

Table of Contents

Introduction	ii
Executive Summary	iii
Total Budget	iii
Fund Sources	iii
Richmond Region Planning Projects	iv
General Planning Activities	
G1.0 Agency Administration Services	1
G2.0 Technical Assistance Services	4
G3.0 Information Services	6
G4.0 Legislative Information Services	8
G5.0 Regional Planning Services	9
G6.0 Coastal Resources Management Services	12
MPO Planning Activities	
M1.1 Richmond Area MPO Administration and Special Studies	14
M1.2 MPO Citizen Participation	16
M1.3 Unified Work Program	18
M1.4 Environmental Justice	19
M2.1 Socioeconomic Data Development/GIS Support	21
M2.2 Long-Range Transportation Plan	23
M3.1 Congestion Management System	25
M3.2 Charles City and New Kent Counties Access Management Standards Studies	26
M4.1 Transportation Improvement Program	27
M5.2 Elderly and Disabled Transportation Needs and Services	29
M7.1 Air Quality Plan and Program Activities	30
M8.1 CRAC Intermodal Transportation Facility Study	31
Personnel Allocations by Program	32
Appendix A Frequently Used Terms and Abbreviations	33
Appendix B Standing Committees	35
Appendix C Federal, State, and Regional Agencies	36
Appendix D Federal and State Legislation	37
Appendix E Funding Programs	38

Introduction

The Regional Cooperation Act of 1995 and the Regional Competitiveness Act of 1996 have emphasized the importance of localities working together in a strategic planning process to meet the demands of an increasingly competitive world marketplace. The Richmond Regional Planning District Commission continues to assist localities and their partners in developing and implementing actions to improve the well being of the entire region.

The Richmond Regional PDC also serves as the staff organization for the Richmond Area MPO which is the federally designated regional transportation planning organization that serves as the forum for cooperative transportation decision making in the Richmond area. The Richmond Area MPO is charged under Section 134 of the Federal Aid Highway Act of 1973, as amended, for maintaining and conducting 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 City of Richmond; the Town of Ashland; and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan are members of the Richmond Regional Planning District Commission and the Richmond Area Metropolitan Planning Organization.

The Richmond Regional PDC is funded through 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 Work Program presented here combines the format of the annual work program typically prepared for the Richmond Regional PDC with that of the Richmond Area MPO's Unified Work Program (UWP). The Richmond Area MPO adopted the FY 02 UWP at their April 2001 meeting. The Richmond Regional Work Program presented here contains a broad outline of projects and programs that are presented as part of the budget review.

Executive Summary

TOTAL BUDGET

For fiscal year 2002, the Richmond Regional PDC has a total budget of \$3.079 million of which 61.2 per cent is earmarked for agency operations and 38.8 per cent is to be passed through to other agencies and organizations. The Richmond Regional PDC provides contract administration services to the agencies receiving pass through funds.

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. Federal and state transportation and transit planning funds are available to the region, as are funds for rural transportation planning and coastal management planning. The following table summarizes the sources of funds for the Richmond Regional PDC in FY 02.

Fund Sources - Fiscal Year 2002

Category	FY 01-02 Budget Revised December 2001	Percent of Budget
Operating Revenue		
State Appropriation (RCA)	\$ 207,100	6.7%
Local Membership Dues	\$ 524,000	17.0%
FHWA/PL - Urban Transportation Planning	\$ 851,300	27.6%
FTA/Section 5303 - Urban Transportation Planning	\$ 139,600	4.5%
VDOT - Rural Transportation Planning Program	\$ 48,000	1.6%
VDEQ VCRMP - Coastal Management Programs	\$ 25,000	0.8%
Regional Competitiveness Act (RCP)	\$ 20,300	0.7%
Interest Income	\$ 32,000	1.0 %
From Fund Balance	\$ 35,600	1.2%
Miscellaneous	\$ 1,200	0.0%
Total Operating Revenue	\$ 1,884,100	61.2%

Fund Sources - Fiscal Year 2002

Category	FY 01-02 Budget Revised December 2001	Percent of Budget
Pass Through Funds		
Urban Transportation Planning	\$ 93,700	3.1%
Regional Competitiveness Act (RCP)	\$ 1,101,700	35.8%
Total Pass Through Funds	\$ 1,195,400	38.8%
Total Operating Revenue and Pass Through Funds	\$ 3,079,500	100.0%

RICHMOND REGION PLANNING PROJECTS

The Richmond Regional PDC is focusing its efforts on a variety of regional planning programs for fiscal year 2002. These programs have been identified by the board, reflect federal and/or state requirements, or are in response to technical planning requirements. A short list of planning projects for fiscal year 2002 include:

- Regional Competitiveness Strategic Plan
- Year 2000 Census Dissemination
- Rural Transportation Planning Program
- Transportation Improvement Program
- Richmond Area MPO Citizen Participation
- CRAC Intermodal Facility Study
- Socioeconomic Data Report
- Richmond Region Transportation Priorities
- Regional Growth Assessment
- Long-Range Transportation Plan

FY 02 Richmond Regional Work Program Task G1.0

G1.0 AGENCY ADMINISTRATION SERVICES

A. Overview

This program provides the administrative and technical services needed to maintain the Richmond Regional PDC and its regional planning process. Programs include agency administration; board and committee support; grant administration; financial reporting and budgeting; personnel training, development, and administration; computer network support; and support for special studies and projects.

