

<b>East TN NRPO</b>	Annual Report
For Year Ending	<b>June 30, 2019</b>
RPO Coordinator Signature	<i>Don M. Brown</i>

Submitted: July 18, 2019

Task A Program Summary

- A. Provide a paragraph summary of the accomplishments from the last year and their relationship to the submitted invoice. SEE purpose of grant summary paragraph in the Roles and Responsibilities of Rural Planning Organizations (Scope Document)

**The planning activities described below show significant accomplishments in all seven of the contract work tasks. Completed activities and work tasks have been performed consistent with the various performance measures in the contract. Weekly reports and quarterly progress reports have been submitted during the year describing completed or underway planning activities and containing copies of meeting agenda, meeting minutes and other required information. The invoice for services this period reflects the staff time, reimbursable and indirect costs to perform these services.**

Grantee Responsibilities:

Provide detailed information based on each specific Grantee Responsibility as noted in the Roles and Responsibilities of Rural Planning Organizations. All information should be directly tied to the submitted invoice for the quarter and provide progress and accomplishments. The financial portion should match the narrative. Examples – trip claims purpose should be noted- ex. Include the purpose of the trip/meeting, who the meeting was with and how this meeting relates to your RPO role and short details of the meeting.

Planning Activities – In the explanation bullet(s) please include the following: Date(s), Specify Task(s) including who/what, explain how outcome was accomplished, or activities needed to complete outcome, also note as completed or ongoing.

1. {Task 1} Develop and Maintain Reports and Studies (Planning Documents)

Purpose The Grantor recognizes that transportation planning is one element of a community's comprehensive land use planning process. Transportation facilities and programs are closely tied to a community's vision for itself. Therefore it is very important for the Grantee to coordinate transportation planning activities with the efforts of others involved in different aspects of community planning. (Other duties as noted in Scope Document)

Performance Measures to Develop and Maintain Reports and Studies (Planning Documents):

- As a part of the regular monthly report the Grantee includes the status of transportation studies and reports within the RPO.
- Status of any developed task(s) should be included in the monthly report.
- Grantee maintains detailed, accurate minutes of all meetings related to local transportation issues, and sends copies to the State as a part of the monthly report or sooner when deemed

necessary.

### **Planning Activities**

- **Grantee's weekly and quarterly reports included status of transportation studies and reports.**
- **Grantee's weekly and quarterly reports included a description of activities and work performed under each of the contract tasks.**
- **Grantee prepared meeting minutes of those meetings where others would not be preparing minutes. Minutes by grantee or others for meetings were attached to monthly and weekly progress reports sent to TDOT.**

### 2. (Task 2) Community Outreach

Purpose The Grantee shall attend meetings and communicate on a regular basis with other organizations involved in planning efforts regarding transportation related issues; such as the local planning commissions, Joint Economic and Community Development Boards, Tennessee Department of Economic and Community Development (ECD) staff, TDOT technical staff, county highway staff, etc. The Grantee shall work with local and regional comprehensive land use planning efforts to help identify basic transportation needs of the future related to employment centers, health care, education, rural public transit, elderly mobility, etc. (Other duties as noted in Scope Document)

#### Performance measures for Community Outreach:

- Maintaining communication with local and state officials involved in planning issues in order to keep them informed of the RPO's activities.
- Provide a summary of all public meetings attended as a part of the monthly report.
- Grantee shall attend adjacent RPO and MPO meetings.

### **Planning Activities**

- **Grantee attended meetings, participated in conference calls and communicated by email and phone with numerous local and state officials involved in planning. The specifics of these efforts are itemized on the weekly and quarterly reports.**
- **Grantee prepared meeting summaries of those meetings where others would not be preparing summaries or minutes. Summaries by grantee or others for meetings were attached to weekly progress reports sent to TDOT.**
- **Grantee attended regular meetings of both the Knoxville TPO and LAKEWAY MTPO Technical Committee meetings and adjacent RPO TC and EB meetings.**

### 3. (Task 3) Requests for and Assistance Provided

Purpose The Grantee shall serve as a central point for receiving and providing input on multimodal transportation needs for the RPO area, from all relevant sources including RPO members, stakeholders and other interested citizens. The Grantee shall summarize this input on at least a monthly basis and share the information with TDOT staff. The Grantee shall respond to all questions and inquiries from local officials and the public regarding multimodal transportation projects and studies in a timely manner, sharing questions and concerns with TDOT personnel when necessary to obtain accurate answers. The grantee shall notify TDOT immediately after being contacted by local officials or

someone from the public with questions related to TDOT. (Other duties as noted in Scope Document)

Performance Measures for Requests for and Assistance Provided:

- Grantee provides a summary of new input received on various multimodal transportation concerns as a part of the regular monthly report.
- Grantee shall respond to questions and inquiries from local officials and stakeholder organizations within ten (10) business days of receipt, including any time needed to confer with the State staff on the issue.
- Grantee shall meet with at least 2 representatives of local jurisdictions annually to discuss grant opportunities outside of the regular meeting schedule.
- Grantee shall attend or conduct a meeting with each awarded grantee (Multimodal Access Grant, CTPG, TAP) recipient within the assigned RPO within 60 calendar days of the notification for the awarded grant. The purpose of this meeting is to discuss project scope, project schedule, and any potential issues. Grantee will provide the State a summary of these meetings.
- Grantee shall maintain communication with grant recipients on a quarterly basis until the grant is completed / closed. During this time the grantee shall notify the State of any potential delays or obstacles that could delay the project or obligation of funds.

