objectives.

- Collect data to establish baseline for future multi-modal improvements
- Update Bicycle and Pedestrian Concept
- Maintain and update Countywide Multi-Modal Connectivity Vision Plan
- Research multiple local, federal, and state funding sources
- Work with Safe Routes to School Coalition on infrastructure planning routes.
- Work with the County Bike/Ped Connectivity Group to support coordination and advance regional bicycle and pedestrian planning efforts.
- Coordinate with Bike/Ped groups to support and advance regional bicycle and pedestrian planning efforts.

### **Products**

- Updated Bicycle and Pedestrian Concept
- Maintained Countywide Connectivity Vision Plan

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

- Updated Bicycle and Pedestrian Concept: Spring/Summer 2027

### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$15,000.00        |
| Local Funds         | \$0.00             |
| <b>Total Funds*</b> | <b>\$15,000.00</b> |

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

## 6.8 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; Attended briefing at ALDOT regarding Congestion Management.

### 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.

- 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
- Coordinate with ALDOT Southwest Region TSMO Plan
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### Products

MPO staff will provide documentation of proposed work, if requested by ALDOT or the FHWA

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$800.00          |
| Local Funds         | \$200.00          |
| <b>Total Funds*</b> | <b>\$1,000.00</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
- Consult Statewide Freight Plan
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the IIJA.

### Products

Freight Plan

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$2,400.00        |
| 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.

### Previous Work

Attended webinars, seminars and information exchanges on safety; Participated in the review and preparation of Draft Circulation Standards; Produced informational safety videos; attended Safety Performance Measures seminar; Adopted State Safety Performance Measures and Targets; Identified Highway safety improvement program (HSIP) funds to be used in the MPA; Coordinated with ALDOT and FHWA regarding potential eligible projects and grant applications. Submitted projects in the MPA for HSIP funds, notably Fairhope and Baldwin County Commission projects which were either identified or approved through the MPO for use of funds. Started development on Baldwin County Safety Action Plan.

### Proposed Work

- Staff will oversee progress and maintain Baldwin County Safety Action Plan
- Develop maps and reports concerning safety issues
- Identify bicycle and pedestrian movement to improve safety
- Perform sidewalk/crosswalk/signal assessments as appropriate
- Produce and update informational Safety Videos
- Adopt Safety Performance Measures
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the IIJA
- Assist member governments with Highway Safety Improvement Program applications

### Products

- Safety Videos
- Safety Performance Measures
- HSIP Grant Applications

### Staffing

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### Schedule

October 1, 2026 – September 30, 2027

### Funding Responsibility

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$25,600.00        |
| Local Funds         | \$6,400.00         |
| <b>Total Funds*</b> | <b>\$32,000.00</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 maintain professional standards. Expenditures for out of state travel and lodging must be approved by ALDOT in writing.

### **Previous Work**

MPO staff attended training seminars and conferences regarding the following: Cube Voyager modeling, transportation planning, Arc GIS training, Census, and other various administrative courses. MPO staff also assisted with the preparation of and attended the Alabama Transportation Planners (ATPA) Annual Conference. MPO staff attended Alabama Safety Conference and Alabama Transportation Conference.

### **Proposed Work**

MPO staff will continue to attend workshops, training sessions, and seminars in order to improve the planning capabilities of MPO planning staff; ESMPO will become a member of the Association of Metropolitan Planning Organizations. Staff will assist in the preparations of the annual ATPA Conference. MPO staff will attend classes on Travel Demand model held quarterly. MPO staff will take courses to obtain Alabama City/County Management Association (ACCMA) Local Government Professional Management Certification Other training will consist of:

- GIS training
- Various Planning-related Workshops, Seminars, Meetings, Conferences, and Peer Exchanges
- General administrative training
- Annual ATPA Conference
- Annual Association of Metropolitan Planning Organizations (AMPO) Conference
- Professional Transportation Planner (PTP) Training and Certification
- Various other Conferences
- Maintenance of Safety Video Kiosk

### **Products**

Certifications  
Up-to-Date Travel Model  
Safety Videos

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027  
Training: Fall/Winter 2026, Spring/Summer 2027  
ATPA Conference: Summer 2027  
AMPO Conference: Fall 2027

**Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | \$24,000.00        |
| Local Funds         | \$6,000.00         |
| <b>Total Funds*</b> | <b>\$30,000.00</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**

- MPO staff continues to evaluate current roadways to identify areas of deficiencies.
- Provided funding to member governments for various plans and studies.

### **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.
- Contract Consultants and Engineers to perform work as related to tasking

### **Products**

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

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

|                     |                   |
|---------------------|-------------------|
| PL Funds            | \$2,400.00        |
| 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.*

## **10.0 Current Planning Studies**

### **10.1 City of Spanish Fort Traffic Study at Jimmy Faulkner Drive/Plaza De Toro**

#### **Objectives**

MPO staff will use carryover funds and current year allocations to carry out planning activities including planning studies.

#### **Previous Work**

N/A

#### **Proposed Work**

The MPO will provide funding to the City of Spanish Fort to complete a traffic study at the intersection of Jimmy Faulkner Dr and Plaza De Toro Dr.

#### **Products**

Traffic Study at the intersection of Jimmy Faulkner Dr and Plaza De Toro Dr.

#### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff  
Consultant

#### **Schedule**

October 1, 2026 – September 30, 2027

#### **Funding Responsibility**

|                     |                    |
|---------------------|--------------------|
| PL Funds            | <b>\$24,000.00</b> |
| Local Funds         | <b>\$6,000.00</b>  |
| <b>Total Funds*</b> | <b>\$30,000.00</b> |

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

## 11.0 Future Planning Studies

### **Objectives**

MPO staff will use carryover funds to carry out future planning activities.

### **Previous Work**

N/A

### **Proposed Work**

MPO staff will partner with consultants to prepare various planning documents as needed and as requested.

