RICHMOND REGIONAL
PLANNING DISTRICT COMMISSION

Work Program
Fiscal Year 2006

A Work Program in Support

of the

Richmond Regional Planning District Commission

and the

Richmond Area Metropolitan Planning Organization

Approved May 12, 2005

Revised May 2006

Town of
  Ashland
Counties of
  Charles City
  Chesterfield
  Goochland
  Hanover
  Henrico
  New Kent
  Powhatan
City of
  Richmond

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Introduction

The Regional Cooperation Act of 1995 authorizes PDCs to assist member governments and their partners in identifying and implementing actions, plans, and processes to improve the well-being of the entire region. The Richmond Regional PDC serves nine member governments: the City of Richmond; the Town of Ashland; and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan. The staff of the Richmond Regional Planning District Commission also serves as staff to the Richmond Area Metropolitan Planning Organization which is authorized under Section 134 of the Federal Aid Highway Act of 1973, as amended, to maintain and conduct a "continuing, cooperative, and comprehensive" (3-C) transportation planning and programming process that results in plans and programs consistent with local comprehensive plans for the Richmond area. The MPO serves as the forum for cooperative transportation decision making in the Richmond area.

Funding sources for both the PDC and MPO programs include a variety of federal, state, and local sources. The state provides an annual appropriation; member localities pay annual dues; federal and state transportation planning funds are allocated to this region; and the agency has had a history of successful grant applications for rural transportation, water resources, and coastal planning.

The Richmond Regional PDC Work Program presented here shows all currently programmed work in support of the Richmond Regional PDC and the Metropolitan Planning Organization. It incorporates the PDC's commitments that are defined in the FY 06 UWP that was adopted by the MPO at its April 14, 2005 meeting and revisions anticipated to be approved by the MPO at its April 13, 2006 meeting. About 36 percent of the PDC staff's time is focused on programs in support of the MPO. The remainder is devoted to a host of planning programs including the rural transportation planning program, environmental resources program, technical assistance to member governments, Regional Cooperation Act program requirements, regional planning assistance, emergency services programs, information systems development, historic resources programs, and to general agency administration including personnel management, financial accounting and reporting, providing legislative liaison services to member governments, and coordinating with other regional entities.

Executive Summary

TOTAL BUDGET

For fiscal year 2006, the Richmond Regional PDC estimates total revenues to be $1,972,700 all of which is earmarked for agency operations. No pass-through programs are anticipated at this time. The budget includes funding for 20 full-time staff positions reduced for actual vacancies and three part-time student interns. The operating budget provides funding for a variety of administrative, technical, and planning services for the development of regional planning projects in transportation, economic competitiveness, water resources, and coastal management—in short, to fulfill the Richmond Regional PDC's mission as outlined in the Regional Cooperation Act of "…planning for the physical, social, and economic development of the region." This mission is accomplished through cooperation, coordination, and progressive interaction with member governments; a host of federal, state, regional, and local agencies; and the public.

FUND SOURCES

A variety of federal, state, and local funds are available for regional planning. The Richmond Regional PDC receives an annual appropriation from the Commonwealth for its activities under the Regional Cooperation Act. Member governments pay membership dues on a per capita basis. The rate established in FY 92 remains at $0.60 per capita with $0.55 earmarked for Richmond Regional PDC activities and $0.05 for Richmond Area MPO planning programs. The MPO portion of member dues is providing about 41 percent of the match required for federal and state transportation and transit planning funds available for regional transportation planning in FY 06. Competitive grants for rural transportation planning and coastal management planning are also part of the budget and work program for the current year as is a grant to complete the development of a hazard mitigation plan.

The following table summarizes the sources of funds for the Richmond Regional PDC in FY 06.

Fund Sources - Fiscal Year 2006		
Category	FY 06 Budget April 2006	Percent of Budget
Operating Revenue		
State Appropriation (RCA)	$ 165,300	8.4%
Local Membership Dues	$ 552,800	28.0%
FHWA/PL - Urban Transportation Planning	$ 869,200	44.1%
FTA/Section 5303 - Urban Transportation Planning	$ 149,400	7.6%

Fund Sources - Fiscal Year 2006

Category		FY 06 Budget April 2006	Percent of Budget
VDOT - Rural Transportation Planning Program	$	48,000	2.4%
VDEQ VCRMP - Coastal Management Programs	$	27,500	1.4%
VDEM Hazard Mitigation Plan Grant	$	29,200	1.5%
Interest Income	$	49,600	2.5%
Miscellaneous	$	1,200	0.1%
Unrestricted Fund Balance	$	80,500	4.1%
Total Operating Revenue	$	1,972,700	100.0%

A. OVERVIEW

In this division are the support functions for the agency—the administrative and technical services needed to maintain the Richmond Regional PDC and its regional planning processes and liaison activities with other regional entities. Responsibilities include staff support to the board and its committees including, for example, the Executive Committee, the Bylaws Committee, the Audit Committee, and the Personnel and Operating Policies Committee; preparing the agency's budget and work program; maintaining the agency's accounting system and processes; preparing financial reports related to the agency's grants and contracts, tracking the budget and overall agency financial position; personnel management; support for special studies and projects; and maintaining connections with other regional entities, coordinating activities, as appropriate, with them, and bringing to the Commission reports and presentations on regional efforts and progress of other organizations and agencies.

In addition, staff in the Administration Division routinely monitors bills considered by the General Assembly. Special attention is given to proposed legislation that has been identified as important to the region and its member jurisdictions. Staff periodically reports to the board on the progress of legislative study commissions and takes action, as appropriate, to apprise the study commissions of regional concerns.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL ADMINISTRATION

1. Commission meeting administration – Prepare agendas and minutes of the Commission meetings and of other committee and subcommittee meetings as appropriate.

   Product: Agendas, minutes.

2. Coordinate activities of the Richmond Regional PDC with the Richmond Area MPO and other local, regional, and state agencies involved with regional planning and programming.

   Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – FINANCIAL MANAGEMENT

1. Prepare annual budget and work program (Project Manager: Jo Evans).

   Product: Annual RRPDC Budget and Work Program; interim budget tracking.

2. Develop and maintain accounting processes and system (Project Manager: Jo Evans).

   Product: Accounting processes, financial database, bill payments, checks, deposits.

3. Prepare financial reports for board review (Project Manager: Peter Sweetland).

Product: Monthly financial reports on revenues and expenditures.

4. Prepare financial documentation for the annual audit and provide staff support to the Audit Committee (Project Manager: Peter Sweetland).

   Product: Annual audit and documentation.

5. Provide grant application support and contract administration for grant-funded programs (Project Manager: Peter Sweetland).

   Product: Grant budgets, contracts, financial reports.

6. Prepare annual report for DHCD and for publication (Project Manager: Patricia Villa).

   Product: Annual report.

7. Perform and/or assist in special projects, studies, evaluations, and other activities upon direction of Commission.

   Product: Monthly status report of activities.

D. KEY ACTIVITIES AND PRODUCTS – PERSONNEL

1. Provide personnel management – employee hiring, termination, evaluations.

   Product: Interviews; personnel evaluations.

2. Personnel support services – payroll and benefits administration (Project Manager: Jo Evans).

   Product: Payroll reports; benefits forms and review.

E. KEY ACTIVITIES AND PRODUCTS – TRAINING

1. Participate in seminars, meetings, workshops, and conferences related to planning activities (All staff).

   Product: Monthly status report of activities.

F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE

1. Prepare a list of the region's legislative priorities in coordination with the region's legislative liaisons and officials from other localities (Project Manager: Patricia Villa).

   Product: Priority list.

2. Attend meetings of the Capital Region Caucus (Project Manager: Patricia Villa).

   Product: Monthly status report of activities.

3. Electronically monitor the status of legislation pertinent to the Richmond Regional PDC and Planning District 15 and the Richmond Area MPO (Project Manager: Patricia Villa).

   Product: Monthly status report of activities.

4. Attend legislative study commission meetings to monitor the progress of studies relevant to the region and prepare report to the board (Project Manager: Patricia Villa).

   Product: Monthly status report of activities.

5. Produce the Yeas and Nays Report that summarizes legislative actions of interest to the region and its member governments (Project Manager: Patricia Villa).

   Product: Report.

G. KEY ACTIVITIES AND PRODUCTS – PUBLIC RELATIONS

1. Agency newsletter – Prepare quarterly newsletter for the agency (Project Manager: Patricia Villa).

   Product: Newsletter.

2. Reports and brochures – Produce other general agency reports and information brochures (Project Manager: Patricia Villa).

   Product: Reports and brochures.

3. Web site support – Prepare regular updates to the agency web site (Project Manager: Patricia Villa).

   Product: Updated web site.

4. Miscellaneous – (Project Manager: Patricia Villa).

   Product: Monthly status report of activities.

H. KEY ACTIVITIES AND PRODUCTS – ORGANIZATION SUPPORT

1. VAPDC – serve as VAPDC Secretary/Treasurer; participate in various committees

   Product: Financial records and reporting; monthly status report of activities.

2. Executive Roundtable

   Product: Periodic status report of activities as necessary.

3. APA/VAPA

   Product: Periodic status report of activities as necessary.

4. Greater Richmond Chamber of Commerce

   Product: Periodic status report of activities as necessary.

5. Greater Richmond Partnership

   Product: Periodic status report of activities as necessary.

6. Metro Richmond Convention and Visitors Bureau

   Product: Periodic status report of activities as necessary.

7. Other Organizations/Associations

   Product: Periodic status report of activities as necessary.

8. Special projects

   Product: Periodic status report of activities as necessary.

GENERAL OVERVIEW

The RRPDC's Planning and Information Systems Division promotes the agency's mission of planning for the physical, social, and economic development of the region by regularly refocusing attention toward the future. The division provides a forum for the local governments to exchange information and to develop cooperative initiatives that address regional and local issues and opportunities, as well as state and federal regulations. The division's staff undertakes technical and policy studies and provides technical assistance to the member localities and others.

