

RICHMOND REGIONAL
PLANNING DISTRICT COMMISSION

**Work Program
Fiscal Year 2004**

*A Work Program in Support
of the
Richmond Regional Planning District Commission
and the
Richmond Area Metropolitan Planning Organization*

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

Revised December 2003



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Table of Contents

EXECUTIVE SUMMARY	1
INTRODUCTION	1
ADMINISTRATIVE DIVISION	2
TOTAL BUDGET	2
FUND SOURCES	2
A. OVERVIEW	4
B. KEY ACTIVITIES AND PRODUCTS – GENERAL ADMINISTRATION	4
C. KEY ACTIVITIES AND PRODUCTS – FINANCIAL MANAGEMENT	4
D. KEY ACTIVITIES AND PRODUCTS – PERSONNEL	5
E. KEY ACTIVITIES AND PRODUCTS – TRAINING	5
F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE	6
G. KEY ACTIVITIES AND PRODUCTS – PUBLIC RELATIONS	6
H. KEY ACTIVITIES AND PRODUCTS – ORGANIZATION SUPPORT	7
PLANNING AND INFORMATION SYSTEMS DIVISION	9
GENERAL OVERVIEW	9
REGIONAL PLANNING ASSISTANCE PROGRAM	10
A. OVERVIEW	10
B. KEY ACTIVITIES AND PRODUCTS - GENERAL REGIONAL	10
ENVIRONMENTAL RESOURCES PROGRAM	13
A. OVERVIEW	13
B. KEY ACTIVITIES AND PRODUCTS – GENERAL ENVIRONMENTAL	13
C. KEY ACTIVITIES AND PRODUCTS – COASTAL	13
D. KEY ACTIVITIES AND PRODUCTS – CHESAPEAKE BAY PRESERVATION ACT PROGRAM	15
E. KEY ACTIVITIES AND PRODUCTS – DEPARTMENT OF CONSERVATION AND RECREATION	15
F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE SERVICES	15
RURAL TRANSPORTATION PLANNING PROGRAM	17
A. OVERVIEW	17
B. KEY ACTIVITIES AND PRODUCTS – GENERAL RURAL TRANSPORTATION-ADMINISTRATIVE	17
C. KEY ACTIVITIES AND PRODUCTS – TECHNICAL ASSISTANCE	18
INFORMATION SERVICES PROGRAM	22
A. OVERVIEW	22
B. KEY ACTIVITIES AND PRODUCTS – GENERAL INFORMATION	22
GIS & COMPUTER SUPPORT SERVICES PROGRAM	24
A. OVERVIEW	24
B. KEY ACTIVITIES AND PRODUCTS – GENERAL GIS	24
C. KEY ACTIVITIES AND PRODUCTS – GENERAL COMPUTER SUPPORT SERVICES	25
EMERGENCY SERVICES PLANNING PROGRAM	29
A. OVERVIEW	29
B. KEY ACTIVITIES AND PRODUCTS - GENERAL EMERGENCY SERVICES	29
C. KEY ACTIVITIES AND PRODUCTS - MMRS	30

HISTORIC RESOURCES PROGRAM	31
A. OVERVIEW	31
B. KEY ACTIVITY AND END PRODUCTS – GENERAL HISTORIC RESOURCES	31
URBAN TRANSPORTATION DIVISION-METROPOLITAN PLANNING ORGANIZATION	31
GENERAL OVERVIEW	32
PROGRAM ADMINISTRATION& SPECIAL STUDIES	33
A. OVERVIEW	33
B. KEY ACTIVITIES AND PRODUCTS	33
MPO CITIZEN PARTICIPATION	35
A. OVERVIEW	35
B. KEY ACTIVITIES AND PRODUCTS	35
UNIFIED WORK PROGRAM	36
A. OVERVIEW	36
B. KEY ACTIVITIES AND PRODUCTS	36
SOCIOECONOMIC DATA DEVELOPMENT	37
A. OVERVIEW	37
B. KEY ACTIVITIES AND PRODUCTS	37
LONG-RANGE TRANSPORTATION PLAN (LRTP)	38
A. OVERVIEW	38
B. KEY ACTIVITIES AND PRODUCTS	38
TRANSPORTATION DATA BASE DEVELOPMENT/GIS	39
A. OVERVIEW	39
B. KEY ACTIVITIES AND PRODUCTS	39
RICHMOND REGIONAL BICYCLE AND PEDESTRIAN PLAN	41
A. OVERVIEW	41
B. KEY ACTIVITIES AND PRODUCTS	41
CONGESTION MANAGEMENT SYSTEM	43
A. OVERVIEW	43
B. KEY ACTIVITIES AND PRODUCTS	43
ACCESS MANAGEMENT STUDIES	44
A. OVERVIEW	44
B. KEY ACTIVITIES AND END PRODUCTS	44
TRANSPORTATION IMPROVEMENT PROGRAM	45
A. OVERVIEW	45
B. KEY ACTIVITIES AND PRODUCTS	45
ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES	47
A. OVERVIEW	47
B. KEY ACTIVITIES AND PRODUCTS	47

INTERMODAL TRANSPORTATION DEVELOPMENT	48
A. OVERVIEW	48
B. KEY ACTIVITIES AND PRODUCTS	48
AIR QUALITY PLAN AND PROGRAM ACTIVITIES	49
A. OVERVIEW	49
B. KEY ACTIVITIES AND PRODUCTS	49
PERSONNEL ALLOCATIONS BY PROGRAM	49
APPENDIX A-FREQUENTLY USED TERMS AND ABBREVIATIONS	51
APPENDIX B-STANDING COMMITTEES	53
APPENDIX C-FEDERAL, STATE, AND REGIONAL AGENCIES	54
APPENDIX D-FEDERAL AND STATE LEGISLATION	55
APPENDIX E-FUNDING PROGRAMS	56

Executive Summary

Introduction

The Regional Cooperation Act of 1995 authorizes PDCs to assist member governments and their partners in identifying and implementing actions, plans, and processes to improve the well-being of the entire region. The Richmond Regional PDC serves nine member governments: the City of Richmond; the Town of Ashland; and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

The staff of the Richmond Regional Planning District Commission also serves as staff to the Richmond Area Metropolitan Planning Organization which is authorized, under Section 134 of the Federal Aid Highway Act of 1973, as amended, to maintain and conduct a "continuing, cooperative, and comprehensive" (3-C) transportation planning and programming process that results in plans and programs consistent with local comprehensive plans for the Richmond area. The MPO serves as the forum for cooperative transportation decision making in the Richmond area.

