

**Region 2000 Local Government Council**

**FY-2015 Rural Transportation Planning Work Program  
July 01, 2014 – June 30, 2015**

**Transportation Technical Committee Approval: March 13, 2014  
Region 2000 Local Government Council Approval: April 17, 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-2015 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 2015 - Program Administration (\$21,000)**

***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:*** \$16,800

### **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, 2015 to June 30, 2016). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2016 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: \$4,200

<b>SPR Funds (80%)</b>	<b>\$16,800</b>
<b>PDC Funds (20%)</b>	<b>\$4,200</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$21,000</b>

## **FY 2015 - Program Activities (\$51,500)**

***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 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;
- 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.
- GIS training activities.
- Complete any outstanding items from the FY 2015 Scope of Work. (None anticipated at this time.)
- As practical consider prioritizing projects for consideration of the FY 2016-2021 SYIP to the District Planner by November 30, 2014, including prioritization methodology documentation.
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000.
- 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
- Long Range Transportation Planning efforts
- Prioritization of recommendations or projects

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. *Corridor Safety Review*

*Description:* Conduct corridor study or analysis of a roadway segments or intersections and identify potential improvements (including access management) to the corridors for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee and VDOT provided training opportunities, including a manual of procedures currently under development by VDOT. Corridors studied may include segments of Pumping Station Road in Appomattox County, Elon Road in Amherst County, or other segments identified by staff and the transportation technical committee.

*Deliverable:* Draft report documenting activities accomplished.

Budget: \$25,000

3. *Comprehensive Plan Transportation Elements: Campbell County and the Town of Appomattox*

Staff will assist Campbell County in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation elements for Campbell County.

Staff will assist the Town of Appomattox in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation elements for the Town of Appomattox.

Budget: \$10,500

#### 4. *Alternative Transportation Planning Activities*

The following items will be accomplished in support of alternative transportation planning efforts:

Description: The same primary foundational project activities found in the CVMPO UPWP FY' 15 will be included in the rural areas of Region 2000:

- Website updates;
- Grant assistance;
- Bike Month;
- Lynchburg Area Greenway Alliance;
- Bike/Pedestrian Annual Report;
- VDOT Bicycle Advisory Committee participation;
- Alternative Transportation Webinar Series; and
- Yearly update to the Bicycle/Pedestrian Facilities in Region 2000.

Deliverable Product: Summary report of above referenced activities.

Additionally:

#### Smith Mountain Lake Bicycle Route Plan Development

Description: Through a coordinated stakeholder and public outreach process, establish a recommended bicycle on-road, and possible off-road, recommendations for creation of bicycle routes or Share the Road signage instillation along identified roadways frequented by cyclists. The planning process will include coordination with the Roanoke Valley Alleghany Regional Commission, VDOT Lynchburg and Salem District staff, and Smith Mountain Lake stakeholders.

Background: In the summer of 2016 Smith Mountain Lake will celebrate its 50 year anniversary. A series of dedication activities and legacy projects are envisioned to commemorate the anniversary and prepare the area for the next 50 years. Bicycling for recreation and for short-distance transportation to key destinations has increased dramatically in the last five years in the area. However, within the area there is no designated signage or routes to guide cyclists or to alert motorists to anticipate seeing cyclists along the roadway.

#### Task 1: Project Scope Meeting

Hold initial information and project development meeting with key stakeholder to develop coordinated project approach.

Task 2: Research and Inventory

1A: Identify and map existing and planned sidewalks and trails;

1B: Identify roadway routes frequented by cyclists in and around the Smith Mountain Lake area;

1D: Identify and map community facilities such as schools, parks, and recreation centers, etc.;

1E: Review road geometries, accident data, and any other roadway data.

Product: Summary of data with which to consider corridor route options.

Task 3: Participate in Community Workshops

Establish a process to engage public input, project buy in.

Product: Summary memorandum.

Task 4: Present Draft Smith Mountain Lake Bicycle Route/Trail Options

Present the series of proposed on-road bicycle routes and potential, off-road trail, recommendations.

Product: Summary memorandum.

Task 5: Implementation Opportunities Plan

Deliverable Product: Summary document of scenarios and activities, such as a fund-raising activity similar to the Dr. Bell Bicycling Awareness Memorial Fund, with which to implement the bicycle on-road and off-road corridor recommendations. The document will provide a rating of those activities that can be implemented in time for the 50th anniversary of the lake area and potentially, longer-term activities.

*Budget: \$5,000*

<b>SPR Funds (80%)</b>	<b>\$41,200</b>
<b>PDC Funds (20%)</b>	<b>\$10,300</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$51,500</b>



## FY-2015 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>Program Administration</u></b>			
1. Program Administration	\$13,440	\$3,360	\$16,800
2. Scope of Work	\$3,360	\$840	\$4,200
3.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$16,800</b>	<b>\$4,200</b>	<b>\$21,000</b>
<b><u>Program Activities</u></b>			
1. General Technical Assistance	\$8,800	\$2,200	\$11,000
2. District Oriented Activities	\$20,000	\$5,000	\$25,000
3. Comprehensive Plan Transportation Elements	\$8,400	\$2,100	\$10,500
4. Alternative Transportation	\$4,000	\$1,000	\$5,000
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$41,200</b>	<b>\$10,300</b>	<b>\$51,500</b>
<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>

# Signed PDC Resolution



## RESOLUTION APPROVING FY-2015 RURAL TRANSPORTATION PLANNING WORK PROGRAM

**WHEREAS**, the staff of the Virginia's Region 2000 Local Government Council has prepared the FY-2015 Rural Transportation Planning Work Program (Work Program); and,

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

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

**NOW, THEREFORE, BE IT RESOLVED THAT** that the Virginia's Region 2000 Local Government Council does hereby approve the FY-2015 Rural Transportation Planning Work Program and does authorize it to be submitted to the Virginia Department of Transportation.

**ADOPTED** this 17<sup>th</sup> day of April, 2014, by the Virginia's Region 2000 Local Government Council.

ATTESTED BY:

Gary F. Christie, Secretary  
Region 2000 Local Government Council

CERTIFIED BY:

see signature below

Joan Foster, Chair  
Region 2000 Local Government Council

For \*<sup>CWT</sup>Joan Foster by  
Gary Tanner.

\* CWTanner

4-17-14