

# AGENDA

for the  
**Wednesday, March 17, 2010, Meeting**

of the

## **Danville Metropolitan Planning Organization**

Danville Regional Airport, Eastern Conference Room  
Airport Road, Danville  
**at 6:30 p.m.**

1. Call to Order
2. Approval of Minutes of Previous MPO, November 30, 2009
3. Open Comment Session for General Public and MPO membership
4. Additional items for the Agenda as necessary
5. Resolutions related to Contents, Approval of the FY 2010 Unified Work Program and the MPO Application for Section 5303 Transportation Planning Funds from the Federal Transit Administration:
  - a) Resolution to Apply for Federal Transit Administration, Section 5303 Transportation Planning Funds, FY 2011; Resolution 2010-1
  - b) Authorization of MPO Administrator to Contract with City of Danville, Danville Transit System to Receive Pass-Through Funds from the Federal Transit Administration Section 5303 Transportation Planning Funds, FY 2011; Resolution 2010-2
6. Consideration of Resolution 2010-3, Approval of the Danville MPO Unified Transportation Planning Work Program (UWP) for FY 2011.
7. Considerations for amending contract between URS Corporation and Danville MPO/WPPDC
8. Authorization of MPO Administrator to Sign Revision to contract between URS Corporation & Danville MPO/WPPDC
9. Presentation of Long-Range Transportation Plan Recommendations by Mr. Cashman and Mr. Lawrence of URS Corporation
  - Discussion of Plan alternatives, recommendations
  - Plan for Citizens Information Meeting
10. Update on Transportation Issues in General, Other Area Projects
11. Southern Area Agency on Aging application approval; include in TIP if CTB awards grant
12. Other Business
13. Adjournment

**Danville Metropolitan (Transportation) Planning  
Organization**

**FY 2011**

**Unified Transportation Planning Work Program  
(UWP)**

*For Consideration by Danville MPO on March 17, 2010*

# **FY 2011 Unified Transportation Planning Work Program (UWP)**

## **Introduction and Summary of Planning Process**

### **Structure/General Organization**

The Unified Transportation Planning Work Program (UWP) defines the transportation planning processes and programs used by the Metropolitan Planning Organization and is normally developed and adopted on an annual basis. The overall authority for transportation planning in the Metropolitan Planning Area is in the hands of the Metropolitan Planning Organization (MPO) which is made up of locally elected and administrative officials of the local government members (City of Danville and County of Pittsylvania) and representation from the Virginia Department of Transportation (VDOT); these members make up the Policy Board and are the voting entity for the MPO. There are seven eligible votes on the Policy Board: three from the City, three from the County, and one from the Virginia Department of Transportation. The City, County, and VDOT have provided for alternate voting members from staff and administration. The MPO also has a Project Management Team (PMT) appointed by the MPO Chairman that is primarily administrative and planning personnel from the area; the PMT is the MPO's technical committee. The MPO has also programmed development of a citizens advisory committee.

### **Planning Sources and Processes**

With the establishment of the MPO, the Danville-Pittsylvania County area has available to it an organization for transportation planning which can provide a forum and instrumentality to bring together comprehensive and cooperative planning approaches that may lead to new, worthwhile project alternatives; these projects ideas may eventually find their way into a transportation improvement program (TIP) at some future point in time if funding can be identified for their implementation. The planning efforts managed by the MPO include provisions for citizen participation.

### **The UWP in the Process**

The UWP attempts to set out the planning efforts being undertaken by the various entities of which it has knowledge; to date the primary efforts listed originate with citizens, the local governments, VDOT, the MPO Policy Board, and Danville Transit System with projects subject for approval by the Federal Highway Administration and/or Federal Transit Administration. Project development and recommended planning project activity generally proceeds through Project Management Team consideration and then to the MPO Board, who after consultation, makes final changes and project selection.

## **UWP and the TIP**

As implied, the UWP annually sets out the compendium of transportation planning activities for which authorization and funding support is to be sought; activities included normally are presented on a one-year schedule. The MPO Policy Board is also responsible for developing the annual TIP. The projects considered in the TIP are different from those in the UWP in that items for inclusion have reached the project level, involve capital improvements, been selected for implementation, funding sources have been determined, and it covers an extended time period of typically three years. Further, the UWP is a planning activities administration tool, whereas the TIP sets out a schedule of actual projects for implementation; also, projects on the TIP may also be end products of planning work carried out under the UWP.