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

The Richmond Regional PDC Work Program presented here shows all currently programmed work in support of the Richmond Regional PDC and the Metropolitan Planning Organization. It incorporates the PDC's commitments as defined in the FY 04 UWP that was adopted by the MPO at its April 10, 2003 meeting. Approximately 38 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, and historic resources programs and to general agency administration including personnel management, financial accounting and reporting, providing legislative liaison services to member governments, and coordinating with other regional entities.

Executive Summary

TOTAL BUDGET

For fiscal year 2004, the Richmond Regional PDC estimates total revenues to be \$1.790 million of which 98.5 percent is earmarked for agency operations and 1.5 percent is to be passed through to other agencies and organizations. The PDC is budgeting for 20 full-time staff positions at January 1, 2004. Part-time student interns are used 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 Richmond Regional PDC activities and \$0.05 for Richmond Area MPO planning programs. The MPO portion of member dues will provides about 45 percent of the match required for federal and state transportation and transit planning funds available for regional transportation planning in FY 04. Competitive grants have also been approved for rural transportation planning and coastal management planning.

The following table summarizes the sources of funds for the Richmond Regional PDC in FY 04.

Fund Sources - Fiscal Year 2004

Category	FY 04 Budget December 2003	Percent of Budget
Operating Revenue		
State Appropriation (RCA)	\$ 183,700	10.3%
Local Membership Dues	\$ 537,600	30.0%
FHWA/PL - Urban Transportation Planning	\$ 723,500	40.4%
FTA/Section 5303 - Urban Transportation Planning	\$ 165,900	9.3%

Continued next page

Administrative Division

Fund Sources - Fiscal Year 2004

Category	FY 04 Budget December 2003	Percent of Budget
VDOT - Rural Transportation Planning Program	\$ 48,000	2.7%
VDEQ VCRMP - Coastal Management Programs	\$ 25,000	1.4%
Interest Income	\$ 5,000	0.3%
Miscellaneous	\$ 1,200	0.1%
GIS Conference Expense Reimbursement	\$ 28,800	1.6%
Carryover from FY 03	\$ 44,400	2.5%
Total Operating Revenue	\$ 1,763,100	98.5%
Pass Through Funds		
Urban Transportation Planning	\$ 15,300	0.9%
GIS Conference Proceeds to VAPDC	\$ 11,700	0.7%
Total Pass Through Funds	\$ 27,000	1.5%
Total Operating Revenue and Pass Through Funds	\$ 1,790,100	100.0%

Administrative Division

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, budget tracking, and overall agency financial position; personnel management; support for special studies and projects; and maintaining connections with other regional entities, coordinating activities, as appropriate, with them, and bringing to the Commission reports and presentations on regional efforts and progress of other organizations and agencies.

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

B. KEY ACTIVITIES AND PRODUCTS – GENERAL ADMINISTRATION

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

Product: Agendas, minutes.

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

Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – FINANCIAL MANAGEMENT

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

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

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

Administrative Division

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

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

Product: Monthly financial reports on revenues and expenditures.

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

Product: Annual audit and documentation.

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

Product: Grant budgets, contracts, financial reports.

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

Product: Annual report.

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

Product: Monthly status report of activities.

D. KEY ACTIVITIES AND PRODUCTS – PERSONNEL

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

Product: Interviews; personnel evaluations.

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

Product: Payroll reports; benefits forms; benefits review.

E. KEY ACTIVITIES AND PRODUCTS – TRAINING

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

Product: Monthly status report of activities.

F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE

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

Product: Priority list.

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

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

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

Product: Report.

G. KEY ACTIVITIES AND PRODUCTS – PUBLIC RELATIONS

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

Product: Newsletter.

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

Product: Reports and brochures.

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

Product: Updated web site.

4. Web Server PAT – Develop a proposal for initiating an agency-supported web server (Project Manager: Patricia Villa). PATRICIA – was this done in the current year or the last fiscal year? I’ve lost track of time

Product: Proposal for implementing an agency-supported web server.

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

Product: Monthly status report of activities.

H. KEY ACTIVITIES AND PRODUCTS – ORGANIZATION SUPPORT

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

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

2. Executive Roundtable

Product: Periodic status report of activities as necessary.

3. APA/VAPA

Product: Periodic status report of activities as necessary.

4. Greater Richmond Chamber of Commerce

Product: Periodic status report of activities as necessary.

5. Greater Richmond Partnership

Product: Periodic status report of activities as necessary.

6. Metro Richmond Convention and Visitors Bureau

Product: Periodic status report of activities as necessary.

7. Other Organizations/Associations

Product: Periodic status report of activities as necessary.

8. Special projects

Product: Periodic status report of activities as necessary.

9. ACIR

Product: Periodic status report of activities as necessary.

Planning and Information Systems Division

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 places major emphasis in the following programs:

- Regional Planning Assistance Program
- Environmental Resources Program
- Rural Transportation Planning Program
- Information Services Program
- Geographic Information Services and Computer Support Services Program
- Emergency Services Planning Program
- Historic Resources Program

Planning and Information Systems Division

REGIONAL PLANNING ASSISTANCE PROGRAM

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 governments' 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 Chesterfield County (FY 04), the City of Richmond (FY 05), Hanover County (FY 06), and Henrico County (FY 07).

B. KEY ACTIVITIES AND PRODUCTS - GENERAL REGIONAL

1. Chesterfield County – As part of the rotation cycle for major technical assistance established by the Commission, assist Chesterfield County with a housing survey in the Jefferson Davis Corridor. (Project Team: Brad Shelton and Principal Planner, #20 140).

Product: Report.

2. Charles City County Comprehensive Plan – Assist Charles City County with their comprehensive plan update (Project Team: Jackie Stewart and Leigh Medford, #20 110).

Product: Comprehensive plan text and mapping.

3. Charles City County Zoning Ordinance – Assist Charles City County Planning Commission in their review of the zoning ordinance. (Project Manager: Jackie Stewart, #20 110).

Product: Zoning ordinance text.

