

# Central Virginia Transportation Technical Committee

Region 2000 Partnership Offices

*Large Conference Room*

828 Main Street, 12<sup>th</sup> Floor

Lynchburg, Virginia 24504

**Thursday, March 10, 2016 - 10:30 a.m.**

## Agenda

1. **Call to Order**.....Paul Harvey, Chair
  
2. **Discussion and Recommendation of the CVMPO and Region 2000 Local Government Council FY-17 Transportation Work Programs**.....Bob White, Deputy Director  
*(See Attachments 3a and 3b)*  
  
Staff will review the CVMPO and Region 2000 Local Government Council FY '17 transportation work programs. Members will be asked to recommend these items to the CVMPO and Council for adoption.
  
3. **Overview of Current Planning Activities: City of Lynchburg**.....  
.....Tom Martin, City Planner, City of Lynchburg
  
4. **Update on the HB2 Project Selection Process**.....Rick Youngblood, VDOT District Planner
  
5. **Overview of the Campbell County/Rt 29 Corridor Study Effort**.....  
.....Paul Harvey, Campbell County Planning Director
  
6. **Matters from the Committee**.....All
  
7. **Adjournment** - Next meeting: **April 14, 2016 at 10:30 am**

### General Information

- Transportation Technical Committee Statement of Purpose (*See attachment GI*)

# **CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)**

828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
434-845-3491

## **UNIFIED PLANNING WORK PROGRAM (UPWP)**

Fiscal Year (FY) 2017

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)**  
**RECOMMENDATION: March 10, 2016 (Pending)**

**CVMPO ADOPTION: April 14, 2016 (Pending)**

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVMPO at 434-845-5678 to request an interpreter no later than 14 days prior to meeting.

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## **Resolution**

## **SECTION I**

### **FHWA, VDOT, CVMPO FUNDED ACTIVITIES**

#### **1.00 ADMINISTRATION**

##### **1.01 General Administration & Operations**

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2017 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$44,000: staff

Completion Date: June 30, 2017

##### **1.02 Work Program Administration**

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2018 and amendments to the FY 2017 UPWP.

Budget: \$11,000; staff  
Completion Date: June 30, 2017

## **2.0 LONG RANGE TRANSPORTATION PLANNING**

### **2.01 Long Range Transportation Plan Updates**

Description: This task allows for the update to Central Virginia Long Range Transportation Plan (Plan) as well as its review and explanation.

And, this task will provide for the accomplishment of a Region 2000 Congestion Survey. This effort will be used to support ongoing planning efforts.

Additionally, this task allows for banking of funds to support the update.

Further, this task allows for the response to FAST Act requirements and HB2 and its prioritization efforts.

Products:

- Contract management for the update
- Staff support to the update, FAST Act compliance, and HB2's prioritization efforts
- Plan amendments, as necessary
- Banking of funds for the update

Budget: \$14,000 staff; \$45,000 consultant carryover: CVLRTP2045 Update  
Completion Date: ongoing through June 30, 2017

### **2.02 Transportation Improvement Program**

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$5,000; staff  
Completion Date: June 30, 2017

### 3.0 TECHNICAL ASSISTANCE

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

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation network; promoting improved integration of the land use and transportation planning processes; assisting with the update of local comprehensive plans to address the transportation elements and ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with FAST Act;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on comprehensive plan transportation elements;
- Assistance on other transportation related matters.

Budget: \$26,373; staff

Completion Date: June 30, 2017

### **3.02 Region 2000 Alternative Transportation Initiative**

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

#### LGC Bike/Ped component of LGC website

Description: Staff will, as necessary, update and contribute to this dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will support LGC Administrative Program Coordinator in his role of managing and maintain the LGC website and pending social media outlets.

Deliverable Product: User friendly, maintained, updated component of the new Region 2000 LGC website and social media resources.

#### Grant Submittal

Description: Assist locality/organization partners in grant projects seeking funds towards alternative transportation initiatives including technical assistance, planning, or facility implementation. Grants such as past TAP application, DCR Recreational Trails), HSIP, and foundation applications – where the creation of an alternative transportation corridor/facility (where TAP funds would be eligible) are the focus – represent eligible grant assistance activity.