The Richmond Regional PDC currently has 20 staff positions and uses part-time student interns when needed. A \$1.884 million operating budget is used to provide 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.

B. End Products

A well functioning regional planning process which involves the Richmond Regional PDC as the policy body for planning in the Richmond region.

Computer budget.

Internet service provider service contract.

Computer workstation upgrades.

Network peripherals and shared resources evaluation.

Computer workstation operation system evaluation.

Computer workstation application upgrade.

Network storage backup.

System security and virus protection.

System fault tolerance strategies.

Staff software training.

Network media and wiring evaluation.

Computer software staff resource library.

Computer hardware and software inventory.

C. Key Activities

Provide for general administration of the agency, including financial management; personnel management, training, and professional development; board and committee support; interagency and intergovernmental activities.

Administer the agency's computer network system, including hardware and software support.

Implement the regional planning process in support of the mission of the Richmond Regional PDC.

Provide for the preparation and documentation of Richmond Regional PDC meetings and other committee and subcommittee meetings as appropriate.

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.

Prepare various reports and quarterly progress reports for all grant programs, annual work program, and end-of-year report; monthly status report; and monthly board meeting agenda.

Provide for contract administration of various grant-funded programs.

Participate in seminars, meetings, workshops, and conferences related to planning activities.

Perform and/or assist in special projects, studies, evaluations, and other activities upon direction of Richmond Regional PDC.

Provide staff support for purchase, implementation, maintenance, and use of computer network.

Develop and maintain a budget that provides for adequate technological resource support for staff, anticipates technological innovations, and incorporates fiscal conservation.

Evaluate agency's ISP performance, identify agency's Internet needs, and assess market's ability to provide services.

In accordance with agency's three-year replacement policy, identify agency's computer needs, analyze computer industries' 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.

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.

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.

Monitor the computer industries' development of new operating systems and prepare a recommendation for scheduling and budgeting for agency-wide operating system upgrades. Purchase options should comply with agency's adopted computer budget.

Monitor the computer industries' 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.

Develop 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.

Identify LAN security and virus protection needs and develop strategies to address the needs.

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.

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.

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.

Maintain the agency's computer resource library that includes books and tutorials.

For each of the agency's computers, maintain a well-organized computer hardware and software file that is available to designated IT personnel. The file will serve as an inventory of all agency computer hardware and software resources.

FY 02 Richmond Regional Work Program Task G2.0

G2.0 TECHNICAL ASSISTANCE SERVICES

A. Overview

Through this program the Richmond Regional PDC provides assistance to its member governments on long-term projects and on an as-needed basis. Technical assistance for activities not covered by other work tasks may include preparing grant applications, developing Requests for Proposals (RFPs), participating in consultant selection, and other similar short-term tasks.

B. End Products

GIS comprehensive plan mapping for the Town of Ashland.

A collection of citizen surveys for Goochland County.

Village maps for Goochland County.

A regional discussion by local planners of industrial standards for Hanover County.

A parking assessment of Jackson Ward for the City of Richmond.

Charles City County Access Management Plan.

New Kent County Access Management Plan.

Goochland County Access Management Plan.

Management assistance for two economic development CDBG grants for New Kent County.

C. Key Activities

Assist the Town of Ashland with comprehensive plan amendments by preparing GIS mapping for use in the plan.

Assist Goochland County with collecting citizen surveys used by other localities in the comprehensive plan revision process.

Assist Goochland County by preparing village maps using the agency GIS resources.

Assist Hanover County in their assessment of industrial zoning standards by coordinating a regional discussion among planning staffs.

As part of the rotation cycle for major technical assistance established by the commission, assist the City of Richmond with the development a parking assessment for Jackson Ward.

Prepare an access management study for use by Charles City County.

Prepare an access management study for use by New Kent County.

Prepare an access management study for use by Goochland County.

Assistance to New Kent County with the administration of two economic development projects funded through CDBG, VDOT revenue sharing, and county funds.

Assist with grant preparation, development of RFPs, and other tasks as requested.

FY 02 Richmond Regional Work Program Task G3.0

G3.0 INFORMATION SERVICES

A. Overview

The Richmond Regional PDC serves as an information clearinghouse which 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 Richmond Regional 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 Planning District Commission also uses GIS to manage and analyze data, and to provide value-added products to the region.

B. End Products

An efficient and effective process to respond to public data requests.

An updated Richmond-Petersburg (RIPE) Report.

Estimates and projections of socioeconomic data.

Special data publications as necessary.

Maintain State data center affiliation status.

A process to effectively continue to disseminate Census 2000 data.

Updated street addresses transmitted to the Census Bureau.

Development ~~Maintenance~~ of the Opportunities Targeting Model.

Locality specified redistricting map scenarios.

Certification of the Planning District Commission as an ArcGIS training facility affiliate.

Digital ortho-photography for the region as provided through VGIN.

Data dictionary with meta-data listing.

