

Rappahannock-Rapidan Regional Commission

FY-2014 Rural Transportation Planning Work Program

July 01, 2013 – June 30, 2014

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-2014 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 2014 - Program Administration (\$14,500.00)

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.

- *Records Maintenance:* RRRC staff will coordinate rural transportation planning activities, inclusive of the projects outlined in the Program Activities section of this document and will prepare quarterly reports and invoices for this grant.
- *Committee Staff Support:* RRRC will provide staff support, coordination of materials, agendas and minutes for the RRRC Rural Transportation Technical Committee. This committee includes local planning directors, administrators, VDOT staff and other regional transportation stakeholders. RRRC staff will also provide reports to the Rappahannock-Rapidan Regional Commission Board on an as needed basis throughout the year.
- *Information Sharing:* RRRC staff will share information with member jurisdictions, state and federal agencies and the public, as needed, through committee meetings, website updates to <http://www.rregion.org> and participation in local, state and federal initiatives.
- *Training & Procurement:* With prior approval, RRRC staff will make arrangements for transportation-related staff training and procurement, as appropriate.

SPR Funds (80%)	\$11,600.00
PDC Funds (20%)	\$2,900.00
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Total Budgeted Expenditure for Program Activities	\$14,500.00

FY 2014 - Program Activities (\$58,000.00)

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. *Statewide Transportation Planning Core Program Requirements* \$7,500.00

- **Support for Statewide Planning Efforts:** RRRC staff will participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:
 - VTrans Update
 - Functional Classification Update
 - Virginia Surface Transportation Plan Update (VSTP)
 - Park and Ride Lots Inventory / Study
 - Bicycle and Pedestrian planning
 - Freight planning
 - Other meetings as requested
- **Fall Transportation Meeting Display:** Attend the Fall Transportation Meeting and provide a display: In the past, this meeting has been held in early November at Germanna Community College in Culpeper.

Deliverables: Board display for Fall Transportation Meeting; other deliverables as specified by VDOT staff in support of ongoing statewide planning activities.

2. *Regional Transportation Planning Efforts* \$45,500.00

- **Sidewalk Inventory & Gap Assessment:** To meet one of the goals in the Statewide Pedestrian Policy Plan, identify gaps in pedestrian infrastructures such as missing sidewalk segments. Provide a shape file with lat/long locations to include whether the gap is located adjacent to the roadway.

Deliverables: Shapefile with lat/long locations and other identifying information of missing sidewalk connection segments within the region. RRRC staff anticipates that this project will include review of existing data, where available, along with data collection for sidewalk inventory within the eight towns located in the region.

- **Small Urban Area Plan Updates:** Assist the VDOT District Planner in the update / review of the Small Urban Area Plans in the region. There are three Small Urban Area plans in the Rappahannock-Rapidan region focusing on the towns of Culpeper, Orange and Warrenton. RRRC staff will work in consultation with VDOT Culpeper District staff and town staff to review and update these plans, as necessary.

Deliverables: Report documenting the review process for each of the three small urban area plans in the region. If any of the three plans are selected for further updates, RRRC staff will work with VDOT and local staff to provide additional documentation of said update process, to include meeting minutes, data sources, analysis and recommendations.

- **Regional Corridor Analysis:** To meet goals in the Virginia Strategic Highway Safety Plan, conduct a corridor study / analysis of a roadway segment and identify potential improvements (including access management) to the corridor for safety and/or congestion. RRRC staff will work with the Rural Transportation Committee and VDOT Culpeper District staff to identify a suitable corridor and develop a scope or work for this analysis.

Deliverables: Data collection and final report for selected roadway segment. Deliverables will be dependent upon scope of work specified by VDOT staff.

- **2014 RRRC Living Towns Planning Workshop:** Continuation of popular annual planning series, shortly to be in its twelfth year.

Deliverables: Scheduling, planning and delivery of 2014 workshop in PD9 host community, t.b.a., with agenda anticipated to include presentations, discussion, and handouts on transportation-related issues, and minimum of two other planning topics as requested by the host community.

3. **Grantwriting & Local Transportation Planning Assistance** **\$5,000.00**

- **General Technical Assistance:** In fulfilling the organization’s short and long range planning mission, this “catch all” task has proven essential over the years by enabling the Commission to respond to local requests for transportation-related technical assistance received after the Spring scope of work deadline. Regional Commission staff will provide assistance to localities, through the Rural Technical Committee and attendance at local Board/Council and Planning Commission meetings.
- **Comprehensive Plan Review:** RRRC staff will respond to requests from local jurisdictions to review transportation-related chapters in their respective comprehensive plans, as needed.
- **Grantwriting Assistance:** RRRC staff will respond to requests from local jurisdictions, non-profit agencies, etc. to assist with grantwriting efforts for transportation-related projects in the region, as needed.
- **Commuter Services & Transit Planning Assistance:** In coordination with RRRC’s Commuter Services TDM program and the Foothills Area Mobility System, RRRC staff will support TDM and Transit planning efforts in the region through data review, participation in planning meetings and workshops and other methods, as needed.

SPR Funds (80%)	\$46,400.00
PDC Funds (20%)	\$11,600.00
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Total Budgeted Expenditure for Program Activities	\$58,000.00

FY-2014 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Administrative Tasks <ul style="list-style-type: none"> • Records Maintenance • Committee Staff Support • Information Sharing • Training & Procurement 	\$11,600.00	\$2,900.00	\$14,500.00
Total Budgeted Expenditure for Program Administration	\$11,600.00	\$2,900.00	\$14,500.00
<u>Program Activities</u>			
1. Statewide Core Planning Activities	\$6,000.00	\$1,500.00	\$7,500.00
2. Regional Transportation Planning Efforts <ul style="list-style-type: none"> • Sidewalk Inventory & Gap Assessment • Small Urban Area Plan Review & Update • Regional Corridor Analysis • 2014 Living Towns Planning Workshop 	\$36,400.00	\$9,100.00	\$45,500.00
3. Grantwriting & Local Transportation Planning Assistance <ul style="list-style-type: none"> • General Technical Assistance • Comprehensive Plan Review • Grantwriting Assistance • Commuter Services & TDM Planning 	\$4,000.00	\$1,000.00	\$5,000.00
Total Budgeted Expenditure for Program Activities	\$46,400.00	\$11,600.00	\$58,000.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00