



WEST PIEDMONT PLANNING DISTRICT COMMISSION

Strategy Statement and Work Program Fiscal Year 2018 (July 1, 2017 - June 30, 2018)

Commission Membership:

**Counties of Franklin, Henry, Patrick, and Pittsylvania;
Cities of Danville and Martinsville;
Town of Rocky Mount**

*P. O. Box 5268, 1100 Madison Street
Martinsville, VA 24115*

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PROGRAM CATEGORY 1.0: MANAGEMENT AND ADMINISTRATION

GOALS: 1) To provide leadership and guidance to the Commission in such a manner as to manage the staff efficiently; 2) to provide a greater awareness among the public and the local governments concerning the role of the Commission; and 3) to foster their interest, involvement, and support for the Commission's activities.

OBJECTIVES: 1) To recruit staff, support, and supervise a staff balanced in size and composition to carry out the annual strategy; 2) To record, analyze, preserve financial accounts information, reporting to the Board and appropriate federal, state, and local agencies; 3) To provide proper, timely support for Board, Technical Advisory/Rural Transportation Planning Organization (RTPO) Citizen Advisory Committee, and other meetings beneficial to the Commission and its members, individually and collectively; 4) To develop and maintain Census data, VEC and other state agency data, reference books, pamphlets, and records in a format as may effectively convey information on the Commission to the public and users of services; 5) To maintain a cost allocation program in concert with government-accepted accounting standards; 6) To provide for addition to and maintenance of Commission assets, financial and property.

DESCRIPTION: The overall management of the Commission includes the promotion of the Commission, the internal management of the staff and Commission resources, and administration of the overall activities of the Commission. Promotion includes striving for greater awareness of the Commission's role among the public, local jurisdictions, and General Assembly members. Management of the staff includes maintenance of financial records, general files, and the Commission library, and provision of support for meetings of the Board of Commissioners, which also serves as the region's Rural Transportation Planning Organization (RTPO) board, and Comprehensive Economic Development Strategy Committee, and support for the Commission's Technical Advisory Committee/RTPO Citizens Advisory Committee. The Commission and staff shall also be conducting activities that are involved with the efforts of the Rural Transportation Planning Organization and West Piedmont Economic Development District. In January 2009, the PDC became a Local Development District in conjunction with the Appalachian Regional Commission; and, as such, the PDC is responsible for the management and administration of the District Program on behalf of the City of Martinsville and Counties of Henry and Patrick. Also included in this program category are development of an annual work program and budget consistent with the goals of the Commission; facilitating coordination and cooperation among the local, state, and federal governments; supporting the local jurisdictions through local planning and technical assistance; developing a regional assessment and awareness of the overall condition of the District's socio-economic, physical, and fiscal condition through the identification of key issues and promulgating an appropriate program of action; maintaining good communication through the liaison/technical assistance program and the public information program.

PROGRAM SUB-CATEGORY 1.1: **OFFICE OPERATIONS**

DESCRIPTION: The Executive Director will continue to manage the work of the staff in such a way as to insure the timely and efficient completion of work program activities given staff and resources available. The Commission files, financial data, and library will be maintained current. The assets of the Commission will be enhanced and maintained in a manner in which the local member jurisdictions can respect. Work efforts in this sub-category will include activities intended:

- To recruit, support, and supervise the activities of an efficient, responsive, and well-motivated staff, balanced in size and composition to carry out the annual strategy statement.
- To record, analyze, and preserve information on the financial accounts of the Commission, reporting to the Board and to appropriate federal, state, and local agencies.

- To provide proper and timely support for meetings of the Board of Commissioners and Technical Advisory/RTPO Citizens Advisory Committee, and other meetings which may be deemed beneficial to the member jurisdictions individually and collectively.
- To develop and maintain Census data, Virginia Employment Commission data, reference books, pamphlets, and records in such a format as may effectively convey information on the Commission to the public and users of its services.
- To provide resources which cannot be directly allocated back to the individual work elements contained within the annual strategy statement.
- To provide for the addition to and maintenance of the Commission assets.

PROGRAM SUB-CATEGORY 1.3:
ANNUAL STRATEGY STATEMENT/WORK PROGRAM

OBJECTIVES: 1) To prepare an annual strategy/work program and budget, in consultation with local jurisdictions, which reflects the current needs and circumstances of the member jurisdictions, the District, and associated State agencies; 2) To evaluate progress of the Commission in attaining fiscal year objectives; 3) To provide coordination, liaison, and assistance to member jurisdictions, state, and federal agencies; 4) To provide inter-regional coordination, primarily with adjacent Planning District Commissions.

DESCRIPTION: The WPPD Board of Commissioners routinely delegates the Executive Committee authority to act as Work Program/Budget Committee. In this capacity, the Committee works with the Planning District staff in the development of annual strategy statement/work program and budget. The Committee, in conjunction with the Executive Director and input from local government administrators, develops an outline of requests for local planning/technical assistance for the upcoming fiscal year. Written outlines are submitted, along with budget funding requests, to the local government administrators to indicate what work is being planned on behalf of each locality. It is anticipated that the process of contacting the local jurisdictions for input through the Work Program/Budget Committee and Executive Director will begin again in mid fiscal year. This will allow ample time for consideration of all requests for local planning/technical assistance along with recommended regional projects for inclusion in an annual strategy statement/work program. State and federal programs are also included as appropriate.

PROGRAM CATEGORY 2.0:
REGIONAL PLANNING

GOALS: 1) To develop, revise as necessary and maintain a strategic plan as a guide to Commonwealth of Virginia, local governments, federal, and regional-level decision making; 2) To develop various regional functional planning activities and plans that assist regional cooperative planning activities as needed and, secondly, to encourage regional cooperative planning and implementation actions; 3) To encourage and participate in cooperative efforts with the adjoining planning districts/councils of government which may include discussions of issues as well as actual planning efforts determined to be of multi-regional benefit to bring about a cost-effective means of resolving existing or anticipated problems and to enhance the region to the mutual benefit of all concerned; 4) To develop and maintain active working relationships with Commonwealth of Virginia agencies through mutual agreements to enhance regional and statewide strategic and functional planning.

DESCRIPTION: The Commission's regional planning efforts include a number of plans that directly relate to the Regional Strategic Plan required by the Commonwealth of Virginia and may be considered regional functional plans encompassed by the Strategic Plan. The annual Comprehensive Economic Development Strategy, listed separately under Program Category 7.1 of this work program, is also to be considered an element of the Strategic Planning program. Numerous other work elements in this work program document are also integral to the Regional Strategic Plan.

PROGRAM SUB-CATEGORY 2.1:
AREAWIDE STRATEGIC PLAN DEVELOPMENT REGIONAL COOPERATION ACT PROVISIONS

OBJECTIVE: To maintain a Regional/Areawide Strategic Plan to network with the Regional Cooperation Act's Program of Statewide Strategic Planning.

DESCRIPTION: In accordance with the Regional Cooperation Act of the Code of Virginia, the Planning District Commission completed preparation of its Regional Strategic Plan in Fiscal Year 1998. The Plan included those elements of importance in more than one of the governmental subdivisions within the District, as distinguished from matters of only local importance. The plan also included regional goals and objectives, strategies to meet those goals and objectives and mechanisms for measuring progress toward the goals and objectives. The strategic plan focused on all subjects necessary to promote the orderly and efficient development of the physical, social, and economic elements of the District. In developing the Regional Strategic Plan, the PDC staff sought input from a wide range of organizations in the region including local governing bodies, the business community, and citizen organizations.

The Commission and its staff will continue efforts to maintain the Commission's Strategic Plan during this fiscal year, making adjustments to reflect the Strategy Statement and Work Program elements and state, federal, and local requirements.

The Regional Strategic planning process will continue to be interrelated with development of the Regional Comprehensive Economic Development Strategy development addressed in Program Sub-category 7.1.

PROGRAM SUB-CATEGORY 2.3:
REGIONAL LEGISLATIVE PACKAGE DEVELOPMENT

OBJECTIVE: To develop an annual legislative package/letter on behalf of member local governments and communicate legislative needs of the District and localities to area legislators.

DESCRIPTION: The Commission staff, in coordination with the local governments and their administrators, will develop a regional legislative package/letter to include mutually supportable legislation requests. Also included will be focus meetings with area state legislators on an as-needed basis.

PROGRAM SUB-CATEGORY 2.4:
REGIONAL TOURISM AND AMENITIES DEVELOPMENT ASSISTANCE PROGRAM

OBJECTIVE: Provide technical assistance to member jurisdictions in encouraging enhanced tourism promotion across the District and expansion in the tax base attributable to tourism.

