THE COMMONWEALTH OF VIRGINIA

RURAL TRANSPORTATION COOPERATION PROCESSES

Preliminary Review Draft
September 2016 Update

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Introduction

Virginia's regional and local officials work together with state transportation entities to carry out essential functions in identifying and responding to the transportation system needs of the public. The statewide transportation plan, program and project development and delivery processes rely on supportive and cooperative state, regional and local government. Virginia's policies distinctively integrate land use planning with transportation planning and programming. Laws require that the state interact with regional and local governments in state transportation proposals. Law also requires that regional and local Virginia governments (rural as well as urbanized local governments) interact with state agencies on regional or local land use planning proposals that will affect transportation.

Virginia improves and maintains the third largest State-maintained highway system in the nation, just behind North Carolina and Texas. The state highway system mileage in Virginia is predominantly non-urban. Virginia oversees support of several of the largest public transportation systems and high-occupancy vehicle networks in the nation. The state also supports many freight and passenger rail initiatives, providing funding and advocacy for freight and passenger improvements. The Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation (DRPT) serve lead roles in planning the state's highway, rail and public transportation systems. Each are executive-branch state agencies directed by the Commonwealth's Secretary of Transportation and the Virginia's Commonwealth Transportation Board (CTB).

This VDOT-DRPT guidebook updates the Commonwealth of Virginia's Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia's non-metropolitan regional and local officials regarding transportation planning and programming. To meet federal requirements, this document is separate and discrete from documentation provided on the public participation processes.

For quick-reference, rural transportation officials can advance to pages 3 through 5 to find State contact or hyperlink information regarding the CTB, VDOT and/or DRPT. VDOT's and DRPT's plans, programs and projects are readily accessed and described in the hyperlinks, including access to funding program(s) information. VDOT events and opportunities that provide for outreach, participation and input are announced in the webpages and in press releases. Similarly, DRPT events and opportunities are announced on DRPT's website and in press releases. In addition to information in this guidebook, other guidance documents are available that describe transportation programs and processes that involve the state, and its regions and localities. The document on Public Participation in Virginia's Planning and Programming Process provides further guidance on the opportunities available for input at the planning and programming stages. Providing inputs on specific VDOT projects in the project development stage is the topic of the VDOT document, Public Involvement Manual for Public Participation in Transportation Projects. A quick, general reference guide to common VDOT activities is available in the latest annual update to the "Board of Supervisors Manual" from the VDOT webpage at http://www.virginiadot.org/business/local-assistance.asp.

Federal Legislation and Regulations- "Cooperation" means working together

Documentation, review and update of the rural cooperation processes for the development of the Statewide Transportation Plan and the Statewide Transportation Improvement Program (STIP) is a federal transportation planning requirement (23 CFR 450.210(b)): *"The State shall provide for nonmetropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for cooperating with nonmetropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP"*
This guidebook offers citations and hyperlinks to the Code of Federal Regulations, the Code of Virginia and the Administrative Code of Virginia which are applicable as of the date of this document's edition and, yet, are subject to legislative or regulatory change.

Federal statutes require the cooperative development of statewide transportation plans and programs by the state, the metropolitan planning organizations for urbanized areas, and by the affected jurisdiction's non-metropolitan officials having responsibility for transportation in rural areas. The requirements for cooperative development apply in respect to the transportation planning of highways as well as in public transportation projects in general per 23 USC 135(a)(3) and (e)(1), and 49 USC 5304(a)(3) and (e)(1); in the development of the statewide transportation plan per 23 USC 135(f)(2)(B) and 49 USC 5304(f)(2)(B); and in the development of the State Transportation Improvement Program per 49 USC 5304(g)(2)(B). "*Cooperation"* is federally defined, wherein the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

I. Virginia Transportation System Boards and Agencies

This document's focus is on the interaction, participation and cooperation of VDOT, DRPT and non-metropolitan local officials in the planning and programming of highway, transit, and rail project improvements for long-range transportation plans and short-range transportation programs. Identifying and responding to needs on the multimodal transport of people and/or freight involves broad coordination and teamwork with many participants. Beyond the CTB, VDOT and DRPT, some other state transportation boards and/or agencies are involved, as recognized below. A rural government may want to contact and interact with one of these state transportation entities. All of the state entities discussed below report to and/or advise the Virginia Secretary of Transportation (with the Secretary's Office of Intermodal Planning and Investment), while the Secretary of Transportation reports to the Governor:

- CTB (http://www.ctb.virginia.gov/)
  - VDOT (http://www.virginiadot.org/)
  - DRPT (http://www.drpt.virginia.gov/)

Additional state-level transportation entities (other than the Motor Vehicle Dealer Board and the Commercial Space Flight Authority Board) include:

- The Department of Motor Vehicles (DMV) (http://www.dmv.state.va.us/)
- The Virginia Aviation Board (http://www.doav.virginia.gov/vab.htm) which directs the Department of Aviation (DOAV) (http://www.doav.virginia.gov/)
- The Virginia Port Authority Board of Commissioners which directs port facility operations performed by the Virginia International Terminals (VIT) (http://www.portofvirginia.com/)

The CTB

The CTB is the policy board authorized in state code at § 33.2-200, et sequel, which oversees VDOT and DRPT, and related state highway, rail and public transportation actions. VDOT and DRPT agency planners work together to coordinate the State transportation plans and programs with other State agencies responsible for other modes of transportation, including aviation and nautical travel modes. The CTB's 17 members (see hyperlink below for contact information) are appointed by the Governor and confirmed by the General Assembly. Membership includes the Commonwealth's Secretary of Transportation, the Commissioner of Highways, the Director of DRPT, and fourteen citizen members with nine of those citizens from each VDOT construction district (Appendix B), and the other five citizens from Virginia at-large with at least two as urban at-large and two as rural at-large. Virginia's Secretary of Transportation serves as chairman of the CTB. The Director of the DRPT serves as a non-voting member of the CTB. CTB business meetings are usually held monthly. The meetings are announced in advance and, as with other regular State government meetings, are generally open to the public. Virginia encourages regional transportation officials and authorities to attend the CTB's meetings and provide inputs on their priorities. The CTB website with information on CTB members may be accessed at http://www.ctb.virginia.gov/.

VDOT

VDOT facilitates organizational planning, construction, operation and maintenance of the vast network of state highways, bridges and tunnels in Virginia through having nine regional VDOT construction districts: Bristol, Culpeper, Fredericksburg, Hampton Roads, Lynchburg, Northern Virginia, Richmond, Salem, and Staunton (see Appendix B for a district map or the website at http://www.virginiadot.org/about/districts.asp). The VDOT District Office is the major field office charged with oversight of each region. District offices are supported by residency offices, which typically handle one or more jurisdictions. There are 29 VDOT residencies statewide, along with numerous additional area offices. The Central Office is in the City of Richmond. The primary role of the VDOT Central Office is to provide administrative, policy and program support to the VDOT District offices. VDOT responsibilities include various additional highway-related policies and programs, such as ones involving state bicycle planning, commuter parking lots, safe routes to school programs, roadside advertising, highway access management, and special use permits. Information on applications for the main grant programs is available at http://vasmartscale.org/, with special grant programs at http://www.virginiadot.org/business/local-assistance.asp. The main VDOT website is at http://www.virginiadot.org/. Useful VDOT contact information is available to rural officials and the public by calling 1-800-FOR-ROAD (1-800-367-7623) for customer service or by visiting the VDOT site at: http://www.virginiadot.org/info/contactus.asp. This includes information and methods for submitting state highway maintenance work requests. Depending on the rural local official's geographic area(s) of interest and type(s) of request for action or information, the customer service center will refer the matter to an appropriate VDOT office for response. For example, a request regarding a maintenance work request for a segment of state-maintained roadway is normally referred to one or more VDOT field office maintenance engineer, administrator, manager and/or other staff, typically in a VDOT residency office. A local or regional project planning or programming issue typically would be referred to the VDOT District planning office.

DRPT

DRPT provides guidance and funding for grants in: rail, public transportation (both rural and urbanized transit), and Transportation Demand Management (TDM) activities such as ridesharing and telework. This includes providing guidance and funding for coordinated human service providers (Coordinated human service mobility plans offer special transit service solutions such as transporting elderly and/or disabled persons). Also in conjunction with the Virginia Department of Social Services, citizens can access a Virginia 2-1-1 telephone operator, printed information or website at http://www.211virginia.org to learn about specialized transportation available in various communities. Citizens can also find transit, human services transportation and TDM services information on DRPT's Service Locator on the DRPT website at http://drpt.virginia.gov.

DRPT activities and projects are essential components of long- and short-range state transportation planning and programming. DRPT administers federal and state capital and operating financial assistance programs to fund planning, technical studies, operations, and

capital improvement programs for public transportation system and transportation demand management agencies. A summary compilation of many recent DRPT funding activities is available by examining pages of the FY 2017 Rail and Public Transportation Improvement Program at http://www.drpt.virginia.gov/media/1876/fy17-final-syip-6-8-2016.pdf . Several of the funding programs are of interest and available to rural localities (however, some transit programs are reserved solely for urbanized area use, such as the Federal Transit Administration (FTA) 5307 program). Federal grant-match transit programs are identified by their section numbers in Title 49, Chapter 53 of the United States Code. Main federal transit funding programs of potential rural interest include:

- FTA section 5310 - provides transportation grants for enhanced mobility of seniors and individuals with disabilities and capital assistance to human service agencies
- FTA section 5311 – public transportation grants for rural areas

The FTA section 5311 grant program is reserved for funding rural area public transportation (the "other than urbanized area" program). It provides capital, operating, administrative, planning and technical financial assistance to rural areas for public transportation services. The DRPT follows a general transit grant program application calendar, a schedule common to most DRPT grant programs: http://www.drpt.virginia.gov/grantees/transit-grants/. DRPT also administers state financial assistance programs to support rail industrial access projects requested by localities, and rail capital improvements for short line railroads. Additional DRPT grant programs for commuter assistance/transportation demand management, Technical Assistance, Internships and Demonstration projects may also be utilized by rural areas.

