RICHMOND REGIONAL
PLANNING DISTRICT COMMISSION

Work Program
Fiscal Year 2008

A Work Program in Support

of the

Richmond Regional Planning District Commission

and the

Richmond Area Metropolitan Planning Organization

Draft December 2006

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

TABLE OF CONTENTS

URBAN TRANSPORTATION PLANNING DIVISION-MPO

Executive Summary

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 on-going commitments from federal, state, and local requirements in support of the Richmond Regional PDC and the Richmond Area Metropolitan Planning Organization. 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.

Total Budget

For fiscal year 2008, the Richmond Regional PDC estimates total revenues to be $2,361,200 all of which is earmarked for agency operations. No pass-through programs are anticipated at this time. The budget includes funding for 21 full-time staff positions and part-time student interns as needed. 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 RRPDC general regional planning activities and $0.05 for Richmond Area MPO planning programs. The MPO portion of member dues will provide only 31 percent of the match required for federal and state transportation and transit planning funds available for regional transportation planning in FY 08. The remaining match will be funded using $106,000 of member dues earmarked for general regional planning. Competitive grants are also programmed for rural transportation planning and coastal management planning.

The following table summarizes the sources of funds for the Richmond Regional PDC in FY 08.

Fund Sources - Fiscal Year 2008

Category		FY 08 Preliminary December 2006	Percent of Budget
Operating Revenue			
State Appropriation (RCA)	$	165,300	7.0%
Local Membership Dues	$	565,000	23.9%
FHWA/PL - Urban Transportation Planning	$	1,187,400	50.3%
FTA/Section 5303 - Urban Transportation Planning	$	189,200	8.0%

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Fund Sources - Fiscal Year 2008

Category	FY 08 Preliminary December 2006	Percent of Budget
VDOT - Rural Transportation Planning Program	$ 48,000	2.0%
VDEQ VCRMP - Coastal Management Programs	$ 30,000	1.3%
Interest Income	$ 65,000	2.8%
Sublease Revenue	$ 42,300	1.8%
Miscellaneous	$ 2,400	0.1%
Unrestricted Fund Balance	$ 66,600	2.8%
Total Operating Revenue	$ 2,361,200	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 Administrative 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; reports on activities of the Office Space Subcommittee.

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 biannual newsletters for the agency (Project Manager: Patricia Villa).

   Product: Newsletter.

2. Reports and brochures – Produce 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. *Executive Roundtable*

   Product: Periodic status report of activities as necessary.

2. *APA/VAPA*

   Product: Periodic status report of activities as necessary.

3. *Greater Richmond Chamber of Commerce*

   Product: Periodic status report of activities as necessary.

4. *Greater Richmond Partnership*

   Product: Periodic status report of activities as necessary.

5. *Metro Richmond Convention and Visitors Bureau*

   Product: Periodic status report of activities as necessary.

6. *Other Organizations/Associations*

   Product: Periodic status report of activities as necessary.

7. *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
General Planning Assistance	Geographic Information Systems
Environmental Resources	Computer Support Services
Rural Transportation Planning	
Information Data Services	
Historic Resources	
Emergency Services Planning	

GENERAL 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 Henrico County (FY 07), Chesterfield County (FY 08), Hanover County (FY 09), and the City of Richmond (FY 10).

B. KEY ACTIVITIES AND PRODUCTS

Regional Assistance

1. Intergovernmental Reviews – Provide intergovernmental reviews of regionally significant projects.

   Product: Intergovernmental review document.

2. Regional Strategic Plan – Implement and maintain the regional strategic plan as required by the Regional Cooperation Act and as directed by the Commission.

   Product: Strategic Plan.

3. Regional Industrial Standards Assessment – Assist the region's local governments in assessing industrial zoning standards used through the region, and identifying what if any changes should be made.

   Product: Status report.

4. 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 10 years and work with the region's local governments to assess potential impacts on anticipated growth in the region. (This project is an outcome of the commission's FY 06 Special Work Session.)

   Product: Report and GIS generated maps.

5. Regional Affordable Housing – Continue to refine and develop regional affordable housing indicators, identify opportunities for regional strategy development, and develop possible implementation strategies. (This project is an outcome of the commission's FY 06 Special Work Session.)

   Product: Updated regional affordable housing fact sheet.

6. 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.

Product: Annual priority ranking resolution of support.

7. Regional Planning Commissioner's Forum – Conduct the seventh annual regional planning commissioner's forum as the foundation for the information sharing and development of initiatives for the region—hosted by a jurisdiction to be announced.

   Product: Seventh annual forum.

8. Regional Planning Director's Meetings – Coordinate and participate in regional planning director's meetings to share items of regional and local significance.

