

**Region 2000 Local Government Council**

**FY-2019 Rural Transportation Planning Work Program  
July 01, 2018 – June 30, 2019**

**Transportation Technical Committee Approval: March 8, 2018  
Region 2000 Local Government Council Approval: March 15, 2018**

## **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-2019 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 (TMPD) 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.

**FY 2019 - Program Administration (\$25,000.00)**

**Background and Objective:** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

**1. Rural Transportation Planning Management - \$20,800.00**

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews, coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

**2. Rural Transportation Planning Assistance Program-Scope of Work - \$4,200.00**

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2020 Rural Transportation Planning Assistance Program –

Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

<b>SPR Funds (80%)</b>	<b>\$20,000.00</b>
<b>PDC Funds (20%)</b>	<b>\$5,000.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$25,000.00</b>

**FY 2019 - Program Activities (\$47,500.00)**

**Background and Objective:** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. **General Technical Assistance-** \$18,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
- Other duties as required by VDOT, FHWA, and the Council
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advisory Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2018 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. 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

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Assist localities with development and/or review of transportation chapters or elements of comprehensive plans.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;

**2. Rural Long-Range Transportation (RLRTP) Activities - \$15,500.00**

Description: Continue to build competency in corridor and intersection safety analysis using guidance documents from VDOT and other best practices. Attend training related to components of the VDOT TOSAM Manual and other common elements of corridor/intersection studies. Conduct a corridor study or analysis of a roadway segment or intersection and identify potential improvements (including access management) to the corridor for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee, localities, and VDOT.

Deliverable Product: Draft report documenting activities accomplished.

**3. Alternative Transportation Planning Activities - \$14,000.00**

Description: The following items will be accomplished in support of alternative transportation planning efforts. These items coordinate with the CVMPO Alternative Transportation project activities. Activities include:

- Website updates
- Grant assistance

- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Bike/Pedestrian Annual Report
- Alternative Transportation Webinar Series
- Locality assistance as appropriate.
- Assist the Town of Bedford with the creation of a bicycle and pedestrian plan.

Deliverable Product: A summary report of above referenced activities.

<b>SPR Funds (80%)</b>	<b>\$38,000.00</b>
<b>PDC Funds (20%)</b>	<b>\$9,500.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$47,500.00</b>

<u>FY-2019 Budget Summary</u>	<b>VDOT (SPR) 80%</b>	<b>PDC (Match) 20%</b>	<b>Total 100%</b>
<b><u>Program Administration</u></b> <ol style="list-style-type: none"> <li>1. Rural Transportation Planning Management</li> <li>2. Rural Transportation Planning Assistance Program – Scope of Work</li> </ol> <b>Total Budgeted Expenditure for Program Administration</b>	\$16,640 \$3,360  \$20,000	\$4,160 \$840  \$5,000	\$20,800 \$4,200  \$25,000
<b><u>Program Activities</u></b> <ol style="list-style-type: none"> <li>1. General Technical Assistance</li> <li>2. Rural Long-Range Transportation Plan (RLRTP) Activities</li> <li>3. Alternative Transportation Planning Activities</li> <li>4.</li> </ol> <b>Total Budgeted Expenditure for Program Activities</b>	\$14,400 \$12,400 \$11,200  \$38,000	\$3,600 \$3,100 \$2,800  \$9,500	\$18,000 \$15,500 \$14,000  \$47,500
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>





**RESOLUTION APPROVING FY-2019  
RURAL TRANSPORTATION PLANNING WORK PROGRAM**

**WHEREAS**, the staff of the Virginia's Region 2000 Local Government Council has prepared the FY2019 Rural Transportation Work Program (Work Program); and,

**WHEREAS**, this Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

**WHEREAS**, this Work Program is now before the Virginia's Region 2000 Local Government Council for final approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Virginia's Region 2000 Local Government Council does hereby approve the FY-2019 Rural Transportation Planning Work Program and does authorize it to be submitted to the Virginia Department of Transportation.

**ADOPTED** this 15<sup>th</sup> day of March, 2018, by the Virginia's Region 2000 Local Government Council.

ATTESTED BY:

CERTIFIED BY:

\_\_\_\_\_  
Gary F. Christie, Secretary  
Region 2000 Local Government Council

\_\_\_\_\_  
Joan Foster, Chair  
Region 2000 Local Government Council