A newsletter with regional coverage.

A current and effective web site.

A GIS conference held in Richmond in 2002.

Agency-wide GIS data integrity.

A well functioning and comprehensive regional geographic information system.

C. Key Activities

Maintain databases of demographic and economic information.

Provide demographic, economic, and development related information to the public upon request.

Prepare periodic RIPE Reports on population, income, taxable sales, employment, and related data, and produce other publications as needed.

Participate in various forecasting and estimating processes initiated by the State Data Center, UVA's Center for Public Service, and other agencies.

Participate as a State Data Center Affiliate in the dissemination of Census 2000 data.

Continue to compile and process Census 2000 data for distribution to the public.

Develop an Opportunities Targeting Model to be used to assess economic viability for industries throughout the region.

Assist Charles City, Goochland, New Kent, and Powhatan counties with their redistricting evaluation by providing GIS analysis.

Assist ESRI in their evaluation of the Richmond Regional Planning District Commission offices as an affiliate training facility for ArcGIS.

Work with the Virginia Geographic Information Network to obtain digital ortho-photography for the region.

Update the agency's data dictionary to include all transferred files from the old to the new server.

In conjunction with the data dictionary update, prepare a meta-data listing.

Track news and activities throughout the region and publish (in print and electronically) a regional newsletter.

Continue to update and expand information and services available through the Richmond Regional PDC/Richmond Area MPO web site.

Continue to develop the regional geographic information system and work with local GIS users through the region's GIS Users Group.

Participate in the planning for the Virginia Geographic Information Conference to be held in Richmond in 2002 and sponsored by the Richmond Regional Planning District Commission.

Ensure consistency and integrity in agency GIS products and in the data on the GIS server.

FY 02 Richmond Regional Work Program Task G4.0

G4.0 LEGISLATIVE INFORMATION SERVICES

A. Overview

The Richmond Regional PDC routinely monitors bills being considered by the General Assembly. Special attention is paid to proposed legislation that has been identified as important to the region and its member jurisdictions.

The Richmond Regional PDC monitors the progress of legislative study commissions and makes periodic reports to the board with action taken, as appropriate, to apprise the study commissions of regional concerns.

B. End Product

A coordinated approach to representing the region's interest in legislative issues.

Interim report on session activities.

Final report on final legislative action.

C. Key Activities

Coordinate with the region's legislative liaisons and officials from other localities in the region to develop the region's legislative priorities.

Attend meetings of the Capital Region Caucus.

Electronically monitor the status of legislation pertinent to the Richmond Regional PDC and to Planning District 15.

Attend legislative study commission meetings to monitor the progress of studies relevant to the region.

FY 02 Richmond Regional Work Program Task G5.0

G5.0 REGIONAL PLANNING SERVICES

A. Overview

The Richmond Regional PDC promotes its mission of planning for the physical, social, and economic development of the region by regularly refocusing citizen attention toward the future. Through a variety of planning programs, Richmond Regional PDC participates in and provides effective planning processes for the region. The general planning activities are related to the Air, Land, and Water; Governance; and Transportation visions developed for the region.

B. End Products

A regional solid waste management plan.

A regional growth assessment document.

Regional Strategic Plan - update and adoption.

Strategic Economic Competitiveness Plan.

A map of land use changes occurring within the region.

Affordable housing study update.

Locality-specific CDBG grant application.

Regional CDBG priorities list.

Local CDBG technical assistance as requested.

Intergovernmental reviews as requested by state and federal agencies.

Regional cell tower inventory.

Regional historic resources update.

Fire and rescue district boundaries for the region.

GIS spatial data analysis for the Center for Disease Control.

Coordinate planning efforts of members of the Regional Disaster Response Planning Technical Advisory Committee.

Special studies as requested by local governments.

Rural Transportation Planning Projects as follows:

- Ridefinders rural transit expansion.
- Ridefinders park and ride lot signage assessment.
- Street name sign location assessment.
- Goochland County GIS coordination.
- Charles City County Route 5 development plan implementation.
- Powhatan County courthouse public parking design.
- Rural transportation web page.
- TEA-21 Enhancement grant applications for rural localities.
- GIS mapping.
- MPO coordination.

C. Key Activities

Housing and Community Development

Work with the Crater PDC and Central Virginia Waste Management Authority to support the maintenance and update of the Central Virginia Solid Waste Management Plan project due to be completed by July 1, 2004.

Work with the region's local governments and the Commission to assess potential impacts on anticipated growth in the region.

Implement and maintain the regional strategic plan as required by the Regional Cooperation Act.

Provide administrative support to the Richmond Regional Competitiveness Committee.

Provide quarterly reports to the Richmond Regional PDC on the progress of the project(s) funded by the Regional Competitiveness Act.

Participate in regional urban summit and evaluate outcomes as to their application to the region.

Develop regional planning commissioner's forum as the foundation for information sharing and initiative development for the region.

Coordinate and participate in regional planning director's meetings to share items of regional and local significance.

Use historic ortho-photography to develop an inventory of land use changes in the region during the past ten years.

Update the 1992 Regional Housing Affordability Analysis upon release of census 2000 data in accordance with the Richmond Regional PDC resolution adopted in FY 93.

