



Transportation Alternatives FY2018 Application

Williamson Road Pedestrian Improvements

Project Status: Submitted

Project ID: F3-0000001772-R01

General

1. Project Sponsor

Organization

Roanoke County

Name

Thomas Gates, County Administrator

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5204 Bernard Drive

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2. Project Manager

Organization

Roanoke County

Name

Megan Cronise, Principal Planner

Address

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Project Information

3. Sponsor DUNS Number
62353610

4. Project UPC Number (Existing Projects Only)

5. Project Title

Williamson Road Pedestrian Improvements

5a. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed please use the upload feature located at the bottom of the page. Please label the document "Project Description"

Construct approximately 1,100 linear feet of five-foot-wide concrete sidewalk behind the curb along the north side of Williamson Road (Route 11, a Corridor of Statewide Significance) between Peters Creek Road (Route 117) and Plantation Road (Route 115). The proposed project will connect seven restaurants, retail and service establishments. The sidewalk project will also complete a vital missing link in the pedestrian network between existing and planned accommodations in the Hollins area.

6. Identify beginning and ending termini and provide a location map with the project area clearly marked.

Start Location

Route 11 at Route 117 (NS)

End Location

Route 11 at Route 115 (NS)

ZIP Code **ZIP +4**
24019 4237

7. Project Location

Is this project located within a Transportation Management Area (TMA)?

Yes

If yes, please indicate which MPO area:

Roanoke

8. Local Jurisdiction Population (based on 2010 census data)

5,001 to 200,000

9. Select primary category of eligibility even if other categories may apply.

Construction of bicycle and pedestrian facilities

10. Does this project qualify as a “Safe Routes to School” project based on the criteria below?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

No

10a. Do you wish to pursue this as a SRTS project?

No

\$ Funding

Project Funding

11. Total project cost (*) is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the “whole” of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:

11a. Total TA Funding needed for this project - Cannot exceed 80% of total project cost	\$217,424.00
11b. Total Local 20% Match Required - Based on the anticipated TA funds above	\$54,356.00
11c. Other Project Funds (Non-TA funds) - Include local funds, other grants and donations	\$0.00
11d. Total Project Cost (*) - Sum of above; should match Attachment C	\$271,780.00

12. Federal Transportation Alternatives Funding

	This Application	Prior TA Funding Received
12a. Federal TA Funds	\$217,424.00	\$0.00
12b. Local 20% Match	\$54,356.00	\$0.00

13. Do you plan to use in-kind to meet all or part of the 20% local match requirement?

No

13a. If yes, provide the estimated value of services and / or donations to be applied as in-kind match. Include this amount in Item 11b and 12b.

13b. If planning to use in-kind match, explain in detail the services and/or donations to be provided.

14. If not in-kind, identify the proposed funding source(s) for the required match on this project.

Roanoke County Department of Community Development Funds

15. A local 20% match contribution is required – how much additional local contribution (above the required 20%) is proposed? Include this amount in Item 11c.

\$0

16. Is there additional (above the 20% match) non-sponsor or non-local funding secured at this time - other grants, state funds, corporate donations, etc.?

No

16a. If yes, provide the amount of non-local funds secured at this time. Include this amount in Item 11c.

16b. Identify the source of this funding and provide the deadline or expiration date for these funds (if applicable).

16c. Identify any additional funding that is being applied for and when these awards will be announced. Note whether these funds are contingent upon receipt of the TA funding.

Roanoke County Capital Improvement Program, May 2017. This funding is not contingent upon receipt of the TA funding.

17. If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?

Roanoke County funds

 Concept

Project Concept

18. Has the sponsor performed an on-site evaluation of the project to determine the project's constructability and cost?

Yes

If Yes, provide date

9/22/2016

Identify those who attended the on-site evaluation

Megan Cronise, Roanoke County Principal Planner
Brian Epperley, Roanoke County Transportation Engineer
Brian Blevins, VDOT Assistant Resident Engineer/Land Use
Carol Linkenhoker, VDOT Salem District Planning Specialist
Wendy Jones, Executive Director, Williamson Road Area Business Association

19. Describe any possible challenges or obstacles that will could require additional design consideration, cost or design waivers.