4. Powhatan County Courthouse Study – Assist Powhatan County with their update of the courthouse village plan (Project Manager: Christine Fix, #20 110).

Product: Revised study.

5. New Kent County Zoning Ordinance – Assist New Kent County with their update of their zoning ordinance (Project Manager: Christine Fix, #20 110).

Product: Zoning ordinance text.

Planning and Information Systems Division

6. Goochland County Zoning and Subdivision Regulations – Assist Goochland County in the review and revision of their comprehensive zoning and subdivision regulations (Project Manager: Brad Shelton, #20 110).

Product: Zoning and subdivision ordinance text.

7. Regional Industrial Standards Inventory – Assist the region’s local governments in assessing industrial zoning standards used throughout the region (Project Team: Christine Fix and GIS Manager, #20 110).

Product: Matrix and map.

8. Intergovernmental Reviews – Provide intergovernmental reviews of regionally significant projects (Project Manager: Christine Fix, #20 110).

Product: Intergovernmental review document.

9. Regional Growth Assessment – Use historic ortho-photography to develop an inventory of land use changes in the region during the past ten years and work with the region’s local governments to assess potential impacts on anticipated growth in the region (Project Team: Principal Planner and GIS Manger, #20 110).

Product: Report and GIS generated maps.

10. Regional Strategic Plan – Implement and maintain the regional strategic plan as required by the Regional Cooperation Act (Project Manager: Principal Planner, #20 120).

Product: Strategic Plan.

11. Regional Planning Commissioner’s Forum – Conduct the third annual regional planning commissioner’s forum as the foundation for information sharing and development of initiatives for the region. Hosted by Chesterfield County (Project Manager: Jackie Stewart, #20 110).

Product: Annual forum.

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

Product: Monthly status report.

13. Regional Affordable Housing Study Update – Update the 1992 Regional Housing Affordability Analysis upon release of Census 2000 data in accordance with the

Planning and Information Systems Division

Richmond Regional PDC resolution adopted in FY 93 (Project Team: Principal Planner and Brad Shelton, #20 110).

Product: Report.

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

Product: Monthly status report.

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

Product: Enterprise zone application.

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

Product: Annual priority ranking and resolution of support.

17. Rural Prosperity Commission – Participate in Virginia Rural Prosperity Commission activities to leverage greater resources for the region's rural localities (Project Manager: Brad Shelton, #20 110).

Product: Monthly status report.

18. Regional Competitiveness Act – Provide support to the region's competitiveness program should state funding be reinstated (Project Manager: Jodie Evans, #20 160).

Product: Monthly status report.

Planning and Information Systems Division

ENVIRONMENTAL RESOURCES PROGRAM

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 within the region. The committee meets every other "even" month to discuss the progress of regional environmental planning projects and local initiatives. The coastal portion of the environmental resources program is supported in part by an annual grant from the Virginia Coastal Resources Management Program of the Virginia Department of Environmental Quality.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL ENVIRONMENTAL

1. Regional Solid Waste Management Plan – Work with the Central Virginia Waste Management Authority and the Crater PDC to support the maintenance and update of the Central Virginia Solid Waste Management Plan project due to be completed by July 2004 (Project Team: Jackie Stewart and Christine Fix, # 21 100).

Product: Monthly status report. (Plan to be prepared by CVWMA.)

2. Regional Open Space Inventory – Prepare an inventory of existing and planned parks, trails, and greenways using GIS in an effort to document permanent open space across the region. The inventory will consist of federal, state, and local properties and private lands where public easements are indicated for these uses (Project Team: Christine Fix and Leigh Medford, #21 110).

Product: GIS map.

C. KEY ACTIVITIES AND PRODUCTS – COASTAL

The elements for this program area are part of the Commission's FY 03 coastal grant. The coastal grant is submitted in early March each year to the Virginia Department of Environmental Quality and runs into the federal fiscal year cycle beginning October 1 each year. The following major task categories were approved by the Commission on March 13, 2003 for as part of the coastal work program.

1. GIS Data Support – Generally, the RRPDC will provide GIS analysis of existing and future land uses using locally adopted land use plans and aerial photography. Geographical data distribution and maps of environmental resource features will be

Planning and Information Systems Division

made available via the PDC's GIS data server (Project Team: Christine Fix and Leigh Medford, #21 200).

Specific projects include the following:

- **Public Greenway and Blueway Features Inventory:** Prepare an inventory of existing public greenway and blueway features consisting of existing floodplains, wetlands, parks, and protected areas in the region beginning with Charles City and New Kent counties (Project Team: Christine Fix and Leigh Medford, #21 200).
- **Regional Impervious Surface Inventory:** Complete the inventory of existing impervious surfaces for the region with GIS using digital ortho-photography (Project Team: Christine Fix and Leigh Medford, #21 200).
- **Development Suitability Inventory –** Complete the inventory of highly erodible soils, highly permeable soils, steep slopes, floodplains, wetlands, and threatened and endangered species to provide a tool for evaluating development suitability throughout the region (Project Team: Christine Fix and Leigh Medford, #21 200).

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

2. **Environmental Technical Advisory Committee (TAC) Support –** The RRPDC will work with the region's Environmental TAC to develop an environmental work program. PDC staff will host periodic meetings of the TAC to implement components of the work program. Meeting schedules and agendas will be posted on the PDC website (Project Manager: Christine Fix, #21 200).

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

3. **Local Government Technical Assistance –** The RRPDC will assist local governments with their coastal programs by preparing and administering grant applications, 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 (Project Manager: Christine Fix, #21 200).

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 DEQ.

Planning and Information Systems Division

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, Metro Areas Work Group and the Local Government Advisory Committee (Project Team: Christine Fix and Jackie Stewart, #21 200).

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

5. Grant Administration – The RRPDC will perform necessary financial and administrative tasks to manage grants, including required reports and meetings with the Department of Environmental Quality (Project Manager: Christine Fix, #21 200).

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

D. KEY ACTIVITIES AND PRODUCTS – CHESAPEAKE BAY PRESERVATION ACT PROGRAM

The Bay grant is submitted in December each year to the Chesapeake Bay Local Assistance Board and runs for the fiscal year beginning July 1 each year.

1. To be determined based on input from regional environmental committee and continued program funding (Project Manager: Christine Fix, #21 100).

Product: To be determined

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

1. To be determined based on input from regional environmental committee and continued program funding (Project Manager: Christine Fix, #21 100).