Assist non-entitlement localities with the preparation of CDBG grant applications.

Develop a regional CDBG priority list for the non-entitlement localities of the region.

Participate in Virginia Rural Prosperity Commission activities to leverage greater resources for the region's rural localities.

Provide intergovernmental reviews of regionally significant projects.

Conclude the regional cell tower inventory and prepare an analysis of the usefulness of maintaining a regional database as a value-added product.

Historic Resource Planning

Update the region's historic resource inventory by assembling local plans and inventories into a GIS format.

Emergency Services Planning

Participate in roundtable discussion to evaluate regional EMS service boundaries.

Provide local fire and rescue service district boundaries to the Virginia Department of Economic Development Office in specified GIS format.

Work with the VAPDC GIS committee to provide information requested by the Center for Disease Control regarding locations of various strategic facilities and structures.

Support regional coordination efforts of the Regional Emergency Response Planning Technical Advisory Committee.

Participate with the Department of Emergency Services and other state emergency assistance agencies in emergency services planning coordination activities.

Rural Transportation Planning

Provide rural transportation planning assistance to the non-MPO portions of Charles City, Goochland, New Kent, and Powhatan counties in accordance with funding from VDOT's rural transportation planning program to include the following activities:

- Street Name Sign Location Assessment
- Goochland County GIS Coordination
- Charles City County Route 5 Plan of Development Implementation
- Powhatan County Courthouse Public Parking Design
- Rural Transportation Web Page Development
- MPO Coordination

FY 02 Richmond Regional Work Program Task G6.0

G6.0 COASTAL RESOURCES MANAGEMENT SERVICES

A. Overview

The Richmond Regional PDC provides technical assistance to localities in the region's coastal portion through funds provided by the Department of Environmental Quality.

B. End Products

Environmental web page.
Review of environmental impacts of development proposals.
Environmental workshop development.
Environmental data mapping.
Regional open space inventory.
Regional impervious surface inventory.
Regional land development suitability inventory.
James River Interpretative map.
Local government assistance with tributary strategies.
Local government assistance with C2K commitments.
Coordination of appropriate Chesapeake Bay Preservation Act activities.
Coordination of appropriate Coastal activities.
Member of Metro Areas work group.
Member of LGPAP Review Team.

C. Key Activities

Develop an environmental web page to provide enhanced information about Virginia's coastal programs.
Prepare environmental impact assessment reviews of federal, state, and local development proposals.
Review development with potential environmental impacts as requested by the State and our member local governments.

Work with the Regional Environmental Technical Advisory Committee and other coastal PDCs to determine potential topics of workshops and hold such workshops if so desired.

Coordinate activities of the Regional Environmental Technical Advisory Committee.

Update the regional environmental database to include new and/or updated GIS data routinely provided by the:

- Virginia Natural Heritage Program
- Federal Emergency Management Agency
- National Wetlands Inventory

And make this data available to the region's local governments.

Work with the member governments to add to the environmental database currently resident on the Planning District Commission's geographic information system.

Prepare an inventory of existing and planned parks, trails, and greenways using GIS in an effort to document permanent open space across the region.

Prepare an inventory of existing imperious surfaces for the region with GIS using digital ortho-photography.

Prepare an inventory of highly erodible soils, highly permeable soils, steep slopes, fold plains, wetlands, and threatened and endangered species to provide a tool for evaluating development suitability throughout the region.

Maintain regional environmental and other inventory data on the ArcInfo system.

Assist the City of Richmond James River Park System in development of an interpretative map of the river and its associated environmental resources, historical sites and reference landmarks.

Assist local governments in implementing Virginia Tributary Strategies for the James and York rivers, as requested.

Assist local governments in their evaluation of the C2K commitments to determine which of those could be administered or regionally coordinated by Planning District Commission staff.

Participate in meetings, hearings, and workshops pertaining to Virginia's Chesapeake Bay Preservation Act.

Participate in Metro Areas Work Group pertaining to C2K commitments.

Participate in the Local Government Participation Action Plan Review Team meetings to ensure that the region's local governments are represented and provide assistance to the review team.

Provide environmental planning services to the region as requested.

FY 02 Richmond Area MPO UWP Task M1.1

M1.1 RICHMOND AREA MPO ADMINISTRATION AND SPECIAL STUDIES

A. Overview

The Richmond Regional PDC staff provides administrative and technical services needed to maintain the Richmond Area MPO's planning process. The Richmond Regional PDC provides financial administration of grants and contracts; provides technical information system support; prepares policy and issue papers; and participates in various federal, state; and regional advisory and study committees.

B. End Products

A well-functioning transportation planning process which involves the Richmond Area MPO as the policy body and provides for a multimodal, continuing, comprehensive, and cooperative transportation planning and programming process.

C. Key Activities

Provide administrative services for the Richmond Area MPO and its committee meetings – prepare facilities, develop and mail agendas, provide minutes and other documentation of meetings.

Perform review activities under various local, state, and federal programs including Commonwealth Intergovernmental Review Process, state route projects, and environmental impact statements and assessments.

