

**West Piedmont Planning District Commission**

**FY-2012 Rural Transportation Planning Work Program  
July 01, 2011 – June 30, 2012**

**Adoption February 24, 2011**

## **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-2012 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.

## **1.0 FY 2012 - Program Administration (\$5,280)**

**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.

- **Conduct Meetings and Events**

Make presentations on transportation issues and rural planning program activities and progress at West Piedmont Board of Commissioners & Rural Transportation Planning Organization meetings. This enhances involvement opportunities of local officials in the PDC and VDOT and VDRPT events as they occur. *End Product Deliverable:* Memoranda, record of meetings, minutes

- **Develop Rural Planning work program for FY 2013**

The staff should write up the application/scope of work in order to continue the RTPO program of projects, its programs, and planning for use of funding. Staff should also anticipate possible need for amending the work program in progress if changes are necessitated.

*End Product Deliverable:* Work program documents, cover letter, budget table, resolutions.

- **Management of RTPO funds awarded**

Staff will need to develop quarterly reports on work progress over the course of the year. The quarterly reports will be accompanied by invoices/reimbursement requests to VDOT for payment relative to the work efforts being reported out in the quarterly report documents.

*End Product Deliverable:* Four quarterly reports; annual report.

- **Facilitation of local and regional participation and consensus building**

The RTPO will from time to time be asked to address transportation and related issues by VDOT and other entities and will need to distribute memorandums and surveys to obtain input and define points of consensus when it exists; other situations can require public/citizen information meetings be held to determine where there is support and consensus. Website inclusions, written materials and graphics, and electronic newsletters via emails are other measures that may be employed when necessary.

*End Product Deliverable:* Consensus report; record of meetings, advertisements.

<b>SPR Funds (80%)</b>	<b>\$4,224</b>
<b>PDC Funds (20%)</b>	<b>\$1,056</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$5,280</b>

## **2.0 FY 2012 - Program Activities (\$67,220)**

**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:

### **2.1 Local Planning -- \$16,160**

- **Field Visits, Inventory of Key Routes**

Coordinate and host in each member jurisdiction a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions. (VDOT to provide transportation.) Participants on the ride should include: 1) the VDOT Representative on Rural Technical Committee, 2) District Local Liaison (if available), 3) City / County Engineer / Planner, 4) PDC Planner. These field trips will help build working relationships and provide an opportunity to gain local / state perspective on transportation challenges.

*End Product Deliverable:* Summary paper, lists, maps.

- **Work with Localities, VDOT, VDRPT, Others on Transit, Air and Rail Transportation Planning and Development**

The staff receives, from time to time, requests from consultants working on airport planning projects leading to development of new/updated airport master plans. The staff may also be involved in transit studies of other agencies and working with localities to develop and support transit projects. Staff also reviews State Rail Plan documents and can also work on rail related projects with localities as they arise. (5.14).

*End Product Deliverable:* Reports; Memorandums as needed.

- **Planning for Bikeways, Pedestrian ways, Sidewalks, and Trails**

The staff expects to employ certain man-hours for copying and the distribution of the rural area portion of a region wide Bikeway Plan developed earlier. In respect to both bicycling and trails use, it is anticipated that various localities' interests in providing more variation among the available transportation assets might increase and diversify over time, providing opportunities to the PDC staff to provide services in documenting and mapping new bike paths and pedestrian trails selected by the localities' representatives and citizens. VDOT staff will be developing a consolidated Virginia Bicycle and Trail Map effort; the Planning District staff will assist VDOT in the planning and in coordinating a local review process through the rural technical committee of the PDC. The District Planning Engineer, Lynchburg, asked for the PDC to develop a sidewalk inventory for the Pittsylvania rural area; this effort can be continued for the Franklin, Henry, and Patrick county areas. Development of an Inventory of sidewalks can be used for Long Range Transportation Plans, Local Comprehensive Plans, and future construction project development.

*End Product Deliverable:* Outline of Content; Changes; Review and Recommendation Report; Revised Site.

- **Website Update**

The staff will review the contents and layout of the current website, continue to make updates to the format of the website, plus review new ideas from other entities, and commence making necessary improvements. Of the routine actions, the staff will need to frequently make updates of the site's information content as it changes.

*End Product Deliverable:* Outline of Content Changes; Review and Recommendation Report; Revised Site.

## **2.2 Regional/State Planning -- \$23,463**

- **RLRPlan Project Prioritization**

Prioritize recommendations from the RLRP into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT staff (District Planning and Investment Manager) to be used for consideration in developing the draft Six-Year Improvement Program. Examples of prioritization process used in the past are included in the VDOT prioritization process and the Hampton Roads TPO prioritization process.

*End Product Deliverable:* Memorandums and lists.

- **RLRPlan Project Implementation**

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.

*End Product Deliverable:* Summary paper, table matrix, lists, maps.

- **Identify Project Studies in Corridors of Statewide Significance**

Coordinate, as appropriate, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance in your region as identified in VTrans 2035 that would be a candidate for further study. This list will be used to assist the CTB and VDOT in determining which locations within the CoSS to study in the future.

*End Product Deliverable:* Summary paper, lists, maps.

- **Freight Studies, Initiatives Review**

Coordinate, in conjunction with VDOT, a local review (through the rural technical committee) of data and information related to Virginia's freight initiatives, including identifying the location and classification of freight activity zones and responding to freight surveys prepared by VDOT.

*End Product Deliverable:* Record of meetings, table, lists, maps.