II. The State Requirements on Local and Regional Governments- working together with the state on transportation plans and programs

Local Comprehensive Plans- General Background

Virginia localities (rural or urbanized) have certain transportation and/or land use planning responsibilities that require them to contact and interact with state transportation authorities in regard to a locality's comprehensive plan. Each Virginia local government has a governing body (board of supervisors, or city or town council) and a local planning commission (§ 15.2-2210). The local planning commissions are state-authorized to coordinate and cooperate with other entities regarding their local plans and land use developments, including interactions with state agencies (§ 15.2-2211). A local comprehensive plan is required for the physical development of each locality. It must undergo review and then be recommended by the local planning commission for adoption by the local governing body. A local comprehensive plan must include a local transportation plan with a map of the roads and other transportation improvements as well as the cost of such roads and other transportation improvements that take into account the current and future local and planning district regional needs (§ 15.2-2223). A local

comprehensive plan is general in nature. It designates the approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and indicates where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use (§§ 15.2-2223 and 15.2-2232). Local government subdivision and/or zoning ordinances implement and support the local comprehensive plan (§ 15.2-2224) by applying directives that further guide and control local planning issues, such as specifying requirements on land and/or building uses. The approach may include designation of one or more Urban Development Areas for high density development (§ 15.2-2223.1). A locality must review its local comprehensive plan for update at least every five years (§ 15.2-2230).

Reviews and other Steps in the Development and Update of Local Comprehensive Plans

In the development or update of the local comprehensive plan, the local planning commission shall consult with the CTB or the local VDOT and/or DRPT representative as to any streets under the jurisdiction of the CTB, and, prior to recommendation of the locality's transportation map to the governing body, shall submit the map to VDOT for review of its consistency with state transportation plans and programs (§§ 15.2-2223, and 33.2-214). {This includes reviews of the recommended local comprehensive plan updates of Arlington and Henrico Counties who maintain certain roads in their jurisdictions.} A local transportation plan would generally be considered consistent if it includes the state transportation projects of VTrans, the Six-Year Improvement Program, CTB-selected route locations, and does not include recommendations that would prevent those projects from advancing. Not all projects contained in the Six-Year Improvement Program need be incorporated into local transportation plans in order for those plans to be consistent; only those projects that are "significant new, improved, or relocated" highway projects need be included. This means projects on Major Collector or higher classification roadways that involve a new location, a relocated roadway, or an addition of one or more through lanes or interchange. If VDOT determines that a comprehensive plan's transportation plan is inconsistent, VDOT must notify the CTB of such inconsistency and the CTB may take appropriate action to encourage consistency between the state plans and programs and the local transportation plan. This action might include removing CTB funding from projects. Any recommendation of the CTB that is not incorporated into the local transportation plan shall be forwarded to the local governing body when the plan is recommended by the local planning commission. When a locality has adopted a transportation plan, a certified copy of that plan and ordinance adopting it shall be sent to the VDOT.

Following the CTB adoption of an update on the Statewide Transportation Plan (§ 33.2-353) and written notification to the affected local governments, each local government through which one or more of the designated Corridors Of Statewide Significance traverses, shall, at a minimum, note such corridor(s) on the transportation plan map included in its local comprehensive plan for information purposes at the next regular update of the transportation plan map. Prior to the next regular update of the transportation plan map, the local government shall acknowledge the existence of corridors of statewide significance within its boundaries (§ 15.2-2232).

Reviews to Develop Certain Local Land Use Decisions

State law also requires certain proposed land use re-zonings (§§ 15.2-2286, 15.2-2297, 15.2-2298, or 15.2-2303) or changes in local comprehensive plans (§§ 15.2-2223, 15.2-2228 or 15.2-2229) to be state-reviewed and considered for their traffic impacts (§ 15.2-2222.1) prior to their adoption by the local governing body. Prior to submittal for adoption by the local governing body, a local planning commission shall submit a proposed plan or amendment to VDOT for review and comment if the rezoning, comprehensive plan or amendment will substantially affect transportation on state-controlled highways as defined by VDOT regulations (Virginia Administrative Code: 24 VAC 30-155). VDOT (and/or DRPT) comments on the proposed plan or amendment shall relate to plans and capacities for construction of transportation facilities affected by the proposal. In Northern Virginia (Planning District 8), the state's considerations and comments shall include traffic congestion, emergency mobility, and measures and costs to mitigate impacts.

Using the "SMART SCALE" Process with Local and Regional Project Applications for Most CTB (VDOT/DRPT) Funds

As a condition for the receipt of funding for most CTB (VDOT or DRPT) transportation capital improvement projects, applications are required as a part of Virginia's SMART SCALE application, screening, evaluation and selection process. The process provides for the prioritization of most projects (§ 33.2-214.1) to fund transportation projects. From August 1 to September 30, applications are sought from regional transportation planning entities, local governments, and public transit agencies. The process generally applies to all rural or urbanized localities, regional governments and /or public transit agencies that seek state CTB-approved (VDOT or DRPT) funding. Officials of the regional Planning District Commissions (PDCs), Metropolitan Planning Organizations (MPOs), local governments and/or public transit agencies should work with their governing body to identify and describe their top transportation construction projects, and coordinate with their DRPT and/or local VDOT office contacts to prepare and complete information for these applications. Officials are encouraged to coordinate with their DRPT and/or VDOT contacts far in advance of the September 30 deadline, and discuss a project's eligibility under Virginia's transportation funding programs and processes.

Projects seeking funding from most state and federal discretionary fund categories are required to go through the SMART SCALE prioritization process. However, several specific types of funding programs are exempt from the SMART SCALE prioritization process. Regional transportation revenue funds specific to Northern Virginia and Hampton Roads are exempt from the SMART SCALE process. Other exemptions currently include, but are not limited to, projects seeking funding in the following program categories:

- Revenue Sharing (separate application process- see page 20)
- Transportation Alternatives Program, which is a set aside of the Surface Transportation Block Grant Program (separate application process- see page 21)
- Access Program Funding (see page 20)
- Highway Safety Improvement Program (HSIP) and Other Safety Program Funds
- Telefees and Unpaved Road Related Funding

- Dedicated Bridge Program Funding (through FY2020)
- State of Good Repair Program (This program provides funds to meet the asset management needs of bridges and highways as directed in §§ 33.2-352 and 33.2-369. The CTB uses a needs-based State of Good Repair prioritization proces that examines criteria on the maintenance-condition of highway bridges and/or pavements to allocate the funds and, thereby, guide the reconstruction and replacement of structurally deficient state and locally-owned bridges, and/or the reconstruction and rehabilitation of certain deteriorated pavements, including certain municipality-maintained primary extensions. The State of Good Repair prioritization process significantly differs from the SMART SCALE prioritization process in process, schedule, and criteria. For example, SMART SCALE considers criteria on congestion reduction, safety, accessibility, environment, economic development, and land use and transportation coordination to guide the development of Virginia's capital improvement projects. State of Good Repair process on locally-owned bridges involves a locality's review of VDOT bridge recommendation information and submittal of a formatted bridge funding request by the locality. State of Good Repair process on municipality-maintained primary extension pavements involves the locality's review of VDOT pavement condition information and submittal of a formatted funding application by the locality. Recent web-information on Virginia's State of Good Repair program and locally-owned bridges and/or municipality-maintained primary extension pavements is available at http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp.)
- Congestion Mitigation and Air Quality Funding (CMAQ)
- Regional Surface Transportation Block Grant Program Funding (the portion of federal STBG program funds that must be obligated in certain regional population areas)
- FTA program funds that are apportioned to the DRPT for public transportation are generally applied to fund operation and maintenance of transit services and facilities and are exempt. Requests to use nonexempt federal funds such as those for developing capital improvement transit projects (i.e.: the FTA 5309 program), however, would be subject to SMART SCALE scoring.

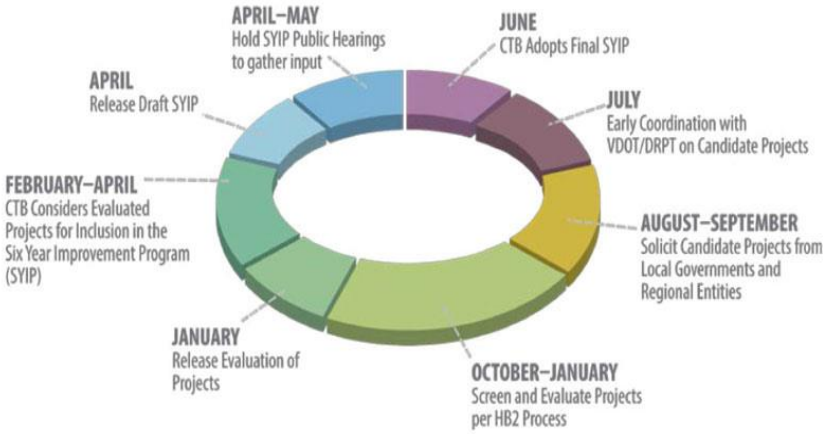
A few other particular programs also retain a separate request-application funding process, such as the Appalachian Regional Commission Local Access and the Federal Lands Access Programs.

