

# Thomas Jefferson Planning District Commission FY-2020 Rural Transportation Planning Work Program

July 01, 2019 – June 30, 2020



## **Preface**

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are 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.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 19, 2019 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 7<sup>th</sup> meeting and approved the final FY20 Rural Transportation Planning Work Program April 4, 2019.

The preparation of this program was financially aided through administrative funds from the FY19 Rural Transportation Planning Work Program.

## Table of Contents

Preface.....	2
Introduction.....	4
Purpose and Objective.....	4
Rural Transportation Program.....	4
Highlights of FY19.....	5
Fiscal Year 2020 Budget.....	6
Fiscal Year 2020 Activities by Task.....	6
Administration - .....	6
Task 1.1- Coordinate staff and budget activity.....	7
Task 1.2 - Staff committee meetings.....	7
Task 1.3 - Share information with agencies and public.....	7
Task 1.4 - Public involvement.....	7
Task 1.5 – Legislative Assistance.....	8
Task 1.6 – Professional Training.....	8
Task 1.7 – Information Technology.....	8
Local Technical Assistance - .....	9
Task 2.1 – Assist rural localities in local planning efforts.....	9
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications.....	9
Task 2.3 – Support Travel Demand Management strategies and rural transit development.....	9
Task 2.4 – Support Local and State requests for assistance as needed.....	10
Regional Planning Activities - .....	10
Task 3.1 – Rural Long Range Plan.....	10
Task 3.2 – VTRANS.....	10
Task 3.3 – VDOT Meetings.....	10
Task 3.4 – Corridor Study.....	11
FY21 Anticipated Work Tasks.....	12
Appendices.....	12
Appendix A: FY-2020 Budget Summary.....	12
Appendix A: FY-2020 Budget Summary.....	13

## Introduction

---

### 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-2020 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding 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. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

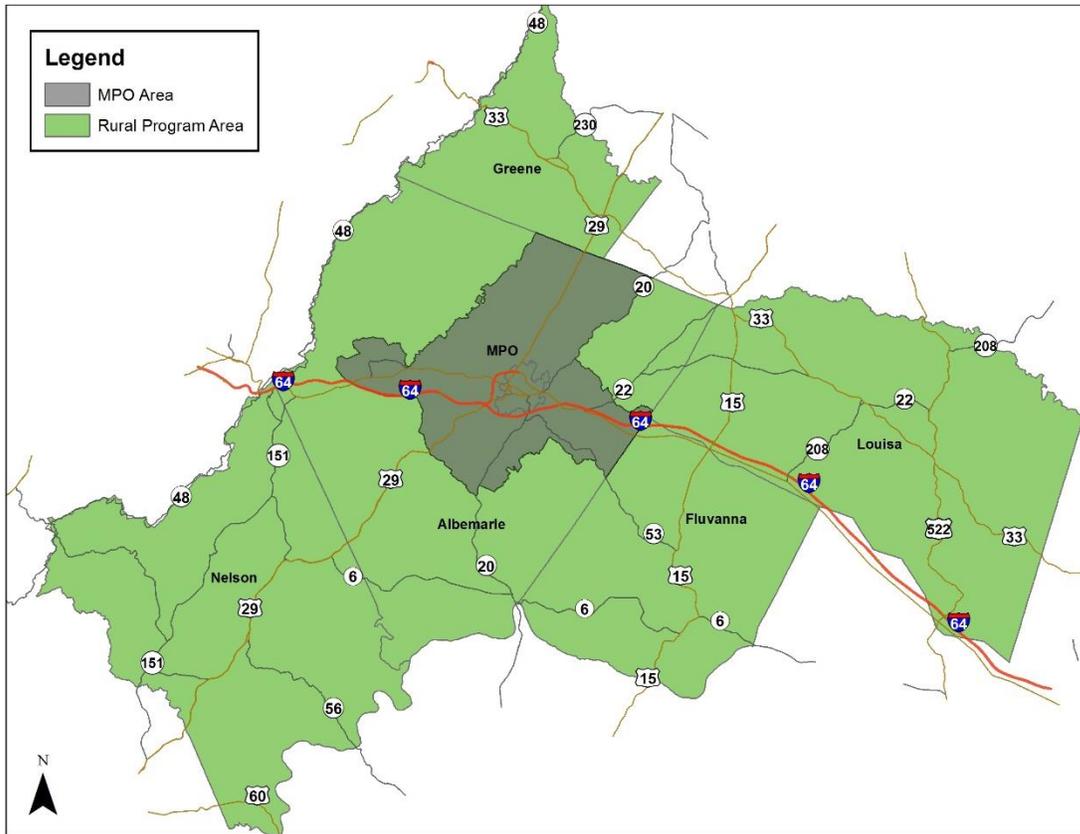
The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination 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.