Relocation of utility poles, fire hydrants, signs, mailboxes; private entrance reconstruction; slight topography change

20. Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?

Yes, VDOT has reviewed the project scope, conceptual project plans, preliminary drawings and the cost estimate.
Yes, VDOT comments have been incorporated into the application.

21. The use of federal transportation funds requires compliance with the Americans with Disabilities Act (ADA); describe how this project will meet these design requirements. If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc) and width of the completed facility including any bridges.

The proposed five-foot-wide concrete sidewalk will meet ADA requirements. Detectable warning surfaces will be installed on both sides of all driveway crossings.

22. Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.

There are no anticipated challenges to meeting ADA design requirements. The proposed sidewalk location is fairly level and path obstructions will be relocated.

23. Is the project located within a designated historic district or within a downtown business district?

No

If yes, how will the project improve the aesthetic value of the affected area? What economic impacts will the proposed changes have?

24. It is expected that the sponsor will maintain the facility for its useful life. Provide details regarding maintenance and upkeep of the completed facility – identify who will be providing upkeep, what services will be provided, how long the services will be provided and where the funding for these services will come from.

Sidewalk maintenance is expected to be minimal; however, Roanoke County and adjacent property owners will work together to keep the sidewalk maintained.

25. If this project is for a pedestrian and/or bicycle facility, mark which best describes the project's primary transportation function:

Alternate transportation for daily needs (shopping, school, library)

26. If this project involves restoring an historic transportation facility, describe the proposed future use of the restored facility including details regarding the proposed staffing and operation of the facility, identifying potential funding sources for these activities.

Description

27. If this project provides vegetation management, describe the transportation right-of-way and how the project will improve roadway safety, prevent against invasive species, and/or provide erosion control.

Description

28. If this project provides for archeological activities, describe the negative impacts of the related transportation project and how the proposed TA activities will improve or mitigate these impacts.

Description

29. If this project provides environmental mitigation and/or pollution prevention – identify the impacts of highway construction and/or highway run-off and describe how the proposed TA activities will improve or mitigate these impacts. Identify any waterways (rivers, streams, etc) being directly impacted / polluted by the current run-off.

Description

30. Does this project support or improve an existing or planned highway project?

Yes

If yes, identify the highway project and explain how this TA project will improve or support it.

This sidewalk project is planned to connect two planned bicycle/pedestrian transportation projects: 1) Plantation Road Bicycle, Pedestrian and Streetscape Improvement Project, UPCs 98220 and 103607, construction 2017 2) Route 11 and Route 117 Bicycle and Pedestrian Safety Improvements, UPC 107055, currently in design See attached documents titled "Location Maps: Williamson Road Pedestrian Improvements" and "Context Maps: Plantation Road Project and Tinker Creek Greenway" for additional details.

Project Improves Transportation Network

31. Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?

No

If yes, provide a description of the public transportation links and explain how this TA project will improve the existing network.

While the proposed sidewalk will not provide new access to existing mass transit, the Roanoke Valley Transit Vision Plan adopted in 2016 (see attached excerpt) proposes future fixed-route bus service on Williamson Road along the proposed sidewalk project with a small transit transfer facility on nearby Plantation Road. If the route is implemented, it is anticipated that bus stops would be located along or in the vicinity of the proposed sidewalk project.

32. Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a “missing link” in the existing transportation network?

Yes

If yes, explain making sure to identify the specific location and connections provided and the missing links addressed. Include a location map to demonstrate the connections and/or missing link.