Under the SMART SCALE prioritization process, a region or local government, or public transit agency is responsible for identifying its top regional/local transportation priorities and providing the governing body's request or resolution of support, accompanied by the SMART SCALE application form and supporting information for each project recommendation. SMART SCALE candidate highway, transit, rail, operational improvements and transportation demand management projects and strategies must meet needs identified in VTrans2040 for a Corridor of Statewide Significance, Regional Network, or Urban Development Area, or an identified safety need. The eligible projects may include improvements that address a safety, congestion and/or other need. Applications require the region/locality/transit agency to coordinate with DRPT and/or VDOT and identify information on the project's various attributes. The applications are designed to describe each project, and allow a quantitative evaluation by the state with measures assessed for congestion reduction, safety, accessibility, environment, economic development,

and land use and transportation coordination. The prioritization process is summarized in information online at http://vasmartscale.org/.

The current SMART SCALE prioritization process is depicted in the graphic below. Pending further consideration and potentially subject to change, the CTB plans to revise the current annual SMART SCALE process to a biennial cycle. CTB adopted an October 27, 2015 resolution and policy on the development of the SYIP wherein SMART SCALE process and associated funding programs would be updated in even-numbered fiscal year SYIP updates. Other programs that are exempt from the SMART SCALE prioritization process (described on the previous pages) would be updated annually or on other cycles. The new policy is scheduled to be implemented starting with the Fiscal Year 2018-2023 SYIP Update.

The Current Annual SMART SCALE Process



Transit Development Plans (TDPs) Are Required of Public Transit Operators

Every public transit operator receiving state funding is required to adopt and submit a TDP. All transit operators in Virginia are required to update their TDP every six years. DRPT has worked with transit operators across the Commonwealth to complete the TDPs. These provide a solid foundation for funding requests and important capital and operating information for the programming and planning requirements process. TDPs must be adopted by the operator's governing body and a letter must be submitted annually describing progress with implementing the TDP and any significant changes. Further information on TDP requirements and copies of final transit operators TDPs are available at the DRPT website: http://drpt.virginia.gov/transit/major-transit-initiatives/major-transit-planning/transit-development-plans/.

III. THE RURAL TRANSPORTATION COOPERATION METHODS USED BY VIRGINIA

VDOT and DRPT interact, provide for participation, and cooperate with rural local and regional officials in multiple ways, encompassing informal and formal means that range from simple daily communication between rural officials and VDOT District or DRPT contacts to preparing and holding public meetings or hearings on proposed allocations of funds for updating the Virginia SYIP. There are several steps and opportunities that provide for interaction, participation and cooperation between VDOT, DRPT and rural officials. The following specific methods are used:

A) General Interaction Activities

- Local meetings and public forums
- Use of the internet
- Informal activities (such as e-mails, phone calls or meetings with contact persons)

B) Cooperation in Programming with the Six-Year Improvement Program (SYIP) and the STIP

Transportation programming identifies the near-term funding that will be used to implement specific highway, rail and public transportation proposals. This includes funds for public transit operators and coordinated human service providers (who offer special transit service solutions such as transporting elderly and/or disabled persons). The programming process provides for rural interaction, participation and cooperation with the exchange of thoughts and information during several steps in the development of updates or amendments to the short-range programs under the SYIP. The SYIP provides the basis for coordination and financial planning that is essential for development of the State Transportation Improvement Program (STIP). The key programming steps and opportunities include:

- The CTB SMART SCALE project proposal application, screening, evaluation and selection process (described on pages 7 through 9)
- The CTB State of Good Repair Program's prioritization and recommendation process that includes provisions on local inputs regarding locally-owned bridges and/or municipality-maintained primary extension pavements (described on page 8)
- Development of Virginia's SYIP (with CTB draft SYIP public meetings or hearings each spring, as well as fall and other CTB meetings pertaining to the SYIP) with roles for VDOT, DRPT and rural local officials including specific roles for certain rural local officials on the:
  - The urban highway maintenance program
  - The Secondary Six-Year Plan (SSYP) with annual County meetings (§ 33.2-331) on secondary state highway system improvement project budget priorities and/or plans
  - Specialized funding programs which apply grant request processes that are distinct and separate from the CTB SMART SCALE application process (such as for Rural

Rustic Roads, Revenue Sharing, Recreational Access, Economic Development Sites and Airport Access Roadways, Safe Routes to School, Transportation Alternatives, etc.)

- Development of the STIP which is updated at least every four years, with a draft made available for public review and comment.

C) <u>Cooperation in Transportation Systems Planning with the Long-Range Statewide Transportation Plan</u>

Long-range transportation planning offers additional steps in rural interaction, participation and cooperation between VDOT, DRPT and rural officials. It involves development of updates or amendments to long-range plans for multiple travel modes including rail, transit and highways. Steps with opportunities at the planning stage include:

- The long-range statewide transportation plan development (VTrans- the long-range plan for all modes- air, marine, rail, transit and highways)
- The VTrans Multimodal Transportation Plan development (VMTP- the highways, public transportation, and passenger and freight rail plan which is superseding the Virginia Surface Transportation Plan)
- Regional Long-Range Plans (RLRPs for rural area PDCs) and Transit Development Plans (TDPs)
  - The Rural Transportation Planning Program (RTTP) for rural area PDCs
  - Transportation technical committees with the rural area PDCs
- MPO transportation plans and programs (for those rural areas that adjoin metropolitan areas)

As required by the Code of Virginia, the state also reviews local comprehensive transportation plans and zoning actions that may affect the transportation network to examine their consistency with state transportation planning documents and assess potential impacts. More information regarding Virginia rural cooperation processes is presented in Appendix A. Appendices B and C provide maps of the VDOT Districts and Virginia's PDC areas, respectively. Appendix D provides a summary graphic showing how key input opportunities relate to the cooperative development of the important CTB SYIP, which affects Virginia's transportation investments over the next six years.

<u>IV. LOOKING AHEAD- RURAL COOPERATION IN VIRGINIA</u>

Federal regulations direct that at least once every five years, the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the cooperation process and any proposed changes. Key review comments will be solicited, recognized and addressed with the final document. Comments on this review draft document and highways should be sent in writing to VDOT's state transportation planner, Mrs. Marsha Fiol, at

Marsha.Fiol@VDOT.Virginia.gov. Comments on rail and/or public transportation should be sent in writing to the DRPT's Transit Planning and Project Development Manager, Jitender Ramchandani, at Jitender.Ramchandani@drpt.virginia.gov.

Virginia recognizes that cooperation with rural local officials is paramount to the success of the state transportation plans and programs. VDOT and DRPT will continue to work cooperatively with rural local and rural regional governments and other partners and continue to enhance opportunities for participation, access and input to the transportation planning and programming processes.

The rural cooperation processes may need to change periodically subject to procedural improvements or activities such as changes in federal directives in transportation planning regulations, or state directives in transportation prioritization processes. The State review of the rural transportation cooperation process will be repeated at least every five years in accordance with federal regulations, although an interim review and update of the consultation methods may occur if conditions warrant.

APPENDIX A

DISCUSSION OF THE RURAL COOPERATION METHODS

A) General Interactive Activities

VDOT and DRPT officials attend county board of supervisors meetings, and town or city council meetings/ forums, on request, to inform, consult and cooperate with local officials about roadway, transit or rail issues or projects. The internet is a valuable tool for sharing information with state, regional and local officials, and the general public. VDOT's website (www.virginiadot.org) includes links to corridor studies, the SYIP, the STIP, rural Regional Long-Range Plans (as the RLRPs become available from the PDCs), VTrans and the VTrans Multimodal Transportation Plan, a Board of Supervisors Manual and other local assistance VDOT information. The SYIP provides an overview of projects in the preliminary engineering, right-of-way, and construction stages and allows external customers to view details (e.g., location, estimates, funding) for any of the thousands of projects scheduled for construction or currently being constructed. DRPT also maintains a website (www.drpt.virginia.gov) which provides links to information on transit and commuter assistance services, major public transportation projects, critical DRPT rail and public transportation programs, information on key DRPT contacts and the Online Grant Administration system (OLGA) for DRPT's grant programs and grantees. Internet hyperlinks to access these and other DRPT websites are provided on pages 4 and 5. In addition, interested stakeholders can contact a State representative through various e-mail links, or VDOT or DRPT telephone numbers (discussed next).

VDOT and DRPT carry out a number of informal, general interactions with rural officials. For example, VDOT and DRPT staff are available to meet with local officials regarding transportation issues and projects in their respective jurisdictions. In addition, transportation planners at VDOT and DRPT regularly answer inquiries and provide information to their counterparts in rural and urbanized jurisdictions, by e-mail and phone. As discussed on page 4, VDOT field offices often receive requests from local officials for maintenance (state highway maintenance work requests) or planning information. To reach someone in a VDOT construction district office, see VDOT region and contact information at http://www.virginiadot.org/about/districts.asp or call the VDOT main toll-free customer service number at 1-800-FOR-ROAD (800-367-7623). Information for reaching key staff at DRPT is available at http://www.drpt.virginia.gov/about-us/our-staff/ or by calling 804-786-4440.

