

Draft Thomas Jefferson Planning District Commission FY-2025 Rural Transportation Planning Work Program

July 01, 2024 – June 30, 2025



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, 2024 meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 7, 2024, meeting and approved the work program at their April 4, 2024 meeting.

The preparation of this program was financially aided through administrative funds from the FY24 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

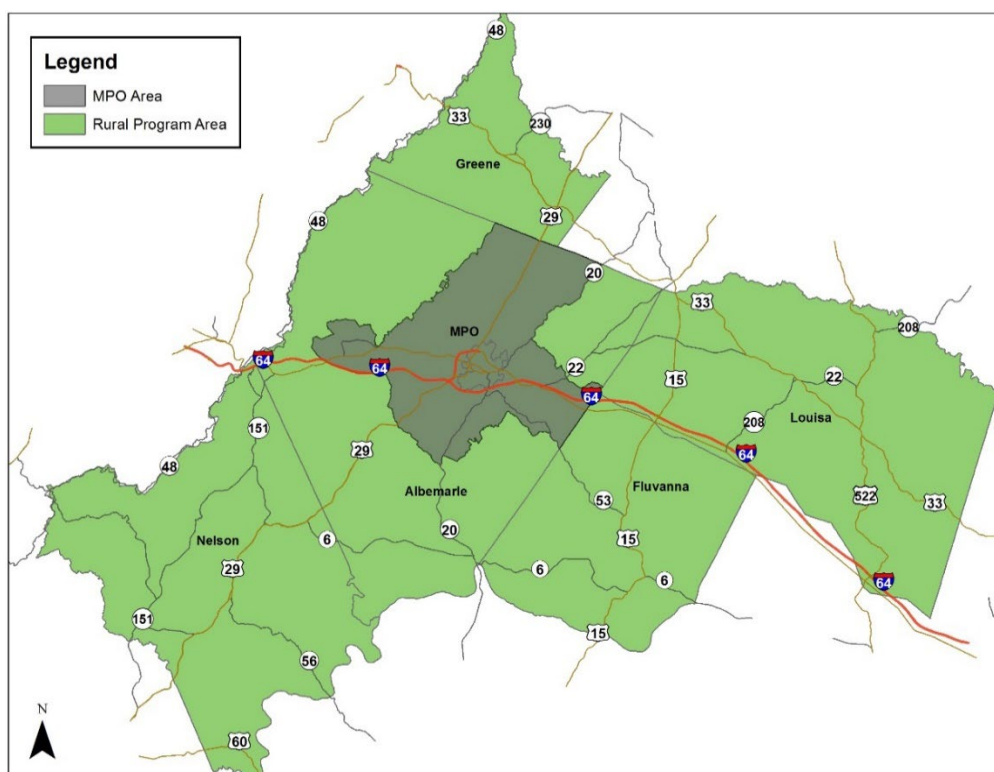
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2025 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 FY24

In FY24, 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 a Department of Rail and Public Transportation (DRPT) technical assistance grant to complete 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.



COMPREHENSIVE SAFETY ACTION PLAN – In FY23, the TJPDC was notified that it was awarded a grant through the U.S. Department of Transportation's Safe Streets and Roads for All Discretionary Grant Program to develop a Comprehensive Safety Action Plan for all six of its member jurisdictions. To utilize the grant funding most effectively, the TJPDC allocated additional staff effort to support the plan development through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The Comprehensive Safety Action Plan will continue into FY25.

COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN – The TJPDC undertook completion of the required five-year strategic plan for its RideShare program in FY24. Consultant expenses were paid for through a Department of Rail and Public Transportation technical assistance grant, and staff effort was supported through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The bulk of the plan was completed in FY24.

Fiscal Year 2025 Budget

Task	Description	SPR Funds (80%)	PDC (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

FY2025 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 2025 Activities by Task

FY 2025 – 1.0 Program Administration - \$16,000

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 FY25 Rural Work Program
- Prepare the FY26 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

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- 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

FY 2025 - 2.0 Planning & Local Technical Assistance - \$56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2025. 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 or Comprehensive Safety Action Plan 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 FY25 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 expand the Mobility Management program and support rural locality engagement in establishing the Regional Transit Authority
- 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

Total Budgeted Expenditure for Program Activities	\$56,500
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FY26 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 FY26, 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 complete work that began 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-2025 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
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
Total Budgeted Expenditure for Program Administration	\$12,800.00	\$3,200.00	\$16,000.00
Program Activities			
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
Total Budgeted Expenditure for Program Activities	\$45,200.00	\$11,300.00	\$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00