### **Products**

Miscellaneous Planning Documents and Studies

### **Staffing**

MPO Director  
Transportation Planner  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2026 – September 30, 2027

### **Funding Responsibility**

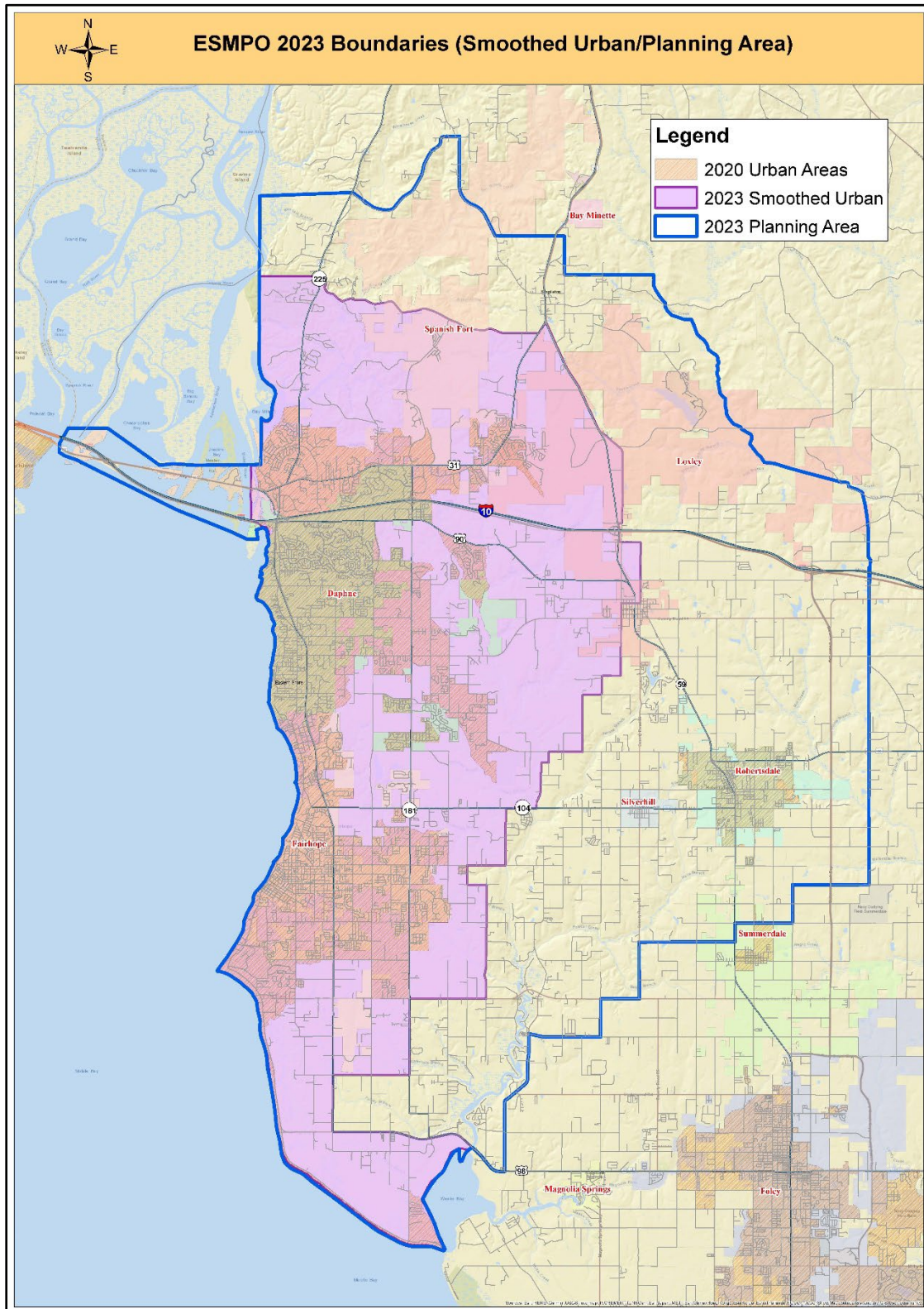
|                     |                     |
|---------------------|---------------------|
| PL Funds            | \$262,531.00        |
| Local Funds         | \$65,632.75         |
| <b>Total Funds*</b> | <b>\$328,163.75</b> |

