

**FY 2021 Rural Transportation Planning  
Work Program  
SCOPE OF WORK  
for the  
Roanoke Valley-Alleghany Regional Commission  
(July 1, 2020 – June 30, 2021)**



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

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## FY 2021 Rural Transportation Planning Work Program - Scope of Work Program Management and Activities, and Budget

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### RESOLUTION

*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, granted by the Federal Highway Administration (FHWA), 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. 505 (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 this fiscal year each planning district commission / regional commission that has rural area will receive \$58,000 in federal funds 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. 505, State Planning and Research.

## II. PROGRAM ADMINISTRATION (\$13,620)

**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;
- (2) preparation for the next year's work program;
- (3) participation in Regional Commission and other meetings with staff and stakeholders regarding the management/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 stakeholder meeting agendas, notices, minutes and memorandums.
- Participation in Commission, rural transportation technical stakeholder, and other administrative meetings.
- Preparation of the next fiscal year's 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

<b>FHWA Funds via VDOT SPR program (80%)</b>	<b>\$10,896</b>
<b>PDC Funds (20%)</b>	<b>\$2,724</b>
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$13,620</b>

### III. PROGRAM ACTIVITIES (\$58,880)

**Background and Objective:** Address regional transportation issues that are identified by member local governments and/or the Planning District Commission. Individual projects and work elements are described below:

#### A. **Long-Range Planning, Programming and Stakeholder Outreach (\$25,984)**

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

- Update to the Rural Long-Range Transportation Plan.
- Participate in VTrans and SMART SCALE meetings and webinars.
- 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 and when possible, provide a display to serve as outreach to the region's citizens.
- 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 rural transportation-related meetings, conferences, and any other related stakeholder meetings that may arise.
- Provide / review data as requested by VDOT throughout the fiscal year.
- Support local governments/transit agencies prepare grant applications such as SMART SCALE, Transportation Alternatives, FTA 5310, FTA 5311, etc. and prepare grant applications for submission by the Regional Commission.

**Deliverable End Products:** Updated Rural Long-Range Transportation Plan, specific assistance to be requested by member localities, VDOT, or others as necessary to provide input into the statewide transportation planning and programming process; staff participation in related rural transportation meetings and conferences; submission of SMART SCALE applications.

**Lead:** RVARC staff

#### B. **Corridor/Area Studies, Land Use and Traffic Analysis (\$4,691)**

**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. As needed or requested, this item may 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.
- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestion data.
- Provide assistance to local governments identifying multimodal districts or urban development areas.
- Continued work with state agencies and other stakeholders on I-81 including attendance at meetings related to I-81; monitoring of I-81 legislation and other efforts to improve the corridor.
- Other corridor/area, land use, or traffic analysis.

**Deliverable End Products:**

- Participation in ongoing I-81 meetings; corridor/area studies/analysis as needed.

**Lead:** RVARC staff

**C. Public Transportation Planning and Analysis (\$12,251)**

**Objective and Description:** The Unified Human Services Transportation Systems, Inc. (RADAR) provides deviated fixed-route transit service in the Alleghany Highlands and limited fixed-route service between Ferrum College and Roanoke. 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. RIDE Solutions provides transportation demand management services.

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

- Commuter Assistance Program Strategic Plan – A six-year plan for RIDE Solutions commuter assistance program will be developed. This task will coordinate the plan with regional stakeholders and the commuter assistance plans being developed in adjacent regions.
- Vanpool Program Development – This task will provide support to RIDE Solutions, regional transit agencies, and DRPT as vanpool options are planned and developed within the RVARC area and in connection to adjacent regions.
- Serve as a member of RADAR’s Advisory Committee.

- Provide public transportation planning support as needed; Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

**Deliverable End Products:**

- Commuter Assistance Program Strategic Plan
- Participation in RADAR's Advisory Committee
- Initiation of vanpool services, as needed.
- Ongoing public transportation planning assistance, as needed.

**Lead:** RVARC staff

**D. Bicycle and Pedestrian Planning (\$3,063)**

**Description:** This item involves planning to increase non-motorized transportation in the rural area including development of related infrastructure, such as sidewalks, shared-use paths, greenways, bike lanes, and other facilities. Staff will provide support to the Regional Bicycle & Pedestrian Committee. This item will include the following projects:

- **Update to the Rural Bikeway Plan** – Work began in FY19 to update the current Rural Bikeway Plan from 2006. Staff is nearing completion of this update and will continue to meet with local governments and obtain citizen input as necessary to support completion of the plan's update.
- **Route 311/Appalachian Trail Pedestrian Bridge** – Staff will continue to participate in meetings initiated in FY19 to develop a pedestrian bridge across Route 311.
- **Route 311 Shuttle Project** – Staff will assist VDOT and member localities in mitigating impacts to McAfee Knob trail users caused by construction of the Route 311 Pedestrian Bridge by exploring the implementation of a shuttle service.

**Deliverable End Products:**

- Update to the Rural Bikeway Plan
- Support to the Route 311 bridge and shuttle projects
- Support to the Regional Bicycle & Pedestrian Committee
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile for which VDOT – Transportation Mobility and Planning Division will provide a standardized format or other assistance, as needed.

**Lead:** RVARC staff

**E. General Technical Assistance (\$12,890)**

**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 this fiscal year 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.

**Deliverable End Products:** Specific technical assistance products requested by member local governments and other partner agencies or as needed to support other elements of this Work Program.

**Lead:** RVARC staff

**FHWA Funds via VDOT SPR program (80%)** **\$47,104**

**PDC Funds (20%)** **\$11,776**

**Total Budgeted Expenditure for Program Activities** **\$58,880**

**IV. BUDGET**

Tasks	FHWA funds via VDOT SPR program 80%	Local 20%	Total
<b>Program Administration</b>	<b>\$10,896</b>	<b>\$2,724</b>	<b>\$13,620</b>
<b><u>Program Activities</u></b>			
A. Long Range	\$20,787	\$5,197	\$25,984
B. Corridor Studies	\$3,753	\$938	\$4,691
C. Public Transportation Planning & Analysis	\$9,801	\$2,450	\$12,251
D. Bike/Pedestrian	\$2,450	\$613	\$3,063
E. General Technical Assistance	\$10,313	\$2,577	\$12,890
<b>Total Program Activities</b>	<b>\$47,104</b>	<b>\$11,776</b>	<b>\$58,880</b>
<b>TOTALS</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>

*Note: Rounding of numbers may result in minor calculation discrepancies.*