DESCRIPTION: A number of cooperative activities are taking place among the member localities and the various groups, inside and outside the PDC, which impact on the future success and growth in tourism. The PDC and its staff will continue to be an appropriate vehicle for support for its localities and the ongoing initiatives and just as importantly, a venue for encouraging the wider, more regionally based approach to tourism development. The PDC's most direct role is as follows: the PDC's Data Center, report development, and mapping skills should also be of direct service to supporting the consortia approach as well as supporting the locally-based tourism ongoing efforts.

PROGRAM SUB-CATEGORY 2.9:
LAKE AREA AND WATER RESOURCES PLANNING AND PROGRAM ASSISTANCE

OBJECTIVE: To provide additional support and general assistance to the counties in respect to its interaction and work with the Tri-County Lake Administrative Commission.

DESCRIPTION: On behalf of Franklin and Pittsylvania Counties, the Commission staff will continue to provide technical and evaluation assistance through the Boards of Supervisors and County Administrators to the Smith Mountain Lake Tri-County Lake Administrative Commission in their ongoing work program as appropriate and requested, as well as providing general planning input to lake area groups and the Tri-County Lake Administrative Commission on an on-call basis.

PROGRAM SUB-CATEGORY 2.12:
REGIONAL WATER SUPPLY PLAN – PHASE III – DISTRIBUTION, IMPLEMENTATION

OBJECTIVE: To provide support and general assistance to the jurisdictions with respect to developing the mandated water supply plan.

DESCRIPTION: The Commission will continue to monitor the need to update the Regional Water Supply Plan in cooperation with participating member localities and the Virginia Department of Environmental Quality. The Plan addresses items such as: Assessment and Statement Report on Future Water Supply Needs; Regional Water Supply Alternatives Report; Report on Future Water Demand Management

Measures for the Region; Local and Regional Drought Response Plans and Contingency Plans Summary Report; Public Involvement and the local Adoption Process. The participating localities are the Cities of Danville and Martinsville; the Counties of Henry, Patrick, and Pittsylvania; and the Towns of Ridgeway, Stuart, Chatham, Gretna, and Hurt.

***PROGRAM CATEGORY 3.0:
LOCAL PLANNING ASSISTANCE***

GOALS: 1) To provide high quality local planning and technical assistance to the counties, cities, and towns within the District; 2) To develop and maintain working relationships with Commonwealth Agencies by mutual agreement; 3) To develop and maintain working relationships with both local planning and economic development agencies/departments and Commonwealth agencies and departments by mutual agreements; 4) To promote the Commission's assisting role in appropriate local planning activities.

DESCRIPTION: This program category involves staff planning/technical assistance activities on behalf of local government during the fiscal year. These work elements were developed in consultation with local government administrators. The Commission will continue efforts to provide high quality local planning and technical assistance to the counties, cities, and towns within the District. In addition the Commission may be expected to encourage and participate in cooperative efforts within the District and with adjoining Planning Districts/Councils of Government and other appropriate organizations which may include discussions of issues and planning efforts determined to be of local, regional, and multi-regional benefit. These efforts may be expected to bring about a cost-effective means of resolving existing or anticipated problems of mutual concern to the interested parties.

***PROGRAM SUB-CATEGORY 3.1
COMPREHENSIVE PLAN UPDATES AND MAINTENANCE; TECHNICAL ASSISTANCE TO LOCAL GOVERNMENTS***

OBJECTIVE: To provide technical assistance in ongoing activities to maintain updated Comprehensive Plans for the PDC's local governments.

DESCRIPTION: The Commission staff will continue to work with each member locality's Administrator, Planning Director, and Planning Commission to meet future update requirements and gather appropriate data for maintaining each member locality's Comprehensive Plan as staff time permits and as instructed by state agencies.

***PROGRAM SUB-CATEGORY 3.3:
MAPPING AND GIS ASSISTANCE TO LOCAL GOVERNMENTS***

OBJECTIVES: 1) To provide the Commission with computer-based mapping to more effectively support and communicate conditions and findings of various regional planning efforts; and 2) To continue mapping, map presentation assistance, as needed and requested, to local governments during the year.

DESCRIPTION: The Commission staff will continue to provide technical assistance in the development of general and thematic mapping to assist the member local governments as well as to local economic development organizations, chambers of commerce, school systems, institutions of higher education, and other organizations, as appropriate. Efforts may include mapping for comprehensive plans, tourism projects, and economic development activities among others, as requested.

***PROGRAM SUB-CATEGORY 3.4:
LAND USE-RELATED ORDINANCES AND LAND USE PLANNING ASSISTANCE***

OBJECTIVE: To provide local governments technical assistance with land use planning and ordinance development assistance.

DESCRIPTION: The Commission staff will continue to provide assistance to the member jurisdictions and their staffs with mapping, and special area studies appropriate to the use of the Commission's data and research function.

The staff will assist local planning commissions and staffs with the development of various components required for completion of updated comprehensive plans.

As requested, the Commission staff will assist in developing comprehensive plans or in updating, amending, and clarifying land use planning and the development or improvement of ordinances more in keeping with current conditions for growth in the locality. As required, assistance may also be given on other types of ordinances.

The PDC staff will be available to assist with analyzing the impact of proposed land use changes on traffic patterns along arterials within the region. This activity also relates to activities undertaken as staff to the Danville (Pittsylvania County) Metropolitan Planning Organization, Program Category 4.0.

PROGRAM SUB-CATEGORY 3.5:

LIAISON/TECHNICAL/GENERAL PLANNING ASSISTANCE TO LOCAL GOVERNMENTS

OBJECTIVES: 1) To foster improved communications between Commission staff and all member local governing bodies; 2) To equip Commission staff with current, working knowledge of the issues and problems facing local governments in order that Commission resources may be best contributed toward meeting local needs; 3) To provide local jurisdictions with short-range technical assistance upon request on a wide range of planning and planning-related issues.

DESCRIPTION: The Commission staff strives to provide local jurisdictions with short-term technical assistance upon request of a member jurisdiction. Certain activities with state or federal agencies may also need to be covered under this work element.

Long-term technical assistance efforts are included as separate work elements of the Work Program. Technical assistance also includes work efforts directed toward local governments and, on behalf of local governments, to chambers of commerce and economic development organizations as well as other regional organizations.

PROGRAM SUB-CATEGORY 3.7:

VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT ASSISTANCE

OBJECTIVE: To provide member local governments with support on their participation in the Virginia Community Block Grant Program.

DESCRIPTION: The Commission staff will: a) inform and advise all local governments within the District on all pertinent regulations, program timetables, and potential resources available through the Virginia Community Development Block Grant Program; b) maintain an awareness of local project needs which currently exist as well as those which may arise in the future for the purpose of ensuring that regional policies, priorities, and programs reflect to the maximum extent possible the needs and desires of local governments within the District, while maintaining consistency with state policies and goals. The staff can provide technical assistance to locality staffs as they or their consultants prepare planning grants and project grants.

PROGRAM SUB-CATEGORY 3.8:

RURAL DEVELOPMENT ASSISTANCE

OBJECTIVE: To provide member local governments with support on their participation in programs of the USDA Rural Development.

DESCRIPTION: The Commission staff will: a) inform and advise local governments within the District, as appropriate, on all programs and potential resources available through the USDA Rural Development office; b) maintain an awareness of local project needs which currently exist as well as those which may arise in the future for the purpose of meeting the needs and desires of local governments within the District, while maintaining consistency with state policies and goals; c) providing information and assistance in promoting USDA-RD grant/loan programs such as the Business and Industry Loan Program.

PROGRAM SUB-CATEGORY 3.9:

CENSUS INFORMATION/ YEAR 2010 and 2020 CENSUS

OBJECTIVE: To provide member governments and citizens of the District with detailed data from the Census Bureau as well as maps to aid in interpretation of data-assistance not classified under the Economic Development District Program and to work with the State Data Center and Census Bureau on

current and future programs, including Census 2010 data distribution and will work cooperatively with the U.S. Census Bureau to provide training and technical assistance for the upcoming 2020 Census.

DESCRIPTION: The Commission staff, through its Information Center, will provide for the distribution of Census and related data to the general public. The staff also will assist in distributing data from the 2010 Census and the most recent American Community Survey (ACS) as they become available. Updated statistics will be posted on the Commission website. The PDC will assist the Census Bureau in awareness efforts for the 2020 census process and will serve as a training site for local government planning and GIS staff.

PROGRAM SUB-CATEGORY 3.10:

APPALACHIAN REGIONAL COMMISSION LOCAL DEVELOPMENT DISTRICT PROGRAM PLANNING, SUPPORT

OBJECTIVE: To provide support to the City of Martinsville and Henry and Patrick counties in conjunction with their participation in the Appalachian Regional Commission.