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

## *Appendices*

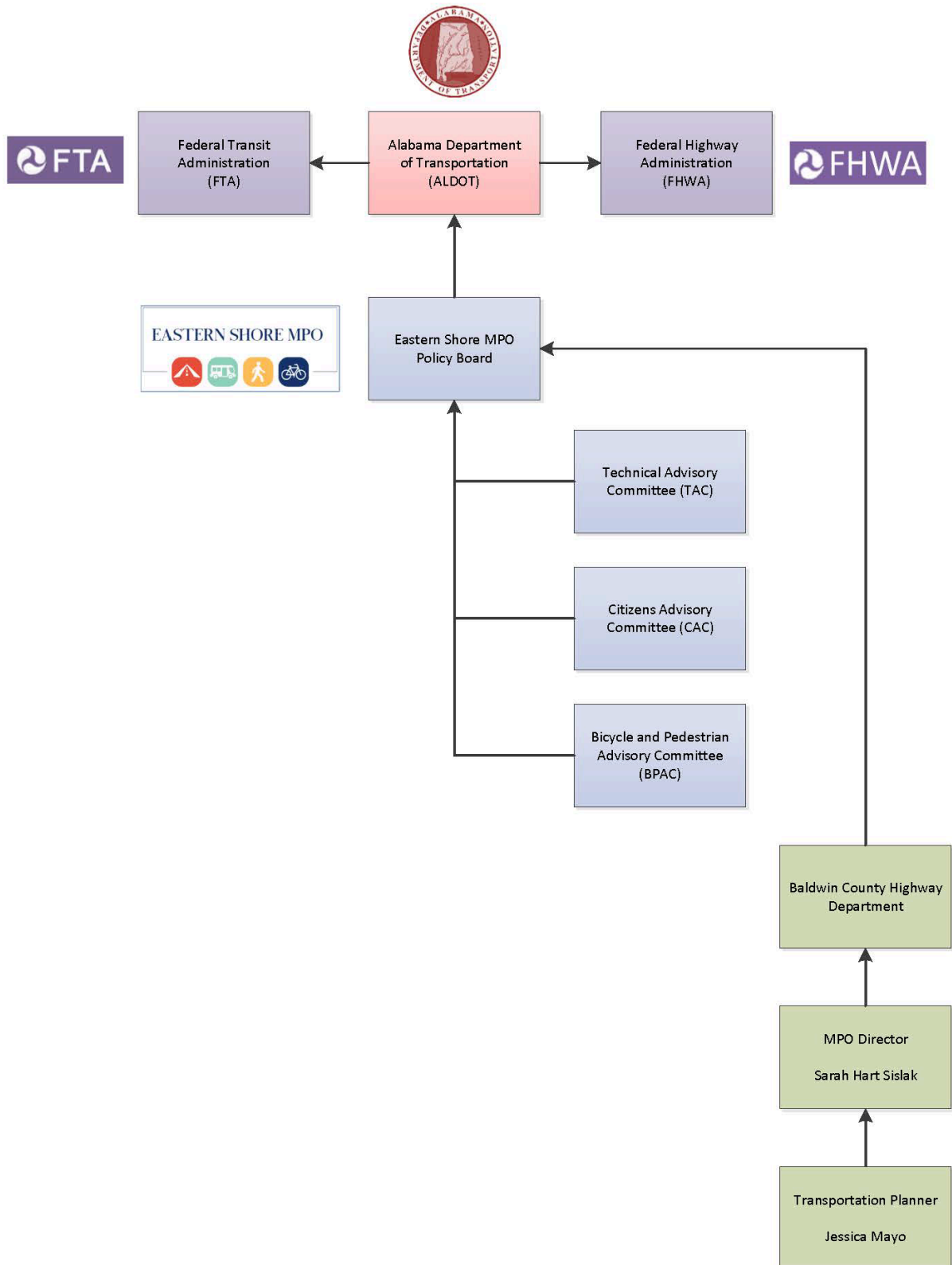


# Appendix A Eastern Shore MPO



Source: MPO Staff

## 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>   | Citizens Advisory Committee                      |
| <b>CAD</b>   | Computer Aided Design                            |
| <b>CFR</b>   | Code of Federal Regulations                      |
| <b>COOP</b>  | Continuity of Operations Plan                    |
| <b>CTAA</b>  | Community Transportation Association of America  |
| <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>ESMPO</b> | Eastern Shore Metropolitan Planning Organization |
| <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>HSIP</b>  | Highway Safety Improvement Program               |
| <b>ITS</b>   | Intelligent Transportation System                |
| <b>IJA</b>   | Infrastructure Investment and Jobs Act           |
| <b>L RTP</b> | Long Range Transportation Plan                   |
| <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>        | Particulate Matter 2.5 - 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 for Users                                                        |
| <b>SARPC</b>         | South Alabama Regional Planning Commission                                                                                                  |
| <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>           | Transportation Alternatives Program                                                                                                         |
| <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 2027 Planning Funds – Overview

| FY27 MPO Planning (PL) Funds - Breakdown by Subtask |                                                                                   |                     |             |                     |                      |
|-----------------------------------------------------|-----------------------------------------------------------------------------------|---------------------|-------------|---------------------|----------------------|
| TASK                                                | TASK DESCRIPTION                                                                  | MPO                 | ALDOT       | Consultant          | Total                |
| 1                                                   | Administration                                                                    | \$ 85,690.00        |             |                     | \$ 85,690.00         |
| 2                                                   | Data Collection and Analysis                                                      | \$ 18,500.00        |             |                     | \$ 18,500.00         |
| 3                                                   | UPWP                                                                              | \$ 3,000.00         |             |                     | \$ 3,000.00          |
| 4                                                   | Public Involvement                                                                | \$ 20,300.00        |             |                     | \$ 20,300.00         |
| 5                                                   | Environmental Mitigation and Streamlining                                         | \$ 400.00           |             |                     | \$ 400.00            |
| 6                                                   | Transportation Systems                                                            | \$ 169,000.00       |             |                     | \$ 169,000.00        |
| 7                                                   | Transportation Safety                                                             | \$ 32,000.00        |             |                     | \$ 32,000.00         |
| 8                                                   | Education and Training                                                            | \$ 30,000.00        |             |                     | \$ 30,000.00         |
| 9                                                   | Special Projects, Corridor Development, and Developments of Regional Impact (DRI) | \$ 3,000.00         |             |                     | \$ 3,000.00          |
| 10                                                  | Current Planning Studies                                                          | \$ 30,000.00        |             | \$30,000.00         | \$ 30,000.00         |
| 11                                                  | Future Planning Studies                                                           | \$ 328,163.75       |             |                     | \$ 328,163.75        |
| <b>TOTAL MPO PLANNING AND ADMIN. BUDGET:</b>        |                                                                                   | <b>\$720,053.75</b> | <b>\$ -</b> | <b>\$ 30,000.00</b> | <b>\$ 720,053.75</b> |

