

FY 2006

**Rural Transportation Planning Assistance Program**

**SCOPE OF WORK**

for the

Roanoke Valley-Alleghany Regional Commission

(July 1, 2005 – June 30, 2006)

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Approved by the Roanoke Valley-Alleghany Regional Commission – February 24, 2005

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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 Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

# TABLE OF CONTENTS

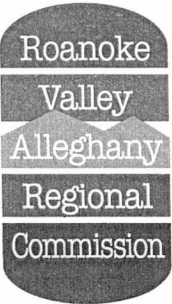
## FY 2006 Rural Transportation Planning Assistance Program - Scope of Work

### Program Management and Activities, and Budget

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#### RESOLUTION

<b>INTRODUCTION.....</b>	<b>1</b>
<b>I. PROGRAM ADMINISTRATION.....</b>	<b>2</b>
A. Rural Transportation Planning Program Management.....	2
B. Rural Transportation Planning Assistance Program – Scope of Work .....	2
<b>II. PROGRAM ACTIVITIES .....</b>	<b>3</b>
A. Rural Demographic Profiles and Public Participation (Environmental Justice) .	3
B. Rural Safety Team – Safety Conscious Planning .....	3
C. Ozone Early Action Plan (EAP) – Implementation .....	4
D. General Technical Assistance, Technical Support Activities, etc.....	4
E. Allegheny Highlands Strategic Long Range Transportation Plan – Implementation.....	5
F. Rural Bicycle Plan - Interconnectivity .....	5
<b>III. BUDGET .....</b>	<b>7</b>



# The Regional Commission

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The 24<sup>th</sup> day of February, 2005

## RESOLUTION

### Approving the FY 2006 Rural Transportation Planning Assistance Program Scope of Work

**WHEREAS**, the FY 2006 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; 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; and

**BE IT THEREFORE RESOLVED**, that the Roanoke Valley-Alleghany Regional Commission does hereby approve and adopt the FY 2006 Rural Transportation Planning Assistance Program Scope of Work.

W. D. "Bill" Bestpitch  
Chairman

## INTRODUCTION

The Virginia Department of Transportation (VDOT) has allocated part of the State Planning and Research (SPR) money made available under the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) to provide transportation planning *assistance* for non-urbanized portions of the State, including those within the Roanoke Valley-Alleghany region. Also, as part of this SPR funding allocation, VDOT has established a pool of funds available for *additional* transportation planning projects through a competitive *grant* application process. These programs 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 to be used in cooperation with the Department of Transportation and Commonwealth of Virginia, for transportation planning as required by Section 135, Title 23, U.S. Code. These federal funds provide 80% financing and require 20% local match.

At a minimum, the scope of work shall address the following activities:

- Review of statewide transportation plans and compilation of local government comments relative to plan updates.
- Review of the annual Statewide Transportation Improvement Program.
- Development of regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.
- Identification of major regional issues pertaining to transportation safety, road capacity, and accessibility.
- Identification of methods to expand and enhance transit services and to increase the use of such services.

In addition, the scope of work shall include other 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. However, the cost to carry out the entire program must be kept within the financial assistance being provided unless additional local funds are made available to finance the additional work. The criteria for the determination of eligibility of studies for inclusion as part of this document 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**

### **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 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 (i.e. July 1, 2006 to June 30, 2007). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable End Product: The *FY 2007 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.

## **II. PROGRAM ACTIVITIES**

### **A. Rural Demographic Profiles and Public Participation (Environmental Justice)**

*Description:* In order to target public participation opportunities to low income, minority, limited English proficiency, elderly, disabled and similar stakeholder groups, demographic profiles for rural localities are needed. Staff will employ a methodology developed for the Roanoke Valley-Area Metropolitan Planning Organization in FY 2005, which compares regional averages of selected census categories to develop an “Environmental Justice Index” score for a particular census geography (tract and/or block group). After the profiles are complete, staff will work with appropriate stakeholders to develop a framework to evaluate potential benefits and/or burdens that large-scale transportation projects may place on neighborhoods and communities. Since a single transportation project has the potential to bring both benefits and burdens, the framework will seek to indicate the potential for a net benefit or net burden to the community involved. The framework will be used at the planning level when new projects are proposed. Resulting staff time, if any, will be devoted to direct public participation opportunities such as meetings, surveys, and/or focus groups concerning rural transportation issues. *(See counterpart in FY 2006 Unified Planning Work Program –UPWP- for the Roanoke Valley Area Metropolitan Planning Organization.)*

*Deliverable End Product:* Rural Demographic Profiles, Benefit/Burden evaluation framework, and public participation opportunities.