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

#### Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month and Clean Commute Challenge. Region 2000 and RIDE Solutions serve as the hosting entities, however, staff is expanding partnerships, activities, and events.

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

Assist City of Lynchburg in implement Mayor's Challenge for Safer People, Safer Streets  
Coordinate an initiative to align the City of Lynchburg to complete the Mayor's Challenge for Safer People, Safer Streets by October, 2016. Staff, under City leadership, will coordinate the documentation of existing initiatives and guide new initiatives, such as education outreach, to complete at least one of the seven (7) challenge categories, as required in the Challenge.

Deliverable: Visual document that summarizes the City of Lynchburg's challenge-meeting initiatives. The task will also include, with coordination of Lynchburg EDA and Communication Department, a social media and public outreach campaign to highlight the value and opportunities for multi-modal transportation in the City



Assist in Creating a Complete Streets Rating Matrix for Lynchburg EDA

Lynchburg City's Office of Economic Development has developed a Strategic Planning Document. Staff will develop a Complete Street rating matrix that utilizes the Office of Sustainable Communities six livability practices and a component of the EDA's Strategic Plan to develop a rating format for the EDA to consider infrastructure funding request.

Coordinate the Work Healthy Sustainable Community Team

LGC will staff the development of a public/private/organization program- created from an off-shoot of Work Healthy Coalition – that will implement specific items developed as a result of the Mark Fenton – Economics of Place: How Quality of Place Impacts Corporate and Economic Strategy. Activities could include leading the development of temporary pedestrian/bicycle facility projects to guide design and community support.

Develop a Pedestrian and Bicycle Data Program for the Region 2000 Area

One of the greatest challenges facing the advancement to pedestrian and bicycle facility implementation is the lack of documentation on usage and demand. The lack of accurate demand and usage measurements, especially in contrast with traditional transportation data, it can be difficult to quantify the positive benefits and need for multimodal investments. The value of establishing baseline and measurable data is recognized by the Institute of Transportation Engineers (ITE) as vital step in program advancement and one of the challenge categories from the Mayor's Challenge for Safer People, Safer Streets.

Staff will lead a series of first pedestrian and bicycle data collection efforts that will specifically target areas within City of Lynchburg, and possibly additional MPO-targeted areas. Staff will undertake this effort utilizing the National Bicycle & Pedestrian Documentation Project methodology. Lynchburg College and Randolph College students will serve to assist in the organized data development area.

Staff will also to endeavor to establish an electronic data development program within the Region 2000 through the utilization of mobile detection counters. Mobile counter devices will allow data collection at multiple locations to develop trend data, partner with multiple partners, and ultimately, guide facility type and installation location decisions.

Deliverable: A pedestrian and bicycle data foundation that will be permanently maintained and updated, as a result of mobile counting devices and a bi-annual National Bicycle and Pedestrian Documentation Project implementation.

Amherst Town – Main Street and Downtown Pedestrian and Traffic-Calming Plan

Staff will serve as a team member of the consultant lead effort to evaluate traffic-calming measures in the Town and opportunities for facility installation as a component of the pending street repaving.

### Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000.

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

### VDOT Bicycle Advisory Committee

Description:

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

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc. Deliverable: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

### Alternative Transportation Webinar Series

Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and general public.

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc. A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

Budget: \$21,000: staff

Completion Date: June, 2017

## **3.03 Consultant Support**

### Town of Amherst Walkability and Main Street Traffic Calming Study

Description: The Town of Amherst is interested in identifying improvements to create a more walkable downtown while creating a sense of “place” through streetscape and thematic elements. The vision for a walkable downtown may include expanding multimodal facilities, slowing traffic along Main Street via traffic calming techniques, and removing obstacles to walking, with the desired outcome of enhancing the vibrancy and economic activity in the Town.

The scope of work will address planning for improved walkability and conceptual street modifications to slow traffic and enhance the sense of “place” for the downtown environment. The work effort will include:

- Assessment of existing conditions in terms of walkability throughout the town travel conditions on Main Street, and the current aesthetic character along Main Street
- Identification of potential recommendations
- Public involvement
- Project coordination meetings, and
- Preparation of final documentation to include recommendations, planning level costs, and implementation strategies

Product: Draft report summarizing the above.