B) Cooperation in Programming with Virginia's SYIP and STIP

State code at § 33.2-214 authorizes the CTB to coordinate the planning for financing of transportation needs, including operational, maintenance and capital improvements for highways, railways, seaports, airports and public transportation, and to allocate funds for these needs. Programming focuses on where to invest Virginia's funding for transportation over the next six years. This critical step is achieved in the development of annual updates to the CTB's Six-Year

APPENDIX A

Improvement Program (SYIP). The SYIP is an allocation plan that allots all funds from all sources for all projects for the next six years. The STIP is a federally-required four-year obligation plan that identifies the regionally significant projects and/or federally funded projects. The CTB seeks rural officials' inputs to guide the CTB's decisions on upcoming highway, rail and transit project selections. Rural officials are essential in cooperatively selecting the local components of the SYIP with respect to CTB's allocations of construction funds for the High Priority Project program (§ 33.2-370) and the Highway Construction District Grants program (§ 33.2-371), as well as for the highway system maintenance priorities. Virginia is using a SMART SCALE (§ 33.2-214.1) application, screening, evaluation and selection process that provides for the prioritization of capital improvement highway (VDOT) and public transit (DRPT) transportation project proposals. From August 1 to September 30, SMART SCALE applications are sought from regional and local governments, and public transit agencies, Virginia-wide, that seek state transportation funding by the CTB.

Rural and other localities are formally consulted for input during the development of the SYIP for upcoming allocations for construction projects and maintenance components, and on the extent to which funds are expected to be available. The state's historic funding methodology that traditionally funded the construction of capital improvements for the primary system, urban system and the secondary system was repealed July 1, 2016 per Chapter 684 (HB1887) of the 2015 Acts of Assembly. The historic funding method is replaced with a method (§ 33.2-358) that uses three new key state programs: a State of Good Repair Program, a High Priority Projects Program, and a Highway Construction District Grants Program. See the discussion on the SMART SCALE process beginning on page 7. Besides submitting applications that propose project candidates using the SMART SCALE process for High Priority Projects and the Highway Construction District Grants Programs, rural officials can and should apply for other special federal and/or State transportation grant programs of interest, all of which need to be coordinated with the SYIP.

In review, the transportation highway, primary, rail and public transportation system(s) improvements scheduled for rural areas are determined by the locality in cooperation with CTB during the SYIP development process. Eligible rural area entities can apply for funding through various programs, such as highway safety and other statewide discretionary funds, as determined by the CTB.

The Six-Year Improvement Program (SYIP)

The SYIP is a document that is updated annually and allocates funding to State highway, rail and transit projects over the next six years. The exchange of information and decisions made in the SYIP process affect the highway and transit federal funding actions that subsequently update or amend the Virginia STIP (discussed later). The CTB reviews the SYIP for update at least every year and coordinates with regional and metropolitan planning groups, localities, various transportation stakeholders, interested parties, and the public in deciding how to allocate funds

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for rail, public transportation, and highway projects, including the funding of Virginia's surface transportation network system's connections to support airports and ports. The programming financial process refines and coordinates short-range transportation project implementation based on plans, requests and applications to CTB for project funding needs (such as the SMART SCALE process), project budgets and schedules, and evaluations of priorities for construction, development or implementation. The creation of the SYIP can be summarized in several steps:

1) *Soliciting, Receiving, and Evaluating New Inputs*. Candidate project funding requests are filled out and submitted, screened, processed and evaluated; CTB holds fall meetings (typically in November) to further review, discuss and consider the inputs received and any additional input (the request/application deadlines vary depending on the funding program, an application period may close as early as September or as late as December). Evaluation results are released (typically in January).
2) *Forecasting Revenue*. Anticipated revenues are determined or updated based on the current federal authorization program and the latest revenue forecasts and debt management policy (typically in December or January).
3) *Developing Planning and Engineering Estimates*. Cost-budgets and schedules are developed and/or updated for each project in the SYIP (typically in December).
4) *Developing the Six-Year Financial Plan (SYFP)*. The amount of funding available for allocations to the SYIP is determined (typically in January).
5) *Drafting the SYIP*. The CTB uses the current SYIP along with the latest SYFP, schedules, cost-budgets, and evaluations of project applications and requests to develop the initial draft for the new SYIP. .
6) *Developing the draft SYIP and Soliciting Public Comment via Internet.* The draft SYIP is made available for public comment via the internet at www.virginiadot.org (typically released in April, with comment from April to May).
7) *Holding Public Meetings and/or Hearings.* Public meetings and/or hearings are held in various locations throughout the State to solicit feedback on the draft SYIP (typically from April to May, in time for adoption of a final SYIP by CTB in June). Note that, besides these hearings, other events and opportunities exist for local officials to provide feedback to VDOT, DRPT, CTB or other transportation contacts, as noted in the sections and links of this document.
8) *Obtaining CTB Approval*. The CTB formally approves the SYIP, which is then posted on the internet at www.virginiadot.org, (typically in a June CTB meeting) and becomes effective July 1st annually.

Public Meetings and/or Hearings with the SYIP

At least annually, the CTB issues public notices and media announcements, and holds public meetings and/or hearings for the SYIP at different accessible locations covering urbanized as well as rural areas of the State. Copies of the review draft SYIP are available at the public meetings and/or hearings and on VDOT and DRPT's websites prior to the hearings. VDOT and

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DRPT information and contacts are provided for questions or comments. The latest VDOT web information on the SYIP usually is posted at http://www.virginiadot.org/projects/syp-default.asp. DRPT SYIP information is posted at http://www.drpt.virginia.gov/about-us/six-year-improvement-program/. The hearings provide for participation by the general public and local and State officials to provide input regarding a draft SYIP. Advice and input are solicited from members of the General Assembly, county boards of supervisors, city and town councils, planning districts, Metropolitan Planning Organizations, other public officials, and the general public. Rural local officials will use these meetings and/or hearings to provide input on proposed transportation improvements and critical needs on the primary and interstate highway systems and on rail, public transit, and bicycle and pedestrian facilities. In the typical annual cycle, based on input received from early communications and meetings, the State transportation staff prepare a draft of the SYIP. The work needs to be consistent with directives that include placing a priority on maintenance needs, paying off deficits on completed projects and not creating new deficits, ensuring use of available federal funds, fully funding construction projects within twelve months of completion, bringing phased projects or programs to a reasonable stage of completion, and requiring that new projects added to the program be eligible for federal funds or consistent with priorities as determined by the CTB. The draft of the SYIP is created and issued for public review, usually in spring, and then several meetings are subsequently held across areas of the State to accept input and consider comments on the draft. Subsequently, a final SYIP must be adopted by July 1st of each year, when the State begins its new fiscal year. For further information such as how public meeting and/or hearing notice is provided, where notices are published and the availability of review material prior to the meetings and/or hearings.

VDOT and DRPT roles with the SYIP

As noted earlier, Virginia is using a SMART SCALE (§ 33.2-214.1) application, screening, evaluation and selection process that provides for the prioritization of most capital improvement highway (VDOT) and public transportation (DRPT) project proposals. From August 1st to September 30th, applications are sought from regional and local governments, and public transit agencies, Virginia-wide, that seek such state transportation funding by the CTB. Requests for funding of projects for specialized programs (discussed in a later section), involve distinct and separate request processes, other than the SMART SCALE process.

The process of developing the DRPT related rail and public transportation components of the SYIP involve grant based funding and timely reviews of new or revised grant applications. This is distinct from VDOT processes for specialized program project requests. The DRPT process is a partnership among CTB, VDOT, DRPT, local governments, rail and public transportation interests, public transportation officials, transportation demand management program operators, and human service agencies. Usually in December, DRPT annually advertises in newspapers across the State the availability of State and federal grant funds for public transportation, transportation demand management, and human service agency programs. DRPT assistance available for rural areas includes FTA 5310 and 5311 funding programs. Local officials apply for existing programs and prospective new operations and/or maintenance programs via DRPT's Online Grant Administration (OLGA) system, accessible at http://olga.drpt.virginia.gov/. DRPT

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staff members are available to answer questions and to assist applicants with the online application process. Grants are awarded for the fiscal year beginning in July of the following year (federal grants are awarded beginning in October 1). Similarly, rail related grants are generally available for short line railroads under the Rail Preservation Program at http://www.drpt.virginia.gov/activities/railfunding.aspx and Class I railroads under the Rail Enhancement Program. Those local officials that have public transportation programs also are asked for estimates of the capital projects to be undertaken in each of the following six years. Tentative allocations of federal and State funds to support future rail and public transit projects are included in the SYIP. All rail and public transportation grants and the tentative allocations of future revenues are included in the CTB's draft SYIP and are approved in June of each year.

To the extent that revenues are available, VDOT and DRPT cooperatively plan and program transportation system improvements with non-metropolitan city and town councils (along with any improvements managed and improved by the municipal public works department). The same is true for non-metropolitan county boards of supervisors. Both VDOT and DRPT will continue to work with rural local governments and other partners to continue to enhance opportunities for participation, access and input to the transportation planning and programming processes. Code of Virginia (§ 33.2-3202) directs the development and implementation of a State transportation decision making process that provides *"metropolitan planning organizations and regional transportation planning bodies a meaningful opportunity for input"*. For the SYIP, the CTB is to provide its (draft) priorities to MPOs and regional transportation planning bodies, and provide the MPOs and regional transportation planning bodies opportunity to identify their regional priorities for consideration.