Table 2: FY 2027 Planning Funds – Detailed Overview

|                                                |                                             |                                                                     |                   |               |               |
|------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------|-------------------|---------------|---------------|
| FY27 Planning Funds (from FHWA):               |                                             |                                                                     | \$289,512.00      |               |               |
| FY27 Match Funds (20% from County):            |                                             |                                                                     | \$72,378.00       |               |               |
| Total FY27 MPO Planning Funds:                 |                                             |                                                                     | \$361,890.00      |               |               |
| MPO Planning (PL) Funds - Breakdown by Subtask |                                             |                                                                     |                   |               |               |
| Task                                           | Subtask                                     | Description                                                         | FY 27 PL-FHWA/FTA | FY 27 Local   | FY 27 Total   |
| 1                                              | Administration                              |                                                                     |                   |               |               |
|                                                | 1.1                                         | MPO Administrative Duties                                           | \$ 56,312.00      | \$ 14,078.00  | \$ 70,390.00  |
|                                                | 1.2                                         | Continuity of Operations Plan (COOP)                                | \$ 240.00         | \$ 60.00      | \$ 300.00     |
|                                                | 1.3                                         | Equipment Purchases and Supplies                                    | \$ 12,000.00      | \$ 3,000.00   | \$ 15,000.00  |
| Task 1.0 Subtotal                              |                                             |                                                                     | \$ 68,552.00      | \$ 17,138.00  | \$ 85,690.00  |
| 2                                              | Data Collection and Analysis                |                                                                     |                   |               |               |
|                                                | 2.1                                         | Database maintenance and Data collection                            | \$ 2,400.00       | \$ 600.00     | \$ 3,000.00   |
|                                                | 2.2                                         | Geographic Information Systems (GIS)                                | \$ 4,000.00       | \$ 1,000.00   | \$ 5,000.00   |
|                                                | 2.3                                         | Transportation Model Dev. and Maint.                                | \$ 8,000.00       | \$ 2,000.00   | \$ 10,000.00  |
|                                                | 2.4                                         | Prep. of Emissions Data for MOVES2010a                              | \$ -              | \$ -          | \$ -          |
|                                                | 2.5                                         | Intelligent Transportation System (ITS)                             | \$ 400.00         | \$ 100.00     | \$ 500.00     |
| Task 2.0 Subtotal                              |                                             |                                                                     | \$ 14,800.00      | \$ 3,700.00   | \$ 18,500.00  |
| 3                                              | Unified Planning Work Program               |                                                                     |                   |               |               |
| Task 3.0 Subtotal                              |                                             |                                                                     | \$ 2,400.00       | \$ 600.00     | \$ 3,000.00   |
| 4                                              | Public Involvement                          |                                                                     |                   |               |               |
|                                                | 4.1                                         | Public Participation Process                                        | \$ 12,800.00      | \$ 3,200.00   | \$ 16,000.00  |
|                                                | 4.2                                         | Title VI Planning and Environmental Justice                         | \$ 2,400.00       | \$ 600.00     | \$ 3,000.00   |
|                                                | 4.3                                         | Disadvantaged Business Enterprise (DBE)                             | \$ 800.00         | \$ 200.00     | \$ 1,000.00   |
|                                                | 4.4                                         | Public Involv. for Air Quality Conformity                           | \$ 240.00         | \$ 60.00      | \$ 300.00     |
| Task 4.0 Subtotal                              |                                             |                                                                     | \$ 16,240.00      | \$ 4,060.00   | \$ 20,300.00  |
| 5                                              | Environmental Review and Regulations        |                                                                     |                   |               |               |
|                                                | 5.1                                         | Air Quality                                                         | \$ 160.00         | \$ 40.00      | \$ 200.00     |
|                                                | 5.2                                         | Environmental Mitigation                                            | \$ 160.00         | \$ 40.00      | \$ 200.00     |
| Task 5.0 Subtotal                              |                                             |                                                                     | \$ 320.00         | \$ 80.00      | \$ 400.00     |
| 6                                              | Transportation Systems                      |                                                                     |                   |               |               |
|                                                | 6.1                                         | Long Range Transportation Plan (LRTP)                               | \$ 36,000.00      | \$ 9,000.00   | \$ 45,000.00  |
|                                                | 6.2                                         | Air Quality Conformity                                              | \$ -              | \$ -          | \$ -          |
|                                                | 6.3                                         | Amend LRTP for Air Quality Conformity                               | \$ -              | \$ -          | \$ -          |
|                                                | 6.4                                         | Transportation Improvement Program (TIP)                            | \$ 36,000.00      | \$ 9,000.00   | \$ 45,000.00  |
|                                                | 6.5                                         | Amend TIP for Air Quality Conformity                                | \$ -              | \$ -          | \$ -          |
|                                                | 6.6                                         | Public Transportation                                               | \$ 24,000.00      | \$ 6,000.00   | \$ 30,000.00  |
|                                                | 6.7                                         | Bicycle and Pedestrian Support Activities                           | \$ 24,000.00      | \$ 6,000.00   | \$ 30,000.00  |
|                                                | 6.7.1                                       | Safe and Accessible Transportation Options                          | \$ 15,000.00      | \$ -          | \$ 15,000.00  |
|                                                | 6.8                                         | Congestion Management Process                                       | \$ 800.00         | \$ 200.00     | \$ 1,000.00   |
|                                                | 6.9                                         | Freight Planning                                                    | \$ 2,400.00       | \$ 600.00     | \$ 3,000.00   |
| Task 6.0 Subtotal                              |                                             |                                                                     | \$ 135,200.00     | \$ 33,800.00  | \$ 169,000.00 |
| 7                                              | Transportation Safety                       |                                                                     |                   |               |               |
| Task 7.0 Subtotal                              |                                             |                                                                     | \$ 25,600.00      | \$ 6,400.00   | \$ 32,000.00  |
| 8                                              | Education and Training                      |                                                                     |                   |               |               |
| Task 8.0 Subtotal                              |                                             |                                                                     | \$ 24,000.00      | \$ 6,000.00   | \$ 30,000.00  |
| 9                                              | Special Projects, Corridor Development, DRI |                                                                     |                   |               |               |
| Task 9.0 Subtotal                              |                                             |                                                                     | \$ 2,400.00       | \$ 600.00     | \$ 3,000.00   |
| 10                                             | Current Planning Studies                    |                                                                     |                   |               |               |
|                                                | 10.4                                        | City of Spanish Fort Jimmy Faulkner/Plaza De Toro Dr. Traffic Study | \$ 24,000.00      | \$ 6,000.00   | \$ 30,000.00  |
| Task 10.0 Subtotal                             |                                             |                                                                     | \$ 24,000.00      | \$ 6,000.00   | \$ 30,000.00  |
| 11                                             | Future Planning Studies                     |                                                                     |                   |               |               |
| Task 11.0 Subtotal                             |                                             |                                                                     | \$ 262,531.00     | \$ 65,632.75  | \$ 328,163.75 |
| Totals                                         |                                             |                                                                     |                   |               |               |
| TOTAL TASKS 1.0 THROUGH 11.0:                  |                                             |                                                                     | \$ 576,043.00     | \$ 144,010.75 | \$ 720,053.75 |
| TOTAL MPO PLANNING AND ADMIN. BUDGET:          |                                             |                                                                     | \$ 576,043.00     | \$ 144,010.75 | \$ 720,053.75 |

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

\*\* Leftover PL funds from prior years are carried over into future fiscal years and have been allocated to Current/Future Planning Studies. The oldest unexpended funds will be returned to the funding pool for reallocation.

Table 3: FY 2027 MPO Planning Activities

| Sponsor: City of Spanish Fort |                                                       |         |
|-------------------------------|-------------------------------------------------------|---------|
| Task                          | Description                                           | Status  |
| 10                            | Jimmy Faulkner Dr. at Plaza De Toro Dr. Traffic Study | Current |

Table 4: FY 2027 Other Major Planning Activities

|       |                                                         |          |                                                                         |
|-------|---------------------------------------------------------|----------|-------------------------------------------------------------------------|
| ALDOT | Transit Asset Management Plan                           | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | State Management Plan                                   | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Alabama Public Involvement Plan                         | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Statewide Freight Plan                                  | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Strategic Highway Safety Plan                           | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Alabama Rail Plan                                       | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Statewide Airport System Plan and Economic Impact Study | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Transportation Asset Management Plan                    | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | ALDOT ADA Transition Plan                               | Existing | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Statewide Transportation Plan                           | Planned  | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Highway Safety Improvement Program                      | Planned  | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |
| ALDOT | Statewide Bicycle and Pedestrian Plan                   | Planned  | <a href="https://www.dot.state.al.us/">https://www.dot.state.al.us/</a> |



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

### EASTERN SHORE MPO



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**FOR IMMEDIATE RELEASE:**  
June 10, 2026

**CONTACT:**  
Sarah Hart Sislak, MPO Director  
(251) 990-4643

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### **PUBLIC NOTICE**

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

#### **REQUEST FOR PUBLIC COMMENTS REGARDING THE PROPOSED DRAFT FISCAL YEAR 2027 UNIFIED PLANNING WORK PROGRAM (UPWP)**

The Eastern Shore Metropolitan Planning Organization (ESMPO) has prepared the Draft FY 2027 Unified Planning Work Program (UPWP) for review by the MPO Advisory Committees and Policy Board in July 2026.