   Product: Monthly status report.

<u>Local Assistance</u>

1. Charles City County – Assist Charles City County in the review and development of a revised comprehensive plan.

   Produce: Comprehensive plan and maps.

2. Charles City County Housing Needs Assessment – Assist Charles City County with their collection of field data of existing housing conditions.

   Product: Inventory database of housing conditions.

3. Goochland County – Assist Goochland County with the update of their subdivision ordinance and comprehensive plan, as needed.

   Product: Subdivision ordinance and comprehensive plan text.

4. Chesterfield County – As part of the rotation cycle for major technical assistance established by the Commission, assist Chesterfield County with a technical assistance project to be determined by the county.

   Product: Dependent on project.

5. New Kent County – Assist New Kent County with the update of their zoning ordinance, as needed.

   Product: Zoning ordinance text.

6. Powhatan County – Assist Powhatan County with their comprehensive plan update, as needed.

   Product: Data collection analysis and mapping.

7. Local Affordable Housing Reports and Strategies – As requested, continue to develop locality-specific affordable housing assessments (Phase I) and work with localities to develop locality-specific implementation strategies (Phase II). (This project is an outcome of the commission's FY 06 Special Work Session.)

Product: Locality-specific reports and strategies as requested.

8. Local CDBG Assistance – Assist non-entitlement localities with the preparation of CDBG applications.

   Product: Monthly status report.

9. Base Closure and Realignment – As requested, work with localities in the region to assess local and regional impacts associated with potential military base closings.

   Product: Monthly status report.

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 (VCRMP) of the National Oceanic and Atmospheric Administration. This program is housed within the Virginia Department of Environmental Quality.

B. KEY ACTIVITIES AND PRODUCTS – COASTAL RESOURCES

The coastal grant is submitted in mid-March each year to the Virginia Coastal Resources Management Program and follows the federal fiscal year (FFY) cycle beginning October 1. The items below were approved by the commission at their March 2006 meeting for the FY 06 coastal grant which runs through September 2007.

1. GIS Data Support – Generally, the RRPDC will provide GIS analysis of existing and future land uses by using locally adopted land use plans and aerial photography. 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. (Portions of this project are an outcome of the commission's FY 06 Special Work Session.)

    Product: Progress reports detailing GIS data support activities will be provided to VCRMP 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 VCRMP.

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. These meetings will offer at least four training opportunities for member localities to learn about new environmental programs and regulations related to coastal resource management. Meeting schedules and agendas will be posted on the PDC website. In addition, staff will host meetings of the Stormwater Management Task Force and the Utilities Directors Task Force on an as-needed basis as follows: (Portions of this project are an outcome of the commission's FY 06 Special Work Session.)

    a. Stormwater Management Task Force – PDC staff will provide a forum for local stormwater management staff to discuss items of mutual interest on an as-needed basis.

    b. Utility Director Task Force – PDC staff has been asked by local utility directors to convene quarterly meetings of the region's utility directors to serve as a forum for local discussion of water supply planning and other items of mutual interest.

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

3. Local Government Technical Assistance – The RRPDC will assist local governments with their coastal programs by: preparing and administering grant applications, 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 implementation; and conducting other technical assistance efforts as requested. In addition to routine technical assistance, RRPDC will undertake a special project or study in order to analyze a coastal resource management issue important to the region or to a particular locality. The project may focus on watershed planning or an alternate issue as identified by the Environmental TAC.

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

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 VAPDC Coastal Committee and the Local Government Advisory Committee of the Chesapeake Bay Program.

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

C. KEY ACTIVITIES AND PRODUCTS – GENERAL

1. Department of Conservation and Recreation FY 08 Grant Application – To be developed based on input from regional environmental committee and continued program funding. (The DCR grant is typically issued in March each year and runs for the fiscal year beginning the following July 1.)

   Product: To be determined.

2. Legislative Services FY 08 Grant Application – To be developed based on input from regional environmental committee and continued program funding. In FY 07, staff prepared a grant application for a regional "clean-stream" public service announcement radio advertisement based on the recommendation of the environmental committee. The application was not funded. (The Legislative Services grant is submitted in September each year to Legislative Services and runs for the fiscal year beginning the following July 1.)

   Product: To be determined.

3. Regional Solid Waste Management Plan – Assist the Central Virginia Waste Management Authority on updates to the Richmond Regional Solid Waste Management Plan on an as-needed basis. (During FY 07, staff assisted with two plan amendments.)

   Product: Monthly status report of activities.

Planning and Information Systems Division

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. The elements for this program area are part of the Commission's FY 08 rural transportation planning grant application to be considered by the Commission in March 2007 and is prepared annually with the assistance of the regional Rural Transportation Technical Advisory Committee. This program is primarily funded by an annual grant from 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.

