

Thomas Jefferson Planning District Commission
Rural Transportation Planning Organization

Rural Transportation Planning Assistance Program

**Scope of Work – FY 2009
July 1, 2008- June 30, 2009**

For approval by the TJPDC, March 6, 2008



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Thomas Jefferson Planning District Commission Rural Transportation Planning Organization Fiscal Year 2009 Scope of Work

Purpose of the Rural Transportation Planning Program: The Rural Transportation Planning Program is a forum for cooperative transportation planning and education serving the rural (non-metropolitan) portion of the Thomas Jefferson Planning District. This rural program is coordinated with the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) to ensure continuity between urban and rural transportation programs.

Staff of the Thomas Jefferson Planning District Commission (TJPDC) convene and staff meetings of the Policy Board and Technical Committee. The Policy Board, composed of the Thomas Jefferson Planning District Commissioners, meets to review the work of the Technical Committee, establish policy, and direct activities. The Technical Committee will meet bi-monthly and on an as-needed basis in joint meetings with the MPO Technical Committee. The Rural Transportation Technical Committee is composed of local planning staff from each rural locality, and representatives from the Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (VDRPT), JAUNT, Greene County Transit, and RideShare.

Public Involvement in Development of the FY09 Scope of Work: All meetings are open to the public, and include time for the public to speak as a regular part of the agendas. The Technical Committee reviewed the draft Scope of Work on February 26, 2008. The Thomas Jefferson Planning District Commission held a public hearing on the FY09 Scope of Work on March 6, 2008. Announcements for the hearing were advertised in papers reaching all communities served by the Planning District’s Rural Transportation Planning Program prior to the hearing at TJPDC, and on the TJPDC website.

Funding: Rural transportation planning activities are funded through the Virginia Department of Transportation Rural Transportation Planning Program, which provides \$48,000 to the Planning District for the fiscal year. VDOT funds require a 20% match, provided by the Thomas Jefferson Planning District Commission.

Fiscal Year 2009 Budget

Source	Federal (SPR)	Local (PDC)	Total
FY08 Allocation	\$48,000	\$12,000	\$60,000

FY2009 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

1.0 Administration

Total Administrative Costs: \$12,000

1.1 - Coordinate staff and budget activity

Description of Activities:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices.

Tasks to be Undertaken:

TJPDC staff will coordinate activities, develop reports to VDOT, and prepare quarterly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

End Products:

Quarterly reports, annual report and invoices.

1.2 - Staff monthly committee meetings

Description of Activities:

Prepare materials, write minutes, handle public participation, and support the:

- Thomas Jefferson Planning District Commission (Rural Transportation Policy Board)
- Thomas Jefferson Rural Technical Committee, with as-needed joint meetings with the Charlottesville-Albemarle MPO Technical Committee, including periodic updates to the Committee on the UnJAM 2035 Long Range Transportation Plan .
- Continued support of the Regional GIS Technical Committee , consisting of GIS specialists from VDOT, localities, and JAUNT.
- Additional committees as directed by the Policy Board

Tasks to be Undertaken:

TJPDC will staff the identified committees, some in coordination with MPO staff, and produce the following end products:

End Products:

Committees meet regularly with prepared agendas, minutes, and necessary information. Meetings will be publicized through media notices, mailings to stakeholders, and postings on the Internet. Interactive minutes and agendas will be posted on the TJPDC website.

1.3 - Share information with agencies and public

Description of Activities:

Report to VDOT on local and regional input to annual statewide transportation improvement programs. Conduct intergovernmental discussion and coordination of transportation projects and developments that impact transportation networks. Share information from annual statewide transportation improvement programs with local and regional governments.

Development of UnJAM 2035 will be coordinated with the Rural Technical Committee as one means of keeping local governments, the participating agencies and the public informed of the UnJAM 2035 Plan.

Tasks to be Undertaken:

Gather and present relevant information for committee discussions. Review emerging issues and data. Attend meetings and training as needed.

End Products:

Coordination and completion of Phases II and III VDOT requirements for the region's Long Range Regional Transportation Plan, which will be incorporated into the UnJAM 2035 long range plan. Coordination of local statements at VDOT Transportation Development Program Pre-Allocation Hearings, culminating in a joint statement from the PDC. Report on conferences, training, and current literature.

1.4 - Public involvement

Description of Activities:

Particular focus this year will be on the public involvement portion of the UnJAM 2035 long range plan as detailed in the UnJAM 2035 Public Involvement Plan. The public involvement process also follows the approved TJPDC Public Involvement Policy.

Tasks to be Undertaken:

In FY09 follow up to the Regional Transportation Planning Summit, planned for May of 2008 will occur with a Fall 2008 workshop as needed to provide public involvement in all stages of UnJAM 2035.

End Products:

An increase in participation by community members and stakeholders in the long range planning process and in particular in setting the goals for UnJAM 2035.

2.0 Technical Support

Total Technical Planning Costs: \$48,000

2.1 – Assist rural localities in local planning efforts

Description of Activities:

TJPDC has been working with communities in rural areas, at the request of both local governments and the public, to develop plans for improving safety, mobility, and accessibility and to coordinate transportation recommendations with land use recommendations. TJPDC will assist localities with implementing and making impact fees workable. Continuing efforts are in the towns of Mineral in Louisa County and Stanardsville in Greene County. As requested, TJPDC will undertake additional community planning and provide technical assistance as requested by local governments.