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 2027 by the Alabama Department of Transportation (ALDOT) and the Eastern Shore MPO.

The Draft FY 2027 UPWP document will be published for public comment from June 10, 2026 through July 10, 2026 on the ESMPO website, [www.easternshorempo.org](http://www.easternshorempo.org). Physical copies may be obtained by contacting the ESMPO Director, Sarah H. Sislak, at 251-990-4643 or [shart@baldwincountyal.gov](mailto:shart@baldwincountyal.gov).

Public participation is solicited without regard to race, color, national origin, sex, age, religion, or disability. Persons who require special accommodations under the Americans with Disabilities Act or those requiring language translation services should contact the Eastern Shore MPO at 251-990-4643.

Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)



## Comment Response Log

*No Comments Recieved*

## Appendix F – Livability Indicators

### 1. 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:                                                                  | 100.0%          | 100.0%          |
| Jobs:                                                                     | 100.0%          | 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 Regional 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 Regional Area Transportation System administrative offices)

### 2. Percentage of household income spent on housing and transportation.

|         | Housing | Transportation | H+C    |
|---------|---------|----------------|--------|
| Range   | 12-47%  | 19-27%         | 32-69% |
| Average | 27%     | 23%            | 50%    |

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

### 3. Percent of workforce living within 30 minutes or less commute from primary job centers.

- Approximately 71.2%

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

### 4. Percentage of non-transit transportation projects dedicated to enhancing accessibility of existing transportation systems.

- Approximately 13.63%

### 5. Percent of non-transit transportation projects where more than one federal funding source is utilized.

- Approximately 12.5%

### 6. Percent of housing located in walkable neighborhoods with mixed use destinations located nearby.

- Approximately 5.6-20%

(Data derived from the U.S. EPA National Walkability Index, available at <https://www.epa.gov/smartgrowth/smart-location-mapping#walkability>)



**FY 2027**

**Cost Allocation Plan**

July 2026

# Eastern Shore Metropolitan Planning Organization (ESMPO)

## FY 2027

### Cost Allocation Plan

#### Purpose

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various Tasks (and subtasks) within the ESMPO Unified Planning Work Program (UPWP). In so doing, the ESMPO affirms that the Plan is consistent with the applicable Federal cost principle provisions of [Title] 2 Code of Federal Regulation (CFR) 225 (formerly Office of Management and Budget [OMB] Circular A- 87), 49 CFR 18 (Grants and Cooperative Agreements), 23 CFR 420 (Planning and Research Program), and Best Management Practice (BMP) guidance provided by the Alabama Department of Transportation, Local Transportation Bureau, Planning Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama.

The ESMPO divides all costs and expenses into either Direct Costs or Indirect Costs:

**Direct Costs** are those costs or expenses that can be identified with a reimbursable Federally-funded program and specifically with a particular Task within the UPWP. Direct Costs are recouped by the ESMPO by charging the costs to the specific Task(s) for which the costs were incurred.

**Indirect Costs** are those costs or expenses that benefit or support all or many Tasks and are *not* readily assignable to a reimbursable federal program and a particular Task. Overhead is a classic example of an Indirect Cost. Indirect Costs are recouped by the ESMPO via the Indirect Allocation Rate (IAR) referenced above. The IAR is reviewed and approved by Alabama Department of Transportation (ALDOT). Indirect Costs are calculated by multiplying the IAR with the total direct costs for the ESMPO each month.

When the MPO seeks reimbursement from ALDOT the following formula is used to calculate the MPO's expenses:

$$(\text{Actual Salary} \times \text{Fringe Benefit Rate} \times \text{Indirect Allocation Rate}) + \text{Direct Expenses} = \text{Total Billed}$$

The MPO seeks reimbursement from ALDOT for 80% of the amount billed. The remaining 20% that is not reimbursed constitutes the local match (see Illustrated Example, p. 3).

#### Allocation of Costs

The following information summarizes the procedures that will be used by the ESMPO for 2027 to allocate costs and expenses to the various Tasks within the UPWP:

- A. Compensation for Services** – All services rendered by MPO personnel will be documented by the County Information Management System (CIMS) showing time spent by each employee on ESMPO activities.

Salaries that benefit specific Tasks (Direct Salaries) will be allocated based on actual time spent on each Task in the UPWP.

Salaries that benefit all or many Tasks and are not readily assignable to a particular Task (Indirect Salaries) will be recouped via the Indirect Allocation Rate calculated in Appendix A.

Fringe benefits (Vacation, Holidays, FICA, Worker's Compensation, Health Insurance, etc) are allocated based on the Fringe Benefit Rate as calculated by the ESMPO and approved by the Alabama Department of Transportation (ALDOT) (see Appendices A & B).

- B. Travel Costs** – Travel costs are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the Task for which the travel was incurred. Travel expenses that qualify as Indirect Costs will be recouped via the Indirect Allocation Rate calculated in Appendix A. *Note: all travel costs are documented and reported on monthly invoices. All Out of State travel is approved in writing in advance by ALDOT.*
- C. Professional Services Costs (such as consultants, accounting, and auditing services)** – Any professional service costs provided by third-party consultants to the ESMPO will be allocated to the Task benefiting from the service.
- D. Office Expense and Supplies (including postage)** – Office expenses will be allocated based on usage by Task. Expenses used for a specific Task will be charged directly to that Task. Office expenses and supplies that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- E. Printing (including supplies, maintenance and repair)** – Printing expenses are charged directly to Tasks that benefit from the service. Printing expenses that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- F. Telephone/Communications** – Telephone and/or communication expenses of the ESMPO are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- G. Facilities Expenses** – All facility expenses for FY 2027 are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- H. Staff Development** – Training costs will be allocated to the Task benefiting from the

training, conferences, or seminars. Staff Development that qualifies as an Indirect Cost will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- I. **Other Approved Costs** – Any other cost will be allocated to the individual Task benefiting from the cost. Other costs that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

### **Illustrated Example:**

The following example illustrates how the MPO would allocate and bill one month of its costs. The example assumes that the MPO employs two fulltime staff members (A & B) and incurs travel expenses, office supply expenses, newspaper publication expenses, as well as indirect/overhead expenses. Under this scenario the MPO costs for the month would be as follows:

#### **Direct Expenses:**

|                                                   |        |               |
|---------------------------------------------------|--------|---------------|
| • Employee A actual salary (@ \$30/hour):         | \$4800 | Various Tasks |
| • Employee B actual salary (@ \$12/hour):         | \$1920 | Various Tasks |
| • Travel expense to attend MPO meetings:          | \$36   | 1.0           |
| • Postage (to mail meeting flyers to the public): | \$30   | 4.1           |
| • Newspaper publication (public meeting notice):  | \$200  | 4.1           |

#### **Indirect Expense:**

- Office Rent
- Office Supplies (copy paper & ink):
- Utilities
- Cost to maintain computer and copier equipment

Each employee's time would be divided between various task items based on the number of hours they worked on each particular Task. The travel expenses are billed to Task item 710 (Administration) because the employees traveled to MPO meetings. The postage to send out flyers as well as the newspaper publication both involve communicating with the public and are therefore billed to 741 (Public Participation).