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 tasks 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. Committee members include 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.

   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.

   Product: Quarterly reports and annual report to VDOT.

3. FY 09 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.

   Product: FY 09 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.

   Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – TECHNICAL ASSISTANCE

These work tasks will be developed after guidance is issued by VDOT in early 2007.

D. KEY ACTIVITIES AND PRODUCTS – SPECIAL PROJECT

Consideration for a special project will be made once guidance is issued by VDOT in early 2007.

Planning and Information Systems Division

INFORMATION DATA 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 RRPDC 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 RRPDC 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 DATA SERVICES

1. 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.

   Product: Street Name Clearinghouse database.

2. 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.

   Product: Database.

3. Information Requests – Respond to requests for demographic data by providing relevant data.

   Product: Monthly status report.

4. Richmond/Petersburg (RIPE) Report – Prepare periodic updates to the 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.

   Product: RIPE report.

5. 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.

   Product: Population 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.

   Product: Database.

7. Resource Center – As part of the agency's value-added service to localities, staff will enhance the agency's library function by converting archived documents to an electronic format, preparing an inventory of available materials, developing a web-based system for searching the inventory data base and viewing selected materials, and creating a comprehensive system for disaster recovery of library documents and data resources.

   Product: Web-based resource center.

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 support of "Jamestown 2007 Celebration" projects.

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.

   Product: Report and GIS Database.

2. Jamestown 2007 Celebration – Support local efforts as requested related to the Jamestown 2007 Celebration. Projects include but are not limited to the following:

   a. Charles City County Historic Resource Map
   b. New Kent County Historic Trails Guide
   c. Captain James Smith Chesapeake Water Trail Study

   Product: Monthly status report of activities.

3. Historic Richmond Region, Easy to Love Campaign – Support regional efforts to promote the campaign.

   Product: Monthly status report of activities.

Planning and Information Systems Division

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 on an as-needed basis to discuss the progress of regional projects and local initiatives.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL EMERGENCY SERVICES

1. Coordinated Regional Public Radio Communication Plan – Provide staffing assistance to the Commission as they examine methods to provide enhanced information to the public using radio communications following disasters. (This project is an outcome of the commission's FY 06 Special Work Session.)

    Product: Public Radio Communication Plan.

2. Coordinated Regional Evacuation Plan – Work with local emergency staff to facilitate the coordination of a region-wide emergency evacuation plan. (This project is an outcome of the commission's FY 06 Special Work Session.)

    Product: Region-wide emergency evacuation plan.

3. Regional Hazard Mitigation Plan Implementation – Work with the Regional Hazard Mitigation Plan Task Force members to assist in the implementation of various regional, multi-jurisdictional, and local components of the adopted plan.

    Product: Implementation measures.

4. Regional Emergency Response TAC – Support regional coordination efforts of the Regional Emergency Response Technical Advisory Committee and task forces established to address items of specific interest to include but not limited to the following:

    a. Regional Interoperability Task Force – Continue to work with RERTAC, the Regional Interoperability Task Force and the Commonwealth Interoperability Coordinator to develop strategies to implement improvements to regional interoperability.

        Product: Monthly status report of activities.

    b. Regional Environmental Crimes Task Force – Assist in regional coordination and training efforts of the region's environmental crimes investigators by serving on the task force.

        Product: Monthly status report of activities.

    c. Metro Richmond Haz-Mat Work Group – Assist in regional coordination and training efforts of the region's hazardous materials local emergency responders by serving on the Metro Richmond Haz-Mat Work Group.

Product: Monthly status report of activities.

d. Virginia Capital Area Voluntary Organizations Active in Disaster (VCA VOAD) – Assist in regional coordination efforts of the Greater Richmond Chapter of the American Red Cross by serving as a member of the VCA VOAD.

Product: Monthly status report of activities.

e. Metropolitan Medical Response System Steering Committee – Assist the City of Richmond and other participating localities within the region with their efforts to maintain a region-wide MMRS by serving as a member of the Richmond Regional MMRS.

Product: Monthly status report of activities.

5. Charles City County E-911 Map Book – Assist the county in maintaining the newly created E-911 map book by providing technical assistance to county staff in the use of GIS and parcel data.

Product: Monthly status report of activities.