Through a variety of planning programs, the Planning and Information Systems Division participates in and provides effective planning processes for the region. The division maintains two functional sections—planning and information systems—that place major emphasis in the following programs:

Planning	Information Systems
Regional Planning Assistance	Geographic Information Systems
Environmental Resources	Computer Support Services
Rural Transportation Planning	
Information Services	
Historic Resources	
Emergency Services Planning	

REGIONAL PLANNING ASSISTANCE

A. OVERVIEW

This program provides a variety of housing and community development services for the region's nine localities. Key activities include locality-specific project development, research, and regional coordination. The purpose of this program is to support local government's efforts in long-range community planning by providing value-added resources and technical assistance. This program also investigates opportunities for enhanced regional planning coordination that have the capacity to support local planning efforts. In addition, the program provides technical assistance to one of the region's four urban localities on an annual rotation basis—the rotation is the City of Richmond (FY 06), Henrico County (FY 07), Chesterfield County (FY 08), and Hanover County (FY 08).

B. KEY ACTIVITIES AND PRODUCTS – GENERAL REGIONAL

1. City of Richmond – As part of the rotation cycle for major technical assistance established by the Commission, assist the City of Richmond with a vacant building campaign assessment (Project Manager: Allyson Finchum, #20 140).

    Product: Report.

2. Charles city County Comprehensive Plan – Assist Charles City County with their comprehensive plan update (Project Team: Allyson Finchum and Leigh Medford, #20 100).

    Product: Comprehensive plan text and mapping.

3. Charles City County Zoning Ordinance – Assist Charles City County Planning Commission in their review of the zoning ordinance (Project Manager: Jackie Stewart, (#20 100).

    Product: Zoning ordinance text.

4. New Kent County Zoning Ordinance – Assist New Kent County with the update of their zoning ordinance (Project Manager: Allyson Finchum, #20 100).

    Product: Zoning ordinance text.

5. Goochland County Zoning and Subdivision Ordinance – Assist Goochland County with their update of their zoning and subdivision ordinances (Project Manager: Sarah Weisiger, #20 100).

    Product: Zoning and subdivision ordinance text.

6. Powhatan County Comprehensive Plan – Assist Powhatan County with their comprehensive plan update (Project Manager: Allyson Finchum, #20 100).

   Product: Data collection analysis.

7. Base Closure and Realignment – As requested, work with localities in the region to assess local and regional impacts associated with potential military base closings (Project Manager: Allyson Finchum, #20 110).

   Product: Monthly status report.

8. Regional Industrial Standards Inventory – Assist the region's local governments in assessing industrial zoning standards used through the region (Project Team: Allyson Finchum, #20 110).

   Product: Matrix and map.

9. Intergovernmental Reviews – Provide intergovernmental reviews of regional significant projects (Project: Sarah Weisiger, #20 110).

   Product: Intergovernmental review document.

10. Regional Growth Assessment – Use historic ortho-photography and other data sources to develop an inventory of land use changes in the region during the past ten years and work with the region's local governments to assess potential impacts on anticipated growth in the region (Project Team: Sarah Weisiger, Allyson Finchum and Michelle Fults, #20 110).

    Product: Report and GIS generated maps.

11. Regional Food Systems Analysis: Conduct data collection and analysis on food systems in the Richmond region, including niche market for small farmers, local farmers' markets, and larger employers in the food industry. Provide information regarding other communties' innovations that promote new food system thinking, policies, and actions at multiple levels. Report will include implementation measures local governments may consider to reinforce local food economies and develop future choices, such as food enterprise zones and reintroducing endangered crops (Project Manager: Lory Markham, #20 110).

    Product: Report on the impact food systems have in the local economy.

12. Regional Strategic Plan – Implement and maintain the regional strategic plan as required by the Regional Cooperation Act and as directed by the Commission (Project Manager: Allyson Finchum, #20 120).

    Product: Strategic Plan.

13. Regional Planning Commissioner's Forum – Conduct the fifth annual regional planning commissioner's forum as the foundation for the information sharing and development of initiatives for the region—hosted by Goochland County (Project Manager, Allyson Finchum, #20 110).

    Product: Annual forum.

14. Regional Planning Director's Meetings – Coordinate and participate in regional planning director's meetings to share items of regional and local significance (Project Manager: Jackie Stewart, #20 110).

    Product: Monthly status report.

15. Local CDBG Assistance – Assist non-entitlement localities with the preparation of CDBG applications (Project Manager: planning staff, #20 110).

    Product: Monthly status report.

16. Charles City County Enterprise Zone – Assist the county with preparing an enterprise zone application (Project Manager: Jackie Stewart, #20 110).

    Product: Enterprise zone application.

17. Regional CDBG Priority List – As required by the Virginia Department of Housing and Community Development each year, develop a regional community development block grant priority list using the priorities established by each of the non-entitlement localities of the region (Project Manager: Sarah Weisiger, #20 110).

    Product: Annual priority ranking resolution of support.

18. Regional Affordable Housing, Phase II: Implementation Strategies – Work with the region's planning directors to develop a list of implementation strategies to address affordable housing in the region and locality specific as requested. (Project Manager: Allyson Finchum, #20 110).

    Product: Report.

19. Locality-Specific Affordable Housing Reports – Develop locality-specific affordable housing report as requested. (Project Manager: Sarah Weisiger, #20 110).

    Product: Locality-specific report(s).

ENVIRONMENTAL RESOURCES

A. OVERVIEW

This program provides a variety of environmental planning services for the region's nine localities. The program is supported by the Environmental Technical Advisory Committee comprised of a staff representative from each local government with the region. The committee meets every other ("even") month to discuss the progress of regional environmental planning projects and local initiatives. The coastal portion of the environmental resources program is supported in part by an annual grant from the Virginia Coastal Resources Management Program of the Virginia Department of Environmental Quality.

B. KEY ACTIVITIES AND PRODUCTS – COASTAL

The elements for this program area are part of the Commission's FY 05 coastal grant. The coastal grant is submitted in mid-March each year to the Virginia Department of Environmental Quality and runs into the federal fiscal year cycle beginning October 1 each year. The items below were approved by the commission at their March 2005 meeting.

1. GIS Data Support – Generally, the RRPDC will provide GIS analysis of existing and future land uses using locally adopted land use plans and aerial photograph. Geographical data distribution and maps of environmental resource features will be made available via the PDC's GIS data server. Staff will also maintain existing databases including but not limited to floodplains, wetlands, steep slopes, highly erodible soils, soils for septic suitability, wildfire threats, existing public greenway and blueway features, and impervious surfaces.

   - Regional Impervious Surface Analysis, Phase II – The phase II analysis will include data development of sub-watersheds that are becoming increasingly impervious. Impervious surface coefficients based on parcel size and zoning/land use classifications will be created to conduct zoning-based build-out analyses that calculate how much new impervious surface will be created under various development scenarios (Project Manager: Allyson Finchum).

   Product: Progress reports detailing GIS data support activities will be provided to DEQ on a routine basis. This report may include discussion of results, maps produced, and a list of data available on the GIS data server. Final copies of maps created will be provided in the final report to DEQ.

2. Environmental Technical Advisory Committee (TAC) Support – The RRPDC will work with the region's Environmental TAC to develop an environmental work program. PDC staff will host periodic meetings of the TAC to implement components of the work program. Meeting schedules and agendas will be posted on the PDC web site.

- Special Project, BMP – The Virginia Department of Environmental Quality's Coastal Management Program now requires a special work project to be included in the scope of work for all planning district commissions receiving grants. This year, the region's Environmental Technical Committee selected a project, a "virtual tour" of examples of Low Impact Development (LID), which will include photographs of BMPs along with cost and maintenance information to be posted on the RRPDC's web site (Project Manager: Sarah Weisiger, #21 200).

  Product: Progress reports detailing work program accomplishments will be provided to DEQ on a routine basis. A copy of the final environmental work program and project accomplishments will be provided in the final report to DEQ.

3. Local Government Technical Assistance – The RRPDC will assist local governments with their coastal programs by preparing and administering grant applications and requests for proposals, etc., reviewing local site plans and development proposals for environmental impacts, preparing and assisting with updates to local plans and ordinances, assisting with tributary strategy implementations, and conducting other technical assistance efforts as requested.

   Product: Progress reports detailing projects reviewed with findings—localities assisted, ordinance updates, and technical assistance provided will be included in the progress and final reports to DEQ.

4. Public and Private Agencies/Commissions Liaison– The RRPDC will participate in meetings and workshops covered under the Regional Cooperation Act, the Chesapeake Bay Preservation Act, and the Chesapeake 2000 Agreement as well as actively participate as a member of the VAPCD Coastal Committee, Metro Areas Work Group, and the Local Government Advisory Committee.

   Product: A summary of meetings and workshops attended will be submitted in periodic progress and final reports to DEQ.

5. Grant Administrations – The RRPDC will perform necessary financial and administrative tasks to manage grants, including required reports and meetings with the Department of Environmental Quality.

   Product: The quarterly and final reports will be submitted to DEQ on time.

C. KEY ACTIVITIES AND PRODUCTS – DEPARTMENT OF CONSERVATION AND RECREATION

   The DCR grant is typically issued in March each year and runs for the fiscal year beginning July 1 each year. To date, requests for proposals have not been issued and therefore a major task has yet to be developed for the Commission's consideration.

1. FY 06 Grant Application – To be developed based on input from regional environmental committee and continued program funding (Project Manager: Sarah Weisiger, #21 100).

   Product: To be determined.

D. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE SERVICES

The Legislative Services grant is submitted in September each year to Legislative Services and runs for the fiscal year beginning July 1 each year.

1. FY 06 Grant Application – Develop a regional clean stream campaign based on input from regional environmental committee and continued program funding. (Project Manager: Sarah Weisiger, #21 100).

   Product: Clean stream campaign public service announcement and education component.

