

Rural Transportation Planning Work Program

July 1, 2023 – June 30, 2024



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. 505 (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-2024 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. 505, State Planning and Research.

FY24 - Program Administration (\$14,500.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive, and coordinated planning process. This includes program management and administrative responsibilities.

In general, Program Administration activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, annual work programs, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training, and conferences.
- Preparing Urban or Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data, and
- Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

1. Program Administration - \$14,500

Prepare quarterly reports, an annual report, invoices, and other bookkeeping tasks; solicit input for proposed work; prepare FY2025 Work Program documents; secure approvals for all appropriate agencies/committees as necessary; attend administrative meetings/trainings as needed.

Continue to administer the Crater PDC's Title VI program while participating in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.

Assure any projects completed include FHWA's 2021 Planning Emphasis Areas dated December 30, 2021.

Participate in VTrans webinars and Smart Scale Regional Meetings.

Keep the Crater PDC website (www.craterpdc.org) updated and current regarding transportation studies, plans, meetings, and other pertinent transportation related information.

Participate in the Spring and Fall Transportation Meetings for the Richmond and Hampton Roads Districts and provide a display to serve as outreach for the region's citizens (virtual or in-person).

SPR Funds (80%)	\$11,600
PDC Funds (20%)	\$2,900

Total Budgeted Expenditure for Program Administration **\$14,500**

FY 2024 - Program Activities (\$58,000)

Background and Objective: Address regionalized transportation issues that are identified by the Planning District Commission and its members. Individual projects and work elements are described below:

1. Transportation Project Grant Preparation - \$10,000

Establish an outreach process to bring awareness of funding opportunities and describe the technical assistance the PDC can provide to the eleven localities of the Crater PDC.

Prepare or provide technical assistance for funding applications to the following programs: SMART SCALE, Transportation Alternatives, Revenue Sharing, HSIP, ROUTES, and other transportation related grant applications for the eleven localities within the Crater Planning District. These applications would either be prepared on behalf of the PDC or its members. Application development will occur through FY2024.

2. Planning Grants Technical Assistance - \$1,000

Prepare grant applications focused on planning grants for the eleven localities of the Crater PDC. Planning grant opportunities include, the Growth and Accessibility Planning (GAP-TA) Assistance, SS4A Planning Grants, Rural and Tribal Assistance Pilot Program, and other federal planning grants. Crater PDC members have expressed interest in pursuing planning grants and the Crater PDC would support grant application development.

3. MPO Coordination - \$3,000

Participate with the MPOs and VDOT on meeting performance measure goals, continuing socio-economic data gathering efforts, and broader transportation planning initiations that affect the Richmond and Tri-cities regions.

4. Transportation Planning Studies – \$4,000

Continue to work with VDOT on the identification of studies with the Crater PDC boundaries. This identification process would support the future establishment of potential STARS, Project Pipeline, or other regional studies. Study identification would lay the groundwork for a Rural Long-Range Transportation Plan update starting in FY2025.

5. Comprehensive Plan Technical Assistance - \$10,000

Provide technical assistance, support, and/or data for transportation related planning activities to local jurisdictions (ex: comprehensive plans), public officials, and the community. Specifically in support of Comprehensive Plan development.

Crater PDC has had preliminary discussions for Comprehensive Plan review and updates with Dinwiddie County and Prince George County. We expect this list to grow over FY2024 as we engage other members.

6. GIS Mapping and Data Management – \$25,000

Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities for transportation related projects.

7. Participation in Other Studies and Plans - \$5,000

Participate as Crater PDC Rural Transportation Planning staff in plans and studies (not comprehensive plans or transportation projects/plans) conducted by others (ex: CZM, WIP, Economic Development).

SPR Funds (80%)	\$46,400
PDC Funds (20%)	\$11,600
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Total Budgeted Expenditure for Program Activities	\$58,000

FY24 Budget Summary Tasks		VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>				
1. Program management and administrative responsibilities.				
Total Budgeted Expenditure for Program Administration		\$11,600	\$2,900	\$14,500
<u>Program Activities</u>				
1. Transportation Project Grants Technical Assistance				
		\$8,000	\$2,000	\$10,000
2. Planning Grants Technical Assistance				
		\$800	\$200	\$1,000
3. Performance Measures				
		\$2,400	\$600	\$3,000
4. Transportation Planning Studies				
		\$3,200	\$800	\$4,000
5. Comprehensive Plan Technical Assistance				
		\$8,000	\$2,000	\$10,000
6. GIS mapping and Data Management				
		\$20,000	\$5,000	\$25,000
7. Participation in Other Studies and Plans				
		\$4,000	\$1,000	\$5,000
Total Budgeted Expenditure for Program Activities		\$46,400	\$11,600	\$58,000
Total Budgeted Expenditure for Program Administration and Program Activities		\$58,000	\$14,500	\$72,500