DESCRIPTION: In late 2008, Martinsville and Henry and Patrick Counties became eligible to become members of the Appalachian Regional Commission. In Virginia, planning district commissions serve as "Local Development Districts," or LDDs, with responsibilities similar to those of "Economic Development Districts," or EDDs, in conjunction with the U.S. Department of Commerce, Economic Development Administration. Currently, the West Piedmont Planning District Commission serves as an EDA-designated EDD. In January 2009, the PDC became an ARC Local Development District. As such, the PDC will continue to work with these eligible localities to carry out economic development activities in conjunction with ARC through appropriate planning activities. Assistance will be provided in developing grant applications, as required, for eligible projects.

PROGRAM CATEGORY 4.0:

REGIONAL METROPOLITAN PLANNING ORGANIZATION ACTIVITIES

GOAL: To provide services as the Administrative Agent for the Danville/Pittsylvania County Metropolitan Planning Organization (MPO) as detailed in its Unified Transportation Planning Work Program.

DESCRIPTION: The MPO's existence allows for a planning forum wherein various entities are to cooperatively give consideration to planning efforts which may ultimately lead to developing sets of recommended alternative transportation projects for future implementation and which may end up in a Transportation Improvement Program (TIP).

PROGRAM SUB-CATEGORY 4.1:

ADMINISTRATIVE AGENT FOR THE DANVILLE/PITTSYLVANIA URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

OBJECTIVE: To provide administrative services to the Danville/Pittsylvania County Metropolitan Planning Organization as detailed in its work program.

DESCRIPTION: The Commission staff will continue to act in the capacity as Administrative Agent for the Danville/Pittsylvania Urbanized Area Metropolitan Transportation Planning Organization. In close cooperation and coordination with the Virginia Department of Transportation, Federal Highway Administration, City of Danville and staff, and Pittsylvania County and staff, the Planning District Commission staff will be responsible for the following: preparation of minutes, agendas, meeting arrangements, financial reports, and progress reports; processing of funding requests; and development of the Transportation Improvement Program (TIP) and Unified Work Program (UWP), including management of the Public Involvement Process.

Staff also will process any amendments as necessary to the FY 2015-2018 TIP and provide VDOT and MPO input on preparation efforts for development of subsequent TIP and develop TIP per required schedule by VDOT. Staff will process amendments to the FY 2016 UWP and prepare the FY 2017 Unified Transportation Work Program.

Other activities include:

- Preparation and attendance for MPO Policy Board meetings; preparation and attendance at Project Management Team (Technical Committee) meetings or WebEx meetings, including any work for special committees.
- Processing of PL funding request and VDOT preparation and/or review of PL and PL pass-through funding agreements and agenda.
- Review of local and regional transportation planning activities and attendance at 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 Unified Work Program.
- 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 an MPO website incorporating transportation activities; programs, studies, reports, meetings and other items of 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 transportation alternative 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.

PROGRAM SUB-CATEGORY 4.2:

DANVILLE-PITTSYLVANIA MPO LONG-RANGE TRANSPORTATION PLAN MAINTENANCE, IMPLEMENTATION

OBJECTIVE: Maintain the Long-Range Transportation Plan by including new, MPO-recommended projects as they arise and re-evaluate the previously recommended projects as needs arise.

DESCRIPTION: a) During FY 18 staff will distribute, maintain and revise as necessary the 2040 Long-Range Transportation Plan for the Danville-Pittsylvania MPO completed in FY 16, b) MPO staff will review the recommendations or tasks assigned within the 2040 plan document, c) MPO staff will coordinate with the local staffs of Danville/Pittsylvania and the Lynchburg District of VDOT to evaluate the contents of the plan update and follow-up on necessary tasks to implement the plan recommendations, d) MPO staff will maintain the new plan and identify any amendments necessary moving forward.

PROGRAM SUB-CATEGORY 4.21:

ASSIST VDOT AND PARTICIPATE IN VTRANS PLANNING EFFORT

OBJECTIVE: To participate in the continued maintenance of the VTRANS long-range multi-modal planning effort statewide, including MPO areas.

DESCRIPTION: The MPO staff expects to assist VDOT District Office and Central Office with the dissemination of the completed documents regarding the final VTRANS, the Statewide Multimodal Plan, and the 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. Staff will provide representation to the VTRANS Multimodal Advisory Committee, as requested.

PROGRAM SUB-CATEGORY 4.22:

ASSISTANCE TO VDOT DEVELOPMENT OF FREIGHT PLANNING EFFORT FOR STATE, MPO's

OBJECTIVE: To assist the Commonwealth in development of plans for safe and efficient movement of freight in the Commonwealth of Virginia.

DESCRIPTION: The MPO staff will assist VDOT with freight planning under VTRANS: 1) with data collection from any needed survey effort required of the MPO, and 2) with public involvement and participation efforts in Plan document updates as requested.

PROGRAM SUB-CATEGORY 4.23:

MAINTENANCE OF MPO PLANNING DOCUMENTS TO COMPLY WITH MAP-21, FAST ACT AND OTHER FEDERAL TRANSPORTATION REQUIREMENTS

OBJECTIVE: To keep various plans and programs of the MPO in compliance with federal transportation prescriptions under MAP-21 and the FAST Act, as well as other federal future or amended regulations

DESCRIPTION: The MPO staff will work cooperatively with VDOT and the Federal Highway Administration-Richmond staffs, as necessary, in accommodation of national transportation programs based on requirements needed for the MPO to attain full compliance. The staff, with help from FHWA and VDOT, will also monitor, maintain, and improve upon the Public Involvement Program that the MPO uses in its operations.

This fiscal year's activities will need to be flexible in order to be responsive to any demands placed on the MPO with the advent of reauthorization of the national transportation act now known as the FAST (Fixing America's Surface Transportation) Act and other federal transportation requirements.

Examples of efforts include maintaining reconciliation of the MPO's transportation planning process for compliance with the MAP-21, FAST Act, or other national transportation act planning regulations. Work may include other planning efforts with State agencies to meet the regulations and fulfill required planning efforts. With reauthorization of the national transportation act, this effort may have more extensive tasks required to be undertaken. In addition, staff will need to revise, as necessary, the Public Involvement Process which will include development of recommendations for implementation of improvements to public involvement efforts.

PROGRAM SUB-CATEGORY 4.3:

CONSULTANT CORRIDOR STUDIES: STUDIES PER LONG-RANGE PLAN

OBJECTIVE: Staff will continue to carry out ongoing administrative tasks and provide assistance on consultant-assisted technical studies related to the 2040 Danville Long-Range Transportation Plan as identified in the FY17 UWP.

DESCRIPTION: MPO staff will be responsible for the coordination, administration and the implementation of corridor studies identified in the FY 17 UWP. The staff will be responsible for identifying consultant led study projects for FY 18 by consulting with the local administrations and the MPO Policy Board in preparation for the development of the FY 18 UWP.

PROGRAM SUB-CATEGORY 4.4:

FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5303 PLANNING GRANT ASSISTANCE

OBJECTIVE: To assist Danville City Transit Staff in Administration and Work Elements of the Section 5303 Transit Planning Program.

FUNDING IS NO LONGER BEING MADE AVAILABLE TO THE PDC/MPO

PROGRAM SUB-CATEGORY 4.7:

GENERAL TECHNICAL ASSISTANCE: SHORT-RANGE PLANNING TASKS, NON-ADMINISTRATIVE

OBJECTIVE: To provide services from the PDC staff to the MPO and VDOT in efforts related to transportation planning that are not considered basic program administration. This task allows for assistance to MPO localities on transportation-related activities on an individual basis, as needed.

DESCRIPTION: 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.

The MPO staff will provide support to develop and report regional measures of the transportation system in response to requirements of the MAP-21, FAST Act, or other federal transportation performance measures, which include safety performance measures (serious injuries and fatalities by number and rate per vehicle miles traveled), infrastructure condition through asset management, and system performance. The state is required to establish performance measures for each within 1 year after the effective date of the rule as established by the US-DOT; MPO's must establish performance measures for each within 18 months after the states.

Examples of work activities and end products include: assistance with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the Commonwealth Transportation Board for inclusion in the Six-Year Improvement Program; monitoring and attempting to exercise measures to promote Safety Conscious Planning in this and future fiscal years; review of road plans for conformance with current transportation plans; assist with higher levels of technology for project developments in the future. PDC/MPO staff will provide district localities assistance in developing potential projects for future Smart Scale projects. MPO staff will work on GIS, CTPP Data for distribution and utilization related to transportation planning projects, studies, and coordinate as appropriate. If requested, coordinate multi-modal study activities and maintain necessary transportation inventories including bicycle 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. Other efforts may include: 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; and assistance to City of Danville in developing project needs for inclusion in the City Comprehensive Plan's Transportation Element/Chapter.