E. KEY ACTIVITIES AND PRODUCTS – DEPARTMENT OF ENVIRONMENTAL QUALITY

The Virginia Department of Environmental Quality adopted program mandates for local water supply plans. A financial assistance program to localities and regional groups to support this program is anticipated to be offered in November 2005.

1. FY 06 Grant Application – Develop a proposal(s) for financial assistance based on input from regional environmental committee and available program funding that assists the region's localities with water supply planning requirements (Project Manager: Sarah Weisiger, #21 100).

   Product: Grant application(s).

RURAL TRANSPORTATION PLANNING

A. OVERVIEW

The planning district commission provides rural transportation planning services to the non-urban portions of Charles City, Goochland, New Kent, and Powhatan counties. This program is primarily funded by an annual grant from the Virginia Department of Transportation. A technical advisory committee comprised of staff from Charles City, Goochland, New Kent, and Powhatan counties; the Virginia Department of Transportation; Ridefinders; the Federal Highway Administration; and the Virginia Department of Rail and Public Transportation supports the activities of this program.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL RURAL TRANSPORTATION ADMINISTRATIVE

1. Staff to Rural TAC – A technical advisory committee was formed primarily to provide input into the work task developed each year as part of the annual work program development. In turn, planning staff provides technical assistance to members of this committee to address rural transportation planning issues (Project Manager: Jackie Stewart, #22 100).

    Product: Monthly status report.

2. Quarterly and Annual Reports to VDOT – As a condition of the grant, quarterly   reports and an annual report are required (Project Manager: Jackie Stewart, #22   100).

    Product: Quarterly reports and annual report to VDOT.

3. FY 07 Work Program – Each year planning staff works with the Rural Technical Advisory Committee to develop an agency rural transportation planning work program. The focus of the work program has traditionally been to provide direct technical support to the region's rural localities. The items included in the work program are reviewed and approved by the Virginia Department of Transportation, which provides 80 percent of the funding for all work done. This program has been very successful in leveraging state funds for local projects (Project Manager: Jackie Stewart, #22 100).

    Product: FY 07 work program and resolution of support.

4. Training – This activity includes periodic attendance at Virginia Planning District Commission Transportation Committee meetings, Rural Planning Caucus, MPO   and other meetings relevant to rural transportation planning and training (Project Manager: Jackie Stewart, #22 100).

    Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – TECHNICAL ASSISTANCE

The elements for this program area are part of the Commission's FY 06 rural transportation planning grant. This grant is prepared annually with the assistance of the regional Rural Transportation Technical Advisory Committee and submitted in March to the Virginia Department of Transportation.

1. New Kent County Providence Forge Village Plan: Phase IV – New Kent County has requested PDC staff to assist the county by working with citizens of the Providence Forge community to draft development standards for the village plan incorporating streetscape, roadway, and parking design. PDC staff will meet periodically with the community to guide them through the project (Project Manager: Allyson Finchum, #22 200).

   Product: Development standards.

2. New Kent County Courthouse Village – New Kent County has requested PDC staff assist with the development and review of a detailed plan for the courthouse village. The plan will include transportation infrastructure and safety. (Project Manager: Allyson Finchum # 22 200).

   Product: Village Plan.

3. New Kent County Rural Bike Mapping and Signage Program: Phase II – New Kent County has requested PDC staff to assist the county by working with the county to develop a set of maps for bike routes utilized by families, serious cyclists, and tourism. Development of a link on the county web site will be provided for information and will include maps, safety awareness, and signage (Project Manager: Lory Markham, #22 200).

   Product: Rural bike mapping and signage program.

4. New Kent County – Washington Rochambeau Route – New Kent County has requested PDC staff to assist the county Historical Commission to develop a plan to highlight the route followed by Revolutionary War soldiers through the county on their way to Yorktown for a possible future TEA-21 project involving signage or mapping or both. (Project Manager: Sarah Weisiger, # 22 200).

   Product: Status report of activities.

5. Charles City County Route 5 Development Plan: Phase II – Work with the county during the comprehensive plan update process to develop implementing measures for the development plan for Route 5 (Project Manager: Allyson Finchum, #22 200).

   Product: Implementing measures.

6. Powhatan County Thoroughfare Plan – Work with the county to review and make recommendations on the current Thoroughfare Plan to promote transportation efficiency, effectiveness, and safety awareness (Project Manager: Allyson Finchum, #22 200).

   Product: Thoroughfare plan review.

7. Powhatan County-wide Greenway/Blueway/Bike Route Study – Work with the county to identify existing greenways, blueways, and bike routes. The study will also identify potential sites for new greenways, blueways, and bike routes in the county, as well as any opportunities to connect regionally with greenways, blueways, and bike routes in nearby counties (Project Manager: Allyson Finchum, #22 200).

   Product: Greenway/Blueway/Bike Route Study.

8. Goochland Courthouse Village: School and Government-Area Pedestrian Circulation Plan – Goochland County has requested PDC staff to assist the county in the development of a plan for pedestrian and bicycle circulation in the area of the new high school, elementary school, and new administrative offices in the triangle bounded by Route 6, Route 522 and the road north of the new high school. The plan will be the foundation for possible TEA-21 enhancement grant application (Project Manager: Sarah Weisiger, #22 200).

   Product: Sidewalk and Bicycle Plan.

9. Ridefinders Commuting Analysis (On-going) – Ridefinders has requested PDC staff to assist with commuting analyses for current and potential major employers located   in   the rural areas of the region. The purpose of the analysis is to increase efficiencies, expand and enhance transit services, and increase the use of such services in rural areas (Project Team: Allyson Finchum and Lory Markham, #22 200).

   Product: Maps, GIS supporting data, and technical assistance.

10. TEA-21 Enhancement Grant Applications (On-going) – PDC will draft enhancement grant applications at the request of the following rural localities   (Project Team: Planning staff, #22 200).

    a. Charles City
    b. Goochland County
    c. New Kent
    d. Powhatan

   Product: TEA-21 enhancement grant application.

11. Traffic Study Analysis (On-going) – Review and analyze traffic studies as part of the   local plan of development process as requested by local staff (Project Manager: Allyson Finchum, #22 200).

Product: Quarterly report of activities.

12. Rural Transportation Web Site (On-going) – In order to continue promoting VDOT's rural transportation planning program, PDC staff will continue to update the rural transportation planning section on the Richmond Regional Planning District Commission's web site. The section contains information about the agency's adopted rural transportation work program, rural transportation reports prepared by the PDC, training opportunities, web links (such as VDOT's rural transportation web site and Ridefinders), and other pertinent information related to the region's and VDOT's rural transportation planning program (Project Team: Planning staff, #22 200).

   Product: Rural transportation planning section on Richmond Regional Planning District Commission web site.

13. GIS Mapping and Expertise (On-going) – PDC staff will continue to map miscellaneous transportation-related data layer updates resulting from local, state and federal agencies' efforts to update data (on-going). PDC staff will also continue to provide technical assistance to local GIS planning staff to assist them in analyzing the relationships between land use and transportation facilities to include training local staff on GIS methodology. Charles City, New Kent, and Powhatan counties have specifically requested expert GIS assistance in the development and implementation of new county systems (Project Manager: Michelle Fults, #22 200).

   Product: Map(s) showing new updated data using GIS for Charles City, Goochland, New Kent, and Powhatan counties and monthly report of activities.

14. MPO Coordination (On-going) – Continue to coordinate rural transportation planning efforts with urban transportation planning efforts by working with the Metropolitan Planning Organization Technical Advisory Committee and staff (Project Manager: Jackie Stewart, #22 200).

   Product: Quarterly report for activities.

15. Statewide Transportation Plan Support – Assist the Commonwealth with public involvement for the statewide local government multimodal transportation plan by assisting VDOT in holding at least one public involvement meeting (Project Manager: Allyson Finchum, #22 200).

   Product: Public meeting assistance.

16. Annual Responsibilities (On-going) (Project Manager: Allyson Finchum, #22 200).

   - Review of statewide transportation plan and compilation of local government comments relative to plan updates.

Planning and Information Systems Division

- Review of annual statewide transportation improvement programs, including all modes.
- Assessment of impacts of major developments.
- Development of land use data for updates of small urban studies.
- Development of regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.
- Identification of major regional issues pertaining to transportation safety, road capacity, and accessibility.
- Identification of methods to expand and enhance transit services and to increase the use of such services.
- Any other specific activities as requested by VDOT and/or the Federal Highway Administration, including but not limited to the following:

  - Assist the Commonwealth with the VTRANS 2025 Statewide Long-Range Multimodal Transportation Plan.
  - Assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the CTB for inclusion in the Six-Year Improvement Program.
  - Continue to place special emphasis on Safety Conscious Planning and Environmental Justice.

Product: Annual summary of annual responsibility activities.

INFORMATION SERVICES

A. OVERVIEW

The Richmond Regional PDC serves as an information clearinghouse that supports internal planning functions, information needs of the agency's member governments, and requests for information about the region from other public and private sector organizations. The PDC collects and disseminates information from its member governments; the U.S. Bureau of the Census; the U.S. Bureau of Labor Statistics; the Bureau of Economic Analysis the Virginia Employment Commission; Weldon Cooper Center for Public Service at the University of Virginia; and from a host of other federal, state, and local agencies. The Socioeconomic Data Committee comprised of staff from each locality within the region supports the activities of this program.

The PDC also houses the Street Name Clearinghouse program, the goal of which is to eliminate street name duplication and "sound-alike" street names for the region.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL INFORMATION

1. State Data Center Affiliate – Participate as a State Data Center Affiliate in the dissemination of Census 2000 data and maintain databases of demographic and economic information (Project Manager: Lory Markham, #23 100).

   Product: Database.

2. Information Requests – Respond to requests for demographic data by providing relevant data (Project Manager: Lory Markham, #23 100).

   Product: Monthly status report.

3. Richmond/Petersburg (RIPE) Report – Prepare periodic RIPE reports on population, income, taxable sales, employment, and related data and produce other publications as needed. This information is provided to the public through the agency's web site (Project Manager: Lory Markham, #23 100).