## **Meeting National Goals for Transportation Planning**

The UWP, and the planning process it engenders, allows the MPO to participate in and meet requirements from the national perspective of conducting a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that considers all modes of transportation and supports metropolitan community development and social goals; this is widely known as the "3-C Process."

## **Current and Future UWP Activities and Facing the Future Issues**

As noted the MPO has engaged in a number of short range planning activities. Historically the MPO has undertaken numerous short-range projects such as corridor studies, intersection studies, and transportation development plan updates. In the future it is anticipated that the MPO through the UWP specified activities will continue to undertake short-range type planning activities to manage congestion and also monitor for Long-Range Transportation Plan update needs depending on availability of financial support for the planning activities. *The MPO will also be expected to work with the Commonwealth and federal agencies, as deemed appropriate, in implementing the guidelines and programs under the SAFETEA-LU Act of August 2005 (Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users) that replaced the earlier ISTEA, TEA-21 and SAFETEA transportation acts. The staff will be responsible for making any necessary adjustments needed to reflect any new regulations that may result as a consequence of a new national transportation act to supplant SAFETEA-LU regulations of 2005 since Congress is to consider reauthorization in the ensuing months.*

Primary issues facing the area include how best to redesign and improve the transportation system and at the same time insure that necessary funds will be available to use in undertaking the physical projects needed. The key question is whether there will be funds available to undertake the physical improvements that are ultimately derived from the planning process.

**DANVILLE METROPOLITAN PLANNING ORGANIZATION  
FY 2011 Unified Transportation Planning  
Work Program**

During this fiscal year, the following activities will be pursued by MPO and VDOT staff:

***Task 1.0 Administration and Maintenance of the Transportation Planning Process***

***1.01 General Administration and Operations***

Description: This task includes ongoing activities to ensure the proper management and operations of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the FY2010 UPWP throughout the fiscal year; provide all required administrative functions including accounting, personnel, contract, and office administration; and support the activities of the Danville MPO through preparation of agendas, attendance, scheduling meeting, reports, minutes, and other duties as needed for the MPO Policy Board and subcommittees such as the Project Management Team/Technical Advisory Committee.

End Products:

- Prepare meeting agenda; minutes; resolutions; arrange for and/or attend meetings, conferences, and training.
- Preparation for and attendance at the MPO Policy Board meetings.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees.
- Process PL funding requests; VDOT preparation and/or review of PL and PL Pass-Through funding agreements and addenda.
- Review local and regional transportation planning activities and attend public hearings conducted by the MPO as needed.
- Develop and employ mechanisms for accommodation of MPO transportation planning activities with guidelines for Environmental Justice and with regulations for Title VI of Civil Rights Act. Efforts can include: developing process to evaluate disproportionate impacts and distribution of benefits and burdens of plans and programs on low-income and minority populations; establishing procedure to assess low-income and minority population participation in the planning process; incorporate Environmental Justice efforts in the UPWP.
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed.

- Prepare and review progress, financial, and other supportive reports; VDOT: review and process quarterly billing invoices and progress reports.
- Maintain a MPO web site incorporating transportation activities, programs, studies, reports, meetings and other items of public interest.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on MPO-sponsored transportation planning and studies employing consultants.
- Respond to requests for intergovernmental reviews, and their coordination with the West Piedmont Planning District Commission.
- Review proposed enhancement projects as requested.
- Employ training, courses, seminars, and conferences to enhance the transportation planning and administration skills of staff and/or Policy Board, Project Management Team/Technical Advisory Committee.

Completion date: 4<sup>th</sup> Quarter 2011

Budget: \$13,000; Staff: \$13,000

### ***1.02 Reporting and Compliance with MPO Required Tasks, Regulations***

Description: This task includes all activities associated with the development and maintenance of the draft and final Work Program (UPWP) and Transportation Improvement Program (TIP), including amendments.

End Products:

- Process amendments to FY 2011 Unified Transportation Work Program (UWP) and prepare the FY 2012 Unified Transportation Work Program.
- Process any amendments to the FY 2009-2012 Transportation Improvement Program (TIP); provide VDOT and MPO input on preparation efforts for development of subsequent TIP and develop TIP per required schedule by VDOT. Amend upcoming TIP as necessary.

Completion date: 4<sup>th</sup> Quarter 2011

Budget: \$10,000; Staff: \$10,000

## ***Task 2.0 Long-Range Transportation Planning and Surveillance***

### ***2.01 Year 2035 Long-Range Transportation Plan Maintenance***

Description: During FY 2011, coordinate, assist in distributing of the Long Range Transportation Plan updated to the Year 2035, completed in fourth quarter FY

2010 or first quarter FY 2011; b) Evaluate any requests or needs for modification of the Long-Range Transportation Plan, including responding to SAFETEA-LU requirements and preparing for future updates.