The rent, office supplies, utilities, and equipment upkeep costs all represent indirect, overhead expenses and cannot be readily assigned to any single Task item of the UPWP. These costs will be recouped via the Indirect Allocation Rate.

The formula below should be used to calculate the MPO's total billable costs for our example month:

$$(\text{Actual Salary} \times \text{Fringe Benefit Rate} \times \text{Indirect Allocation Rate}) + \text{Direct Expenses} = \text{Total Billed}$$

### Step 1 - Calculating Billable Amount for Employee Time:

As noted above the billable amount for employee time is multiplied by two different rates to account for employee fringe benefits and to account for overhead. Thus the costs for Employee A and Employee B would be as follows:

$$\begin{array}{rcccccc} \text{Actual Salaries} & \times & \text{Fringe Benefit Rate} & \times & \text{Indirect Allocation Rate} & = & \text{Billable Employee Time} \\ (\$4800 + \$1920) & \times & 1.55 & \times & 1.25 & = & \$13,020 \end{array}$$

Accounts for the fringe benefits of Employee A and Employee B (Vacation, Holidays, FICA, Worker's Compensation, Health Insurance, etc)

Accounts for indirect, overhead costs related to operating the MPO (Office Rent, Office Supplies, Utilities, Equipment Upkeep, etc)

### Step 2 - Calculating Billable Amount for any Other Direct Expenses:

Calculating the billable amount for any other direct expenses requires only that the remaining direct expenses be totaled together:

|                  |              |
|------------------|--------------|
| Travel +         | \$36 +       |
| Postage +        | \$30 +       |
| <u>Newspaper</u> | <u>\$200</u> |
| = Total:         | \$266        |

### Step 3 - Add Billable Employee Time to the Direct Expenses:

|                              |              |
|------------------------------|--------------|
| Billable Employee Time +     | \$13,020 +   |
| <u>Other Direct Expenses</u> | <u>\$266</u> |
| = Total Billed:              | \$13,286     |

The total above represents the total billable costs for the example month.

### Step 4 – Calculate Reimbursable Amount:

The local MPO member governments are required to pay for twenty percent (20%) of the MPO costs. ALDOT will only reimburse for eighty percent (80%) of the Total Billed.

$$\begin{array}{rcl} \text{Total Billed} & \times & 80\% = \text{Reimbursable Amount} \\ \$13,286 & \times & 80\% = \$10,628 \text{ (rounded to the nearest dollar)} \end{array}$$

## Appendices A through D

| APPENDIX A - FY 2027                                                                                                                                           |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| Calculation of Fringe Benefit Rate and Indirect Allocation Rate                                                                                                |  |  |  |  |
| FRINGE BENEFIT RATE:                                                                                                                                           |  |  |  |  |
| The Fringe Benefit Rate (FBR) is calculated with the following equation:                                                                                       |  |  |  |  |
| $\text{FBR} = 1 + \frac{\text{Total Fringe Benefits}}{\text{Chargeable Agency Salaries}} = 1 + \frac{\$ 97,502.07}{\$ 151,908.18} = 1.6418$                    |  |  |  |  |
| Total Fringe Benefits: <span style="border: 1px solid black; padding: 2px;">\$ 97,502.07</span> (from Agency Salary Worksheet; Column 16)                      |  |  |  |  |
| Chargeable Agency Salaries: <span style="border: 1px solid black; padding: 2px;">\$ 151,908.18</span> (from Agency Salary Worksheet; Column 8)                 |  |  |  |  |
| INDIRECT ALLOCATION RATE:                                                                                                                                      |  |  |  |  |
| The Indirect Allocation Rate (IAR) is calculated with the following equation:                                                                                  |  |  |  |  |
| $\text{IAR} = 1 + \frac{\text{Total Indirect Costs (TIC)}}{\text{Total Direct Salaries with Fringe Benefits}} = 1 + \frac{\$85,783.74}{\$203,076.26} = 1.4224$ |  |  |  |  |
| Total Indirect Salaries (TIS): \$ 28,220.62 (from Agency Salary Worksheet; Column 8)                                                                           |  |  |  |  |
| Indirect Personnel Costs (IPC): \$ 46,333.98 (= TIS * FBR)                                                                                                     |  |  |  |  |
| Total Indirect Expenses (TIE): \$ 39,449.76 (from Indirect Cost Worksheet)                                                                                     |  |  |  |  |
| Total Indirect Costs (TIC): <span style="border: 1px solid black; padding: 2px;">\$ 85,783.74</span> (= IPC + TIE)                                             |  |  |  |  |
| Direct Salaries (DS): \$ 123,687.56 (from Agency Salary Worksheet; Column 8)                                                                                   |  |  |  |  |
| Total Direct Salaries with Fringe Benefits: <span style="border: 1px solid black; padding: 2px;">\$ 203,076.26</span> (= DS * FBR)                             |  |  |  |  |



