

# Thomas Jefferson Planning District Commission FY-2024 Rural Transportation Planning Work Program

*July 01, 2023 – June 30, 2024*



## 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 21, 2023** meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their **March 2, 2023**, meeting and approved the work program at their **April 6, 2023** meeting.

The preparation of this program was financially aided through administrative funds from the FY23 Rural Transportation Planning Work Program.

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## Introduction

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### Purpose and Objective

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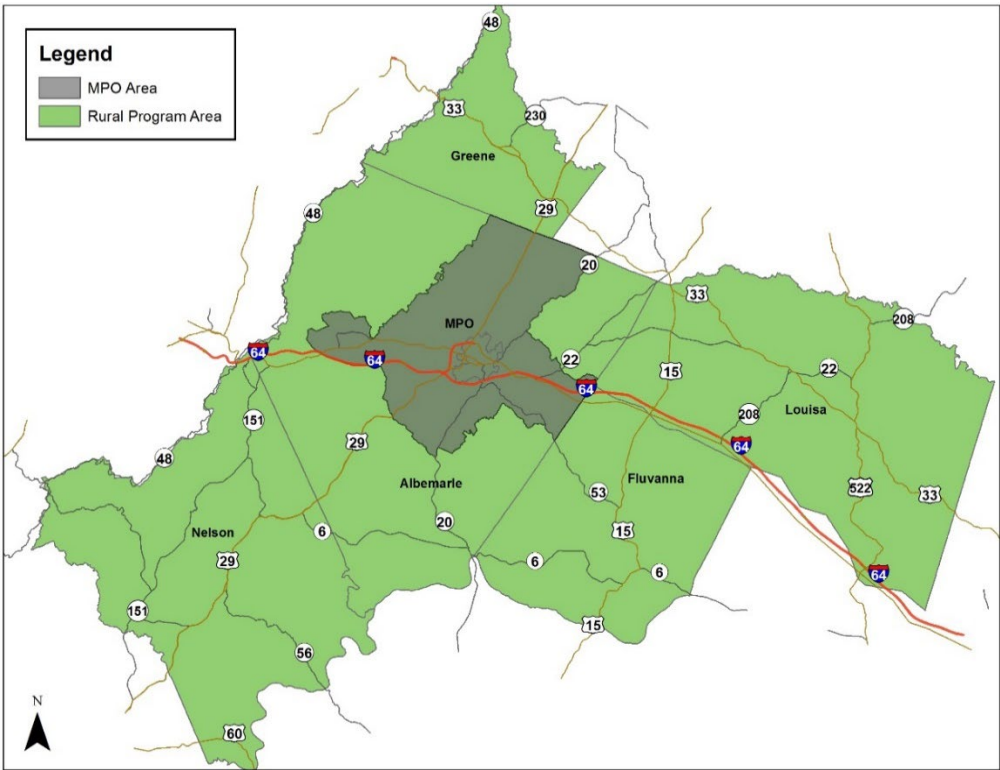
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2023 each planning district commission / regional commission that has rural areas 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. The map below shows the rural program areas in light green.



## Highlights of FY23

In FY23, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on regional transit planning. 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.



**REGIONAL TRANSIT PLANNING** – TJPDC staff worked with consultants through two Department of Rail and Public Transportation (DRPT) technical assistance grants to continue work on regional transit planning efforts. The Regional Transit Vision Plan was completed in November of 2022, and work on the Regional Transit Governance Study began in the fall of 2022. While the technical assistance grant covered the costs of the consultants completing the work, the costs for the TJPDC staff administration and engagement with the program has been supplemented through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program.

**BICYCLE AND PEDESTRIAN PROJECT PRIORITIZATION** – In FY23, TJPDC staff worked to develop a process for prioritizing regional bicycle and pedestrian improvement projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.

**ZION CROSSROADS GATEWAY PLAN** – Staff completed the final report for the Zion Crossroads Gateway Plan, which has been provided as a resource to Louisa County and Fluvanna County for consideration in the development of Zion Crossroads Small Area Plans.