End Products:

- Public assistance and information.
- Updates and amendments to keep Plan current.

Completion date: 4<sup>th</sup> Quarter 2011

Budget: \$13,000; Staff: \$4,000; Consultant: \$9,000

## **2.02 Consultant Studies:**

Description: During FY 2011, manage the following consultant-led studies: 1) Conduct study for potential options to connect the MegaPark to Route 58 Bypass, Berry Hill Road, Route 58 West; 2) Conduct study for improving Mount Cross Road employing widening and improving horizontals, plus employing access management where possible, a precursor improvement program to the Mount Cross Parkway approach; 3) Conduct study of new Route 863 connector from Mount Cross Road over to Route 58 West near Route 58 Bypass interchange; 4) Study approaches to developing new trail linking Ringgold Trail (Pittsylvania County) to Dan Riverwalk Trail (City of Danville).

### **2.02.A. Consultant Studies in Support of Long-Range Planning Effort**

Description: The MPO has provided for the potential on initiating the development of a new corridor study(s) to assist the MPO localities with their needs and supporting the continual ongoing development of projects that derive from the Long Range Transportation Plan and its recommendations list. A consultant firm will be procured to develop the following studies: (Select from the following.)

- 1) Conduct study for potential options to connect the proposed MegaPark Industrial Site to Route 58 Bypass, Berry Hill Road (Route 863), and Route 58 West. Study would include recommended facilities, alignments, and right-of-way features; and the development of a purpose and need statement, environmental overview and cost estimates.
- 2) Conduct study for improving Mount Cross Road employing widening and improving horizontals, plus employing access management where possible, a precursor improvement program to the Mount Cross Parkway approach. The termini will be from the Route 863/Route 750 intersection over to the entrance to Averett University North Campus. Study would include recommended facility, alignment, and right-of-way features; and development of a purpose and need, environmental overview and cost estimates.

- 3) Conduct study of new alignment of a Route 863 connector from Mount Cross Road (Route 750) to Route 58 West near the Route 58 Bypass interchange. Study would include recommended facility, alignment, and right-of-way features; and development of a purpose and need, environmental overview and cost estimates.
- 4) Study approaches to developing new trail linking Ringgold Trail (Pittsylvania County) to Dan River Riverwalk Trail (City of Danville). Study would include the recommended facility, alignment, and right-of-way features; and development of an environmental overview and cost estimates.
- 5) Studies supporting State's STP recommendations on Route 58 also identified in MPO's 2030 Transportation Plan's Vision Plan.
  - a. Route 58 East access management and safety study from Route 29 Bypass/Route 58 Interchange to eastern Study area Boundary. (Danville & Pittsylvania County)
  - b. Route 58 West access management and safety study from western Study Area Boundary to WCL Danville (Pittsylvania County)

These studies should be conducted by the same consultant firm for consistency and the fact that the areas of study are all in the west area of the MPO Study Area and are in proximity of each other, with the exception of the trails link. It is anticipated that the trail link study may be undertaken by planners, landscape architect or environmental staff personnel either on the prime consultant staff or from a sub-consultant. Firms will be encouraged to employ DBE firms in the work. The study is expected to be completed in the last several months of FY 2011 or early FY 2012.

End Product:	Corridor Study reports, including supporting graphics, maps, drawings.
Completion date:	Continuing FY 2011, and First Quarter FY 2012
Budget: \$223,387	(Staff \$20,000, Consultant \$203,387)

### **2.03 VTRANS/Multi-Modal Planning Support:**

Description: Assist VDOT District Office and Central Office with the dissemination of the completed documents regarding the final VTRANS, the Statewide Multimodal Plan, [and the 2035 Surface Transportation Plan initiatives](#) including stakeholder outreach activities to produce public understanding of the contents and utility of the VTRANS and associated planning efforts and the related documents.

End Products:

- Participation in outreach activities to inform public of plan contents, purposes;
- Providing representation to the VTRANS Multimodal Advisory Committee.

Completion date: Continuing FY 2011

Budget: \$5,000 Staff: \$5,000

#### **2.04 Freight Planning:**

Description: Assist VDOT staff with freight planning under VTRANS: 1) with data collection from any needed survey effort required of the MPO; 2) with public involvement and participation efforts in Plan document reviews.

