

# Thomas Jefferson Planning District Commission FY-2019 Rural Transportation Planning Work Program

July 01, 2018 – June 30, 2019



## **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 20<sup>st</sup>, 2018 meeting, sending a recommendation of approval to the Planning District Commission. The Commission reviewed these recommendations at their March 1<sup>st</sup> meeting and approved the final FY19 Rural Transportation Planning Work Program.

The preparation of this program was financially aided through administrative funds from the FY8 Rural Transportation Planning Work Program.

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## Introduction

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### Purpose and Objective

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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-2019 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.

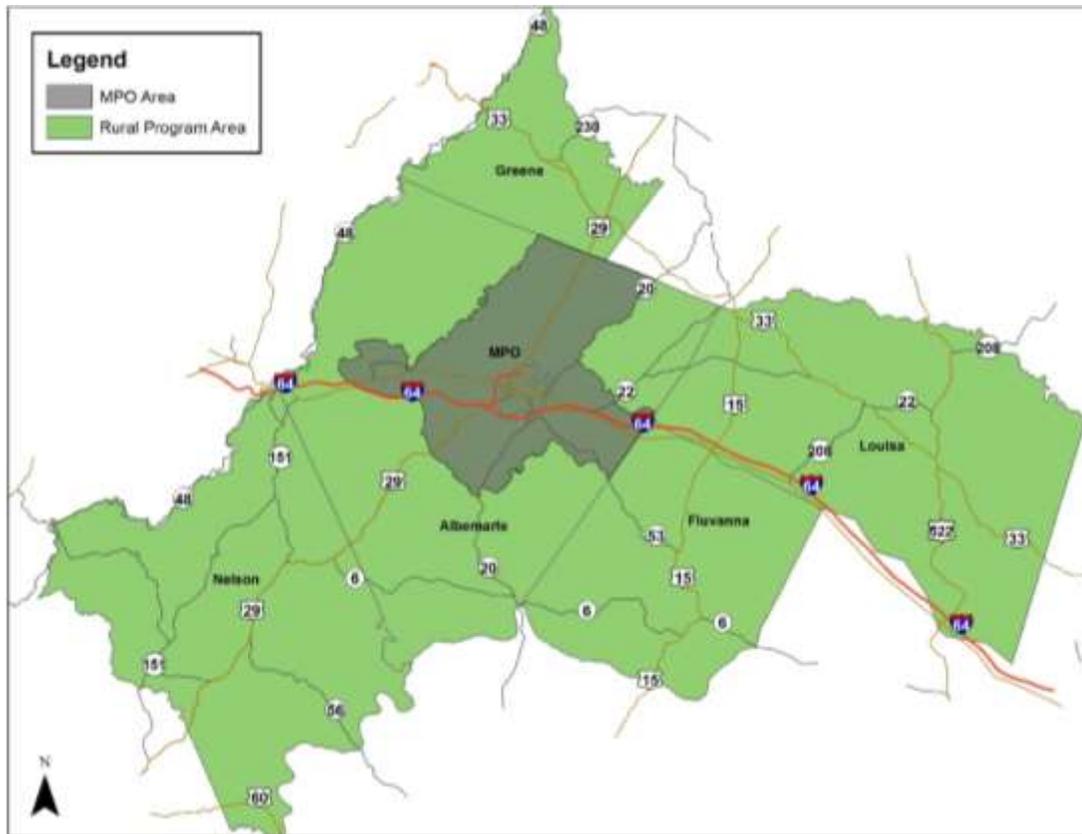
The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination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

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### Rural Transportation Program

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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 FY18

In FY18, 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 FY18 staff completed the plan update.

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JEFFERSON AREA BIKE AND PEDESTRIAN PLAN – in FY18 Staff continued to move forward with a rewrite of the Jefferson Area Bike and Pedestrian Plan. As part of the planning process the PDC partnered with the Piedmont Environmental Council on a greenways grant to help facilitate bike and pedestrian outreach and public engagement. The plan update will be completed in FY19 with recommendations incorporated into the RLRP.

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. In this first year, TJPDC staff processed three applications for Nelson County, working with the Lynchburg District staff. In FY18, staff processed applications on behalf of several counties and coordinated the application process on a region wide scale.

## Fiscal Year 2019 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$14,600	\$3,650	\$18,250
TASK 2.0	TECHNICAL ASSISTANCE	\$11,200	\$2,800	\$14,000
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$43,400	\$10,850	\$54,250
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

**FY2019 Scope of Work:** This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

## Fiscal Year 2019 Activities by Task

### Administration - \$18,250.00

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 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

##### 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.

##### TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.

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- Submit an annual report for FY18.

### **Task 1.2 - Staff committee meetings**

#### 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.

#### 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**

#### DESCRIPTION OF ACTIVITIES:

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

#### 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**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC will inform and involve the public through its quarterly newsletters. 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.

#### TASKS TO BE UNDERTAKEN:

- Publish at least 4 editions of Newsbrief, 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.
- Continue to update the program website, to better share information with VDOT and stakeholders.

### **Task 1.5 – Legislative Assistance**

#### 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.

#### TASKS TO BE UNDERTAKEN:

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

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### Task 1.6 – Professional Training

#### 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.

#### TASKS TO BE UNDERTAKEN:

- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.