Planning Activities

- **Grantee provided a summary of input received from local officials and others regarding transportation concerns on weekly and quarterly reports.**
- **Grantee responded within 10 days to numerous inquiries from local officials and organizations as summarized on weekly and quarterly reports.**
- **Grantee / ETDD staff met with numerous local officials to discuss grant opportunities available through the ETDD including transportation grants.**
- **The Grantee communicated with various TDOT grant recipients with discussions focusing on required Local Government Training and status of grant project.**
- **Grantee communicated on a quarterly basis with various grant recipients regarding status, problems and delays. Summary of these communications were included in weekly and quarterly reports.**

4. (Task 4) Data Collection

Purpose The Grantee shall serve as a clearing house for information and data gathered from local officials and the public to TDOT and other state agencies, and vice versa. (Other duties as noted in Scope Document)

Performance Measures for Data Collection:

- Grantee shall provide a concise, accurate report of projects and grant status(s) at each RPO meeting.
- An update of data collection shall be provided as a part on the monthly report and included in the RPO coordinator's report at each RPO meeting.
- Data collected shall be reviewed for accuracy, content, and updated on an annual basis.

### Planning Activities

- **Grantee distributed TDOT project status reports at RPO meetings. Grantee further advised membership of the availability of weekly and quarterly reports on the ETDD web site. These reports contain status of various TDOT grant projects.**
- **Updates of data collection were included in weekly and quarterly reports. Grantee advised membership of the availability of weekly and quarterly reports on the ETDD web site.**
- **Grantee will gather, review and up-date data on an annual basis, as appropriate.**

#### 5. (Task 5) Compiling and Maintaining Database of Contacts

Purpose The Grantee shall create and maintain at least 3 databases of all RPO members, stakeholders, and interested parties in order to notify them of meetings; distribute meeting minutes and agenda materials; and collect and distribute data, reports, and other information. All databases shall contain mailing addresses, e-mail addresses, telephone and fax numbers, official title, and other pertinent information for each member or entry. The Grantee shall maintain this database with updates as needed to keep accurate and timely records. (Other duties as noted in Scope Document)

#### Performance Measures for Compiling and Maintaining Database of Contacts:

- Both the RPO member's database and the stakeholder's databases contain accurate contact information at all times that is updated, at a minimum, quarterly.
- Grantee provides a required monthly report to the State which shall contain any updates made to the databases during that reporting period.
- Development and maintenance of a location on the Grantee's website for current and accurate posting of materials, such as, agendas and technical information.

### Planning Activities

- **Grantee regularly updated database as new membership and / or new contact information so warranted.**
- **Grantee provided required weekly and quarterly reports to TDOT and up to date data bases on a quarterly basis or more often if requested.**
- **Grantee maintained and updated regularly a website containing meeting information, quarterly reports, TDOT project status reports and other information.**

#### 6. (Task 6) Meeting Development and Administration

Purpose The Grantee shall publicize and facilitate regular and special meetings of the Technical Committee and Executive Board, various committees, public meetings, and other meetings as needed. In accordance with the approved By-Laws, the Grantee shall maintain a complete schedule of all meetings, deadlines, and milestones to be honored by the organization. The Grantee shall see that the appropriate members, stakeholders, and other interested parties (to include the general public) are notified of meetings, deadlines, and milestones for the purpose of coordinating the successful adherence and completion of these activities. (Other duties as noted in Scope Document)

Performance Measures for Meeting Development and Administration:

- A meeting notice to the RPO membership and stakeholders shall be provided 21 calendar days prior to the meeting date.
- All RPO board and committee members receive a complete, accurate packet of meeting materials at least 15 calendar days prior to each regular meeting.
- Notices for special called meeting shall be in accordance with the approved By-Laws.
- Meeting facilities are adequately sized and set-up for meetings in advance.
- Meetings are relatively free of logistical problems such as inadequate access, seating, parking, poor acoustics, etc.
- Grantee maintains detailed, accurate minutes of all RPO meetings, and sends copies to the State within 10 business days from the meeting date.
- Monthly and quarterly reports are due to the State within 10 calendar days of end of each month or quarter. Quarterly reports are due: January 10, April 10, July 10, and October 10.

Planning Activities

- **Grantee provided meeting notices by mail and / or email at least 21 days prior to RPO meetings.**
- **Grantee mails and / or emails meeting materials to RPO members within time frames provided in RPO bylaws and / or TDOT contract.**
- **Grantee has not held any special called meetings.**
- **Meetings are held at the TDOT Region 1 Headquarters Auditorium which is adequately sized and set-up.**
- **Meetings are held at the TDOT Region 1 Headquarters Auditorium which has adequate access, seating, parking and acoustics.**
- **Grantee prepares minutes of RPO meetings and distributes within 10 business days from meeting date.**
- **Weekly and quarterly reports are submitted as required.**

7. (Task 7) Other

Purpose Note any other activities not covered above.

Performance Measures for Meeting Development and Administration:

- None

Planning Activities

- **Various administrative tasks.**
- **Weekly and quarterly progress reports.**
- **Preparation of information required for invoicing.**