

FY-2016 Rural Transportation Planning Work Program

Thomas Jefferson Planning District Commission

July 01, 2015 – June 30, 2016

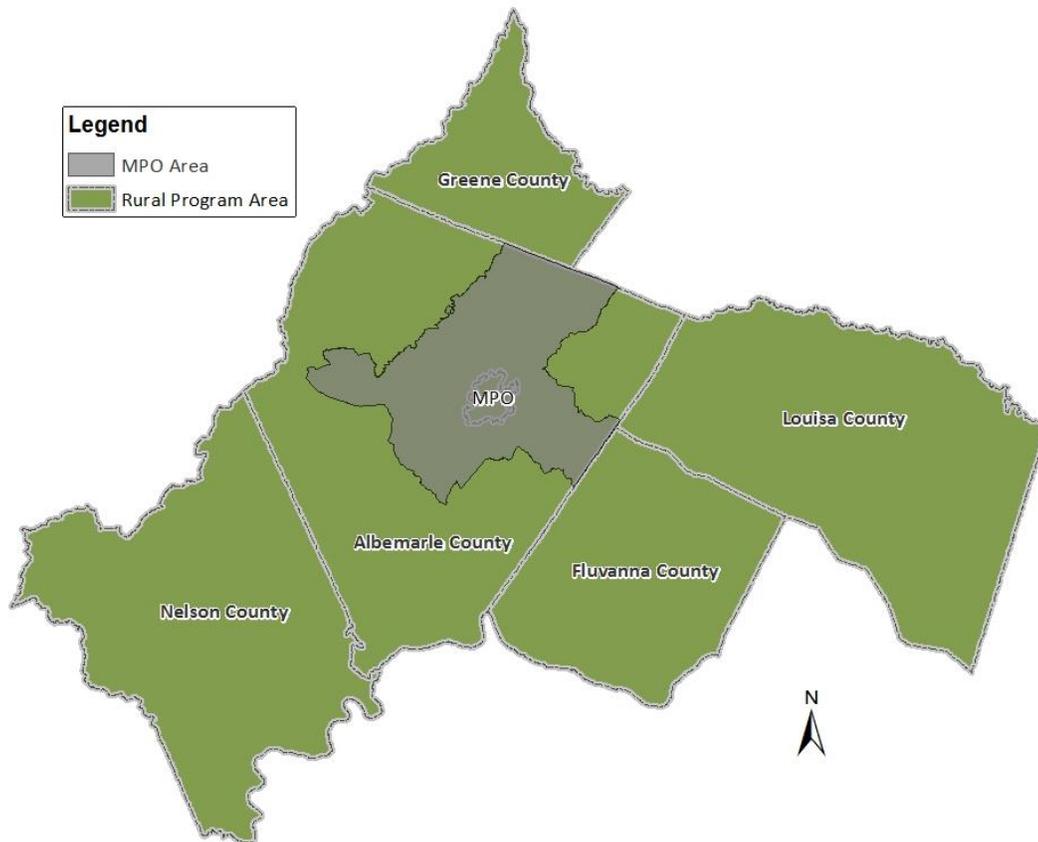


Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2016 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



Fiscal Year 2016 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	\$35,400	\$8,850	\$44,250
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$8,000	\$2,000	\$10,000
TOTAL	<i>RURAL PLANNING PROGRAM</i>	<i>\$58,000</i>	<i>\$14,500</i>	<i>\$72,500</i>

FY2016 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 - \$18,250.00

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 3 C's approach*). The PDC's Rural Technical Advisory Committee (RTAC) is the foundation of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), 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 monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

End Products:

- Submit 12 monthly reports and invoices.
- Submit an annual report, at the end of FY16.

Task 1.2 - Staff committee meetings

Description of Activities:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

End Products:

- Convene the RTAC at least 6 times in FY16.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Program Policy Board).

Task 1.3 - Share information with agencies and public

Description of Activities:

TJPDC staff will 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:

- Facilitate discussions on House Bill 2 Prioritization, to provide continued feedback to VDOT.
- Update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide / review data as requested by VDOT throughout the fiscal year.

Task 1.4 - Public Involvement

Description of Activities:

The TJPDC will inform and involve the public through its quarterly newsletters. Staff will also help facilitate public involvement with the local assistance projects discussed below. The TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to more easily engage in the planning process and with projects.

End Products:

- Send at least 12 editions of Newsbrief, to inform stakeholders of the TJPDC's efforts, such as with rural transportation.
- The RTAC will continue to include public comment periods in its meeting agendas.
- Update the Rural Program website, to better share information with VDOT and stakeholders.
- Initiate a transportation academy, to train local officials in the basics of transportation planning.

Task 1.5 – Legislative Assistance

Description of Activities:

The TJPDC will assist its 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. Staff will also monitor and report on changes to federal and state requirements related to transportation, planning and implementation.

