

UNIFIED PLANNING WORK PROGRAM

FY 2009



**PREPARED BY THE CITY OF HUNTSVILLE
PLANNING DIVISION IN COOPERATION WITH
THE BUREAU OF METROPOLITAN
PLANNING, ALABAMA DEPARTMENT OF
TRANSPORTATION**

**HUNTSVILLE AREA
TRANSPORTATION STUDY
METROPOLITAN PLANNING
ORGANIZATION (MPO)**

UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2009

This document is posted at

<http://www.hsvcity.com/Planning/mpo/index.php>

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Date adopted: **August 27, 2008**

Date amended:

RESOLUTION 15-08

**HUNTSVILLE AREA TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION (MPO)**

**ADOPTING THE FY2009 UNIFIED PLANNING WORK PROGRAM
AS PREPARED BY THE CITY OF HUNTSVILLE PLANNING DIVISION**

WHEREAS, the Metropolitan Planning Organization (MPO) of the Huntsville Area Transportation Study 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, 135, 324; 29 USC 794; 42 USC 126, 2000d-1, 4321 et seq., 7401 et seq.; 49 USC 5303, 5304; SAFETEA-LU (Pub. L. 109-59, August 2005), et al.; 23 CFR Parts 450 and 500; 40 CFR Parts 51 and 93; 49 CFR Parts 1.48, 26, and 613; and,

WHEREAS, the U. S. Department of Transportation requires all urbanized areas, as established by the U. S. Bureau of the Census, performing 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 Title 23, U. S. Code, Section 134; and,

WHEREAS, consistent with the declaration of these provisions, the City of Huntsville Planning Division, in cooperation with the Alabama Department of Transportation, has prepared a Unified Planning Work Program for Fiscal Year 2009; and,

WHEREAS, pursuant to its duties, functions, and responsibilities, the Huntsville Area Transportation Study Metropolitan Planning Organization (MPO), in session this 27th day of August, 2008, did review and evaluate the aforementioned Unified Planning Work Program, summarized on the attached pages;

NOW, THEREFORE, BE IT RESOLVED by the Huntsville Area Transportation Study Metropolitan Planning Organization (MPO) that the same does hereby adopt said Unified Planning Work Program.

ADOPTED, this the 27th day of August, 2008.

Chairman, Metropolitan Planning Organization

Secretary, Metropolitan Planning Organization

METROPOLITAN PLANNING ORGANIZATION

Mayor Loretta Spencer – City of Huntsville
Mayor Sandy Kirkindall – City of Madison
Sandra Moon – Huntsville City Council
Mike Gillespie – Madison County Commission
Mayor Curtis Craig – Owens Cross Roads
Mayor Marvelene Freeman – Town of Triana
Johnny Harris – Alabama Department of
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Mark D. Bartlett - Federal Highway
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Robert Jilla– ALDOT Bureau of Transportation
Planning & Modal Programs(non-voting)
Bob Culver – Top of Alabama Regional
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Council of Governments
Tom Richardson – Redstone Arsenal
Tommy Brown – City of Huntsville Parking &
Public Transit
Ron McElroy – Huntsville Utilities
Ralph Allen – Marshall Space Flight Center
Diana Standridge – US Space & Rocket Ctr
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I. INTRODUCTION AND TASKS OVERVIEW

The Unified Planning Work Program (UPWP) defines the transportation planning activities and products to be developed by the Metropolitan Planning Organization (MPO) and other transportation planning agencies. It is the basis for allocating federal, state, and local funds for long range transportation planning activities within the Huntsville Metro Area. The UPWP is required by federal law under Title 23 CFR 450.314 and Title 49 CFR 613.100 when federal funds are used for transportation planning. The UPWP is reviewed jointly by the Federal Highway and Transit Administrations (FHWA and FTA), as well as required by state law under Chapter 339.175 governing MPOs. This UPWP covers a two-year period from October 1, 2008 to June 30, 2009. The level of effort in this UPWP is largely based on state and federal requirements, joint efforts with planning partners that support the transportation planning process, and the cycle of updates to the *Long Range Transportation Plan*. The MPO conducts these activities in a manner consistent with the MPO's mission statement:

"To develop a comprehensive long range transportation plan which supports the mobility needs and economic development of the community as reflected in the adopted comprehensive plans. An integral part of the plan will be policies to guide development of a balanced transportation system. These policies shall encourage preservation of neighborhoods, protect the environment, enhance the community's quality of life and promote public transportation. Cooperation and coordination between the community and agencies are required for the plan to work."

The Federal Aid Highway Act of 1962 requires that urban areas such as Huntsville have a 3-C (cooperative, comprehensive, and continuing) transportation planning process in order to qualify for federal funding assistance for highway improvements. The agreement to implement the 3-C process and begin the Huntsville Area Transportation Study was signed by the Alabama Highway Department (later known as Alabama Department of Transportation) and the City of Huntsville on September 3, 1963. The agreement was updated on June 14, 1976, to comply with regulations combining the planning requirements of the Federal Highway Administration and the Urban Mass Transportation Administration. Joining with the State of Alabama Department of Transportation and the City of Huntsville in this new agreement were the Towns of Owens Crossroads and Triana, the City of Madison, Madison County, and the Top of Alabama Regional Council of Governments. On September 28, 1994, the MPO approved a revised transportation planning process agreement based on the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA).

The Huntsville Area Transportation Study, as established by the agreement, plans and programs transportation improvements for the Huntsville urbanized area. U.S. Department of Transportation rules and regulations require MPOs in cooperation with the state and public transit operators to develop Unified Planning Work Programs (UPWP). The UPWP contains all significant elements of the area wide transportation planning process used in developing the transportation plans and programs. The UPWP includes both federally and non-federally funded planning activities.

The most recent federal transportation authorizing legislation, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was enacted by Congress and signed into law in 2005. Like previous authorization acts, SAFETEA-LU requires the Governor to designate an MPO for each urbanized area with a population of more than 50,000 to carry out the transportation planning process. In addition, it specifies that the MPO shall:

- Prepare a long range transportation plan (LRTP) and provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other parties an opportunity to comment;
- Develop a transportation improvement program for the area, which will be updated at least once every two years and shall be approved by the MPO, FTA and FHWA, as part of the

Statewide Transportation Improvement Program;

- In developing such plans and programs, employ a continuing, cooperative and comprehensive (3C) process;
- Develop a Congestion Management Process; and
- Comply with the Americans with Disabilities Act of 1990, Executive Order 13166 Limited English Proficiency, Title VI of the Civil Rights Act of 1964, and regulations regarding Disadvantaged Business Enterprises.

A. Status of Transportation Planning Activities

On July 8, 2002, the Huntsville Urbanized Area was designated by the FHWA and FTA as a Transportation Management Area (TMA) with a population of greater than 200,000 as determined by the 2000 census. With the designation came additional planning requirements including establishing a Congestion Management Program as part of the metropolitan planning process. Also, the MPO must go through the federal certification process within three years of being designated a TMA. The MPO went through the first certification process in 2005.

Most of the continuing activities included in the UPWP are directed toward accomplishing tasks required of the 3-C transportation planning process. Included in these activities are the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP) and the UPWP. While current tasks in these continuing elements may be oriented toward resolving different issues than have been faced in the past, the basic format and scope of the elements remain similar to past years' efforts.

Data Management is also a continuing element. Designed for monitoring basic data relevant to transportation planning, it has typically required a significant amount of time and resources primarily in the analysis of census data. A considerable amount of time is utilized analyzing and updating the results of the decennial census.

