

Region 2000 Local Government Council

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

**Transportation Technical Committee Approval: March 28, 2013
Region 2000 Local Government Council Approval: April 18, 2013**

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 (\$21,750)

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

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.

Budget: \$16,750

2. Rural Transportation Planning Assistance Program-Scope of Work

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming

fiscal year (i.e., July 1, 2014 to June 30, 2015). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2015 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.

Budget: \$5,000

SPR Funds (80%)	\$17,400
PDC Funds (20%)	\$4,350
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Total Budgeted Expenditure for Program Administration	\$21,750

FY 2014 - Program Activities (\$50,750)

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

Description: This task allows for the assistance to localities 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;
- 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 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.
- Finally, this task will allow for staff GIS training activities.
- Complete any outstanding items from the FY 2013 Scope of Work.
- Attend the Fall Transportation Meeting and provide a display.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:
 - VTrans Update
 - Functional Classification Update
 - Virginia Surface Transportation Plan Update (VSTP)
 - Park and Ride Lots Inventory / Study
 - Bicycle and Pedestrian planning
 - Freight planning
 - Other meetings as requested

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;
- Enhancement, safe routes to school, or other transportation planning grant applications for local or regional projects, including supporting research and plan development products;
- Accomplished staff GIS training;

Budget: \$11,000

2. *District Oriented Activities*

Accomplish the following tasks with the cooperation of the District Planner

- a. *Description:* Assist the District Planner in the update/ review of the Small Area Urban Plans in the region.

Deliverable: Summary report of activities.

- b. *Description:* To meet the goals of the Virginia Strategic Highway Plan, conduct a corridor study/analysis of a roadway segment 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 and VDOT provided training opportunities.

Deliverable: Summary report of activities.

- c. *Description:* To meet the goals of the Virginia Strategic Highway Plan, conduct an intersection analysis within the region and identify potential improvements for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee and VDOT provided training opportunities.

Deliverable: Summary report of activities.

Budget: \$31,750

3. *Alternative Transportation Planning Activities*

The following is a continuation of LGC staff efforts to continue expansion of alternative transportation planning and implementation activities in Region 2000

LGC Bike/Ped component of LGC website

Description: Staff will maintain and contribute to the dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity.

Deliverable: User friendly, maintained, updated component of the new Region 2000 LGC website.

Grant Submittal

Description: Apply for, or contribute to Region 2000 locality or organization, grants to contribute to and provide funding towards alternative transportation planning or implementation of direct facilities.

Deliverable: Copy of application or summary of contribution/partnership efforts and full summary of results.

Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month (extended to the full month of May) and Clean Commute Challenge. The primary Lynchburg Area Greenway Alliance, Region 2000 LGC, RIDE Solutions event, in the 3rd year in 2014, is the premier event to promote the use and development of pedestrian and bicycle facilities and highlight all forms of alternative transportation in the Region 2000 area.

Deliverable: Summary of Bike Month/Clean Commute Challenge which will include details on events, participants, sponsors, donated hours, volunteers, etc.

Facilitation of Bike/Pedestrian Fund Raising Partnership

Description: Host a local bicycle ride, possible fund-raising event, for purpose of assisting in facilitation of bike or pedestrian facilities. Potential generated funds or donated contribution from existing events (such as VA 10-miler) to be used to implement identified alternative transportation facility (sharrows, marked crosswalks, benches, etc.).

Deliverable: A report that summarizes the activity, partnership development, stakeholders, anticipated or achieved funding.

Lynchburg Area Greenway Alliance

Description: Provide ½ staff support, in conjunction with CVMPO, to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, CVMPO, LGC, and VDOT in execution of bike/pedestrian activities.

Deliverable: A report summarizing activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Deliverable: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee, managed by John Bolecek, VA Statewide Bicycle and Pedestrian Planner; and 2) VA Bicycle Federation, on request of Champe Burnley, President. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within VA.

Deliverable: Summary of participation activities.

Alternative Transportation Webinar Series

Description: Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and general public. Webinar series will continue to provide free and easily accessible CM and CEU credits for local planners and engineers.

Deliverable: Summary of webinars held, participants, and CM/CEU credits dispersed as result of webinars.

Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be February to February to account for work that took place over the primary construction months.

Activities:

- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.
- All activities will be crossed referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.
- Summary report and GIS data format of updated resources, connection to planning documents, if available, and summary of funding used to fund past year's facilities will be included.

Deliverable: Report that summarizes bike and pedestrian projects implemented in Region 2000 through February, 2014, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

Budget: \$8,000

SPR Funds (80%) **\$40,600**

PDC Funds (20%) **\$10,150**

Total Budgeted Expenditure for Program Activities **\$50,750**

FY-2014 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$13,400	\$3,350	\$16,750
2. Rural Transportation Planning Assistance Program-Scope of Work	\$4,000	\$1,000	\$5,000
3.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
Total Budgeted Expenditure for Program Administration	\$17,400	\$4,350	\$21,750
<u>Program Activities</u>			
1. General Technical Assistance	\$8,800	\$2,200	\$11,000
2. District Oriented Activities	\$25,400	\$6,350	\$31,750
3. Alternative Transportation Planning Activities	\$6,400	\$1,600	\$8,000
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
Total Budgeted Expenditure for Program Activities	\$40,600	\$10,150	\$50,750
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Signed PDC Resolution

