Thomas Jefferson Planning District Commission

FY-2021 Rural Transportation Planning Work Program

July 01, 2020 – June 30, 2021

Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

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 XXXXXX, 2020 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 5, 2020 meeting and approved the final FY21 Rural Transportation Planning Work Program on May 7, 2020. The Commission did not meet in April due to the quarantine of the COVID-19 outbreak.

The preparation of this program was financially aided through administrative funds from the FY20 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

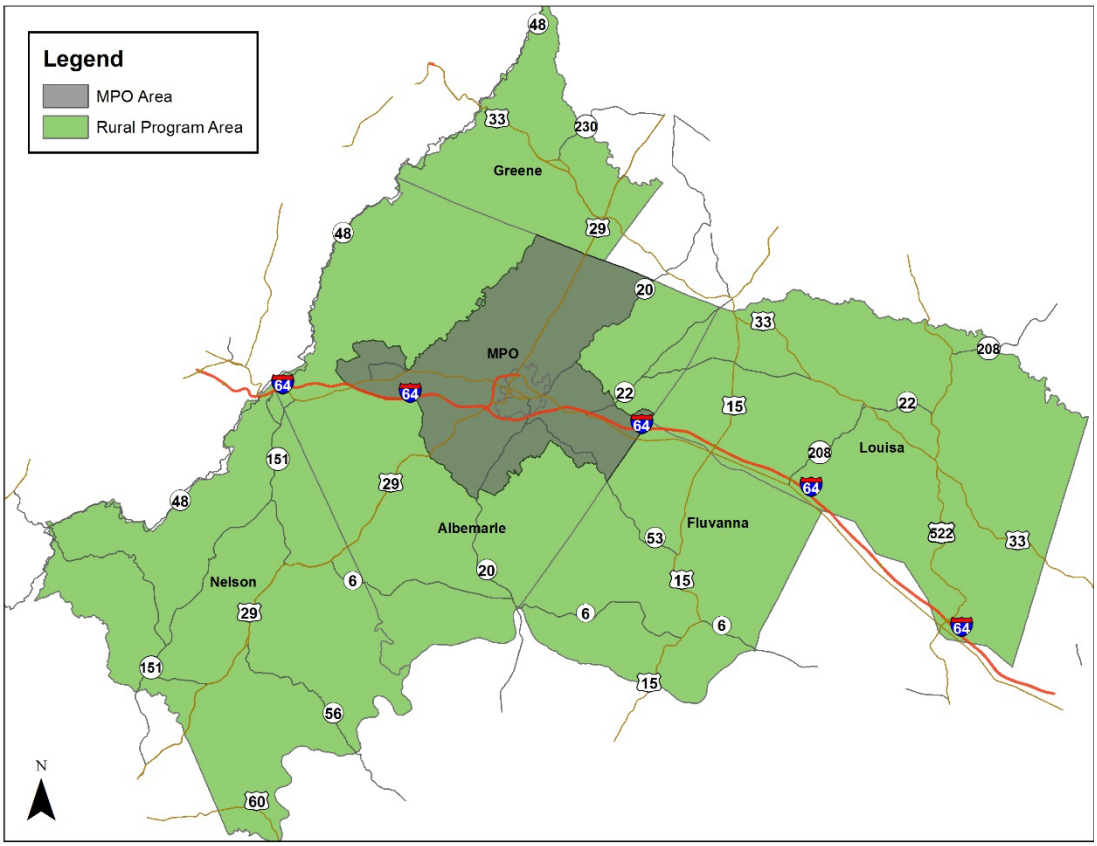
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2021 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 FY20

In FY20, the Rural Transportation Program focused on a variety of outcomes. The program 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.

ZION CROSSROADS GATEWAY PLAN – Work commenced in early FY20 on a joint, collaborative planning project across two of the PDC's localities, Fluvanna and Louisa County. The plan will help the two localities develop a vision for growth and investment in the Zion Crossroads U.S. Highway 15 corridor off of Interstate 64. Creating common visual elements, design standards, desired land uses, transportation and infrastructure investments, and place-making strategies will help to create a cohesive community and leverage increased interest in the area. The plan is slated to be complete by the end of the fiscal year.

REGIONAL GETTING TO KNOW MORE ROUNDTABLES– With the Rural Transportation Program no longer in an RLRP update cycle, the Technical Advisory Committee decided to focus attention on in-depth learning sessions facilitated by TJPDC staff. This was seen as a way of providing more focused learning and collaboration among the PDC's localities on topics of interest related to general land use planning, as well as transportation-specific topics. Highlights included a presentation on the Jefferson Area Bike and Pedestrian Plan, transit-oriented-development

and its ability to be scaled to rural localities, place-making strategies, and successful community engagement strategies using VDOTs MetroQuest platform.

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 continues to support its localities with Smart Scale submittal assistance. The TJPDC assisted Nelson County in submitting three projects and submitted three for Albemarle County.

Fiscal Year 2021 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$11,600	$2,900	$14,500
TASK 2.0	TECHNICAL ASSISTANCE	$14,000	$3,500	$17,500
TASK 3.0	REGIONAL PLANNING ACTIVITIES	$32,400	$8,100	$40,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2021 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 2021 – 1.0 Program Administration - $14,500.00

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. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Coordinate staff and budget activity - $2,000

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 FY21.