   Product: RIPE report.

4. Population Forecasting – Participate in various forecasting and estimating processes initiated by the State Data Center, UVA's Weldon Cooper Center for Public Service, and other agencies (Project Manager: Allyson Finchum, #23 100).

   Product: Population database.

5. Opportunities Targeting Model (OTM) – To work with local planning staff to reassess the initial OTM project, update the project as necessary, and maintain the database to be used to assess economic viability for industries throughout the region (Project Manager: Allyson Finchum, #23 100).

   Product: Economic database.

6. Data Development – Continue to update and expand information and data services available through the Richmond Regional PDC/Richmond Area MPO web site and brochures (Project Manager: Allyson Finchum, #23 100).

   Product: Database.

7. Street Name Clearinghouse – Maintain and implement the regional street name clearinghouse and evaluate its effectiveness by individual jurisdiction. Recommend needed improvements to provide value-added service to the region's jurisdictions (Project Team: Leigh Medford and Rhonda Bailey, #23 100).

   Product: Street Name Clearinghouse database.

8. Demographic Brochure – Develop a brochure with demographic and statistical information that will provide a snapshot of the Richmond region and its member localities. (Project Manager: Allyson Finchum, #23 100).

   Product: Demographic Brochure

9. Census 2000 Products – Develop value-added products and services to better serve the region's localities (Project Manger: Allyson Finchum, #23, 100).

   Product: Data reports and graphics.

HISTORIC RESOURCES

A. OVERVIEW

Through this program, the Richmond Regional PDC provides value-added assistance to its member governments on long-term projects and on an as-needed basis. A major emphasis for this program is regional support of the "Historic Richmond Region, Easy to Love" campaign.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL HISTORIC RESOURCES

1. Regional Historic Resource Inventory – Update the 1970 historic sites and structures inventory by assembling local plans and inventories into a GIS format (Project Manager: Lory Markham, #26 1000).

   Product: Report and GIS Database.

2. Historic Richmond Region, Easy to Love Campaign – Support regional efforts to promote the campaign (Project Team: Planning staff, #26 100).

   Product: Monthly status report.

3. Certified Local Government Program – Assist the region's local governments as requested in becoming a Certified Local Government (Project Team: Planning staff, #26 100).

   Product: Monthly status report.

4. Jamestown 2007 Celebration – Support local efforts as requested related to the Jamestown 2007 Celebration (Project Team: Planning staff, #26 100).

   Product: Monthly status report.

EMERGENCY SERVICES PLANNING

A. OVERVIEW

The primary focus of this program is to support existing local initiatives and provide value-added services to regional initiatives. The program is supported by the Regional Emergency Response Technical Advisory Committee comprised of a staff representative from each local government within the region. The committee meets every other ("odd") month to discuss the progress of regional projects and local initiatives.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL EMERGENCY SERVICES

1. Regional Emergency Response TAC – Support regional coordination efforts of the Regional Emergency Response Technical Advisory Committee (Project Manager: Jackie Stewart, #25 100).

    Product: Monthly status report of activities.

2. Richmond Regional Disaster Task Force – Support regional coordination efforts of the Regional Disaster Task Force (Project Manager: Jackie Stewart, #25 100).

    Product: Monthly status report of activities.

3. Metro Richmond Haz-Mat Work Group – Support regional coordination and training efforts of the region's hazardous materials local emergency responders by serving on the Metro Richmond Haz-Mat Work Group (Project Manager: Jackie Stewart, #25 100).

    Product: Monthly status report of activities.

4. Greater Richmond Disaster Preparedness Coalition – Support regional coordination   efforts of the Greater Richmond Chapter of the American Red Cross by serving as a   member of the Greater Richmond Disaster Preparedness Coalition (Project Manager: Jackie Stewart, #25 100).

    Product: Monthly status report of activities.

5. Regional EMS Service Boundaries – Participate in roundtable discussion to evaluate regional EMS service boundaries as directed by the Old Dominion Emergency Medical Services Alliance (Project Manager: Jackie Stewart, #25 100).

    Product: Monthly status report of activities.

6. Regional Interoperability – Continue to work with RERTAC, the Regional Interoperability Task Force and the Commonwealth Interoperability Coordinator to develop strategies to

implement improvements to regional interoperability (Project Manager: Jackie Stewart, #25 100).

Product: Monthly status report of activities.

7. Regional Shelter Resources – Continue to maintain a regional inventory of local shelter locations using GIS (Project Team: Sarah Weisiger and Lory Markham, #25 100).

Product: Map.

8. Federal and State Funding Opportunities – Continue to investigate funding opportunities to support regional and local emergency preparedness and response initiatives and disseminate the information to RERTAC members (Project Manager: Jackie Stewart, #25 100).

Product: Monthly status report of activities.

9. Emergency Services Support – Provide support to regional initiatives addressing emergency services (Project Manager: Jackie Stewart, #25 100).

Product: Monthly status report of activities.

10. Regional Emergency Services Work Program FY 07 – Work with the Regional Emergency Technical Advisory Committee to develop a work program that addresses areas of needed improvement identified by the committee (Project Manager: Jackie Stewart, #25 100).

Product: Annual work program.

C. KEY ACTIVITIES AND PRODUCTS – MMRS

1. Metropolitan Medical Response System – Assist the City of Richmond with their efforts to maintain a region-wide MMRS (Project Manager: Jackie Stewart, #25 200).

Product: Monthly status report of activities.

D. KEY ACTIVITIES AND PRODUCTS – REGIONAL HAZARD MITIGATION PLAN

1. Regional Hazards Mitigation Plan – Develop, gain FEMA approval for, adopt, and maintain as requested a regional hazards mitigation plan that meets the requirements of the Disaster Mitigation Act of 2002 (DMA2K, 44CFR Part 201.6) (Project Manager: Jackie Stewart, #25 300).

Product: Regional Hazards Mitigation Plan.

2. Regional Hazards Mitigation Advisory Committee – Support the efforts of local staff by coordinating a regional hazards mitigation advisory committee that facilitates

implementation of and recommends updates to the adopted regional hazard mitigation plan (Project Manager: Jackie Stewart, #25 300).

Product: Monthly status report.

INFORMATION SYSTEMS

A. OVERVIEW

Richmond Regional Planning District Commission's Information Systems Program is comprised of the Geographic Information System (GIS) and Computer Support Services (CSS). These functional areas store, create, and update various types of data for use by local governments, citizens, and other PDCs and maintain the agency's computer network and Internet communications. The goals of the GIS section are to support all divisional areas of the planning and district commission and to ensure consistency and integrity of products and in the data on the GIS server. The goals of the CSS section are to ensure network system integrity and plan for resource needs. The GIS section uses ArcGIS software to produce maps showing how data relates to land features. Both GIS and CSS sections are located in the planning district commission's GIS Office.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL GIS

1. Charles City County GIS Assistance – Provide technical assistance to Charles City County in their development of ArcGIS (Project Manager: Michelle Fults, #24 000).

   Product: Monthly status report of activities.

2. Powhatan County GIS Assistance – Provide technical assistance to Powhatan County in their development of a GIS (Project Manager: Michelle Fults, #24 000).

   Product: Monthly status report of activities.

3. GIS Service Protocol – Develop written protocol for the agency's GIS server procedures (Project Manager: Michelle Fults, #24 000).

   Product: Instructional document.

4. Data Dictionary Update – Maintain and update the agency's data dictionary and naming standards annually to include all files (Project Manager: Michelle Fults, #24 000).

   Product: Data dictionary and naming standards.

5. Metadata File Development – In conjunction with the data development and cleanup, prepare a metadata file for each dataset (Project Manager: Michelle Fults, #24 000).

   Product: Metadata notebook.

6. Web Site Support – Work with managers and agency's communications coordinator to provide necessary support to agency web site (Project Team: Leigh Medford and Joe N'Danga, #24 000).

   Product: Monthly status report of activities.

7. Web Server – Maintain the agency's in-house web server (Project Team: Leigh Medford and Joe N'Danga, #24 000).

   Product: Monthly status report of activities.

8. GIS Software Support – Provide assistance to staff using Arc software and work with computer support staff to budget needed GIS hardware and software upgrades and replacements (Project Manager: Michelle Fults, #24 000).

   Product: Monthly status report of activities.

9. GIS Server Backup – Provide bi-monthly back-up tape of GIS server data and develop written policies and procedures for routine backup of agency's GIS server (Project Manager: Michelle Fults, #24 000).

   Product: GIS server backup policies and procedures manual and implementation compliance.

10. GIS Standards Manual – Develop written procedures to ensure in-house products made by all staff meet consistent quality assurance and quality control standards (Project Manager: Michelle Fults, #24 000).

    Product: Standards manual.

11. Regional GIS Coordinators Committee – Hold regional monthly meetings of the region's GIS coordinators to assist with regional efforts to coordinate data sharing and technical support that offer value-added service to the region's localities (Project Manager: Michelle Fults, #24 000).

    Product: Monthly status report of activities.

12. Regional GIS Users Group – Hold quarterly meetings to coordinate data sharing and technical support that offer value-added service to the region's localities (Project Manager: Michelle Fults, #24 000).

    Product: Monthly status report of activities.

13. VAPDC GIS/IT Committee – Assist with statewide planning district commission efforts to coordinate data sharing and technical support that offer value-added service to the region's localities (Project Manager: Michelle Fults, #24 000).

    Product: Monthly status report of activities.

14. Statewide GIS Conference – Serve as host agency for the FY 06 GIS conference to be held in late October 2005 in Richmond (Project Manger: Jackie Stewart, #12 211).

    Product: FY 06 GIS conference.

C. KEY ACTIVITIES AND PRODUCTS – GENERAL COMPUTER SUPPORT SERVICES

1. File, Exchange, and Print Servers' Protocol – Develop written protocol for the agency's file, exchange, and print servers (Project Manager: Joe N'Danga, #24 000).