#### Response to MAP-21 and HB2 and Its Project Prioritization Initiative

Description: Consultant support may be needed to support CVMPO response to FAST Act and HB2 and its requirement to prioritize projects within the Commonwealth. This item allows for this support, if needed.

Product: Summary of support provided, if any.

Budget: \$50,000; Consultant  
Completion Date: June, 2017

### **3.04 Environmental Justice**

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT’s Civil Rights Division regarding the CVMPO’s activities and practices.

Products: Documented Environmental Justice and Title VI response to VDOT’s Civil Rights Division, as requested.

Budget: \$3,000; staff  
Completion Date: June, 2017

## **SECTION II**

## **FTA, VDRPT, CVMPO FUNDED ACTIVITIES**

### **44.21.00 Program Support and Administration**

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2017 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2018 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2018 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$34,475

Completion Date: June 30, 2017

### **44.22.00 General Development and Comprehensive Planning**

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop and route database current. Keeping a current inventory of bus stops with their corresponding attributes will promote the overall efficiency of system operations and management. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System

to improve overall transit efficiency. This data and associated attributes will periodically be uploaded to Google Transit to reflect current conditions. The data will also be transmitted and used by the City of Lynchburg's GIS department on a bi-annual basis.

2. CVMPO Staff will use the methodology from the "Bus Stop Consolidation Study" which was updated in FY2016 to determine if stops along time constrained routes could be consolidated. The overall objective of this planning effort is to provide a list of bus stops that could be consolidated on time constrained routes in order to improve overall transit efficiency. CVMPO staff will work with the newly formed Route Committee—made up of GLTC bus operators and operations staff—to determine routes that could benefit most from the process. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

3. CVMPO Staff will work directly with the GLTC Route Advisory committee to recommend route adjustments and realignments that will improve the overall efficiency of the route system. The overall objective of this planning effort is to provide scenarios showing route alternatives based on input from the committee, GLTC operations staff, and CVMPO staff. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

4. The Transit Development Plan (TDP) is scheduled to be updated in FY17. CVMPO Staff will aid GLTC with plan review, surveying, analysis and data requests required for the update process. This task will lead to the overall efficiency of systems operations and management of transit in the region.

Products:

- A current database of GLTC stops will be sent to the City of Lynchburg's GIS department on a bi-annual basis (March/September).
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to Google Transit.
- An up to date bus stop database to be maintained by CVMPO staff.
- A document with a proposed list of consolidated bus stops for time constrained routes.
- A document showing route alternative scenarios.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$78,201

Completion Date: June, 2017

#### **44.23.01 Long Range Transportation Plan Update**

Description: Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2040 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary

Budget: \$1,700

Completion Date: June 30, 2017

#### **44.25.00 Transportation Improvement Program**

Description: Region 2000 Staff will oversee the maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,700