Task 1.2 - Staff committee meetings - $4,500

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 Rural Transportation Advisory Committee throughout the fiscal year – meeting at least 4 times.
- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- 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 and Commission will continue to include public comment periods in its meeting agendas.
- 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 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 - $1,500

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend VDOT, DRPT, FHWA, FTA training, conferences, seminars, webinars, and other events. Similarly, TJPDC will facilitate seminars, webinars, 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.

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.
- Coordinate with VDOT on use of the Pathways for Planning online data tool

Administration Budget	
SPR Funds (80%)	$11,600
PDC Funds (20%)	$ 2,900
Total Budgeted Expenditure for Program Administration	$14,500

FY 2021 - 2.0 Local Technical Assistance - $17,500.00

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2021. 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 - $8,500

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:

- Provide assistance to Nelson county with a transportation chapter in their current comprehensive plan update, scheduled to commence in early FY21. The FY19 rural long transportation plan will be used to identify projects to be included in Nelson's Comprehensive Plan Update.
- Work with the all localities on identifying Electric Vehicle charging needs and a regional inventory of existing infrastructure

Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications - $2,500

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 - $2,500

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.
- Support efforts with the Afton Express route
- 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.

Task 2.4 – Support Local and State requests for assistance as needed - $4,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise 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.

Technical Assistance Budget	
SPR Funds (80%)	$14,000
PDC Funds (20%)	$ 3,500
Total Budgeted Expenditure for Program Administration	$17,500

FY 2020 - 3.0 Regional Planning Activities - $40,500.00

Task 3.1 – Rural Long Range Plan - $5,000

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 FY21 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:

- Create an online dashboard highlighting the RLRP on the Rural Transportation Program webpage
- 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 - $2,500

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 Smart Scale Regional Meetings
- Participate with the CA-MPO and VDOT on meeting performance measure goals
- Participate with VDOT on I-64 Corridor Improvement studies.

Task 3.4 – Town of Louisa, Mineral, and Scottsville Bicycle and Pedestrian Infrastructure Assessment - $10,000

DESCRIPTION OF ACTIVITIES:

Develop a bicycle and pedestrian infrastructure report for existing facilities in the Towns of Louisa, Mineral, and Scottsville. Much work has been undertaken at the county level to inventory and integrate data into a regional GIS data clearing house, with the towns receiving less attention. This will provide an opportunity to inventory existing conditions and identify network gaps and projects that could be phased for TAP funding.

TASKS TO BE UNDERTAKEN:

- Work with Towns to coordinate efforts
- Develop study scope
- Conduct data gathering with field work
- Drafting report

Task 3.5 – Regional Freight Traffic Study - $20,000

DESCRIPTION OF ACTIVITIES:

Develop a regional freight network report, specifically analyzing US 29, I-64, Route 151, and Route 15 to address freight and goods management. The plan will develop recommendations to address mobility needs and challenges in the region.

TASKS TO BE UNDERTAKEN:

- Work with localities to coordinate efforts
- Develop study scope
- Conduct data gathering
- Hold meetings with stakeholders, including identified industry partners
- Drafting report

Regional Planning Activities Budget	
SPR Funds (80%)	$32,400
PDC Funds (20%)	$ 8,100
Total Budgeted Expenditure for Program Activities	$40,500

FY22 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 FY20, FY21 and FY22 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY22, 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. Staff intends to complete a joint Rural/MPO corridor study of US Route 29 North from Airport Road in Albemarle County to Cedar Grove Road in Greene County.

The Charlottesville Albemarle MPO is anticipating a boundary increase after the 2020 Census. The TJPDC, IN FY22 will begin to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2021 Budget Summary

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Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Coordinate staff and budget activity	$1,600.00	$400.00	$2,000.00
Task 1.2 - Staff every other month committee meetings	$3,600.00	$900.00	$4,500.00
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	$1,200.00	$300.00	$1,500.00
Task 1.7 – Information Technology	$1,200.00	$300.00	$1,500.00
Total Budgeted Expenditure for Program Administration	$11,600.00	$2,900.00	$14,500.00
Program Activities			
Task 2.1 – Assist rural localities in local planning efforts	$6,800.00	$1,700.00	$8,500.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	$2,000.00	$500.00	$2,500.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	$2,000.00	$500.00	$2,500.00
Task 2.4 – Support Local and State requests for assistance as needed	$3,200.00	$800.00	$4,000.00
Sub-Total for Program Activities for Technical Assistance:	$14,000.00	$3,500.00	$17,500.00
Task 3.1– Rural Long-Range Plan	$4,000.00	$1,000.00	$5,000.00
Task 3.2– VTRANS	$2,400.00	$600.00	$3,000.00
Task 3.3 – VDOT Meetings	$2,000.00	$500.00	$2,500.00
Task 3.4 – Town Bike/Ped Infrastructure Inventory	$8,000.00	$2,000.00	$10,000.00
Task 3.5– Regional Freight Plan	$16,000.00	$4,000.00	$20,000.00
Sub-Total for Program Activities for Planning	$32,400.00	$8,100.00	$40,500.00
Total Budgeted Expenditure for Program Activities			
Total Budgeted Expenditure for Program Administration and Program Activities	$58,000.00	$14,500.00	$72,500.00