

FY 2013
Rural Transportation Planning Assistance Program
SCOPE OF WORK
For the
Roanoke Valley-Alleghany Regional Commission
(July 1, 2012 – June 30, 2013)



Approved by the Roanoke Valley-Alleghany Regional Commission – March 22, 2012

Prepared by the Roanoke Valley-Alleghany Regional Commission staff through a cooperative process involving the city of Covington, the town of Clifton Forge, the counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

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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-2013 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.

Agencies and/or governments participating in the selection of projects for the Rural Transportation Planning Assistance Program – Scope of Work include the Federal Highway Administration, the Virginia Department of Transportation, the Town of Clifton Forge, the City of Covington, and the counties of Alleghany, Botetourt, Craig, Franklin and Roanoke.

I. PROGRAM ADMINISTRATION (\$9,181)

A. Rural Transportation Program Management

Description: This activity includes all ongoing department-wide management and administrative activities, not attributable to specific program activities. There are two objectives for this work task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable End Product: The primary result of this task will be a well functioning transportation program.

- Preparation of Commission and Rural Transportation Technical Committee (RTC) agendas, notices, minutes and memorandums.
- Preparation of quarterly financial progress reports.
- Purchase of professional reports, materials, equipment, and services as needed to assist staff in work activities.

B. Rural Transportation Planning Assistance Program – Scope of Work

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable End Product: The FY 2013 Rural Transportation Planning Assistance Program – Scope of Work, which documents the activities to be accomplished by the Roanoke Valley-Alleghany Regional Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$7,345
PDC Funds (20%)	\$1,836
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Total Budgeted Expenditure for Program Administration	\$9,181

II. PROGRAM ACTIVITIES (\$63,319)

A. Rural Public Transportation Service (\$13,447)

Description: Provide assistance in planning for the provision or modification of rural transportation service in the region. This item will include assistance to Craig County in the planning for new public transportation: including the establishment of a transportation committee, application for capital and operations funding, and identifying and operator for the services. The work item will also include assistance to the Alleghany Highlands with possible modifications to the Mountain Express route and research regarding ridership future demand for Amtrak service to the area.

Deliverable End Product: 1.) Craig Transit Service Plan 2.) Mountain Express route mapping; 3.) Amtrak ridership study.

B. Comprehensive Plan Updates (Transportation Element) – Alleghany County & City of Covington (\$9,208)

Description: Assist Alleghany County and the City of Covington with updates of their Comprehensive Plans. The Rural Transportation Planning Assistance Program will be used to fund work on the transportation element of the plan, which will include the information and analysis as required in the Code of Virginia.

Deliverable End Product: Transportation element of the Alleghany County and the City of Covington Comprehensive Plans, including maps and data on all modes of transportation (as specified in the Code of Virginia).

C. Regional Field Trip and Inventory – Phase II (\$2,687)

Description: Coordinate and host in each member jurisdiction a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions. (VDOT to provide transportation.) Participants on the ride should include: 1) the VDOT Representative on Rural Technical Committee, 2) District Local Liaison (if available), 3) City / County Engineer / Planner, 4) PDC Planner. These field trips will help build working relationships and provide an opportunity to gain local / state perspective on transportation challenges.

Deliverable End Product: Completion of Trips and Inventory.

D. Greenway & Trail Planning (\$17,618)

Description: The Regional Commission will assist Craig County in the planning for a greenway proposed to connect downtown New Castle with an existing greenway in the County. This item will also include assistance to Botetourt County in completing a Strategic Trails and Pathways Plan.

Deliverable End Product: 1.) conceptual route mapping, 2.) cost estimates and implementation opportunities.

E. VDOT Outreach Meetings and Data Review (\$7,917)

Description: 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

Deliverable End Product: Specific assistance to be requested by VDOT or necessary to provide input into the statewide transportation planning process.

F. General Technical Assistance (\$12,442)

Description: RVARC staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities. Work activities will be organized around the following subtasks. Any combination of subtasks may be completed in FY2013 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

Subtasks:

- **General Technical Assistance** to local governments, planners and citizens as requested.
- **Technical Support Activities** – a variety of planning support activities to support work program projects and/or the general planning process (i.e. turning movement counts).
- **Regional Greenways Mapping Assistance** – GPS and mapping assistance to the Regional Greenway Commission and member governments as needed.

- **Transportation Enhancement Assistance** – Local government assistance on the preparation of Transportation Enhancement (TE) grants as needed.
- **Review of Traffic Impact Analysis** – Assist local governments in their review and consideration of traffic impact analysis, as required under Chapter 527 regulations.
- **VTRANS Performance Measures** - Assist VDOT with the collection of data relevant to VTRANS 2035 performance measures.

Deliverable End Product: Specific technical assistance products requested by member local governments and other partner agencies.

SPR Funds (80%)	\$50,655
PDC Funds (20%)	\$12,664
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Total Budgeted Expenditure for Program Activities	\$63,319

III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	5,876	1,469	7,345
B. RTPAP- Scope of Work	1,469	367	1,836
Total Administration	\$7,345	\$1,836	\$9,181
<u>Program Activities</u>			
A. Rural Public Transportation Service	10,758	2,689	13,447
B. Comprehensive Plan Updates	7,366	1,842	9,208
C. Regional Field Trip and Inventory	2,150	537	2,687
D. Greenway and Trail Planning	14,094	3,524	17,618
E. VDOT Outreach Meetings & Data Review	6,334	1,583	7,917
G. General Technical Assistance	9,953	2,489	12,442
Total Administration	\$50,655	\$12,664	\$63,319
Total	\$58,000	\$14,500	\$72,500



The Regional Commission

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The 22nd day of March, 2012

RESOLUTION

Approval of the FY 2013 Rural Transportation Planning Assistance Program Scope of Work

WHEREAS, the FY 2013 Rural Transportation Planning Assistance Program Scope of Work will serve as the basis for all federal Department of Transportation (DOT) and/or Virginia Department of Transportation (VDOT) funding participation and will be included in all requests for DOT/VDOT planning funds within the rural planning area of the Roanoke Valley-Alleghany region; and

WHEREAS, this Planning Assistance Program Scope of Work details all transportation and transportation-related planning activities anticipated within the rural area of the district during the coming fiscal year.

NOW, BE IT THEREFORE RESOLVED, that the Roanoke Valley-Alleghany Regional Commission does hereby approve and adopt the FY 2013 Rural Transportation Planning Assistance Program Scope of Work, as presented.

Billy W. Martin, Sr.
Chairman