In the past fiscal year, all federal and state requirements were met by the MPO. In addition, a number of other projects that were essential to the comprehensive transportation planning process were completed. Reports, studies, newsletters and brochures produced by the MPO are available at the Planning Division located on the 2nd Floor of the Municipal Building, (308 Fountain Circle, Huntsville AL), on the MPO website at www.huntsvillempo.org, or in other formats by request. Recent items available include:

- *The Transportation Quarterly – Newsletter of road projects in Metropolitan Planning Organization*
- *The Huntsville Development Review – Quarterly report of development in the Huntsville Area*
- *Bicycle / Greenway Plan*
- *Public Participation Plan (PPP)*
- *Disadvantaged Business Enterprise Program*
- *Transportation Disadvantaged Service Plan*
- *Unified Planning Work Program (UPWP)*
- *Transportation Improvement Program (TIP)*
- *2030 Long Range Transportation Plan SAFETEA-LU Update (2007)*

B. Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

The following is a summary of the planning requirements under SAFETEA-LU as provided by the U.S. Department of Transportation.

“The core metropolitan and statewide transportation planning requirements remain intact under SAFETEA-LU, emphasizing the role of State and local officials, in cooperation with transit operators, in tailoring the planning process to meet metropolitan and State transportation needs.

Continuing at both the metropolitan and statewide level are provisions concerning fiscal constraint, planning horizon, and public involvement, with modification to the list of named stakeholder groups to add freight shippers and public transit users. Current MPOs remain in effect unless redesignated, and retain responsibility for adopting the metropolitan transportation plan. Local officials, in cooperation with the State and transit operators, remain responsible for determining the best transportation investments to meet metropolitan transportation needs. MPOs are responsible for adopting the long range transportation plan (Plan); Governor and MPO approve the transportation improvement program (TIP). The Plan and TIP remain separate documents.

A 20-year planning perspective, air quality conformity, fiscal constraint, and public involvement established under ISTEA. The Plan must contain: operational and management strategies to improve the performance of existing transportation facilities; investment and other strategies that provide for multimodal capacity increases based on regional priorities and needs; and proposed transportation and transit enhancement activities.

A Congestion Management Process is still required in Transportation Management Areas (TMAs) (urbanized areas with populations larger than 200,000). The planning process in TMAs requires DOT certification. Metropolitan transportation planning funding remains a 1 percent reduction from certain authorized programs in Title 23, and has changed to specific funding levels in Title 49. Funding for State Planning and Research (SPR) supported activities remains a 2 percent set aside of certain apportionments in Title 23, and has changed to specific funding levels in Title 49.

Metropolitan planning area boundaries are maintained as they currently reflect non-attainment areas, at the existing limits on the date of enactment, and may be extended to reflect increases in non-attainment area boundaries at the discretion of the Governor and the MPO. For new MPOs, the boundaries will reflect the non-attainment area boundaries based on agreements between the Governor and local officials.

The continued involvement of local officials in non-metropolitan areas strengthens the financial aspects of the planning process and improves coordination, cooperation, and public involvement. MPOs and States continue to encourage the coordination of the design and delivery of federally funded non-emergency transportation services. In addition, major investment studies under the planning provisions of TEA-21 and the National Environmental Policy Act (NEPA) continue to be integrated.

The seven (7) factors are broad “areas” to be considered in the planning process. The growing importance of operating and managing the transportation system is still recognized as a focal point for transportation planning.

The key changes in the SAFETEA-LU legislation are the modifications to the metropolitan planning processes that include the following:

Metropolitan Planning in General

- MPOs will be encouraged to consult or coordinate with planning officials responsible for other types of planning activities affected by transportation, including planned growth, economic development, environmental protection, airport operations, and freight movement.
- The metropolitan planning process is to promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Safety and security of the transportation system are separate planning factors that are to be considered during the metropolitan planning process.
- A State will have 30 days to reimburse an MPO for planning expenses after request from the MPO for reimbursement

Long Range Transportation Plan (LRTP)

- The LRTP will be updated every four (4) years (unless the MPO chooses to do so more frequently) in non-attainment and maintenance areas. Attainment areas remain on a five (5)-year update cycle, subject to changes in EPA and FHWA reporting requirements.
- Intermodal connectors are added as a transportation facility type.
- The LRTP Include a discussion of potential environmental mitigation activities along with potential sites to carry out the activities to be included. The discussion is to be developed in consultation with Federal, State, and local government agencies, as well as tribal and wildlife, land management, and regulatory agencies.
- Transit operators are to be included in the cooperative development of funding estimates for the financial plan section.
- MPOs are required to consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning development of the LTRP.
- The opportunity to participate in the planning process must be extended to user groups of pedestrian walkways, bicycle transportation facilities, and the disabled.
- The MPO is to develop a Public Participation Process (PPP) Plan in consultation with interested parties that provides reasonable opportunities for all parties to comment.
- To carry out the participation plan in accordance with SAFETEA-LU Section 6001, public meetings are to be: conducted at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format, such as on the internet or the Worldwide Web (www).
- The LRTP is to be published and made available electronically, including through use of CD's, Power Presentations, Email or FTP site distribution or download, and website viewing and download such as on the Web.

Transportation Improvement Program (TIP)

- The TIP will be updated every four (4) years.
- It will contain: a priority list of projects and strategies for four (4) years; financial plan; and descriptions (type of work, termini, length, etc.) of each project in the TIP.
- The published annual Investments in Greenways and bicycle/pedestrian facilities are to be included in the listing of projects.

C. Planning Priorities for the Metropolitan Area

The Huntsville Area Transportation Study MPO has established planning priorities, focusing on local and regional issues that are intended to supplement and further support the emphasis areas established at the state and federal level. In response to the on-going development throughout the Huntsville Metro Area, state and local governments and transportation agencies have utilized various policy tools and system improvements to ensure the future functionality of the transportation system and the mobility of its users. These efforts include major investments in infrastructure, transit planning, and providing transportation choices by supporting all modes of travel, and planning for sub-areas and corridors. The MPO plays a vital and central role in this process by providing a forum for transportation decision-making and by creating the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and associated work products. The products of the MPO serve as the central source for the envisioned future transportation network and as support in the efforts of its partners to implement projects and policies that lead to that future. Through emphasizing the planning activities and priorities described below, the MPO will continue in this role by implementing its work program. MPO staff will focus on a wide range of planning activities. Most notable among these in the next two fiscal years are:

•**Data Collection (Task 2.1)**

- Monitor the physical and performance characteristics of the highway system to assist planning efforts that seek to preserve capacity, maximize personal mobility, and maintain system integrity.
- Collect transit operational and performance data to aid in prioritizing transit system needs.
- Socioeconomic data projections to 2035, with data sets for baseline 2005.
- Provide technical support to local officials, agencies, and jurisdictions.
- Support coordinated planning for freight movement among jurisdictions.

•**Long Range Transportation Plan (Task 3.1)**

- Update the MPO Public Participation Plan.
- Prepare data forecasts to meet the needs for the next update to the LRTP.
- Validate the Huntsville Planning Model for 2005 Base Year in cooperation with Alabama Department of Transportation (ALDOT).
- Update the LRTP to 2035, including Goals and Objectives, Needs Assessment and Cost Affordable Elements.

•**Pedestrian and Bicycle Access and Safety (Task 3.3)**

- Identify opportunities for improvement in pedestrian and bicycle networks.
- Update the MPO's countywide analysis of pedestrian and bicycle crashes.
- Update the MPO's comprehensive bicycle plan.
- Study pedestrian connections to bus stops from major trip generators.

•**Transit Planning (Task 3.4)**

- Transit Quality of Service Evaluation.

•**Regional Plans and Programs**

- Strengthen the ongoing process for coordinating regional plans, priorities, and programs.
- Update 2035 Regional LRTP.