INFORMATION SYSTEMS

A. OVERVIEW

The Richmond Regional Planning District Commission's Information Systems Program is comprised of the Geographic Information System (GIS) and Computer Support Services (CSS). Work in these functional areas include creating, maintaining, and updating various types of data for use by local governments, citizens, and other PDCs, and maintaining the agency's computer network and Internet communications. The goals of the GIS section are to support all divisional areas of the planning 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. Local Technical Assistance – Assist the region's localities in their development, implementation, and management of emerging GIS capabilities as requested. Established and pending projects include the following:

   a. Charles City County GIS Assistance – Provide technical assistance to Charles City County in their implementation and management of ArcGIS by providing technical assistance to county staff as they gain experience in using ArcGIS to manipulate parcel lines.

   b. Powhatan County GIS Assistance – Provide technical assistance to Powhatan County as they consider development of county-managed GIS.

   c. Regional Economic Development GIS Assistance – Provide technical assistance to the commission as it investigates value-added GIS assistance related to economic development opportunities in the region. (This project is an outcome of the commission's FY 06 Special Work Session.)

      Product: Monthly status report of activities.

2. GIS Administration – Support all divisional areas of the planning district commission and ensure consistency and integrity of products and in the data on the GIS server as follows:

   a. GIS Server Protocol – Develop and maintain written procedures for the agency's GIS server including but not limited to hardware configuration, backup, and disaster recovery.

      Product: Standard operating procedures and monthly report of activities.

   b. Metadata File Development – In conjunction with data development and maintenance for agency projects, maintain a written inventory, filing structure, and metadata file for each dataset.

      Product: Standard operating procedures and monthly report of activities.

      c.   GIS Software Support – Provide assistance to agency staff using Arc software and work with other staff to budget needed GIS hardware and software upgrades and replacements.

      d.   GIS Standards Manual – Work with agency staff to develop written formatting standards and review procedures for developing and reviewing in-house GIS products.

          Product: Standards manuals and monthly status report of activities.

      e.   Data Development and Maintenance – Develop an organized file structure for storing GIS data and establish standard operation procedures for long-term maintenance of the data and structure.

          Product: Standard operating procedures and monthly report of activities.

3.   Regional GIS Support – Promote value-added GIS resources and service through the following efforts: (This project is an outcome of the commission's FY 06 Special Work Session.)

      a.   Regional GIS Coordinators Committee – Provide a forum for the region's GIS coordinators to assist their efforts in coordinating data sharing and technical support. Projects include but are not limited to the following:
          i.   Coordinated disaster recovery
          ii.   Development of a web-based regional database at the request of local staffs.

          Product: Monthly status report of activities.

      b.   Regional GIS Users Group – Provide a forum for the region's local GIS staff to share technical skills and resources, and provide opportunities for training. Projects include but are not limited to the following:
          i.   Investigation of a coordinated training facility at the request of local staffs.

          Product: Monthly status report of activities.

4.   VAPDC Support – Provide support to various VAPDC GIS functions as follows:

      a.   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.

          Product: Monthly status report of activities.

      b.   VAPDC Statewide GIS Conference – Assist Hampton Roads PDC in their hosting of the 2008 conference by providing historical information on conference coordination.

          Product: Monthly status report of activities.

C. KEY ACTIVITIES AND PRODUCTS – GENERAL COMPUTER SUPPORT SERVICES

1.   Network Administration – Provide oversight and management of all network devices and peripheral resources including but not limited to minimum monthly hardware and software maintenance,

scheduled nightly backups, records management, data integrity and storage administration, and system security for the following:

   a. File Server I
   b. File Server II (snap drive)
   c. Exchange Server
   d. Print Server
   e. Web Server(s)
   f. GIS Server
   g. Linear Tape-Open

Product: Written standard operating procedures, records management system, and monthly status report of activities.

2. Peripheral and Resource Administration – Maintain hardware and related software, plan for replacement, and evaluate innovations for peripherals and resources including but not limited to the following:
   a. Router and firewall (VPN)
   b. Switches
   c. Network wiring and/or wireless conversion
   d. Printer(s)
   e. Plotter
   f. Digital camera(s)
   g. Projector(s)
   h. Scanner(s)
   i. GPS and time travel unit(s)
   j. Work stations
   k. Laptops

Product: Written procedures, records management and monthly status report of activities.

3. Disaster Recovery – Develop, maintain and implement written policies and procedures for disaster recovery of agency primary servers and resources, including but not limited to the following:

   a. Network hardware infrastructure
   b. Software licensing
   c. Exchange server spam filter
   d. System-wide virus, spy ware, and ad-ware protection
   e. Password inventory

Product: Written procedures, records management, and monthly status report of activities.

4. Information Systems Resource Library – Maintain and manage the agency's information systems resource library including copies of all software, how-to books, and tutorials for staff.

Product: Information systems resource library and written inventory.

5. Computer Budget – Develop and maintain a detailed budget that provides for adequate resource support for commission projects, anticipates technological innovations, and incorporates fiscal conservation.

Product: Computer budget.