The proposed sidewalk project will provide a vital missing link for pedestrians in this area (see attached Williamson maps) by connecting: • The Plantation Road Bicycle, Pedestrian and Streetscape Improvement Project (UPCs 98220, 103607 & 108905; see attached Plantation maps); • Existing pedestrian crosswalks and signals at the Williamson Rd/Plantation Rd intersection; • Existing sidewalk on the north side of Williamson Rd from Plantation Rd to Marson Rd; • Existing sidewalk on the south side of Williamson Rd from Plantation Rd to Hollins Court Dr; • Proposed pedestrian crosswalks and signals at the Peters Creek Rd/Williamson Rd intersection (UPC 107055); and • Proposed bicycle and pedestrian safety improvements for the west side of Williamson Rd between Peters Creek Rd and North Roanoke Assisted Living at 6910 Williamson Rd (UPC 107055). Phase 1 of the Plantation Road project (UPCs 98220 & 103607) will build a shared use path along the western side of Plantation Road from Williamson Road to Walrond Drive with construction in 2017. Integral to the Plantation Road project, the Lila Drive Intersection Improvements project (UPC 108905, SMART SCALE, Preliminary Engineering phase) will construct a new traffic signal with pedestrian signals and crosswalks at Lila Drive and Plantation Road. FY 18 SMART SCALE funds were requested for Phase 2 of the Plantation Road project to construct sidewalk on the west side of Plantation Road between Walrond Drive and Gander Way. A major goal of the Plantation Road project is to connect the Tinker Creek Greenway to Walrond Park (see attached Plantation Maps and Greenway Plan excerpt). VDOT obtained \$1 million in Highway Safety Improvement Program funds (UPC 107055) for bicycle and pedestrian safety improvements in the Peters Creek Road/Williamson Road area in the vicinity of a pedestrian fatality near Williamson Road and Greenway Drive that occurred on April 18, 2012. This project is in the Preliminary Engineering phase.

33. Does the project provide bicycle/pedestrian facilities where none previously existed?

Yes

If yes, explain why this location was chosen and include pictures of the proposed location.

The proposed sidewalk connects several existing and proposed pedestrian and bicycle accommodation projects underway (see attached Williamson Location Maps and Plantation Context Maps). This segment of Williamson Road is also heavily traveled by pedestrians walking behind the curb. The need for pedestrian accommodations has also been identified in the Hollins Area Plan (2008), a component of the Roanoke County Comprehensive Plan, as well as in the Roanoke Valley Pedestrian Vision Plan (2015). Excerpts from both documents are attached along with pictures of the proposed sidewalk location.

34. Does this project increase opportunities to meet daily needs without motorized transportation?

Yes

If yes, give specific destinations served including schools, libraries, shopping, healthcare, etc. and the anticipated number of persons that will benefit or use the facility.

Pedestrians will have safe access to seven restaurants, retail and service establishments as well as pedestrian crosswalks and signals at the Plantation Road intersection and existing sidewalks beyond the intersection.

35. Does this project add features/devices that will improve bicycle and pedestrian safety (ex. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities, etc.)?

Yes

If yes, provide a description including any accident data available.

Locating the sidewalk at the back of the curb will separate pedestrians from the vehicle travel lanes. Detectable warning devices provided on both sides of each private entrance will also improve pedestrian safety.

36. Does this project incorporate traffic calming design elements such as bump outs, raised intersections, street trees or crosswalks in a contrasting color?

No

If yes, explain what traffic calming elements are being incorporated and how they will improve pedestrian safety.

This linear sidewalk project crosses only private entrances and does not cross any public streets; therefore, there are no opportunities for traffic calming design elements.

37. Is this project in the locality's local/regional transportation plan?

Yes

Name the plan and explain how this project will help achieve or support the plan goals.

The proposed project is included in the Roanoke Valley Transportation Planning Organization's (RVTPO's) Regional Pedestrian Vision Plan. Completing this project will help the RVTPO to achieve its pedestrian accommodation goals. See the attached excerpt for additional information.

Sponsor's Ability to Administer Federal Project

Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may, or may not, be the project manager. Failure to provide a qualified RP may eliminate the project from consideration.

38. Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name	Title	Years in this position
Richard Caywood, PE	Assistant County Administrator	4

39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project

Education/Certifications	Training / Classes	Project Related Experience
Registered Professional Engineer		Mr. Caywood served for over 20 years with VDOT and the final 9 years as the VDOT Salem District Administrator. Mr. Caywood delivered both individual projects as well as provided overall management of project delivery for many years. He worked on both rural and urban federal aid projects ranging in value from very small to the \$100 million dollar range. Mr. Caywood also worked with local governments across the Commonwealth to deliver both state funded and federal aid projects.

40. Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or administering a federal aid transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent *federal-aid* projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

Mr. Caywood left VDOT in 2012 with one of the highest on-time and on-budget records amongst the 9 VDOT Districts over a large program of projects. Two recent projects include: 1. Realignment of Bent Mountain Road, Route 221, in Roanoke County (UPC 95812, \$26,687,000 project, on-time and on-budget) 2. Road widening and construction of a roundabout on Colonial Avenue, Route 720, in Roanoke County (UPC 15189, \$6,581,000, on-time and on-budget)

41. Describe the RP's role and responsibilities while overseeing these projects

Mr. Caywood served in an executive-level management role with recent projects; however, over the years he had very direct roles in project delivery including oversight of design, right-of-way acquisition, and field-level project delivery. Throughout Mr. Caywood's VDOT career he was responsible for various levels of work order approval.

42. Has the RP completed VDOT's Core Curriculum on-line training found on VDOT's Locally Administered Projects webpage (www.viriniadot.org/business/local-assistance-lpt.asp)?

No

43. VDOT is required by federal regulation to ensure that the sponsor is adequately staffed to ensure the project is satisfactorily completed. Sponsors may supplement their staff with consultants, including project management duties.

Is the Responsible Person also the Project Manager (PM)?

No

If not, indicate:

The following local staff member will be assigned as Project Manager:

Megan Cronise, Principal Planner

Project management will be performed by a consultant:

Project manager unknown at this time

44. The sponsor's staff and their consultants must have a working knowledge of the locally administered projects (LAP) process and the federal regulations affecting federal aid projects. Select from the following the best choice describing the proposed PM's experience:

The PM has not directly managed, but has been a team member on one or more federal aid project(s) within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, cost and whether or not the project finished on-time and on-budget.

Applicable

Description

Ms. Cronise has been an integral member of the team working on the Plantation Road Project (UPCs 98220 and 103607), a \$4.2 million, locally-administered project utilizing both Federal and State funds anticipated to start construction in early 2017. The project is currently being advertised for construction. Ms. Cronise also attended the VDOT Local Area Programs Workshops in 2012, 2013, 2014 and 2016.

45. Describe the PM's role and responsibilities managing the referenced projects including any challenges / delays encountered. How were these challenges resolved?

Applicable

Description

Ms. Cronise and Mr. Caywood work with the consultants and VDOT staff to ensure that all requirements are satisfied, the project moves forward in a timely manner and the community is kept apprised of the project's status and progress. Ms. Cronise and Mr. Caywood have worked with the consulting firm and VDOT staff to navigate challenges with the Plantation Road Project including unanticipated utility relocations resulting in scope changes.

46. Provide PM's most recent experience managing a Transportation Enhancement / Alternatives project include brief project description, history and any challenges encountered.

Applicable

Description

The Plantation Road Project was awarded Transportation Enhancement funding in FY 2012-2013 and Transportation Alternatives funding in FY 2013-2014. The project also has Revenue Sharing and Regional Surface Transportation Program (FY 2014-2016) funding. Ms. Cronise has worked on the Plantation Road Project since its inception in 2009. The Plantation Road Project encompasses the length of Plantation Road (Route 115) from Interstate 81 to Williamson Road (Route 11), a distance of about one mile. Proposed improvements include sidewalks, shared use paths, pedestrian crosswalks and signals, street trees, pedestrian-scaled lighting, a Hollins community identification sign, landscaping and drainage improvements. One of the primary goals of constructing the shared use paths is to connect Walrond Park with the Tinker Creek Greenway which then intersects with an extensive network of trails at Carvins Cove Natural Reserve. Phase 1 of the Plantation Road Project is currently being advertised for construction, which is anticipated to begin in early 2017.

47. Has the PM completed training utilizing FHWA's Federal Essentials for Local Public Agencies (www.fhwa.dot.gov/federal-aidessentials/) ?

