

# FY-2017 Rural Transportation Planning Work Program

Thomas Jefferson Planning District Commission

July 01, 2016 – June 30, 2017



## **Preface**

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

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.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their February 23<sup>rd</sup>, 2016 meeting, sending a recommendation of approval to the Planning District Commission. The Commission reviewed these recommendations at their March 23<sup>rd</sup> meeting and approved the final FY17 Rural Transportation Planning Work Program.

The preparation of this program was financially aided through administrative funds from the FY15 Rural Transportation Planning Work Program.

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## Introduction

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### Purpose and Objective

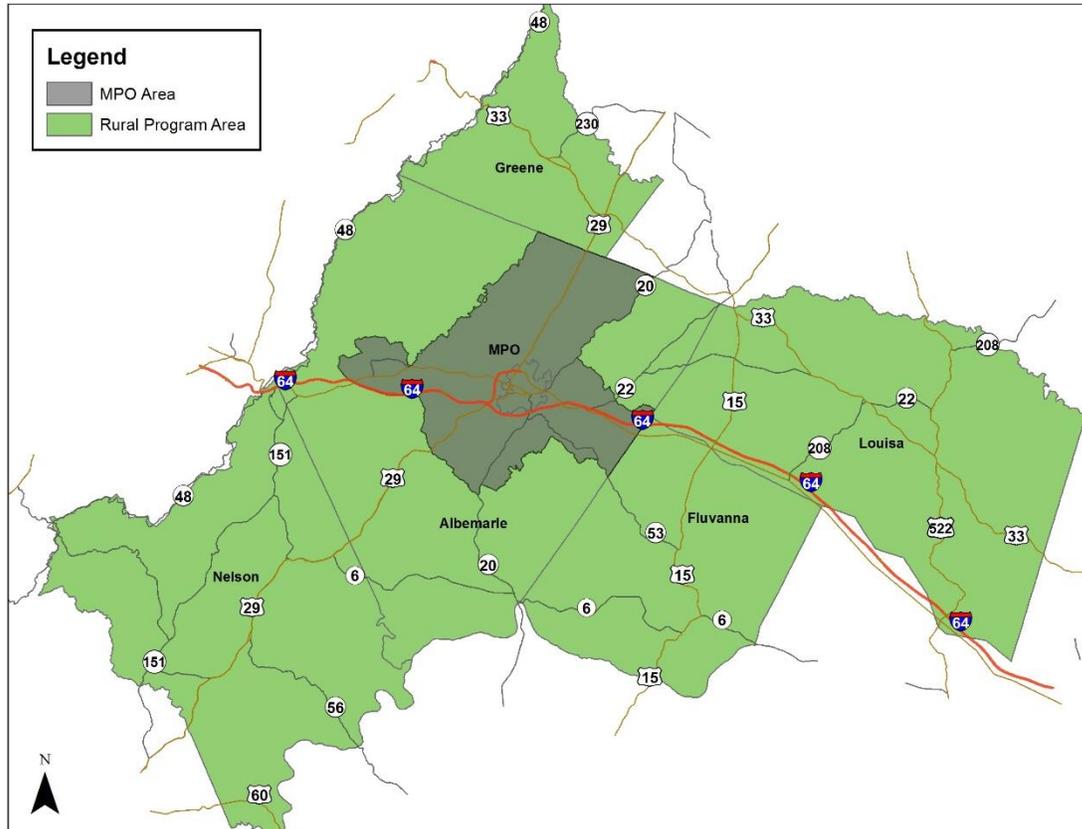
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2017 each planning district commission/regional commission that have rural areas 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.

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### Rural Transportation Program

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.



