

FY 2016 Rural Transportation Planning  
Work Program  
SCOPE OF WORK  
for the  
**Roanoke Valley-Alleghany Regional Commission**  
(July 1, 2015 – June 30, 2016)



Roanoke Valley-Alleghany  
**REGIONAL**  
commission

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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.*

## 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-2016 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.

# **I. PROGRAM ADMINISTRATION (\$7,508)**

## **A. Rural Transportation Program Management (\$6,005)**

*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 and Rural Transportation Technical Committee (RTC) 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 (\$1,503)**

*Description:* This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

*Deliverable End Product:* The *FY 2017 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.

<b>SPR Funds (80%)</b>	<b>\$6,005</b>
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<b>PDC Funds (20%)</b>	<b>\$1,503</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$7,508</b>
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## II. PROGRAM ACTIVITIES (\$64,992)

### A. Rural Long-Range Plan Project Prioritization (\$2,422)

*Description:* Submit a prioritized list of projects for HB2 consideration and the Virginia Multimodal Transportation Plan to our District Planner by the Second Quarter of FY-16. Also, provide documentation of prioritization methodology used to develop the list.

*Deliverable End Product:* Prioritized list of projects taken from the Roanoke Valley-Alleghany Rural Long-Range Transportation Plan.

### B. Comprehensive Plan Updates – Botetourt County (\$7,702)

*Description:* Assist Botetourt County with an update to their Comprehensive Plan. The Rural Transportation Planning Assistance Program will be used to fund work on the transportation related elements of the plan, which will include the information and analysis as required in the Code of Virginia.

*Deliverable End Product:* 1) Demographics, trends and transportation elements of the Botetourt County Comprehensive Plan, including maps, data and text amendments to the Plan dealing with coordination of land use and transportation.

### C. Bicycle and Pedestrian Planning (\$23,795)

*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** – Continue to assist localities with a corridor study of the road segments that make up the portion of U.S. Bicycle Route 76 within the region. The study, which is in its final phases, will include an inventory of existing conditions and recommendations for safety, wayfinding, and spur routes to connect to other bicycle facilities. Phase two of the project may also include interactive online mapping of the corridor to help promote its usage.
- **Pedestrian Infrastructure Mapping and Inventory** – Continue mapping rural pedestrian infrastructure and identify gaps in the network. In FY16, the task will involve mapping sidewalks in the City of Covington. Provide VDOT with a shape file with lat/long locations to include whether the gap is located adjacent to the roadway.
- **Clifton Forge Trail Connection to Adjoining Counties** – Determine the feasibility of connecting trails from Clifton Forge with trails in Alleghany and Botetourt Counties.

- **Craig County Greenway Extension--Safe Routes to School Grant Program** – Assist Craig County in the implementation, and funding through grants, of improvements to the bicycle and pedestrian environment and increase the number of students safely walking and biking to school. This enhanced safety will be developed by using existing greenway and shared path concepts.
- **Botetourt County Craig Valley Scenic Trail Phase I** – Assist Botetourt County with completing the Craig Valley Scenic Trail Phase I to include right-of-way review, route planning and design, asset inventory and inspection, public engagement and grant writing for project funding.
- **Craig County Greenway Development** – Continue planning and development assistance for a greenway to connect downtown New Castle with the Craig County Sports Complex.
- **Botetourt County Trails Plan** – Continue to assist Botetourt County in the development of the final document and adoption by the Board of Supervisors.

*Deliverable End Product:* 1) Route 76 Corridor Study, 2) Bicycle and Pedestrian Mapping, 3) Safe Routes to School grant application, 4) Inventory of existing trail ROW, grant applications for future project phases, and a final Craig Valley Scenic Trail Plan, and 5) Completed and adopted Botetourt County Trails Plan.

#### **D. Corridor Studies and Traffic Analysis (\$11,244)**

*Description:* Analysis of existing and future corridor conditions, as well as the evaluation of traffic conditions at specific intersections or proposed developments. This item will include the following projects:

- **Town of Rocky Mount Wayfinding** – Assist the Town in the development of a wayfinding system.
- **Franklin County Wayfinding Signage** – Assist the County with ideas, locations, funding sources and design for tourists and citizens to locate points of interest in the County to improve tourism/recreation.
- **Clifton Forge Sign Inventory** – Survey the roads and signs in Clifton Forge to develop a systematic approach of replacing all signage that is not compliant with the Manual on Uniform Traffic Control Devices.
- **Rocky Mount: North Main Traffic Circulation** – Assist town staff in exploring possible traffic flow alternatives at the Franklin/Main/Pell Street intersection.

*Deliverable End Product:* 1) A GIS layer that accounts for all signs by location, post and type throughout Clifton Forge and 2) strategic plan for implementing a county-wide wayfinding program.

## E. VDOT Outreach Meetings and Data Review (\$7,266)

*Description:* Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:

- VTrans Update
- 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
- WEBEX Webinars (various topics and on a monthly basis)
- HB2 Prioritization
- Virginia Surface Transportation Plan Update (VSTP)
- Bicycle and Pedestrian planning
- Freight planning
- Other meetings as requested

*Deliverable End Product:* Specific assistance to be requested by VDOT or necessary to provide input into the statewide transportation planning process.

## F. General Technical Assistance (\$12,573)

*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 FY2016 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. Specifically in FY16, provide assistance to rural localities in the development of Urban Development Areas.
- **Public Transportation Assistance** – Staff will continue to provide planning and development support as needed to the Mountain Express and CORTRAN.
- **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 and member governments as needed.
- **Transportation Alternative Assistance** – Local government assistance on the preparation of Transportation Alternative (TA) grants as needed.

- **Review of Traffic Impact Analysis** – Assist local governments in their review and consideration of traffic impact analysis, as required under Chapter 527 regulations.
- **VTRANS Performance Measures** - Assist VDOT with the collection of data relevant to VTRANS 2035 performance measures.

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

<b>SPR Funds (80%)</b>	<b>\$51,994</b>
<b>PDC Funds (20%)</b>	<b>\$12,998</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$64,992</b>



### III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	4,804	1,201	6,005
B. RTPAP Scope of Work	1,202	301	1,503
<b>Total Administration</b>	<b>\$6,006</b>	<b>\$1,502</b>	<b>\$7,508</b>
<u>Program Activities</u>			
A. RLRP Project Prioritization	1,938	484	2,422
B. Comprehensive Plan Updates	6,162	1,540	7,702
C. Bicycle and Pedestrian Planning	19,028	4,757	23,785
D. Corridor Studies and Traffic Analysis	8,995	2,249	11,244
E. VDOT Outreach Meetings & Review	5,813	1,453	7,286
F. General Technical Assistance	10,058	2,515	12,573
<b>Total Program Activities</b>	<b>\$51,994</b>	<b>\$12,998</b>	<b>\$64,992</b>
<b>TOTALS</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

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The 26<sup>th</sup> day of March, 2015

## **RESOLUTION**

### **Approval of the FY 2016 Rural Transportation Planning Work Program Scope of Work**

**WHEREAS**, the FY 2016 Rural Transportation Planning Work 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 within the rural planning area of the Roanoke Valley-Alleghany region; and

**WHEREAS**, this Planning Work Program Scope of Work details all transportation and transportation-related planning activities anticipated within the rural area of the region during the coming fiscal year.

**NOW, BE IT THEREFORE RESOLVED**, that the Roanoke Valley-Alleghany Regional Commission does hereby approve and adopt the FY 2016 Rural Transportation Planning Work Program Scope of Work, as presented.

Jane Johnson  
Chair