End Products:

- Data collection from survey as needed
- A major freight generation map with associated background information
- Public involvement and participation assistance as requested, advertisements, and direct mailings as requested.

Completion date: Continuing FY 2011

Budget: \$6,000 Staff: \$6,000

#### **2.05 Response to SAFETEA-LU Requirements**

Description: MPO staff to work cooperatively with the Virginia Department of Transportation and Federal Highway Administration-Richmond staffs, as necessary in the finalization of any remaining required responses to SAFETEA-LU based requirements needed to attain full compliance. The staff with help from the FHWA and VDOT will also want to evaluate the Public Involvement Program that the MPO uses in its operations.

Fiscal Year 2011 activities will need to be flexible in order to be responsive to any demands placed on the MPO's with the advent of reauthorization of the national transportation act (which is likely to be re-titled from its current SAFETEA-LU designation). MPO's will need to follow policy directives in the CFR's of public comments and responses, and the tentative and final regulatory actions generated subsequent to the federal public involvement/comment process.

End Products:

- Maintaining reconciliation of MPO's transportation planning processes for compliance with SAFETEA-LU planning regulations. Work may include other planning efforts with State agencies to meet SAFETEA-LU regulations and required planning efforts. *Note: With reauthorization of the national transportation act, this effort may have more extensive efforts required to be undertaken.*
- Revise as necessary Public Involvement Process to comply with SAFETY-LU requirements. Several end products aiding this will be:
  - a) Evaluate the effectiveness of current [public participation plan](#);
  - b) Develop recommendations for implementation of improvements to public involvement efforts.

*Note: Reauthorization of the national transportation act and succeeding regulatory action may place additional effort to readdress and revise the Involvement process the MPO had adopted in the past.*

Completion date: 4<sup>th</sup> Quarter FY 2011

Budget: \$10,000

Staff: \$10,000

## **2.06 Development of FY 2035 Constrained Long Range Transportation Plan**

Description: During FY 2011 the MPO Administrator will carry out presentations of the completed plan document to local governments, commissions, agencies, and others as required. Work could also include assisting the consultant with completion of the final document if schedules require this to be done. The tasks to complete and present and publicize the FY 2035 Constrained Long Range Transportation Plan should occur in the July-December 2010 time period.

End Products:

- Final document production if necessary
- Distribution of document copies
- Presentations to local governments, commissions as required
- Presentations to agencies, organizations as requested
- Placement of final documents on websites and on servers

Completion date: 1<sup>st</sup> and 2<sup>nd</sup> Quarters FY 2011

Budget: \$25,000 (Staff: \$10,000, Consultant: \$15,000)

## **3.0 Technical Assistance**

### **3.01 General Technical Assistance (General Development and Comprehensive Planning)**

Description: This task allows for Assistance to MPO localities on transportation related activities on an individual basis or MPO basis, as needed. This task includes, but is not limited to providing transportation planning and plan development assistance, transportation technical input and resources to the MPO's localities to improve the overall effectiveness and efficiency of the transportation network; assessing the impact of major developments and other significant land use changes on the transportation system; and assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide and MPO transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the MPO, including the participation in the NEPA process for transportation projects.

In providing support for the development of regional performance measures the MPO will need to develop and report regional measures of the transportation system's performance in response to requirements set forth in the Virginia General

Assembly's FY 07 Transportation Act, HB 3202. Specific measures include, but are not limited to safety, congestion, transit/HOV use, job/housing ratios, access to transit and pedestrian facilities, VMT, and air quality.

End Products:

- 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.
- The MPO staff should monitor and attempt to exercise measures that the MPO might take to promote Safety Conscious Planning in this and future fiscal years
- Review road plans for conformance with current transportation plans; assist with area and District wide planning for Intelligent Transportation Systems (ITS) and higher levels of technology for project developments in the future.
- MPO Staff work on GIS, CTPP Data for distribution and utilization related to transportation planning projects, studies, and coordinate as appropriate.
- Provide travel forecasts, or data advice, for design of highway projects and input to environmental assessments, as needed.
- If requested, coordinate multi-modal study activities and maintain necessary transportation inventories; include bicycles or bicycle paths.
- Evaluate and review special situations such as: major traffic generators, site plans, elderly and handicapped needs, and any needs for paratransit projects.
- Continuous review of current transportation plan(s) for consideration of additional TSM improvements such as traffic engineering, fringe parking lots, bicycle and pedestrian facilities, goods movement, and vehicle occupancy.
- Assisting VDOT and other Commonwealth Transportation agencies in development of Statewide plans to meet Federal Requirements or the requests of the Office of the Governor or in order to respond to General Assembly legislation.
- Assisting with the update of the transportation element of the local comprehensive plan(s).
- Conduct a sidewalk inventory in the urban/MPO portion of Pittsylvania County, employ agency GIS and surveys of local officials.