Specific Roles for Certain Rural Local Officials for Urban Maintenance and Secondary Roadway Systems and Specialized Programs with the SYIP

The opportunities to recommend candidate projects for funding under the SMART SCALE process should be carefully examined, as described beginning on page 7. Rural local officials should also attend the CTB (fall) meetings and (spring) meetings and/or hearings regarding the development of the SYIP. Virginia provides local transportation officials with specific decision-making roles in annually, cooperatively selecting transportation improvement projects with the SYIP for urban maintenance and secondary roadway systems under the Urban Highway Maintenance Program, and the Secondary Six-Year Plan, respectively. Additionally, rural areas of Virginia are eligible to participate and receive funding as applicants for several special VDOT programs including, but not limited to, the following programs (separate from the SMART SCALE application process):

- Revenue Sharing Program
- Recreational Access Program
- Industrial, Airport, and Rail Access Program (Roadway Portion)
- Safe Routes to School Program
- Transportation Alternatives Programs

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- Highway Safety Improvement Program

The above programs are discussed in subsequent sections. Rural areas also can qualify for other funding for certain programs, such as certain highway safety and other statewide discretionary funds, as determined by the CTB.

The predictability and amount of funding for these is greatly dictated by the financial climate of the times, and changes of funding levels by the State and/or federal government. In dealing with future allocations for these systems, the state is dealing with approximations or projections. Annual funding updates allow the participants to update schedules and estimates of current projects. The process gives citizens a chance to identify or request new improvements annually; allows city and town councils, and county board of supervisors to evaluate their programs and update them for any changes in priorities annually; and helps VDOT or other designated local project managers ensure the effective obligation and use of federal funds.

The Urban Highway Maintenance Program with the SYIP

Currently 81 municipalities participate in this urban system transportation program, and many include rural cities and towns. (Many Virginia cities and towns have a population of 3,500 or more and thus are urban but, nevertheless, are situated outside of a metropolitan area. Farmville (8,216 persons per the 2010 census) is an example of a rural, but non-metropolitan, town that participates in VDOT's urban programs). The program is based on statutes in the Code of Virginia. Section 33.2-319 of the Code authorizes the CTB to make payments to the cities and towns in the urban system for maintenance of roads and streets meeting specific criteria and under certain conditions. Annually, the CTB approves mileage additions and deletions and approves the payments to municipalities in the urban system for maintenance purposes. Payments are made to these localities on a quarterly basis. As noted in earlier discussions on the SMART SCALE process, the traditional urban system construction funding program was repealed by HB 1887 and allocations under that program are replaced by the new State of Good Repair, and SMART SCALE related High-Priority Projects and Highway Construction District Grant Programs.

VDOT has assigned a VDOT district representative to serve as the primary liaison with urban municipalities. VDOT coordinates the development of the Urban Maintenance Program (both for non-metropolitan and metropolitan areas) with the CTB SYIP. The urban maintenance program thereby becomes a component of the SYIP and the STIP. Information on the program is available from the VDOT website at: http://www.virginiadot.org/business/local-assistance-programs.asp.

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The Secondary Six-Year Plan (SSYP) with the SYIP

The SSYP shows the road improvements planned using funds proposed for the next six years on the secondary road system. The development of the SSYP is a partnership between a county government and VDOT, including a non-metropolitan county (§ 33.2-331). Although VDOT has authority for the construction and maintenance of the secondary road system, the county board of supervisors and a VDOT official in the VDOT district jointly prioritize and consider projects on the secondary road system for each county based on funding projections provided by the State.

The process begins with a meeting between VDOT and the county. The VDOT official representative(s) in the VDOT district usually provides recommendations for projects to be included in the SSYP. The projects may come from current VDOT improvement programs, and/or new needs identified by the county using the SMART SCALE application process or an alternate funding request process on a special project funding program. The board of supervisors and the VDOT representative jointly establish draft project priorities, and VDOT staff prepare a draft SSYP. At that time, the draft plan is available for public review at the VDOT district office, and a public hearing is held for input on the plan and budget for the upcoming year. Following the hearing, the board of supervisors establishes project priorities by adopting a resolution approving the plan and/or budget priority list for the upcoming year, with concurrence of the VDOT representative. Once each county has an approved SSYP per the Code of Virginia and the type of funding applicable to each project is determined, VDOT includes these priorities (both for non-metropolitan and metropolitan areas) along with the priorities that are set by the CTB in the SYIP. The SSYP becomes a component of the SYIP and the STIP. Further SSYP information is in the VDOT Board of Supervisors Manual, accessible at http://www.virginiadot.org/business/local-assistance.asp.

Specialized Funding Programs with the SYIP (These specialized funding programs have application processes which are distinct and separate from the CTB SMART SCALE application process)

-Rural Rustic Roads Program

Under this program generally authorized in the Code of Virginia at § 33.2-332, a county has the option of designating particular low-volume roads with low-density development as a “rural rustic road” where the county agrees to limit growth along the road through zoning and planning. In addition to having no more than 1500 vehicles per day, the road should be within the VDOT secondary system, should be a priority in the Secondary Six-Year Plan, and should serve the local population. The Rural Rustic Road Program is a practical approach to paving Virginia's unpaved low-volume roads. Its goal is to keep traditional rural lane ambience, while improving the road surface within the current right-of-way. While there are no funds associated with the

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program at the time of this update, it does allow a low cost alternative for paving qualifying roads. Information on this and certain other related rural programs is available through links provided at http://www.virginiadot.org/business/local-assistance-programs.asp#Rural%20Rustic.

-Revenue Sharing Program

This program is authorized by § 33.2-357 of the Code of Virginia and provides funding for use by a county, city, or town to construct, reconstruct, or improve qualifying highway projects. Locality funds are matched with State funds at a 50 to 50 percent match, with statutory limitations on the amount of State funds authorized per locality. Funds are allocated annually by the CTB based on existing statute and policies. Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. Construction may be accomplished by VDOT or by the locality under an agreement with VDOT.

-Recreational Access Program

The program is authorized by § 33.2-1510 of the Code of Virginia and provides funds for recreational access roads or bikeways that make a "publicly developed recreational area or historic site" accessible, provided such a site is not private or federally maintained. The purpose is to make these recreational or historic sites accessible as opposed to creating solely a new transportation facility; e.g., a bikeway funded under this program might connect an area having heavy bicycle traffic to a park that presently is not accessible to cyclists.

-Economic Development Sites and Airport Access Program (Roadway Portion)

Section 33.2-1509 of the Code of Virginia authorizes this program, which provides access to certain qualifying business operations or employment centers and licensed public use airports. Adequate access, in consideration of the type and volume of traffic anticipated to be generated by the subject site, may require the construction of a new roadway, improvement of an existing roadway, or both to serve the designated site. More information on this access program, as well as the recreational access program and the revenue sharing program is at http://www.virginiadot.org/business/local-assistance-access-programs.asp.

-Safe Routes to School Program

The Safe Routes to School **(SRTS)** program began in 2005 from provisions in SAFETEA-LU and is administered by each State. The current SRTS program involves projects eligible in a competitive grant process under the new Surface Transportation Block Grant (STGB) program set-aside for the Transportation Alternatives Program (see the section following this). Applying for funding for SRTS activities is a competitive process. VDOT administers two types of funds:

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- Non-infrastructure funds are for education, encouragement, enforcement (law) and evaluation activities which further the stated purposes of SRTS
- Infrastructure project funds are for improvements that provide bicycle and pedestrian accommodations or safety enhancements.

All SRTS projects will be implemented using the Transportation Alternatives Program selection process. The purposes of the SRTS program are to:

1) Enable and encourage children, including those with disabilities, to walk and bicycle to school;
2) Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
3) Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

All non-infrastructure projects require a formal endorsement by a school or school division.

The Virginia SRTS Program requires that applicants create an Activities and Programs Plan for the affected School(s). The plan is a written document stating the school community's intentions for making walking and bicycling to school(s) sustainable and safe. The plan must be submitted to VDOT and approved in advance of the submittal of applications for funding.

Information about non-infrastructure applications and other SRTS materials can be found on the VDOT SRTS website at: www.virginiadot.org/saferoutes.

-Transportation Alternatives Program (TAP)

Under the federal FAST Act enacted on December 4, 2015, a core Surface Transportation Block Grant (STBG) program provides set-aside funds for projects that have been eligible under the Transportation Alternatives Program. The Transportation Alternatives Program, thus, has been rolled into, and is part of, that larger program. Previously eligible TAP project categories have been preserved in title 23 USC and continue to include:

1) Transportation alternatives, as defined in section(s) 23 USC 101(a)(29) or 23 USC 213 on the day before the date of enactment of the FAST Act
   (A) Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)

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(B) Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
(C) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
(D) Construction of turnouts, overlooks, and viewing areas
(E) Community improvement activities, including-
(i) Inventory, control, or removal of outdoor advertising
(ii) Historic preservation and rehabilitation of historic transportation facilities
(iii) Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control and
(iv) Archaeological activities relating to impacts from implementation of a transportation project eligible under this title
(F) Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
(i) Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or
(ii) Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats

2) The recreational trails program under 23 USC 206
3) The safe routes to school program under section 1404 of the SAFETEA–LU (23 U.S.C. 402 note; Public Law 109–59)
4) Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways

The STIP and Its Update

The STIP is a federally required program that, in Virginia, is based on the SYIP. The STIP identifies planned obligations for funding the preliminary engineering, right-of-way, and construction phases of project development for regionally significant projects and/or federally funded projects. It also identifies planned obligations for maintenance and operational improvements. At the beginning of each fiscal year, the FHWA determines Virginia's federal obligation authority, from which VDOT requests obligation amounts for preliminary engineering, right of way, and construction. The FTA is the cognizant transit agency for DRPT and provides similar information for transit projects. Rural officials, PDCs, and the general public are able to use the internet to access both the STIP and the SYIP.