Public Involvement and Agency Coordination Process

The public and other agencies were involved in formulating this UPWP. The purpose of undertaking the public involvement and agency coordination process is to ensure that transportation planning activities using federal funds are reflecting the needs, values, and concerns of the community being served and that transportation agencies are working cooperatively to plan systems that meet the requirements, intent and spirit of federal, state, and local guidance. The process included timely public notices, complete access to information, full access and input in key decisions, and allowed for early and continuing involvement of the community.

The Draft UPWP was presented to the Citizens and Technical Advisory Committees and the MPO Board's Policy Committee in June 2008. All these meetings were publicly noticed and allowed time for public comment. Agendas were distributed to a wide mailing list and posted on the MPO's website. Also, review copies of the draft were sent to the ALDOT and FHWA, All comments received were addressed and revisions were made where appropriate in the UPWP. In general, all agency plans and programs comply with the public involvement provisions of Title VI, which states:

"No person in the United States shall, on ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The MPO's updated Title VI Program was adopted in conjunction with this Unified Planning Work Program.

D. Factors to be considered in the Metropolitan Transportation Planning Process

The MPO uses the planning factors to establish goals for the LRTP and to prioritize projects in the LRTP and TIP. The process for developing these products is continuing, cooperative, and comprehensive (3C's), involving regular update cycles, informal partnerships and formal review processes with metropolitan area stakeholders, and integration of multiple modes and functionalities at all levels of planning. In addition to these core products, many of the processes, plans and partnerships of the MPO support the planning factors.

Section 134(f) of 23 U.S.C. and Federal Transit Act Sec. 5303 (49 U.S.C. app. 1607) list 7 factors (revised by SAFTEA-LU legislation), that must be considered as part of the planning process for all metropolitan areas. The metropolitan transportation planning process for a metropolitan area under this section shall provide for consideration of projects and strategies that will:

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

FHWA requested 5 Planning Emphasis Areas (PEA's) be included in all UPWP's for FY2007. Listed below are the PEA's and the Task that each applies too.

1. Incorporating Safety and Security in the Transportation Planning Process;

D. UPWP, E. Transportation Related Training Activities, F. TIP, H. LRTP and K. Management and Monitoring Systems
2. Participation of Transit Operators and Statewide Planning

A. Surveillance, C. Air Quality Analysis, D. UPWP, G. Mass Transportation Planning, H. LRTP, L. Bike/ Pedestrian Transportation Planning and M. Title VI and Environmental Justice
3. Consideration of Non-Emergency Human Service Transportation

B. Service, Studies and Reports, D. UPWP, F. TIP, G. Mass Transportation Planning
4. Planning for Transit System Management /Operations to Increase Ridership.

A. Surveillance, D. UPWP, E. Transportation Related Training Activities, F. TIP and G. Mass Transportation Planning and H. LRP

5. Support Transit Capital Investment Decisions through Effective System Planning

D. UPWP, F. TIP, G. Mass Transportation Planning and H. LRP

II. Organization and Management of the Planning Process

The Governor has designated the Huntsville Area Transportation Study MPO as the agency responsible for transportation planning in the MPO study area. The City of Huntsville Planning Division staff provides much of the professional manpower that is required locally for transportation planning. The Bureau of Metropolitan Planning of the State of Alabama Department of Transportation is responsible for the travel demand modeling portion of highway studies. Other departments and agencies also have planning and/or functional responsibilities in the development of the continuing cooperative and comprehensive (3-C) planning process. These organizations, functions, and interrelationships are outlined in the prospectus for the Huntsville Area Transportation Study.

The governing body for the transportation planning process is the Huntsville Area Transportation Study Metropolitan Planning Organization (MPO). The MPO is a committee of officials representing the state and local governments that are involved in planning and programming transportation improvements for the Huntsville MPO study area. The MPO sets the goals and objectives of the study and directs the execution of all phases of the ongoing plan.

The MPO receives technical guidance for the transportation planning process from the Technical Coordinating Committee (TCC). The TCC consists of technical and professional members of the community who can furnish the expert guidance needed for plan development and implementation. The TCC reviews and analyzes the procedural aspects of the planning process, coordinates the work of participating agencies, and recommends alternate transportation plans and programs to the MPO.

The Citizens' Advisory Committee (CAC) provides structured citizen's input to the MPO. The CAC is comprised of a cross-section of area residents appointed to serve the MPO. The CAC provides recommendations directly to the MPO and assures that all interested parties have an adequate opportunity to express their views on transportation related matters.

By federal and state law, urbanized areas with a population of at least 50,000 must designate a single agency, an MPO, to conduct long range transportation planning and receive federal planning funds. Federal agencies such as the FHWA, as well as the ALDOT, review the plans and programs of the MPO.

III. Work Program

TASK 1.0 PROGRAM ADMINISTRATION

TASK 1.1 Administration & Management

OBJECTIVE: Management and monitoring of planning tasks. Compliance with administrative, financial and legal requirements for maintaining continuing, comprehensive and cooperative (3C) transportation planning for the Huntsville Urbanized Area. Maintain a transportation planning work program that responds to the needs of the community and meets state and federal requirements. Monitor and report on progress in achieving objectives.

PREVIOUS WORK:

Completed

- Prepared meeting materials, agendas and meeting minutes for all Board and Committee meetings.
- Prepared and adopted the Draft FY 2008-09 Unified Planning Work Program.
- Prepared progress reports and reimbursement request for MPO activities.
- Prepared Annual Title VI Report.
- Attended trainings and workshops relevant to administrating the MPO (Aldot's Cube/Tranplan Model training, Alabama APA State Planning Conference).
- Prepared and adopted Draft and Final FY 07/2008 UPWP (2008).
- Prepared and adopted UPWP Amendments (2007).
- Title VI Program Update (2007).

Ongoing

- Quarterly Reports and Invoices.
- Grant Applications, Contracts, Joint Participation Agreements, and Budget Submittals.
- Submit annual audit report as required.

PROPOSED WORK:

- Organize meetings, prepare agenda materials, resolutions, and complete information packets for advisory committees, Planning Commission, and MPO Board.
- Identify transportation planning priorities and address federal and state planning emphasis areas.
- Coordinate with other transportation planning agencies in the metropolitan area and provide opportunities for input in the development of the UPWP.
- Certify compliance with state and federal regulations regarding expenditure of funds for transportation planning.
- Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis.
- Prepare amendments as necessary.
- Keep grant records and effectively administer contracts and agreements.
- Assist with annual audit and forward to ALDOT.
- Annual UPWP amendments to update UPWP and preparation of next year UPWP.
- Manage in-house staff and consultants to accomplish planning tasks.
- Monitor progress towards goals, including Disadvantaged Business Enterprise goals.
- Comply with federal and state planning requirements including:
 - ◆ Title VI / LEP ◆ Open meetings and public records laws ◆ Environmental Justice
- Participate in transportation workshops, conferences, meetings and coordination activities to provide staff, board, and committee members training and education, maintain technical expertise.
- Potential meetings and related activities with local, state, regional and federal entities including, but not limited to the Transportation Research Board, Institute of Transportation Engineers, American Planning Association, National Highway and Transit Institutes, bicycle/pedestrian conferences, and transportation disadvantaged activities.
- Procure upgraded and replacement computers, other related equipment and furniture to

- enhance the MPO's capacity to support public outreach and the decision-making process.
- STP and/or PL funds may be used in support of these tasks.