PROGRAM CATEGORY 5.0:

REGIONAL RURAL TRANSPORTATION PLANNING PROGRAM

GOALS: 1) To provide a multi-modal, efficient, cost-effective, accessible, and safe transportation system network which has minimal adverse impacts on the environment and that contributes to the economic well being and quality of life of the region; 2) To develop and maintain transportation planning for the non-urban, non-MPO areas of the planning district in conjunction with extra-regional, state, federal planning and development efforts regarding transportation infrastructure.

OBJECTIVE: Provide local governments and the District with support in development of transportation facilities and multi-modal transportation planning.

DESCRIPTION: The Commission staff will continue an active program to follow efforts to improve transportation facilities on the part of the General Assembly's actions and the Virginia Department of Transportation and Federal Highway Administration. Reports will be made to the Commission and resolutions developed, at its request, and other actions taken to support transportation improvements in the Planning District. Work activities would include development of amendments to the Rural Transportation Planning Organization Program scope of work and budget, as needed; development of work program for next fiscal year; development, approval, and distribution of quarterly reports on progress of work activities; maintaining meeting records and considerations taken by the WPPDC Rural Transportation Planning Organization as well as develop agenda items for consideration; hold meetings of Transportation Citizens Advisory Committee (T-CAC); and hold meetings of the Transportation Technical Advisory Committee (T-TAC).

PROGRAM SUB-CATEGORY 5.1:

RTPP--ADMINISTRATION

OBJECTIVE: To assist in administration of the Rural Transportation Planning Program for the provision of cost-effective transportation planning services in the region.

DESCRIPTION: 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. Activities will include:

- a) **Conducting Meetings and Events:** Staff will make presentations on transportation issues and rural planning program activities and progress at West Piedmont Board of Commissioners and Rural Transportation Planning Organization meetings. This will enhance involvement opportunities of local officials in the PDC, VDOT, and VDRPT (Martinsville-Henry County PART) events as they occur. End-product deliverables will include memoranda, record of meetings, and minutes.
- b) **Development of Rural Planning Work Program for FY 2019:** The staff will develop the application and 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 deliverables will include work program documents, cover letter, budget table, and resolutions.
- c) **Management of RTPO Funds Awarded:** Staff will 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 deliverables will include four quarterly reports and an annual report.
- d) **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 may require public/citizen information meetings to 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 deliverables will include a consensus report, record of meetings, advertisements.

PROGRAM SUB-CATEGORY 5.4:

RTPP: STREET MAP DEVELOPMENT, UPDATES, AND MAINTENANCE

OBJECTIVE: To continue street map production for counties, cities.

DESCRIPTION: The staff has developed digital maps showing the named routes in Franklin, Henry, Patrick, and Pittsylvania Counties, 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. End-product deliverables will include computer map files for pre-press/professional printing and map sheets from the plotter.

PROGRAM SUB-CATEGORY 5.7:

LOCAL/RURAL TRANSPORTATION PLANNING ASSISTANCE

OBJECTIVE: To provide technical assistance to the Commonwealth of Virginia's Department of Transportation, General Assembly members, and Federal Highway Administration, and local governments and allied entities in transportation-related projects not specifically addressed in any other sub-category of this strategy.

DESCRIPTION: This element involves the following projects and work elements:

- a) **Project Ranking:** Staff will update the list of prioritized projects and recommendations in cooperation with member jurisdictions and VDOT staff, in accordance with Smart Scale guidelines. Planning District staff will attend the Spring and Fall CTB Transportation Meetings held within the region and provide a display illustrating activities and plans.
- b) **Project Evaluation:** Identify possible strategies, funding, development opportunities, etc. for implementing the prioritized locally identified projects and recommendations identified in the Rural Long-Range Transportation Plan by jurisdiction and by region.
- c) **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 the region as identified in VTrans that would be a candidate for further study. To meet the goals identified in the Virginia Strategic Highway Safety Plan, analysis will be conducted to identify potential improvements for safety and/or congestion. This list will be used to assist the CTB and VDOT in determining which locations within the CoSS to study in the future.

- d) Intersection Analysis: To meet the goals identified in the Virginia Strategic Highway Safety Plan, an analysis will be conducted of intersections within the region to identify potential improvements for safety and/or congestion.
- e) Regional Bike-Pedestrian 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.
- f) Freight Planning: PDC staff will assist VDOT staff with freight planning as indicated in VTRANS. PDC staff will assist VDOT with data collection, possibly via surveys, as well as with public involvement and participation efforts in Plan document updates
- g) Website Update: The staff will continue to maintain, improve as necessary, or review as necessary the contents and layout of the updated website completed in FY 16. Staff will continue to make updates to the format of the website, plus review new ideas from other entities, and commence making necessary changes in an effort to achieve continuous improvement. Of the routine actions, the staff will need to frequently make updates of the site's information content as it changes. End-product deliverables include an outline of content changes, a review and recommendation report, and a revised site.

PROGRAM SUB-CATEGORY 5.9:

TRAINING

OBJECTIVE: To provide training for Commission staff involved with transportation planning efforts.

DESCRIPTION: 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 enhance future development of Rural Transportation Planning work elements. End-product deliverables include attendance at training sessions and/or webinars and a summary of trips/training received.

PROGRAM SUB-CATEGORY 5.13:

GENERAL TECHNICAL ASSISTANCE

OBJECTIVE: To provide general technical assistance for transportation-related matters.

DESCRIPTION: 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; assistance to consultants/others developing their transportation projects, project promotions; aiding Statewide Transportation Improvement Program 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. 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. Additional activities may include: addressing long-range problems of road capacity, safety, financing; support services on committees involved with I-73, public involvement with VDOT in developing, updating Statewide Needs Assessment, State Highway Plan, or other such strategic planning efforts as they arise. End-product deliverables may include report development, distribution, and supportive memorandums.

PROGRAM SUB-CATEGORY 5.16

REGIONAL/STATE TRANSPORTATION PLANNING

OBJECTIVE: To provide development of a Rural Long-Range Transportation Plan for the region that can be integrated into the statewide transportation plan for the rural, non-metro areas and the MPO areas of the Commonwealth.

DESCRIPTION: This work element will include the following components:

- a) Rural Long-Range Plan (RLRP) Project Prioritization: This work element will 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 and potential Smart Scale projects. This task will include the use of a project prioritization tool or matrix developed by the

WPPDC with the assistance of the Lynchburg District Planning Department. End-product deliverables will include memorandums and lists.

- b) Rural Long-Range Plan (RLRP) Project Implementation: This work element will identify possible strategies, funding, development opportunities, etc. for implementing the top recommendations in each of the two categories 1) by jurisdiction and 2) by region. End-product deliverables will include a summary paper, table matrix, lists, and maps.
- c) Identify Project Studies in Corridors of Statewide Significance: This work element will provide for coordination, as appropriate, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance (CoSS) in the region as identified in VTrans 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 deliverables will include a summary paper, lists, and maps.
- d) Freight Studies, Initiatives Review: This work element will provide for coordination, in conjunction with VDOT, a local review (through the PDC's 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 deliverables will include record of meetings, table, lists, and maps.
- e) Regional Bike-Pedestrian Recommendations Summary: This work element will include compilation of 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 deliverables will include a summary paper, lists, and maps.
- f) Implementation of Review Processes for Transportation Planning and Development: The PDC staff will conduct intergovernmental reviews on Projects, Plans, and Programs of VDOT, as requested. 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 PDC staff. Requests to review certain transportation-related facility projects are also received from the Virginia Department of Environmental Quality. End-product deliverables will include Intergovernmental Review followup to applicants; forms transmitted to grantees; and reports back to VDOT Environmental Officers to VA Department of Environmental Quality representatives.
- g) Virginia Smart Scale Implementation: The PDC staff will continue to coordinate and assist VDOT and localities in the region with the identification of future Smart Scale transportation projects and the development of applications for said projects. The PDC will continue to develop and refine a transportation project matrix it initially developed in FY 16 to assist in the future identification of potential Smart Scale project applications.

PROGRAM CATEGORY 6.0: ENVIRONMENT

GOAL: To conserve, manage, and protect the region's land, water, and air for the benefit and enjoyment of all people, including future generations.

DESCRIPTION: The Commission staff will continue to monitor issues to assure that the region's land, water, and air are conserved, managed, and protected for the benefit and enjoyment of all people, including future generations.