Coordinate activities with regional, local, and state agencies involved with transportation planning and programming.

Prepare various reports including VDOT and VDRPT Quarterly Progress Reports, and Richmond Area MPO financial and work progress reports.

Provide for contract administration of PL, Section 5303, and third party agreements.

Prepare and/or review and comment on RFPs, consultant review selection, and documentation.

Maintain up-to-date information and literature on transportation planning and programming in the Richmond area.

Review and comment as appropriate on legislative and regulatory activities affecting transportation planning and programming, and perform activities necessary to ensure compliance with applicable state and federal rules and regulations.

Attend seminars, meetings, workshops, and conferences related to transportation planning activities.

Participate on various VDOT, VDRPT, VTRC, and other advisory committees, task forces, and regional planning associations.

Collect and update files and reports as necessary, with traffic count information from VDOT, RMA, and local government sources.

Develop various maps in GIS format for MPO special studies/major projects and presentations.

Provide technical services for reliable operation of the agency's computer network and capabilities as applied to transportation planning projects.

Respond to information requests from area local governments, VDOT, VDRPT, GRTC, and other government agencies.

Perform and/or assist in special projects, studies, evaluations, and other activities upon direction of the Richmond Area MPO and its committees.

FY 02 Richmond Area MPO UWP Task M1.2

M1.2 MPO CITIZEN PARTICIPATION

A. Overview

Through this program the Richmond Regional PDC staff provides administrative and technical services to the Richmond Area 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 and provides for the activities documented in the Richmond Area MPO's Guidelines for Public Participation Activities and Procedures.

B. End Products

A functional and viable citizen participation program which provides for a well-informed public and for public input to the "3-C" transportation planning and programming process.

A current database of groups/organizations/individuals interested in regional transportation issues.

A current and comprehensive Richmond Regional PDC/Richmond Area MPO web site that provides meeting schedules, agendas, minutes, plan/document summaries, and public review notices.

Annual public meetings for review of the Transportation Improvement Program (TIP) and the Long-Range Transportation Plan (LRTP).

CTAC review and recommendations of best MPO practices for obtaining public input.

C. Key Activities

Provide administrative services to the Citizens Transportation Advisory Committee.

Respond to public requests concerning the status of transportation projects, traffic data, and information on Richmond Area MPO transportation plans, programs, studies, reports, and data.

Conduct public meetings and other citizen involvement activities for Richmond Area MPO plan and program activities.

Provide an open public comment period at all regularly scheduled meetings of the Richmond Area MPO and its committees.

Maintain and update as necessary the Richmond Area MPO Guidelines for Public Participation Activities and Procedures.

Disseminate electronically meeting information, documents, plans, reports, articles, public notices, etc. via the Richmond Regional PDC/Richmond Area MPO web site.

Develop, publish, and distribute background information materials on the MPO "3-C" study process.

Prepare and submit drafts of the TIP and other documents, as directed by the Richmond Area MPO, for public review; provide these documents to the public at area local libraries.

Prepare background information on proposed changes to MPO public participation process currently under review.

Review the current draft TIP and draft LRTP public review processes and identify potential process improvements.

Provide for completion of MPO best practices public participation review (consultant/staff work activity initiated in FY 2001).

FY 02 Richmond Area MPO UWP Task M1.3

M1.3 UNIFIED WORK PROGRAM

A. Overview

Through this program the Richmond Regional PDC prepares the Richmond Area MPO's Unified Work Program. The UWP defines the funded projects to be undertaken by Richmond Area MPO participants including the Richmond Regional PDC, local governments, GRTC, and CRAC.

B. End Products

The Richmond Area MPO's Unified Work Program for fiscal years 2002 and 2003.
Applications for federal and state transportation planning funds.

C. Key Activities

Review initial staff time allocations, work assignments, work tasks, and cost information for the FY 03 UWP with the UWP budget subcommittee.

Solicit input for proposed work tasks from the Richmond Area MPO, including member agencies and jurisdictions, CTAC and the EDAC.

Develop staff budget and work tasks.

Identify funding sources and amounts.

Prepare UWP document.

Secure needed approvals from the Richmond Area MPO, VDOT, VDRPT, FHWA, FTA, and other agencies and organizations as appropriate.

Conduct state and regional Intergovernmental Review process and submit grant applications.

Amend adopted UWP as needed.

FY 02 Richmond Area MPO UWP Task M1.4

M1.4 ENVIRONMENTAL JUSTICE

A. Overview

As a result of FHWA's and FTA's MPO Certification Review, two corrective action issues were cited for the MPO to address in meeting Title VI and Environmental Justice as follows:

- The documentation of current activities in place to assess the distribution of impacts of different socioeconomic groups for investments in the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).
- The implementation of specific comprehensive Environmental Justice (EJ) planning activities.

In addition, the FHWA and FTA Certification Review cited two corrective action issues for the MPO to address in its public participation process as follows:

- The development and implementation of a mechanism to gauge the effectiveness and the appropriateness of current public outreach initiatives.
- The development of a work element to assess and create improved strategies for reaching minority and low-income groups through public involvement efforts.

