

**RESOLUTION OF THE  
COMMONWEALTH REGIONAL COUNCIL  
AUTHORIZING AND ACCEPTING STATE PLANNING AND RESEARCH (SPR) FUNDS  
FOR THE RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM  
FOR FISCAL YEAR 2023-2024**

WHEREAS, the Commonwealth Regional Council has received an offer of Rural Transportation Planning Assistance funds from the Virginia Department of Transportation for Fiscal Year 2023-2024.

WHEREAS, the Rural Transportation Planning Grant funds are to be used in cooperation with the Virginia Department of Transportation for transportation planning as required by Section 135, Title 23, U.S. Code.

WHEREAS, the Commonwealth Regional Council has reviewed a proposed agreement between the Virginia Department of Transportation and the Council which outlines the Scope of Work Activities (Attached).

WHEREAS, the terms of the offer require that the Council develop an annual scope of work for the program to include the aforementioned minimum activities and other appropriate transportation planning activities.

WHEREAS, the terms of the offer of the SPR funds include federal funding of \$58,000 (80%) for Fiscal Year 2023-2024, (July 1, 2023 to June 30, 2024).

WHEREAS, the terms of the offer of SPR funds include a \$14,500 (20%) Council match for Fiscal Year 2023-2024, (July 1, 2023 to June 30, 2024).

NOW THEREFORE BE IT RESOLVED, that the Commonwealth Regional Council hereby authorizes the acceptance of the Rural Transportation Planning Assistance funds in the amount of \$58,000 (80%) for Fiscal Year 2023-2024, and to provide the required \$14,500 (20%) match, this provides a total of \$72,500 to support the approved transportation planning activities.

BE IT FURTHER RESOLVED, that the Commonwealth Regional Council hereby authorizes the Chairman and the Executive Director to finalize the scope of work for the Commonwealth Regional Council's Rural Transportation Planning Program and to execute all documents necessary to implement the program.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Commonwealth Regional Council at a Regular Full Council meeting at which a quorum was present and that same was passed by a vote of 7 in favor and 0 opposed, the 19th day of April, Two Thousand Twenty-Three.

  
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J. David Emert, CRC Chairman

  
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Melody Foster, Executive Director

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

## **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.

## **FY2024 - Program Administration (\$13,000.00)**

***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. This includes program management and administrative responsibilities. In general, these activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training and conferences.
- Preparing Urban or Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data, and
- Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

### **Description:**

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 CRC Transportation Committee meetings.
- Prepare meeting agenda, minutes, resolutions, and arrange for and/or attend meetings, conferences, and training.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, and GIS Training.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in the Fall and Spring Public Input Meetings held by VDOT/CTB for the region provide displays when appropriate (virtual or in person).
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in VTrans webinars and Smart Scale Regional Meetings.
- Attend Title VI and Environmental Justice Workshops when offered by VDOT.
- Complete and submit Title VI Annual Reporting to VDOT when requested.
- Staff will attend the Transportation Alternative Set-Aside Grant Workshops annually.
- Staff will attend other VDOT workshops/webinars.

- Staff will participate in GIS training to assist with transportation products as requested.
- Prepare Annual Resolution and Scope of Work for upcoming fiscal year.
- Maintain and Update the Commission's website transportation component.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021 <https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf>
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SPR Funds (80%)

\$10,400.00

RC Funds (20%)

\$ 2,600.00

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**Total Budgeted Expenditure for Program Administration**

**\$13,000.00**

**FY 2024 - Program Activities (\$59,500.00)**

***Background and Objective:*** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee, localities and the Regional Council. 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 for member jurisdictions as needed for transportation related programs.

### **Deliverable Products:**

- Assistance to member localities in the development of transportation priorities for VDOT's Six Year Plan when requested.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Staff will review and assist in updating member localities transportation elements of comprehensive plans when requested.
- Staff will assist VDOT in the review and update of Small Urban Area Plans for member localities in the region when requested.
- Assist localities in applying for VDOT Transportation Alternative Set-Aside, SMART Scale,

- and other VDOT funding opportunities.
- CRC staff will alert localities of pending workshops and educational opportunities in transportation related fields.
- CRC staff will attend other VDOT meetings as requested.
- Staff will coordinate and host a Ride-Along Day to visit on-site, (VDOT provide transportation) potential transportation issues (including Transportation Alternative Set-Aside Project & Smart Scale Project locations) in the region when CTB members are available. The purpose is to discuss problems and solutions with Local Government Representatives, VDOT, CRC Staff and CTB members.
- Staff will monitor Commonwealth Transportation Board Website and pass on relevant information to localities on transportation issues.

<b>SPR Funds (80%)</b>	<b>\$16,000.00</b>
<b>RC Funds (20%)</b>	<b>\$ 4,000.00</b>

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<b>Total Budgeted Expenditure for Local Technical Support</b>	<b>\$20,000.00</b>
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#### **Regional Planning Activities:**

**Description:** The CRC will provide technical assistance to member 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 data for the Virginia Surface Transportation Plan Update (VSTP) as requested.
- Provide updates to localities on Smart Scale, Transportation Alternative Set-Aside and other Grant Programs provided by VDOT.
- Coordinate with VDOT to provide information on the Safe Routes to School Program to localities.
- Coordinate with DRPT to provide information to localities on the intercity bus needs.
- Participate in discussions with VDOT and localities to develop VDOT Smart Scale projects for member localities.
- Assist localities in identifying possible VDOT Transportation Alternative Set-Aside projects.
- Coordinate with VDOT to identify possible strategies, funding, development opportunities, etc. for implementing priorities.
- Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- 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. when notified.

- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT (if applicable).
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.
- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestions data.
- Staff will alert Public Transit Providers of upcoming training opportunities.
- Park & Ride Lot Use Counts and Conditions Assessment - Conduct manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.
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<b>SPR Funds (80%)</b>	<b>\$31,600.00</b>
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<b>PDC Funds (20%)</b>	<b>\$ 7,900.00</b>
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<b>Total Budgeted Expenditure for Regional Technical Assistance</b>	<b>\$39,500.00</b>
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**FY-2024 Budget Summary**

**FY-2024 Budget Summary**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>Program Administration</u></b>			
1. Administration	\$10,400.00	\$ 2,600.00	\$13,00.00
<b>Total Budgeted Expenditure for Program Administration</b>	\$10,400.00	\$ 2,600.00	\$13,00.00
<b><u>Program Activities</u></b>			
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
<b>Total Budgeted Expenditure for Program Activities</b>	\$47600.00	\$11,900.00	\$59,500.00
<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>