

FY 2015 Rural Transportation Planning  
Assistance Program  
SCOPE OF WORK  
for the  
**Roanoke Valley-Alleghany Regional Commission**  
**(July 1, 2014 – June 30, 2015)**



Roanoke Valley-Alleghany  
**REGIONAL**  
**commission**

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**Approved April 24, 2014**

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## FY 2015 Rural Transportation Planning Assistance Program - Scope of Work Program Management and Activities, and Budget

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*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.*

## 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 FY2015, 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.

# I. PROGRAM ADMINISTRATION (\$6,992)

## A. Rural Transportation Program Management (\$5,593)

*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 (\$1,399)

*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 2015 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.

<b>SPR Funds (80%)</b>	<b>\$5,593</b>
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<b>PDC Funds (20%)</b>	<b>\$1,399</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$6,992</b>
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## II. PROGRAM ACTIVITIES (\$65,508)

### A. Rural Long-Range Plan Project Prioritization (\$3,030)

Description: Submit a prioritized list of projects for consideration in the FY 2016 - 2021 SYIP to our District Planner by November 30, 2014. Also, provide documentation of prioritization methodology used to develop the list.

Deliverable End Product: Prioritized list of projects taken from the Roanoke Valley-Alleghany Rural Long-Range Transportation Plan.

### B. Comprehensive Plan Updates (Transportation Element) – Botetourt County (\$4,614)

Description: Assist Botetourt County with an update to their Comprehensive Plan. 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 Botetourt County Comprehensive Plan, including maps and data on all modes of transportation (as specified in the Code of Virginia).

### C. Public Transportation (\$12,932)

Description: Planning and development of rural public transportation service in the region. This item will include the following projects:

- **Regional Transit Vision Plan - Phase II** – Staff will finalize the regional transit vision plan that began in the FY 2014 Unified Planning Work Program. The Plan will combine elements from previous regional, neighborhood, corridor and area plans with public and stakeholder input to provide regionally-significant pedestrian related infrastructure recommendations and priorities for the Roanoke Valley. Development of this Plan will follow guidance provided in the Department of Rail and Public Transportation Multimodal System Design Guidelines. This plan covers portions of the rural and urban areas of the region, and is primarily being supported through PL funding.
- **Mountain Express Assistance** - As requested by the transit agencies, provide transit route and schedule analysis, associated mapping, and assistance with the implementation of new or modified transit services.

Deliverable End Product: 1) Regional Transit Vision Plan and 2) Updated route mapping, brochures, and technical assistance.

#### D. **Bicycle and Pedestrian Planning (\$17,806)**

Description: Planning and development of non-motorized transportation infrastructure, such as sidewalks, trails, greenways, bike lanes, and other facilities. This item will include the following projects:

- **Bicycle Route 76 Corridor Study** – Complete a corridor study of the road segments that make up the portion of U.S. Bicycle Route 76 within the region. The study will include an inventory of existing conditions and recommendations for safety, wayfinding, and spur routes to connect to other bicycle facilities. Phase two of the project may also include interactive online mapping of the corridor to help promote its usage.
- **Clifton Forge Bicycle and Pedestrian Mapping** – Assist Clifton Forge in the development of a map of potential bicycle and pedestrian routes connecting key activity centers. The routes should utilize existing infrastructure (sidewalks, alleys, roadways, etc.) and trails. It should also identify potential deficiencies, route gaps, and locations for wayfinding signage.
- **Pedestrian Infrastructure Mapping (Phase II)** – Map rural pedestrian infrastructure and identify gaps in the network. Provide VDOT with a shape file with lat/long locations to include whether the gap is located adjacent to the roadway.
- **Botetourt County Trail Mapping**– Develop a comprehensive trail map and online interactive guide of the Botetourt County Trail System. Continue trail counts within the Carvins Cove Nature Reserve.
- **Craig County Greenway Development** – Continue planning and development assistance for a greenway to connect downtown New Castle with the Craig County Sports Complex.

Deliverable End Product: 1) Route 76 Corridor Study and 2) Bicycle and Pedestrian Mapping

#### E. **Corridor Studies and Traffic Analysis (\$9,090)**

Description: Analysis of existing and future corridor conditions, as well as the evaluation of traffic conditions at specific intersections or proposed developments. This item will include the following projects:

- **Clifton Forge Traffic Volume Mapping** – Create a map showing the average annual daily traffic on the primary and secondary roads in Clifton

Forge. Coordinate with the town and VDOT to ensure that the traffic counts on key roadways is up-to-date. Symbolize the traffic volumes by using different line thicknesses.

Deliverable End Product: 1) Map of Traffic Volumes.

#### F. VDOT Outreach Meetings and Data Review (\$6,060)

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
- Other meetings as requested

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

#### G. General Technical Assistance (\$11,976)

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 FY2015 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

- **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 Alternative Assistance** – Local government assistance on the preparation of Transportation Alternative (TA) 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.

<b>SPR Funds (80%)</b>	<b>\$52,407</b>
<b>PDC Funds (20%)</b>	<b>\$13,101</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$65,508</b>



### III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	4,475	1,119	5,594
B. RTPAP- Scope of Work	1,118	280	1,398
<b>Total Administration</b>	<b>\$5,593</b>	<b>\$1,399</b>	<b>\$6,992</b>
<u>Program Activities</u>			
A. RLRP Project Prioritization	2,424	606	3,030
B. Comprehensive Plan Updates	3,691	923	4,614
C. Rural Public Transportation	10,346	2,586	12,932
B. Bicycle and Pedestrian Planning	14,245	3,561	17,806
C. Corridor Studies and Traffic Analysis	7,272	1,818	9,090
D. VDOT Outreach Meetings & Review	4,848	1,212	6,060
E. General Technical Assistance	9,581	2,395	11,976
<b>Total Program Activities</b>	<b>\$52,407</b>	<b>\$13,101</b>	<b>\$65,508</b>
<b>TOTALS</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

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The 24<sup>nd</sup> day of April, 2014

## **RESOLUTION**

### **Approval of the FY 2015 Rural Transportation Planning Assistance Program Scope of Work**

**WHEREAS**, the FY 2015 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 2015 Rural Transportation Planning Assistance Program Scope of Work, as presented.

A handwritten signature in black ink, appearing to read "Jane Johnson", with a long horizontal line extending to the right.

Jane Johnson  
Chair