---

### Rural Transportation Program

---

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are 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.



## Highlights of FY19

In FY19, the Rural Transportation Program focused primarily on completing an update of the Rural Long-Range Plan (RLRP). The program also dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



**RURAL LONG RANGE PLAN (RLRP)** – The TJPDC adopted its first RLRP in 2010, as part of a statewide effort to create transportation plans for the rural programs across the Commonwealth. At the time, the RLRP provided an inventory of projects from local plans and transportation studies. The real value of the effort was information, giving local officials data that would help them make better decisions, especially with the Six Year Improvement Program (SYIP). With the passage of House Bill 2 (Smart Scale), the SYIP process changed significantly, requiring VDOT districts, PDCs and localities to bring a more analytical approach to project selection. A change in the Smart Scale qualifications allowed for project applications that were sited in a region’s RLRP. Suddenly, these plans gained new importance. Consequently, TJPDC staff spearheaded an initiative to update its plan, restructuring it to be the ultimate tool for managing project selection and administering Smart Scale applications. In FY19 staff finalized the plan update with Planning District Commission approval August 2, 2018.

## FY20 RTP Work Program

JEFFERSON AREA BIKE AND PEDESTRIAN PLAN – in FY19 Staff continued to move forward with a rewrite of the Jefferson Area Bike and Pedestrian Plan. The need for the plan was informed by Virginia creating a new process for evaluating and funding transportation projects called SMART SCALE. SMART SCALE requires that applicants collect detailed information for project applications. As opposed to the previous process, a locality or region needs more technical data and detailed project descriptions in order to qualify for funding. Additionally, several other Federal and state funding sources require a higher scrutiny of project costs versus benefits. The plan is set up to help the region be prepared to take advantage of funding opportunities available for building bicycle and pedestrian facilities. As part of the planning process the PDC partnered with the Piedmont Environmental Council and the Charlottesville Area Community Foundation on a greenways grant to help facilitate bike and pedestrian outreach and public engagement. Over 45 public meetings were held over a 15-month period. Additionally, over 200 individual and group stakeholders were interviewed for plan comments. The plan update was completed in FY19 with recommendations incorporated into the RLRP. The plan received Commission approval on March 7, 2019.

SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC submitted four (4) Smart Scale funding applications of three in rural Albemarle County and one in Louisa County. TJPDC staff assisted the regional counties in their submissions of four applications in Fluvanna County, two in Greene County, four in Louisa County, and four in Nelson County. Only, one of these funding applications, one in Nelson County, was recommended for funding.

## Fiscal Year 2020 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$14,400	\$3,600	\$18,000
TASK 2.0	TECHNICAL ASSISTANCE	\$13,200	\$3,300	\$16,500
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$30,400	\$7,600	\$38,000
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

**FY2020 Scope of Work:** This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

## Fiscal Year 2020 Activities by Task

---

### FY 2020 – 1.0 Program Administration - \$18,000.00

---

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. A new group, the Rural Transportation Council (RTC), is the policy

## FY20 RTP Work Program

committee of the Rural Transportation Program. Composed of elected individuals representing local governments within the Rural Programming areas, the RTC provides comments and recommendations on rural transportation plans, programs, studies and other appropriate documents, from a policy perspective. The Planning District Commission functions as the policy board of the Rural Transportation Program.

### **Task 1.1- Coordinate staff and budget activity - \$4,250**

#### DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY19.

### **Task 1.2 - Staff committee meetings - \$6,250**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the RTAC throughout the fiscal year – meeting at least 6 times.
- Staff the RTC throughout the fiscal year – meeting quarterly.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

### **Task 1.3 - Share information with agencies and public - \$2,000**

#### DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials and the general public.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.

### **Task 1.4 - Public involvement - \$2,000**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC will inform and involve the public through its quarterly newsletters and social media marketing. Staff will also help facilitate public involvement with the local assistance projects discussed below. The TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to more easily engage in the planning process and with projects.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Publish at least 4 articles in the TJPDC Newsbrief, reaching over 1000 subscribers, to inform stakeholders of efforts in the Rural Transportation Program.
- The RTAC, RTC and Commission will continue to include public comment periods in its meeting agendas.

## FY20 RTP Work Program

- Continue to update the program website, to better share information with VDOT and stakeholders.
- Provide social media informational articles through TJPDC social media pages.