Completion date: 4<sup>th</sup> Quarter FY 2011

Budget: \$29,180

Staff: \$29,180

VDOT-TMPD Support to MPO's:

VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

The FY-2011 Funding Statewide will be approximately \$500,000.

**PL Costs by Task  
FY 2010**

		Totals	Consultants	MPO/PDC
1.0	<i>Administration and Maintenance of the Transportation Planning Process</i>			
1.01	General Administration and Operations	\$13,000		\$13,000
1.02	Reporting and Compliance with MPO Required Tasks, Regulations	\$10,000		\$10,000
2.0	<i>Long-Range Transportation Planning and Surveillance</i>			
2.01	Year 2030 Long-Range Transportation Plan Maintenance tasks:	\$4,000		\$4,000
2.02.	Consultant Studies:			
2.02A.	Corridor Studies: Pittsylvania-Danville	\$72,000	\$60,000	\$12,000
2.03	VTRAN/Multi-Modal related efforts:	\$5,000		\$5,000
2.04	Freight Planning	\$6,000		\$6,000
2.05	Response to SAFETEA-LU Requirements	\$15,000		\$15,000
2.06	Continue Development, Year 2035 CLR Plan	\$101,334	\$90,000	\$11,334
3.0	<i>Technical Assistance</i>			
3.01	General Technical Assistance	\$25,846		\$25,846
	Total:	*\$252,180	\$150,000	\$102,180

**PL Costs by Task  
FY 2011**

		Totals	Consultants	MPO/PDC
1.0	<i>Administration and Maintenance of the Transportation Planning Process</i>			
1.01	General Administration and Operations	\$13,000		\$13,000
1.02	Reporting and Compliance with MPO Required Tasks, Regulations	\$10,000		\$10,000
2.0	<i>Long-Range Transportation Planning and Surveillance</i>			
2.01	Year 2035 Long-Range Transportation Plan Maintenance tasks:	\$13,000	\$9,000	\$4,000
2.02.	Consultant Studies:			
2.02A.	Corridor Studies: Pittsylvania-Danville	\$223,387	\$203,387	\$20,000
2.03	VTRAN/Multi-Modal related efforts:	\$5,000		\$5,000
2.04	Freight Planning	\$6,000		\$6,000
2.05	Response to SAFETEA-LU Requirements	\$10,000		\$10,000
2.06	Continue Development, Year 2035 CLR Plan	\$25,000	\$15,000	\$10,000
3.0	<i>Technical Assistance</i>			
3.01	General Technical Assistance	\$29,180		\$29,180
	Total:	*\$334,567	\$227,387	\$107,180

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**TRANSIT PLANNING EFFORT:**

***Federal Transit Administration/VDRPT-Assisted Section 5303 Transportation Planning***

**Danville MPO Administration/Planning**

- Provide transit planning assistance to the DTS to: meet FTA Section 5307 requirements for preparing and submitting grant applications; maintaining and implementing a Private Sector Participation process; and to conduct long range transit planning activities when needed; develop UWP transit planning elements and insure project selection and public participation procedures are maintained and implemented.

**City of Danville/Danville Transit System Planning (Pass-Through):**

- Danville Transit System (DTS) will conduct transit planning and administration efforts necessary to comply with FTA requirements in order to receive Section 5307 capital and operating grants. These requirements include maintaining Civil Rights (Title VI), DBE and EEO requirements, performance monitoring, ADA planning and preparing all necessary reports. DTS will coordinate with the MPO on transit planning activities, including maintaining the Public Participation Plan. Funds are expected to be used to support, in part, a Transit Manager and staff assistance in the preceding efforts.

Remaining grant assistance will be used to: carry out the following task elements  
a) Program Support and Administration; b) Short Range Transportation Planning;  
c) Drug/Alcohol Program Planning and Customer Service Training.