B. End Products

Documentation of MPO procedures, methods, and other information required by FHWA and FTA to demonstrate MPO compliance with federal EJ requirements.

C. Key Activities

- Documentation of work conducted as part of UWP task 1.2 for the development and implementation of a mechanism to gauge the effectiveness and appropriateness of current public outreach initiatives (following MPO action to approve and implement recommendations on enhancing the MPO's public participation process).
- Documentation of activities and procedures in place to assess the distribution of impacts on different socioeconomic groups, including minority and low-income, for investments in the LRTP and TIP.
- Documentation of work conducted as part of UWP task 1.2 for assessing and creating improved strategies for reaching minority and low income groups

through public involvement efforts (following MPO action to approve and implement recommendations on enhancing the MPO's public participation process).

- Documentation of other MPO activities and procedures in place providing for specific comprehensive EJ planning activities.

FY 02 Richmond Area MPO UWP Task M2.1

M2.1 SOCIOECONOMIC DATA DEVELOPMENT/GIS SUPPORT

A. Overview

The Richmond Regional PDC staff coordinates the local development of socioeconomic data estimates and forecasts by transportation zone, and it develops estimates and projections of employment and automobile registrations. Through this program the Richmond Regional PDC also provides continuing assistance for Year 2000 census products development and coordination, GIS development for transportation planning, and other appropriate data development and reporting activities.

B. End Products

Socioeconomic Data Report for 2001.

Initiate work for 2000 auto data, and total and retail employment data.

Support activities for Year 2000 Census Transportation Planning Package (CTPP) program.

Adjustments to 2000 socioeconomic data (based on available census data).

Establish process for development of socioeconomic data in Charles City and New Kent counties.

Adjustments to MPO urbanized and study area boundaries as appropriate.

Regional demographic profile addressing federal Title VI and Environmental Justice Requirements.

Assistance for the RRPDC Regional Growth Assessment (as described in the 2023 LRTP).

C. Key Activities

Initiate next round of socioeconomic data development. Consider available census data in developing the year 2001 data (and provide for adjustments to year 2000 data).

Coordinate with the local governments and the Census Bureau in preparing information for development of the CTPP and follow-up analysis.

Review socioeconomic data prepared and submitted by local governments.

Assist local governments in data development and reporting as needed.

Geocode employment data to traffic zones.

Use GIS to map data.

Prepare 2000 Socioeconomic Data Report in print and post on web site.

Maintain and update data files related to socioeconomic data development (3-C, Census, ES 202).

Administrative and technical support for the Socioeconomic Data Committee/workgroup.

Prepare profile of the regions population and other important demographic information required for federal Title VI and Environmental Justice requirements. Profile to include and examination of regional and local data on car ownership, transit services, highway network, and journey-to-work travel patterns.

Provide for adjustments to the MPO study area and urbanized area boundaries based on final census urbanized area boundary (used to separate the Richmond and Tri-Cities urbanized areas).

Provide assistance for the RRPDC's Regional Growth Assessment work activity.

FY 02 Richmond Area MPO UWP Task M2.2

M2.2 LONG-RANGE TRANSPORTATION PLAN

A. Overview

Through this program the Richmond Regional PDC staff prepares the Long-Range Transportation Plan and provides technical administrative services to the plan development process.

B. End Product

2023 LRTP amendments as necessary.

Initiate work on the next LRTP update.

Year 2023 LRTP Citizens Summary Report.

2023 LRTP Annual Status Report

C. Key Activities

Initiate work for the next LRTP work scope and schedule.

Establish LRTP task force to oversee staff and VDOT work for the next LRTP update.

Prepare, publish, and distribute the Year 2023 LRTP Citizens Summary Report.

Prepare amendments to the 2023 LRTP incorporating results from the GRTC Comprehensive Operation Analysis (COA) and Regional Public Transportation Study (RPTS) and the Regional Bike and Pedestrian Plan.

Conduct Alternative Modes Survey documenting VMT reduction for use in LRTP and TIP conformity analysis (consultant/direct cost item).

FY02 Richmond Area MPO UWP Task M2.6

M2.6 Goochland County Centerville Village Plan

A. Overview

The RRPDC staff should complete as part of the Commission FY 01 technical assistance program, a draft Courthouse Village Plan, for Goochland County. Staff for Goochland County has requested that RRPDC staff conduct a similar village plan effort for the Centerville area of Goochland County in FY 02 and that PL funds be used to fund this work. The study area for this project/work task is Centerville Village, one of three major villages shown in the county's adopted comprehensive plan. It is located in the northeast area of the county (within the MPO study area) which is experiencing growth extending along the Route 250 corridor from Henrico County.

B. End Products

Existing and future land use maps, development and facility planning guidelines (ordinance language is not a part of this project) and transportation improvement recommendations. The guidelines and recommendations will be delivered in one document along with land use maps in both document and presentation sizes.

C. Key Activities

Beginning July 1, 2001, Richmond Regional Planning District Commission (PDC) staff will review existing plans and studies and evaluate the needs of the village. Staff will review these needs with the Assistant County Administrator and a county-organized steering committee to determine the primary goals of this plan.