Product: To be determined.

F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE SERVICES

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

Planning and Information Systems Division

1. Regional Clean Stream public service announcement radio advertisement determined based on input from regional environmental committee and continued program funding (Project Manager: Christine Fix, #21 100).

Product: To be determined.

Planning and Information Systems Division

RURAL TRANSPORTATION PLANNING PROGRAM

A. OVERVIEW

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

B. KEY ACTIVITIES AND PRODUCTS – GENERAL RURAL TRANSPORTATION ADMINISTRATIVE

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

Product: Monthly status report.

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

Product: Quarterly reports and annual report to VDOT.

3. FY 05 Work Program – Each year planning staff works with the Rural Technical Advisory Committee to develop an agency rural transportation planning work program. The focus of the work program has traditionally been to provide direct technical support to the region's rural localities. The items included in the work program are reviewed and approved by the Virginia Department of Transportation, which provides 80 percent of the funding for all work done. This program has been very successful in leveraging state funds for local projects (Project Manager: Brad Shelton, #22 100).

Product: FY 05 work program and resolution of support.

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

Planning and Information Systems Division

Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – TECHNICAL ASSISTANCE

The elements for this program area are part of the Commission's FY 03 rural transportation planning grant. This grant is prepared annually with the assistance of the regional Rural Transportation Technical Advisory Committee and submitted in March to the Virginia Department of Transportation. Several of these items have yet to be determined.

1. New Kent County Barhamsville Village Plan – New Kent County has requested PDC staff assist the county with the development of a village plan focusing on transportation infrastructure for the Barhamsville area. This plan will be the foundation for possible TEA-21 enhancement grant applications, similar to the New Kent County Providence Forge Village Plan prepared by the PDC in FY03 (Project Team: Christine Fix and Leigh Medford).

Product: Data collection for village plan to be completed next fiscal year.

2. New Kent County Providence Forge Village Plan Phase II – New Kent County has requested PDC staff assist the county with the implementation of village plan recommendations focusing on transportation infrastructure for the Providence Forge area (Project Team: Christine Fix and Leigh Medford, #22 200).

Product: Implementation recommendations report.

3. New Kent County Rural Rustic Road Assessment – New Kent County has requested PDC staff conduct a feasibility analysis on which public roads in the county are appropriate candidates for improvement using the rural rustic roads program (Project Manager: Christine Fix, #22 200).

Product: Report.

4. Goochland County Village Plan – Goochland County has requested PDC staff assist the county with the development of village plans focusing on transportation infrastructure for the Sandy Hook, Hadensville, and Georges Tavern-Fife village areas. These plans will be the foundation for possible TEA-21 enhancement grant applications, similar to the Goochland County Courthouse Village Plan prepared by the PDC in FY 03 (Project Team: Brad Shelton and Leigh Medford, #22 200).

Product: Village plans.

5. Charles City County Route 5 Development Plan Implementation – The county development director has requested PDC staff to work with the Planning Commission to assist the county in implementing the recommendations of the Route 5 Development

Planning and Information Systems Division

Plan. The implementation of the plan is being coordinated with the implementation of the state's Capital-to-Capital bikeway plan and the rewrite of the county's zoning ordinance (Project Manager: Jackie Stewart, #22 200).

Product: Quarterly report of activities.

6. Rural Area Driving Tour – Phase II – Complete data collection and GIS mapping of historical sites and highway markers in the rural portions of the region. (Research includes data collection on all rural historical sites, including those listed on the national and state historic registers and on historic highway markers as part of the VDHR highway marker program.) The project will be modeled after the Eastern Shore Tourism virtual tour (Project Team: Christine Fix and Leigh Medford, #22 200).

Product: Quarterly report of activities, interactive web-based database.

7. Scenic Roads Study–Phase II – Complete data collection, GIS mapping and analysis of existing scenic roads, and potential future scenic road designations in the rural portions of the region. Develop a set of criteria that local governments may use to evaluate and prioritize potential scenic roads. (Study includes an analysis of the visual character of the roads and possible improvement to the roads and or connectors to make them even more pleasing to drive.) (Project Team: Christine Fix and Leigh Medford, #22 200).

Product: Quarterly report of activities, assessment, and final report.

8. Living Towns Project – Staff will coordinate and host two evening living towns programs that educate the public about pedestrian and bicycling modes of transportation in rural village areas. Staff will work with local planning directors to incorporate the concepts and recommendations generated into local plans (Project Manager: Brad Shelton, #22 200).

Product: Quarterly report of activities.

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

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

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

- a. Goochland County
- b. New Kent

Planning and Information Systems Division

- c. Powhatan
- d. Charles City

Product: TEA-21 enhancement grant applications.

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

Product: Quarterly report of activities.

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

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

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

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

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

Product: Quarterly report of activities.

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

Planning and Information Systems Division

Product: Public meeting assistance.

16. Annual Responsibilities (On-going) (Project Manager: Brad Shelton, #22 200) –

- Review of statewide transportation plan and compilation of local government comments relative to plan updates.
- Review of annual statewide transportation improvement programs, including all modes.
- Assessment of impacts of major developments.
- Development of land use data for updates of small urban studies.
- Development of regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.
- Identification of major regional issues pertaining to transportation safety, road capacity, and accessibility.
- Identification of methods to expand and enhance transit services and to increase the use of such services.
- Any other specific activities as requested by VDOT and/or the Federal Highway Administration.

Product: Annual summary of annual responsibility activities.

Planning and Information Systems Division

INFORMATION SERVICES PROGRAM

A. OVERVIEW

The Richmond Regional PDC serves as an information clearinghouse that supports internal planning functions, information needs of the agency's member governments, and requests for information about the region from other public and private sector organizations. The PDC collects and disseminates information from its member governments; the U.S. Bureau of the Census; the U.S. Bureau of Labor Statistics; the Bureau of Economic Analysis; the Virginia Employment Commission; Weldon Cooper Center for Public Service at the University of Virginia; and from a host of other federal, state, and local agencies. The Socioeconomic Data Committee comprised of staff from each locality within the region supports the activities of this program. The PDC also houses the Street Name Clearinghouse program, the goal of which is to eliminate street name duplication and “sound-alike” street names for the region.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL INFORMATION

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

Product: Database.