PROGRAM SUB-CATEGORY 6.1: ENVIRONMENTAL INFORMATION AND RESOURCES PLANNING

OBJECTIVES: 1) To make information available from Commission plans and library sources on environmental issues to local governments, their agents, local businesses, and public service groups; 2) To coordinate, provide information resources, and assist in planning and financing the provision of sanitary sewerage and water systems, transportation, and other public systems in effort to protect and improve the natural and human environment; 3) To monitor environmental resources and conditions and advise local governments of changes in conditions and the need for appropriate planning and management techniques that may be employed; 4) To collect relevant environmental data and

publications for the Commission library which is open to local governments and the public; 5) To provide member localities with up-to-date information on actions potentially affecting the water, land, timber, and other natural resource base across the District; 6) To continue to update the Metropolitan/Regional Water and Wastewater Disposal Plan to reflect the input that may be retained from local sewer and water plans and reflect the changes that have occurred in growth patterns throughout the District as well as altered federal and state regulatory and funding policies; 7) To assist local governments in conjunction with legislation and rules promulgated by federal and state governments affecting the management of landfills, stormwater, solid waste handling, disposal, and reuse or recycling.

DESCRIPTION: The primary work in this sub-category will consist of responding to requests for information from local governments, the media, and the public-at-large. Appropriate data will be kept up-to-date, and publications will be collected for the Commission library. Related work efforts in this program sub-category will include: a) making information available from Commission plans and library sources on environmental issues to local governments, their agents, local businesses, and public service groups; b) coordinating and providing information resources and assisting in planning and financing the provision of stormwater, sanitary sewerage and water systems, transportation, and other public systems in efforts to protect and improve the natural and human environment; c) advising local governments of changes in environmental conditions and the need for appropriate planning and management techniques that may be employed; and d) collecting relevant environmental data and publications for the Commission library which is open to local governments and the public.

The Commission staff will continue to monitor actions of the Virginia Department of Conservation and Recreation, the Virginia Department of Environmental Quality, the General Assembly and its Committees, and local governments across the state as they explore water policy and projects that might affect water supplies in the region. As needed or requested, reports will be made available to the Board of Commissioners.

The Commission staff also will follow actions affecting valuable land, timber, and other natural resources of the region that might be initiated by federal, state, and external local governments.

The Commission staff will continue to monitor the regional water supply plan (see Item 2.12—Regional Water Supply Plan) and will assist and work cooperatively with the Water Supply Office of DEQ to develop an update of the existing plan.

The Commission staff will assist in keeping the local governments informed of legislation and rules promulgated by federal and state government affecting the management of landfills and solid waste handling and disposal.

PROGRAM SUB-CATEGORY 6.2:
LOCAL FOODS INITIATIVE PROGRAM

OBJECTIVE: To provide assistance in the development of a comprehensive approach to a more sustainable food system and related initiatives within the planning district.

DESCRIPTION: Related work within this element will include mapping agricultural resources, promoting agritourism, identifying gaps in the agricultural process, reviewing ways to integrate food system planning and policies into local government activities and ordinances, assessing negative environmental and ecological impacts on local food production, researching procurement policies that favor local and regional sourcing, and researching communities which have successful local foods programs. PDC staff will engage in coalition building among the diverse stakeholders and help to identify specific actions to strengthen the regions' food system.

PROGRAM SUB-CATEGORY 6.3:
ENVIRONMENTAL STUDIES/PROJECTS

OBJECTIVE: To provide assistance in the development of comprehensive environmental studies or implementation of environmental projects such as watershed implementation plans, best management practices, and other related work activities.

DESCRIPTION: Related work within this element will include assistance in performing duties and activities for watershed implementation plans/TMDL (Total Maximum Daily Load) implementation; assistance in identifying brownfield sites for potential redevelopment projects; identifying available resources through federal and state agencies, as well as private foundations; assistance in implementing best management practices, environmental planning, and policies; and other related matters.

***PROGRAM CATEGORY 7.0:
ECONOMIC DEVELOPMENT***

GOAL: To assure that the economy of the region be active and expanding and that the Commission provide a regional service in encouraging and assisting the stimulation of the regional economy and coordinate its growth in accordance with regional and local plans of the district.

DESCRIPTION: In conjunction with efforts as an Economic Development District as designated by the U.S. Department of Commerce, Economic Development Administration, the Commission and its staff will serve the District by promoting worthwhile industrial development projects, following up promotion with the development of proposals, preapplications, and final applications for selected projects; further supporting economic development with a well designed, comprehensive database; development of a mapping/information base system; and maintaining annual updates of the Regional Comprehensive Economic Development Strategy (formerly the Overall Economic Development Program document).

The Economic Development District/Commission staff will assure that economic development planning and programming, in cooperation with the Economic Development Administration, will be synergistic with other efforts which may occur coincidentally at local, state, and federal levels as well as with the private sector. This includes other programs of the Virginia Economic Development Partnership; the community development-related programs of the Virginia Department of Housing and Community Development and U.S. Department of Housing and Urban Development; the grant and loan programs of the USDA's Rural Development (formerly FmHA/RECD); grant programs through the Virginia Department of Conservation and Recreation; the Virginia Resource Authority/State Water Control Board financing program; the Virginia Center for Rural Development; the Appalachian Regional Commission; and other appropriate programs.

***PROGRAM SUB-CATEGORY 7.1:
REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) DEVELOPMENT***

OBJECTIVE: To provide the West Piedmont Planning District with an annual CEDS, supported by appropriate planning and studies.

DESCRIPTION: The staff will, in its capacity as the region's Economic Development District, develop the Annual Update to the Comprehensive Economic Development Strategy (CEDS) document with input from local governments to maintain the EDD status of the region. In 2010-2011, staff worked with localities to establish a Comprehensive Economic Development Strategy Committee, or CEDS Committee, to meet the requirements of the Economic Development Administration. During 2012-2013, a CEDS Working Committee, a subset of the full CEDS Committee, was established to preview various chapters and provide suggested revisions in review of the document. Both committees have a minimum 51% private sector representation. The staff will continue to provide guidance to local governments in developing a list of prioritized projects for inclusion in the Regional CEDS document which will be reviewed by the CEDS Strategy Committee. As the committees' roles evolve in the CEDS process, the Commission staff will obtain guidance and input from Robert Gittler of EDA's Philadelphia Regional Office. In addition, the staff will also supply the Philadelphia Regional Office timely information on prospective and actual plant closures and the anticipated number of employees affected.

The West Piedmont Economic Development District has established a process for annual updates to its CEDS document which will continue to receive input from a wide variety of sources including a public review component. Utilizing the CEDS Committee and the Working Committee, the Regional Economic Development Planner will circulate drafts of various components of the CEDS as developed for review and comment. Committee members may then obtain input from other individuals or agencies with regard to sections pertaining to their respective jurisdiction or the region as a whole. The planning process is ongoing, with development of document updates beginning as soon as CEDS submission to the Economic Development Administration occurs each year. As in the past, staff will then begin to work with localities on development of prioritized projects for inclusion in the document in the fall of each year, with the localities being given two to three months for development, review, and local governing body approval of the upcoming year's prioritized project list. After all localities have submitted their project lists and the CEDS Strategy Committee/Working Committee have reviewed the various CEDS document components, the staff will place the draft document on the Commission website to solicit public comment and input.

Demographics included in the CEDS document will be updated on an ongoing basis as new information becomes available from a variety of agencies including the Census Bureau, the Weldon Cooper Center

for Public Service at the University of Virginia, the Virginia Employment Commission, and numerous other state and federal agencies. As with recent document development, staff will incorporate new demographics from the American Community Survey as well as the 2010 Census as data is available.

Following approval, the document will be submitted to the Philadelphia offices of the Economic Development Administration for approval. Copies will be printed for distribution following the approval of the CEDS Strategy Committee and the WPPD Board of Commissioners. Many agencies and organizations, representing the interests of women, minorities, disabled, and aged citizens across the region, utilize demographics and other information within the report for development of grant applications and reports for the benefit of the region. Staff can also make digital versions of the report available in addition to printed copies. The EDD's website includes a link to the CEDS.

Ultimately, the goal is to develop a Comprehensive Economic Development Strategy that will bring together public and private sector representatives in the creation of an economic roadmap to diversify and strengthen our region's economy.

PROGRAM SUB-CATEGORY 7.2:

ECONOMIC DEVELOPMENT ADMINISTRATION PREAPPLICATION/APPLICATION ASSISTANCE

OBJECTIVE: To provide assistance to eligible localities in the development of applications for projects to the Economic Development Administration.

DESCRIPTION: The staff will continue to be responsible for developing proposals, preapplications, and applications for Economic Development Administration funding on behalf of its member jurisdictions. Funding requests will focus on job retention, job creation, and strengthen our regional economy.

PROGRAM SUB-CATEGORY 7.3:

INFORMATION CENTER PROGRAM

OBJECTIVE: To provide data center support for administrators, economic development organizations, chambers of commerce, private sector firms, and other public agencies as they pursue their various development activities.