No

48. Will the sponsor need to supplement their staff to complete this federal aid project?

Yes

If yes, select the services that will need to be outsourced:

Environmental

Design

Right of Way

Construction Engineering / Management & Inspection

Materials Testing

49. Federal regulations require that the sponsor demonstrate “sufficient accounting controls” to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. Briefly describe the local financial management system – currently in place that will track / monitor project costs. Include the type of software used (if applicable) and the process by which costs are verified for reimbursement.

Roanoke County uses the Microsoft Dynamics AX financial software system. The system functions similar to any governmental accounting system utilizing fund accounting. A separate account would be set up for the project to track and monitor expenditures. In order for charges to be applied to the account, a requisition and purchase order will need to be created. The receiver and invoice will then need to be entered to pay against the applicable purchase order. Invoices and work performed will be reviewed and approved by the Department of Community Development. The payment voucher and all supporting documentation will be submitted to the Accounts Payable division in the Department of Finance to be processed in the next scheduled check run. Detailed transaction and summary reports can be run from the system to review project activity.

▶▶ Project's Readiness to Proceed

Project's Readiness to Proceed

50. Design / engineering will be performed:

Utilizing an outside consultant firm yet to be procured

51. Is this project part of a larger / multi-phased construction project?

No

If yes, include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.

52. These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source(s)?

Yes

If yes, attach a copy of the plan / study and briefly summarize the results below.

Using the best available data, Roanoke County staff have developed conceptual design plans for the project with County funds. See the attached Williamson Road Pedestrian Improvements Concept Plans for additional detail.

53. Has design work started?

No

If yes, answer 53a and 53b.

53a. Have these plans been reviewed by appropriate state / local official?

53b. Design has been started, and _____ plans have been completed.

54. The ability to secure right of way (including easements) needed for a project is critical to a project's success; which of the following best describes the right of way situation for this project:

It is unknown what right of way and/or easements will be needed

55. This program will not participate in the cost of relocating overhead utilities for scenic beautification or betterment purposes. It will however participate in the costs required to eliminate conflicts. Are there existing utility poles located within the proposed project area that will need to be relocated in order to complete the proposed improvements and/or meet ADA width/clearance requirements?

Yes

If yes, include pictures of poles within the specified project area explaining how their removal/relocation will impact the project.

Locations of utility poles and fire hydrants are shown on the attached Williamson Road Pedestrian Improvements Concept Plans and in attached pictures. The estimated cost of relocating these utilities is included in the project budget.

55a. Has the right of way needed for relocation of the poles been secured?

No

56. If overhead utilities are in conflict, has the local utility company(s) been consulted regarding removal and /or relocation of its facilities?

0

If yes, please identify the utility carrier(s) and specify whether or not these costs are included in the attached budget.

57. Are there other conflicts / obstacles that must be addressed for the project to move forward?

Guardrail, mailboxes, signs or other roadway structures

Other: Fire hydrant relocations

58. If awarded, these funds will be available October 1 - the beginning of the new Federal fiscal year. How long after this date will you be ready to begin incurring cost for reimbursement?

6 months

59. If this application is for a pedestrian and/or bicycle facility, it may qualify for 100% federal Open Container (OC) safety funding. These funds focus on improving safety for pedestrians and/or bicyclists along active roadways. If this project accomplishes one or more of the following it may be eligible for OC funding:

- Provides pedestrian and/or bicycle safety treatment at locations with history of pedestrian and/or bicycle crashes
- Provides infra-structure that connects pedestrian / bicycle generating land uses
- Road diet that creates bicycle lanes
- Reduces conflict points (opportunities for conflict) between motorists, bicycles and pedestrians
- Improves the opportunity for pedestrians and / or cyclists to safely cross a roadway
- Eliminates a barrier for non-motorized travel
- Provides separation or dedicated space for non-motorized travelers along a high-speed or congested route

Do you believe this project qualifies for OC funding?

Yes

If planning to apply for Open Container (OC) funding, will the OC funding request be the same amount as this TA application funding request (including local match) (OR) in addition to the TA funds requested in this application?