PRODUCTS:

- Updated Requirements & Procedures – Title VI of the Civil Rights Act of 1964 (FY 2009 & 2010, April – June).
- Update Disadvantaged Business Enterprise Goal (FY 2009 & 2010, April – June).
- Progress reports (Quarterly).
- Grant applications and budget submittals (Ongoing).
- Reports and presentations to the MPO Board and Committees, CCC, MPO Advisory
- A COOP document that details contingency planning for the MPO records in instances of emergency or disaster.

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$48,000
LOCAL MATCH	HPD	\$12,000
TOTAL		\$60,000

TASK 1.2 Unified Planning Work Program (UPWP)

OBJECTIVE: To develop and obtain MPO endorsement of an annual Unified Planning Work Program (UPWP) that provides a description of the overall transportation planning activities ongoing and anticipating within the Urbanized Area, including funding sources and agency responsibilities

PREVIOUS WORK:

Completed

- Prepared and adopted Draft and Final FY 07/2008 UPWP (2008).
- Prepared and adopted UPWP Amendments (2007)
- Prepared and adopted the Draft FY 2008-09 Unified Planning Work Program

Ongoing

- Quarterly training with ALDOT using the TRANPLAN-based model CUBE 5.0-Regional Travel Demand Model

PROPOSED WORK:

- Annual UPWP amendments to update UPWP and preparation of next year UPWP.
- Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis.
- Coordinate with other transportation planning agencies in the metropolitan area and provide opportunities for input in the development of the UPWP.

END PRODUCTS: A planning staff that can provide up-to-date input to the planning process

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$20,000
LOCAL MATCH	HPD	\$5,000
TOTAL		\$25,000

TASK 2.0: DATA COLLECTION

TASK 2.1 Data Collection and Analysis

OBJECTIVE: Monitor changes in demographic characteristics and to ensure transportation projections are compatible with current patterns, local land use policies and provide required inputs to the regional transportation models. Monitor the physical and performance characteristics of transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the system's integrity. Evaluate the system's operating efficiency and conditions to assess current needs, validate the long-range transportation planning model, project future travel demand, and identify future improvements.

PREVIOUS WORK:

Completed

- Documented projections of socioeconomic data by Traffic Analysis Zones (TAZ) for 2005, 2015 and 2030 (2004).
- Developed 2005 SE data by TAZ for "base year" model validation (2007).

Ongoing

- Provide inputs and reviewed socioeconomic and land use data for the Huntsville regional model.
- Prepare socioeconomic data (2030 and 2035) for use in the 2009 LRTP Update.
- Update methodology and software database used to develop and maintain SE data.

PROPOSED WORK:

- Utilizing information from Census Bureau and regional entities, update the MPO's inventory of land use, socioeconomic, and environmental data for use in transportation modeling.
- Utilize data to develop layers in GIS, which may include land use, population, employment, and environmentally sensitive areas
- Methods for new data vary with type of data; they include use of secondary data, visual inspection of maps, and aerials as well as direct measurement.
- Maintain transportation databases enhancing the agency's technical capacity to aid in the decision-making process.
- Travel to and participate in necessary training and workshops.
- Consultants may assist with these tasks.
- STP and/or PL funds may be used in support of these tasks

END PRODUCTS:

- Socioeconomic data projections to 2035, with data sets for baseline 2006 and 2035 interim year (FY 2009, April – June).
- Updated existing and future year highway databases based on 2030 LRTP amendments (2007).
- Updated traffic count information and redesigned MPO transportation database (2007).
- Transit-supportive area maps for current conditions (2008).
- Multi-modal data integration for Comprehensive Bicycle Plan Update (2008).

STAFFING: City of Huntsville, Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$40,000
LOCAL MATCH	HPD	\$10,000
TOTAL		\$50,000

TASK 2.2 Computer Technical Assistance

OBJECTIVE: To analyze data in the areas of transportation planning, mass transportation, traffic engineering, and administration. In addition, provide computer hardware and software for the MPO planning staff as needed to perform tasks outlined in the UPWP.

PREVIOUS WORK:

Completed

- Upgraded Transportation modeling software to Cube.5.0 for 2009 (LTRP) update.
- Upgraded Arc-view 8.0 to ARC-GIS 9.3 to create maps
- Purchased Laptop computer and projector for public presentations

Ongoing

- Continued purchasing of computer software updates
- Prepare socioeconomic data (2030 and 2035) for use in the 2009 LRTP Update.
- Update methodology and software database used to develop and maintain SE data.

PROPOSED WORK:

Procure upgraded and replacement computers, other related equipment and furniture to enhance the MPO's capacity to support public outreach and the decision-making process.

Maintain computer equipment and back-up electronic files based on a regular schedule determined by the MPO to minimize loss of data.

The State will provide technical support for maintaining the travel demand forecasting model developed for the Huntsville study area. The Huntsville Planning Division will purchase computer software updates and necessary hardware required to effectively maintain these programs. Continued development of procedures and software for linkage between land use and travel demand forecasting models.

END PRODUCTS:

A quick, efficient, and flexible transportation planning tool for the Huntsville Area to author some

- *The Huntsville Development Review – Quarterly report of development in the Huntsville Area*
- *Bicycle / Greenway Plan*
- *Public Participation Plan (PPP)*
- *Disadvantaged Business Enterprise Program*
- *Transportation Quarterly Review*
- *Transportation Disadvantaged Service Plan*

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$16,000
LOCAL MATCH	HPD	\$4,000
TOTAL		\$20,000

TASK 2.3 Transportation Training Activities

OBJECTIVE: To maintain and enhance the capabilities of the planning staff to conduct and implement the varied responsibilities of metropolitan transportation planning.

PREVIOUS WORK: Staff members maintain expertise by attending conferences and seminars on relevant topics statewide, regional, and nationally. Short courses have also been attended by staff members including the U.S. Department of Transportation courses.

Completed

- Attended Alabama Planning Association Spring Conference (2007-2008)
- Attended Alabama Association of Regional Council Conference (2007)

Ongoing

- Quarterly training with ALDOT using the TRANPLAN-based model CUBE 5.0-Regional Travel Demand Model

PROPOSED WORK:

In-house training sessions will be conducted and local representation at transportation related seminars and training sessions will be arranged. Current literature and periodicals for the transportation planning staff will be obtained in order to remain informed of current planning developments. Special emphasis will be placed on acquiring training for using personal computers for transportation planning and modeling. Staff will continue to participate in training sessions concerning implementing provisions of the new surface transportation legislation.

END PRODUCTS: A planning staff that can provide up-to-date input to the planning process

STAFFING: City of Huntsville, AL Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$5,000
LOCAL MATCH	HPD	\$1,250
TOTAL		\$6,250

TASK 3.0 TRANSPORTATION SYSTEMS

TASK 3.1 Long Range Transportation Planning

OBJECTIVE: Update the LRTP and extend the planning horizon to 2035. Continue to support the Huntsville Area Regional Transportation Model as the primary tool to test alternative networks on a regional basis. Review planning assumptions and recommend any amendments needed to keep the plan current, cost affordable, and conforming to federal laws.

PREVIOUS WORK:

Completed

- Amended the 2030 LRTP to include new projects determined to be cost affordable (2006 and 2007).
- Amended the 2030 LRTP to comply with SAFETEA-LU requirements (2007).