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

Product: Monthly status report.

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

Product: RIPE report.

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

Product: Population database.

Planning and Information Systems Division

5. Opportunities Targeting Model (OTM) – Maintain an OTM to be used to assess economic viability for industries throughout the region (Project Team: Principal Planner and GIS Manager, #23 100).

Product: Economic database.

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

Product: Database.

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

Product: Street Name Clearinghouse database.

8. Building Permits Data – Use GIS to analyze local building permit data to track regional growth (Project Team: Principal Planner and GIS Manager, #23 100).

Product: Data and spatial analysis using GIS.

9. Housing Sales Data – Use GIS to analyze local home sales statistics to track regional housing sales (Project Team: Principal Planner and GIS Manager, #23 100).

Product: Data and spatial analysis using GIS.

10. Census 2000 Products – Develop value-added products and services to better serve the region's localities (Project Manager: Principal Planner, #23 100).

Product: Data reports and graphics.

Planning and Information Systems Division

GIS & COMPUTER SUPPORT SERVICES PROGRAM

A. OVERVIEW

Richmond Regional Planning District Commission's Geographic Information System (GIS) and Computer Support Services (CSS) Office stores, creates, and updates various types of data for use by local governments, citizens, and other PDCs and maintains 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 8.1 software to produce maps showing how data relates to land features. Both GIS and CSS sections are located in the planning district commission's GIS Office.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL GIS

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

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

3. GIS Server Security Protocol – Develop written protocol for the agency's GIS (Project Manager: GIS Manager, #24 000).

Product: Instructional document.

4. Data Dictionary Update – Maintain and update the agency's data dictionary twice a year to include all files (Project Manager: GIS Manager, #24 000).

Product: Data dictionary document.

5. Meta Data Development – In conjunction with the data dictionary update, prepare a meta data listing (Project Manager: GIS Manager, #24 000).

Product: Meta data report.

Planning and Information Systems Division

6. Web Site Support – Work with managers and agency’s communications coordinator to provide necessary support to agency web site (Project Manager: GIS Manager, #24 000).

Product: Monthly status report of activities.

7. Web Server – Maintain the agency’s in-house web server (Project Manager: GIS Manager, #24 000).

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

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

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

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

Product: QA/QC Manual.

11. Regional GIS Technical Advisory Committee – Assist with regional efforts to coordinate data sharing and technical support that offer value-added service to the region’s localities (Project Manager: GIS Manager, #24 000).

Product: Monthly status report of activities.

12. Statewide GIS Conference – Serve as host agency for the FY 03 GIS conference to be held in late October 2003 in Richmond (Project Manager: Jackie Stewart, #12 211).

Product: FY 03 GIS conference.

C. KEY ACTIVITIES AND PRODUCTS – GENERAL COMPUTER SUPPORT SERVICES

1. File Server Security Protocol – Develop written protocol for the agency’s file server. (Project Manager: Joe Ndanga, #24 000).

Planning and Information Systems Division

Product: Instructional document.

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

Product: Monthly status report of activities.

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

Product: Computer budget.

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

Product: Monthly status report of activities.

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

Product: Replacement schedule.

6. Network peripherals and shared resources evaluation – Identify agency's shared resource needs including printers and develop fiscally sound recommendations with specifications to meet these needs. Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga, #24 000).

Product: Monthly status report of activities.

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

Product: Network server OS upgrade evaluation report.

8. Computer workstation operation system evaluation – Monitor the computer industry's development of new operating systems and prepare a recommendation for scheduling and budgeting for agency-wide operating system upgrades. Purchase

Planning and Information Systems Division

options should comply with agency's adopted computer budget (Project Manager: Joe Ndanga, #24 000).

Product: Workstation OS upgrade evaluation report.

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

Product: Monthly status report of activities.

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

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

11. System security and virus protection – Identify additional LAN security and virus protection needs and develop strategies to address the needs (Project Manager: Joe Ndanga, #24 000).

Product: Report of strategies.

12. System fault tolerance strategies – Evaluate system to identify fault tolerance strategies. Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga, #24 000).

Product: Report outlining needed improvements.

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

Product: Monthly status report of activities.

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

Planning and Information Systems Division

Product: Report outlining needed network media and wiring changes.

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

Product: Computer software staff resource library.

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

Product: Computer hardware and software inventory report.

17. E-Mail Storage PAT – Develop a process to backup and store agency e-mail in accordance with FOI requirements (Project Manager: Joe Ndanga, #24 000).

Product: Report.

18. Virtual Private Network (VPN) – Investigate the implementation of VPN (Project Manager: Joe Ndanga, #24 000).

Product: Report.

Planning and Information Systems Division

EMERGENCY SERVICES PLANNING PROGRAM

A. OVERVIEW

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

B. KEY ACTIVITIES AND PRODUCTS–GENERAL EMERGENCY SERVICES

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

Product: Monthly status report of activities.

2. Center for Disease Control (CDC) Assistance – Work with the VGIN to provide information requested by the CDC regarding locations of various strategic facilities and structures (Project Team: Jackie Stewart and GIS Manager, #25 100).

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

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

Product: Monthly status report of activities.

5. Regional Interoperability – Continue to work with the RERTAC and Regional Interoperability Task Force to develop strategies to implement improvements to regional interoperability (Project Manager: Jackie Stewart, #25 100).

Product: Monthly status report of activities.

6. Regional Shelter Resources – Prepare a regional inventory of local shelter locations using GIS (Project Team: Jackie Stewart and Leigh Medford, #25 100).

Product: Map.

Planning and Information Systems Division

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

Product: Monthly status report of activities.

8. Memorandum of Understanding Development – Work with the RERTAC members to ensure all localities throughout the region have MOUs in place that would allow for federal reimbursements of selected incidents (Project Manager: Jackie Stewart, #25 100).

Product: Monthly status report of activities.

9. Regional Emergency Services Work Program FY 05 – Work with the Regional Emergency Technical Advisory Committee to develop a work program that addresses areas of needed improvement identified by the committee (Project Manager: Jackie Stewart, #25 100).

Product: Annual work program.

D. KEY ACTIVITIES AND PRODUCTS – MMRS

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

Product: Monthly status report of activities.