### **Task 1.5 – Legislative Assistance - \$1,000**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC will assist its rural localities with legislative questions and direct specified concerns to the Planning District’s legislative agenda. Work will include review and comment, as appropriate, on legislative and regulatory activities affecting transportation planning and programming. Staff will also monitor and report on changes to federal and state requirements related to transportation, planning and implementation.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Present at the RTAC, RTC and Commission meetings, to provide updates on state and federal legislative matters.
- Forward comments from local planning staff and officials to the legislative liaison.

### **Task 1.6 – Professional Training - \$1,000**

#### DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend VDOT, DRPT, FHWA, FTA training, conferences, seminars and other events. Similarly, TJPDC will facilitate seminars and stakeholder training, such as public forums, open houses and roundtable functions.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.
- Host VDOT work sessions at the TJPDC Conference Center.

### **Task 1.7 – Information Technology - \$1,500**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC will continue to compile all available current and future land use GIS layers/attribute data from local comprehensive plans within the Planning District Commission boundaries. Staff will 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.

#### DELIVERABLE TASKS TO BE UNDERTAKEN:

- Compile all available current and future land use GIS layers/attribute data from local comprehensive plans in the region.
- Use GIS tool, provided by VDOT-TMPD, to geo-reference local transportation plan recommendations
- Provide additional GIS assistance to VDOT, as requested.
- Coordinate Streetlight software data into GIS and planning documents.

#### **Administration Budget**

SPR Funds (80%)	\$14,400
PDC Funds (20%)	\$3,600
<hr/>	
Total Budgeted Expenditure for Program Administration	\$18,000

---

## FY 2020 - 2.0 Local Technical Assistance - \$16,500.00

---

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2020. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

### **Task 2.1 – Assist rural localities in local planning efforts - \$7,500**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC provides technical planning assistance to our member localities in rural areas, at the request of both local governments and the public. This task allows for the provision of technical assistance and staff support to localities on transportation related activities. Activities can include developing plans for improving safety, mobility and accessibility, to coordinate transportation recommendations with land use recommendations, developing priorities for transit, bicycle, and pedestrian projects being considered by the localities, and assisting local, state and federal agencies with developing regional consensus on multimodal transportation issues. The TJPDC will undertake additional community planning efforts and provide technical assistance as requested by local governments.

#### CURRENT/PLANNED PROJECTS:

- Assist the town of Scottsville in rural Albemarle county with a transportation chapter in their current comprehensive plan update. The FY19 rural long transportation plan will be used to identify projects for Scottsville’s Comp Plan.
- Assist Nelson county with a transportation chapter in their current comprehensive plan update. The FY19 rural long transportation plan will be used to identify projects for Nelson’s Comp Plan.

### **Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications - \$2,000**

#### DESCRIPTION OF ACTIVITIES:

Rural transportation planning conducted by TJPDC in collaboration with member counties is effective in identifying issues and making recommendations for transportation improvements. Implementation of these plans often requires additional funds secured through Enhancement or Safety Grants, and other sources. TJPDC will support localities by writing and packaging grant applications, and providing assistance, data and mapping services to applicant jurisdictions as requested.

#### CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan.
- Assist the region’s towns and villages with grant applications related to transportation improvements.
- Pursue grants for implementation of RLRP projects.

### **Task 2.3 – Support Travel Demand Management strategies and rural transit development - \$2,000**

#### DESCRIPTION OF ACTIVITIES:

The Rural Transportation Program will work to improve rural transit service in the region. Staff will also coordinate rural transit planning with the MPO Transit discussions and recommend new park-and-rides through the RLRP.

#### TASKS TO BE UNDERTAKEN:

- Continue to inventory of parking-and-ride lots.
- Recommend new park-and-rides and improvements to existing lots, through the RLRP.
- Coordinate with JAUNT, Greene County Transit and BRITE Transit in Shenandoah Valley / Augusta County.
- Assist with funding applications for TDM measures
- Provide VDOT’s Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

## FY20 RTP Work Program

### **Task 2.4 – Support Local and State requests for assistance as needed - \$5,000**

#### DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues surface during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

#### TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.
- Provide assistance to local and state partners as requested.

---

## **FY 2020 - 3.0 Regional Planning Activities - \$38,000.00**

---

### **Task 3.1 – Rural Long-Range Plan - \$3,000**

#### DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY19, staff completed the 2040 Rural Long-Range Transportation Plan Update which includes prioritized project lists for each of the rural localities. In FY20 activities associated with the Long-Range Plan will focus on implementation and integration of the plan into local comprehensive plan updates. Staff will also conduct an annual review of the plan.