Tasks to be Undertaken:

- *Mineral* – Mineral is an incorporated town in Louisa County and has engaged the TJPDC in preparing a community plan that will address community development and land use needs in coordination with transportation needs and potential new projects.

- *Stanardsville* –TJPDC staff will assist with implementation of their current TEA grant and Community Development Block Grant with a focus on coordinating transportation and land use planning.
- *Louisa County Comprehensive Plan* – TJPDC staff will assist with collecting and analyzing data, working with VDOT, organizing meetings, and other specialized tasks as needed.
- *Impact Fees* - Draft a model ordinance or process for impact fees following any requirements as established by the General Assembly.
- *Greene County Comprehensive Plan* – TJPDC staff and Greene County staff will prepare multimodal corridor and land use plans for the US29 and US33 development areas.
- *Other* - Assistance to other communities will be considered upon request and as resources allow.

End Products:

- Transportation planning input that leads to improved community plans, including identification of specific implementable projects for Mineral and Stanardsville. Draft Transportation Chapter of the Louisa County Comprehensive Plan and Model Ordinance or process for impact fees to be applied across the region at the discretion of member local governments. Completed multimodal corridor and land use plans for the US29 and US33 development areas in Greene County.

2.2 – Prepare TEA, VDOT Safety, and other grant applications

Description of Activities:

Rural transportation planning conducted by TJPDC in collaboration with member counties is effective in identifying issues and making recommendations for transportation improvements. Implementation of these plans often requires additional funds secured through Enhancement or Safety Grants, and other sources. TJPDC will support localities by writing and packaging grant applications.

Tasks to be Undertaken:

- Staff review of literature, existing plans, traffic data, safety data, studies, and reports that describe the factors leading to and support the need for the grant. Community and Safety Plans can provide key information helpful in preparing a successful application.
- Review grant application requirements and prepare draft application.
- Assist in facilitating any public hearings and advertisements required by the grantor.
- Prepare final application and submit to funding source.

End Product:

Completed grant applications on behalf of localities. Current possibilities include:

- As prioritized by Fluvanna County officials, assist Fluvanna County with an application for Lake Monticello, Fork Union, Palmyra, or Zion Crossroads to implement recommendations of completed community plans.
- Assist Town of Mineral with transportation grant application consistent with transportation needs and on-going community development planning.
- Assist Nelson County with transportation grant application to implement recommendations of the Lovingston Community Plan.

2.3 – Support Park and Ride lot and rural transit development

Description of Activities:

PDC staff, Rural Transportation Technical Committee members, RideShare, JAUNT, and Greene County Transit staff will support activities dedicated to improving rural transit service, new Park and Ride lot development, linking transit to Park and Ride locations and study the additional connection of transit, Park and Ride lot locations and on-site economic development. Coordinate rural transit planning with the MPO Regional Transit Authority planning.

Tasks to be Undertaken:

- Review of existing rural transit services and Park and Ride lot connections.
- Identification of Park and Ride lots not included on regional map.
- Identification of potential new Park and Ride lot locations
- Coordination of rural transit planning with the MPO Regional Transit Authority planning

End Products:

Enhanced comprehensive list of Park and Ride lots in the region and identification of new locations. Coordinated rural and urban transit planning.

2.4 – Support Local and State requests for assistance as needed

Description of Activities:

Unanticipated rural transportation planning needs and issues surface during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues. Such needs include the increase of disability-friendly pedestrian and transit options and universal design standards applied in land use and transportation planning.

Tasks to be Undertaken:

- Follow-up with small communities that are moving forward with implementation of Community Plans' improvement recommendations. Assist as requested.
- Continue ongoing technical assistance with the Village of Rivanna Master Plan, and coordinate same with the completed Eastern Albemarle Sub-Area Study.
- Continue development of transportation goals for the age-friendly communities initiative begun in FY06. (The Jefferson Area Board for Aging has a goal of making age-friendly communities by the year 2020 with the TJPDC is providing technical assistance on achieving transportation goals.)
- Provide assistance to our local and state partners as requested.

End Product:

Assistance to local and regional officials and community planning groups on an as-needed basis in addressing rural transportation issues that arise during the fiscal year.

3.1 – Update the TJPDC Long Range Regional Transportation Plan and UnJAM 2035

Description of Activities:

TJPDC staff and the Rural Transportation Technical Committee will work to complete any remaining Phase II requirements, if needed, and to complete Phase III as directed by VDOT. Incorporate Phases I, II and III in the UnJAM 2035 long range plan.

Tasks to be Undertaken:

- Complete unfinished tasks from Phase II, if necessary.
- Complete Phase III requirements as directed by VDOT.
- Coordinate and incorporate the RLRP into the UnJAM 2035 long range plan.

End Product:

Completion of the RLRP Phase II and Phase III elements and incorporate into the UnJAM 2035 long range plan.

3.2 - Integration of freight planning

Description of Activities:

TJPDC will work with localities, VDOT and the MPO to coordinate region-wide freight planning.

Tasks to be Undertaken:

- Coordinate with Charlottesville/Albemarle MPO freight planning.
- Review of freight information from UnJAM 2025 and other existing plans and update and incorporate into the UnJAM 2035 long range plan.

End Product:

Inclusion of both rural and urban freight considerations in UnJAM 2035.