### Task 1.7 – Information Technology

#### 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.

#### 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.

<b>Administration Budget</b>	
SPR Funds (80%)	\$14,600
PDC Funds (20%)	\$3,650
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$18,250</b>

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### Local Technical Assistance - \$14,000

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The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2019. 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

#### 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:

## FY19 RTP Work Program

- Assistance to communities will be considered upon request and as resources allow.

### **Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications**

#### 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 Bike Route 76 Corridor Study.
- 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**

#### 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 and Greene County Transit.
- 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**

#### 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.

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## **Regional Planning Activities - \$40,250**

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### **Task 3.1 – Rural Long Range Plan**

#### DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY18, staff completed the 2040 Rural Long Range Transportation Plan Update which includes prioritized project lists for each of the rural localities. In FY19 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:

## FY19 RTP Work Program

- 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 – Bicycle and Pedestrian Planning**

#### DESCRIPTION OF ACTIVITIES:

As a component of the RLRP, staff will also complete work on the Jefferson Area Bike and Pedestrian Plan. In FY18, work will continue to run in parallel with the RLRP update. Additionally, staff will assist VDOT in compiling a list of local and regional bicycle/pedestrian recommendations and will assist member governments with bicycle and pedestrian planning. Finally, staff will continue to study, promote and improve its portion of Bike Route 76.

#### TASKS TO BE UNDERTAKEN:

- Complete work on the Jefferson Area Bike and Pedestrian Plan update, folding recommendations into the RLRP.
- Participate in outreach meetings and review data as requested by VDOT.
- Assist local members with bike and pedestrian projects, as requested.
- Begin to study and implement recommendations from the Bike Route 76 Existing Conditions Inventory.

### **Task 3.3 – VTRANS**

#### DESCRIPTION OF ACTIVITIES:

Participate in VTrans webinars 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 regarding Needs Consolidation / Recommendations and HB2 Regional Meetings

### **Task 3.4 – VDOT Meetings**

#### 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

### **Task 3.5 – Corridor Study**

#### DESCRIPTION OF ACTIVITIES:

Staff will work with the RTAC and VDOT to identify one regional corridor to focus a corridor study on in fiscal year 2019. The study will be defined once the corridor is identified but would include reviewing existing corridor conditions, capacity, safety congestion and demand. The study would deliver findings within one year of starting.

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### TASKS TO BE UNDERTAKEN:

- Work with RTAC to identify corridor
- Develop study scope
- Conduct data gathering
- Local outreach
- Planning and
- Drafting the corridor study

<b>Local Technical Assistance and Regional Planning Activities</b>	
SPR Funds (80%)	\$32,200
PDC Funds (20%)	\$8,050
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Total Budgeted Expenditure for Program Activities	\$40,250

## **FY20 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 FY18, FY19 and FY20 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY20, work on the RLRP and Jefferson Area Bike and Pedestrian Plan will be the main focus, with an anticipated completion date at the end of the fiscal year. In FY19, staff will focus on implementing both plans, which will tie into the FY19 application process for Smart Scale. The plans will also lead into other funding processes, like Safe Routes to School and the Highway Safety Improvement Program (HSIP).

In terms of local assistance, there will be limited attention in FY19, allowing the TJPDC to focus work on the Jefferson Area Bike and Pedestrian Plan, as well as the RLRP. For FY20, the primary local assistance project will be guided by the long-range plans, as these will include recommendations for future study.

In FY20, Smart Scale will be in its fourth year and under a biennial process. TJPDC staff will work to fine-tune its regional processes, helping VDOT and local officials prepare for applications. The RLRP should be an integral tool and resource for these activities.

## **Appendices**

### **Appendix A: FY-2019 Budget Summary**

Appendix A: FY-2019 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b>Program Administration</b>			
Task 1.1- Coordinate staff and budget activity	\$2,400.00	\$600.00	\$3,000.00
Task 1.2 - Staff every other month committee meetings	\$6,600.00	\$1,650.00	\$8,250.00
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	\$800.00	\$200.00	\$1,000.00
<b>Total Budgeted Expenditure for Program Administration:</b>	<b>\$14,600.00</b>	<b>\$3,650.00</b>	<b>\$18,250.00</b>
<b>Program Activities</b>			
Task 2.1 – Assist rural localities in local planning efforts	\$4,000.00	\$1,000.00	\$5,000.00
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 Technical Assistance:</i>	<b>\$11,200.00</b>	<b>\$2,800.00</b>	<b>\$14,000.00</b>
Task 3.1– Rural Long-Range Plan	\$4,000.00	\$1,000.00	\$5,000.00
Task 3.2- Bicycle and Pedestrian Planning	\$14,400.00	\$3,600.00	\$18,000.00
Task 3.3– VTRANS	\$2,400.00	\$600.00	\$3,000.00
Task 3.4 – VDOT Meetings	\$1,600.00	\$400.00	\$2,000.00
Task 3.5 – Corridor Study(s)	\$9,800.00	\$2,450.00	\$12,250.00
<i>Sub-Total for Regional Planning Activities:</i>	<b>\$32,200.00</b>	<b>\$8,050.00</b>	<b>\$40,250.00</b>
<b>Total Budgeted Expenditure for Local Technical Assistance and Regional Planning:</b>	<b>\$43,400.00</b>	<b>\$10,850.00</b>	<b>\$54,250.00</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities:</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>