DESCRIPTION: As an Economic Development District, the PDC will continue to serve as both an Affiliate Data Center Program and Business and Industry Data Center (SDC/BIDC--formerly the Labor Market Information Center) Program in cooperation with the Virginia Employment Commission. Through the Census data and employment/labor statistics provided by these programs, the EDD staff will continue to maintain a computerized Information Center which is housed at the Commission office. This data is used extensively by local governments, economic development corporations, chambers of commerce, developers, citizens, businesses, and industries. The PDC will continue to incorporate recently released American Community Survey and 2010 Census data as it becomes available. The PDC/EDD staff, through the Commission's Information Center, will update its computerized database and its webpage during the upcoming year. www.wppdc.org

PROGRAM SUB-CATEGORY 7.4:

DISTRICT GEOGRAPHIC INFORMATION SYSTEM (GIS)

OBJECTIVE: To provide a program for linking data with geographic areas, corridors, and sites for use in supporting localities and their economic development organizations in attracting new and expanded business in the Economic Development District.

DESCRIPTION: In its capacity as the region's Economic Development District, staff will continue to provide a program for linking data with geographic areas, corridors, and sites for use in supporting localities and their economic development organizations in attracting new and expanded business in the Economic Development District. The system is also used in development of economic development-related grant applications and special projects.

PROGRAM SUB-CATEGORY 7.7:

MISCELLANEOUS ECONOMIC DEVELOPMENT ASSISTANCE

OBJECTIVES: a) To provide flexibility in response by the West Piedmont Economic Development District staff in meeting the needs of member local governments, the Economic Development

Administration, and the economic development organizations who work with the District staff; b) To continue to aid local governments in industrial development activities in conjunction with local economic development organization; and c) To provide localities and other economic development organizations assistance in integrating economic development programs into their comprehensive plans and the plan updates as they occur.

DESCRIPTION: The Commission staff will provide flexibility in meeting the needs of member local governments, the Economic Development Administration, and the economic development organizations who work with the District staff. With the current economic situation within the region, this is critical.

Staff will coordinate the Regional Clearinghouse functions of the Planning District Commission for the Intergovernmental Review Process in conjunction with Executive Order 12372; monitor federal, state, and local activities concerning regional issues; process such financial and administrative quarterly and annual reports as required by the Economic Development Administration; participate in economic development-related meetings of significance to the region; attend workshops, seminars, meetings, and training sessions related to economic development issues; provide assistance with the development of economic development grant applications sponsored by state and federal agencies [i.e., Virginia Department of Housing and Community Development, USDA's Rural Development Office (formerly the Farmers Home Administration), and the Appalachian Regional Commission], as requested by the member localities.

Staff will continue to provide localities and other economic development organizations assistance in integrating economic development programs into their comprehensive plans and the plan updates as they occur. As requested, assistance will be provided with Enterprise Zone application development and related ongoing technical assistance for approved Enterprise Zones within the region.

PROGRAM CATEGORY 8.0: HOUSING

GOAL: To assure that, to the extent possible, a full range of housing categories, styles, and price ranges are available within the region in order that all people may find decent, safe, and sanitary housing they can afford reasonably close to their work, shopping, and recreation.

OBJECTIVES: 1) To maintain information on current federal and state housing legislation and policies as they pertain to regional housing programs; 2) To maintain Intergovernmental Review records on assisted housing projects; 3) To maintain files on local housing markets, developments, and problems as part of the economic development information files; 4) To assist member jurisdictions, on request, in local housing planning; 5) To assist, as appropriate and requested, local governments in annual development of a Comprehensive Housing Affordability Strategy (CHAS).

DESCRIPTION: To the extent possible, work efforts will include: a) Maintenance of information on current federal, state, and local housing legislation and policies as they pertain to regional housing problems; b) Maintenance of files on assisted housing projects in the District, by jurisdiction (via Intergovernmental Review files); c) Assistance to member jurisdictions, upon request, in local housing planning. The staff will keep the Commission and jurisdictions informed of state and federal housing programs, as appropriate.

The District staff may be required to assist in the development of local housing strategies. The effort may, at a minimum, require development of supporting documentation of needs and conditions relative to affordable housing development. Data will be provided, as requested, regarding housing affordability strategies for incorporation into local comprehensive plans.

PROGRAM CATEGORY 9.0: PUBLIC SAFETY

GOALS: That every citizen in the region enjoy their life and the security of their property in their community in peace and without fear, by maintenance of a modern criminal justice and drug abuse control system and that the necessary plans and facilities be provided citizens and communities in the region to protect them from local and nationwide emergencies and natural catastrophes.

OBJECTIVE: To provide assistance to local governments and their police, sheriffs, fire, and rescue departments in efforts to improve programs of protective services to the community.

DESCRIPTION: Due to a lack of funding support, the primary work in this program category will be responding to requests for information from local governments, the media, and the public at large. Appropriate data will be kept up-to-date and publications will be collected for the Commission library. Assistance will be provided to local public safety departments, upon request, in providing data for grant applications or local studies and analyses by those agencies.

Assuming the local government's specialized staff provides the state staffs with requisite information and data, the Commission staff is willing to assist in certain meetings and event planning for homeland security planning and disaster mitigation planning, if funding is available to add additional staff or utilize the PDC's on-call consultant.

PROGRAM SUB-CATEGORY 9.1:

REGIONAL ALL-HAZARDS MITIGATION PLANNING PROGRAM

OBJECTIVE: To provide assistance in development and update of a regional all-hazards mitigation plan, as required by the Commonwealth of Virginia.

DESCRIPTION: The initial Regional Hazard Mitigation Plan was completed in FY 2006 and approved by the Federal Emergency Management Administration in FY 2007. The plan was subsequently updated in 2011. In FY 2016, the WPPDC received a grant from VDEM to update the plan and the five-year update was completed and approved by participating local governments in FY 17. In FY 18, PDC staff working in cooperation with local government public safety directors and other stakeholders will maintain the new plan developed in FY 17 and will revise or improve as necessary in FY 18. The PDC staff will be responsible for ongoing annual reporting of mitigation strategy implementation by participating local government members.

PROGRAM CATEGORY 10.0:

PUBLIC SERVICES, EDUCATION, AND CULTURAL OPPORTUNITY

GOALS: 1) That the people of the District have adequate health care, social services, programs designed to assist the elderly, disadvantaged and handicapped be met through inter-jurisdictional arrangements where feasible and that a broad range of recreational activities and development programs be available to all people; and 2) That every individual in the region has the opportunity for the best education and exposure to cultural activities and events that can be obtained.

OBJECTIVES: 1) To maintain files on human services and recreational services available in the District; 2) To maintain current information on education and cultural opportunities in the District; and 3) To continue participation in manpower planning and utilization activities in the District.

DESCRIPTION: Funding restrictions have seriously curtailed the level of Commission staff involvement in the subject areas of human services, education, and cultural opportunity. Unless additional funding is made available, the Commission staff's work efforts may be limited to maintenance of data and general monitoring of the status of programs offered in the District. Activities will focus on maintaining files on human service, recreational, educational, historical, and cultural opportunities in the region. The staff will continue to provide statistical information to human services organizations/agencies, educational systems and institutions, and cultural agencies for their use in development of grant applications and local studies by those agencies.

PROGRAM SUB-CATEGORY 10.1:

COMMUNITY CAPACITY BUILDING PROGRAM

OBJECTIVE: To provide assistance and support for projects and development programs within the planning district focused around workforce development, law enforcement and drug trafficking, and youth development program activities.

DESCRIPTION: Related work within this element involves 1) Providing services to local governments, agencies, and nonprofits within and serving the planning district in promoting their organizational goals; 2) Raising awareness of substance abuse threats that affect the health, safety, and viability of the region's population; and 3) In FY 2018 PDC staff will work collaboratively with regional stakeholders to identify strategies for regional approaches to workforce development/health that were considered during the PDC's BCC Regional Summit and Regional Workforce Conversation meetings in FY 17. Activities will focus on a) Coordinating opportunities for partnerships; b) Researching effective programs across the

country; c) Identifying new sources of funding and assistance; and d) Providing technical assistance with grant applications and data collection.

***PROGRAM CATEGORY 11.0:
COMMUNITY RELATIONS/CITIZEN PARTICIPATION***

GOAL: To inform and involve in all phases of the planning process in such a way that the public, its leaders, and governing bodies have a plan which meets their desires and needs and so that these individuals and organizations are more willing to accept and implement final plans.

DESCRIPTION: The Commission will continue to inform the public about and involve it in all phases of the various ongoing planning processes in such a way that the public, its leaders, and governing bodies have a plan which meets their desires and needs and so that these individuals and organizations are more willing to accept and implement final plans. Work efforts to accomplish this goal will include: a) keeping citizens informed of the activities of the Commission through a public relations program involving press releases, newsletters, speaking engagements, newspaper interviews, radio and television programs; b) maintaining recognized channels for citizen input into the activities of the Commission, such as public hearings and through the Commission's Technical Advisory Committee/RTPO-CAC; c) keeping the staffs of the local governing bodies, including local planning commissions, informed about the ongoing efforts and future programs of the Commission; and d) maintaining positive working relationships with representatives of the news media serving the District. The Commission has established a Transportation Technical Advisory Committee which, while not dealing directly in public participation and relations, does deal with issues that substantially impact the daily routine of the entire regional community.

