

Thomas Jefferson Planning District Commission
Rural Transportation Planning Organization

Rural Transportation Planning Assistance Program

**Scope of Work – FY 2011
July 1, 2010 – June 30, 2011**

Approved by the TJPDC, March _____



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 2011 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 FY11 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 19 and February 16, 2010. The Thomas Jefferson Planning District Commission held a public hearing on the FY11 Scope of Work on March 4, 2010. 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.

Fiscal Year 2011 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
<i>RURAL PLANNING PROGRAM</i>				
TASK 1.0	PROGRAM ADMINISTRATION	\$14,600	\$3,650	\$18,250
TASK 2.0	TECHNICAL ASSISTANCE	\$18,000	\$4,500	\$22,500
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$25,400	\$6,350	\$31,750
TOTAL	<i>RURAL PLANNING PROGRAM</i>	<i>\$58,000</i>	<i>\$14,500</i>	<i>\$72,500</i>

FY2011 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

PROGRAM ADMINISTRATION

Total Program Administration Costs:

\$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.
- 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 Report.

End Products:

Coordination and completion of the final tasks that VDOT requirements for the region's Long Range Regional Transportation Plan. Report on conferences, training, and current literature.

Task 1.4 - Public involvement

Description of Activities:

TJPDC will inform and involve the public through its quarterly newsletters, which now includes Rideshare. Staff will also help facilitate public involvement with community plans discussed below. TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to post comments and questions online.

End Products:

An increase in participation by community members and stakeholders in community plans. Continued updates and education to the public through newsletters, the website 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.

End Products:

GIS Mapping, technical assistance on reports and other materials.

LOCAL TECHNICAL ASSISTANCE

Total Local Technical Assistance Costs:

\$22,500

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:

- *Transportation Chapter of the Nelson County Comprehensive Plan* – TJPDC staff will assist with conducting technical and writing work to complete the transportation chapter of Nelson County’s Comprehensive Plan. Staff will work with VDOT to complete this task. TJPDC staff will lead these efforts with various tasks, such as GIS mapping, data collection and analysis, along with other tasks that are outlined by the Planning District and Nelson County.
- *Transportation Chapter of the Fluvanna County Comprehensive Plan* – TJPDC staff will assist with conducting technical and writing work to complete the transportation chapter of the Fluvanna County Comprehensive Plan. Staff will work with VDOT to complete this task. TJPDC staff will lead these efforts with various tasks, such as GIS mapping, data collection and analysis, along with other tasks that are outlined by the Planning District and Fluvanna County.
- *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 Official, 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.
- *Louisa County Trail Project* – Louisa County is pursuing grant opportunities to build a trail facility connecting the Town of Mineral with the Lake Anna Area. This trail will follow an historic rail bed and may qualify for “Rails to Trails” funding. TJPDC will assist with determining eligibility of grant funding and provide help with additional planning work on this project.
- *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 a 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.
- *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:

- Act as fiscal agent for Stanardsville to help with Revitalization TEA grant.
- Assist the Town of Mineral with multiple grant applications for downtown revitalization.
- Assist Louisa County with potential “Rails to Trails” project in Mineral/Lake Anna area.

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.
- 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 to disseminate information to public.
- Provide assistance to our local and state partners as requested.

REGIONAL PLANNING ACTIVITIES

Total Regional Planning Activities Costs:

\$31,750

WORK ELEMENTS

Task 3.1- Rural Long Range Plan

Description of Activities:

TJPDC staff and the Rural Transportation Technical Committee will work to complete any remaining tasks, if needed.

Tasks to be Undertaken:

Complete the final phase of the RLRP and facilitate adoption from District Commissioners.

Task 3.2- VTRANS

Description of Activities:

TJPDC staff and the Rural Transportation Technical Committee will assist VDOT in the VTRANS Regional Performance Measures data collection. Pursuant to Section 33.1-23.03, the CTB is required to quantifiable performance measures and achievable goals relating to, but not limited to, congestion reduction and safety, transit and high-occupancy vehicle facility use, job-to-quality, movement of freight by rail, and per capita vehicle miles traveled. The Board shall consider such goals in evaluating and selecting transportation improvement projects for inclusion in the Six-Year Improvement Program pursuant to section 33.1-12.

Tasks to be Undertaken:

Provide VDOT with assistance with collecting information on Regional Performance Measures.

Task 3.3- Bike and Trail Map

Description of Activities:

Assist VDOT in coordinating a local review (through the Rural Technical Committee) of Virginia's draft Bike and Trail Map.

Tasks to be Undertaken:

- Provide comments and review of map at Committee meetings.
- Provide any additional mapping layers or other information.

Task 3.4- Park and Rides

Description of Activities:

Assist VDOT in the review of park and ride lots, current and proposed.

Tasks to be Undertaken:

- Provide comments and review of map at Committee meetings.
- Provide any additional mapping layers or other information.

Task 3.5- Multimodal Freight Study

Description of Activities:

Assist VDOT in coordinating a local review, through the Rural Technical Committee, of data and information related to Virginia's Statewide Multimodal Freight Study.

End Product:

- Provide comments and review of map at Committee meetings.
- Provide any additional mapping layers or other information.

Task 3.6- Coordinated Human Services Mobility Plan

Description of Activities:

Assist local transit providers and the Department of Public Rail and Transportation in coordinating planning work and meetings regarding the Coordinated Human Service Mobility Plan.

End Product:

- Assist with meetings, occurring three times annually.
- Help provide regular updates to the Coordinated Human Services Mobility Plan.
- Attend regular meetings and review grant applications related to the plan.