PROPOSED WORK:

- Amend the 2030 LRTP as necessary, for example due to significant changes in revenue projections or cost estimates.
- Conduct and/or participate in technical studies and community plans, (including air quality analysis and conformity determination as required) and incorporate findings as necessary.
- Validate and use the Huntsville Regional Planning Model to analyze alternative highway networks.
- Assess and prioritize long-range bicycle, pedestrian, congestion, intermodal, safety, transit, TDM and ITS needs.
- Develop cost estimates for projects to be balanced with update revenue projections, both to be stated in Year of Expenditure terms and presented in multi-year blocks.
- Distribute LRTP collateral material in various formats, such as newspaper supplements, brochures, foldout maps, and interactive website.
- Conduct a public involvement campaign to elicit transportation needs, potential impacts and priorities for the LRTP Update.
- Participate in community presentations, events and meetings to provide information and receive feedback.
- Provide reasonable opportunity for public review of the LRTP update, and record, analyze, and respond to public feedback.
- Evaluate candidate projects based on Environmental Justice and Title VI criteria for disproportionate impacts on and distribution of benefits to low-income and minority populations.
- Monitor best practices for implementing SAFETEA-LU requirements in advance of next major LRTP update.
- As needed, provide input to transportation fiscal impact analyses.
- FTA funds will be used to develop and analyze transit options.
- Travel to necessary training or workshops.
- Consultants may assist with these tasks.
- STP and/or PL funds may be used to analyze data, prepare documents, distribute informational materials, and notify the public of public hearings or workshops.

END PRODUCTS:

- Updated public transit, roadway, bicycle/pedestrian, and other modal components of the LRTP (September 2008)
- Updated transportation cost estimates and revenue projections for the update of the LRTP– September 2008)
- Public information campaign (FY 2009, April – June).
- Production of informational materials in a variety of formats to solicit input from the public (Ongoing).
- Adoption of 2035 LRTP (FY 2010, October – December).

- Reproduction of 2035 LRTP documents and collateral materials (FY 2010, April – June).

STAFFING: City of Huntsville, Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$146,706
LOCAL MATCH	HPD	\$36,676
TOTAL		\$183,382

TASK 3.1.1 BRAC Transportation Impact Study

OBJECTIVE: To assess the transportation-related impacts of the federal Base Realignment and Closure Commission’s recommendations on the Huntsville Urbanized Area. The product will provide refined local and state network forecasts that more accurately reflect current and anticipated roadway volumes and conditions. This recommendation will, hopefully, provide an expanded analysis approach in determining transportation infrastructure investments.

PREVIOUS WORK:

- In FY 2008, HATS staff worked with the local jurisdictions and the University of Alabama to conduct a more detailed analysis of the potential transportation implications of BRAC-related initiatives.
- HATS staff assisted in defining subzone boundaries and provided supporting demographics for these split zones. The resulting simulation runs provided information to be used in future subarea related analysis.

PROPOSED WORK:

- Develop scenarios with local participation.
- Provide more detailed input data at a subzone level.
- Provide more detail to the highway and transit networks, if needed.
- Determine the need for additional traffic counts as needed

PRODUCTS:

- Analysis Through out Fiscal Year

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$10,000
LOCAL MATCH	HPD	\$2,500
TOTAL		\$12,500

TASK 3.2 Transportation Improvement Program (TIP)

OBJECTIVE: Draw on priorities identified in the adopted LRTP to select projects to receive state and federal funding over the next five years. Use sound financial planning to accurately estimate available funds for system expansion, operations, and maintenance costs. Develop, maintain, and update the scheduling of improvements and ensure consistency between the MPO's TIP and the Capital Improvement Programs of the Huntsville area. Develop priorities for the FY 2009/10-and FY 2010/11-2012 TIP documents.

PREVIOUS WORK:

Completed

- MPO Project Priorities for 2008/09-2012 TIP (2007).
- FY 2008/09-2012 TIP Document (2008).

PROPOSED WORK:

- Establish highway, transit, bicycle, pedestrian, intermodal, air quality and transportation disadvantaged priorities for The Huntsville Urbanized Area.
- Analyze state and federal allocations available under the Transportation Enhancement, Surface Transportation Program (urban attributable), and state intermodal programs to recommend projects for funding.
- Coordinate annually with agencies and local governments to develop a tentative and final five-year multi-modal TIP (with required certifications) consolidating roadway, transit, transportation disadvantaged, bicycle, pedestrian, and intermodal improvements.
- Coordinate annually with public transit operators and private providers of freight movement regarding their priorities.
- Initiate and process TIP amendments as needed.
- Review the TIP for consistency and coordination with:
 - ◆ Federal and State MPO certification comments
 - ◆ Federal air quality requirements
- Through the MPO web site, provide an annual listing of projects for which federal funds have been obligated in the preceding year.
- Travel to necessary workshops and meetings. Consultants may assist with these tasks.
- Investigate ways to make the TIP products more accessible to the public and user friendly by utilizing web enabled software.
- STP or PL funds will be used to notify the public of public hearings.

END PRODUCTS:

- TIPs for FY 2008/09-2012 and FY 2009/10-2012
- Final TIP document (FY 2009 and 2010, April – June).

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 09/01/2008

End Date: 08/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$20,000
LOCAL MATCH	HPD	\$5,000
TOTAL		\$25,000

TASK 3.3 Bicycle and Pedestrian Planning

OBJECTIVE: Develop and promote plans and projects that improve roadway appearance, identify effective safety countermeasures, conduct public education for vulnerable road users, and increase the usage of bicycles and walking as viable modes of transportation.

PREVIOUS WORK:

Completed

- The City of Huntsville adopted Sidewalk Improvements, Greenway and revised Bikeway Plans in 2006
- The City of Madison adopted a Greenway and Trails Plan in 2006
- Bikeway / Greenway Map (2008)

Ongoing

- Review road construction projects for bike, pedestrian, considerations, which along with the City of Huntsville's bicycle and pedestrian plans are incorporated into the 2030 Long Range Plan. A compilation of all plans were adopted during FY07.

PROPOSED WORK:

- Prioritize and recommend bicycle and pedestrian infrastructure projects and safety/public awareness programs for inclusion in the TIP and other documents.
- Analyze and develop countermeasures for safe walking and cycling at select locations.
- Support and assist with the Safe Routes to School, Safe Ways to Schools Programs, and coordinate with local governments to identify candidate projects as appropriate.
- Monitor transportation facility projects, community plans, and development proposals to ensure that the needs of non-motorized travelers have been considered.
- Assist local jurisdictions to implement adopted bicycle, pedestrian, and livable roadways plans and guidelines.
- Organize and conduct, or assist and participate in programs to educate motorists, bicyclists and pedestrians, such as promotional events, bicycle safety rodeos and other public education campaign strategies. Special efforts will be made to reach minority communities and speakers of other languages.
- Provide information, produce, and distribute awareness-raising materials in support of these tasks.
- Travel to necessary workshops/meetings.
- STP and/or PL funds may be used to analyze data and prepare plans in support of these tasks.

END PRODUCTS:

- Priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the TIP (FY 2009 and 2010, October – December).
- Comprehensive Bicycle Plan Update (FY 2009, April – June).
- Educational and informational programs on bicycle and pedestrian safety.

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$20,000
LOCAL MATCH	HPD	\$5,000
TOTAL		\$25,000

TASK 3.4 Transit Planning

OBJECTIVE: Continue to develop services and programs that focus on analyzing needs, identifying and evaluating alternatives and priorities, and developing strategies to implement the selected improvements. To Coordination with passengers, businesses, local and regional governments, community groups, other stakeholders, and transit operators. Continue collection of transit system and route level data including ridership and schedule performance to support detailed analysis of HATS transit and services. Use this information to monitor service and develop transit service improvements.

PREVIOUS WORK:

Completed

The City of Huntsville Planning Division has been involved in ride sharing and energy Contingency activities. In FY 1998 a Memorandum of Understanding between the MPO and the City of Huntsville Public Transportation was drafted and approved. The UPWP will describe the planning tasks to be undertaken by each entity and source of funding. The Americans with Disabilities Act Complimentary Paratransit Service Plan for the City of Huntsville was approved by the MPO in 1992. Staff has provided technical assistance in the past including gathering demographic information, reviewing regulations and meeting with state and federal officials.