DANVILLE METROPOLITAN PLANNING ORGANIZATION  
Narratives, Budgeted Amounts for FTA funded portion  
of FY 2011 UWP  
SECTION 5303 PLANNING & TECHNICAL STUDIES

**TASK NARRATIVE A.**

**FTA#:**        **44.21.00 Program Support and Administration**

**Task Objective:** Provide program support and administration for Section 5303 Program

**Tangible Product Expected:**

- Quarterly financial reporting, invoicing, reporting on expenditures and regular, basic transit operations expenditures
- Prepare financial drawdown requests
- Applications for capital and operating grants; requests for local, state, federal funds; and technical assistance/planning assistance requests
- Public Participation Process
- Transit Manager's and MPO Administrator's responsibilities for developing Section 5303 applications, compliance reports, planning coordination
- Completion of Section 5335 reporting requirements
- Management of record keeping requirements for operations, maintenance
- Monitor demand response performance data to comply with federal requirements
- Management of administrative and statutory requirements to comply with federal and state performance reviews and provide documentation for Triennial Review

**Previous Work Toward Objective:** Development of Section 5307 and state aid application elements, including review of operations and capital needs; financial reports and invoice submissions; development of transit portion of Fiscal Year 2010 Transportation Improvement Plan, Fiscal Year 2010 Unified Work Program; maintained records keeping procedures for operations and maintenance. Compilation of demand response performance data, Federal triennial and state performance reviews.

**Relationship to Other Activities:** Section 5303 grant-assisted program elements are used to support grant applications such as Section 5307 and Section 5309, and subsequent Section 5303 programs; support for overall improvements to operation of Danville Transit System; maintaining public transit services for area citizenry; compliance with FTA guidance and regulations.

**Agency Responsible for Work:** a) Danville Transit System by pass-through contract with the Danville Metropolitan Planning Organization/West Piedmont Planning District Commission and b) the Danville Metropolitan Planning Organization, as funds recipient.

**Total Task Cost and Breakdown by Funding Source:**

	<b>FY 2011</b>
<b>Total Cost:</b>	<b>\$27,127</b>
<b>FTA</b>	<b>21,702</b>
<b>VDRPT(State)</b>	<b>2,712</b>
<b>Local (Danville)</b>	<b>2,713</b>

DANVILLE METROPOLITAN PLANNING ORGANIZATION  
**Narratives, Budgeted Amounts for FTA funded portion  
of FY 2011 UWP**  
SECTION 5303 PLANNING & TECHNICAL STUDIES

**TASK NARRATIVE B.**

**FTA#: 44.24.00 Short-Range Transportation Planning**

**Task Objective:** Increase ridership opportunities by assessing and implementing strategies to improve service effectiveness and efficiency.

**Tangible Product Expected:**

- Foster partnership with the West Piedmont Workforce Investment Board by evaluating and possibly implementing service options using GIS applications
- A detailed analysis of the Reserve A Ride operation that addresses service characteristics and demand issues.
- Detailed time check assessments and passenger counts will be completed to evaluate route options for new service.
- New marketing materials will be prepared to promote all service modes and the Danville Transit System website will be updated.
- Demand response performance data will be further evaluated to assess scheduling procedures and consider service options.
- Monthly ridership reports will be generated for the Transportation Advisory Committee's review
- Monitor performance data to ensure system goal and objectives are accomplished.

**Previous Work Toward Objective:** During FY09-10, the Danville Transit System engaged in a new partnership to increase ridership opportunities with the West Piedmont Workforce Investment Board. This agency distributes bus tokens and trip information to their clients. Related schedule information for individual transportation needs is provided to the Board by the transit system using geographic information systems analysis. Initial activities completed this fiscal year showed that twenty-five percent of the Board's prospective passengers were inconveniently served by the transit system due to walking distance requirements to the fixed route network.

**Relationship to Other Activities:** Planning activities will focus on examining opportunities to modify and or expand Reserve A Ride service hours to complement workforce training and employment related activities. This analysis would also evaluate opportunities to enhance transfer possibilities between fixed route and demand response operations or create fixed route deviations so prospective passengers can be transported conveniently. Daily and monthly ridership reports will also facilitate the evaluation of paratransit performance data to ensure compliance with federal regulations.

**Agency Responsible for Work:** The Danville Transit System will be primarily responsible for completing relevant analysis to provide service recommendations to the Transportation Advisory Committee and provide marketing materials for approved service adjustments. Necessary contact and coordination will be made with the Federal Transit Administration, Danville Metropolitan Planning Organization and the Virginia Department of Rail and Public Transportation.