### **B. Rural Safety Team – Safety Conscious Planning**

*Description:* Staff will conduct a preliminary “Rural Transportation Safety Analysis” using available resources concerning accident and safety related occurrences. The “safety analysis” will be general in detail and serve as an “indicator” of possible safety related trends. Staff will then form a committee composed of various community representatives to act as a community leader and clearinghouse for transportation safety information and best practices. The committee shall include representatives from law enforcement agencies, municipal traffic engineers/planners, Radar and other interested parties. The safety team will encompass various modes of transportation including, bicycle, pedestrian, public

transportation and vehicular traffic. The safety team will use the preliminary analysis as a starting point for discussion concerning the integration of safety concerns in the planning process. *(See counterpart in FY 2006 Unified Planning Work Program –UPWP- for the Roanoke Valley Area Metropolitan Planning Organization.)*

*Deliverable End Product:* 1) Preliminary Rural Safety Analysis – Planning Level Detail.  
2) Formation of transportation safety team, which will assist staff in developing priorities for safety, related planning efforts.

### **C. Ozone Early Action Plan (EAP) - Implementation**

*Description:* In December 2002 officials from the counties of Botetourt and Roanoke, the town of Vinton, and the cities of Roanoke and Salem entered into an Ozone Early Action Compact (EAC) with the Virginia Department of Environmental Quality (DEQ) and the federal EPA. In March 2004 regional governments adopted the Ozone Early Action Plan (EAP), which resulted from the EAC process. This element involves the implementation of transportation strategies to support the adopted Early Action Plan (EAP) as it applies to the rural portion of the EAP service area. *(See counterpart in FY 2006 Unified Planning Work Program –UPWP- for the Roanoke Valley Area Metropolitan Planning Organization.)*

*Deliverable End Product:* Implementation of various transportation demand reduction strategies that support the adopted Ozone Early Action Plan (EAP).

### **D. General Technical Assistance, Technical Support Activities, and Regional Greenways Mapping Assistance.**

*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 FY2006 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of FY2006.

**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 as needed.
- **Transportation Enhancement Assistance** – Local government assistance on the preparation of Transportation Enhancement (TE) grants as needed.
  - **The Town of Boones Mill has requested TE assistance for FY 2006.**

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

**E. Alleghany Highlands Strategic Long Range Transportation Plan - Implementation**

Description: Staff completed the Alleghany Highlands Strategic Long Range Transportation Plan as a part of the FY2003 RTPAP (Scope of Work). This element provides staff assistance to the localities, non-profit and private groups involved in the implementation of the FY 2003 Plan.

Deliverable End Product: Staff assistance with implementation of specific transportation strategies called for in the FY2003 Alleghany Highlands Strategic Long Range Transportation Plan. This is typically facilitated by the “action oriented” meeting series started in FY 2005. It also includes additional follow-up stakeholder meetings designed at encouraging and facilitation progress towards the strategies from the FY 2003 Plan.

**F. Rural Bicycle Plan Update - Interconnectivity**

Description: The current Rural Bicycle Plan was approved in 1997. Since then, RVARC staff has developed a methodology, as a part of the Regional Bicycle Suitability Study Phases I and II (RVAMPO Project FY 2003 – FY 2004) that is being used to update the

Roanoke Valley Area Metropolitan Bicycle Plan in FY 2005. This methodology will be applied to the rural area in the following general manner:

- 1) Formation of “Stakeholder Advisory Committee” to guide the process.
- 2) Identify corridors for bicycle level of service analysis.
- 3) Collect data and conduct fieldwork.
- 4) Analyze data using BCI Model.
- 5) “Stakeholder Advisory Committee” review of analysis.
- 6) Conduct follow-up analysis and fieldwork as needed.
- 7) Draft Report
- 8) Final Report

As a part of this update, staff will review neighboring PDC bicycle and pedestrian plans for possible interconnectivity with the Rural Bicycle Plan Update. Staff will also strive to coordinate planning activities with neighboring PDCs that are currently updating bicycle and/or pedestrian plans.

*Deliverable End Product:* Rural Bicycle Plan Update – Final Report

### III. BUDGET

<b>Tasks</b>	<b>VDOT (SPR)</b>	<b>Local</b>	<b>Total</b>
Program Administration	<b>\$7,814</b>	<b>\$1,954</b>	<b>\$9,768</b>
A. Program Management	\$6,251	\$1,563	\$7,814
B. RTPAP – Scope of Work	\$1,563	\$391	\$1,954
Program Activities	<b>\$40,186</b>	<b>\$10,046</b>	<b>\$50,232</b>
A. Rural Demographic Profiles and Public Participation	\$5,216	\$1,303	\$6,519
B. Rural Safety Team – Safety Conscious Planning	\$8,742	\$2,186	\$10,928
C. Ozone Early Action Plan - Implementation	\$1,302	\$325	\$1,627
D. General Technical Assistance, Technical Support Activities and Regional Greenways Mapping Assistance	\$8,878	\$2,220	\$11,098
E. Allegheny Highlands Strategic Long Range Transportation Plan Implementation	\$4,378	\$1,095	\$5,473
F. Rural Bicycle Plan - Interconnectivity	\$11,670	\$2,917	\$14,587
<b>TOTAL</b>	<b>\$48,000</b>	<b>\$12,000</b>	<b>\$60,000</b>