



**RESOLUTION APPROVING THE FISCAL YEAR 2025
RURAL TRANSPORTATION PLANNING WORK PROGRAM**

WHEREAS, the staff of the Central Virginia Planning District Commission (CVPDC) has prepared the annual Rural Transportation Planning Work Program for fiscal year 2025; and,

WHEREAS, the Rural Transportation Planning Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this Rural Transportation Planning Work Program is now before the Central Virginia Planning District Commission (CVPDC) for approval.

NOW, THEREFORE, BE IT RESOLVED that the Central Virginia Planning District Commission does hereby approve the Rural Transportation Planning Work Program for Fiscal Year 2025 and authorizes it to be submitted to the Virginia Department of Transportation.

ADOPTED this 16th day of May 2024 by the Central Virginia Planning District Commission.

ATTESTED BY:

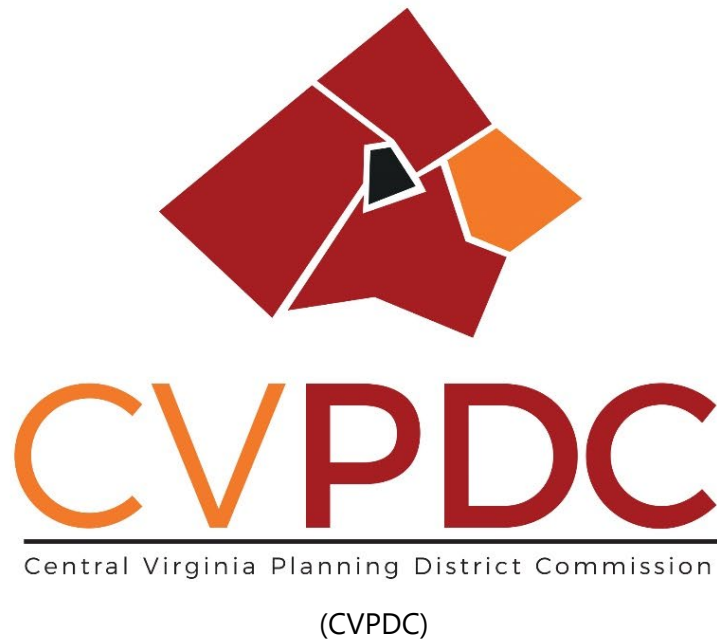
CERTIFIED BY:

Alexander W Brebner, *Secretary*
Central Virginia Planning District Commission

Mayor Richard Conner, *Chair*
Central Virginia Planning District Commission

RURAL TRANSPORTATION PLANNING WORK PROGRAM

Fiscal Year (FY) 2024 – 2025



828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491
www.cvpdc.org

Transportation Technical Committee (TTC) Recommendation
April 11, 2024

CVPDC Policy Board Adoption
xx-xx.-2024

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**CVPDC Resolution
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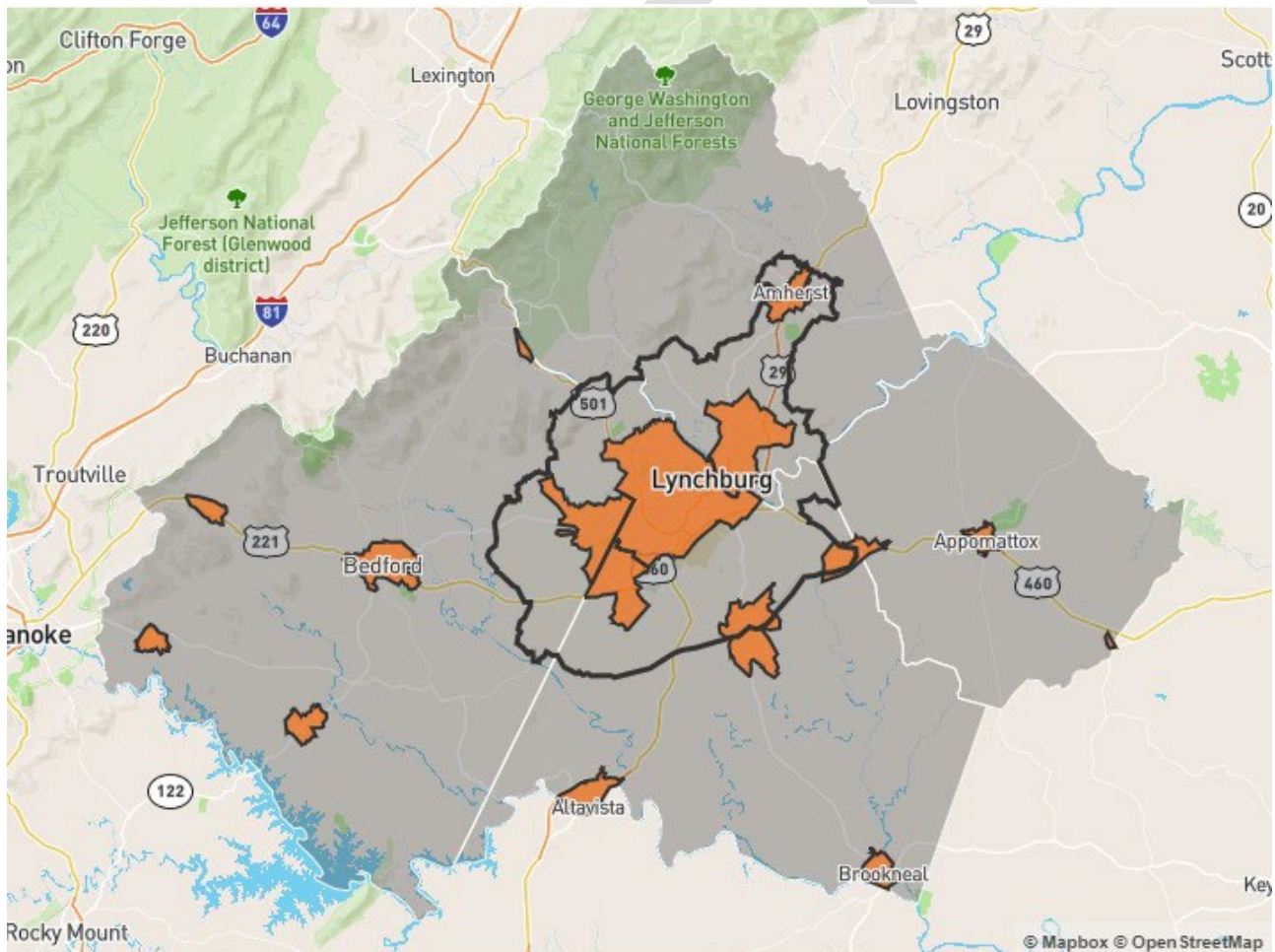
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INTRODUCTION

The CVPDC is established under section 15.2-4200 of the Code of Virginia as one of 21 planning districts that serve the local governments of the Commonwealth. The CVPDC works to provide services for member localities and identify and develop opportunities for coordination among the region's local governments. The CVPDC area encompasses the Counties of Amherst, Appomattox, Bedford, and Campbell.

The CVPDC encourages and facilitates collaboration among local governments, businesses, citizen organizations, and other interested parties. The goal is to address challenges and opportunities of greater-than-local significance and build regional approaches to issues like transportation planning, economic development, solid waste management, and legislative priorities. The map below shows the localities in the PDC planning area.

CVPDC Communities



-  CVTPO Planning Area
-  Census-Designated Places inside CVPDC Planning Area
-  Counties inside CVPDC Planning Area

Transportation planning includes long-range planning, transit planning, corridor studies, bicycle and pedestrian planning, and land use planning. PDC staff also coordinates the RIDE Solutions program in the region, which provides alternative transportation options such as ridesharing (carpooling and vanpooling), biking, public transit, walking, and "guaranteed ride home" services to those residents living in our communities.

The CVPDC provides staffing and technical support for both urban and rural transportation planning throughout the PDC service area. While the Central Virginia Transportation Planning Organization (CVTPO) has authority over the urbanized areas of the Counties of Amherst, Bedford, Campbell, and the City of Lynchburg, the CVPDC Policy Board focuses on the planning process carried outside the TPO boundaries. The CVPDC Policy Board is the key decision-making board for the region's rural areas. It consists of the following members from each locality and others as designated in accordance with the bylaws:

- an elected official
- an appointed official
- two members of the General Assembly
- one representative from the CVPDC

Both the urban and rural transportation planning programs are guided in their execution by the Transportation Technical Committee (TTC). As warranted, the TTC may include representatives from interest groups and local citizens:

- City of Lynchburg Planning and Engineering Divisions
- Amherst County Community Development Division
- Appomattox County Community Development Division
- Bedford County Community Development Division
- Campbell County Community Development Division
- Town of Altavista Planning or Administration Department
- Town of Amherst Planning or Administration Department
- Town of Appomattox Planning or Administration Department
- Town of Bedford Planning or Administration Department
- Town of Brookneal Planning or Administration Department
- Up to one citizen with technical knowledge from each of the member jurisdictions
- Lynchburg District Virginia Department of Transportation (VDOT)
- Salem District VDOT
- Virginia Department of Rail and Public Transit (DRPT)
- Greater Lynchburg Transit Company (GLTC)
- Lynchburg Regional Airport
- Liberty University

Title VI Implementation Plan

The CVPDC gives public notice that it complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), and all related statutes. The CVPDC ensures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which the CVPDC receives federal funding. CVPDC furthermore commits to making every effort to ensure nondiscrimination in executing all programs and activities, regardless of funding origin.