6. Support-Agency Services – Maintain a written record and contract files for all support agencies including but not limited to the following:
    a. Internet service provider
    b. Domain host service
    c. Exchange server spam control and store and forward services
    d. Consultant services
    e. Supply vendors

    Product: Written procedures, records management, and monthly status report of activities.

7. Office Space Information Systems Configuration – Assist the agency by preparing preliminary network infrastructure design and cost estimates, managing the agency's information system resources, and overseeing design integration for transfer to any potential new office space.

    Product: Draft proposal, and equipment and data transfers as needed.

8. Wireless Internet Access – Investigate the feasibility, including preliminary design and cost estimates, of developing wireless Internet assess capabilities to enhance work productivity.

    Product: Draft proposal and monthly status report of activities.

9. Voice Over IP– Investigate the feasibility, including preliminary design and cost estimates, of developing voice over IP capabilities to enhance work productivity. (This work task is needed in part to assist with any future evaluation efforts to replace the telephone system.)

    Product: Draft proposal and monthly status report of activities.

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 RRPDC'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, the 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 Update
- Transportation Database Development/Geographic Information Systems

Management System/Short-Range Planning Program

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

Transportation Project Programming Program

- Transportation Improvement Program

Transit Planning Program

- Elderly and Disabled Transportation Needs and Services
- Regional Mass Transit Study
- Human Services Public Transportation Coordination Plan

Intermodal Planning Program

- Intermodal Planning

Air Quality Planning Program

- Air Quality Plan and Program Activities

In the first quarter of each calendar year, the MPO's Technical Advisory Committee (TAC) reviews and makes recommendations on RRPDC staff budgets, time allocations, and work tasks which are used to prepare the draft UWP for MPO review and action. Action to adopt the *FY 08 Unified Work Program* (UWP) is scheduled for the April 12, 2007 MPO meeting.

A summary of the UWP tasks that involve RRPDC staff are included in the RRPDC work program. 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 the RRPDC work program.

The following work tasks include those that are required on an annual/periodic basis and other work tasks required in support of the MPO regional transportation planning and programming process proposed for the FY 08 UWP.

Additional Staffing Needs

With the passage of SAFETEA-LU (i.e., Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users; reauthorized federal transportation legislation signed on August 10, 2005), the funding and program requirements for the MPO's regional transportation planning and programming were significantly expanded. In order to meet these new requirements and to address the region's growing multimodal planning needs, staff is proposing the addition of two new positions for the Urban Transportation Planning Division. These new positions are Assistant Transportation Director and Senior Planner. The FY 08 work program is proposing that the new Senior Planner position be funded in FY 08 and that consideration be given to funding the Assistant Transportation Director position, should additional funds become available. The draft FY 08 work program as presented assumes the addition of a new Senior Planner position. Should this position not be filled, the following work activities will either not be conducted or will be minimally supported:

- Assistance for MPO annual public review meetings
- GPS travel time runs (congestion management system performance measure)
- Intelligent Transportation Systems (ITS) – Assistance for ITS annual reviews of Architecture Report, Architecture Deployment Plan and ITS projects, funding, and new technologies report
- New SAFETEA-LU requirements addressing transportation system operation and management (requirements to be identified upon issuance of federal regulations/guidance)
- Long-Range Transportation Plan (LRTP) – Assistance for data development and coordination
- Intermodal Transportation Planning – Assistance for developing data and reports on freight traffic planning

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 – Provide for development and implementation of planning and programming process and activities in compliance with reauthorized federal transportation act (i.e., SAFETEA-LU, signed August 10, 2005) and based on new federal regulations (draft regulations issued by USDOT on June 9, 2006 with final regulations expected by early 2007).

   Product: Revised MPO planning process and activities in compliance with new federal regulations for MPO regional transportation planning and programming process.

MPO CITIZEN PARTICIPATION PROGRAM

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: Barbara Nelson).

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 Lee Yolton for LRTP).

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. FY 07 UWP Amendments – Amend adopted FY 07 UWP as needed (e.g., additional/revised work tasks, budget revisions, etc).

2. FY 08 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 review and outreach 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, Section 5303, and State Transportation Planning Grant funds 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 in support of MPO plan and program activities.

3. Census Transportation Planning Package (CTPP) – Maintain CTPP data and staff expertise and capabilities in applying CTPP to plan and study activities (Project Manager: Archita Rajbhandary).

4. Socioeconomic Data Development and Forecasting Report – Complete remaining work activities for development of base and forecast years socioeconomic data for use in the year 2031 LRTP update.

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

On August 10, 2005, President Bush signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU builds on the two landmark bills that brought surface transportation into the 21st century by shaping the highway program to meet the Nation's changing transportation needs—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21).