- Programmed projects for FY 2008 federal grants.
- Coordinated with the City of Huntsville and bus/bike stop locations.
- Participation in local transportation planning activities, including the prioritization of JARC/New Freedom funds.

Ongoing

- Input into the development of the TIP, UPWP.
- ARC-GIS analysis for ridership review, ridership patterns and bus stop analysis.

PROPOSED WORK:

- Implement service revisions approved as part of the FY 2009 budget process.
- Undertake planning for infrastructure improvements that support the service, such as bus
- Collect and track measurable data on an ongoing basis, such as quantity, source and subject matter of information requests and public comments; quantity, location and attendance of public meetings and other events; and distribution of publications, announcements and informational materials stop amenities, sidewalks, park-and-ride lots, transfer centers, and bus bays, including improvements for disabled passengers.
- Participate in developing MPO documents to comply with federal and state requirements, including the TIP, UPWP, and ALDOT Work Program.
- Coordinate with other transit agencies in the region on needs and potential service strategies.
- Continue efforts to ensure that the needs of minority and low-income populations are considered in the planning for transit services, including service monitoring, data collection and analysis and reporting.
- Prepare ridership and revenue forecasts for existing and proposed services
- Develop and implement outreach activities to educate the public on transportation options and obtain their input on needs and service improvement proposals.
- Develop funding applications and undertake administrative and planning requirements related to the grants, including planning analysis, compliance activities and quarterly reporting.
- Review new federal and state funding programs and pursue opportunities for obtaining additional funding for service and capital projects.
- Complete an economic impact study to quantify the impact of public transit on the local
- Implement the findings of the recent audit of the ADA Paratransit program.
- Compare peer statistics from other communities, underlying demographics, trip purpose, and trends over time.
- Travel to and participate in necessary training and workshops.

END PRODUCTS:

- Transit Development Plan.
- Transit elements for TIP, UPWP, ALDOT Work Program.
- Title VI/Environmental Justice Analysis.
- Bus Ridership Survey.
- Reports requested by staff and public (Ongoing).

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

RESPONSIBLE AGENCIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$12,000
LOCAL MATCH	HPD	\$3,000
TOTAL		\$15,000

TASK 3.4.1 Transportation Disadvantaged Planning

OBJECTIVE: Identify transportation disadvantaged populations and their travel needs, and monitor the activities of the Huntsville Urbanized Area Transportation Disadvantaged Program. Assess the level of unmet needs and evaluate the performance of the Community Transportation Coordinator (CTC).

PREVIOUS WORK:

Completed

- Participation in Mobility Awareness Day (2007)
- Transportation Disadvantaged Technology and Training Conference (2007)

Ongoing

- Annual update of required sections of the *Transportation Disadvantaged Service Plan (TDSP)* - 2006-2010
- Review and evaluate requests for coordination contracts with the CTC.
- *Transportation Disadvantaged Budget Estimate and Actual Expenditures Report.*
- *Annual Evaluation of the Community Transportation Coordinator.*

PROPOSED WORK:

- Update required sections of the Transportation Disadvantaged Service Plan (TDSP). disadvantaged issues into local and regional Comprehensive Plans.
- Maintain a local grievance process to assist in resolving complaints against the CTC. Currently, the Human Services Coordinated Transportation Plan is used to certify participation for Section 5310, Section 5316, and Section 5317 funding through the Alabama Department of Transportation and Federal Transit Administration
- Participate in, and when necessary, initiate meetings to discuss the needs and opportunities for improving the local Transportation Disadvantaged Program.
- Monitor state and federal legislation pertaining to the transportation disadvantaged population.

END PRODUCTS:

- Annual Budget Estimate and Actual Expenditures Report (FY 2009 & 2010, July – September).
- Human Services Coordinated Transportation Plan • Priorities for New Freedom Initiative and other transportation disadvantaged funds (Ongoing).

STAFFING: *City of Huntsville Planning Division, Top of Alabama Regional Council of Governments*

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

Financial Responsibilities:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$8,000
LOCAL MATCH	HPD	\$2,000
TOTAL		\$10,000

TASK 3.5 Congestion Management Process

OBJECTIVE: To maintain a CMP that provides for effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies. In addition, Examine travel patterns and system performance data in the Huntsville urbanized area and develop, prioritize, and recommend effective and achievable strategies to increase mobility within corridors and sub-areas.

PREVIOUS WORK:

Completed

In FY 2004, staff developed a Comprehensive Management Process Plan (CMP) to conform to FHWA and FTA requirements for TMA's. Responsibilities and Procedures Report and a CMP Report on Mobility.

Ongoing

Update/maintain new version of Transportation Inventory Database.

PROPOSED WORK:

- Evaluate the effectiveness of implemented strategies from Corridor and Sub-Area Studies.
- Include CMP priorities in the TIP by identifying, prioritizing, and costing out current projects related to congestion, maintenance, operations, security, and safety.
- Produce, publish, and distribute informational material outlining CMP recommendations.
- Travel to and participate in necessary workshops/meetings.
- STP and/or PL funds may be used to collect and analyze data and prepare plans in support of these tasks

END PRODUCTS:

- The Congestion Management Report on Mobility was completed and adopted in March 2006.
- CMP – System Performance Report Update, including measures of effectiveness and evaluation of implemented strategies (FY 2009, April – June).
- Assist agencies in implementing management systems and CMP recommendations
Under development

STAFFING: City of Huntsville Planning Division

Schedule: Current Tasking

Start Date: 10/01/2008

End Date: 09/30/2009

Financial Responsibilities:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$5,000
LOCAL MATCH	HPD	\$1,250
TOTAL		\$6,250

TASK 3.5.1 Air Quality

OBJECTIVE: To demonstrate conformity of the transportation plan projects and TIP with air quality plans if designated non-attainment for ground-level ozone (O₃), particular matter (PM₂₋₅) or carbon monoxide (CO), air quality standards.

PREVIOUS WORK

Completed:

- In FY 2004, staff developed a CMS plan to conform to FHWA and FTA requirements for TMAs; Also a Responsibilities and Procedures Report and a CMS Report on Mobility. (CMS) is now CMP, Congestion Management Process)
- PA's Mobile model has been used to project mobile source emissions for the build/no-build scenarios of the Year 2030 Plan

Ongoing

- Update/maintain new version of Transportation Inventory Database.

PROPOSED:

- The Huntsville Metropolitan Area is classified as an attainment area for ozone, carbon monoxide and other pollutants.
- Implementation of air pollution control regulations as required and continuous air quality analysis of the urbanized area and its transportation plan. Additional modeling of the existing and future transportation networks will be necessary.

END PRODUCTS:

- The Congestion Management Report on Mobility was completed and adopted in March 2006.

STAFFING: City of Huntsville Planning Division

Schedule: Ongoing Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$1,000
LOCAL MATCH	HPD	\$250
TOTAL		\$1,250

TASK 3.6 Intermodal Management Process

OBJECTIVE: To develop an Intermodal Management System (IMS) for the Huntsville Urbanized Area, and to identify all elements of the freight community

PREVIOUS WORK:

Completed

Data has been collected on intermodal transportation facilities in the study area for the Long Range Transportation Plan. Specific streets have been designated as Truck-Only routes to enhance the movement of freight through the Urbanized Area.

Ongoing

The IMS will identify intermodal facilities, establish efficiency measures and performance standards, collect/maintain relevant data, evaluate facilities performance, and establish strategies for the improvement of intermodal facilities in the Huntsville Urbanized Area

PROPOSED WORK:

- Review the freight movement recommendations from previous plans and evaluate their applicability to the Huntsville Urbanized Area.