Completion Date: June 30, 2017

Proposed Expenditures FY '17		FHWA	State	Local	Total	FTA5303	State	Local	Total
<b>1.00 Administration</b>		\$ 44,000	\$ 5,500	\$ 5,500	\$ 55,000	\$ 27,580	\$ 3,448	\$ 3,448	\$ 34,475
1.01 General Admin. & Oper.		\$ 35,200	\$ 4,400	\$ 4,400	\$ 44,000				
1.02 Work Prog. Admin.		\$ 8,800	\$ 1,100	\$ 1,100	\$ 11,000				
<b>2.00 Long Range Planning</b>		\$ 51,200	\$ 6,400	\$ 6,400	\$ 64,000	\$ 2,720	\$ 340	\$ 340	\$ 3,400
2.01 Long Range Trans. Plan		\$ 47,200	\$ 5,900	\$ 5,900	\$ 59,000	\$ 1,360	\$ 170	\$ 170	\$ 1,700
2.02 Transportation Imp. Prog.		\$ 4,000	\$ 500	\$ 500	\$ 5,000	\$ 1,360	\$ 170	\$ 170	\$ 1,700
<b>3.00 Short Range Planning</b>		\$ 80,298	\$ 10,037	\$ 10,037	\$ 100,373	\$ 62,561	\$ 7,820	\$ 7,820	\$ 78,201
3.01 General Development and Comprehensive		\$ 21,098	\$ 2,637	\$ 2,637	\$ 26,373	\$ 62,561	\$ 7,820	\$ 7,820	\$ 78,201
3.02 Alternative Transportation		\$ 16,800	\$ 2,100	\$ 2,100	\$ 21,000				
3.03 Consultant Support		\$ 40,000	\$ 5,000	\$ 5,000	\$ 50,000				
3.04 Environmental Justice		\$ 2,400	\$ 300	\$ 300	\$ 3,000				
		\$ 1	\$ 0	\$ 0	\$ 0				
		\$ -	\$ 0	\$ 0	\$ 0				
		\$ -	\$ 0	\$ 0	\$ 0				
<b>Total</b>	<b>Subtotal</b>			<b>PL</b>	<b>\$ 219,373</b>			<b>DRPT</b>	<b>\$ 116,076</b>
									<b>\$ 335,449</b>
<b>The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO</b>									
<b>Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT</b>									
<b>ACTIVITY</b>									
Administration			<b>Total</b>	<b>Federal</b>	<b>State</b>				
State Transportation									
Planning			<b>\$150,000</b>	<b>\$120,000</b>	<b>\$30,000</b>				
VDOT's Transportation and Mobility Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.									
FY-17 Funding Available Statewide: \$150,000.									

## EXPLANATORY NOTE REGARDING USDOT PLANNING EMPHASIS AREAS

The USDOT has identified three planning emphasis areas: FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunities. The CVMPO's UPWP FY 2017 addresses these areas as follows.

**MAP-21 Implementation:** The CVMPO is maintain its Central Virginia Long Range Transportation Plan Year 2040 (Plan). This plan prepares for FAST Act and its performance measures, i.e. making the Plan 'FAST Act' ready is a key element to this effort.

**Regional Models of Cooperation:** The CVMPO coordinates its planning efforts with the Greater Lynchburg Transit Company as well as the Region 2000 Local Government Council, the body responsible for rural transportation planning. GLTC operating practices are a factor in the development of the Plan's project prioritization efforts. Further, GLTC staff sit on the Transportation Technical Committee, ensuring coordination of activities. Additionally, the Region 2000 Long Range Transportation Plan (Rural Plan) is a background document used in the Plan's development, ensuring coordination between the two geographic areas.

Region 2000 Local Government Council staff will update the Rural Plan in Fiscal 2017. Council staff also staff the CVMPO. This arrangement further ensures coordination between our urban and rural areas on an ongoing basis.

**Ladders of Opportunity:** The CVMPO's UPWP directs significant resources to alternative transportation. This targeted effort promotes improving safe bicycle and pedestrian access throughout our community. Additionally, the UPWP directs funding to GLTC planning efforts (undertaken by CVMPO staff. All users of the transit system—motorized, non-motorized, and ADA users—are considered in the planning and implementation efforts.



**Region 2000 Local Government Council**

**FY-2017 Rural Transportation Planning Work Program**  
**July 01, 2016 – June 30, 2017**

**Transportation Technical Committee Approval: March 10, 2016 (pending)**  
**Region 2000 Local Government Council Approval: April 14, 2016 (pending)**

## **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2017 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

## **FY 2017 - Program Administration (\$21,000)**

**Background and Objective:** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

### 1. Rural Transportation Planning Management

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews, coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

Budget: \$16,800

### 2. Rural Transportation Planning Assistance Program-Scope of Work

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2018 Rural Transportation Planning Assistance Program – Scope of Work, which documents the activities to be accomplished by the Region 2000

Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

Budget: \$4,200

<b>SPR Funds (80%)</b>	<b>\$16,800</b>
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<b>PDC Funds (20%)</b>	<b>\$4,200</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$21,000</b>
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## **FY 2016 - Program Activities (\$51,500)**

**Background and Objective:** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

### 1. General Technical Assistance

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element
- Other duties as required by VDOT, FHWA, and the Council
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition and local Chamber of Commerce Transportation Committees
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2016 Scope of Work. (None anticipated at this time)
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000
- • Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Please use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD

will provide detail instructions and templates to be used to provide consistency across the state