The CVPDC has developed the CVPDC Title VI Implementation Plan to articulate the process by which the CVPDC, in the execution of all programs, will endeavor to ensure nondiscrimination with regard to race, color, national origin, income, gender, age or disability in the execution of program communication, public participation, planning and programming, consultant contracts, and education and training.

The full document can be found on the CVPDC website at www.cvpdc.org.

American Disability Act (ADA)

The CVPDC shall not, in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Should you, or an individual with whom you represent, need a reasonable accommodation, such as translation or interpretation services, to attend a CVPDC program public meeting or participate in any program activity (e.g., public survey), please contact the CVPDC ADA Compliance Officer Kelly Hitchcock, 434-845-3491 or kelly.hitchcock@cvpdc.org as soon as possible and no later than 48 hours before a scheduled public event.

Any person who believes he, she, or any specific person has been subjected to discrimination prohibited by Title VI or ADA may file a written complaint with the CVPDC Title VI Coordinator. Said complaint must be submitted no later than 180 days after the date of the alleged discrimination instance. Please contact the Title VI Coordinator via phone or email at info@cvpdc.org or 434-834-3491 for more information. You may also directly file a complaint utilizing the Title VI Discrimination Complaint Form, which you can find on the website at www.cvpdc.org.

PURPOSE

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. 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 FY25, each planning district commission / regional commission with rural areas 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 administrative work programs of the Transportation and Mobility Planning Division (TMPD).

The scope of work shall include specific activities as requested by VDOT and the Federal Highway Administration (FHWA). 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 determining the eligibility of studies for inclusion as part of this work program are based on 23 U.S.C. 505, State Planning and Research.

I. PROGRAM ADMINISTRATION (\$28,000.00)

Background and Objective

This work element aims to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management \$26,000.00

Description

This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. This task has two defined objectives: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications supporting the work program. Activities include, but are not limited to, the following:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications supporting the work program.
- Prepare meeting agenda minutes and resolutions, arrange for and attend meetings, trainings, and conferences.
- Preparation for and attendance at CVPDC Transportation Technical Committee (TTC) meetings and required and necessary VDOT, FHWA, or other transportation local, state, or federal partner meetings, training, workshops, and conferences, as necessary, to enhance the rural transportation planning program.
- Prepare the Rural Transportation Planning Work Program and scope of work, manage program funds, and provide outreach and data assistance. This includes executing any adjustments or alterations in project scope or funding.
- Maintain Title VI and Americans with Disabilities Act (ADA) compliance and ensure environmental justice, non-discrimination, and equity, including consultation with appropriate groups, committees, and community representatives by implementing the approved Title VI and Public Participation Plan.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.

Products

The primary result of this task should be a well-functioning transportation program.

2. Rural Transportation Planning Work Program \$2,000.00

Description

This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. This also includes executing any amendments or revisions to the existing scope of work and providing necessary outreach and data development to support current Scope completion and future year Scope development.

Products

The FY 2025-2026 Rural Transportation Planning Work Program documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any scope of work amendments or revisions.

SPR Funds (80%) **\$22,400.00**

PDC Funds (20%) **\$ 5,600.00**

Total Budgeted Expenditure for Program Administration **\$28,000.00**

II. PROGRAM ACTIVITIES (\$44,500.00)**Background and Objective**

Address regionalized transportation issues identified through coordination with local, state, and federal transportation stakeholders, including but not limited to CVPDC Transportation Technical Committee (TTC), VDOT, FHWA, and FTA.

1. General Technical Assistance \$27,000.00**Description**

This task allows for assistance to localities, VDOT, and USDOT on transportation-related activities on an individual or regional basis as needed.

This task includes, but is not limited to, the following:

- Complete any outstanding items from the FY24 Scope of Work.
- Participate in VTrans meetings regarding needs consolidation, prioritization, recommendations, and SMART SCALE regional meetings.
- Participate in meetings and training regarding Title VI and Environmental Justice.
- Ensure that completed projects include as integral in the planning process the 2021 articulated FHWA Planning Emphasis Areas – actions that support resiliency and clean energy transition; advance equity and underserved communities; support Complete Street and multimodal networks; advance diverse public involvement; support the Strategic Highway Network; coordination with Federal Land Management Agencies; incorporates environmental impact evaluation; and advances and supports continued transportation planning and programming data development, sharing, and analysis.
- Participate in the VDOT, OIPI, and USDOT meetings held in the region and, as requested, provide a display to serve as an outreach to the region’s citizens.
- Participate in outreach meetings and review data pertaining to VTrans and other appropriate efforts as requested by VDOT throughout the fiscal year.
- Coordinate with VDOT, USDOT, and stakeholders on meeting performance measures goals.
- Coordinate with local stakeholders, VDOT, and localities, developing project pipeline studies, including recommendation development and public involvement.