***PROGRAM SUB-CATEGORY 11.2:
LEGISLATIVE SERVICES INFORMATION***

OBJECTIVES: To provide Commission and member jurisdictions with current information on activities of interest regarding actions of the Virginia General Assembly.

DESCRIPTION: The Commission staff, in coordination with other Planning District Commissions, will continue to provide legislative services information to complement services provided to the WPPD localities by the Virginia Association of Planning District Commissions, Virginia Association of Counties, Virginia Municipal League, and Virginia Association of Metropolitan Planning Organizations. The Commission staff will continue to provide its Board members, member localities, chambers of commerce, and economic development organizations with current information on activities of interest within the Virginia General Assembly Sessions.

APPENDIX 1:

**AFFIRMATIVE ACTION PLAN
UTILIZATION ANALYSIS**

Fiscal Year 2017

West Piedmont Planning District Commission

Board of Commissioners

<u>Name</u>	<u>Sex</u>	<u>Race</u>	<u>Status</u>
HENRY COUNTY:			
Jim Adams, Chairman *	M	W	Elected Official
Tommy Slaughter	M	W	Elected Official
Wes George	M	W	Citizen Member
PATRICK COUNTY:			
Roger Hayden, Vice-Chairman*	M	W	Elected Official
Rickie Fulcher	M	W	Elected Official
Jerry Adams	M	W	Citizen Member
PITTSYLVANIA COUNTY:			
Ron Scearce*	M	W	Elected Official
Joe Davis	M	W	Elected Official
Wendy Bryant Cook	F	W	Citizen Member
FRANKLIN COUNTY:			
Leland Mitchell*	M	W	Elected Official
Tim Tatum	M	W	Elected Official
David Thorp	M	W	Citizen Member
DANVILLE CITY:			
John Gilstrap *	M	W	Elected Official
Fred Shanks	M	W	Elected Official
Bryce Simmons	M	W	Citizen Member
MARTINSVILLE CITY:			
Kathy Lawson, Treasurer *	F	W	Elected Official
Jennifer Bowles	F	B	Elected Official
Joseph Martin	M	W	Citizen Member
(Replaced Sharon Brooks Hodge 1/1/17)			
ROCKY MOUNT TOWN:			
Vacant*	--	--	Elected Official
Vacant	--	--	Elected Official
Ralph A. Casey	M	B	Citizen Member

***EXECUTIVE COMMITTEE MEMBERS**

West Piedmont Planning District Commission

Technical Advisory Committee/ Rural Transportation Citizens Advisory Committee

<u>Name</u>	<u>Sex</u>	<u>Race</u>	<u>Status</u>
Kenneth Gillie	M	W	Danville City Representative
Renee Burton	F	W	Danville City Alternate Representative
Steve Sandy	M	W	Franklin County Representative
Lisa Cooper	F	W	Franklin County Alternate Representative
Tim Pace	M	W	Henry County Representative
Lee Clark	M	W	Henry County Alternate Representative
Wayne Knox	M	B	Martinsville City Representative
Patrick Shuler	M	W	Martinsville City Alternate Representative
Tom Rose	M	W	Patrick County Representative
Geri Hazelwood	F	W	Patrick County Alternate Representative
Greg Sides	M	W	Pittsylvania County Representative
Willie Thomas Fitzgerald	M	B	Pittsylvania County Alternate Representative
Cecil Mason	M	W	Rocky Mount Town Representative
Joshua Gibson	M	W	Rocky Mount Town Alternate Representative
AT-LARGE MEMBERS:			
Donna Turner Martin	F	W	Represents Disabled Citizens in PDC 12
Vacant	--	--	
Jim Adams, Chairman	M	W	Elected from WPPD Board of Commissioners to serve as Chair (non-voting)

WEST PIEDMONT PLANNING DISTRICT COMMISSION

Technical Advisory Committee Structure

- The CHAIRMAN of the committee is appointed from the WPPD Board of Commissioners, with no voting rights.
- Each local governing body appoints one MEMBER or REPRESENTATIVE to the Committee to advise the Board on matters of physical, housing, economic development, and human resources planning matters as well as in the review of applications for federal funds under the Intergovernmental Review Process (EO 12372). In addition, the Committee is responsible for reviewing regional plans as developed.
- The MEMBER or REPRESENTATIVE of each locality is responsible for notifying his/her ALTERNATE in the event of absence from a meeting.
- Each local governing body has one ALTERNATE member on the Committee.
- Two AT-LARGE MEMBERS are appointed by the WPPD Board of Commissioners to serve on the Committee as a voice for underrepresented groups of the elderly, youth, poor, minorities, and women. These members each have one vote. Appointments are made from nominations submitted by the local governing bodies to the WPPD Board.
- One AT-LARGE MEMBER serves on the Committee as a voice for disabled persons.
- The Committee may seek the advice of a subcommittee on a particular issue before acting thereon. The Committee may organize such subcommittee(s) as it deems proper and necessary; the CHAIRMAN of the Committee is to report such acts to the COMMISSION at regular meetings thereof.
- The term of office for each MEMBER is three years.
The term of office for each ALTERNATE is four years.
The term of office for each AT-LARGE MEMBER is three years.
The term of office for MEMBERS OF SUBCOMMITTEES is three years or such shorter period as is specified when the subcommittee is authorized.
MEMBERS may be appointed to serve another term or may be removed from office at any time, at the discretion of their governing body.

**ADVERTISEMENTS FOR CONTRACTS, STATEMENTS
OF QUALIFICATIONS WITH ACCESS TO
DBEs/MBEs/WBEs**

Fiscal Year 2017 Report

During Fiscal Year 2017, the Commission did not advertise for any Statements of Qualifications with Access to DBEs/MBEs/WBEs. However, the Commission renewed its contract for the on-call consultant team to assist with project work on an as-needed basis.

**ADVERTISEMENTS FOR JOBS WITH ACCESS
TO DISADVANTAGED PERSONS
Fiscal Year 2017 Report**

During the Fiscal Year 2017, no job advertisements were posted since there were no staff vacancies within the agency. However, compliance with the PDC's Public Notification Procedures is adhered to and requirements for Equal Opportunity Employment are always followed and met when advertising employment positions.

COMMISSION STAFF

<u>Name</u>	<u>Title</u>	<u>Sex</u>	<u>Race</u>
David Hoback	Executive Director	M	W
Leah Manning	Deputy Director/Regional Economic Development Planner	F	W
Jacob Bullins	Administrative Assistant/Bookkeeper	M	W
Joseph Bonanno	Regional Transportation Planner	M	W
David Rakes	Cartographer/Planning Technician	M	W
Tracy Meade	Office Assistant	F	W