- **Regional Bike-Ped Recommendations Summary**

Compile a list of local and regional bicycle and pedestrian recommendations and include the source of each of the recommendations. These will be used in the development or enhancement of local bike plans. The identified projects will be used by VDOT to strengthen the bicycle and pedestrian element of the next Surface Transportation Plan,

allow VDOT to map the planned recommendations and provide an inventory of which jurisdictions have bicycle / pedestrian plans.

*End Product Deliverable:* Summary paper, lists, maps.

- **Implementation of Review Processes for Transportation Planning and Development**  
Staff shall conduct intergovernmental review on Projects, Plans, and Programs of VDOT as requested of the PDC. The PDC may also have transportation related applications to be reviewed. The staff occasionally receives requests from the District Environmental section for review of various projects as part of VDOT environmental procedures; these will continue to be handled by the Commission's staff. Requests to review certain transportation related facility projects are also received from the Virginia Department of Environmental Quality. (5.9).

*End Product Deliverable:* IGR forms to reviewers; forms transmitted to grantee; reports back to VDOT Environmental Officers, or to Va. DEQ representatives in Richmond.

### **2.3 General Technical Assistance - \$10,597**

- **Technical Assistance to VDOT and Localities**

This element involves services to aid transportation improvements and development that do not consume extensive staff time. Examples of these efforts include; resolutions/letters to support locality enhancement grant applications; assists to consultants/others developing their transportation projects, Route 29 studies or project promotion; aiding Statewide TIP development and reviews; assisting VDOT District Planning Engineers and Consultants on small urban studies and on corridor studies; providing guidance on land use impact on transportation in localities. (5.7) Other items include: Support in regard to VTRANS program updates for the Statewide Multimodal Long-Range Transportation Planning efforts. Efforts may include: Working with localities/citizens on developing materials for meetings, project application development assists, and other technical assistance. Other areas of effort may include: addressing long-range problems of road capacity, safety, financing; support services on committees involved with I-73, Route 29; public involvement with VDOT in developing, updating Statewide Needs Assessment, State Highway Plan, or other such strategic planning efforts as they arise.

*End Product Deliverable:* Reports development, distribution, and supportive memorandums.

**2.4 Training** - \$6,000

- **Transportation Planning and GIS Technical Training**

The staff will work with District Planning Engineers, VDOT Central Office personnel, Transportation Research Center, and others on training programs and venues to add to the Transportation Planning activities and GIS Technical expertise of staff that would benefit from additional training and that would benefit the further development of the Rural Transportation Planning work efforts in the future.

*End Product Deliverable:* Attend Training Sessions and/or Webinars; summary of trip and training received.

**2.4 Street Map Production** - \$11,000

- **Continue Street Map Production for Counties, Cities**

The staff has developed digital maps showing the named routes in Franklin, Henry, Patrick, Pittsylvania County, which can be associated with VDOT numbered routes in the County Map Series. The street maps are periodically updated and prepared for reprinting when requested by local government and chambers of commerce. (5.4)

*End Product Deliverable:* Computer map files; map sheets from plotter.

<b>SPR Funds (80%)</b>	<b>\$53,776</b>
<b>PDC Funds (20%)</b>	<b>\$13,444</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$67,220</b>

**FY-2012 Budget Summary**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>1.0 Program Administration</u></b> <ul style="list-style-type: none"> <li>• Conduct Meetings and Events</li> <li>• Develop Rural Planning work program for FY 2013</li> <li>• Management of RTPO funds awarded</li> <li>• Facilitation of local and regional participation and consensus building</li> </ul>	\$4,224	\$1,056	\$5,280
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$4,224</b>	<b>\$1,056</b>	<b>\$5,280</b>
<b><u>2.0 Program Activities</u></b>			
<b><i>2.1 Local Planning</i></b> <ul style="list-style-type: none"> <li>• Field Visits, Inventory of Key Routes.</li> <li>• Work with Localities, VDOT, VDRPT, Others on Transit, Air and Rail Transportation</li> <li>• Planning for Bikeways, Pedestrian ways, Sidewalks, and Trails</li> <li>• Website Update</li> </ul>	\$12,928	\$3,232	\$16,160
<b><i>2.2 Regional/State Planning</i></b> <ul style="list-style-type: none"> <li>• RLRPlan Project Prioritization</li> <li>• RLRPlan Project Implementation</li> <li>• Identify Project Studies in Corridors of Statewide Significance</li> </ul>	\$18,770	\$4,693	\$23,463

<p><b>2.2 Regional/State Planning (Continued)</b></p> <ul style="list-style-type: none"> <li>• Freight Studies, Initiatives Review</li> <li>• Regional Bike-Pedestrian Recommendations Summary</li> <li>• Implementation of Review Processes for Transportation Planning and Development</li> </ul>			
<p><b>2.3 General Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• General Technical Assistance to VDOT and Localities</li> </ul>	\$8,478	\$2,119	\$10,597
<p><b>2.4 Training</b></p> <ul style="list-style-type: none"> <li>• Transportation Planning and GIS Technical Training</li> </ul>	\$4,800	\$1,200	\$6,000
<p><b>2.5 Continue Street Map Production for Counties, Cities, PDC</b></p> <ul style="list-style-type: none"> <li>• Continue Street Map production for Counties, Cities, PDC; prepare other maps, graphics products</li> </ul>	\$8,800	\$2,200	\$11,000
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$53,776</b>	<b>\$13,444</b>	<b>\$67,220</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>