**Total Task Cost and Breakdown by Funding Source:**

	<b>FY 2011</b>
Total Cost:	\$54,390
FTA	43,512
VDRPT (State)	5,439
Local (Danville)	5,439

DANVILLE METROPOLITAN PLANNING ORGANIZATION  
Narratives, Budgeted Amounts for FTA funded portion  
of FY 2011 UWP  
SECTION 5303 PLANNING & TECHNICAL STUDIES

**TASK NARRATIVE C.**

**FTA#:**            **44.27.00**            **Other Activity (Drug/Alcohol Planning and Customer Service Training)**

**Task Objective:**            Compliance with federal regulations concerning drug and alcohol programs and the development of a prevention program for the Danville Transit System. In addition, customer service training and security awareness training will be provided to bus drivers to promote security and ensure effective customer relations.

**Tangible Product Expected:**

- Continued drug and alcohol safety orientation, educational, training, and testing program, augmented as appropriate with the utilization of printed material, signing, audio-visuals, and video. While the City has a drug program, the Danville Transit System is striving to maintain procedures, training, and testing complementary to federal program models. Danville Transit System anticipates that up to twenty-eight personnel will be sent for at least two hours of drug/alcohol and customer service training during the year.
- Customer service training will be completed that involves operations procedures, security awareness and sensitivity training for persons with disabilities.

**Previous Work Toward Objective:**

Drug and alcohol training as well as customer service training that has been provided to mass transit personnel in previous years.

**Relationship to Other Activities:**

The City of Danville currently administers a drug and alcohol program as well as customer service training.

**Agency Responsible for Work:**

The Danville Transit System of the City of Danville will be the primary agency responsible for this work task under the Section 5303 grant program.

**Total Task Cost and Breakdown by Funding Source:**

	<b>FY 2011</b>
Total Cost:	\$1,060
FTA	848
VDRPT (State)	106
Local (Danville)	106

DANVILLE METROPOLITAN PLANNING ORGANIZATION  
SECTION 5303 PLANNING GRANT APPLICATION FOR FY 2011

**Project Implementation Schedule**

The Danville Urbanized Area MPO will work with the West Piedmont PDC/Danville MPO Administrator and the City of Danville's Transit System staff as a pass-through agency in developing and implementing the projects.

The following sections outline probable periods for accomplishing tasks denoted under Tangible Product Expected included in the Unified Work Program narratives for the Section 5303 Planning Element. Responsible parties are noted in italics.

**FTA#: 44.21.00 Program Support and Administration**

- Quarterly financial reporting, invoicing--end of First Quarter and each succeeding quarter -- *by MPO and DTS*. Reporting on expenditures and regular, basic transit operations expenditures--monthly/quarterly--*by DTS*.
- Prepare financial drawdown requests--monthly/quarterly--*by DTS*.
- Applications for capital and operating grants; requests for local, state, federal funds; and technical assistance/planning assistance requests--primarily Third and Fourth Quarters-- *by DTS*.
- Public Participation Process--Third and Fourth Quarters, primarily--*MPO and DTS*.
- Transit Manager's and MPO Administrator's responsibilities for developing Section 5303 applications--Third and Fourth Quarters--*DTS and MPO*; compliance reports--Third and Fourth Quarters--*DTS and MPO*; Planning coordination--First through Fourth Quarters-- *MPO and DTS*.
- Completion of Section 5335 reporting requirements— Second and Third Quarters--*DTS*.
- Management of record keeping requirements for operations, maintenance--First through Fourth Quarters--*DTS*.
- Monitor performance data to ensure service modes meet regulatory requirements - First through Fourth Quarters--*DTS*
- Management of administrative and statutory requirements to comply with federal and state performance reviews. First through Fourth Quarters--*DTS*.
- Participate and provide materials related to the Triennial review – Fourth Quarter - *DTS*

**FTA#: 44.24.00 Short-Range Transportation Planning**

- The Danville Transit System will evaluate service options to increase ridership opportunities related to existing partnership with the West Piedmont Workforce Investment Board and monitor performance data to ensure system goal and objectives are accomplished. First through Fourth Quarters--*DTS*.
- The Danville Transit System will complete a detailed analysis of the Reserve A Ride service and provide an assessment of scheduling procedures and service options. Fourth Quarter--*DTS*.
- The Danville Transit System will provide marketing materials and update its webpage to promote ridership opportunities for fixed route and demand response operations. -First Quarter--*DTS*.
- The Danville Transit System will evaluate options for route adjustments—First through Fourth Quarter --*DTS*.
- The Danville Transit System will provide monthly report data to the Transportation Advisory Committee for their review--First through Fourth Quarters--*DTS*.