End Products:

- The legislative liaison will present at the RTAC meetings, to update Committee members of legislative issues.
- Collect comments from local planning staff and officials, related rural transportation, and forward those comments to the legislative liaison.

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 functions.

End Products:

Schedule and attend events for staff training.

Task 1.7 – Information Technology

Description of Activities:

The TJPDC provides administrative assistance for GIS mapping and data center services. This includes preparing materials for meetings and to individual localities.

End Products:

Provide GIS mapping and technical assistance on reports and other materials.

SPR Funds (80%)	\$14,600
PDC Funds (20%)	\$3,650
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Total Budgeted Expenditure for Program Administration	\$18,250

2.0 Local Technical Assistance - \$44,250

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2016. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. Local planning staff and officials developed this list of projects, through the Rural Technical Committee. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

WORK ELEMENTS

Task 2.1 – Assist rural localities in local planning efforts

Description of Activities:

The TJPDC provides technical planning assistance to our member localities 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. The TJPDC will undertake additional community planning efforts and provide technical assistance as requested by local governments.

Current/Planned Projects:

- *Greene County Corridor Study* – The TJPDC will conduct a corridor study for a major roadway (to be determined) in Greene County. The corridor study will identify existing conditions related to: roadways, intersections, public safety and the associated land uses that make up the corridor.
- *Mineral Street Improvements* – Staff will assist the Town of Mineral with installing crosswalks and bike lanes. Staff will also identify and apply for other funding sources that will help implement the transportation recommendations listed in the Town’s 2011 CDBG application.
- *Inter-Town Trail Plan* – The TJPDC will assist with efforts to develop a multi-use trail that connects the towns of Louisa and Mineral, by beginning work on a trail plan for the study area.
- *Rockfish Valley Area Plan (RVAP)* – The RVAP is a public community planning effort focusing on the Rockfish Valley, including Afton, Nellysford, Beech Grove, and Woods Mill. The project is being led by Nelson County staff with assistance from the TJPDC. Staff will use Rural Program Funds to conduct transportation assessments in the study area.
- *Lovingston Streetscape* – TJPDC staff will search for funding to initiate a streetscape improvement project for the Village of Lovingston. Staff will also begin preliminary efforts on a streetscape study, by reviewing existing plans and conducting an updated inventory of Bike and Pedestrian facilities.
- *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 with grants related to the Bike Route 76 Corridor Study
- Assist the Town of Mineral with multiple grant applications for downtown revitalization.
- Assist Louisa County with funding options in the *Intra-Towns Trail* project.
- Assist Nelson County with funding options for a *Lovington Streetscape* study.

Task 2.3 – Support Travel Demand Management strategies and rural transit development

Description of Activities:

PDC staff, RTAC 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, studying 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 discussions; review existing rural transit services and Park and Ride lot connections, to 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:

- Conduct inventories of parking-and-ride lots.
- *TDM Plan* – RideShare will develop a region-wide Transportation Demand Management Plan (TDMP) for the RideShare coverage area. The focus of the plan will be on TDM measures and the impacts on reducing and managing traffic congestion; improving air quality; and, supporting economic development programs. The plan will allow for a minimum six-year planning horizon and will be prepared by the RideShare and TJPDC staff during fiscal year 2016.
- *Shenandoah Valley/Charlottesville Commuting Study* – TJPDC staff will work with the Central Shenandoah PDC, RideShare and JAUNT to develop a study that measures the commuting patterns between the Shenandoah Valley and Charlottesville area.

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:

- 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.

Task 2.5 – Provide Current and Future Land Use Data

Description of Activities:

The TJPDC will work with VDOT to gather land use information that will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state. This will include GIS work and geo-references to local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task.

Tasks to be Undertaken:

- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans in the region.
- Provide additional GIS assistance to VDOT, as requested.

3.0 Regional Planning Activities - \$10,000

WORK ELEMENTS

Task 3.1– Rural Long Range Plan

Description of Activities:

The first RLRP was adopted in 2010. In FY16, staff will prepare the five (5)-year update of the RLRP and expand on the document, to create additional value in the plan.

Tasks to be Undertaken:

- Complete an update to the RLRP in FY 2016.
- Work with member governments to establish local transportation priorities.

Task 3.2– VTRANS

Description of Activities:

TJPDC staff and the RTAC 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:

Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

Task 3.3 – SYIP Priorities

Description of Activities:

The TJPDC will prioritize and submit a list of recommended projects to the District Planner, for consideration in the SYIP. Staff will provide documentation of prioritization methodology used to develop the list.

Tasks to be Undertaken:

- Attend VDOT’s Fall Transportation Meeting.
- Submit a list of prioritized projects for consideration for HB2 and the Virginia Multimodal Transportation Plan by the 2nd quarter of FY-16.

Task 3.4 – Bicycle and Pedestrian Planning

Description of Activities:

Assist VDOT in compiling a list of local and regional bicycle/pedestrian recommendations. Assist member governments with bicycle and pedestrian planning.