- Identify key freight industry stakeholders and opportunities to develop partnerships among business, trade, transportation, and economic development officials.

- Identify best practices in freight movement planning, including programs to generate revenue specifically for freight-related transportation improvements.

- Design a process to integrate freight transportation into the MPO planning process.

- Travel to necessary workshops/meetings.

- STP and/or PL funds may be used to analyze data and prepare plans in support of these tasks.

END PRODUCTS:

- Written Process for integrating multi-modal freight planning into MPO Planning Process (FY 2010)
- Updated list of Huntsville MPO freight hot-spot locations (FY 2009, April – June)

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$5,000
LOCAL MATCH	HPD	\$1,250
TOTAL		\$6,250

TASK 3.7 Safety Management System

OBJECTIVE: To incorporate transportation safety into the MPO planning process.

PREVIOUS WORK:

Completed

Staff has participated in Alabama’s Safety Management System Steering Committee activities. MPO staff developed a Continuity of Operations Plan (COOP) for the MPO. This project was adopted November 2005 and is maintained by staff.

Ongoing

The IMS will identify intermodal facilities, establish efficiency measures and performance standards, collect/maintain relevant data, evaluate facilities performance, and establish strategies for the improvement of intermodal facilities in the Huntsville Urbanized Area

PROPOSED WORK:

A database of accident records is maintained and analyzed to identify high accident locations. A systematic process was created for reducing the number and severity of traffic accidents by the consideration of methods to improve highway safety in highway planning, design, construction and maintenance, and implementation of safety strategies and projects.

- Travel to necessary workshops/meetings.
- STP and/or PL funds may be used to analyze data and prepare plans in support of these tasks.

END PRODUCTS:

- The TCC will serve as a safety committee
- A safety task will be maintained identifying specific projects, prioritizing them and including them in the TIP

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$5,000
LOCAL MATCH	HPD	\$1,250
TOTAL		\$6,250

TASK 4.0 PUBLIC INVOLVEMENT

TASK 4.1 Public Participation Process

OBJECTIVE: To provide information concerning the transportation planning process. To provide opportunities for citizens, affected public agencies, private providers of transportation, and other interested parties to comment on proposed plans and programs. To answer inquiries about plan implementation results and to provide advice concerning planning activities in the urbanized area to State of Alabama Department of Transportation officials. To coordinate the information exchange among the standing committees involved in the Continuing, Cooperative and Comprehensive (3-C) planning process.

PREVIOUS WORK:

During Fiscal Years 2007 and 2008, staff:

- Published quarterly issues of Transportation Quarterly Review, a department newsletter.
- Published monthly issues of Huntsville Development Review, a department newsletter.
- Maintained department library.
- Maintained public involvement and media databases.
- Responded to citizens' requests via phone, e-mail, and internet.
- Held public meetings throughout region.
- Provided audiocassette and written summaries of public meetings.
- Wrote and distributed press releases.
- Responded to media requests and facilitated interviews, briefings, and news coverage.
- Maintained community outreach web pages.
- Updated department Public Participation Plan pursuant to federal transportation legislation.
- Monitored the progress of SAFETEA-LU regulations in the Federal Register positions.
- Provided demographic data to persons interested in relocating as well as developers interested in commercial development in Huntsville.

PROPOSED WORK;

- Travel to necessary workshops and meetings.
- Update and prioritize projects under the Job Access/New Freedoms Plan (10/08 and 10/09).
- Consultants may assist with these tasks.
- STP and/or PL funds may be used to assist with tasks.

•END PRODUCTS:

- *Public Participation Plan (PPP) to be evaluated at the onset of an LRTP Update or as needed.*
- An effective system for distributing transportation planning information to all shareholders

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$10,000
LOCAL MATCH	HPD	\$2,500
TOTAL		\$12,500

TASK 4.2 Title VI and Environmental Justice

OBJECTIVE: To support early and continuing public involvement in the development of plans and programs. Consult the public through an open process including regular public meetings of the MPO Board, its advisory committees, including the Transportation Disadvantaged Coordinating Board (TDCB). Enhanced citizen awareness, comprehension, and participation in developing plans and programs. Timely response to inquiries and requests for data from citizens, public agencies, consultants, elected and appointed officials, and boards.

Compliance with Title VI of the Civil Rights Act and Environmental Justice Orders. Document outreach activities and evaluate the MPO's *Public Participation Plan*, including how well low-income and minority populations are involved. Use this information to develop new methods to ensure all stakeholders are informed, effectively engaged and have the opportunity to participate.

PREVIOUS WORK:

Completed

- Held meetings and public hearings of the Citizens, Technical, Policy, Bicycle/Pedestrian, ITS, advisory committees and the MPO Board in FY07/08.
- Public Participation Plan Measures of Effectiveness Report (2006/2007).

Ongoing

- Respond to requests for information.
- Regular updates to the MPO's websites www.Huntsvillempo.org
- Quarterly editions of *The Transportation Quarterly*, *Huntsville Development Review* newsletters
- Analysis of comments on the effectiveness of meetings and publications.

PROPOSED WORK:

- Consult with local and regional officials on developing transportation plans and programs and identify critical transportation issues to be put on agendas and research as needed.
- Provide timely public notice and full public access to key decisions; place legal ads per required notice.
- Ensure compliance with applicable laws, rules, and procedures when conducting meetings and board and committee business.
- Produce written records of regular and special meetings through contracted recording service or staff.
- Continue posting meeting calendar, agendas, agenda packets, minutes, and other meeting materials on the MPO's website.
- Sponsor conferences and workshops and travel to necessary workshops and meetings.
- Create and place legal ads and required notice for public hearings.
- Provide a limited number of door-to-door trips for persons with disabilities to TDCB and MPO events.
- Consult the public through meetings, presentations to community groups, public events, surveys and questionnaires, and other means to elicit equity impacts of transportation plans and projects.
- Schedule MPO public meetings and events at ADA accessible locations at a variety of times to maximize public participation opportunities.
- Use demographics to identify key population groups with a stake in transportation planning decisions, and target information and involvement efforts to key audiences.
- Make special efforts to engage the traditionally under-served, low-income populations, minorities and identified Indian Tribes, through mailings, newsletters, and other regular communications. Seek co-sponsored public forums.
- Create summaries, brochures, displays, and other collateral materials in a form and language to foster comprehension about MPO reports, plans, and projects.
- Use large type and high contrast for printed materials about the transportation disadvantaged program.
- Continue to enhance the agency's website to expand public access to information and make use of the latest available technology for access to persons with disabilities.

- Provide translations and alternative formats (i.e. Spanish language, Braille or audible formats) of publications, presentations, and materials by request or as needed in accordance with the MPO's limited English Proficiency (LEP) process.
- Disseminate technical information and interpret transportation plans for citizens, public agencies, consultants, elected and appointed officials and boards.
- Write, layout, publish and distribute periodic newsletters.
- Maintain and regularly update mail and e-mail distribution lists.
- Update the MPO's Public Participation Plan.
- Review and update the Measures of Effectiveness against which the MPO's *Public Participation Plan* is evaluated during major updates to the *Public Participation Plan* at the onset of an LRTP Update or as needed.
- Update and maintain annual log of meetings, public outreach, and publications on a weekly basis.
- Prepare, distribute, record, and analyze comment cards that allow citizens to evaluate the
- Travel to necessary training and workshops.
- Consultants may assist with this task.
- STP and/PL funds will be used to disseminate transportation plan information.

END PRODUCTS:

- Public notices and advertisements of public meetings, workshops and hearings.
- Updated membership rosters, mailing lists, and bylaws.
- Translation and other services as needed to comply with ADA and Title VI Requirements.
- An updated 2035 Regional LRTP (10/09).