Virginia's STIP is composed of all highway, rail, and transit projects anticipated to receive federal funding obligation in the next four years. It also includes projects of regional significance, requiring FHWA or FTA action, even if they are not anticipated to receive federal funding obligation in the four year timeframe of the STIP. Federally funded projects are

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identified from the Virginia SYIP, each MPO's Transportation Improvement Plan (TIP), Secondary Six-Year Plans, and other programs. As discussed in the prior sections, rural local officials are requested to provide funding recommendations through the SYIP development SMART SCALE prioritization process, and other input methods in the process of the development of the SYIP, which forms a basis for updates and/or amendments of the STIP.

Fall CTB meetings are held to discuss transportation improvement priorities for prospectively updating the SYIP and STIP. A draft SYIP is made available for public review and comment during public meetings and/or hearings that are held in the spring, and the SYIP is adopted by the CTB before July. The STIP is updated at least every four years, and a draft is also made available for public review and comment.

C) Cooperation in Transportation Systems Planning with the Long-Range Statewide Transportation Plan

The Statewide Transportation Plan (VTrans)

VTrans is Virginia's statewide multimodal transportation plan, which identifies goals, strategies and policies to address multimodal transportation needs over a 20-year planning horizon in accordance with requirements of 23 U.S.C. 135 and VA Code § 33.2-353. VTrans serves as the "umbrella" planning document for the state, establishing the direction from the Transportation Secretariat for all transportation planning initiatives.

The legislative requirements for the statewide multimodal transportation plan include: carrying out a continuing, comprehensive, and coordinated statewide multimodal transportation planning process in the development of a statewide multimodal transportation plan that advances Virginia businesses and attracts a 21st century workforce by improving goods movement and supporting strategic placemaking.

VTrans also identifies Corridors of Statewide Significance, Regional Networks and Urban Development Areas that are critical to the multimodal transportation system across and within the state, and identifies recommendations for improvements to those areas based on seven VTrans Guiding Principles to ensure future mobility:

- Optimize Return on Investments
- Ensure Safety, Security, and Resiliency
- Efficiently Deliver Programs
- Consider Operational Improvements and Demand Management First
- Provide Transparency and Accountability through Performance Management
- Improve Coordination between Transportation and Land Use
- Ensure Efficient Intermodal Connections

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The goals of VTrans include: Economic Competitiveness and Prosperity; Accessible and Connected Places; Safety for All Users; Proactive System Management; and Healthy and Sustainable Communities.

The development of the statewide transportation plan update, VTrans2040, is underway under the oversight of the Office of Intermodal Planning and Investment. Its development is guided and supported by a Multimodal Working Group, which includes planners from the state transportation agencies and the Office of the Secretary of Transportation. In development of an update to VTrans, rural local officials are provided a number of opportunities to participate in the process and provide input. The statewide transportation plan update process entails having the state transportation entities, rural localities, rural regional PDCs, and MPOs coordinate and work together (as well as have other interested parties and the public contribute) in identifying current and future transportation needs, and in providing the transportation plans, programs, and project concepts that will respond to the needs.

On December 9, 2015 the CTB adopted and forwarded to the Governor and General Assembly a VTrans2040 Vision and a Needs Assessment of Virginia's Corridors of Statewide Significance (CoSS), Regional Networks (RN), and Urban Development Areas (UDA). The report was developed with inputs from a Multimodal Advisory Committee, with extensive stakeholder and public outreach as part of the VTrans2040 development. Outreach included two rounds of regional forums where the needs assessments were developed for all geographies (CoSS, RN, UDA), as well as additional 2 to 3 meetings at the MPO regional level; with a two week comment period from August 1st to August 18th, 2015. Further work for VTrans2040 is underway. The CTB also directed that a VTrans action plan and 2040 Scenario Assessment shall be provided to the CTB by the end of 2016, and that the Office of Intermodal Planning and Investment shall coordinate the work with all state transportation agencies and other stakeholders and the public. Additional information about VTrans can be found at www.vtrans.org .

The VTrans Multimodal Transportation Plan (VMTP)

The VTrans Multimodal Transportation Plan (VMTP), a 20-year or more long-range plan, is updated in concert with the VTrans Vision. It outlines needed highway, pedestrian and bike infrastructure, public transit and rail improvements. The improvements focus on the Corridors of Statewide Significance, regional networks and locally designated Urban Development Areas. The plan provides information for potential long- term and short-term projects and policies based on the goals and needs identified in VTrans, as well as the goals and needs of regions and localities. This input is gained through a series of in-person regional forums and continuing online engagement. The purpose of the VMTP is to recommend transportation system improvements that are needed to accommodate existing and future capacity, and/or to address geometric and safety deficiencies. It focuses on tying the inter-regional and intra-regional good movement and passenger travel needs with the future economic needs of the various regions in the Commonwealth. The VMTP is used to implement VTrans policies and identify projects that warrant consideration for funding within the Six-Year Improvement Program; it also serves to

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highlight those projects that would be suitable for SMART SCALE applications.

The VTrans Multimodal Transportation Plan (VMTP) is superseding and updating the Virginia Surface Transportation Plan (VSTP). The VMTP is to be developed before the end of 2016. The scope of the VMTP is broader than the scope of the VSTP, in that the VMTP shall include planning for key projects and programs concerning additional modes of transportation, such as airports and marine ports. For information updates and upcoming events on the development of the VMTP visit http://www.vtrans.org/vtrans2040.asp.

Regional (PDC Rural) Long-Range Plans (RLRPs) and Transit Development Plans

RLRPs are transportation plans that contain highway, transit, bicycle, pedestrian, operational, and freight recommendations for areas of the State not covered by an MPO. They are cooperatively developed in association with the Rural Transportation Planning Program, discussed later. The development of RLRPs is a recent process, and expanded outreach is being conducted for improving public participation in the development of future updates. The RLRPs are available online at: http://www.virginiadot.org/projects/rural_regional_long-range_plans.asp. They identify transportation funding priorities and assist in transportation and other planning and programming for rural areas. These plans conform to requirements similar to the program federally mandated for the metropolitan planning process. They contain a 20-year planning horizon and five year update cycle, undergo public review and serve as a tool for providing a regional perspective on transportation issues and strategies for local governments in rural areas. The roadway improvements identified and officially documented in these plans feed into the VSTP/VMTP and VTrans which were discussed earlier. The Regional Long-Range Plans:

- Cover roadways functionally classified major collectors and above
- Identify operational improvements (intersection improvements, access management strategies, signalization, turning lanes, roundabouts, etc.)
- Determine the location and potential impact of high growth areas (residential, retail and distribution) using local comprehensive land use plans
- Identify critical freight infrastructure and routes, and associated improvements
- Target facilities for bicycle and pedestrian improvements
- Identify corridors to preserve right-of-way for future transportation improvements
- Identify potential setback requirements for corridors for local enforcement
- Determine potential zoning or corridor overlay tools for local use
- Outline the need for on-demand transit services and
- Allow for local and regional discussion of planned projects and further the rural interaction, participation and cooperation efforts of the state.

Regarding the public transportation component of rural long-range planning, DRPT has implemented a requirement that all transit agencies, including rural providers, have a current Transit Development Plan (TDP) updated every 6 years. As part of the TDP planning process,

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the transit agency or provider is required to assemble a stakeholder group that may consist of local elected officials, planning staff, members of the public, etc. through the development of the TDP. Each TDP contains a constrained six-year financial element that identifies the agency's capital and operating revenues and expenses for the six-year planning horizon. The TDP contains recommendations for improvements that may be identified in the constrained element of the plan. TDPs must be adopted by the operator's governing body. A letter must be submitted annually describing progress in implementing the TDP and any significant changes, and updating the TDP to refine the TDP by modifying recommendations and extending the constrained six-year financial element out an additional year. The TDP is expected to provide a basis for the near-term transit recommendations that are identified in the RLRPs.

The Rural Transportation Planning Program (RTPP) is funded with State Planning and Research (SPR) program funds, which are federally provided to Virginia for conducting transportation planning and research. Under the RTPP Assistance Program, PDCs develop, in cooperation with VDOT, DRPT, transit providers and localities, the Regional Long-Range Plans (RLRPs) for rural transportation. The RTPP is not a State or federally mandated program and is carried out at VDOT's discretion. The associated Rural Transportation Planning Assistance Program (Assistance Program) provides funding to certain PDCs to carry out transportation planning activities in rural areas. A PDC is eligible to receive these funds if it encompasses rural areas defined "outside the metropolitan study area boundaries approved by the metropolitan planning organizations" under Section 134 of Title 23 of the United States Code. A map depicting the geographical boundaries for Virginia's 21 PDCs is provided in Appendix C. At the time of this update, each eligible PDC receives $72,500 to carry out transportation planning activities annually in its rural areas. VDOT provides $58,000 in SPR funds and the PDCs provide the remainder ($14,500 or 20 percent of the total).

