

**Commonwealth Regional Council
FY-2014 Rural Transportation Planning Work Program
July 01, 2013 – June 30, 2014**

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-2014 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each 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, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in 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 2014 - Program Administration (\$13,000.00)

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.

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. The program is supported and overseen by the Policy Committee which is comprised of the CRC member representatives. 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, resolution & scope of work, and grant applications in support of the work program. This activity also includes professional development of CRC staff.

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

- Preparation of quarterly financial progress reports.
- Preparation for and attendance at Transportation Technical Committee meetings.
- Prepare meeting agenda, minutes, resolutions, and arrange for and/or attend meetings, conferences, and training.
- Respond to requests for intergovernmental reviews, coordination.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, and other opportunities as identified.
- Staff will attend Annual Governor’s Transportation Conference when financially feasible.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.
- Prepare Annual Resolution and Scope of Work for upcoming fiscal year.
- Maintain and Update the Commission’s website transportation component.
- Staff will attend educational opportunities provided by VDOT to assist in the Pilot Intersection Analysis.
- Staff will attend educational opportunities offered by VDOT and also will participate in GIS Training when appropriate and financially feasible.

SPR Funds (80%)	\$10,400.00
PDC Funds (20%)	\$ 2,600.00

Total Budgeted Expenditure for Program Administration **\$13,000.00**

FY 2014 - Program Activities (\$59,500.00)

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:

Local Technical Support

Description: This task allows for the assistance to localities on transportation related activities on a local level as needed. This task includes, but is not limited to, providing assistance to member jurisdictions on transportation planning related issues to improve the overall effectiveness and efficiency of the transportation network and 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 would include GIS mapping; and other duties as required by VDOT, FHWA, and the Council. This task also includes preparing grant applications as needed for transportation related programs.

Development and provision of GIS information for use with transportation projects and planning efforts is included in this task, along with continued GIS technical training of staff.

Deliverable Products:

- Assistance to localities in the development of transportation priorities for VDOT's Six Year Plan when requested.
- Staff will review and assist in updating transportation elements of comprehensive plans when requested.
- CRC Staff will assist the VDOT District Planner in the update/review of the Farmville Small Urban Plan.
- In order to meet goals in the Virginia Strategic Highway Safety Plan, the CRC staff will conduct a Pilot Intersection Analysis of an intersection identified in the CRC's Rural Long Range Transportation Plan and will identify potential improvements for safety and/or congestion. The VDOT District Planner will provide assistance and a template for procedures and documentation. The Pilot Project will be selected by the CRC's Transportation Committee.
- Staff will assist VDOT in the review and update of Small Urban Area Plans in the region.
- Assist localities in reviewing VDOT Transportation Enhancement Grants when requested.
- Assist localities in preparing and submitting VDOT Transportation Enhancement Grants.
- Assist localities in preparing applications for Safe Routes to Schools, Hazardous Elimination Safety Program Fund as well as other transportation related programs as appropriate.
- CRC staff will alert localities of pending workshops and educational opportunities in transportation related fields.
- CRC staff will attend the Fall Multi-Modal Transportation Meeting and will provide a display at the workshop.
- CRC staff will attend other VDOT meetings as requested and budget allows.
- Staff will coordinate and host a Ride-Along Day to visit on-site, (VDOT provide transportation) potential transportation issues (including Enhancement Project locations) in

the region. The purpose is to discuss problems and solutions with Local Government Representatives, VDOT, CRC Staff and also potentially CTB members.

SPR Funds (80%)	\$16,000.00
PDC Funds (20%)	\$ 4,000.00
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Total Budgeted Expenditure for Local Technical Support	\$20,000.00

Regional Planning Activities:

Description: The CRC will provide technical assistance to localities on transportation related activities on a regional basis. The CRC will assist VDOT in reviewing transportation issues and participate in outreach meetings to make recommendations on a regional basis. The CRC Transportation Committee and staff will assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the CTB for inclusion in the Six Year Improvement Program. Staff will assist VDOT with local and regional input to annual statewide transportation improvement programs. The CRC will support regional and State requests for assistance as needed.

Deliverable Products:

- Assist VDOT in the review of Statewide Park-n-Ride Inventory/Study as requested.
- Assist VDOT in the review of Statewide Functional Classification Update as requested.
- Assist VDOT in the review of data for the Virginia Surface Transportation Plan Update (VSTP) as requested.
- Coordinate with VDOT to hold a VDOT Enhancement Grant Workshop in Fall of 2013 for localities of the region on an update of the VDOT Enhancement Grant Program.
- Coordinate with VDOT to provide information on the Safe Routes to School Program to localities.
- Coordinate with localities to prioritize RLRP Recommendations into top priorities.
- CRC will Prioritize recommendations from the RLRP into Regional Priorities.
- Provide both Priorities to VDOT staff (District Planning and Investment Manager) to be used for consideration in developing the Draft Six-Year Improvement Program.
- Coordinate with VDOT to identify possible strategies, funding, development opportunities, etc. for implementing the top 3 recommendations in each of the two categories 1) by jurisdiction and 2) by region.
- Participate in outreach meetings and review data as requested by VDOT in the VTrans Update Process.
- Participate in outreach meetings and review data as requested by VDOT in Freight Planning.
- Participate in outreach meetings and review data as requested by VDOT in the Virginia Surface Transportation Plan Update (VSTP)
- Participate in outreach meetings and review data as requested by VDOT regarding Bicycle and Pedestrian Planning.
- Participate in Coordinated Human Service Mobility Plan (CHSM) Update conducted by DRPT.
- Attend regional (CHSM) meetings, meetings include: review of all regional FTA Section 5310, 5316 and 5317 Grant Applications and information on training opportunities for Public Transit, etc.
- Staff will alert Public Transit Providers of upcoming workshops.
- Staff will monitor Commonwealth Transportation Board website and provide information to region on pertinent issues.

SPR Funds (80%)

\$31,600.00

PDC Funds (20%)	\$ 7,900.00
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Total Budgeted Expenditure for Regional Technical Assistance	\$39,500.00
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FY-2014 Budget Summary

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Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Administration	\$10,400.00	\$ 2,600.00	\$13,000.00
Total Budgeted Expenditure for Program Administration	\$10,400.00	\$ 2,600.00	\$13,000.00
<u>Program Activities</u>			
1. Local Technical Support	\$16,000.00	\$ 4,000.00	\$20,000.00
2. Regional Planning Activities	\$31,600.00	\$ 7,900.00	\$39,500.00
Total Budgeted Expenditure for Program Activities	\$47,600.00	\$11,900.00	\$59,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00