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$1,000
LOCAL MATCH	HPD	\$250
TOTAL		\$1,250

Task 4.3 DBE and Private Enterprise

OBJECTIVE: The goal of the Disadvantage Business Enterprise (DBE) Programs are to ensure non-discrimination in the award and administration of contracts, ensure firms meet eligibility standards, help remove barriers to participation, create a level playing field and to give full consideration to the potential services that can be provided by disadvantaged business enterprises in carrying out the 3-C planning program and any transit related programs. To meet all requirements of U.S. Code Part 23, 49 CFR and to maximize private transit and para-transit operator participation in the planning and provision of proposed mass transportation service.

PREVIOUS WORK:

Completed

- A Private Enterprise Participation Plan was written by the Planning Division in 1986, encouraging private sector involvement in providing transit services.
- The City of Huntsville adopted and conforms to the DBE program developed by the Alabama Department of Transportation.

Ongoing

- The City of Huntsville adopted and conforms to the DBE program developed by the Alabama Department of Transportation.
- In FY 2008, the City of Huntsville had no contracting opportunities and no DBE contracts.

PROPOSED WORK:

The Alabama Department of Transportation will monitor the planning agency in their efforts to contract DBE enterprises, and cooperate in the contractual procedures.

- The Huntsville Planning Division will review the private sector participation plan and revise and update this plan as appropriate. The Huntsville Planning Division reviews the state's list of certified DBE's periodically to determine potential contractors.

END PRODUCTS

A program that funds DBE enterprises and contracts their services whenever possible. Strive to meet a 10% goal of contracting with DBE's. An updated plan for private sector participation maintained by the planning staff.

STAFFING: City of Huntsville Planning Division

Schedule: Current Task

Start Date: 10/01/2008

End Date: 09/30/2009

FINANCIAL RESPONSIBILITIES:

TYPE	SOURCE	AMOUNT
PL	FHWA	\$5,000
LOCAL MATCH	HPD	\$1,250
TOTAL		\$6,250

Guide to Abbreviations and Acronyms

ADA Americans with Disabilities Act

LRTP Long Range Transportation Plan

BPAC Bicycle/Pedestrian Advisory Committee

MPO Metropolitan Planning Organization

CAAA Clean Air Act Amendments of 1990

CAC Citizens Advisory Committee

PPP Public Participation Plan

CIP Capital Improvements Program

CMAQ Congestion Mitigation/Air Quality

SAFETEA-LU Safe, Accountable, Flexible, Efficient
Transportation Equity Act: A Legacy for Users

CMP Congestion Management Process

STP Surface Transportation Program

TCC Technical Coordinating Committee

TAZ Traffic Analysis Zone

EPA US Environmental Protection Agency

TDM Transportation Demand Management

GIS Geographic Information Systems

FAA Federal Aviation Administration

TIP Transportation Improvement Program

FHWA Federal Highway Administration

TMA Transportation Management Area

FY Fiscal Year

UPWP Unified Planning Work Program

USDOT United States Department of
Transportation

ITS Intelligent Transportation Systems

**TABLE A
FUNDING SOURCES**

TASK	FHWA-SECTION 112				PCT
	ALDOT	HPD	PL	TOTAL	
1.0 Program Administration					
1.1. Administration & Management	\$0	\$12,000	\$48,000	\$60,000	11.17
1.2. Unified Planning Work Program	\$0	\$5,000	\$20,000	\$25,000	4.65
2.0 Data Collection					
2.1 Data Collection Analysis	\$0	\$5,000	\$20,000	\$25,000	4.65
2.2 Computer Technical Assistance	\$0	\$4,000	\$16,000	\$20,000	3.72
2.3 Transportation Training Activities	\$0	\$1,250	\$5,000	\$6,250	1.16
Transportation Systems					
3.1 Long Range Transportation Plan	\$0	\$36,676	\$146,706	\$183,382	34.14
3.1.1 BRAC Transportation Study	\$0	\$2,500	\$10,000	\$12,500	2.327
3.2 Transportation Improvement Program	\$0	\$5,000	\$20,000	\$25,000	4.65
3.3 Bicycle and Pedestrian Planning	\$0	\$5,000	\$20,000	\$25,000	4.65
3.4. Transit Planning	\$0	\$3,000	\$12,000	\$15,000	2.79
3.4.1 Transportation Disadvantaged Planning	\$0	\$2,000	\$8,000	\$10,000	1.86
3.5 Congestion Management Process	\$0	\$1,250	\$5,000	\$6,250	1.16
3.5.1 Air Quality	\$0	\$250	\$1,000	\$1,250	.237
3.6 Intermodal Management Process	\$0	\$1,250	\$5,000	\$6,250	1.16
3.7 Safety Management System	\$0	\$1,250	\$5,000	\$6,250	1.16
Public Involvement					
4.1 Public Participation Process	\$0	\$2,500	\$10,000	\$12,500	2.327
4.2 Title VI and Environmental Justice	\$0	\$250	\$1,000	\$1,250	.237
4.3 Disadvantage Business Enterprise	\$0	\$1,250	\$5,000	\$6,250	1.16
ALDOT Technical Support	\$90,000	\$0	\$0	\$90,000	16.75
TOTALS	\$90,000	\$89,426	\$357,706	537,132	100.00%

* 5303 funds and P/L funds have been combined into the P/L category

**TABLE B
AGENCY RESPONSIBILITY**

TASK	SPR	SLS	PL	HPD	TOTAL
1.0 Program Administration					
1.1. Administration & Management	\$0	\$0	\$48,000	\$12,000	\$60,000
1.2 Unified Planning Work Program	\$0	\$0	\$20,000	\$ 5,000	\$25,000
2.0 Data Collection					
2.1 Data Collection Analysis	\$0	\$0	\$20,000	\$5,000	\$25,000
2.2 Computer Technical Assistance	\$0	\$0	\$16,000	\$4,000	\$20,000
2.3 Transportation Training Activities	\$0	\$0	\$5,000	\$1,250	\$6,250
Transportation Systems					
3.1 Long Range Transportation Plan	\$0	\$0	\$146,706	\$36,676	\$183,382
3.1.1 BRAC Transportation Study	\$0	\$0	\$10,000	\$2,500	\$12,500
3.2 Transportation Improvement Program	\$0	\$0	\$20,000	\$5,000	\$25,000
3.3 Bicycle and Pedestrian Planning	\$0	\$0	\$20,000	\$5,000	\$25,000
3.4. Transit Planning	\$0	\$0	\$12,000	\$3,000	\$15,000
3.4.1 Transportation Disadvantaged Planning	\$0	\$0	\$8,000	\$2,000	\$10,000
3.5 Congestion Management Process	\$0	\$0	\$5,000	\$1,250	\$6,250
3.5.1 Air Quality	\$0	\$0	\$1,000	\$250	\$1,250
3.6 Intermodal Management Process	\$0	\$0	\$5,000	\$1,250	\$6,250
3.7 Safety Management System	\$0	\$0	\$5,000	\$1,250	\$6,250
Public Involvement					
4.1 Public Participation Process	\$0	\$0	\$10,000	\$2,500	\$12,500
4.2 Title VI and Environmental Justice	\$0	\$0	\$1,000	\$250	\$1,250
4.3 Disadvantage Business Enterprise	\$0	\$0	\$5,000	\$1,250	\$6,250
ALDOT Technical Support	\$72,000	\$18,000	\$0	\$0	\$90,000
TOTALS	\$72,000	\$18,000	\$357,706	\$89,426	537,132

* 5303 and P/L funds have been combined into the P/L category