- Undertake the Region 2000 Congestion Survey
- Attend the Fall Transportation Meeting and provide a display
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;

Budget: \$11,000

2. Rural Long-Range Transportation (RLRTP) Activities

Description:

- A. Complete update of Rural Long-Range Transportation Plan (RLRTP) One of the goals of this activity will be to align the format and scope of the RLRTP with the Central Virginia Long-Range Plan (CVLRP). Projects will be prioritized on an annual basis with input from localities and VDOT within the context of House Bill 2 and the Virginia Multimodal Transportation Plan. Initial prioritization effort will be accomplished by second quarter of FY '17
- B. Continue to build competency in corridor and intersection safety analysis using guidance documents from VDOT and other best practices. Conduct a corridor study or analysis of a roadway segment or intersection and identify potential improvements (including access management) to the corridor for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee, localities, and VDOT. A sample corridor study will be added as an appendix to the updated RLRTP in order to provide localities with guidance on how to best request further studies from the PDC

Deliverables:

- Summary of RLRTP update activities
- Documented prioritization results
- Summary of safety analysis activities

Budget: \$34,500

3. Alternative Transportation Planning Activities

The following items will be accomplished in support of alternative transportation planning efforts. These items coordinate with the CVMPO Alternative Transportation project activities.

Activities include:

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Bike/Pedestrian Annual Report
- Alternative Transportation Webinar Series

Appomattox Phase 2 – Appomattox Heritage and Recreation Trail Implementation  
Staff will assist Appomattox County in the project recordation elements associated with the implementation of this project.

Locality assistance as appropriate.

Deliverable: A summary report of above referenced activities.

Budget: \$6,000

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

## FY-2017 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (20%)	Total (100%)
<b><u>Program Administration</u></b>			
1. Program Administration	\$13,440	\$3,360	\$16,800
2. Scope of Work	\$3,360	\$840	\$4,200
3.			
4.			
<b>Total Budgeted Expenditure for Program Administration</b>	\$16,800	\$4,200	\$21,000
<b><u>Program Activities</u></b>			
1. General Technical Assistance	\$8,800	\$2,200	\$11,000
2. Rural Long-Range Transportation (RLRTP) Activities	\$27,600	\$6,900	\$34,500
3. Alternative Transportation Planning Activities	\$4,800	\$1,200	\$6,000
<b>Total Budgeted Expenditure for Program Activities</b>	\$41,200	\$10,300	\$51,500
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500</b>	<b>\$72,500</b>



# **Signed PDC Resolution**

STATEMENT OF PURPOSE  
Approved September 5, 2002

The Central Virginia Transportation Technical Committee (Committee) is responsible for supporting the Central Virginia Metropolitan Planning Organization's (CVMPO) and Region 2000 Regional Commission's transportation policy decision-making efforts.

The Committee provides technical advice in coordinating the federally-mandated "3-C" or continuing, comprehensive, and cooperative, transportation planning and programming process.

The Committee's three principal work efforts are updating the long range transportation plan, updating the transportation improvement program (TIP), and developing the annual unified planning work program. The Committee, in conjunction with its rural colleagues, also develops the annual Rural Transportation Planning Assistance Program Scope of Work. The Committee's intent is to review and comment on TIP projects and work program products.

The Committee acknowledges that the long range transportation plan update is the primary planning document for transportation issues in the Central Virginia region. This planning initiative drives the formulation of the transportation improvement program, as well as the annual work programs.

The Committee further realizes that the long range transportation planning process must identify regional priorities in order to fully influence project funding decisions ultimately exercised by the Commonwealth Transportation Board. The Committee's intent is to recommend priorities and encourage the CVMPO to set these priorities at the regional level.

Because of its importance, the Committee is fully committed to actively being involved in the long range transportation planning process.

In carrying out its responsibilities, the Committee will:

1. Coordinate with local planning departments to ensure an understanding of pertinent local development issues and their impact on the region;
2. Coordinate with nearby MPOs and develop an ongoing dialogue with them;
3. Strive to integrate land use and economic development, as well as transportation considerations, in its planning process;
4. Strive to be proactive as opposed to reactive in problem solving.