**FTA#: 44.27.00 Other Activities (Drug/Alcohol Planning and Customer Service Training)**

- Continued drug and alcohol safety orientation, educational, training, and testing program, augmented as appropriate with the utilization of printed material, signing, audio-visuals, video. While the City has a drug program, the Danville Transit System is striving to maintain procedures, training, and testing complementary to federal program models. Danville Transit System anticipates that at least twenty-five of the personnel will complete the training and supervisors will be responsible for the two hours training sessions--First Quarter--DTS.
- Customer service training will be completed during the second and third quarters. This training will involve operations procedures, security awareness and sensitivity training related to interacting with disabled passengers—Second and Third Quarters--DTS.

**FY 2011 Unified Transportation Planning Work Program  
PL & SPR FUNDING**

	Danville MPO/West Piedmont PDC			VDOT District Support
Source	*PL - PDC	**PL- Consultants Studies	***PL - Total	SPR
Federal	\$85,744	\$181,909	\$267,653	32,000
State	10,718	22,740	33,458	8,000
Local	10,718	22,738	33,456	na
<b>Total</b>	<b>\$107,180</b>	<b>\$227,387</b>	<b>\$334,567</b>	<b>40,000</b>

**FTA Section 5303 Funding**

	Danville MPO/West Piedmont PDC		
Source	FTA - PDC	FTA - Danville	FTA - Total
Federal	\$13,212	\$52,850	\$66,062
State (VDRPT)	1,651	6,606	8,257
Local	1,652	6,606	8,258
<b>Total</b>	<b>\$16,515</b>	<b>\$66,062</b>	<b>\$82,577</b>

**Funding Summary  
PL & FTA**

	Federal	State	Local	Total
PL - PDC	\$85,744	\$10,718	\$10,718	\$107,180
PL - Consultants,	181,909	22,740	22,738	\$227,387
<b>Total - PL - FHWA</b>	<b>\$267,653</b>	<b>\$33,458</b>	<b>\$33,456</b>	<b>\$334,567</b>
FTA - PDC	\$ 13,212	\$ 1,651	\$ 1,652	\$ 16,515
FTA - Danville	52,850	6,606	6,606	66,062
<b>Total - FTA</b>	<b>\$66,062</b>	<b>\$8,257</b>	<b>\$8,258</b>	<b>\$82,577</b>
<b>Total --All Sources</b>	<b>\$333,715</b>	<b>\$41,715</b>	<b>\$41,714</b>	<b>\$417,144</b>

- \* PL-PDC/FTA-PDC denotes funds to be used for staff activities, as well as, administrative tasks; amount also covers activities that the MPO may engage in such as contract & consultant management for corridor planning, support on the consultant studies, SAFETEA-LU update efforts, Freight Plan support, VTRANS support.
- \*\* PL- funded consultant work includes: corridor studies and finish updating and/or printing the Constrained Long Range Transportation Plan to Year 2035.
- \*\*\* Carryover amount from FY 2009 is \$188,663; new FY 2011 funds are: \$145,904; the total of carryover and new funds are therefore: \$334,567.



**FY 2011**  
**FTA Section 5303 Planning Program**  
**SUMMARY OF WORK TASK FUNDING:**

	Technical Activity 44.21.00	Technical Activity 44.24.00	Technical Activity 44.27.00	Totals
FTA share	21,702	43,512	848	66,062
VDRPT (State share)	2,712	5,439	106	8,257
Local (Danville share)	2,713	5,439	106	8,258
<b>Total Task Costs</b>	<b>\$27,127</b>	<b>\$54,390</b>	<b>\$1,060</b>	<b>\$82,577</b>

	Technical Activity 44.21.00 <sup>1</sup>		Technical Activity 44.24.00 <sup>2</sup>		Technical Activity 44.27.00 <sup>3</sup>		Totals
	Shares		Shares		Shares		
	DTS	PDC/MPO	DTS	PDC/MPO	DTS	PDC/MPO	
FTA share	\$8,490	\$13,212	\$43,512	\$0	\$848	\$0	\$66,062
VDRPT (State share)	1,061	1,651	5,439	0	106	0	8,257
Local (Danville share)	1,061	1,652	5,439	0	106	0	8,258
<b>Total Task Costs</b>	<b>\$10,612</b>	<b>\$16,515</b>	<b>\$54,390</b>	<b>0</b>	<b>\$1,060</b>	<b>0</b>	<b>\$82,577</b>

Footnotes:

1. Activity provides for basic planning support, program support, administration, reports, TIP development.
2. Activity provides for short-range transportation/transit planning, system monitoring, system studies.
3. Activity provides for maintaining federal regulations compliance in respect to drug and alcohol programs, maintaining prevention programs, and customer service training.