The planning provisions of SAFETEA-LU retain and revise metropolitan and statewide transportation planning statutory requirements. Most of the provisions mirror previous law, but key statutory changes are included. And, although most of the transportation planning requirements became effective immediately when SAFETEA-LU was signed into law on August 10, 2005, many of these provisions require rulemaking to implement the changes. Draft regulations implementing SAFETEA-LU were issued on June 9, 2006 and final regulations are expected in early 2007. Note that USDOT has issued notice that these new federal requirements will be effective on July 1, 2007 (i.e., the LRTP must be SAFETEA-LU compliant by July 1, 2007 in order to be amended). Any amendments to the LRTP after July 1, 2007 must comply with all SAFETEA-LU requirements; otherwise, amending or updating the LRTP will not be allowed by USDOT.

New LRTP related SAFETEA-LU requirements include the following:

- LRTP to be updated on a four-year cycle (previously was three years).

- LRTP to address potential environmental mitigation activities including potential sites and activities (to be developed in consultation with federal and state wildlife, land management, and regulatory agencies) and include intermodal connectors as transportation facilities.

- Transit operators are to be included in the cooperative development of funding estimates for the financial plan section.

- Consultation with state and local agencies responsible for land use management, natural resources and environmental protection, and historic preservation.

- Representatives of users of pedestrian walkways, bicycle transportation facilities, and the disabled are specifically added as parties to be provided the opportunity to participate in the planning process.

- The public participation plan is to be developed in consultation with interested parties in order to provide reasonable opportunities for all parties to comment.

- Public meetings are to be conducted at convenient accessible locations at convenient times, employ visualization techniques to describe plans, and make public information available in an electronically accessible format (e.g., web site).

In FY 2007, RRPDC staff is planning to develop a revised 2026 LRTP that will be SAFETEA-LU compliant by July 1, 2007 (based on recommendations provided by VDOT at its August 23, 2006 videoconference with MPOs, FHWA, FTA, and VDRPT) and proceed with preparing and completing an updated 2031 LRTP by April 2008. This two track approach (i.e., revising the 2026 LRTP and preparing the 2031 LRTP update) is necessary due to staff getting a late start on the 2031 LRTP update (the LRTP project manager started work at the RRPDC on September 18, 2006 after the previous LRTP project manager left on March 31, 2006); the uncertainty involved in federal requirements for the LRTP (final regulations are expected in early 2007); and the federal requirement for a SAFETEA-LU compliant LRTP by July 1, 2007.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Lee Yolton (except where noted).

Major Elements of the 2031 LRTP Work Scope is tentatively proposed to include the following:

- Establish LRTP task force.

- Submit LRTP scope of work and schedule for task force review and recommendation and for MPO review and action.

- Conduct citizen review and input workshops with results and findings presented for LRTP Advisory Committee review and consideration. Citizen review workshops/meetings and conducted at key phases in the LRTP development process.

- Provide for periodic status reports to CTAC and EDAC.

- Incorporate new SAFETEA-LU requirements (e.g., environmental mitigation activities; consultation with state and local land management, historic, and resource agencies, etc).

- Conduct data collection and analysis for socioeconomic, highway, transit, bicycle and pedestrian, multimodal, ITS, and land use data.

- Develop section on ITS and other technology alternatives for reducing congestion.

- Conduct CMS assessment including update of transportation network data, existing system characteristics, current and forecasted traffic volumes/congestion locations.

- Project financial resources (conducted in consultation with VDOT and transit operator).

- Develop list of financially constrained transportation projects.

- Conduct environmental justice assessment.

- Conduct air quality conformity analysis.

- Provide technical documentation of plan development activities and make this information available for public review (technical documentation and summary reports to be developed by appropriate lead staff/agencies).

- Provide briefings to MPO, CTAC, and EDAC at important steps in the LRTP process.

- Action on final draft LRTP tentatively scheduled for March 2008.

- Prepare executive summary of final adopted plan.

Other LRTP related work activities include the following:

1. LRTP Amendments – Prepare and submit amendments to the 2026 LRTP as needed. (All amendments must be SAFETEA-LU compliant after July 1, 2007.)

2. Functional Classification – Review requests for function classification and reclassification and submit for MPO review and action.

3. LRTP Travel Demand Model – Conduct appropriate review and start-up activities in coordination with VDOT for purchase, development, and training in use of quick response LRTP alternatives analysis model software (e.g., TP+, Cube, or similar model software needed for regional level analysis of plan modal alternatives) and budget direct costs for purchase of model software and staff training (Project Manager: Activity to be conducted subject to the addition of a new position, Assistant Transportation Director, and funding for position).

