



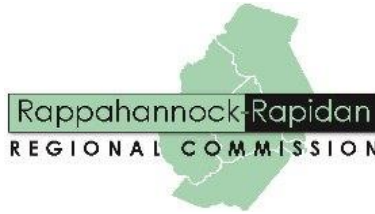
## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 10, 2024**  
**Subject: RRRC Application to VDOT for FY 2025 Rural Transportation Work Program**

The Regional Commission applies for funding from VDOT to support rural transportation planning efforts in the region. VDOT has notified RRRC staff that funding for FY 2025 will remain level with past years. RRRC will request \$58,000 in federal/state funding to be matched by \$14,500 in local funds from in-kind staff support from per capita dues funding.

RRRC staff has worked with the Rural Transportation Committee, local staff, and VDOT staff at the Culpeper District to develop the draft work plan attached here. The work plan can be amended, so if you or other local staff have requests for assistance that may be met by the Rural Transportation Planning program during the year, please let us know.

**REQUESTED ACTION:** Adoption of the attached resolution authorizing RRRC staff to apply for State Research and Planning (SPR) funds from VDOT for the FY 2025 Rural Transportation Work Program



**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION  
AND VIRGINIA DEPARTMENT OF TRANSPORTATION – TRANSPORTATION AND MOBILITY  
PLANNING DIVISION**

**RESOLUTION FOR RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM  
FUNDING ON BEHALF OF FY 2025 ANNUAL WORKPLAN**

WHEREAS, The Rappahannock-Rapidan Regional Commission, hereafter referred to as the Commission, desires to obtain \$58,000 in allocated funding from the Virginia Department of Transportation’s State Planning and Research (SPR) Assistance Program funding on behalf of its member jurisdictions; and

WHEREAS, the purpose of these funds shall be for the completion of proposed FY 2025 work projects included on the behalf of the region and at the request of PD9 member jurisdictions;

WHEREAS, the Commission gratefully acknowledges the importance of past and future VDOT funding to the continuing short and long term viability of the Region’s transportation network; and

WHEREAS, the Commission herewith pledges to provide funds in the amount of \$14,500, which will be used to match the state funds in the ratio required under the VDOT contract; and

WHEREAS, the Commission, upon awarding of funding, shall be the responsible agency for delivery of services as defined within the VDOT contract, and

WHEREAS, the Commission, as in prior years, and under prior funding programs, pledges to abide by all applicable State regulations as they relate to the Virginia Department of Transportation now therefore

BE IT RESOLVED that the Commission does hereby endorse and convey its full support on behalf of the above-referenced application for funding; that the Executive Director is authorized to execute and file said application and to accept from VDOT a grant in such amount as may be awarded, and to furnish to VDOT such documents, local and in-kind match, and other information as may be required for processing the grant request.

Adopted this 17<sup>th</sup> day of April, 2024 by the Rappahannock-Rapidan Regional Commission, being duly assembled.

ATTEST:

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*Fred Catlin, Chair*  
*Rappahannock-Rapidan Regional Commission*

4/17/2024  
*Date*

**Rappahannock-Rapidan Regional Commission**

**FY-2025 Rural Transportation Planning Work Program**

**July 01, 2024 – June 30, 2025**



DRAFT



## **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. 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 FY-2025 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 (TMPD) 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.

## **Work Plan Development**

The Rappahannock-Rapidan Regional Commission (RRRC) is one of 21 planning district commissions (PDCs) in Virginia. The proposed FY 2025 Rural Transportation Work Plan was developed in coordination with RRRC's member jurisdictions, the RRRC Rural Transportation Committee, and VDOT Culpeper District planning staff.

Included in this scope of work are required components identified by VDOT and FHWA, along with projects addressing a need identified by the Rappahannock-Rapidan Regional Commission and/or its local government member jurisdictions.

The preliminary work plan was shared with Commissioners and local government staff during the process of development. The work plan was reviewed and approved by the Rappahannock-Rapidan Regional Commission on April 17, 2024.

**FY 2025 - Program Administration (\$7,000.00)**

**Background and Objective:** The purpose of this work element is 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. This includes program management and administrative responsibilities. In general, these activities include but are not limited to:

- *Records Maintenance:* RRRC staff will coordinate rural transportation planning activities, inclusive of the projects outlined in the Program Activities section of this document and will complete and submit necessary agreements, contracts, invoices, progress reports, correspondence and grant applications in support of the work program. This will include management of program funds, outreach and data, and scope of work changes related to the approved Rural Transportation Work Program.
- *Committee & Meeting Participation:* RRRC will provide staff support, coordination of materials, agendas and meeting summaries for the Rural Transportation Planners’ Roundtable. This committee includes local planning directors, administrators, VDOT staff and other regional transportation stakeholder, and is expected to meet at least quarterly.

