

FY 2005

Rural Transportation Planning Assistance Program

SCOPE OF WORK

for the

Roanoke Valley-Alleghany Regional Commission

(July 1, 2004 – June 30, 2005)

Approved by the Roanoke Valley-Alleghany Regional Commission – April 22, 2004

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

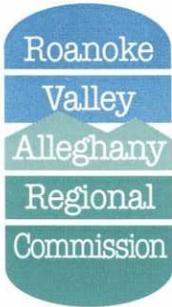
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The Regional Commission

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The 22nd day of April, 2005

RESOLUTION

Approving the FY 2005 Rural Transportation Planning Assistance Program Scope of Work

WHEREAS, the *FY 2005 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 2005 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 21st 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 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, 2005 to June 30, 2006). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable End Product: The *FY 2005 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. Seminars and Special Events – VTRANS 2025 Assistance

Description: In order to address transportation related issues the RVARC planning area is facing, or will be facing, RVARC staff will host educational seminars and workshops on urban transportation related issues to enhance citizen, board member and local official education on transportation planning issues. Example topics may include Safety and Security, Management and Operations, Air Quality and Transportation and/or Public Participation and Environmental Justice. RVARC staff will also assist VDOT with outreach meeting and events concerning the VTRANS 2025 Statewide Long- Range Plan as necessary. *(See counterpart in FY 2005 Unified Planning Work Program –UPWP- for the Roanoke Valley Area Metropolitan Planning Organization.)*

Deliverable End Product: Public meetings/workshops concerning relevant transportation issues. Public meetings/forums concerning the VTRANS 2025 Statewide Multimodal Plan (as needed).

B. 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 2005 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).

**C. Intelligent Transportation Systems Regional Architecture and Concept of Operations
– Rural Element**

Description: This element is an extension of the FY2004 RTPAP (Scope of Work) element titled *Intelligent Transportation Systems Planning - Rural Element*. This element involves close coordination with VDOT and their consultant in the development of the Concept of Operations and ITS Architecture for the rural portion of the I-81 Corridor. It is anticipated that coordination with VDOT will yield an ITS Architecture that can be adopted as a “regional” ITS Architecture. (See counterpart in FY 2005 Unified Planning Work Program –UPWP- for the Roanoke Valley Area Metropolitan Planning Organization.)

Deliverable End Product: Regional Intelligent Transportation Systems (ITS) Concept of Operations and Architecture – technical work and narrative provided by VDOT and their consultant – which could be adopted as a “Regional” ITS Architecture.

D. General Technical Assistance, Technical Support Activities, Safety Conscious Planning 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 FY2005 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of FY2005.

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).
- **Safety Conscious Planning** – collection, analysis and presentation of available safety (accident) related data to support the long-range planning process.

- ***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.

Deliverable End Product: An on-going effort to incorporate accident and other data obtained by cooperation with the FHWA and VDOT into RTPAP transportation planning products.

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 FY2003 Plan.

Deliverable End Product: Staff assistance with implementation of specific transportation strategies called for in the FY2003 Alleghany Highlands Strategic Long Range Transportation Plan.

III. BUDGET

Tasks	VDOT (SPR)	Local	Total
Program Administration	\$9,370	\$2,342	\$11,711
A. Program Management	\$7,495	\$1,874	\$9,369
B. RTPAP – Scope of Work	\$1,875	\$468	\$2,342
Program Activities	\$38,630	\$9,658	\$48,289
A. Seminars and Special Events – VTRANS 2025 Assistance	\$5,442	\$1,361	\$6,803
B. Ozone Early Action Plan (EAP) - Implementation	\$10,930	\$2,733	\$13,663
C. Intelligent Transportation Systems – Regional Architecture and Concept of Operations	\$958	\$240	\$1,198
D. General Technical Assistance, Technical Support Activities, Safety Conscious Planning and Regional Greenways Mapping Assistance	\$12,990	\$3,247	\$16,237
E. Allegheny Highlands Strategic Long Range Transportation Plan Implementation	\$8,310	\$2,077	\$10,388
TOTAL	\$48,000	\$12,000	\$60,000