#### TASKS TO BE UNDERTAKEN:

- Work to implement the plan through Smart Scale and other funding sources
- Conduct an annual review of the plan at a Rural Technical Committee meeting
- Use the plan to guide decisions with Smart Scale applications.

### **Task 3.2 – VTRANS - \$3,000**

#### DESCRIPTION OF ACTIVITIES:

Participate in VTrans webinars and meetings regarding Needs Consolidation/Recommendations and Smart Scale Regional Meetings.

#### TASKS TO BE UNDERTAKEN:

- Provide comments and assistance, as requested by VDOT.
- Participate in VTrans webinars and meetings regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings

### **Task 3.3 – VDOT Meetings - \$2,000**

#### DESCRIPTION OF ACTIVITIES:

Staff will participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.

#### TASKS TO BE UNDERTAKEN:

- Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region's citizens.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in VTrans webinars and Smart Scale Regional Meetings
- Participate with the CA-MPO and VDOT on meeting performance measure goals

## FY20 RTP Work Program

### Task 3.4 – Corridor Study - \$30,000

#### DESCRIPTION OF ACTIVITIES:

Develop a transportation corridor plan for US 15 at I-64 at Zion Crossroads of Fluvanna and Louisa Counties. The study will include reviewing existing corridor conditions, capacity, safety congestion and demand. The study would deliver findings within one year of starting.

#### TASKS TO BE UNDERTAKEN:

- Work with local governments to identify corridor boundary
- Coordinate and facilitate a local advisory committee
- Develop study scope
- Conduct data gathering
- Local outreach
- Planning and coordination with land use planning
- Drafting the corridor study

<b>Local Technical Assistance and Regional Planning Activities</b>	
SPR Funds (80%)	\$43,600
PDC Funds (20%)	\$10,900
<hr/>	
Total Budgeted Expenditure for Program Activities	\$54,500

## **FY21 Anticipated Work Tasks**

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY19, FY20 and FY21 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY21, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. The TJPDC plans to submit four rural projects of its own for Smart Scale. Priority project plans will also lead into other funding processes, like Safe Routes to School and the Highway Safety Improvement Program (HSIP).

The TJPDC intends to complete another multi-jurisdictional transportation corridor in FY21. Staff is exploring the corridors of 250/151 in Nelson and Albemarle Counties and Route 15 at Fork Union in Fluvanna County and Route 20 at Scottsville in Albemarle County.

## **Appendices**

**Appendix A: FY-2020 Budget Summary**

Appendix A: FY-2020 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b>Program Administration</b>			
Task 1.1- Coordinate staff and budget activity	\$3,400.00	\$850.00	\$4,250.00
Task 1.2 - Staff every other month committee meetings	\$5,000.00	\$1,250.00	\$6,250.00
Task 1.3 - Share information with agencies and public	\$1,600.00	\$400.00	\$2,000.00
Task 1.4 - Public involvement	\$1,600.00	\$400.00	\$2,000.00
Task 1.5 – Legislative Assistance	\$800.00	\$200.00	\$1,000.00
Task 1.6 – Professional Training	\$800.00	\$200.00	\$1,000.00
Task 1.7 – Information Technology	\$1,200.00	\$300.00	\$1,500.00
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$14,400.00</b>	<b>\$3,600.00</b>	<b>\$18,000</b>
<b>Program Activities</b>			
Task 2.1 – Assist rural localities in local planning efforts	\$6,000.00	\$1,500.00	\$7,500.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	\$1,600.00	\$400.00	\$2,000.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	\$1,600.00	\$400.00	\$2,000.00
Task 2.4 – Support Local and State requests for assistance as needed	\$4,000.00	\$1,000.00	\$5,000.00
<i>Sub-Total for Program Activities for Technical Assistance:</i>	<b>\$13,200.00</b>	<b>\$3,300.00</b>	<b>\$16,500.00</b>
Task 3.1– Rural Long-Range Plan	\$2,400.00	\$600.00	\$3,000.00
Task 3.2– VTRANS	\$2,400.00	\$600.00	\$3,000.00
Task 3.3 – VDOT Meetings	\$1,600.00	\$400.00	\$2,000.00
Task 3.4 – Corridor Study(s)	\$24,000.00	\$6,000.00	\$30,000.00
<i>Sub-Total for Program Activities for Planning</i>	<b>\$30,400.00</b>	<b>\$7,600.00</b>	<b>\$38,000.00</b>
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$43,600.00</b>	<b>\$10,900.00</b>	<b>\$54,500.00</b>
Total Budgeted Expenditure for Program Administration and Program Activities	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>