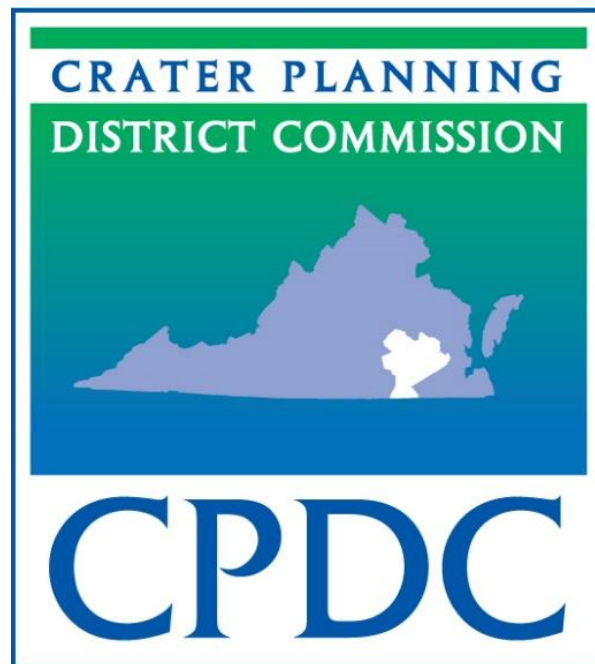


**Crater Planning District Commission
FY-2026 Rural Transportation Planning Work
Program**

July 1, 2025 – June 30, 2026

Revised by Administrative Modification on August 22, 2025



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-26 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.

FY-2026 - Program Administration (\$41,500)

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 - \$41,500

- 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%)	\$33,200
PDC Funds (20%)	\$8,300
<hr/>	
Total Budgeted Expenditure for Program Administration	\$41,500

FY-2026 - Program Activities (\$31,000)

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 - \$4,000

Continue the 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 it's members. Application development will occur through FY26.

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 (Performance Measures) - \$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 – \$6,000

Continue to work with VDOT on the identification of studies within the Crater PDC boundaries. This identification process would support the future establishment of potential STARS, Project Pipeline, or other regional studies. This task is also planned to include taking elements and methodologies of the TCAMPO's Multimodal Plan into the rural portions of the PDC. This task also includes:

- Active Transportation Facilities Tracking – Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with PDC staff on facilities tracking specifics.

- Park and Ride Lot Count and Conditions Assessment (new in FY-24)
- Key freight generators and contacts identification – Provide assistance with updating the VDOT Freight Generators inventory for SMART SCALE support and local planning. VDOT will provide a regional map of freight-generating facilities. That map will have an attribute table with contact fields to fill out. VDOT will host virtual meetings to provide training and address questions.

5. Comprehensive Plan Technical Assistance - \$7,000

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 is assisting Wakefield with their Comprehensive Plan and has had preliminary discussions for Comprehensive Plan review and updates with Dinwiddie County and Prince George County. We expect this list to grow over FY26 as we engage other members.

6. GIS Mapping and Data Management – \$7,000

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

7. Participation in Other Studies and Plans - \$3,000

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). This includes work on a Transportation Authority creation process.

SPR Funds (80%)	\$24,800
PDC Funds (20%)	\$6,200
<hr/>	
Total Budgeted Expenditure for Program Activities	\$31,000

<u>FY26 Budget Summary Tasks</u>		VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>				
1. Program management and administrative responsibilities.		\$33,200	\$8,300	\$41,500
Total Budgeted Expenditure for Program Administration		\$33,200	\$8,300	\$41,500
<u>Program Activities</u>				
1. Transportation Project Grants Technical Assistance		\$3,200	\$800	\$4,000
2. Planning Grants Technical Assistance		\$800	\$200	\$1,000
3. MPO Coordination (Performance Measures)		\$2,400	\$600	\$3,000
4. Transportation Planning Studies		\$4,800	\$1,200	\$6,000
5. Comprehensive Plan Technical Assistance		\$5,600	\$1,400	\$7,000
6. GIS mapping and Data Management		\$5,600	\$1,400	\$7,000
7. Participation in Other Studies and Plans		\$2,400	\$600	\$3,000
Total Budgeted Expenditure for Program Activities		\$24,800	\$6,200	\$31,000
Total Budgeted Expenditure for Program Administration and Program Activities		\$58,000	\$14,500	\$72,500

County of Charles City
County of Chesterfield

City of Colonial Heights
County of Dinwiddie

City of Emporia
County of Greensville
City of Hopewell

City of Petersburg
County of Prince George

County of Surry
County of Sussex

AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application with the Virginia Department of Transportation, Commonwealth of Virginia, for a grant for federal funds under SPR (Rural Planning) funds of the Federal Highway Trust Fund.

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the SPR (Rural Planning) funds of the Federal Highway Trust Fund, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives, and the U. S. Department of Transportation and the Virginia Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED BY the Crater Planning District Commission

1. That Jay Ellington is authorized to execute and file an application on behalf of Crater Planning District Commission with the Virginia Department of Transportation, to aid in the financing of the activities described in the FY 2026 Work Program for the Rural portion of Crater PDC.
2. That Jay Ellington is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Transportation effectuating the purpose of this grant.
3. That Jay Ellington, Executive Director, is authorized to furnish such additional information as the Virginia Department of Transportation may require in connection with the application or the project.

4. That Jay Ellington is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with the project's procurement.
5. That Jay Ellington is authorized to execute a grant agreement on behalf of Crater Planning District Commission with the Virginia Department of Transportation to aid in the financing of the Crater PDC FY 2026 Transportation Work Program.

The undersigned duly qualified and Executive Director of the Crater Planning District Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Crater Planning District Commission held on April 24, 2025.



Signature of Recording Officer

Secretary
(Title of Recording Officer)

Executive Director

April 24, 2025 (Date)

Revisions

For FY26		
Revision #	Date	Description of Action
#1	08.22.2025	Administrative Modification to the FY26 Budget to reallocate \$27,000 to Program Management and \$1,000 to Transportation Planning Studies. Program Management was changed from \$14,500 to \$41,500. Under Program Activities, Transportation Project Grant Preparation changed from \$10,000 to \$4,000, Transportation Planning Studies changed from \$5,000 to \$6,000, Comprehensive Plan Technical Assistance changed from \$9,000 to \$7,000, GIS Mapping and Data Management changed from \$25,000 to \$7,000 and Participation in Other Studies and Plans changed from \$5,000 to \$3,000. The total for Program Activities changed from \$58,000 to \$31,000.