The same amount as this TA application funding request (including local match)

If interested in applying for OC funding, complete a separate [Bike/Pedestrian Safety Application](#) in the SMART Portal.

Note: Deadline for Open Container (OC) funding consideration is November 1, 2016.

Attachments

Attachment A – Supplemental Information for TMA projects: *Required if project is located in an MPO within a TMA.*

Yes

Attachment B – Supplemental Information for Safe Routes to School (SRTS) Projects *Required if answered “Yes” to Question 10a*

N/A

Attachment C – Project Budget: *Required for ALL projects*

Yes

Attachment D – Existing Project Status: *Required for EXISTING projects only*

N/A

Attachment E – VDOT Administration Request: *Required if population less than 5,000 and requesting VDOT assistance*

N/A

Sponsor Certification

Public Hearing / Information Meeting Held

Public Notice Attached	Date
Yes	10/25/2016

MPO Endorsement (if applicable)

Endorsement Attached:	Date
Yes	10/27/2016

Resolution from Project Sponsor

Resolution Attached:	Date
Yes	10/25/2016

Sponsor certifies the following: *(Read and check each statement below)*

We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.

Yes

We will provide technical guidance and oversight to staff and/or consultants throughout project development.

Yes

Budget accurately reflects cost of proposed project based on preliminary work performed.

Yes

Project development will comply with all state and federal regulations, including ADA requirements.

Yes

We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.

Yes

We will be responsible for ensuring future maintenance and operating costs of the completed project.

Yes

By selecting agree I certify that the above statements are true and correct to the best of my knowledge.

Yes

Sponsor Name

Thomas C. Gates

Date

11/1/2016

 Attachment A

Attachment A: *Projects Located in a TMA*

1. Describe how the project is consistent with the MPO's current long range transportation plan (LRTP).

The proposed project is consistent with the Roanoke Valley Area Metropolitan Planning Organization's Long Range Transportation Plan in that it implements the Guiding Principles, Goal Two: Increase percentage of "complete streets" by adding elements that adapt existing right-of-way (ROW) and travel corridors for safe use by multiple transportation modes. See attached Long Range Transportation Plan Excerpt for additional information.

2. Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan.

The need for pedestrian accommodations along Williamson Road has been identified in the Hollins Area Plan (2008), a component of the Roanoke County Comprehensive Plan, as well as in the Roanoke Valley Pedestrian Vision Plan (2015). The Roanoke County Community Strategic Plan (2016), also a component of the Roanoke County Comprehensive Plan, also emphasizes the need for multimodal transportation networks to connect regionally and also to neighborhoods. Excerpts from all documents are attached.

3. Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.

The proposed project will add sidewalk where pedestrians currently walk in the grass shoulder or in the street. The project will increase safety for both pedestrians and drivers.

4. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements.

Locating the sidewalk at the back of the curb will separate pedestrians from the vehicle travel lanes. Detectable warning devices provided on both sides of each private entrance will also improve pedestrian safety. Rebuilding existing private entrances to match the new sidewalk will also meet ADA standards. The proposed sidewalk location is fairly level and path obstructions will be relocated.

5. Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies.

A Board of Supervisors Public Hearing was held on October 25, 2016 with the Executive Director of the Williamson Road Area Business Association (WRABA) speaking in favor of the project. The proposed sidewalk project was also discussed at the WRABA meeting on October 18, 2016. Roanoke County staff visited all adjacent businesses in October, 2016. Roanoke County, VDOT and WRABA staff walked the site on September 22, 2016.

If your project is in the National Capital Region, please answer the following additional questions:

1. As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

No

Center:

2. Is this project located within $\frac{3}{4}$ miles of a Metrorail (existing or under construction) or commuter rail station?

No

Station:

3. Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

 Attachment B

Attachment B: Safe Routes to School Projects

Project Sponsor Organization

1. Attach a letter of support from the school principal or division superintendent, indicating their support of the project as well as their desire to encourage their students to walk and bike to school.