OTHER ACTIONS, ACTIVITIES ACCESSIBLE TO OR ASSISTING DISADVANTAGED PERSONS, GROUPS, OR FIRMS

Fiscal Year 2017 Report

- In Fiscal Year 2017, the Planning District Commission continued to serve as an Economic Development District in conjunction with the U.S. Department of Commerce, Economic Development Administration. The Commission prepared an updated Annual Report of its *Comprehensive Economic Development Strategy*.
- In 2008, the City of Martinsville and Patrick and Henry Counties became eligible to become members of the Appalachian Regional Commission (ARC). On January 1, 2009, the West Piedmont Planning District Commission was designated by ARC to serve as a Local Development District for these jurisdictions.
- In Fiscal Year 1995, the Board of Commissioners added an At-Large Member to its Technical Advisory Committee to serve as a voice for disabled citizens in Planning District 12.
- In Fiscal Year 1995, the Board of Commissioners reviewed and updated its Private Enterprise Participation Policy and Public Notification Procedures Manual in conjunction with its efforts as Administrative Agent of the Danville-Pittsylvania Urbanized Metropolitan Transportation Planning Organization. The Commission continues to maintain its process and manual. In Fiscal Year 2011, this document was updated to meet the requirements of SAFETEA-LU and subsequently approved by the Board of Commissioners. The MPO also developed a revised Private Enterprise Participation Policy and Public Notification Procedures Manual to meet the requirements of SAFETEA-LU. The MPO Board approved this document in Fiscal Year 2011. The PDC and MPO Board continue to utilize these documents on an ongoing basis. In March 2011, the VA Department of Transportation evaluated the MPO Public Involvement Plans and Procedures; revisions were implemented, based on comments and feedback provided. Each of these documents is in compliance with MAP-21 and the FAST (Fixing America's Surface Transportation) Act, the most current National Transportation Act.
- In conjunction with VDOT's Regional Rural Long-Range Transportation Planning Program, the PDC assisted the Virginia Department of Rail and Public Transportation (VDRPT) in development of a Coordinated Human Services Mobility (CHSM) Plan in Fiscal Year 2009; this document was approved by the WPPD Board in Fiscal Year 2009. The PDC staff continues to coordinate with VDRPT in implementation of the CHSM Plan. Staff continues to attend and participate in meetings that are held with potential applicants and VDRPT staff two times annually. In Fiscal Year 2012, the PDC staff worked with VDRPT, member local governments, and human service agencies within the Planning District to update the CHSM, which was completed in Fiscal Year 2014.
- In Fiscal Year 2017, the West Piedmont Planning District's Board of Commissioners reviewed and readopted its Affirmative Action Plan.
- In June 2015, PDC staff members attended a Title VI training session sponsored by the Federal Highway Administration. The PDC staff continues to provide Title VI monitoring reports as requested by the VA Department of Transportation. During Fiscal Year 2012, the PDC, in conjunction with VDRPT, prepared and adopted an updated Title VI policy. During Fiscal Year 2015, the PDC participated in a number of surveys and in response to VDOT, provided detailed information regarding Title VI. VDOT initiated a comprehensive review of Title VI compliance of all MPO's in the state. As a result of this review, no violations of Title VI related laws and regulations were found within the MPO/PDC. However, several advisory comments were noted including the need to update the Title VI and Public Participation plans which were initiated by MPO staff in Fiscal Year 16 and will be completed in Fiscal Year 17.
- In May 2016 MPO staff participated in an Environmental Justice webinar to help facilitate its efforts in preparing updates to the organization's Title VI and Public Participation plans. Moreover, the effort represented an ongoing staff effort to be cognizant of responsibilities and opportunity to assist disadvantaged persons and groups.
- As requested, the PDC provides demographic and technical assistance to a number of human service-related agencies from across the Region.

FISCAL YEAR 2018 - PROGRAM ELEMENT SUMMARY

- 1.0 Management and Administration**
 - 1.1 Office Operations
 - 1.3 Annual Strategy/Work Program
- 2.0 Regional Planning**
 - 2.1 Areawide Strategic Plan Development under the Regional Cooperation Act Provisions
 - 2.3 Regional Legislative Package Development
 - 2.4 Regional Tourism and Amenities Development Assistance Program
 - 2.9 Lake Area and Water Resources Planning and Program Assistance
 - 2.12 Regional Water Supply Plan – Monitor and Update
- 3.0 Local Planning Assistance**
 - 3.1 Comprehensive Plan Updates & Maintenance; Technical Assistance to Local Governments
 - 3.3 Mapping and GIS Assistance to Local Governments
 - 3.4 Land Use-Related Ordinances & Land Use Planning Assistance
 - 3.5 Liaison/Technical/General Planning Assistance to Local Governments
 - 3.7 Virginia Community Development Block Grant Assistance
 - 3.8 Rural Development Assistance
 - 3.9 Census Information – Year 2010/2020 Census/American Community Survey
 - 3.10 Appalachian Regional Commission
- 4.0 Regional Metropolitan Planning Organization Activities**
 - 4.1 Administrative Agent for the Danville/Pittsylvania Urbanized Area Metropolitan Planning Organization
 - 4.2 Long-Range Transportation Plan Maintenance, Implementation
 - 4.21 Assist VDOT and Participate in VTRANS Planning Effort
 - 4.22 Assistance to VDOT Development of Freight Planning Effort for State, MPO's
 - 4.23 Maintenance of MPO Planning Documents to Comply with MAP-21/FAST Act
 - 4.3 Consultant Corridor Studies: Studies per Long-Range Plan
 - 4.4 Federal Transit Administration (FTA) Section 5303 Planning Grant Assistance*
 - 4.7 General Technical Assistance: Short-Range Planning, Non-Administrative
- 5.0 Regional Rural Transportation Planning Program**
 - 5.1 Administration
 - 5.4 Street Map Development, Updates, and Maintenance
 - 5.7 Local /Rural Transportation Planning Assistance
 - 5.9 Training
 - 5.13 General Technical Assistance
 - 5.16 Regional/State Transportation Planning
- 6.0 Environment**
 - 6.1 Environmental Information and Resources Planning
 - 6.2 Local Foods Initiative Program
 - 6.3 Environmental Studies/Projects
- 7.0 Economic Development**
 - 7.1 Regional Comprehensive Economic Development Strategy Development
 - 7.2 Economic Development Administration Preapplication/Application Assistance
 - 7.3 Information Center Program
 - 7.4 District Geographic Information System (GIS)
 - 7.7 Miscellaneous Economic Development Assistance
- 8.0 Housing**
- 9.0 Public Safety**
 - 9.1 Regional All-Hazards Mitigation Planning Program
- 10.0 Public Services, Education, and Cultural Opportunity**
 - 10.1 Community Capacity Building Program
- 11.0 Community Relations/Citizen Participation**
 - 11.2 Legislative Services Information
- 12.0 Release Time**
 - 12.1 Sick Leave
 - 12.2 Annual Leave
 - 12.3 Paid Holidays
- 13.0 Indirect**

*Funding is no longer available to the PDC/MPO for this program element.

WEST PIEDMONT PLANNING DISTRICT COMMISSION GOALS

MANAGEMENT AND ADMINISTRATION

- To provide leadership and guidance to the Commission in such a manner as to manage the staff efficiently;
- To provide a greater awareness among the public and the local governments concerning the role of the Commission;
- To foster their interest, involvement, and support for the Commission's activities.

REGIONAL PLANNING

- To maintain a Strategic Plan as a guide to Commonwealth of Virginia, local governments, federal, and regional-level decision making;
- To develop various regional functional planning activities and plans that assist regional cooperative planning activities as needed and, secondly, to encourage regional cooperative planning and implementation actions;
- To encourage and participate in cooperative efforts with the adjoining planning districts/councils of government which may include discussions of issues as well as actual planning efforts determined to be of multi-regional benefit to bring about a cost-effective means of resolving existing or anticipated problems and to enhance the region to the mutual benefit of all concerned;
- To develop and maintain active working relationships with Commonwealth of Virginia agencies through mutual agreements to enhance regional and statewide strategic and functional planning.

LOCAL PLANNING ASSISTANCE

- To provide high quality local planning and technical assistance to the counties, cities, and towns within the District;
- To develop and maintain working relationships with Commonwealth Agencies by mutual agreement;
- To develop and maintain working relationships with both local planning and economic development agencies/departments and Commonwealth agencies and departments by mutual agreements;
- To promote the Commission's assisting role in appropriate local planning activities.

REGIONAL METROPOLITAN PLANNING ORGANIZATION ACTIVITIES

- To provide services as the Administrative Agent for the Danville/Pittsylvania County Metropolitan Planning Organization (MPO) as detailed in its Unified Transportation Planning Work Program.

REGIONAL RURAL TRANSPORTATION PLANNING PROGRAM

- To provide a multi-modal, efficient, cost-effective, accessible, and safe transportation system network which has minimal adverse impacts on the environment and that contributes to the economic well being and quality of life of the region;
- To develop and maintain transportation planning for the non-urban, non-MPO areas of the planning district in conjunction with extra-regional, state, federal planning and development efforts regarding transportation infrastructure.

ENVIRONMENT

- To conserve, manage, and protect the region's land, water, and air for the benefit and enjoyment of all people, including future generations.

ECONOMIC DEVELOPMENT

- To assure that the economy of the region be active and expanding and that the Commission provide a regional service in encouraging and assisting the stimulation of the regional economy and coordinate its growth in accordance with regional and local plans of the district.

HOUSING

- To assure that, to the extent possible, a full range of housing categories, styles, and price ranges are available within the region in order that all people may find decent, safe, and sanitary housing they can afford reasonably close to their work, shopping, and recreation.

PUBLIC SAFETY

- That every citizen in the region enjoy their life and the security of their property in their community in peace and without fear, by maintenance of a modern criminal justice and drug abuse control system and that the necessary plans and facilities be provided citizens and communities in the region to protect them from local and nationwide emergencies and natural catastrophes.

PUBLIC SERVICES, EDUCATION, AND CULTURAL OPPORTUNITY

- That the people of the District have adequate health care, social services, programs designed to assist the elderly, disadvantaged and handicapped be met through inter-jurisdictional arrangements where feasible and that a broad range of recreational activities and programs be available to all people
- That every individual in the region have the opportunity for the best education and exposure to cultural activities and events that can be obtained.

COMMUNITY RELATIONS/CITIZEN PARTICIPATION

- To inform and involve in all phases of the planning process in such a way that the public, its leaders, and governing bodies have a plan which meets their desires and needs and so that these individuals and organizations are more willing to accept and implement final plans.