Tasks to be Undertaken:

- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.
- *Bike Route 76* – TJPDC staff will undergo efforts to implement the recommendations listed in the Bike Route 76 Corridor Study, completed in FY15. These efforts will include additional studies of the corridor, capital improvements and promotion of the Bike Route.

- *Central Virginia Cycling Program* – The TJPDC developed a regional cycling program that will serve as a leader in cycling advocacy and implementation in the region. TJPDC staff will continue to build this program.
- *Update of the Jefferson Area Bike & Pedestrian Plan* – The TJPDC will secure funding to update the region’s 2004 Bike & Pedestrian Plan. Once that funding is secured, staff will commence work on this plan update.

Task 3.5 – Park and Rides

Description of Activities:

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

Tasks to be Undertaken:

- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.
- Conduct an inventory of park-and-ride lots.

Task 3.6 – Multimodal Freight Study

Description of Activities:

Assist VDOT in coordinating a local review, through the RTAC, of data and information related to Virginia’s Statewide Multimodal Freight Study. Identify the location and classification of freight activity zones. Respond to freight surveys from VDOT.

End Product:

Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

Task 3.7 – 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 once annually.
- Help provide regular updates to the Coordinated Human Services Mobility Plan.
- Attend regular meetings and review grant applications related to the plan.

Task 3.8 – Corridors of Statewide Significance

Description of Activities:

TJPDC Staff will coordinate, as appropriate, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance in our region as identified in VTrans 2035 that would be a candidate for further study. This list will be used to assist the CTB and VDOT in determining which locations within the CoSS to study in the future.

End Product:

Provide VDOT with a list of locations along the regional CoSS that should be considered for additional study.

Task 3.9 – Functional Classification Update

Description of Activities:

Functional Classification is the process by which streets and highways are grouped into classes according to the part that any particular road plays in serving the flow of trips through a highway network. VDOT updates the functional classification of primary and secondary roads in Virginia based on the release of the 2010 Census.

End Product:

Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

Task 3.10 – Virginia Surface Transportation Plan Update (VSTP)

Description of Activities:

The Virginia Department of Transportation (VDOT) and Virginia Department of Rail and Public Transportation (DRPT) developed the 2035 Virginia Surface Transportation Plan, which provides long-term multimodal transportation suggestions for the commonwealth.

End Product:

Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

Task 3.11 – Fall Transportation Meeting

Description of Activities:

VDOT will hold a Fall Transportation Meeting for each region.

End Product:

Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region's citizens.

SPR Funds (80%)	\$43,400.00
PDC Funds (20%)	\$10,850.00
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Total Budgeted Expenditure for Program Activities	\$54,250.00

FY-2016 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
Task 1.1- Coordinate staff and budget activity	\$2,400.00	\$600.00	\$3,000.00
Task 1.2 - Staff monthly committee meetings	\$5,600.00	\$1,400.00	\$7,000.00
Task 1.3 - Share information with agencies and public	\$1,600.00	\$400.00	\$2,000.00
Task 1.4 - Public involvement	\$1,600.00	\$400.00	\$2,000.00
Task 1.5 – Legislative Assistance	\$800.00	\$200.00	\$1,000.00
Task 1.6 – Professional Training	\$1,600.00	\$400.00	\$2,000.00
Task 1.7 – Information Technology	\$1,000.00	\$250.00	\$1,250.00
Total Budgeted Expenditure for Program Administration	\$14,600.00	\$3,650.00	\$18,250.00
<u>Program Activities</u>			
Task 2.1 – Assist rural localities in local planning efforts	\$24,000.00	\$6,000.00	\$30,000.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	\$1,600.00	\$400.00	\$2,000.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	\$800.00	\$200.00	\$1,000.00
Task 2.4 – Support Local and State requests for assistance as needed	\$800.00	\$200.00	\$1,000.00
Task 3.1– Rural Long Range Plan	\$8,800.00	\$2,200.00	\$11,000.00
Task 3.2– VTRANS	\$600.00	\$150.00	\$750.00
Task 3.3 – SYIP Priorities	\$800.00	\$200.00	\$1,000.00
Task 3.4- Bicycle and Pedestrian Planning	\$600.00	\$150.00	\$750.00
Task 3.5- Park and Rides	\$800.00	\$200.00	\$1,000.00
Task 3.6- Multimodal Freight Study	\$600.00	\$150.00	\$750.00
Task 3.7- Coordinated Human Services Mobility Plan	\$800.00	\$200.00	\$1,000.00
Task 3.8- Corridors of Statewide Significance	\$600.00	\$150.00	\$750.00
Task 3.9 – Functional Classification Update	\$1,000.00	\$250.00	\$1,250
Task 3.10 – Virginia Surface Transportation Plan Update (VSTP)	\$800.00	\$200.00	\$1,000.00
Task 3.11 – Fall Transportation Meeting	\$800.00	\$200.00	\$1,000.00
Total Budgeted Expenditure for Program Activities	\$43,400.00	\$10,850.00	\$54,250.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00