

**FY 2018 Rural Transportation Planning
Work Program
SCOPE OF WORK**
for the
Roanoke Valley-Alleghany Regional Commission
(July 1, 2017 – June 30, 2018)



Roanoke Valley-Alleghany
REGIONAL
commission

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FY 2018 Rural Transportation Planning Work 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 Towns of Clifton Forge and Rocky Mount, the Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

I. 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-2018 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 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.

II. PROGRAM ADMINISTRATION (\$13,557)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

Description: This activity includes all ongoing department-wide management and administrative activities, not attributable to specific program activities. There are four (4) objectives for this work task:

- (1) administration of the current transportation planning work program activities;**
- (2) preparation for the next year's work program activities;**
- (3) participation in meetings with staff and stakeholders regarding the management and administration of the work program, and**
- (4) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.**

Deliverable End Products and Schedule: 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.**
- **Participation in Commission, RTC, and other administrative meetings.**
- **Preparation of the FY19 Work Program and any amendments or revisions to the existing scope of work as needed.**
- **Preparation of quarterly financial and work program progress reports.**
- **Purchase of professional reports, materials, equipment, and services as needed to assist staff in work activities.**

Lead: RVARC staff – Cristina Finch

| | |
|--------------------------------------------------------------|-----------------|
| SPR Funds (80%) | \$10,846 |
| PDC Funds (20%) | \$2,711 |
| Total Budgeted Expenditure for Program Administration | \$13,557 |

II. PROGRAM ACTIVITIES (\$58,943)

Background and Objective: Address regionalized transportation issues that are identified by the member local governments, Transportation Technical Advisory Committee, and/or the Planning District Commission. Individual projects and work elements are described below:

A. Long-Range Planning, Programming and Stakeholder Outreach (\$11,135)

Objective and Description: Participate in long-range planning, financial programming, and stakeholder outreach meetings throughout the fiscal year pertaining to:

- Participate in VTrans meetings and webinars regarding Needs Consolidation / Recommendations and SMART SCALE Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in the CTB's Six-Year Improvement Program Fall/Spring Transportation Meetings.
- Participate with the MPOs and VDOT on setting and tracking performance measure goals.
- Participate in statewide rural transportation planning meetings including WEBEX Webinars (various topics and on a monthly basis)
- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year
- Support local governments prepare grant applications such as SMART SCALE, Transportation Alternatives, FTA 5310, FTA 5311, etc.

Deliverable End Products and Schedule: Specific assistance to be requested by member localities, VDOT, or others as necessary to provide input into the statewide transportation planning process.

Lead: RVARC staff – Bryan Hill

B. Corridor/Area Studies, Land Use and Traffic Analysis (\$12,937)

Objective and Description: Analysis of existing and future transportation conditions, as well as the evaluation of traffic conditions at specific intersections, corridors, or proposed developments. At a minimum, this item will include the following projects:

- **Franklin County and Boones Mill Wayfinding Signage – Including the Town of Boones Mill in a continuation of Franklin County's wayfinding signage program; and to build upon the wayfinding proposals of the Town of Rocky Mount with ideas, locations, funding sources and design for tourists**

and citizens to locate points of interest in the County to improve tourism/recreation.

- **VDOT Highways Existing/Future Conditions Report** – In working with VDOT Salem District, this report will include level-of-service, volume/capacity, and travel times on rural highways in the Salem District. Any problem areas will be noted and related maps created.
- **Crash Analysis and Reporting (Data Collection, Visualization and Analysis)** – Staff will work with VDOT Salem District, Ride Solutions, and other stakeholders to document roadway, pedestrian, and bicycle crash data, patterns and trends in the rural RVARC localities within the Salem District noting key high crash locations.

As needed or requested, this item may also include the following:

- **Compilation of available regional (current and future) land use GIS layers and attribute data for updating Statewide Planning System and Statewide Travel Demand Model.**
- **Capture unavailable regional GIS land use and attribute data using VDOT templates.**
- **Provide assistance to local governments identifying multimodal districts or urban development areas.**
- **Other corridor/area, land use, or traffic analysis.**

Deliverable End Products and Schedule: Continued implementation of Franklin County's Wayfinding Signage program; Existing/Future Conditions Highways Report; and Crash Analysis Report.

Lead: RVARC staff – Eddie Wells, Rachel Ruhlen

C. Public Transportation Planning and Analysis (\$25,800)

Objective and Description: The Unified Human Services Transportation Systems, Inc. (RADAR) provides deviated fixed-route transit service in the Alleghany Highlands. Other specialized transit services are provided by the Alleghany Highlands Community Services Board, Botetourt County's Senior and Accessible Van Program, and the County of Roanoke Transportation (CORTRAN) operated by RADAR.