Staff will also attend relevant meetings, training sessions or conferences as identified by FHWA, VDOT-TMPD or other transportation partners. In consultation with VDOT Culpeper District representatives, RRRC staff may attend a maximum of four training courses offered through the UVA Transportation Training Academy (UVA TTA) or other professional development or training opportunities, including VDOT Local Programs workshops.

- *Information Sharing:* RRRC staff will share information with member jurisdictions, PDCS and MPOs, state and federal agencies and the public, as needed, through committee meetings, website updates to <https://www.rrregion.org> and participation in local, state and federal initiatives.
- *Title VI:* RRRC staff will maintain Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

<b>SPR Funds (80%)</b>	<b>\$5,600.00</b>
<b>PDC Funds (20%)</b>	<b>\$1,400.00</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$7,000.00</b>

**FY 2025 - Program Activities (\$65,500.00)**

***Background and Objective:*** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

***1. Statewide Transportation Planning Participation*** **\$12,000.00**

- Assure any projects completed include FHWA’s 2021 Planning Emphasis Areas dated December 30, 2021
- Participate in outreach meetings and provide / review data as requested by VDOT throughout the fiscal year.
- Participate in VTrans webinars and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in the Fall Transportation Meeting held in your region and provide a display to serve as outreach to the region’s citizens (virtual or in person).
- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT’s Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestion data
- State Trails Plan Phase II Support- Participate and assist in development and implementation of phase II of the State Trails Plan.
- Active Transportation Facilities Tracking- Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the RRRC PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including, text, tables, or spatial mapping. TMPD will coordinate with RRRC staff on facilities tracking specifics.

## 2. *Regional Transportation Planning*

**\$37,500.00**

- **Smart Scale Policy & Project Assistance:** Regional Commission staff will work with the local governments in the region on the development of Smart Scale project applications, including technical assistance on statewide planning correlation, regional project review, submission and requests for Resolutions of Support from the Regional Commission. RRRC staff may submit up to four Smart Scale applications on behalf of regional jurisdictions for projects that involve corridors of statewide significance or the regional network.

RRRC staff will also provide coordination of regional comments in response to proposed Smart Scale program amendments and will also conduct analysis of project scoring outcomes following the availability of Smart Scale scores.

*Deliverables: Resolutions of Support for Regional Smart Scale project applications, up to four Smart Scale Applications on behalf of localities and other materials as needed.*

- **Regional Long-Range Transportation Plan Maintenance & Review:** The most recent update of the Regional Long-Range Transportation Plan was developed by RRRC staff in 2021 and was adopted by the Regional Commission in April 2022. Staff will continue to monitor and track projects in local comprehensive plans, Smart Scale, project pipeline, and other sources for inclusion in the next update, and will continue to maintain and make minor revisions to the Long-Range Plan throughout FY 2025.

*Deliverables: Updated RLRP document posted to RRRC website, as necessary.*

- **RRRC Active Transportation Plan Review & Update:** RRRC staff developed the RRRC Active Transportation Plan in 2018/2019 and the plan was adopted by the Commission in December 2019. The ATP includes inventory and high-level recommendations for bicycle, pedestrian, river access and recreation connectivity across the region. Inclusion in the FY 2025 work plan will enable RRRC staff to convene an annual or semi-annual meeting of local government, parks & recreation, and state agencies working on such transportation projects in the region during the course of the year and make necessary updates to the plan, as appropriate.

*Deliverables: Updated GIS data, meeting summaries, updated Active Transportation Plan*

- **Growth & Accessibility Planning (GAP) Technical Assistance Program for member localities:** RRRC will provide project management and administrative support for the awarded GAP-TA project *Local & Regional Project Identification, Evaluation and Prioritization Process for the Rappahannock-Rapidan Region's Rural Transportation Program*, focused on prioritization and funding options for local and

regional projects. RRRC staff will also help support any locally or regionally-identified project applications for submission to the Office of Intermodal Planning and Investment GAP technical assistance program. A GIS based prioritization and screening tool will be developed to assist in assessing the benefits of transportation projects funding.