State transportation agency staff regularly attend and participate in the transportation technical committee meetings coordinated by the rural regional PDCs. In the urbanized areas, MPOs have similar committees which VDOT and DRPT staff also participate in. All of the PDCs receiving RTPP funds have established a rural transportation technical committee. The PDC technical committees are composed of rural local officials and planning staff. The meetings serve as a forum where regional transportation issues are discussed and rural officials present information and get feedback on statewide, regional, and local transportation plans.

MPO Long-Range Transportation Plans and Transportation Improvement Programs

MPO activities are not part of the rural planning process, but discussion of the MPOs is relevant because a rural locality might be an "interested party" in an MPO proposed transportation plan or program. Many metropolitan areas adjoin a rural area, and the MPO planning could affect the rural area. Some counties have both MPO and rural areas, providing the county direct opportunities for coordination of the MPO and the rural activities of a PDC region.

The roadway, public transit and rail improvements that are identified and officially documented

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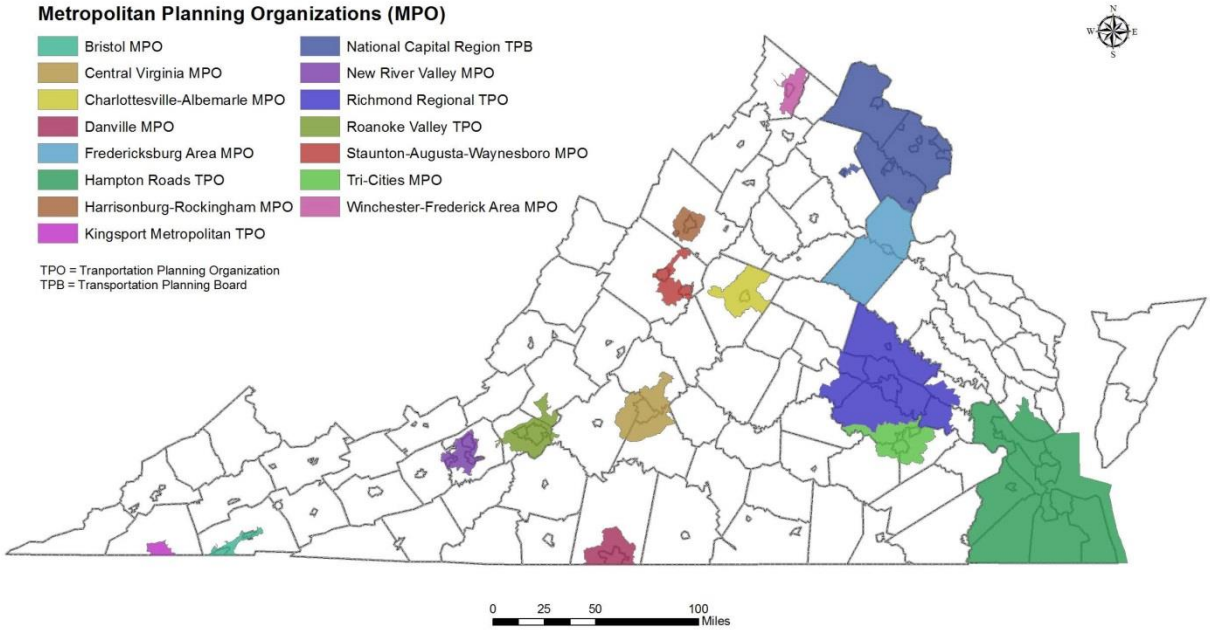
in MPO plans and programs feed into the VSTP/VMTP and VTrans. At the time of this update, there are 15 MPOs with special transportation decision-making roles for the urbanized areas.



The primary functions of an MPO are to:

1) Approve an annual Unified Planning Work Program (UPWP) and budget
2) Prepare and adopt a Constrained Long-Range Transportation Plan (CLRP)
3) Recommend projects for implementation from the CLRP through the adoption of the short–range Transportation Improvement Program (TIP)
4) Approve an air quality conformity determination, if applicable, to support a CLRP and/or TIP

VDOT's general role is to participate as a voting member representing the State, and provide policy guidance and technical assistance to the MPOs in cooperatively developing the urbanized areas' transportation plans and programs. DRPT participates as a voting member on all of the MPO Technical Advisory Committees and is a voting member of the Hampton Roads and Roanoke Valley TPO. A rural locality adjoining an MPO should note that MPOs are required to provide reasonable opportunities for interested parties to be involved in the metropolitan planning process, including but not limited reasonable opportunity for interested parties to comment on the MPO's draft CLRP or TIP.

APPENDIX A

Similar to its planning requirements that apply to local governments, the Code of Virginia at § 33.2-214 contains provisions on the coordination and consistency of metropolitan regional long-range transportation plans or regional Transportation Improvement Programs with the CTB Statewide Transportation Plan (VTrans), the CTB SYIP , and the CTB selection of route locations for state controlled highways.

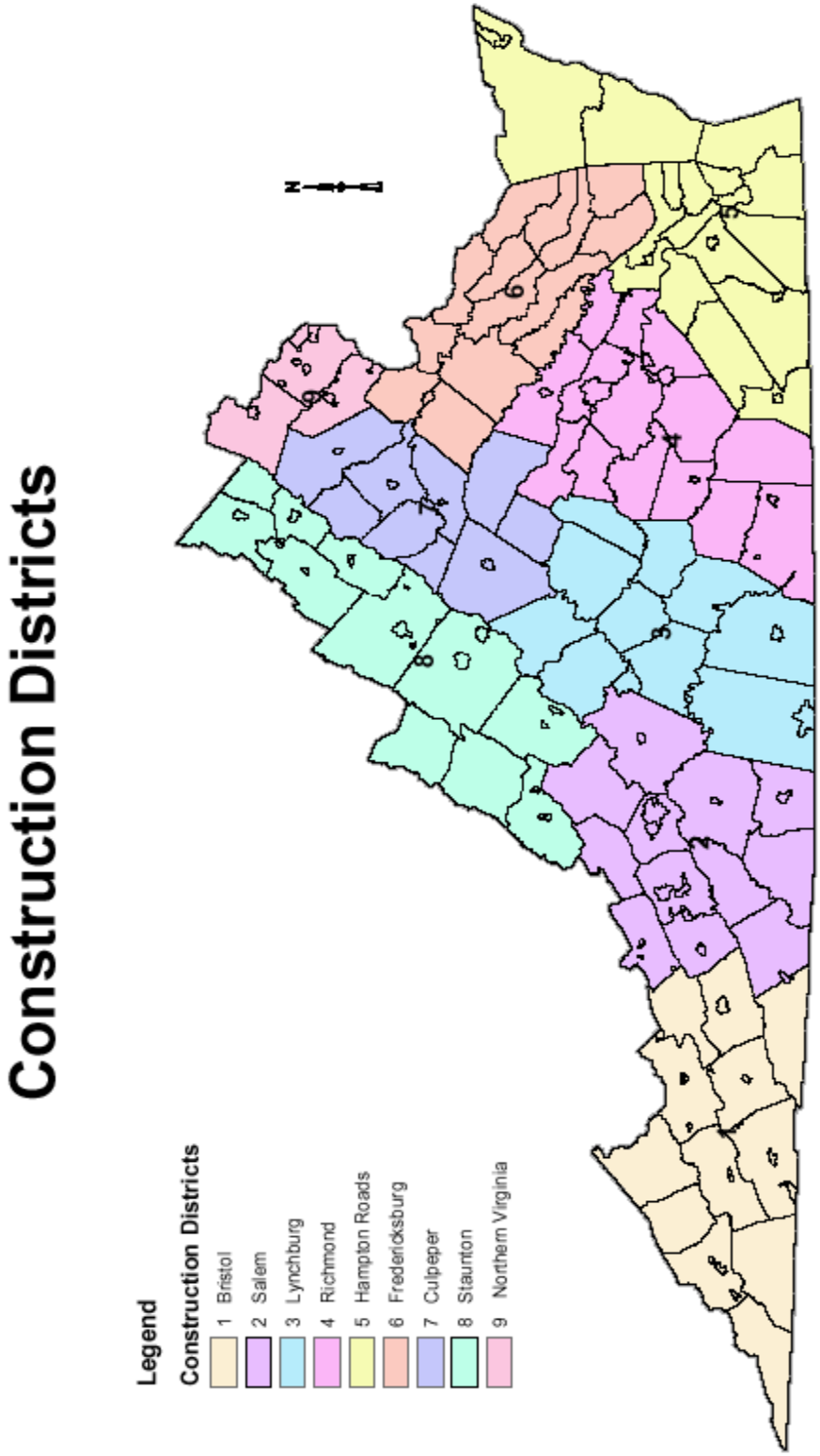
Federal regulations in 23 CFR 450 require that a continuing, cooperative, and comprehensive transportation planning process (3C) be conducted in all areas of a state, including each urbanized area (areas of 50,000 or more population). Compliance with the requirements is necessary for a State department of transportation, MPO or other authority to be eligible for federal transportation funds and approvals. Special metropolitan planning and programming requirements apply to the urbanized areas. Long-range plans and short-range programs must be developed and updated by each area's designated MPO in cooperation with the State and applicable public transportation operators, with input from the public and affected entities. The MPO long-range and short-range costs for the transportation system and projects must be financially constrained to balance with reasonably available, committed or available revenues.