   Product: Instructional document.

2. Network Administration and Support – Provide oversight and management of network server and its resources (Project Manager: Joe N'Danga, #24 000).

   Product: Monthly status report of activities.

3. Computer Budget – Develop and maintain a budget that provides for adequate technological resource support for staff, anticipates technological innovations, and incorporates fiscal conservation (Project Team Joe N'Danga and Jackie Stewart, #24 000).

   Product: Computer budget.

4. Internet service provider service contract – Evaluate agency's ISP performance, identify agency's Internet needs, and assess market's ability to provide services (Project Manager: Joe N'Danga, #24 000).

   Product: Monthly status report activities.

5. Computer work station upgrades – In accordance with agency's replacement policy, identify agency's computer needs, analyze computer industry's ability to meet these needs, and develop fiscally sound recommendations with specifications about replacing individual workstations. Purchase options should comply with agency's adopted computer budget (Project Team: Joe N'Danga and Leigh Medford, #24 000).

   Product: Replacement schedule.

6. Network peripherals and shared resources evaluation – Identify agency's shared resource needs including printers and develop fiscally sound recommendations with specifications to meet these needs. Any necessary hardware and/or software purchases should comply with

agency's adopted computer budget or be programmed into future budget (Project Manager: Joe N'Danga, #24 000).

Product: Monthly status report of activities.

7. Computer network server operation system evaluation – Identify file and application needs of the network server in accordance with the industry standard's life cycle replacement policy. Develop recommendations for upgrades. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe N'Danga, #24 000).

Product: Network server OS upgrade and evaluation report.

8. Computer workstation operation system evaluation – Monitor the computer industry's development of new operation systems and prepare a recommendation for scheduling and budgeting for agency-wide operating system upgrades. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe N'Danga, #24 000).

Product: Workstation OS upgrade and evaluation report.

9. Computer workstation application upgrade – Monitor the computer industry's development of new software packages and prepare a recommendation for scheduling and budgeting for agency-wide software upgrades and/or replacement. Recommendations should include staff needs. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe N'Danga, #24 000).

Product: Monthly status report of activities.

10. Network storage backup – Develop and ensure implementation compliance with policies and procedures to provide network backup, including any budget implementations and monthly backup of all data. Any necessary purchase options should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe N'Danga, #24 000).

Product: Network storage backup policies and procedures manual and implementation compliance.

11. System security, virus, spy ware, and e-mail spam protection – Deploy and maintain hardware and software resources required to protect the integrity of the agency's computer system (Project Team: Joe N'Danga and Leigh Medford, #24 000).

Product: Report of strategies.

12. System disaster recovery strategies – Develop system-wide disaster recovery strategies. Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Team: Information Systems staff, #24 000).

Product: Report outlining needed improvements.

13. Staff software training – Work with staff to identify individual training needs, anticipate training needs based on new hardware of software purchases. Staff training should comply with agency's adopted training budget (Project Manager: Joe N'Danga, #24 000).

    Product: Monthly status report of activities.

14. Network media and writing evaluation – Identify network media problems and recommend solutions. Any necessary hardware and/or software purchases should comply with agency's adopted computer or be programmed into future budget (Project Manager: Joe N'Danga, #24 000).

    Product: Report outlining needed network media and wiring changes.

15. Computer software staff resource library – Maintain and manage the agency's computer resource library, including books and tutorials (Project Manager: Leigh Medford, #24 000).

    Product: Computer software staff resource library.

16. Computer hardware and software inventory – For each of the agency's computers, maintain well-organized computer hardware and software. The file will serve as an inventory of all agency computer hardware and software resources (Project Manager: Leigh Medford, #24 000).

    Product: Computer hardware and software inventory report.

17. Virtual Private Network (VPN) – Implement and maintain agency's VPN (Project Manager: Joe N'Danga, #24 000).

    Product: Monthly status report.

GENERAL OVERVIEW

The Richmond Regional PDC's Urban Transportation Planning Division provides planning support for the region's urban transportation planning program under the direction of the Richmond Area Metropolitan Planning Organization. The division's staff, along with staff from the PDC's other two divisions, provides administrative support to the MPO board and its committees and prepares technical studies related to the region's urban transportation planning efforts.

Through a variety of planning programs, Urban Transportation Planning Division participates in and provides effective transportation planning and project programming processes for the region. The division's work program covers the following activities:

MPO Maintenance Program

- Program Administration and Special Studies
- Citizen Participation
- Unified Work Program

Long-Range Planning and Surveillance Program

- Socioeconomic Data Development
- Long-Range Transportation Plan
- Transportation Database Development/Geographic Information Systems

Management System/Short-Range Planning Program

- Congestion Management System/Intelligent Transportation Systems
- Access Management Studies

Transportation Project Programming Program

- Transportation Improvement Program

Transit Planning Program

- Elderly and Disabled Transportation Needs and Services
- Regional Mass Transit Study
- Public Transportation Needs for Disadvantaged Population Groups

Intermodal Planning Program

- Intermodal Transportation Development

Air Quality Planning Program

- Air Quality Plan and Program Activities

Note that action to adopt the FY 06 Unified Work Program (UWP) was taken at the April 14, 2005 MPO meeting. A summary of staff work tasks is shown in this PDC work program document. VDOT and consultant technical assistance in support of the MPO's regional planning and programming process and other local jurisdiction and GRTC Transit System studies that are included in the UWP are not shown in this PDC work program document.

PROGRAM ADMINISTRATION & SPECIAL STUDIES

A. OVERVIEW

The RRPDC staff provides administrative and technical services in support of the Richmond Area Metropolitan Planning Organization (MPO) administration and special studies program. This program provides for administration of grants and contracts on behalf of the MPO, general office and computer services support, various activities necessary for compliance with federal and state requirements, and other program activities. This program also provides staff support for conducting special studies and reports addressing issues, projects, and programs of interest to the MPO.

B. KEY ACTIVITIES AND PRODUCTS

1. Program Administration – Provide administrative services in support of the MPO and MPO committees and other general administrative activities (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

2. Project and Program Reviews – Perform review activities under various state and federal programs and provide comments as appropriate (Project Manager: Dan Lysy).

   Product: Monthly status report.

3. Progress Reports – Provide for monthly and annual work status reports (Project Manager: Dan Lysy).

   Product: Reports

4. Contracts – Administer VDOT, VDRPT, and pass-through/consultant services contracts (Project Manager: Peter Sweetland).

   Product: Monthly and quarterly financial status reports of activities.

5. Legislation/Regulations – Review and comment as appropriate on legislative and regulatory activities, and prepare reports to MPO when needed (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

6. Training/Conferences – Attend seminars, conferences, workshops, and training sessions related to transportation planning and professional job skills development (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

7. Advisory Committees – Participate on various VDOT, VDRPT, VTRC, and other advisory committees and associations (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

8. Special Studies – Conduct special studies on transportation issues, projects, and programs (Project Manager: Dan Lysy or as assigned).

   Product: Monthly status report of activities and reports to MPO, area local governments and others as determined by the RRPDC Executive Director.

9. SAFETEA-LU – Review recently adopted federal transportation legislation (August 10, 2005) to determine changes in current and upcoming MPO work program activities (Project Manager: Dan Lysy).

   Products: Review of federal legislation and revisions to MPO planning process and activities as appropriate.

MPO CITIZEN PARTICIPATION

A. OVERVIEW

Through this work task, the RRPDC staff provides administrative and technical services for the MPO's public participation process. This support ensures an active and involved citizen participation program which meets federal and state requirements for public involvement in the transportation planning process.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. Citizens Transportation Advisory Committee (CTAC) – Provide administrative and technical support for the MPO CTAC (Project Manager: Dan Lysy).

2. Web Site – Post meeting agendas and minutes, notices, reports, newsletters, plan documents, and other information on the Richmond Regional PDC web site (Project Manager: Patricia Villa).

3. Information Requests – Respond to requests for information on plans, studies, reports, and data.

4. Newsletter – Prepare articles and information for RRPDC newsletter (Project Manager: Patricia Villa).

5. Public Reviews – Conduct annual MPO annual review meetings providing initial citizen input for MPO plans and programs. Also, conduct other public review meetings as necessary for the LRTP, CMS, and TIP. Prepare notice for public reviews advertised in newspapers, posted on web site, and submitted to interested parties and others. Draft documents or summaries distributed to area libraries and posted on web site (Project Managers: Barbara Nelson for TIP and MPO annual review meetings and Michael Clements for LRTP).

6. Environmental Justice (EJ) – Conduct outreach activities for low-income and minority communities in support of public review and comment on MPO plan and program documents.

7. Limited English-speaking Citizen Outreach – Develop and submit a plan that addresses ways to engage limited English-speaking citizens and communities in the regional transportation planning process (MPO certification review corrective action number two).

UNIFIED WORK PROGRAM

A. OVERVIEW

Through this work task, the RRPDC staff prepares the MPO's annual work program and budget. The Unified Work Program (UWP) defines staff, VDOT, and consultant work activities in support of the MPO process, and identifies other federally funded transportation planning studies and pass through funded work tasks conducted by local governments, GRTC, and others for transportation studies and activities.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. UWP Amendments – Amend adopted UWP as needed (e.g., additional/revised work tasks, budget revisions, etc).

2. UWP Development :

    - Review initial staff time allocations, work assignments, work tasks, and cost information.
    - Solicit input for proposed work tasks from TAC and through MPO's annual public meetings.
    - Solicit local government, GRTC, VDOT, and VDRPT input on proposed transportation planning studies of interest to the MPO (other transportation planning studies identified and described in UWP as per FHWA/FTA planning requirements). Includes studies programmed in the MPO's Transportation Improvement Program.
    - Review proposed staff work tasks and budgets with TAC and develop proposed UWP work tasks and budgets.
    - MPO action to adopt UWP.
    - RRPDC action to authorize filing of grant applications and execution of contracts.