## Highlights of FY16 UPWP

In FY16, the Rural Transportation Program focused primarily on an update of the Rural Long Range Plan (RLRP). While there were five local assistance projects (task 2.1) in the FY16 work program, staff rolled those efforts into the RLRP update, since that plan addresses transportation recommendations across the region. The program also dedicated time to the new House Bill 2 prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



**RURAL LONG RANGE PLAN (RLRP)** – The TJPDC adopted its first RLRP in 2010, as part of a statewide effort to create transportation plans for the rural programs across the Commonwealth. At the time, the RLRP provided an inventory of projects from local plans and transportation studies. The real value of the effort was information, giving local officials data that would help them make better decisions, especially with the Six Year Improvement Program (SYIP). With the passage of House Bill 2, the SYIP process changed significantly, requiring VDOT districts, PDCs and localities to bring a more analytical approach to project selection. A late change in the House Bill 2 qualifications allowed for project applications that were sited in a region’s RLRP. Suddenly, these plans gained new importance. Consequently, TJPDC staff spearheaded an initiative to update its plan, restructuring it to be the ultimate tool for managing project selection and administering House Bill 2 applications. In FY17, staff will complete this effort, putting the region in the forefront in the new transportation landscape.

**JEFFERSON AREA BIKE AND PEDESTRIAN PLAN** – Staff originally anticipated that this work would begin in FY17, but reconsidered after fast-tracking the RLRP process. Staff realized that the RLRP is intended to address all modes of transportation in the rural areas, including bike and pedestrian projects. Consequently, this update also began in FY16 and will continue to run in parallel with the RLRP work. At the end of the process, recommendations from the Bike and Pedestrian plan will roll into the RLRP. With the original Jefferson Area Bike and Pedestrian Plan dating back to 2004, staff will start from scratch for the update. The new plan will involve an analytical process that is focused on data, priorities and cost/benefit analyses.

**HOUSE BILL 2** – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. In this first year, TJPDC staff processed three applications for Nelson County, working with the Lynchburg District staff. The TJPDC also facilitated discussions with local officials, to coordinate project submissions and provided guidance at local Board and Planning Commission meetings.

**RURAL TRANSPORTATION COUNCIL** – Administratively, the Rural Transportation Program established a new committee, the Rural Transportation Council (RTC). This group will serve as the policy committee of the Rural Transportation Program. Composed of individuals representing local governments within the Rural Programming areas, the RTC provides reviews, comments, and recommendations on rural transportation plans, programs, studies and other appropriate documents, from a policy perspective. It complements the Rural Transportation Advisory Committee, in that the RTAC focuses on technical matters and is composed of staff. The RTC consists of the PDC’s Commissioners and representatives from the four towns.

## Fiscal Year 2017 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
RURAL PLANNING PROGRAM				
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	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

**FY2017 Scope of Work:** This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

## **FY17 Activities by Task**

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### **Administration - \$18,250.00**

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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 Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. A new group, the Rural Transportation Council (RTC), is the policy committee of the Rural Transportation Program. Composed of elected individuals representing local governments within the Rural Programming areas, the RTC provides reviews, comments, and recommendations on rural transportation plans, programs, studies and other appropriate documents, from a policy perspective. The Planning District Commission functions as the policy board of the Rural Transportation Program.

#### **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.

TASKS TO BE UNDERTAKEN:

- 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.

TASKS TO BE UNDERTAKEN:

- Staff the RTAC throughout the fiscal year – meeting at least 6 times.
- Staff the RTC throughout the fiscal year – meeting quarterly.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

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

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials and the general public.

TASKS TO BE UNDERTAKEN:

- 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.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.

## FY17 RTP Work Program

### **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.

#### TASKS TO BE UNDERTAKEN:

- Publish at least 4 editions of Newsbrief, to inform stakeholders of efforts in the Rural Transportation Program.
- The RTAC, RTC and Commission will continue to include public comment periods in its meeting agendas.
- Continue to update the program website, to better share information with VDOT and stakeholders.
- Continue the 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.

#### TASKS TO BE UNDERTAKEN:

- Present at the RTAC, RTC and Commission meetings, to provide updates on legislative matters.
- Forward comments from local planning staff and officials 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.