MPO Transportation Improvement Programs (TIPs)

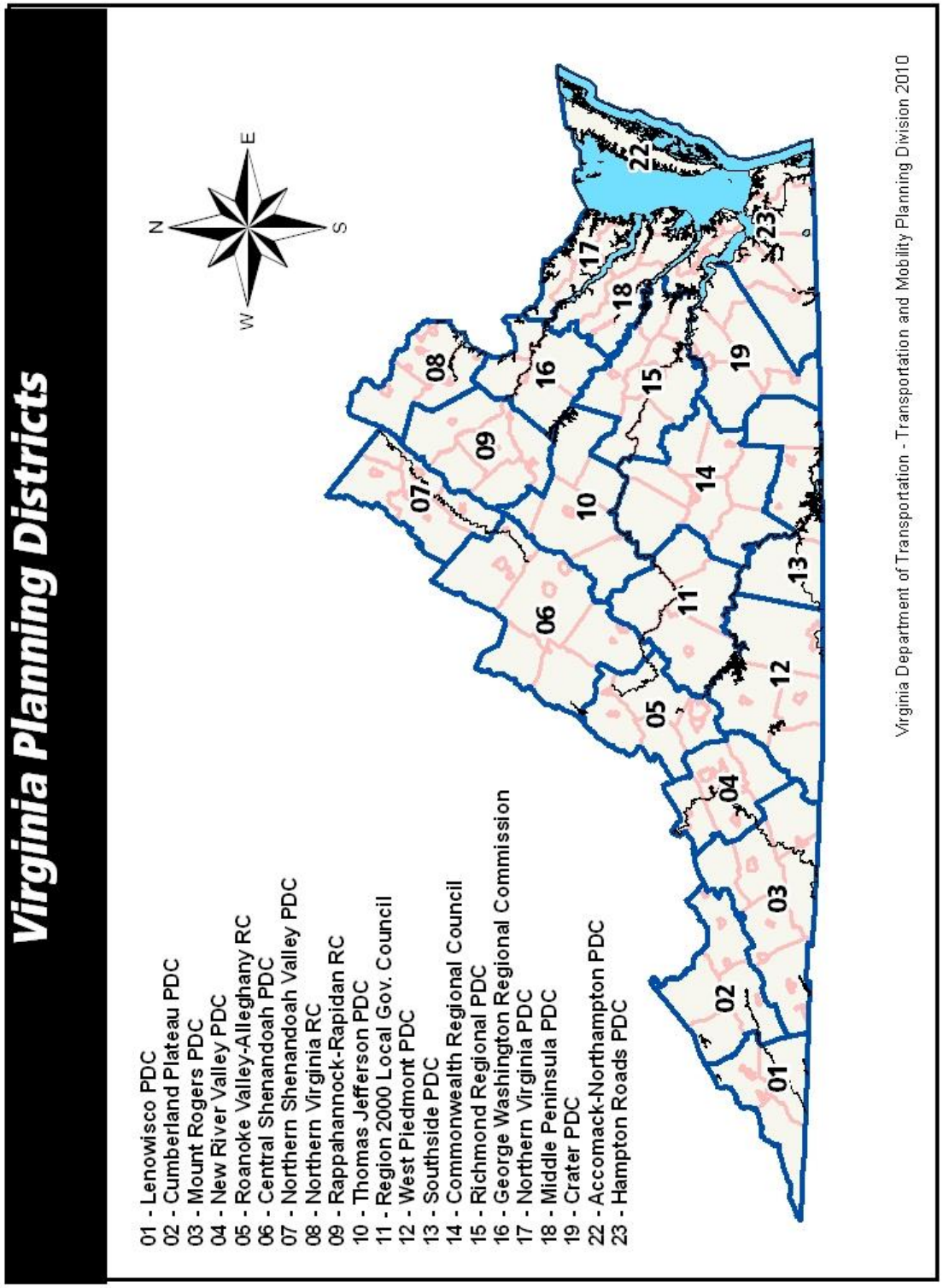
Unlike the SYIP which the CTB must update at least annually, an MPO TIP must be updated at least every four years, typically in conjunction with the update of the STIP. The MPO short-range TIP must be consistent with the MPO long-range CLRP. The State and MPO, nevertheless, must appropriately coordinate the project planning and programming actions that affect an MPO area. Most MPOs provide annual or more frequent amendments for their TIP.

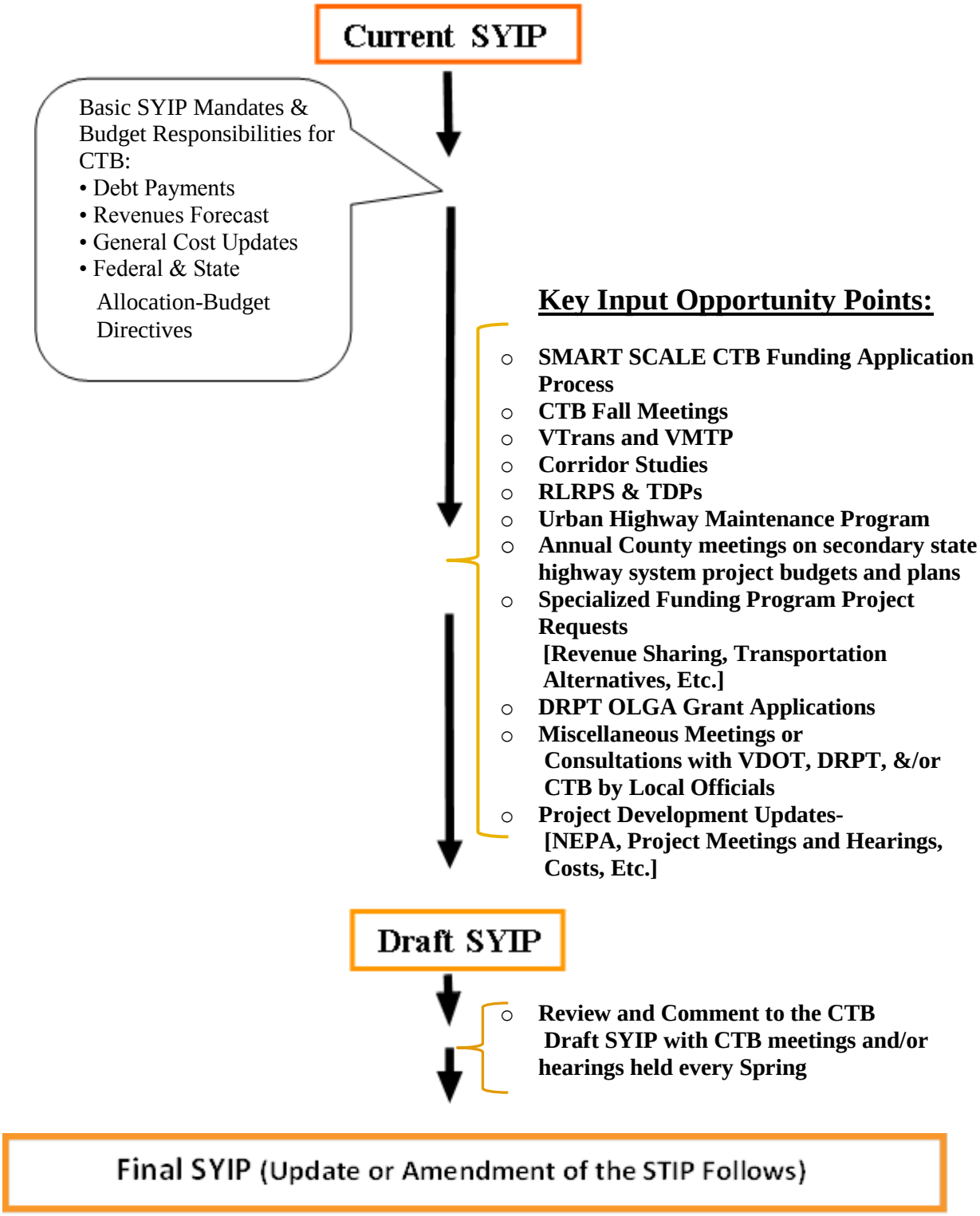
In overview, the State provides information, such as financial forecasts and costs, consistent with the current and/or draft SYIP to an MPO for use in preparing a preliminary draft MPO TIP update or amendment. MPO staff, in cooperation with VDOT and DRPT staff, will make any changes necessary, and the preliminary draft TIP is developed, reviewed and approved by the MPO technical committee. Next, the MPO policy committee approves it for release as the draft TIP for public review in accordance with each MPO's adopted public involvement procedures. If applicable, air quality conformity analysis and testing also would be conducted in developing the preliminary draft TIP in those MPOs designated as air quality non-attainment or maintenance areas. Conformity analysis and testing takes approximately six to eight weeks to conduct, at which time the MPO technical and policy committees respectively would approve the release of the draft TIP as well as its conformity analysis for public review. Public review of the draft TIP typically lasts for two weeks (30 days in Northern Virginia), with public comments considered and responded to in the MPO's approval of the final TIP. The final is submitted for the Governor's designee's approval. A final TIP for an air quality conformity area, however, needs an additional 45 day federal review to receive full approval. Once fully approved, a final TIP is included without change in the State's STIP.

APPENDIX B – Map of the VDOT Construction Districts



APPENDIX C- MAP OF THE PDC REGIONS



Appendix D

Graphic on Key Input Opportunities with SYIP Development