- Provide transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network.
- Development, as requested, comment and review of the transportation chapter of Comprehensive Plans from partner localities.
- Program support duties as required by VDOT, FHWA, and the PDC. This action includes executing the yearly VDOT Rural Park and Ride Lot Count and Condition Assessment.
- GIS training activities, program development, and necessary software provision for GIS use as a tool in transportation projects and planning efforts.
- Enhancement and maintenance of a website.
- Provide education, information, and referral assistance to localities on local transportation planning committees such as the Lynchburg Regional Transportation Advocacy Group (Lynchburg Regional Business Alliance) and local chamber of commerce transportation committees.
- Writing transportation planning grants, including VDOT Transportation Alternatives Program, SMART SCALE, Revenue Sharing, and USDOT Federal Program grants (e.g., Safe Streets and Roads for All) as requested by program partners. This task includes any research and plan development necessary to support grant application efforts.
- Evaluation and review of special situations such as significant traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed.
- Compile all available current and future land use GIS layers/attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as-needed basis to accomplish this task. The information gathered will be used to update existing land use data within the Statewide Planning System and augment data for the Statewide Travel Demand Model currently under development. For localities that do not have GIS layers/attribute data for the current and future land use plans, develop a schedule and identify resources needed to allow this data to be captured via GIS. VDOT-TMPD will provide detailed instructions and templates to provide consistency across the state.
- Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and similar organizations.
- Enhance and maintain the transportation component of the CVPDC website.
- Facilitate the coordination of the CVPDC Comprehensive Safety Action Plan, funded through the USDOT Safe Streets and Roads for All grant, within the CVPDC rural areas to ensure representation and evaluation in the regional planning project.

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.

2. Town of Bedford Stormwater Inventory \$6,000.00

Description: The CVPDC staff will inventory the Town of Bedford culverts and general roadway stormwater drainage. The effort will include physical inventory, general rating (as agreed through project team evaluation metric), examination during rain to document current stormwater

drainage conditions, and GIS mapping, image, and summary documentation. The project will include participation in VDOT culvert/stormwater drainage courses.

Products

- A GIS-based inventory map of culverts within the Town of Bedford. Inventory effort will also include review and recordation of culverts during rainfall conditions to assist in evaluating and prioritizing improvement needs. The study will not result in direct culvert replacement recommendations.
- A document summarizing the findings and providing recommendations for potential future actions, including, if warranted, funding application(s).

3. Multimodal Corridor and Active Transportation Activities \$11,500.00

Description

The following items will be accomplished in support of active transportation planning efforts. These items coordinate with the Safe Streets and Roads for All (SS4A) and general regional active transportation and multimodal program initiatives. Task items include, but are not limited to, the following:

- Grant assistance.
- Multimodal education, outreach, and event development and execution (e.g., Bike Month).
- Active Transportation Webinar Series
- Roadway Right-of-Way use evaluation for creating pedestrian-friendly, safe, and community-driven multimodal corridors (e.g., tactical urbanism) within local and VDOT-maintained roadways.
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile.
- Support the State partners, VDOT, DCR, and Virginia Office of Trails in developing region-wide evaluation of current and future connection corridors.

Product

A summary report of the above-referenced activities.

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|--|--------------------|
| SPR Funds (80%) | \$35,600.00 |
| PDC Funds (20%) | \$ 8,900.00 |
| <hr/> | |
| Total Budgeted Expenditure for Program Activities | \$44,500.00 |

| <u>FY25 Budget Summary Tasks</u> | VDOT (SPR) 80% | PDC (Match) 20% | Total 100% |
|---|---|---|--|
| <u>Program Administration</u> 1. Rural Transportation Planning Management 2. FY 25-26 Rural Work Program Development Total Program Administration | \$20,800.00 \$1,600.00 \$22,400.00 | \$5,200.00 \$400.00 \$5,600.00 | \$26,000.00 \$2,000.00 \$28,000.00 |
| <u>Program Activities</u> 1. General Technical Assistance 2. Bedford Town Stormwater Inventory 3. Multimodal Corridor and Active Transportation Activities Total Program Activities | \$21,600.00 \$4,800.00 \$9,200.00 \$35,600.00 | \$5,400.00 \$1,200.00 \$2,300.00 \$8,900.00 | \$27,000.00 \$6,000.00 \$11,500.00 \$44,500.00 |
| Total Rural Program Activities | \$58,000.00 | \$14,500.00 | \$72,500.00 |

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