#### TASKS TO BE UNDERTAKEN:

- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.

### **Task 1.7 – Information Technology**

#### DESCRIPTION OF ACTIVITIES:

Continue to compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Please use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered 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. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state.

## FY17 RTP Work Program

### TASKS TO BE UNDERTAKEN:

- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans in the region.
- Use GIS tool, to be provided by VDOT-TMPD, to geo-reference local transportation plan recommendations
- Provide additional GIS assistance to VDOT, as requested.

### **Administration Budget**

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

## Local Technical Assistance - \$44,250

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The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2017. 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 RTAC. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

In previous years, the local assistance list was more comprehensive. While a larger number of projects brings services to more member localities, it also limits how much the Program can do on each effort. Consequently, the end product was a collection of incomplete projects, with little continuity with other fiscal year work programs. In FY17, staff decided to focus on a single project, with a secondary (smaller) local assistance project. This will allow the Rural Transportation Program to dedicate more resources to a single project, creating a higher quality product. This work program also anticipates future fiscal years, where it includes a schedule for projects in other member localities. This will operate as a cycled schedule, between the counties.

### 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.
- *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 grant applications for downtown revitalization.
- Assist Nelson County with funding options for a the Lovingston area.

## FY17 RTP Work Program

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

#### DESCRIPTION OF ACTIVITIES:

The Rural Transportation Program will work to improve rural transit service in the region, by: continuing an inventory of park-and-ride lots; coordinating with JAUNT and Greene County Transit; and, assisting with funding applications for TDM measures. Staff will also coordinate rural transit planning with the MPO Regional Transit Authority discussions and recommend new park-and-rides through the RLRP.

#### TASKS TO BE UNDERTAKEN:

- Continue to maintain an inventories of parking-and-ride lots.
- Recommend new park-and-rides and improvements to existing lots, through the RLRP.
- *Shenandoah Valley/Charlottesville Commuting Study* – TJPDC staff will contribute time and resources to the Central Shenandoah PDC's commuting study, which will help evaluate travel patterns between Charlottesville and the Shenandoah Valley.

### **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.

## Regional Planning Activities - \$10,000

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### Task 3.1– Rural Long Range Plan

DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY16, staff started work on a five (5)-year update to the plan, which gained further importance with the State’s new House Bill 2 process. In FY17, staff will complete work on the RLRP update.

TASKS TO BE UNDERTAKEN:

- Complete the RLRP update.
- Use the plan to guide decisions with House Bill 2 applications.

### Task 3.2– VTRANS

DESCRIPTION OF ACTIVITIES:

The State completed work on VTRANS in FY16. In FY17, TJPDC staff will continue to provide feedback and assistance with VTRANS-related items.

TASKS TO BE UNDERTAKEN:

- Provide comments and assistance, as requested by VDOT.
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and HB2 Regional Meetings

### Task 3.3 – SYIP Priorities (House Bill 2)

DESCRIPTION OF ACTIVITIES:

The TJPDC will coordinate with its member localities, facilitating discussions and decisions with House Bill 2 applications. Staff will help prioritize projects, using sound methodologies that are consistent with the State process.

TASKS TO BE UNDERTAKEN:

- Attend VDOT’s Fall Transportation Meeting.
- Coordinate local efforts with House Bill 2 applications.
- Submit PDC project(s), if directed by the Commission.

### Task 3.4 – Bicycle and Pedestrian Planning

DESCRIPTION OF ACTIVITIES:

As a component of the RLRP, staff will also complete work on the Jefferson Area Bike and Pedestrian Plan. In FY16, the TJPDC started to update this 2004 plan. In FY17, work will continue to run in parallel with the RLRP update. Additionally, staff will assist VDOT in compiling a list of local and regional bicycle/pedestrian recommendations and will assist member governments with bicycle and pedestrian planning. Finally, staff will continue to study, promote and improve its portion of Bike Route 76.