Attached:

2. Provide the name of the school(s) and school division this project serves, indicating whether the school is designated Title-1.

3. Current Travel Modes: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Travel Mode	# of Student(s)
Walk	
Bike	
School Bus	
Family Vehicle	
Carpool	
Public Transit	
Other	
Total	

Source **Date/Month (YYYY-MM)**

4. Current Travel Distance: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Distance lived from school	# of Student(s)
Less than ½ mile	
½ to 1 mile	
1 to 2 miles	
Over 2 miles	
Total	

Source **Date/Month (YYYY-MM)**

5. Was a SRTS Parent Survey conducted by the school to determine whether they identified the project as a need?

If yes, summarize the results of the survey, particularly how they relate to the project, and indicate the year the survey was completed.

6. Describe the barriers that currently prevent kids from walking/biking safely to school and how this project would mitigate or remove those barriers. In particular, how will this project improve the safety of the route to school and encourage more children to walk or bike?

7. Describe any efforts that the school or community is currently involved in to encourage kids to walk or bike to school.

This would include any efforts that fit into the four “E’s” of SRTS – education, encouragement, enforcement and evaluation, as well as any policies the school has that promote or discourage walking or biking to school.

 Attachment C

Attachment C: *Project Budget Template*

[Click to download a template for Attachment C](#)

This **template** is an example to be used in creating a detailed project cost estimate – not a form to be completed online. Prepare a budget that is broken down by developmental phases – Preliminary Engineering, Right of Way and/or Construction – including specific line items that are appropriate to the project described in this application.

Note that every budget must include some funding in Preliminary Engineering to cover VDOT coordination, plan review and environmental charges. If the project includes a Construction phase, note that there should also be an amount budgeted in Construction for additional VDOT oversight charges to include attendance at the pre-construction meeting and Civil Rights reviews if required.

If this project is part of a larger, multi-phased endeavor, the project budget should only address costs for the specific project scope described in the current application and identified by the termini included in Item 6. Remember that with new TA projects, each project or phase will be funded separately receiving a new project agreement and project number. **EXCEPTION: If this project has received past TE funds and is a continuation of the proposed TE project as described in previous applications, a second column should be added to the budget identifying the prior funds received.**

 Attachment D

Attachment D: *Status of Existing Projects*

Identify project status and activities completed to date for the project / phase that is currently requesting funds. Check all activities that have been completed on this project / phase and provide additional details of the progress made utilizing the text boxes available for each activity.

1. Project Initiation

Initial Project Agreement fully executed

No

Kick-off meeting with VDOT

No

2. Environmental

Environmental (NEPA) document initiated

No

VDOT performing environmental coordination

No

Preliminary plans have been submitted to DHR for review

No

Environmental document complete and no adverse effect (Or MOA executed)

No

3. Preliminary Engineering for current phase in development

RFP for design services developed

No

Design underway

No

50% Plans submitted for VDOT review

No

90/100% Plans submitted for VDOT review

No

Final plans and bid document submitted to VDOT

No

4. Right of Way

No property or easements required

No

R/W plans/ survey complete

No

Appraisal(s) complete

No

All required property acquired/secured

No

R/W certification complete

No

5. Project Resources

Additional funding is available to complete project if this request is not fully funded – no additional TA funding will be requested.

No

Additional TA funding will be requested if this request is not fully funded.

No

6. Provide any additional information that might help establish the progress made to date. *This may include fundraising, public meetings/charrettes, significant donations or other milestones met.*

Attachment E: Request for VDOT Administration

In an effort to assist smaller localities that may not have the staffing necessary to administer a federally funded transportation project, the Department will consider administering a Transportation Alternatives project if requested to do so by the Local Project Sponsor. The Sponsor should discuss this possibility with local VDOT staff prior to submitting their application.

This offer would only be available to localities having a population less than 5,000 and projects that are of a linear nature such as sidewalks and trails. The Department can only consider offering these services if the required staffing is available. In addition, other factors may be considered when VDOT is making a determination of acceptance or not. There is NO guarantee that if a Local Sponsor requests VDOT assistance that the Department will be able to provide the project administration. Therefore every Sponsor must be in a position to administer the project being proposed and should complete the application assuming they will be administering the project.