Planning and Information Systems Division

HISTORIC RESOURCES PROGRAM

A. OVERVIEW

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

B. KEY ACTIVITY AND END PRODUCTS – GENERAL HISTORIC RESOURCES

1. Regional Historic Resource Inventory – Update the 1970 historic sites and structures inventory by assembling local plans and inventories into a GIS format (Project Team: Christine Fix and Leigh Medford, #26 100).

Product: Report and GIS database.

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

Product: Monthly status report.

3. Department of Natural Resources Conservation Program – Develop regional database of existing conservation easements and identify possible sites of future designations (Project Manager: Christine Fix, #26 100).

Product: Monthly status report.

4. Certified Local Government Program – Assist the region’s local governments as requested in becoming a Certified Local Government (Project Manager: Christine Fix, #26 100).

Product: Monthly status report.

Urban Transportation Planning Division Metropolitan Planning Organization

GENERAL OVERVIEW

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

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

MPO Maintenance Program

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

Long-Range Planning and Surveillance Program

- Socioeconomic Data Development
- Long-Range Transportation Plan Update
- Transportation Database Development/GIS
- Richmond Regional Bicycle and Pedestrian Plan

Management System/Short-Range Planning Program

- Congestion Management System
- Access Management Studies

Transportation Project Programming Program

- Transportation Improvement Program

Transit Planning Program

- Elderly and Disabled Transportation Needs and Services

Intermodal Planning Program

- Intermodal Transportation Development

Air Quality Planning Program

- Air Quality Plan and Program Activities

Note that action to adopt the FY 04 Unified Work Program (UWP) was taken at the April 10, 2004 MPO meeting. The tasks shown in this PDC work program document reflect the staff work tasks as shown in the final FY 04 UWP (does not include UWP tasks listed as information items or pass through funded work tasks).

Urban Transportation Planning Division Metropolitan Planning Organization

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, quarterly, and annual work and financial 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 status report 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.

Urban Transportation Planning Division Metropolitan Planning Organization

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 and as assigned).

Product: Reports to MPO, area local governments, and others as determined by the RRPDC Executive Director.

Urban Transportation Planning Division Metropolitan Planning Organization

MPO CITIZEN PARTICIPATION

A. OVERVIEW

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

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. Citizens Transportation Advisory Committee (CTAC) – Provide administrative and technical support for the MPO CTAC.
2. Web Site – Post meeting agendas and minutes, notices, reports, newsletters, plan documents, and other information on the Richmond Regional PDC/MPO 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 LRTP review meeting and 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 Manager: Larry Hagin for TIP and Michael Clements for LRTP).
6. Environmental Justice (EJ) – Conduct outreach activities for low-income and minority communities in support of public review and comment on MPO plan and program documents.
7. MPO Guidelines for Public Participation – Prepare proposed revisions to MPO document, conduct 45-day public review period for proposed revisions, and submit revised document along with public review comments for MPO review and action.

Urban Transportation Planning Division Metropolitan Planning Organization

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 work tasks conducted by local governments, GRTC, and others for transportation studies and activities.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. UWP Amendments – Amend adopted UWP as needed (e.g., additional/revised work tasks, budget revisions, etc).
2. UWP Development :
 - Review initial staff time allocations, work assignments, work tasks, and cost information with the TAC subcommittee on UWP.
 - Solicit input for proposed work tasks from TAC, CTAC, and EDAC.
 - Review proposed staff work and pass through funding work tasks and budgets with TAC and develop proposed UWP work tasks and budgets.
 - MPO action to adopt UWP.
 - RRPDC action to authorize filing of grant applications and execution of contracts.
3. Grants and Contracts – Prepare and submit PL and Section 5303 planning grant applications and execute contracts with VDOT and VDRPT (Project Manager: Peter Sweetland).

Urban Transportation Planning Division Metropolitan Planning Organization

SOCIOECONOMIC DATA DEVELOPMENT

A. OVERVIEW

The RRPDC staff coordinates the 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: New Principal Planner for Planning and Information Systems Division (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 and work related to Census Transportation Planning Package (CTPP) development.
3. Socioeconomic Data Development and Forecasting Report – Provides for review of previous staff and local government activities to develop base and forecast years socioeconomic data and provide staff report on recommendation for future development and reporting of this data.
4. Socioeconomic Data Report – Complete methodology documentation and TAZ map supplement report (Brad Shelton).

Urban Transportation Planning Division Metropolitan Planning Organization

LONG-RANGE TRANSPORTATION PLAN (LRTP) UPDATE

A. OVERVIEW

The MPO's year 2023 LRTP was adopted on March 8, 2001. The next LRTP update is due to be completed by March 2004 (based on the federal requirement for updating the LRTP every three years). The next LRTP will have 2026 as its horizon year. Major work activities completed in FY 03 include establishment of the LRTP Advisory Task Force, development of the LRTP/CMS scope of work, conducting the initial round of public input meetings for the LRTP and CMS, and the development of base year (2000) and forecast year (2026) socioeconomic data. Other work activities to be completed will depend on the approved work scope. Note that the Congestion Management System (CMS) will be conducted as part of the 2026 LRTP.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Michael Clements.

1. LRTP Update – Conduct LRTP update activities as identified in the LRTP work scope. Major work activities identified in the LRTP work scope include the following:
 - a. Revise/update chapter on Planning Framework and Requirements.
 - b. Update chapter on Socioeconomic Data Characteristics.
 - c. Provide for documentation of public input and conduct appropriate review activities.
 - d. Update data and existing conditions analysis for highway, public transportation, transportation demand management (TDM), bicycle and pedestrian, and intermodal plan elements.
 - e. Review and revise as appropriate the LRTP goals and objectives.
 - f. Prepare proposed projects lists for highway, transit, TDM, bicycle and pedestrian, and intermodal elements. Lists to be submitted for financial capacity, air quality conformity, and environmental justice analyses.
 - g. Incorporate Congestion Management System (CMS) and Intelligent Transportation System (ITS) elements into appropriate plan elements.
 - h. Provide documentation for local/private projects included in the LRTP.
 - i. Prepare, print, and distribute final plan document (following MPO adoption).

Urban Transportation Planning Division Metropolitan Planning Organization

TRANSPORTATION DATA BASE DEVELOPMENT/GIS

A. OVERVIEW

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

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: New Principal Planner for the Planning and Information Systems Division (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: New GIS Manager for the Planning and Information Systems Division).