3. Grants and Contracts – Prepare and submit PL and Section 5303 planning grant applications and execute contracts with VDOT and VDRPT (Project Manager: Peter Sweetland).

4. State Transportation Planning Grant Program – Develop and submit for MPO endorsement applications reviewed and recommended by TAC for state funds available under the State Transportation Planning Grant program (VDOT discretionary grant pilot program initiated in FY 05) subject to VDOT continuation of program.

SOCIOECONOMIC DATA DEVELOPMENT

A. OVERVIEW

The RRPDC staff coordinates the local development of socioeconomic data estimates and forecasts by transportation analysis zone (TAZ) and it develops estimates and projections of employment and automobile registrations. Through this program, the RRPDC also provides continuing assistance for year 2000 census products development and coordination, and other appropriate data development and reporting activities.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Allyson Finchum (except where noted).

1. Socioeconomic Data Committee Work Group – Administrative and technical support for the meetings of local planning staffs involved in socioeconomic data development.

2. Census – Staff support for work by RRPDC and local government staffs in reporting and distributing year 2000 Census data.

3. Census Transportation Planning Package (CTPP) – Review CTPP data and develop staff expertise and capabilities in applying CTPP to plan and study activities (Project Manager: New UTPD Associate Planner).

4. Socioeconomic Data Development and Forecasting Report – Conduct review of previous staff and local government activities to develop base and forecast years socioeconomic data and provide staff report on recommendation for future development and reporting of this data.

5. Environmental Justice (EJ) Analysis Data Support – Maintain and update, as appropriate, census tract level data from year 2000 census for minority and low-income population groups (EJ data required for analysis of transportation investments in the MPO study area).

LONG-RANGE TRANSPORTATION PLAN (LRTP)

A. OVERVIEW

The year 2026 LRTP was adopted at the April 8, 2004 MPO meeting. In FY 06, staff will initiate work to develop the 2031 LRTP based on the LRTP scope of work. The MPO will also be requested to establish a joint technical/citizens advisory committee to oversee development of the next LRTP.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Michael Clements/ New UTPD Principal Planner.

1. Initial Citizen Review – Conduct initial citizen review and input workshops with results and findings presented for MPO and LRTP Advisory Committee review and consideration.

2. LRTP Work Scope – Develop and submit draft year 2031 LRTP scope of work and schedule and LRTP advisory committee for MPO review and action.

3. Complete review of 2026 LRTP modeling procedures and programs to identify proposed improvements and additional data needs. Review should include assessment of model's current travel survey and origin/destination data.

4. LRTP Amendments – Prepare and submit amendments to the 2026 LRTP as needed.

5. MPO Study Area – Conduct review of current study area boundaries with appropriate jurisdiction staffs and submit proposed changes for TAC review and recommendation and for MPO review and action.

TRANSPORTATION DATA BASE DEVELOPMENT/GEOGRAPHIC INFORMATION SYSTEMS

A. OVERVIEW

Conducting the MPO's regional transportation planning and programming process involves extensive work efforts to develop data and information on the region's transportation network. While some of this information is developed by RRPDC staff, a great deal is developed by VDOT, VDRPT, consultants, area local governments, and others. Much of this information is of interest to area local governments, transportation agencies, business and marketing firms, educational institutions, citizens groups, and others. Responding to information requests involving certain data items often results in staff work to develop the appropriate information, refer the requesting organization/individual to another agency, or advising them that the information is not available. This UWP task provides for work by RRPDC staff to develop databases and informational reports on the region's transportation system, and to develop and distribute reports, maps, and other information.

This UWP task also provides for staff development and maintenance of Geographic Information System (GIS) staff services. The use of GIS has become an integral part of the transportation planning process, providing an ability to work with map information and to graphically display various features, data, and other characteristics in various formats. The GIS system also provides staff the ability to link map and data information to conduct transportation systems analysis.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Allyson Finchum (except where noted).

1. Development of transportation data for use in various reports, studies, plans, and programs.

2. Develop, print, and distribute informational reports on transportation plans, programs, activities, and data.

3. GIS support as follows (Project Manager: Michelle Fults):

   a. Serve as agency GIS program manager which includes:

      - Maintaining agency GIS server.

      - Guide other staff GIS work by determining work procedures, providing necessary training, and promoting GIS program efficiency.

- Oversee development of map products by conducting initial review meetings with assigned staff, providing assistance when necessary, reviewing final draft map products, and filing/storing final map products in GIS server files.

b. Provide technical assistance to staff and outside jurisdictions/agencies (when requested) for developing maps and data linked to GIS maps.

4. Maintenance and support for the RRPDC's street name clearinghouse program (Project Manager: Leigh Medford).

5. Work with VDOT to develop Richmond Area MPO GIS database for use in preparing MPO plans, programs, and studies. Provide for final report which identifies data, program features, procedures for data entry updates and quality control, and availability to local governments and other interested parties (Project Manager: New UTPD Associate Planner).

6. Staff support for development of maps and data linked to GIS map system. Includes staff work in support of the LRTP, CMS, TIP, MPO annual public review meetings, and other staff plan and study work tasks (Project Manager: New UTPD Associate Planner).

CONGESTION MANAGEMENT SYSTEM/INTELLIGENT TRANSPORTATION SYSTEMS

A. OVERVIEW

The Congestion Management System (CMS) serves as a systematic process for addressing congestion by providing information on transportation system performance and proposing use of alternative strategies and programs to help alleviate congestion. Update work on the CMS is conducted in conjunction with the LRTP update (adopted at the April 8, 2004 MPO meeting).

In FY 05, the MPO initiated a new process using a CMS review group to guide and document the on-going alternatives analysis of congested corridors (as established by the CMS or needed due to upcoming TIP programming requirements). The group's primary responsibility will be to perform the federally required on-going CMS alternatives analyses of congested corridors using the MPO's adopted CMS Toolbox of Strategies. This group will be made up of locality and agency members of the MPO's Technical Advisory Committee, in addition to staff from VDOT's Richmond District Planning and Traffic Engineering, Residencies, and Smart Traffic Center. In FY 05, the work group conducted several initial meetings to establish criteria and procedures to:

- Identify where recurring and non-recurring congestion exists both at specific points and along corridors included in the CMS roadway network.

- Identify and prioritize congested corridors for CMS alternatives analysis.

Following these initial meetings, the work group will conduct reviews of the identified congested corridors and produce reports that provide a "menu" of viable strategies for alleviating/reducing congestion. These corridor reviews will be conducted in FY 06.

VDOT and RRPDC staff will also monitor the implementation of congestion-reducing strategies along corridors when such strategies have been implemented and provide periodic reports to the CMS work group, and if appropriate, to CTAC and the MPO.

Work under this task also provides for staff support and participation on the Richmond/Tri-Cities Areas Intelligent Transportation Systems (ITS) Regional Architecture Report and Deployment Plan. The MPO took action at its July 21, 2004 (FY 05) meeting to accept the Richmond Regional ITS Architecture Report and the Richmond Regional ITS Architecture Deployment Plan Report. The MPO also designated the Technical Advisory Committee (TAC) with conducting annual reviews of these reports and directed that TAC and RRPDC staff, with assistance from VDOT, report on the implementation status of ITS projects, and also provide recommendations for changes and/or updates to the region's ITS Architecture Report and Deployment Plan. The MPO took further action to direct that the annual report

on ITS applications and implementation include the status of ITS projects, funding, and new technologies.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Barbara Nelson (except where noted).

1. Provide administrative support for the CMS review work group and provide members with background information on group's role and responsibilities.

2. Utilize CMS analysis and traffic projections from the 2026 LRTP as a starting point for the CMS review group's on-going work to analyze congested corridors.

3. Develop and issue reports from the CMS work group documenting alternatives analysis.

4. Prepare and publish report on the "State of the Transportation System" documenting the implementation of congestion reducing strategies and providing other information related to the overall operation of the region's transportation network.

5. Develop and submit for MPO review and action the ITS annual report on ITS projects, funding, and new technologies and updates and/or changes to the Richmond Regional Architecture Deployment Plan Report and the ITS Architecture Report (VDOT to provide technical assistance for development of this report).

6. Initiate GPS travel time runs. In FY 05, staff purchased two new Geologger travel time units that can download travel time data for use in developing corridor travel times. Travel time runs will be performed for the region's interstate/expressway road network (Project Manager: New UTPD Associate Planner).

ACCESS MANAGEMENT STUDIES

A. OVERVIEW

Through this program, RRPDC staff has conducted work on access management standards studies for Powhatan, Goochland, and New Kent counties. For FY 06, work to develop access management standards for Charles City County was scheduled. However, due to staff time required for the MPO's Public Transportation Needs Assessment for Transportation Disadvantaged Groups (UWP task 5.9), the Long-Range Transportation Plan (LRTP) Update (UWP task 2.2), and the Congestion Management System (CMS) Update, staff was not able to initiate work on the Charles City County access management study. A small amount of staff time remains in this work task for providing staff assistance in addressing questions for previously conducted access management studies and for review of access management related matters.

B. KEY ACTIVITIES AND END PRODUCTS

Project Manager: New UTPD Principal Planner.

1. Assistance for completed studies – Staff will be available to address questions and provide limited assistance for previously conducted access management studies, and to review other access management related issues.

TRANSPORTATION IMPROVEMENT PROGRAM

A. OVERVIEW

Through this program, RRPDC staff develops, coordinates, and administers the Transportation Improvement Program (TIP). The TIP provides a three-year program of federal, state, and locally funded transportation projects for which MPO approval is required. In FY 05, staff was advised by VDOT that the TIP will change from an allocation to an obligation document. Staff was also charged with the responsibility of inputting funds allocation information for proposed RSTP and CMAQ projects. A new format showing detailed project level information (including project descriptions, obligations, and funds obligated by funding source for the TIP's three-year period) was developed by staff and used for the FY 2005 – FY 2007 TIP (adopted by the MPO on July 21, 2004). It should be noted that VDOT will continue to show funds allocated by project as part of the Six-Year Improvement Program (SYIP) and staff will continue to track allocation of RSTP and CMAQ funds for current and previously programmed projects.