**APPENDIX B**  
**EASTERN SHORE MPO**  
**Agency Fringe Benefit Worksheet - FY 2027**

**AGENCY DIRECT SALARIES & FRINGE**

|  | 1          | 2            | 3                | 4                   | 5               | 6                     | 7                            | 8                     | 9                    | 10                      | 11              | 12                    | 14                   | 15                    | 16              | 17          | 18                     |
|--|------------|--------------|------------------|---------------------|-----------------|-----------------------|------------------------------|-----------------------|----------------------|-------------------------|-----------------|-----------------------|----------------------|-----------------------|-----------------|-------------|------------------------|
|  | Employee:  | Hourly Rate: | FY 2027 Salary:* | Holidays (14 days): | Annual Leave:** | Sick Leave (12 days): | Estimated Annual Work Hours: | Chargeable Salary:*** | Salary FICA (7.65%): | Group Health Insurance: | Life Insurance: | Long Term Disability: | Employee Retirement: | Unemployment (0.18%): | Workman's Comp: | Longevity:† | Total Fringe Benefits: |
|  | Sislak, S  | \$ 42.82     | \$ 89,069        | \$ 4,796            | \$ 4,796        | \$ 4,111              | 1880                         | \$ 75,366             | \$ 6,131             | \$ 19,500               | \$58.00         | \$ 165                | \$ 9,704             | \$ 160                | \$ 149.64       | \$ 1,000    | \$ 50,570              |
|  | Mayo, J    | \$ 27.46     | \$ 57,108        | \$ 3,076            | \$ 3,076        | \$ 2,636              | 1880                         | \$ 48,321             | \$ 4,239             | \$ 8,808                | \$58.00         | \$ 106                | \$ 6,056             | \$ 103                | \$ 95.94        | \$ 500      | \$ 28,753              |
|  | SUBTOTALS: | \$ 70.28     | \$ 146,177       | \$ 7,871            | \$ 7,871        | \$ 6,747              | 3760                         | \$ 123,688            | \$ 10,370            | \$ 28,308               | \$ 116          | \$ 271                | \$ 15,760            | \$ 263                | \$ 246          | \$ 1,500    | \$ 79,323              |

**AGENCY INDIRECT SALARIES & FRINGE**

| Employee:         | Hourly Rate:  | FY 2027 Salary:   | Holidays (14 days): | Annual Leave:    | Sick Leave:      | Estimated Annual Work Hours: | Chargeable Salary: | Salary FICA:     | Group Insurance:  | Life Insurance: | Long Term Disability: | Employee Retirement: | Unemployment:   | Workman's Comp: | Longevity       | Total Fringe Benefits: |
|-------------------|---------------|-------------------|---------------------|------------------|------------------|------------------------------|--------------------|------------------|-------------------|-----------------|-----------------------|----------------------|-----------------|-----------------|-----------------|------------------------|
| Demko, L          | \$ 49.12      | \$ 102,170        | \$ 5,501            | \$ 4,716         | \$ 4,716         | 40                           | \$ 1,856           | \$ 7,497         | \$ 8,808          | \$58.00         | \$ 190                | \$ 11,006            | \$ 184          | \$ 171.65       | \$ -            | \$ 912                 |
| Peterson, S       | \$ 67.90      | \$ 141,230        | \$ 7,605            | \$ 11,407        | \$ 6,518         | 250                          | \$ 15,386          | \$ 10,339        | \$ 19,500         | \$58.00         | \$ 232                | \$ 14,748            | \$ 254          | \$ 237.27       | \$ 1,000        | \$ 9,561               |
| Byrd, T           | \$ 40.23      | \$ 83,673         | \$ 4,506            | \$ 7,724         | \$ 3,862         | 10                           | \$ 359             | \$ 5,820         | \$ 19,500         | \$58.00         | \$ 155                | \$ 8,622             | \$ 151          | \$ 140.57       | \$ 1,500        | \$ 277                 |
| Sangster, L       | \$ 35.67      | \$ 74,198         | \$ 3,995            | \$ 6,849         | \$ 3,424         | 30                           | \$ 956             | \$ 5,187         | \$ 20,292         | \$58.00         | \$ 138                | \$ 7,663             | \$ 134          | \$ 124.65       | \$ 1,500        | \$ 788                 |
| Hughes, D         | \$ 24.04      | \$ 50,013         | \$ 2,692            | \$ 4,616         | \$ 2,308         | 10                           | \$ 215             | \$ 3,318         | \$ 20,292         | \$58.00         | \$ 93                 | \$ 5,217             | \$ 90           | \$ 84.02        | \$ 1,500        | \$ 214                 |
| Bodle, Z          | \$ 38.00      | \$ 79,035         | \$ 4,256            | \$ 4,256         | \$ 3,648         | 30                           | \$ 1,067           | \$ 5,918         | \$ 8,808          | \$58.00         | \$ 147                | \$ 85,669            | \$ 142          | \$ 132.78       | \$ 500          | \$ 1,812               |
| Acreman, M        | \$ 98.15      | \$ 204,154        | \$ 10,993           | \$ 9,422         | \$ 9,422         | 50                           | \$ 4,636           | \$ 14,283        | \$ 19,500         | \$58.00         | \$ 232                | \$ 21,167            | \$ 367          | \$ 4,866.02     | \$ -            | \$ 2,402               |
| Simpson, A        | \$ 58.93      | \$ 122,574        | \$ 6,600            | \$ 6,600         | \$ 5,657         | 40                           | \$ 2,207           | \$ 8,984         | \$ 20,292         | \$58.00         | \$ 231                | \$ 12,947            | \$ 221          | \$ 205.92       | \$ 500          | \$ 1,325               |
| Gautney, W        | \$ 57.38      | \$ 119,350        | \$ 6,427            | \$ 11,017        | \$ 5,508         | 30                           | \$ 1,538           | \$ 8,992         | \$ 8,808          | \$58.00         | \$ 230                | \$ 12,713            | \$ 215          | \$ 200.51       | \$ 1,500        | \$ 888                 |
| <b>SUBTOTALS:</b> | <b>\$ 469</b> | <b>\$ 976,397</b> | <b>\$ 52,575</b>    | <b>\$ 66,607</b> | <b>\$ 45,064</b> | <b>514</b>                   | <b>\$ 28,221</b>   | <b>\$ 70,338</b> | <b>\$ 145,800</b> | <b>\$ 522</b>   | <b>\$ 1,648</b>       | <b>\$ 179,752</b>    | <b>\$ 1,758</b> | <b>\$ 6,163</b> | <b>\$ 8,000</b> | <b>\$ 18,179</b>       |

|                       |                     |                  |                  |                  |                 |                   |                  |                   |               |                 |                   |                 |                 |                 |                  |
|-----------------------|---------------------|------------------|------------------|------------------|-----------------|-------------------|------------------|-------------------|---------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------------|
| <b>AGENCY TOTALS:</b> | <b>\$ 1,122,575</b> | <b>\$ 60,446</b> | <b>\$ 74,478</b> | <b>\$ 51,811</b> | <b>\$ 4,274</b> | <b>\$ 151,908</b> | <b>\$ 80,708</b> | <b>\$ 174,108</b> | <b>\$ 638</b> | <b>\$ 1,919</b> | <b>\$ 195,512</b> | <b>\$ 2,021</b> | <b>\$ 6,409</b> | <b>\$ 9,500</b> | <b>\$ 97,502</b> |
|-----------------------|---------------------|------------------|------------------|------------------|-----------------|-------------------|------------------|-------------------|---------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------------|