Beginning September 1, 2001, PDC staff will modify existing or develop new GIS maps as needed for the Centerville village, including proposed land use, planned facilities, and transportation improvements. These maps will be developed in consultation with the Assistant County Administrator.

Upon approval of the Centerville Village maps described in the second key activity above, PDC staff will prepare development guidelines for land use and facilities. These guidelines, along with transportation improvement recommendations, will be developed in consultation with the steering committee and the Assistant County Administrator. Final draft guidelines will be presented to the steering committee by November 15, 2001.

Upon approval of the guidelines in the third key activity above, PDC staff will prepare a final report including guidelines and maps to be presented to the MPO Board (following TAC review and recommendation).

FY 02 Richmond Area MPO UWP Task M3.1

M3.1 CONGESTION MANAGEMENT SYSTEM

A. Overview

Through this program the Richmond Regional PDC 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 3 years.

B. End Products

Initiate work on the next CMS update.

Participation and assistance for the VDOT ITS Steering Committee.

GPS travel time runs technical documentation report (FY 01 runs).

C. Key Activities

Conduct review process as part of the TIP development.

Expand CMS work activities to include ITS coordination with VDOT and other technical and administrative support activities.

Initiate review of CMS process including data collection and monitoring; performance measures; strategies implementation; programming strategies; and CMS strategies effectiveness including off-network analysis.

Develop GIS maps and report on regional traffic flow, congestion, and other CMS information.

Initiate work on the CMS update including establishment of the CMS taskforce and development of a detailed work scopes.

FY 02 Richmond Area MPO UWP Task M3.2

M3.2 CHARLES CITY AND NEW KENT COUNTIES ACCESS MANAGEMENT STANDARDS STUDIES

A. Overview

Through this program the Richmond Regional PDC staff will use findings from previous access management studies for Powhatan and Goochland counties as a model for Charles City and New Kent. Work on the Goochland County study will also continue into FY 2002.

B. End Products

Proposed standards for regulating and coordinating various types of access connections points to road systems.

C. Key Activities

Review and evaluate existing VDOT minimum standards.

Review and evaluate exiting county policies.

Analyze issue areas in relation to road classification, distances between entrances, turn lane/taper lengths, limiting entrances, sharing entrances, internal service drives, separation of intersections, and other characteristics of access management.

Develop recommended standards.

Review standards with counties.

Assist in presenting findings to the counties' boards and/or review committees.

Present draft study to the MPO.

FY 02 Richmond Area MPO UWP Task M4.1

M4.1 TRANSPORTATION IMPROVEMENT PROGRAM

A. Overview

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

B. End Products

Amendments processed for the FY 00/01-02/03 TIP.

Completion and adoption of the FY 01/02-03/04 TIP.

Amendments processed for the FY 01/02-03/04 TIP.

Initiate work for the FY 02/03-04/05 TIP.

The MPO's annual Statement of Certification and supporting documentation demonstrating compliance with financial plan requirements, FTA Financial Capacity Policy, and the Virginia State Implementation Plan for ozone air quality standards.

Documentation on programming Regional STP and CMAQ funds.

A report on the implementation status of major projects from the previous TIP.

Develop and submit to the CTB the MPO's list of regional priority transportation projects.

C. Key Activities

Review CMS strategies and measures.

Distribute draft TIP document to area libraries for circulation to general public, for review and comment/information.

Document the TIP preparation process including project advancement, area priorities, and use of the LRTP and CMS for selecting and programming projects.

Prepare a three-year List of Proposed Projects based on submissions from area local governments, VDOT, VDRPT, RMA, Ridefinders, CRAC and GRTC.

Coordinate submission of FTA Section 5310 project requests and submit for MPO endorsement final recommended projects for inclusion in the TIP.

Coordinate submission of transportation enhancement projects and submit for MPO endorsement final recommended projects for inclusion in the TIP.

Coordinate identification of all regionally significant public and private transportation projects, and submit to VDOT for air quality analysis purposes.

Coordinate listing and description of progress in the implementation of TCMs (if appropriate).

Develop annual list of projects, consistent with the categories in the TIP, for which federal funds have been obligated in the preceding year. Include a list of other major state projects from the previous TIP that were implemented, and identify significant delays in the planned implementation of these major projects.

Conduct and document assessment of the distribution of impacts on different socioeconomic groups for investments identified in the TIP.

Prepare and submit the TIP financial plan and supporting documentation.

Publish the TIP in print and electronically.

Conduct public review and comment activities including at least one public meeting.

Prepare and process amendments to the TIP as approved by the MPO.

Coordinate consultant work activities for conformity analysis and conduct public participation as required.

Prepare and process the MPO Statement of Certification and supporting documentation for the area's "3-C" Transportation Planning Process.

FY 02 Richmond Area MPO UWP Task M5.2

M5.2 ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES

A. Overview

Administrative and technical services for the Richmond Area MPO's Elderly and Disabled Advisory Committee is (EDAC) provided by the Richmond Regional PDC 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 related to the planning of public transportation services.

B. End Products

A functional and viable committee process that advises the MPO and GRTC on the special transportation needs of the elderly and disabled.

C. Key Activities

Provide administrative and technical staff services to the EDAC.

