



Central Virginia Planning District Commission

**FY-2024 Rural Transportation Planning Work Program
July 01, 2023 – June 30, 2024**

Transportation Technical Committee Recommendation: 11 May 2023

Central Virginia Planning District Commission Adoption: 18 April 2023

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. 505 (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-2024 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. 505, State Planning and Research.

FY 2023 - Program Administration (\$28,000.00)

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

1. Rural Transportation Planning Management - \$25,000.00

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. Activities include, but not limited to, the following.

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, trainings and conferences.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings and additional trainings, workshops and conferences, as necessary, to enhance the rural transportation planning program.
- Prepare the Rural Transportation Planning Work Program, scope of work, manage program funds, and provide outreach and data assistance. This includes execution of any adjustments or alterations in project scope or funding.
- Maintain Title VI and Americans with Disabilities Act (ADA) compliance, and ensure environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the implementation of the approved Title VI and Public Participation Plan.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.

2. Rural Transportation Planning Work Program - \$3,000.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. This also includes execution of any amendments or revisions to the existing scope of work and provide

necessary outreach and data development to support current Scope completion and future year Scope development.

Deliverable Products: The FY 2024-2025 Rural Transportation Planning Work Program, which documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any scope of work amendments or revisions.

SPR Funds (80%)	\$22,400.00
PDC Funds (20%)	\$5,600.00
Total Budgeted Expenditure for Program Administration	\$28,000.00

FY 2023 - Program Activities (\$44,500.00)

Background and Objective: Address regionalized transportation issues that are identified through coordination with local transportation stakeholders, to include VDOT, Transportation Technical Committee (TTC), and the Planning District Commission.

1. General Technical Assistance - \$23,000.00

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 not limited to, the following.

- Complete any outstanding items from the FY 2023 Scope of Work.
- Participate in VTrans webinars regarding needs consolidation, recommendations and SMART SCALE Regional Meetings.
- Participate in meetings and trainings with VDOT staff regarding Title VI and Environmental Justice.
- Ensure that completed projects include as integral in the planning process the 2021 articulated FHWA Planning Emphasis Areas – actions that support resiliency and clean energy transition; advance equity and underserved communities; support Complete Street and multimodal networks; advance diverse public involvement; support the Strategic Highway Network; coordination with Federal Land Management Agencies; incorporates environmental impact evaluation; and advances and supports continued transportation planning and programming data development, sharing, and analysis.
- 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 outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts as requested.

- Coordinate with VDOT and stakeholders on meeting performance measure goals.
- Coordinate with local stakeholders, VDOT, and localities in development of project pipeline studies, to include recommendation development and public involvement.
- Providing transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network.
- Development of comprehensive plan's transportation element.
- Program support duties as required by VDOT, FHWA, and the PDC.
- 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 Advocacy Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees.
- Writing transportation planning grants, including Transportation Alternatives Program, SMART SCALE, Revenue Sharing and Federal Program grants (e.g. Safe Streets and Roads for All) as requested by program partners. 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.
- 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.
- Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.

Deliverable Products: Activities include, but not limited to, the following:

- Assistance as enumerated above.
- Enhance and maintain the PDC's web site transportation component.

2. **Comprehensive Plan Development** - \$3,000.00

Description: The CVTPO staff will review and assist in local comprehensive plan development to ensure that land use and other plan elements, to include the transportation chapter, are consistent and in accordance with local, state and federal planning and programmatic requirements, reflect identified VTrans needs, and are executed through a comprehensive public outreach process in accordance with Title VI and Environmental Justice compliance.

- Assist the Town of Bedford in development of the Transportation Chapter of the pending Comprehensive Plan update.
- Assist, as requested, review and evaluation of comprehensive plans.

Deliverable Product: Town of Bedford Transportation Chapter, such that the chapter incorporates all of the state and federal program requirements, has been reviewed and approved by the local District Planner, and incorporates, if ready, template elements as determined by the Town. Completion of this task does not include Comprehensive Plan adoption by the Town, as the timing may not coordinate.

3. **Rural Travel Demand Management Plan** - \$8,000.00

Description: CVPDC staff will, through evaluation of 2020 Census Data, surveys (to include public, economic development, and employers), stakeholder coordination, to include the CVTPO, and according to VDOT and DRPT programmatic requirements, assist in the development of the first CVPDC Travel Demand Management Plan. Activity includes assistance in execution of Park and Ride Lot use counts and conditions assessments utilizing the VDOT Facility Inspection Form and methodology.

Deliverable Product: A CVPDC Travel Demand Management Plan that will be submitted to VDOT and DRPT for approval and taken to each of the rural communities for adoption consideration. The document will serve as the foundation for future CVPDC Commuter Assistance Program activities and will support VDOT's Travel Demand Management programmatic goals. Evaluation and submittal of Lot Facility Inspection Forms.

4. **Active Transportation Planning Activities** - \$10,500.00

Description: The following items will be accomplished in support of active transportation planning efforts. These items coordinate with the Safe Streets and Roads for All (SS4A) and general regional active transportation, multimodal program initiatives. Task items include, but are not limited to, the following:

- Website updates

- Grant assistance
- Bike Month development and execution
- Re-formation of an area Bicycle and Pedestrian Advisory Committee
- Active Transportation Webinar Series
- Locality assistance as appropriate
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile.
- Support the State partners, VDOT, DCR, and Virginia Office of Trails in developing region-wide evaluation of current and future connection corridors.

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)	\$35,600.00
PDC Funds (20%)	\$8,900.00
Total Budgeted Expenditure for Program Activities	\$44,500.00

<u>FY-2024 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 23-24 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budget for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$18,400.00	\$4,600.00	\$23,000.00
2. Comprehensive Plan Development	\$2,400.00	\$600.00	\$3,000.00
3. Rural Transportation Demand Management	\$6,400.00	\$1,600.00	\$8,000.00
4. Active Transportation Planning Activities	\$8,400.00	\$2,100.00	\$10,500.00
Total Budget for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budget FY2024 Rural Program Budget	\$58,000.00	\$14,500.00	\$72,500.00



**Central Virginia Planning
District Commission**
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**RESOLUTION APPROVING THE FISCAL YEAR 2024
RURAL TRANSPORTATION WORK PROGRAM**

WHEREAS, as staff of the Central Virginia Planning District Commission (CVPDC) has prepared the annual Rural Transportation Work Program for the fiscal year 2024; and

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

WHEREAS, the Rural Transportation Planning Work Program is now before the Central Virginia Planning District Commission for approval.

NOW, THEREFORE, BE IT RESOLVED THAT the Central Virginia Planning District Commission does hereby approve the Rural Transportation Work Program for Fiscal Year 2024 and authorizes it to be submitted to the Virginia Department of Transportation.

Upon motion by Commissioner Frank Rogers, duly seconded by
Commissioner John Spencer, adopted this 18th day of May, 2023.

ATTESTED BY:

A handwritten signature in black ink, appearing to read 'AW Brebner', written over a horizontal line.

Alexander W. Brebner, Secretary
Central Virginia Planning
District Commission

CERTIFIED BY:

A handwritten signature in black ink, appearing to read 'Dwayne Tuggle', written over a horizontal line.

Dwayne Tuggle, Chair
Central Virginia Planning
District Commission