

Thomas Jefferson Planning District Commission  
Rural Transportation Planning Organization

**Rural Transportation Planning Assistance Program**

**Scope of Work – FY 2010  
July 1, 2009 – June 30, 2010**

DRAFT

*Approved by the TJPDC, March 5, 2009*  
*~~Amendments Approved by the TJPDC April 3, 2008~~*



401 E. Water Street  
PO Box 1505  
Charlottesville, VA 22902  
www.tjpd.org  
info@tjpd.org

# Thomas Jefferson Planning District Commission Rural Transportation Planning Organization Fiscal Year 2010 Scope of Work

**Introduction:** The Federal Highway Administration provides State Planning and Research (SPR) funds to the Virginia Department of Transportation (VDOT) to support transportation planning activities. VDOT, through its Rural Transportation Planning Assistance Program, provides a portion of its SPR funds to Planning District Commissions to carry out transportation planning activities in rural areas. In the program guidelines, rural areas are defined as those “outside the metropolitan study area boundaries approved by metropolitan planning organizations under Section 134 of Title 23, United States Code.” Use of these funds by the Thomas Jefferson Planning District Commission (TJPDC) is identified in and guided by an annual scope of work, also referred to as a work program. The work program details the transportation planning activities to be carried out by the TJPDC under the Rural Transportation Planning Program in the upcoming fiscal year.

**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 Rural 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 FY10 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 January 30 and February 24, 2009. The Thomas Jefferson Planning District Commission held a public hearing on the FY10 Scope of Work on March 5, 2009. 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 Assistance Program, which provides \$58,000 to the Planning District for the fiscal year. VDOT funds require a 20% match, provided by the Thomas Jefferson Planning District Commission.

During FY09, VDOT awarded TJPDC a Multimodal Planning Grant to perform a comprehensive long-range corridor study for Greene County. Work began in FY09 and will continue in FY10 and the full grant amount is shown below.

**Fiscal Year 2010 Budget**

Task	Description	SPR Funds (80%)	PDC (20%)	Total
	<b><i>RURAL PLANNING PROGRAM</i></b>			
TASK 1.0	PROGRAM ADMINISTRATION	\$14,600	\$3,650	\$18,250
TASK 2.0	TECHNICAL ASSISTANCE	\$18,000	\$4,500	\$22,500
*	Multimodal Planning Grant – Greene Co.	\$150,000	\$15,000	\$165,000
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$25,400	\$6,350	\$31,750
<b>TOTAL</b>	<b><i>RURAL PLANNING PROGRAM</i></b>	<b><i>\$208,000</i></b>	<b><i>\$37,000</i></b>	<del><i>\$245,000</i></del> <b><i>\$237,500</i></b>

\* Project initiated in FY09 and continued in FY10

**FY2010 Scope of Work:** This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

## **TASK 1.0 PROGRAM ADMINISTRATION**

***Total Program Administration Costs:***

**\$17,000**

**18,250**

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process. The PDC's Rural Technical Committee is the foundation of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (VDRPT), local transit agencies, and the PDC's RideShare program.

### **WORK ELEMENTS**

#### **Task 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. 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.

#### **Task 1.2 - Staff monthly committee meetings**

##### *Description of Activities:*

TJPDC will staff the identified committees, some in coordination with MPO staff, prepare materials, write minutes, handle public participation, and support the:

- Thomas Jefferson Planning District Commission (Rural Transportation Program 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.
- Additional committees as directed by the Policy Board

##### *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. Minutes and agendas will be posted on the TJPDC website.

#### **Task 1.3 - Share information with agencies and public**

##### *Description of Activities:*

Assist VDOT with 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. Provide support and input to VDOT's statewide planning efforts, such as the VTRANS, Freight Study and Performance

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Report.

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.

*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 Hearing, culminating in a joint statement from the PDC. Report on conferences, training, and current literature.

***Task 1.4 - Public involvement***

*Description of Activities:*

Continued 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. In FY10, staff will present the draft UnJAM 2035 at each locality's Planning Commission and Board of Supervisor's meetings to allow for public comment and input to the draft. Also, a fall UnJAM Open House is planned to allow the public to review and comment on the final draft. A website, [www.unjam.org](http://www.unjam.org) has also been developed to collect public comments and recommendations.

TJPDC will inform and involve the public through its quarterly newsletters, which now includes Rideshare.

*End Products:*

An increase in participation by community members and stakeholders in the long range transportation planning process and in particular in setting the goals for UnJAM 2035. Continued updates and education to the public through newsletters and other documents.

***Task 1.5 – Legislative Assistance***

*Description of Activities:*

TJPDC will assist the rural localities with legislative questions and direct specified concerns to the Planning District's legislative agenda. Work will include review and comment, as appropriate, on legislative and regulatory activities affecting transportation planning and programming. TJPDC will also monitor and report on changes to federal and state requirements related to transportation, transportation planning and implementation.

*End Products:*

Legislative reports and updates.

***Task 1.6 – Professional Training***

*Description of Activities:*

There will be continued training and professional development, allowing staff to attend VDOT, DRPT, FHWA, FTA training, conferences, seminars and other events. Similarly, TJPDC will

facilitate seminars and stakeholder training, such as public forums, open houses and roundtable type functions.

*End Products:*

Scheduled events for staff training.

**Task 1.7 – Information Technology**

*Description of Activities:*

TJPDC provides administrative assistance for GIS mapping and data center services. This includes preparing materials for meetings and to individual localities. IT staff supports the committees and their activities. This includes technical planning assistance and periodic updates to Coordinated Human Services Mobility Plan and Safe Routes to School program, as necessary.

*End Products:*

GIS Mapping, technical assistance on reports and other materials.