Also, note that FHWA advised the MPO in FY 05 that it needs to develop a new review and selection process for RSTP and CMAQ funded projects. This new process is based on corrective actions and recommendations issued by FHWA and FTA as part of the MPO's triennial certification review. The MPO took action at its December 9, 2004 meeting to adopt its new RSTP and CMAQ project review and selection process. This new process provides for interim procedures for programming FY 06 and FY 07 RSTP and CMAQ funds (funds to be used for existing projects with limited ability to program any new projects). The competitive review and selection process is to be fully implemented starting with the programming of FY 08 RSTP and CMAQ funded projects.

Note that the TIP is posted on the RRPDC's web site and updates are made when the TIP is amended or other changes/updates are made available to RRPDC staff.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Barbara Nelson (except where noted).

1. Amendments – Based on requests from VDOT, local governments, GRTC, and other transportation agencies, prepare and submit proposed TIP amendments for TAC review and recommendation and for MPO action.

2. Adjustments – Based on VDOT's request and action taken at the September 8, 2005 MPO meeting, staff is now authorized to approve certain adjustments to projects programmed in the TIP subject to certain limitations and local government/implementing agency review and approval.

3. Regional Surface Transportation Program (RSTP)/Congestion Mitigation/Air Quality (CMAQ) Tracking Sheets – Maintain record of RSTP and CMAQ funds allocated for area projects in the TIP.

4. RSTP/CMAQ Project Selection – Conduct process for preparing and selecting RSTP and CMAQ projects and program selected projects in the TIP.

5. TIP Development – Prepare the three-year list of proposed projects based on submissions by area local governments, VDOT, VDRPT, GRTC, CRAC, and Ridefinders. Conduct various documentation requirements for incorporation into the TIP document.

6. Public Review – Conduct public review process for draft TIP document and air quality conformity analysis findings.

7. Conformity Analysis – Coordinate work by VDOT to review and analyze projects in the TIP for conformity to air quality requirements. Also, provide administrative assistance for work by the Interagency Consultation Group to conduct the conformity analysis process.

8. Federal Transportation Administration (FTA) Section 5310 Projects – Provide information on Section 5310 funds program to area local governments and human service agencies. Action taken by the MPO to endorse requests for Section 5310 funding. Projects selected by the CTB and programmed in VDOT's Six Year Improvement Program. Selected projects are then reviewed by VDOT and recommended by VDOT for programming in the TIP given sufficient funds for obligation purposes (Project Manager: Jin Lee).

9. Enhancement Projects – Action taken by the MPO to endorse requests for SAFETEA-LU transportation enhancement program funds. Projects are selected by the CTB and programmed in VDOT's Six Year Improvement Program. Selected projects are then reviewed by VDOT and recommended by VDOT for programming in the TIP given sufficient funds for obligation purposes

10. Regional Priority Projects – Prepare and provide list of the region's priority projects to CTB for consideration during the annual financial planning and programming funds allocation meeting. MPO develops its list of proposed projects based on input from TAC, CTAC, and EDAC, and based on the report of the Executive Committee.

11. Major Projects Status – Prepare report documenting the implementation status of major highway and transit projects programmed in the TIP.

12. Allocation of State and Federal Construction Program Funds – Prepare and submit report to the MPO comparing the allocation of state and federal funds in the VDOT Richmond District to other districts (task to be conducted, time permitting).

ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES

A. OVERVIEW

Administrative and technical services for the MPO's Elderly and Disabled Advisory Committee (EDAC) is provided by RRPDC staff. The committee is composed of individuals and organizations representing the region's elderly and disabled and advises the MPO on plans, studies, issues, and other matters relating to the planning of public transportation services.

B. B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. EDAC – Provide administrative and technical support for EDAC.

2. Public Transportation Needs Assessment for Disadvantaged Population Groups – Provide periodic status reports on study progress to EDAC and submit draft reports for EDAC review, comments, and recommendations.

REGIONAL MASS TRANSIT STUDY

A. OVERVIEW

At the October 13, 2005 MPO meeting, action was taken to add "Regional Transit Study" to the MPO's list of Regional Priority Transportation Projects under the category of Other Priority Issues. In response to the MPO action, staff prepared and presented a draft scope of work for a Regional Mass Transit Study (RMTS) at the December 8, 2005 MPO meeting and reported that it would develop a UWP amendment for MPO review and action so that the study would move forward. The MPO took action at its February 2, 2006 meeting to amend the FY 06 UWP to add task 5.5, Regional Mass Transit Study. Administrative work on this study will be initiated by RRPDC staff in FY 06 with staff conducting the consultant review and selection process (following VDOT's awarding of State Transportation Planning Grant funds and authorization to execute appropriate agreements for RRPDC administration of these funds) and the study will be conducted by a consultant in FY 07. RRPDC staff administrative work for FY 06 in support of this study will be charged to MPO Maintenance/Special Studies.

Note that the RMTS will be conducted in coordination with the GRTC Transit System Comprehensive Operations Analysis (COA). Work on the COA is expected to begin in the spring of 2006. It will be conducted as a consultant study administered by GRTC.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy.

The end product should be a comprehensive study providing for the development and implementation of a regional mass transit system based on the following study objectives:

- Produce a plan of action for the development and implementation of regional mass transit services over mid-range (5 to 10 years) and long-range (10 to 25 years) time horizons.
- Study will cover the entire MPO study area and adjacent areas as appropriate for consideration of public transportation modes.
- Study will address all surface public transportation modes (i.e., local and express bus, car and vanpool programs, ADA/specialized public transportation services, bus rapid transit, street car/trolley, light rail, and commuter rail).
- Study will provide recommendations for dedicated, on-going funding programs to meet capital and operating needs.
- Study will provide recommendations for supportive land uses appropriate to enhancing public transportation services.

Key activities are anticipated as follows (to be finalized based on consultant services agreement):

1. Conduct tasks to review and assess area development and service demand.

2. Conduct assessment of influencing factors.

3. Conduct peer group review.

4. Conduct analysis of modal alternatives.

5. Develop preferred alternative.

6. Develop final recommended plan and program for action.

PUBLIC TRANSPORTATION NEEDS ASSESSMENT FOR DISADVANTAGED POPULATION GROUPS

A. OVERVIEW

This study provides for a two-part effort to address public transportation needs of the region's transportation disadvantaged population groups (i.e., elderly, disabled, and low income). In FY 05, staff initiated work on a report assessing the number, location, and travel needs of the transportation disadvantaged (Phase I Report). In FY 06, work on the Phase I report will be completed and the results and recommendations will be used as the basis for assessing various public transportation service alternatives (Phase II Report). Due to the new SAFETEA-LU requirements for a locally developed, coordinated public transit-human services transportation plan, work to develop Phase II of this study will be conducted as a separate work task in FY 07 (UWP task 5.6, Human Services Public Transportation Coordination Plan) and in coordination with UWP task 5.5, Regional Mass Transit Study (to be conducted primarily by a consultant with RRPDC staff administrative and technical assistance).

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Mike Clements.

1. Complete and submit for EDAC, CTAC, and TAC review, comment and recommendation, the Phase I Report assessing public transportation needs and services of the elderly, disabled, and low-income populations. Following EDAC, CTAC, and TAC review, prepare final draft Phase I Report for MPO review and action.

2. Post final MPO-approved Phase I Report on RRPDC web site and print and distribute final report to study participants.

INTERMODAL TRANSPORTATION DEVELOPMENT

A. OVERVIEW

In FY 02, the MPO completed work on the Richmond Regional Intermodal Transportation Study. This study examined the potential for an intermodal freight center in the Richmond/Tri-Cities area. It also examined the region's freight transportation network (i.e., highways, rail, airport, and port) and provided recommendations to improve freight movement. While the study concluded that the region does not need an intermodal facility at this time, it recommended the establishment of an Intermodal Advisory Task Force charged with monitoring future demand for such a facility. The study was accepted by the MPO at its February 14, 2002 meeting and a 46-member task force was jointly established with the Tri-Cities Area MPO and approved at the MPO's June 13, 2002 meeting. The task force designated representatives from the business community including shipping and freight operators, freight transportation modes (i.e., port, airport, rail, and truck), local and regional planning and economic development agencies, and state agencies. The task force would also serve as a liaison with the freight movement industry providing for its input into the regional transportation planning process. It should also review the various study recommendations, address concerns and issues facing the freight movement industry, and bring forward to the MPO its recommendations for addressing these concerns and issues.

Since the MPO's action to establish this task force in FY 02, staff has not been able to initiate or hold any task force meetings due to other work priorities and limited staff resources available to support this work task. As part of the FY 07 UWP, staff will propose the elimination of the Intermodal Advisory Task Force and that federal planning requirements for intermodal planning be conducted as part of the MPO's LRTP and in conjunction with VDOT intermodal planning activities.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Michael Clements/New UTPD Principal Planner.

1. Monitor and report as appropriate on various intermodal planning and programming activities.

2. Provide staff assistance for VDOT statewide intermodal planning activities.

AIR QUALITY PLAN AND PROGRAM ACTIVITIES

A. OVERVIEW

Through this work task, RRPDC staff coordinates the MPO's participation on the Metropolitan Richmond Air Quality Committee (MRAQC) as it works with the Virginia Department of Environmental Quality (VDEQ) to develop and implement the Nonattainment Area Plan for ozone air quality standards.

The RRPDC staff also works with VDOT staff in conducting air quality conformity analysis in support of the TIP and LRTP.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. MRAQC – Provide assistance in support of MRAQC review of proposed State Implementation Plan (SIP) revisions/amendments by VDEQ. The SIP serves as the region's plan for attainment of ozone air quality standards and is administered by VDEQ.