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 developing the appropriate information, referring 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: Lee Yolton or New Assistant Transportation Director (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 update information placed in the Richmond Area MPO GIS database for use in preparing MPO plans, programs, and studies (Project Manager: Archita Rajbhandary).

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: Archita Rajbhandary).

CONGESTION MANAGEMENT SYSTEM UPDATE

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.

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 is to perform the federally required on-going CMS alternatives analyses of congested corridors using the MPO's adopted CMS Toolbox of Strategies. This group is comprised 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.

Work on completing the CMS criteria and procedures was delayed in late FY 05 due to the resignation of the CMS lead staff/project manager. When this position was filled (in October 2005) other work priorities required the attention of the CMS project manager.

Also, note that SAFETEA-LU has expanded the scope of the CMS to include additional considerations for management and operations (i.e., there must be a "process that provides for effective management and operation" to address congestion management). Further review of federal requirements will be needed to identify, program, and staff these new work activities. Staff will consult with VDOT, RMA, City of Richmond, Henrico County, and Town of Ashland traffic engineering staffs (i.e., those jurisdictions and agencies responsible for highway systems operations) to document current procedures and activities and determine what will be required to meet these new federal requirements.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Lee Yolton (except where noted).

1. Provide administrative support for the CMS review work group.

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. Use updates for the 2031 LRTP if available.

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

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 (Project Manager: New Assistant Transportation Director).

5. Review new SAFETEA-LU requirements related to the development of a process that provides for effective management and operations to address congestion management, and program work activities as appropriate in the UWP (Project Manager: New Assistant Transportation Director).

6. Conduct GPS travel time runs over the region's interstate/expressway road network (Project Manager: New Senior 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. In FY 08, limited staff assistance will be provided for addressing questions on previously conducted studies and for review of access management related matters.

B. KEY ACTIVITY

Project Manager: Lee Yolton.

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.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

A. OVERVIEW

The MPO took action at its July 21, 2004 meeting to accept the Richmond Regional ITS Architecture Report and the Richmond Regional ITS Architecture Deployment Plan Report. Note that the Tri-Cities Area MPO also took action to accept reports since both cover the Richmond and Tri-Cities areas. The ITS Architecture Report identifies the region's framework for institutional agreements and technical integration of ITS. It defines the pieces of the region's systems (e.g., traffic signal operations, freeway management, emergency management, public transit operations, etc.) and the information exchanged between them. The ITS Architecture Deployment Plan outlines the vision for ITS deployment and identifies and prioritizes projects and "market packages" that are needed to implement the ITS architecture on a high, medium, and low priority basis. It helps to prioritize funding decisions by having a comprehensive shared approach to regional ITS programs so that the infrastructure can be incrementally built out over a 20-year time horizon and allow integration among key foundations of the system as it grows and expands.

As part of the MPO's July 21, 2004 action on ITS, the MPO's Technical Advisory Committee (TAC) was designated with conducting annual reviews of these documents with VDOT providing technical assistance of these services and with TAC and RRPDC staff reporting on the implementation status of ITS projects and providing recommendations for updates and/or changes to the region's ITS architecture report and deployment plan. It was recommended that such reviews be conducted at the January TAC meeting (based on work by VDOT staff to prepare proposed projects for consideration in the upcoming VDOT Six-Year Improvement Plan). The MPO took further action to direct that it be provided with an annual report on ITS applications and implementation including the status of ITS projects, funding, and new technologies.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Lee Yolton or New Assistant Transportation Director.

1. Conduct annual review of the Richmond Regional ITS Architecture Report and the Richmond Regional ITS Architecture Deployment Plan in coordination with Tri-Cities Area MPO, with VDOT providing technical assistance of the reviews and with TAC and RRPDC staff reporting on the implementation status of ITS projects and recommendations for updates and/or changes to the region's ITS architecture report and deployment plan.

2. As part of its annual report to the MPO, provide a report on ITS applications and implementation including the status of ITS projects, funding, and new technologies.

TRANSPORTATION IMPROVEMENT PROGRAM

A. OVERVIEW

Through this program RRPDC staff develops, coordinates, and administers the Transportation Improvement Program (TIP). The TIP provides a four-year program of federal, state, and locally funded transportation projects for which MPO approval is required.

Based on FTA/FHWA certification review corrective actions, a new review and selection process for RSTP and CMAQ funded projects was adopted by the MPO on December 9, 2004. 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.

Note that the new SAFETEA-LU requirements include the following:

- The TIP must be updated at least every four years and contain at least four years of projects and strategies. Staff recommends that the TIP be updated annually based on state's current process to annually adopt the SYIP.

- A "participation plan" must be developed and utilized providing reasonable opportunities for interested parties to comment on the content of the TIP. Further, the participation plan must be developed in consultation with all interested parties. The participation plan must be in place prior to MPO adoption of the TIP. Note that after July 1, 2007, TIPs that are not SAFETEA-LU compliant can not be amended or adjusted.