TASKS TO BE UNDERTAKEN:

- Complete work on the Jefferson Area Bike and Pedestrian Plan update and fold recommendations into the RLRP.
- Participate in outreach meetings and review data as requested by VDOT.
- Assist local members with bike and pedestrian projects, as requested.
- Begin to study and implement recommendations from the Bike Route 76 Existing Conditions Inventory.

## FY17 RTP Work Program

### **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.

#### TASKS TO BE UNDERTAKEN:

- Participate in outreach meetings and review data as requested by VDOT.

### **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.

#### TASKS TO BE UNDERTAKEN:

- 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:

TJPCD Staff will coordinate, as appropriate, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance (CoSS) in our region as identified in VTrans that would be candidates 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.

#### TASKS TO BE UNDERTAKEN:

- 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.

#### TASKS TO BE UNDERTAKEN:

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

## FY17 RTP Work Program

### **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.

#### TASKS TO BE UNDERTAKEN:

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

### **Task 3.11 – VDOT Meetings**

#### DESCRIPTION OF ACTIVITIES:

Staff will participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.

#### TASKS TO BE UNDERTAKEN:

- Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region's citizens.
- Attend the annual programming meeting, usually scheduled for February.
- Attend the VDOT spring meeting.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance

#### **Local Technical Assistance and Regional Planning Activities**

SPR Funds (80%)	\$43,400
PDC Funds (20%)	\$10,850
Total Budgeted Expenditure for Program Activities	\$54,250

## **FY18 Anticipated Work Tasks**

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY16, FY17 and FY18 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

By FY18, work on the RLRP and Jefferson Area Bike and Pedestrian Plan will be completed, but staff will begin to focus on implementation. These plans will lay out project recommendations, as well as guidance on further studies and plans. This will tie into House Bill 2, providing localities with the required data for applications.

In terms of local assistance, FY17 will focus on a Greene County Corridor study, with additional resources dedicated to coordinating streetscape improvements in the Town of Mineral. For FY18, the primary local assistance project will focus on Fluvanna County, since it has been several years since the Rural Transportation Program conducted a project for this member locality. A Secondary project may focus on one of the other localities.

In FY18, House Bill 2 will be in its third year. TJPDC staff will work to fine-tune its regional processes, helping VDOT and local officials prepare for applications. The RLRP should be an integral tool and resource for these activities.

## FY-2017 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b>Program Administration</b>			
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
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$14,600.00</b>	<b>\$3,650.00</b>	<b>\$18,250.00</b>
<b>Program Activities</b>			
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 (House Bill 2)	\$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 – VDOT Meetings	\$800.00	\$200.00	\$1,000.00
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$43,400.00</b>	<b>\$10,850.00</b>	<b>\$54,250.00</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>



**Thomas Jefferson Planning District Commission**  
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**RESOLUTION OF APPROVAL**  
**FY 17 Rural Transportation Planning Work Program**

**WHEREAS**, the Virginia Department of Transportation (VDOT) allocated \$58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

**WHEREAS**, the TJPDC dedicates a 20% match, equivalent to \$14,500, for the SPR funding; and,

**WHEREAS**, the TJPDC is required to approve its Rural Transportation Planning Work Program by the March Commission meeting of each year; and,

**WHEREAS**, the Rural Transportation Advisory Committee reviewed the draft work program at their February 23<sup>rd</sup> meeting and unanimously forwarded a recommendation of approval to the Commission; and,

**WHEREAS**, the local assistance section of the work program will include one primary project, to ensure that resources and staff time are dedicated to a more focused effort; and,

**WHEREAS**, the primary local assistance project will rotate between localities, on an annual basis.

**NOW, THEREFORE BE IT RESOLVED** that the Thomas Jefferson Planning District Commission approves the FY 17 Rural Transportation Planning Work Program.

Adopted this 3<sup>rd</sup> day of March, 2016.

  
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Charles Boyles, Executive Director  
Thomas Jefferson Planning District Commission