2. Air Quality Data/Reports – Review and report on VDEQ air quality monitoring data and reports.

3. Conformity Analysis – Provide assistance to VDOT in conducting the air quality conformity analysis requirements for the TIP and LRTP (Project Manager: Barbara Nelson – TIP; Michael Clements – LRTP).

Personnel Allocations by Program

Program	Percent of Budget *	Total Cost
Agency Administration and Management Services	43.1%	$ 607,100
General Regional Planning	6.8%	$ 95,900
Environmental Planning	2.1%	$ 29,800
Rural Transportation Planning	1.9%	$ 27,000
Information Systems and Services	11.2%	$ 157,300
Emergency Services Planning	1.2%	$ 17,100
Historic Resources Planning	1.1%	$ 15,800
Urban Transportation Planning	32.5%	$ 458,100
Total FY 06 Personnel Allocation	100.0%	$ 1,408,100

Detail may not sum to 100% due to rounding.

Appendix A

RICHMOND REGIONAL PDC	RICHMOND AREA MPO
EXECUTIVE COMMITTEE	EXECUTIVE COMMITTEE

Administrative Division

- Charter and Bylaws Committee
- Personnel and Operating Policies Committee
- Audit Committee

Urban Transportation Planning Division

- TAC Technical Advisory Committee
- CTAC Citizens Transportation Advisory Committee
- EDAC Elderly and Disabled Advisory Committee

Planning and Information Systems Division

- ETAC Environmental Technical Advisory Committee
- Stormwater Management Task Force
- RT-TAC Rural Transportation Technical Advisory Committee
- SDC Socioeconomic Data Committee
- RER-TAC Regional Emergency Response Technical Advisory Committee
- Interoperability Task Force
- MMRS Metropolitan Medical Response System Steering Committee

Appendix B

FREQUENTLY USED TERMS AND ABBREVIATIONS

"3-C" Process

"Continuing, Cooperative, and Comprehensive"

Language from federal legislation establishing MPOs and used in reference to the regional transportation planning and programming process

ACG   Address Coding Guide

ADT   Average Daily Traffic; used in conjunction with current and projected traffic volumes

CAO   Chief Administrative Officer

CARE   Community Assisted Rider Enterprise; program operated by GRTC providing demand-response paratransit service for the elderly and disabled in the City of Richmond and Henrico County

CMS   Congestion Management System

COA   Comprehensive Operational Analysis

CTB   Commonwealth Transportation Board

EJ   Environmental Justice

FY   Fiscal Year for PDC; runs July 1 to June 30; typically designated by ending year

FFY   Federal Fiscal Year; runs October 1 to September 30; designated by starting year

GIS   Geographic Information System – computerized mapping and database

GASB   Government Accounting Standards Board; private, non-profit organization established in 1984; responsible for setting generally accepted accounting principals for state and local governments

GASB # 34

GASB's Statement Number 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments"; requires state and local governments to report the value of their infrastructure assets including roads, bridges, sewer and water facilities, etc.

I/M   Inspection and Maintenance

LRTP   **(Transportation Plan)**

The MPO's adopted Long-Range Transportation Plan; serves as the initial step and framework in developing a regionally based network of transportation facilities and services that meets travel needs in the most efficient and effective manner possible

MPO   Metropolitan Planning Organization; the Richmond Area MPO's membership includes the following local governments and agencies: Ashland, Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Richmond, CRAC, GRTC, RMA, RRPDC, VDOT, Ridefinders, FHWA, FTA, and VDA; serves as the forum for cooperative transportation decision making in the Richmond area

MSA   Metropolitan Statistical Area; the Richmond/Petersburg MSA includes the cities of Colonial Heights, Hopewell, Petersburg, and Richmond; the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George; and the Town of Ashland

NAAQS
National Ambient Air Quality Standards; defined by EPA

NHS National Highway System

MMRS Metropolitan Medical Response System

RER-TAC
Regional Emergency Response Technical Advisory Committee

NHS National Highway System

NOx Nitrogen Oxides

RCA Regional Cooperation Act passed in 1995

RFP Request for Proposals; process used for reviewing and selecting proposals for consultant study activities (goods and non-professional services)

RFQ Request for Quotes (Consultant Services)

SIP State Implementation Plan; identifies control measures and process for achieving and maintaining NAAQS; eligible for CMAQ funding

SOV Single Occupant Vehicles

STP Surface Transportation Program

Study Area
The area projected to become urbanized within the next 20 years; defines the area for MPO plans, programs, and studies

SYIP Six Year Improvement Program; allocates federal and state transportation funds and is approved by the CTB

TAZ Transportation or Traffic Analysis Zone; generally defined as areas of homogeneous activity served by one or two major highways; TAZs serve as the base unit for socioeconomic data characteristics used in various plans and studies

TCM Transportation Control Measures (for Air Quality Control); eligible for CMAQ funding

TDM Traffic Demand Management; program for CMAQ funding

TDP Transit Development Program

TIP Transportation Improvement Program; a staged, multiyear, intermodal program of transportation projects that is consistent with the transportation plan

TMA Transportation Management Area (i.e., MPOs greater than 200,000 in population)

Urbanized Area
Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons; factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered

UWP Unified Work Program; MPO's program of work activities noting planning priorities, assigned staffs, work products, budgets, and funding sources

VADA Virginia Area Development Act, passed in 1968 and created PDCs

VCRMP Virginia Coastal Resources Management Program

VMT Vehicle Miles Traveled

VOC Volatile Organic Compounds; emissions from cars, power plants, etc; when VOCs react with oxides of N (NOx), ozone, or smog

Work Program
RRPDC's program of work activities that summarizes planning programs, work tasks, products, and staffing for the three divisions of the Richmond Regional PDC

FEDERAL, STATE, AND REGIONAL AGENCIES

CRAC	Capital Region Airport Commission
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GRTC	GRTC Transit System
MARAD	Maritime Administration
MRAQC	Metropolitan Richmond Air Quality Committee
Ridefinders, Inc.	A public, nonprofit corporation that provides carpool/vanpool matching and other commuter and transportation services
RMA	Richmond Metropolitan Authority
RRPDC	Richmond Regional Planning District Commission
USDOT	United States Department of Transportation
VDA	Virginia Department of Aviation
VDOT	Virginia Department of Transportation
VDEQ	Virginia Department of Environmental Quality
VDHCD	Virginia Department of Housing and Community Development
VDRPT	Virginia Department of Rail and Public Transportation
VTRC	Virginia Transportation Research Council

Appendix D

FEDERAL AND STATE LEGISLATION

ADA of 1990	Americans With Disabilities Act.
CAAA of 1990	Clean Air Act Amendments.
RCA	Virginia Regional Cooperation Act of 1995; authorizing state legislation for planning districts and defines their mission, duties, powers, etc. This act updates the founding legislation – the Virginia Area Development Act of 1968.
RCP	Virginia Regional Competitiveness Act; state legislation provides the authorization for the competitiveness program that was established in 1997.
ISTEA	Intermodal Surface Transportation Efficiency Act) passed in 1991; authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 6-year period 1992-1997
TEA-21	Transportation Equity Act for the 21st Century; signed into law on June 9, 1998; authorizes federal funds for highways, highway safety, transit, and other surface transportation programs for the six-year period 1998-2003 . Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users; signed into law August 10, 2005; authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

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Appendix E

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Funding Programs

CMAQ	Congestion Mitigation/Air Quality; funds also available for eligible planning activities leading to project implementation.
HPR	Highway Planning and Research; funds allocated to VDOT in support of rural transportation program activities.
Local Dues	Local funds paid by planning district member governments to planning district commissions for general operations, technical assistance, and other programs. Current dues structure implemented in 1992 is $0.55 per capita for planning district programs and $0.05 per capital for MPO work activities.
Local Match	Funds required by recipients of certain grants for matching federal and/or state grant funds. Section 5303 and PL funds require a 10 per cent match with VDOT providing 10 percent and the remaining 80 per cent provided by the federal source. SPR funds for rural transportation require a 20 percent match. VCRMP funds require a 50 percent local match.
PL	Planning funds available from FHWA for MPO program activities.
RCA	State funds allocated to planning district commissions for regional planning.
Section 5303	Planning funds available from the FTA for transit-related MPO program activities.
SPR	State Planning and Research; funds allocated to VDOT in support of MPO program activities.
State Transportation Planning Grant	State transportation planning grant pilot fund program administered by VDOT.
TEIF	Transportation Efficiency Improvement Fund; purpose of program is to reduce traffic congestion by supporting transportation demand management programs designed to reduce use of single occupant vehicles and increase use of high occupancy vehicle modes; operated by the Commonwealth Transportation Board.
VCRMP	Virginia Coastal Resources Management Program; funds available from NOAA through VDEQ for coastal resource management.

Richmond Regional Planning District Commission Organization Chart

2/1/06

PDC Board

Related Boards/Committees

Executive Director
Paul Fisher

Assistant Executive Director
Jo Evans
- Finance & Contract Administrator
  Peter Sweetland
  - Bookkeeping Clerk (part-time)
    Vacant – Unfunded

Executive Secretary
Julie Fry
- Receptionist/Secretary
  Demetra Jones
- Communications Coordinator
  Patricia Villa

Director of Planning & Information Systems
Jackie Stewart
- Principal Planner
  Michelle Fults
- Computer Network Systems Administrator
  Joe Ndanga
- Planning Technician
  Leigh Medford
- Associate Planner
  Vacant - Unfunded
- Principal Planner
  Allyson Finchum
- Senior Planner
  Sarah Weisiger
- Program Coordinator
  Vacant - Unfunded
- Associate Planner
  Vacant
- Environmental Analyst
  Vacant - Unfunded
- Administrative Secretary
  Runda Bailey
- Interns

Director of Urban Transportation Planning
Dan Lysy
- Principal Planner
  Michael Clements
- Principal Planner
  Barbara Nelson
- Senior Planner
  Jin Lee
- Associate Planner
  Vacant
- Administrative Secretary
  Sharon Robeson
- Interns

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