\*\*Annual leave is based on longevity as follows: 0 to 5 Years - 12 Days; 6 to 10 Years - 14 Days; 11 to 15 Years - 21 Days; Over 15 Years - 24 Days

\*\*\*Chargeable Salary is calculated by taking an individual's annual salary and subtracting paid holiday leave, paid annual leave, and paid sick leave and then multiply the resulting total by a ratio representing per

†Longevity pay is awarded to employees for years of continuous service as follows: 5 Years - \$500; 10 Years - \$1000; 15 Years - \$1500

†Longevity pay is awarded to employees for years of continuous service as follows: 5 Years - \$500; 10 Years - \$1000; 15 Years - \$1500

| <b>APPENDIX C</b><br><b>EASTERN SHORE MPO</b><br><b>Indirect Cost Worksheet - FY 2027</b> |                                       |                  |                                    |                               |                        |
|-------------------------------------------------------------------------------------------|---------------------------------------|------------------|------------------------------------|-------------------------------|------------------------|
| <b>Description:</b>                                                                       | <b>Monthly<br/>Cost per<br/>Unit:</b> | <b>Quantity:</b> | <b>Total<br/>Monthly<br/>Cost:</b> | <b>Total Yearly<br/>Cost:</b> | <b>Source:</b>         |
| Office Space:                                                                             | \$ 1,200.00                           | N/A              | \$1,200.00                         | \$ 14,400.00                  | Real Estate Broker     |
| Building Utilities:                                                                       | \$ 156.00                             | N/A              | \$ 156.00                          | \$ 1,872.00                   | County Budget Director |
| Building Insurance & Pest Control:                                                        | \$ 49.00                              | N/A              | \$ 49.00                           | \$ 588.00                     | County Budget Director |
| Janitorial/Grounds:                                                                       | \$ 137.00                             | N/A              | \$ 137.00                          | \$ 1,644.00                   | County Budget Director |
| Liability Insurance:                                                                      | \$ 89.00                              | N/A              | \$ 89.00                           | \$ 1,068.00                   | County Budget Director |
| Personal Computer w/ Full Service:                                                        | \$ 48.00                              | 3                | \$ 144.00                          | \$ 1,728.00                   | CIS Director           |
| Printer (on network print server):                                                        | \$ 42.00                              | 1                | \$ 42.00                           | \$ 504.00                     | CIS Director           |
| Large Map Plotter (on network print server)                                               | \$ 150.00                             | 1                | \$ 150.00                          | \$ 150.00                     | Equipment Manager      |
| Email Account:                                                                            | \$ 6.00                               | 2                | \$ 12.00                           | \$ 144.00                     | CIS Director           |
| Phone - Basic Dial-tone/Extension:                                                        | \$ 29.00                              | 2                | \$ 58.00                           | \$ 696.00                     | CIS Director           |
| Phone - Direct-dial (DID) Number:                                                         | \$ 13.00                              | 2                | \$ 26.00                           | \$ 312.00                     | CIS Director           |
| Phone - Voicemail:                                                                        | \$ 6.00                               | 2                | \$ 12.00                           | \$ 144.00                     | CIS Director           |
| Smart Phone Service Plan:                                                                 | \$ 39.99                              | 2                | \$ 79.98                           | \$ 959.76                     | CIS Director           |
| ArcGIS                                                                                    | \$ 10.00                              | 2                | \$ 20.00                           | \$ 240.00                     | ESTIMATE               |
| Hardware (Estimate):                                                                      | N/A                                   | N/A              | \$ 25.00                           | \$ 300.00                     | ESTIMATE               |
| Office Supplies (Estimate):                                                               | N/A                                   | N/A              | \$ 125.00                          | \$ 1,500.00                   | ESTIMATE               |
| Legal (Estimate):                                                                         | N/A                                   | N/A              | \$ 100.00                          | \$ 1,200.00                   | ESTIMATE               |
| Postage (Estimate):                                                                       | N/A                                   | N/A              | \$ 100.00                          | \$ 1,200.00                   | ESTIMATE               |
| Printing (Estimate):                                                                      | N/A                                   | N/A              | \$ 400.00                          | \$ 4,800.00                   | ESTIMATE               |
| Training (Estimate):                                                                      | N/A                                   | N/A              | \$ 200.00                          | \$ 2,400.00                   | ESTIMATE               |
| Travel/Auto (Estimate):                                                                   | N/A                                   | N/A              | \$ 300.00                          | \$ 3,600.00                   | ESTIMATE               |
|                                                                                           |                                       |                  |                                    |                               |                        |
|                                                                                           |                                       |                  |                                    |                               |                        |
|                                                                                           |                                       |                  |                                    |                               |                        |
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|                                                                                           |                                       |                  |                                    |                               |                        |
|                                                                                           |                                       |                  |                                    |                               |                        |
| <b>GRAND TOTALS:</b>                                                                      | <b>\$1,974.99</b>                     | <b>N/A</b>       | <b>\$3,424.98</b>                  | <b>\$ 39,449.76</b>           |                        |

Relevant and recent data documenting current lease rates for offices less than 500 sq. ft. is extremely limited. I've searched Bay Minette, Loxley, Summerdale, Robertsedale, Silverhill & Foley for comps. Information contained in the following 2 links represents the only listings in GCCMLS pertaining to currently available office space in these areas.

Space For Lease: 30181 Highway 59 Loxley, AL

<https://www.gulfcoastcmls.com/listing/30539581?pb=12458634>

Space For Lease: 200 W Laurel Ave. Foley, AL

<https://www.gulfcoastcmls.com/listing/30640117?pb=12458634>

The attachment contains a commercial report involving 2 office buildings which are currently leased and both are free standing structures as opposed to small individual offices. The only information provided pertaining to the subject is the square footage of the space so assuming you are familiar with it you can adjust figures accordingly. Since I have no knowledge of the subject and data is limited I can only suggest if the space is categorized as Class A, in today's market it would probably lease @ approximately \$30.00 PSF. Class B would likely fall closer to \$20.00 PSF. I'm sorry I can't provide a more definitive basis but having such little information I can only respond in general terms. I hope this will be of some help and you're welcome to call me if you have any questions when preparing the letter.

Bob Allsman

Associate Broker

RE/MAX by the Bay

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