This offer cannot be made for existing projects and must be made at the time of applying for federal TA funds unless otherwise decided by the Department. When requesting that VDOT administer the project, the following must be understood by the Local Sponsor:

- The Local Sponsor will have to sign a Project Administration Agreement
- The Local Sponsor will be responsible for providing the 20% local match amount
- The local match will be required in cash (no in-kind donations) prior to work beginning
- Any costs above the federal and match amounts will be 100% the responsibility of the Local Sponsor; there are no VDOT funds available for this program
- The Sponsor will be responsible for submitting subsequent TA applications if additional funding is required. They will also be responsible for the additional match requirement if funding is awarded.
- The Local Sponsor will be responsible for maintenance of the completed facility unless otherwise agreed to by the Department
- Department staff will charge their time to the project and these costs will be deducted from the federal allocation and local match contribution
- Department administration will include: design, environmental coordination, advertisement, and construction oversight
- The Project Sponsor will provide final acceptance of the proposed low bid prior to contract award

I understand the requirements above and would like to request that VDOT consider administering this project on the Sponsor's behalf. I understand that there is no guarantee that the Department will be in a position to provide these services and am fully prepared to pursue this project if awarded funding.

No

Sponsor Name

Date

<p>Description Public Notice of Public Hearing</p> <p>Attachment Type Other</p> <p>File Name Williamson Road Ad Affidavit 10-18-16.pdf</p>	<p>Description Board of Supervisors Resolution of Support</p> <p>Attachment Type Resolution of Support</p> <p>File Name 10-25-#3-reso-Williamson Road.pdf</p>
<p>Description Project Budget</p> <p>Attachment Type Detailed Cost Estimate</p> <p>File Name Williamson Estimate 10-19-16.xlsx</p>	<p>Description Williamson Road Pedestrian Improvements Concept Plans</p> <p>Attachment Type Project Sketch</p> <p>File Name Williamson Sidewalk Plans Final 10-25-16.pdf</p>
<p>Description Roanoke Valley Transportation Planning Organization Resolution of Endorsement</p> <p>Attachment Type Resolution of Support</p> <p>File Name RVTPO FY18 TA Applications Resolution.pdf</p>	<p>Description RVTPO Roanoke Valley Transit Vision Plan Excerpt</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Transit Vision Plan 2016 excerpt.pdf</p>
	<p>Description Location Maps: Williamson Road Pedestrian Improvements</p> <p>Attachment Type Project Sketch</p> <p>File Name Williamson Maps 11-1-16.pdf</p>
<p>Description Context Maps: Plantation Road Project and Tinker Creek Greenway</p> <p>Attachment Type Project Sketch</p> <p>File Name Plantation Maps 11-1-16.pdf</p>	<p>Description RVTPO Regional Pedestrian Vision Plan Excerpt</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Ped Vision Plan 2015 excerpt.pdf</p>

	<p>Description Hollins Area Plan Excerpt</p> <p>Attachment Type Local Comprehensive Plan</p> <p>File Name Hollins Area Plan Excerpt.pdf</p>
<p>Description Bikeway Plan for the RVAMPO Excerpt</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Bike Plan 2012 Excerpt.pdf</p>	<p>Description Roanoke County Community Strategic Plan Excerpt</p> <p>Attachment Type Local Comprehensive Plan</p> <p>File Name Community Strategic Plan Excerpt.pdf</p>
<p>Description RVAMPO Constrained Long-Range Transportation Plan 2035 Excerpt</p> <p>Attachment Type Other</p> <p>File Name CLRTP excerpt.pdf</p>	<p>Description 2007 Update to the Roanoke Valley Conceptual Greenway Plan Excerpt</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Greenway Plan Excerpt Tinker.pdf</p>
<p>Description Williamson Road Pedestrian Improvements Pictures</p> <p>Attachment Type Other</p> <p>File Name Williamson Road Pedestrian Improvements Pictures.pdf</p>	



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