Urban Transportation Planning Division Metropolitan Planning Organization

- a. Staff support for development of maps and data linked to GIS map system. Includes staff work in support of the LRTP, CMS, TIP (project location maps for major and priority projects, etc.) and other staff, local, and VDOT plan and study activities.
 - b. Technical assistance to GRTC, Ridefinders, and others in mapping data/information for analysis and display of data and/or features on a local, sub area, corridor, or regional basis.
4. Maintenance and support for the RRPDC's street name clearinghouse program (Project Manager Leigh Medford).

Urban Transportation Planning Division Metropolitan Planning Organization

RICHMOND REGIONAL BICYCLE AND PEDESTRIAN PLAN

A. OVERVIEW

VDOT has provided funds for conducting the Richmond Regional Bicycle and Pedestrian Plan. This study will be conducted by a VDOT consultant and VDOT will also serve as the study project manager.

The end result of this study will be a detailed draft plan for each participating jurisdiction that it can consider for adoption as part of its comprehensive plan and considered for insertion in the region's long-range transportation plan (LRTP) as part of the LRTP Bicycle and Pedestrian element. The study will involve the RRPDC, VDOT, area local governments, and FHWA.

Work on this plan is being conducted through an MPO special purpose study advisory committee of local government representatives and other groups and organizations. (MPO action established the committee on November 9, 2001.) The detailed study scope of work was set up through and approved by the study advisory committee (approved with modifications as discussed at the committee's March 9, 2001 meeting). Work on the study was initiated by the VDOT study consultant in December 2001, and will continue into FY 03. The final work scope calls for the following major work tasks:

1. Project kickoff events.
2. Establish vision and goals.
3. Assess existing conditions.
4. Assess latent demand for bicycling and walking.
5. Prepare draft and final regional network plan.

Staff assistance and participation on this work task is being charged to UWP task 1.1, MPO Maintenance/Special Studies.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: VDOT Study Consultant.

1. Administrative/Technical Assistance – The staff will provide administrative assistance in support of the study advisory committee. The staff will also assist the study consultant in gathering information, working with local governments, and reporting on the study to the MPO.

Urban Transportation Planning Division Metropolitan Planning Organization

2. Follow-up Activities – Based on final MPO action, additional activities may be needed as follow-up work. Results from this study will be reviewed and considered for incorporation into the draft 2026 LRTP.

Urban Transportation Planning Division Metropolitan Planning Organization

CONGESTION MANAGEMENT SYSTEM

A. OVERVIEW

Through this program, RRPDC staff provides technical and administrative services in updating the Congestion Management System (CMS). The CMS provides a systematic process for addressing congestion by providing information on transportation system performance and alternative transportation strategies. The last CMS update adopted by the MPO was on March 8, 2001. The CMS is updated every three years. The CMS update is being conducted as part of the year 2026 LRTP update, which is on the same schedule for development and MPO action. Staff work on the CMS will be reviewed through the LRTP Advisory Task Force.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Larry Hagin.

1. TIP Input – Conduct review of CMS strategies and actions as part of TIP development process.
2. ITS Coordination – Provide administrative support for the VDOT ITS Steering Committee and incorporate recommendations and projects into the CMS.
3. CMS Update – Initiate work activities based on the CMS work activities as shown in the LRTP work scope and schedule.
4. GPS Travel Time Runs – Complete documentation and prepare technical reports for 2001 and 2003 peak hour travel time runs of major corridors on the CMS network.
5. CMS Maps and Data – Prepare maps and reports on regional traffic flow, congestion, and other CMS information.

Urban Transportation Planning Division Metropolitan Planning Organization

ACCESS MANAGEMENT STUDIES

A. OVERVIEW

Through this program, RRPDC staff will use work conducted on previous access management standards studies for Powhatan and Goochland counties as a model for Charles City and New Kent counties. Work on the New Kent study has been initiated; however, due to the departure of the project manager, any continuation of this work will be delayed until late FY 03. Work on the Charles City Study will be initiated in late FY 04 and may continue into FY 05.

B. KEY ACTIVITIES AND END PRODUCTS

Project Manager: Michael Clements.

1. Review – Review and evaluate existing VDOT minimum standards and existing county policies and ordinances.
2. Oversight Committee – Establish study oversight committee to work with staff in developing proposed standards, providing liaison to development community, and reviewing and consulting on draft report. Members on committee include local planning director and VDOT residency staff.
3. Analysis – Review and analyze issue areas related to road classification, distances between entrances, turn lane/taper lengths, limiting entrances, shared entrances, internal service roads/drives, separation of intersections, locating/distances between median cross-overs, and other characteristics of access management.
4. Recommended standards – Work with oversight committee to develop recommended standards.
5. Reports – Prepare draft reports for MPO, local governments, and development community on proposed standards.

Urban Transportation Planning Division Metropolitan Planning Organization

TRANSPORTATION IMPROVEMENT PROGRAM

A. OVERVIEW

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

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Larry Hagin.

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. 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.
3. RSTP/CMAQ Project Selection – Conduct process for preparing and selecting RSTP and CMAQ projects and program selected projects in the TIP.
4. TIP Development – Prepare the three-year list of proposed projects based on submissions by area local governments, VDOT, VDRPT, GRTC, CRAC, and Ridefinders. Conduct various documentation requirements for incorporation into the TIP document.
5. Public Review – Conduct public review process for proposed RSTP and CMAQ projects and draft TIP document.
6. Conformity Analysis – Coordinate work by VDOT study consultant 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.
7. Environmental Justice – Analyze proposed RSTP and CMAQ projects for meeting EJ requirements and provide documentation for work by VDOT in meeting these requirements.

Urban Transportation Planning Division Metropolitan Planning Organization

8. Federal Transportation Administration (FTA) Section 5310 Projects – Provide information on Section 5310 funds program to area local governments and human service agencies. Action taken by the MPO to endorse requests for Section 5310 funding and projects selected by the CTB are programmed in the TIP.
9. Enhancement Projects – Action taken by the MPO to endorse requests for TEA-21 transportation enhancement program funds. Projects selected by the CTB are programmed in the TIP.
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, EDAC, and the Chamber of Commerce 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.