- Visualization techniques shall be employed to describe the TIP.

- The TIP shall be made available in electronically accessible formats (such as the RRPDC web site).

- SAFETEA-LU specifies that the development of the annual listing of obligated projects "shall be a cooperative effort of the state, transit operator, and MPO" and also shall include two new project types: "investments in pedestrian walkways and bicycle transportation facilities" for which federal funds have been obligated in the preceding year.

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 actions taken at the September 8, 2005 and June 8, 2006 MPO meetings, 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 four-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 is taken by the MPO to endorse requests for Section 5310 funding. 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 (Project Manager: Jin Lee). Note that starting with federal FY 07 funds, programming of Section 5310 projects will be subject to a locally developed and approved (i.e., MPO) Human Services Public Transportation Coordination Plan for the region.

9. Enhancement Projects – Action is 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 (Project Manager: Jin Lee).

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.

ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES

A. OVERVIEW

Administrative and technical services for the MPO's Elderly and Disabled Advisory Committee (EDAC) are provided by RRPDC staff. The committee is comprised 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. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

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

2. Initiate work to update the Transportation Operators Inventory of private and human service agencies transportation services.

3. Conduct follow-up review activities for the Human Services Public Transportation Coordination Plan (plan to be completed by June 2007).

REGIONAL MASS TRANSIT STUDY

A. OVERVIEW

At the October 13, 2005 MPO meeting, action was taken to add "Regional Mass Transit Study" to the MPO's list of Regional Priority Transportation Projects under a new category, 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 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 consultant work on the study will be initiated in FY 07 and carry over into FY 08. RRPDC staff administrative work in support of this study may also be charged to UWP task 1.1, MPO Maintenance/Special Studies. Technical assistance for development and submission of socioeconomic and other data will be charged to UWP task 2.1, Socioeconomic Data.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Lee Yolton.

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.

HUMAN SERVICES PUBLIC TRANSPORTATION COORDINATION PLAN

A. OVERVIEW

SAFETEA-LU requires that as a condition of federal assistance covering FTA Section 5310 (Elderly Individuals and Individuals with Disabilities Program) Section 5316 (Job Access and Reverse Commute Program) and Section 5317 (New Freedom Program, funding new ADA type paratransit services), that the region prepare a coordinated public transit human services transportation plan for the coordination of transportation resources provided through multiple federal programs. This plan should enhance transportation access for elderly, disabled, and low-income individuals, minimize duplication of services, and encourage the most cost-effective transportation program possible. Note that the requirement for having a Human Services Public Transportation Coordination Plan in place "…becomes effective in FFY 07 (federal fiscal year, which is October 1, 2006) as a condition of Federal assistance." Staff has been advised by VDRPT that FTA will require the submission of this plan by June 2007. VDRPT has taken the lead in preparing a Statewide Human Services Public Transportation Coordination Plan and providing assistance to PDCs and MPOs for their use in developing regional service coordination plans for their areas. (Note: As of October 2006, staff is waiting for VDRPT to submit its consultant work scope and schedule for work being conducted for VDRPT in developing the Statewide Public Transportation Coordination Plan and to identify assistance to be provided to the MPO for development of the plan in its area. Upon receipt of this information, staff should be able to initiate work to develop the Richmond Region Human Services Public Transportation Coordination Plan. Due to the deadline for having this work completed by June 2007, staff does not expect significant follow-up work activities for FY 2008.)

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy.

Work on the Richmond Region Human Services Public Transportation Coordination Plan to be completed in FY 08, with some follow-up activities anticipated for FY 08.

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 is proposing to eliminate 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: Lee Yolton or New Assistant Transportation Director.

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

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

3. Develop and incorporate freight transportation planning activities into LRTP, ITS, and CMS (Project Manager: New Assistant Transportation Director).

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; Lee Yolton – LRTP).

PERSONNEL ALLOCATIONS BY PROGRAM

Program	Percent of Budget *	Total Cost
Agency Administration and Management Services	40.3%	$ 669,400
General Regional Planning	6.4%	$ 106,700
Environmental Planning	2.0%	$ 32,500
Rural Transportation Planning	1.8%	$ 30,100
Information Systems and Services	10.5%	$ 174,600
Emergency Services Planning	1.1%	$ 18,900
Historic Resources Planning	1.4%	$ 23,800
Urban Transportation Planning	36.4%	$ 603,600
Total FY 08 Personnel Allocation	100.0%	$ 1,659,400

* Detail may not sum to 100% due to rounding.

STANDING COMMITTEES

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

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

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.

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.