## Fiscal Year 2023 Budget

| Task     | Description                     | SPR Funds<br>(80%) | PDC<br>(20%) | Total    |
|----------|---------------------------------|--------------------|--------------|----------|
| TASK 1.0 | PROGRAM ADMINISTRATION          | \$12,800           | \$3,200      | \$16,000 |
| TASK 2.0 | PLANNING & TECHNICAL ASSISTANCE | \$45,200           | \$11,300     | \$56,500 |
| TOTAL    | RURAL PLANNING PROGRAM          | \$58,000           | \$14,500     | \$72,500 |

**FY2024 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 2023 Activities by Task

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### FY 2024 – 1.0 Program Administration - \$16,000

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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- Reporting and Compliance with Regulations - \$5,500

##### 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
- Maintain the FY24 Rural Work Program
- Prepare the FY25 Rural Work Program

#### Task 1.2 - Staff committee meetings - \$5,500

##### 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 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 - \$5,000

##### DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

##### 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

## FY-2024 Rural Transportation Planning Work Program

- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

### **Administration Budget**

|                                                       |          |
|-------------------------------------------------------|----------|
| SPR Funds (80%)                                       | \$12,800 |
| PDC Funds (20%)                                       | \$ 3,200 |
| Total Budgeted Expenditure for Program Administration | \$16,000 |

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## **FY 2024 - 2.0 Planning & Local Technical Assistance - \$56,500**

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The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2024. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

### **Task 2.1 – Comprehensive Safety Action Plan - \$30,000**

#### DESCRIPTION OF ACTIVITIES:

- The TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO's Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways. TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

#### TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.

### **Task 2.2 – Prepare transportation infrastructure grant applications - \$6,500**

#### DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

#### CURRENT/PLANNED PROJECTS:

- Assist the region's counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP projects
- Provide Assistance for Smart Scale grant applications upon request

**Task 2.3 – Provide assistance to local and state partners as requested - \$10,000**

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
- Participate on VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

**Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - \$10,000**

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

One significant effort that will be underway in FY24 is the development of a Strategic Plan for TJPDC's commuter assistance program, RideShare. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through the Rural Work Program and the CA-MPO's Unified Planning Work Program. Other efforts that will be programmed in this task include ongoing coordination with the Regional Transit Partnership and coordination of bike/ped projects with state funding applications.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to complete the Regional Transit Governance Study and pursue appropriate next steps
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

**Planning & Technical Assistance Activities Budget**

|                 |           |
|-----------------|-----------|
| SPR Funds (80%) | \$45,200  |
| PDC Funds (20%) | \$ 11,300 |

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|                                                   |          |
|---------------------------------------------------|----------|
| Total Budgeted Expenditure for Program Activities | \$56,500 |
|---------------------------------------------------|----------|

**FY25 Anticipated Work Tasks**

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY25, 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 will continue work that will begin in FY24 to complete the Comprehensive Safety Action Plan, and will determine the level of support for any implementation activities that are identified as part of that plan development.

## Appendices

### Appendix A: FY-2023 Budget Summary

| Tasks                                                                                                | VDOT (SPR) 80%     | PDC (Match)<br>20% | Total 100%         |
|------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|
| <b>Program Administration</b>                                                                        |                    |                    |                    |
| Task 1.1- Reporting and Compliance with Regulations                                                  | \$4,400.00         | \$1,100.00         | \$5,500.00         |
| Task 1.2 – Staffing Committees                                                                       | \$4,400.00         | \$1,100.00         | \$5,500.00         |
| Task 1.3 - Information Sharing                                                                       | \$4,000.00         | \$1,000.00         | \$5,000.00         |
| <b>Total Budgeted Expenditure for Program Administration</b>                                         | <b>\$12,800.00</b> | <b>\$3,200.00</b>  | <b>\$16,000.00</b> |
| <b>Program Activities</b>                                                                            |                    |                    |                    |
| Task 2.1 – Comprehensive Safety Action Plan                                                          | \$24,000.00        | \$6,000.00         | \$30,000.00        |
| Task 2.2 – Prepare transportation infrastructure grant applications                                  | \$5,200.00         | \$1,300.00         | \$6,500.00         |
| Task 2.3 – Support Local and State requests for assistance as needed                                 | \$8,000.00         | \$2,000.00         | \$10,000.00        |
| Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities | \$8,000.00         | \$2,000.00         | \$10,000.00        |
| <b>Total Budgeted Expenditure for Program Activities</b>                                             | <b>\$45,200.00</b> | <b>\$11,300.00</b> | <b>\$56,500.00</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> |