## **TASK 2.0 LOCAL TECHNICAL ASSISTANCE**

*Total Local Technical Assistance Costs:*

~~\$20,000~~ **22,500**

*Total Multimodal Grant – Greene County Costs:*

**\$165,000**

### **WORK ELEMENTS**

#### **Task 2.1 – Assist rural localities in local planning efforts**

##### *Description of Activities:*

TJPDC provides technical planning assistance to our partner jurisdictions in rural areas, at the request of both local governments and the public. This task allows for the provision of technical assistance and staff support to localities on transportation related activities. Activities can include developing plans for improving safety, mobility and accessibility, to coordinate transportation recommendations with land use recommendations, developing priorities for transit, bicycle, and pedestrian projects being considered by the localities, and assisting local, state and federal agencies with developing regional consensus on multimodal transportation issues. TJPDC will undertake additional community planning and provide technical assistance as requested by local governments.

##### *Current/Planned Projects:*

- *Greene County – Multimodal Corridor and Land Use Plan for the US29 and US33 Development Areas in Greene County* – This project will develop multimodal transportation solutions and land use strategies specific to Greene County, while addressing regional travel needs on the US29 and US33 corridors . This study will be coordinated with the larger VDOT US Route 29 Corridor Study (from Interstate 64 to Interstate 66). Results of this study will support and be integrated into the US Route 29 Corridor Study. This project is funded by a Multimodal Planning Grant of \$150,000 with \$15,000 in matching funds from Greene County and these sums are reflected in the budget. The study will also coordinate land use planning and transportation in the Greene County Comprehensive Plan update, using scenario planning to create a multi-modal transportation element that will effectively serve the community’s land use goals. Completed multimodal corridor and land use plans for the US29 and US33 development areas in Greene County will supplement the transportation chapter of the Greene County Comprehensive Plan project. This project began in FY09 and will continue into FY10.
- *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. TJPDC will assist the town in applying for additional funding for this project that will include Community Development Block Grant, enhancement grants and other funding sources. TJPDC will also offer technical assistance, which may include GIS mapping services.
- *Stanardsville* –TJPDC is currently the official fiscal agent for the Stanardsville Revitalization TEA grant and will assist with implementation of their current grant, in addition to a Community Development Block Grant with a focus on coordinating transportation and land use planning.
- *Greene County Comprehensive Plan* – TJPDC staff will assist with collecting and analyzing data, working with VDOT, organizing meetings and other specialized tasks as needed. The draft Greene County Comprehensive Plan includes the Transportation Chapter.
- *Louisa County Transportation Plan* – Louisa County passed a resolution to begin work on the Transportation Chapter of their Comprehensive Plan. The purpose of this project is to bring the

County into compliance with the State Code and provide guidance to County Offices, in regards to transportation decisions. TJPDC staff will lead the effort in Louisa County with various tasks, such as GIS mapping, data collection and analysis, along with other tasks that are outlined by the Planning District and Louisa County.

- *Other* - Assistance to other communities will be considered upon request and as resources allow.

### ***Task 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, and providing assistance, data and mapping services to applicant jurisdictions as requested.

#### *Current/planned projects:*

- Assist Louisa County with obtaining planning grants for their Transportation Chapter
- Act as fiscal agent for Stanardsville to help with Revitalization TEA grant.
- Assist the Town of Mineral with multiple grant applications to revitalize the main street corridor and bring greater pedestrian access throughout the town.

### ***Task 2.3 – Support Travel Demand Management strategies 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, review existing rural transit services and Park and Ride lot connections, identify lots in use but not recognized, and assess need for new locations. Staff will also work with localities and economic development staff to educate and advocate for the use of other TDM activities such as alternate work hours, van pools and teleworking.

#### *End Products:*

Enhanced comprehensive travel demand management strategy for rural localities which includes a list of Park and Ride lots in the region and identifies new locations. Coordinated rural and urban transit planning.

### ***Task 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 ongoing support and technical assistance for the US 29 Corridor Study.
- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, and bikeway plans and studies.
- Develop and provide GIS information and products, keep and maintain agency website page to disseminate information to public.
- Provide assistance to our local and state partners as requested.

### **TASK 3.0 REGIONAL PLANNING ACTIVITIES**

***Total Regional Planning Activities Costs:***

~~\$23,000~~ 31,750

#### **WORK ELEMENTS**

***Task 3.1- Update the TJPDC Long Range Regional Transportation Plan, UnJAM 2035***

*Description of Activities:*

TJPDC staff and the Rural Transportation Technical Committee will develop and revise the rural sections of the UnJAM 2035 plan for each locality, which will come from the work effort of the Rural Long Range Plan. A list of priority transportation projects for the region will be developed and assigned to one of three categories: Tier I – Present Need; Tier II – Mid-term Need (5-10 years); and Tier III – Long-term Need (11-20+ years). The technical document and priority project listing will be adopted by the Planning Commissioners, the Rural Program Policy Board.

*Tasks to be Undertaken:*

- Development of a comprehensive list of regional roadway, transit, pedestrian, bike, rail and freight improvement needs and cost estimates.
- Regional prioritization of projects.
- Complete rural section of UnJAM 2035 Long Range Plan.

***Task 3.2- Rural Long Range Plan***

*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 required by VDOT for the RLRP. 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 required by VDOT.
- Coordinate and incorporate the RLRP into the UnJAM 2035 long range plan.

***Task 3.3- Integration of freight and rail planning***

*Description of Activities:*

TJPDC will work with localities, VDOT, VDRPT and the MPO to coordinate region-wide freight and rail planning on an on-going basis. We will Coordinate with Charlottesville/Albemarle MPO freight and rail planning activities in addition to surrounding localities. TJPDC will review freight and rail 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 and rail considerations in UnJAM 2035.