Urban Transportation Planning Division Metropolitan Planning Organization

ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES

A. OVERVIEW

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

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. EDAC – Provide administrative and technical support for EDAC.
2. Paratransit Studies/Reviews – Review and report as necessary on state and area plans, studies, and reports for paratransit services.
3. Transportation Operators Inventory – Conduct a major update of the private and human service agencies inventory of transportation operators that was completed in FY 02 (Project Manager: Jin Lee).

Urban Transportation Planning Division Metropolitan Planning Organization

INTERMODAL TRANSPORTATION DEVELOPMENT

A. OVERVIEW

In FY 02, the MPO completed work on the Richmond Regional Intermodal Transportation Study. This study examines the potential for an intermodal freight center in the Richmond/Tri-Cities area. It also examines the region's freight transportation network (i.e., highways, rail, airport, and port) and provides 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 task force will also serve as a liaison with the freight movement industry providing for its input into the regional transportation planning process. It will 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.

B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Michael Clements.

1. Intermodal Advisory Task Force – Provide administrative and technical assistance for meetings of the task force.
2. Review recommendations from the Richmond Regional Intermodal Transportation Study and provide comments and recommendations as appropriate for MPO review and consideration.
3. Intermodal Workshop – Organize and conduct workshops with representatives from the freight movement industry to solicit comments and suggestions on capital and/or operating improvements needed for the region's transportation network.
4. Monitor and report to the MPO on service demand and need for a regional intermodal transportation facility.

Urban Transportation Planning Division Metropolitan Planning Organization

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/Maintenance 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 and the VDOT study consultant in conducting the air quality conformity analysis requirements for the TIP and LRTP (Project Manager: Larry Hagin – TIP; Michael Clements – LRTP).

Personnel Allocations by Program

Program	Percent of Budget	Total Cost
Agency Administration and Management Services	43.9%	\$ 543,800
Regional Planning Assistance ¹	4.6%	\$ 56,900
Environmental Planning	3.0%	\$ 37,200
Rural Transportation Planning	2.8%	\$ 34,800
Information Systems and Services	6.5%	\$ 80,600
Emergency Services Planning	1.2%	\$ 14,800
Urban Transportation Planning	38.0%	\$ 470,500
Total FY 04 Personnel Allocation	100.0%	\$ 1,238,600

¹ Includes local technical assistance.

Appendix A

FREQUENTLY USED TERMS AND ABBREVIATIONS

<p><i>"3-C" Process ("Continuing, Cooperative, and Comprehensive")</i> <i>Language from federal legislation establishing MPOs and used in reference to the regional transportation planning and programming process</i></p> <p>ACG <i>Address Coding Guide</i></p> <p>ADT <i>Average Daily Traffic; used in conjunction with current and projected traffic volumes</i></p> <p>CAO <i>Chief Administrative Officer</i></p> <p>CARE <i>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</i></p> <p>CMS <i>Congestion Management System</i></p> <p>COA <i>Comprehensive Operational Analysis</i></p> <p>FY <i>Fiscal Year (July 1 to June 30)</i></p> <p>MPO <i>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</i></p> <p>MSA <i>Metropolitan Statistical Area; the Richmond/Petersburg MSA includes the cities of Colonial</i></p>	<p><i>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</i></p> <p>NAAQS <i>National Ambient Air Quality Standards; defined by EPA</i></p> <p>NHS <i>National Highway System</i></p> <p>RFP <i>Request for Proposals; process used for reviewing and selecting proposals for consultant study activities (goods and non-professional services)</i></p> <p>RFQ <i>Request for Quotes (Consultant Services)</i></p> <p>SIP <i>State Implementation Plan; identifies control measures and process for achieving and maintaining NAAQS; eligible for CMAQ funding</i></p> <p>SOV <i>Single Occupant Vehicles</i></p> <p>STP <i>Surface Transportation Program</i></p> <p>Study Area <i>The area projected to become urbanized within the next 20 years; defines the area for MPO plans, programs, and studies</i></p> <p>TAZ <i>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</i></p>
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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)

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

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

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

Appendix B

STANDING COMMITTEES

RICHMOND REGIONAL PDC

RICHMOND AREA MPO

EXECUTIVE COMMITTEE

RICHMOND REGIONAL PDC

RICHMOND AREA MPO

- *Charter and Bylaws Committee*
- *Personnel and Operating Policies Committee*
- *Audit Committee*
- *Richmond Regional Competitiveness Committee*

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

Planning and Information Systems Division

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

Appendix C

FEDERAL, STATE, AND REGIONAL AGENCIES

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

Appendix D

FEDERAL AND STATE LEGISLATION

<i>ADA of 1990</i>	<i>Americans With Disabilities Act.</i>
<i>CAAA of 1990</i>	<i>Clean Air Act Amendments.</i>
<i>RCA</i>	<i>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.</i>
<i>RCP</i>	<i>Virginia Regional Competitiveness Act; state legislation provides the authorization for the competitiveness program that was established in 1997.</i>
<i>TEA-21</i>	<i>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 next six years. Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.</i>
<i>NEPA</i>	<i>National Energy Policy Act; focuses on use of alternative energy.</i>

FUNDING PROGRAMS

<i>CMAQ</i>	<i>Congestion Mitigation/Air Quality; funds also available for eligible planning activities leading to project implementation.</i>
<i>HPR</i>	<i>Highway Planning and Research; funds allocated to VDOT in support of rural transportation program activities.</i>
<i>Local Dues</i>	<i>Local funds paid by planning district member governments to planning district commissions for general operations, technical assistance, and other programs. Current dues structure is \$0.55 per capita for planning district programs and \$0.05 per capital for transportation planning.</i>
<i>Local Match</i>	<i>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. HPR funds for rural transportation require a 20 percent match. VCRMP funds require a 50 percent local match.</i>
<i>PL</i>	<i>Planning funds available from FHWA for MPO program activities.</i>
<i>RCA</i>	<i>State funds allocated to planning district commissions for regional planning.</i>
<i>RCP</i>	<i>State funds available to regional partnerships for economic development programs.</i>
<i>Section 5303</i>	<i>Planning funds available from the FTA for MPO program activities.</i>
<i>SPR</i>	<i>State Planning and Research; funds allocated to VDOT in support of MPO program activities.</i>
<i>TEIF</i>	<i>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.</i>
<i>VCRMP</i>	<i>Virginia Coastal Resources Management Program; funds available from NOAA through VDEQ for coastal resource management.</i>