This item aims to provide transportation planning assistance to support a well-coordinated and efficient transit service within the rural area as well as to the Roanoke Valley urban area. At a minimum, this item includes:

- **Franklin County Connection to Passenger Rail – Continuing the work started in FY17, study public transportation options for residents to access regional passenger rail facilities.**
- **Alleghany Highlands/Roanoke Valley Public Transportation Connection Study – Assist Clifton Forge in evaluating commuter patterns and potential demand for bus transit connections between the Alleghany Highlands and the Roanoke Valley for a variety of purposes such as access to employment opportunities, healthcare, education, AMTRAK connections in Roanoke and Clifton Forge, etc.**
- **Alleghany Highlands Transit Service Evaluation – Support follow-up activities related to the DRPT consultant study initiated in FY17 on the cost effectiveness and efficiency of the Mountain Express.**

Deliverable End Products and Schedule:

- **A study with multiple scenarios/recommendations on how to transport individuals from Franklin County and the Alleghany Highlands to regional rail stations, and**
- **Commuter and ridership statistics between the Highlands and the Roanoke Valley and recommendations for new or modified public transportation services.**

Lead: RVARC staff – Eddie Wells

D. Bicycle and Pedestrian Planning (\$1,970)

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 Recommendations Implementation – Finishing work with localities to implement recommendations from the U.S. Bicycle Route 76 study. The study includes an inventory of existing conditions and recommendations for safety, wayfinding, and spur routes to connect to other bicycle facilities.**
- **Pedestrian Infrastructure Mapping and Inventory – Continue mapping rural pedestrian infrastructure and identify gaps in the network. In FY18, the task will involve mapping sidewalks in the Town of New Castle. Provide VDOT with a shape file with latitude/longitude locations to include whether the gap is located adjacent to the roadway.**
- **Bicycle/Pedestrian Connection from Roanoke Valley to the Alleghany Highlands via Clifton Forge – Identify the bicycle/pedestrian connection options from Botetourt County to Clifton Forge. Develop map of existing**

bicycle/pedestrian facilities in Botetourt County and Clifton Forge. Research transportation funding sources applicable to make such connections.

- **Botetourt County Bicycle/Pedestrian Greenway Trail Assistance – To assist Botetourt County to develop an activity timeline for greenway development; provide technical assistance/resources to implement a greenway plan; and utilize economic modeling tools to assist in project development.**
- **Regional Greenway Plan Update – Assist the Greenway Commission in a Regional Greenway Plan update to reflect significant changes in the intervening 10 years since the previous plan’s adoption. New funding sources, prioritization and programming methods including SMART SCALE have been established. This update will focus on expanding the greenway system into Botetourt County and other identified rural areas, incorporating the system into the multimodal transportation network, identifying connections with the regional pedestrian, bicycle, and transit networks, enabling connectivity with neighborhoods and multimodal centers, and reviewing implementation strategies. It is anticipated that the Plan will be completed in the first quarter of FY18.**

Deliverable End Products and Schedule:

- **Route 76 Corridor Study,**
- **Bicycle and Pedestrian Mapping,**
- **Alleghany Highlands/Roanoke Valley Bicycle/Pedestrian Connections Plan and identified funding sources,**
- **Develop resource list and timeline to assist with Botetourt greenway projects, and**
- **Updated Regional Greenway Plan.**

Lead: RVARC staff – Amanda McGee

E. General Technical Assistance (\$7,101)

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 FY2018 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).**

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

Lead: RVARC staff – As assigned.

SPR Funds (80%) \$ 58,000

PDC Funds (20%) \$ 14,500

Total Budgeted Expenditure for Program Activities \$ 72,500

III. BUDGET

| Tasks | VDOT (SPR) | Local | Total |
|----------------------------------------------|-------------------|-----------------|-----------------|
| <u>Program Administration</u> | | | |
| Total Administration | \$10,846 | \$2,711 | \$13,557 |
| <u>Program Activities</u> | | | |
| A. Long Range | \$8,908 | \$2,227 | \$11,135 |
| B. Corridor Studies | \$10,350 | \$2,587 | \$12,937 |
| C. Public Transportation Planning & Analysis | \$20,640 | \$5,160 | \$25,800 |
| D. Bike/Pedestrian | \$1,575 | \$395 | \$1,970 |
| E. General Technical Assistance | \$5,681 | \$1,420 | \$7,101 |
| Total Program Activities | \$47,154 | \$11,789 | \$58,943 |
| TOTALS | \$58,000 | \$14,500 | \$72,500 |