*Deliverables: GIS Based funding prioritization and screening tool.*

- **Park & Ride Lot Use Counts and Conditions Assessment:** RRRC will continue to conduct manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.

*Deliverables: Summary Report, Completed Collection forms.*

- **Commuter Services & Transit Planning Assistance:** In coordination with RRRC's Commuter Services TDM program and the Regional Transportation Collaborative, RRRC staff will support TDM and Transit planning efforts in the region through data review, participation in planning meetings and workshops and other methods, as needed.

*Deliverables: Adopted Commuter Assistance Program Strategic Plan.*

### **3. Grant-writing & Local Transportation Planning Assistance \$16,000.00**

- **General Technical Assistance:** In fulfilling the organization's planning mission, this "catch all" task has proven essential over the years by enabling the Commission to respond to local requests for transportation-related technical assistance received after the FY 2025 Scope of Work deadline. Regional Commission staff will provide assistance to localities, through the Rural Technical Committee and attendance at local Board/Council and Planning Commission meetings, as requested. Such technical assistance may include, but is not limited to:
  - **Comprehensive Plan Review:** RRRC staff will respond to requests from local jurisdictions to review transportation-related chapters in their respective comprehensive plans, as needed.
  - **GIS Technical Assistance:** RRRC staff will respond to requests from local jurisdictions for transportation-related GIS technical assistance, as needed and as resources are available
  - **Grant-writing Assistance:** RRRC staff will respond to requests from local jurisdictions, non-profit agencies, etc. to assist with grant-writing efforts for transportation-related projects in the region, as needed. This will include, but is not limited to, Transportation Alternatives, Revenue Sharing, Urban Development Area Technical Assistance, or Smart Scale applications.
- **Local Transportation & Planning Committees:** RRRC staff is often requested,



formally and informally, to serve as a stakeholder on local transportation committees.

*Deliverables: RRRC will provide a summary of meetings attended for each of the local committees, along with additional activities and projects emanating from staff participation during the fiscal year.*

- **Local Transportation Projects:** RRRC staff has received preliminary requests from VDOT Culpeper District and several member jurisdictions for project-specific assistance. The specific tasks for each request are expected to be outlined in more detail as the fiscal year moves forward, but may include such tasks as meeting planning and coordination, GIS mapping assistance, grant writing, and other tasks as needed.
  - Assist in the development of project pipeline studies (recommendation, development, public involvement).

**Note:** RRRC staff may collaborate with an on-call consultant on local transportation projects.

*Deliverables: Deliverables will vary based on overall project needs and scopes. At minimum, RRRC will provide meeting summaries and Scopes of Work as they are developed throughout the fiscal year.*

<b>SPR Funds (80%)</b>	<b>\$58,000.00</b>
<b>PDC Funds (20%)</b>	<b>\$14,500.00</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$72,500.00</b>

<b><u>FY-2025 Budget Summary Tasks</u></b>	<b>VDOT (SPR) 80%</b>	<b>PDC (Match) 20%</b>	<b>Total 100%</b>
<b><u>Program Administration</u></b> Program Administration <ul style="list-style-type: none"> <li>• Records Maintenance</li> <li>• Committee Staff Support</li> <li>• Information Sharing</li> <li>• Training &amp; Procurement</li> </ul> <b>Total Budgeted Expenditure for Program Administration</b>	\$5,600.00	\$1,400.00	\$7,000.00
<b><u>Program Activities</u></b> 1. Statewide Transportation Planning Participation 2. Regional Transportation Planning Activities <ul style="list-style-type: none"> <li>• Smart Scale Policy &amp; Project Assistance</li> <li>• Regional Long-Range Transportation Plan Maintenance &amp; Review</li> <li>• RRRC Active Transportation Plan Review &amp; Update</li> <li>• Park &amp; Ride Lot Counts &amp; Condition Assessments</li> <li>• Commuter Services &amp; Transit Planning Assistance</li> <li>• GAP-TA Prioritization and Screening Tool</li> </ul> 3. Grant Writing & Local Transportation Planning Assistance <ul style="list-style-type: none"> <li>• General Technical Assistance</li> <li>• Local Transportation &amp; Planning Committees</li> <li>• Local Transportation Projects</li> </ul> <b>Total Budgeted Expenditure for Program Activities</b>	\$9,600.00 \$30,000.00	\$2,400.00 \$7,500.00	\$12,000.00 \$37,500.00
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>