Conduct reviews and assessments of area social service agencies client transportation needs and/or resources.

Update the transportation operators inventory of private and human service agencies transportation services.

FY 02 Richmond Area MPO UWP Task M7.1

M7.1 AIR QUALITY PLAN AND PROGRAM ACTIVITIES

A. Overview

Through this program the Richmond Regional PDC staff coordinates the Richmond Area MPO's participation on the Metropolitan Richmond Air Quality Committee (MRAQC) as it works with VDEQ to develop and implement the Nonattainment/Maintenance Area Plan for ozone air quality standards.

The Richmond Regional PDC staff also works with VDOT staff and consultants in conducting air quality conformity analysis in support of the TIP and LRTP.

B. End Products

Administrative and technical services for MPO activities involving air quality conformity analysis.

Assistance and coordination with VDEQ for development and implementation of the Richmond Nonattainment/Maintenance Area Plan for ozone air quality standards.

C. Key Activities

Provide assistance in support of MRAQC review of VDEQ proposed SIP.

Monitor air quality data for the Richmond area, and review EPA and VDEQ air pollution control reports, guidelines, regulations, etc.

Provide administrative services for the MPO's participation in nonattainment/maintenance area plan development and implementation.

Review, comment, and conduct other activities necessary for the SIP process.

Review and comment on the area's emissions inventory, especially information relating to mobile sources and transportation control measures.

Provide assistance for computer modeling and other transportation planning activities related to the development of VMT data.

Conduct air quality conformity analysis activities in support of the TIP and LRTP.

FY 02 Richmond Area MPO UWP Task M8.1

M8.1 CRAC INTERMODAL TRANSPORTATION FACILITY STUDY

A. Overview

Working with the federal, regional, and local government agencies and private interests, the Capital Region Airport Commission (CRAC) intends to develop a plan to improve intermodal connectivity. This plan would seek to assure modal compatibility and provide improved facilities to users which can provide enhanced services to the people and business community of the Richmond/Central Virginia region, and the much larger transportation community. The Richmond Regional PDC staff will provide administrative and technical services in support of CRAC consultant work efforts to review and present the study findings.

B. End Product

A report to the MPO, providing recommendations on actions to pursue for the development of an intermodal transportation facility.

C. Key Activities

Provide technical assistance for consultant work activities.

Coordinate consultant reviews and presentations to the TAC and the MPO.

Personnel Allocations by Program

Project Reporting Code	Project Activity	Percent of Budget	Total Cost
1.000	Agency Administration and Management Services	22	\$ 257,300
2.000	Technical Assistance Services	2	\$ 23,200
3.000	Information Services	6	\$ 68,800
4.000	Legislative Services	1	\$ 10,500
5.000	Regional Planning Services	9	\$ 109,900
6.000	Coastal Resources Management Services	2	\$ 28,800
7.000	MPO Transportation Planning Services	57	\$ 662,300
Total FY 2002 Personnel Allocation		100 %	\$1,160,700

Appendix A

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	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
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	
FY	Fiscal Year (July 1 to June 30)	
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	
NAAQS	National Ambient Air Quality Standards; defined by EPA	
NHS	National Highway System	
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	
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)

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

Executive Committee

Richmond Regional PDC/Richmond Area MPO Joint Committee

Charter and Bylaws Committee

Personnel and Operating Policies
Committee

Audit Committee

ETAC Environmental Technical
Advisory Committee

RTAC Rural Technical Advisory
Committee

Richmond Regional
Competitiveness Committee

Richmond Area MPO

CTAC Citizens Transportation Advisory Committee

EDAC Elderly and Disabled Advisory Committee

TAC Technical Advisory Committee

Appendix C

FEDERAL, STATE, AND REGIONAL AGENCIES

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

Appendix D

FEDERAL AND STATE LEGISLATION

ADA of 1990	Americans With Disabilities Act
CAAA of 1990	Clean Air Act Amendments
RCA	Virginia Regional Cooperation Act of 1995; authorizing state legislation for planning districts and defines their mission, duties, powers, etc. This act updates the founding legislation - the Virginia Area Development Act of 1968
RCP	Virginia Regional Competitiveness Act; state legislation provides the authorization for the competitiveness program that was established in 1997
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 next six years. Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991
NEPA	National Energy Policy Act; focuses on use of alternative energy

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 is \$0.55 per capita for planning district programs and \$0.05 per capital for transportation planning
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 per cent and the remaining 80 per cent provided by the federal source. HPR funds for rural transportation require a 20 per cent match. VCRMP funds require a 50 per cent local match
PL	Planning funds available from FHWA for MPO program activities
RCA	State funds allocated to planning district commissions for regional planning
RCP	State funds available to regional partnerships for economic development programs
Section 5303	Planning funds available from the FTA for MPO program activities
SPR	State Planning and Research; funds allocated to VDOT in support of MPO program activities
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

RRPDC Work Program

FISCAL YEAR 2002

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

DECEMBER 2001



Richmond Regional Planning District Commission
2104 West Laburnum Avenue, Suite 101
Richmond, Virginia 23227
Phone: (804) 367-6001
Fax: (804) 367-4375
www.richmondregional.org