![Growth & Accessibility Planning — Technical Assistance Program]

GROWTH & ACCESSIBILITY PLANNING (GAP) TECHNICAL ASSISTANCE (TA)

FY23 PROGRAM GUIDANCE

Office of INTERMODAL Planning and Investment

GROWTH & ACCESSIBILITY PLANNING TECHNICAL ASSISTANCE
FY23 PROGRAM GUIDANCE

A Technical Assistance Program administered by the Office of Intermodal Planning and Investment

FOR MORE INFORMATION

Visit http://vtrans.org/about/GAP-TA for information about the Growth and Accessibility Planning Technical Assistance program.

Please contact the Transportation Planning Team at the Office of Intermodal Planning and Investment to request an alternative format.

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CONTENTS

ACRONYMS

CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EEA	Equity Emphasis Area
FIPS	Federal Information Processing Standards
GAP	Growth and Accessibility Planning Technical Assistance Program
GIS	Geographic Information Systems
ITRM	Virginia Information Technology Resource Management
LRTP	Long-range Transportation Plan
MPO	Metropolitan Planning Organization
NPMRDS	National Performance Management Research Data Set
OIPI	Office of Intermodal Planning and Investment
PDC	Planning District Commission
SDE	Spatial Database Engine
SYIP	Six-year Improvement Plan
TDM	Transportation Demand Management
UDA	Urban Development Area
UPC	Universal Project Code
VDOT	Virginia Department of Transportation
VEDP	Virginia Economic Development Partnership

INTRODUCTION

The purpose of this document is to help jurisdictions, agencies, transportation planners, and decision-makers from across the Commonwealth of Virginia develop applications for the Office of Intermodal Planning and Investment's (OIPI) Growth and Accessibility Planning (GAP) Technical Assistance Program.

About OIPI

OIPI is located within the Office of the Secretary of Transportation and was created in 2002 to support and advise the Secretary in his/her role as chairperson of the Commonwealth Transportation Board (CTB). OIPI takes a leadership role across four key steps within the performance-based planning and programming process—Plan, Evaluate, Invest, and Manage (Figure 1).

OIPI's goals are to:

1. Promote transparency and accountability of the programming of transportation funds, including the development of the Six-Year Improvement Program pursuant to Virginia Code § 33.2-214 and the statewide prioritization process pursuant to Virginia Code § 33.2-214.1;

2. Ensure that the Commonwealth has a multimodal transportation system that promotes economic development and all transportation modes, intermodal connectivity, environmental quality, accessibility for people and freight, and transportation safety;

3. Encourage the use of innovation and best practices to improve the efficiency of the Commonwealth's surface transportation network and to enhance the efficacy of strategies to improve such efficiency; and

4. Promote the coordination between transportation investments and land use planning.

About the GAP Technical Assistance Program

For several years, OIPI has taken a leadership role in promoting the intent of Virginia Code § 15.2-2223.1, which seeks to align infrastructure development with designated Urban Development Areas (UDAs) or growth areas to improve efficiency and effectiveness.

OIPI has also received valuable feedback over the years from various jurisdictions, agencies, and policy makers. This feedback has been used to develop a more streamlined and focused GAP Technical Assistance Program that seeks to advance the goals outlined in the next section.

Figure 1: Connections Between OIPI Program Areas
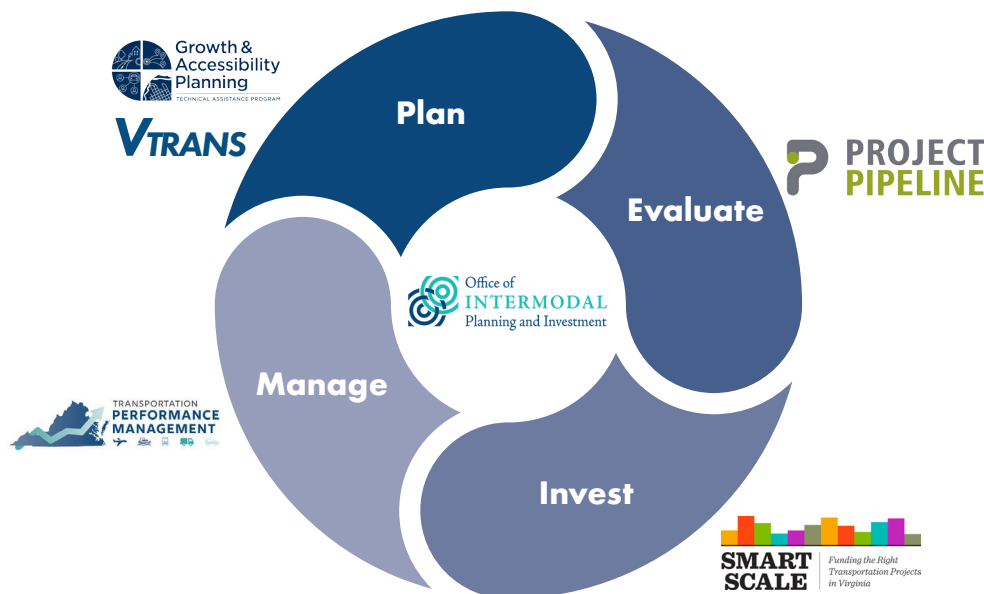
GAP-TA PROGRAM GOALS

The GAP Technical Assistance Program seeks to achieve the following five goals:

1. Advance the CTB's Vision, which was established as part of the 2019 Update of VTrans, Virginia's Transportation Plan:
   "Virginia's multimodal transportation system will be Good for Business, Good for Communities, and Good to Go. Virginians will benefit from a sustainable, reliable transportation system that advances Virginia businesses, attracts a 21st century workforce, and promotes healthy communities where Virginians of all ages and abilities can thrive."

2. Continue efforts toward achieving the following, pursuant to Virginia Code § 2.2-229:
   - Encourage the use of innovation and best practices to improve the efficiency of the Commonwealth's surface transportation network and to enhance the efficacy of strategies to improve such efficiency; and,
   - Promote the coordination between transportation investments and land use planning.

3. Continue pursuance of the intent of Virginia Code § 15.2-2223.1, which seeks to focus, to the extent possible, federal, state, and local transportation, housing, water and sewer facility, economic development, and other public infrastructure funding for new and expanded facilities on designated UDAs or to similar areas that accommodate growth.

4. Meaningfully inform infrastructure and policy considerations for the execution of the VTrans Policy for the Identification and Prioritization of Mid-term Needs.

Growth & Accessibility Planning

PROGRAM COMPONENTS

The GAP Technical Assistance Program includes the following four components that align with one or more of the goals identified in the previous section:

> **GAP Component 1:** Conduct multimodal planning within existing or planned UDAs or Growth Areas.

Eligible Entities:
- Cities
- Counties
- Towns responsible for development and amendments of comprehensive plans per Virginia Code § 15.2-2223 and maintain their own infrastructure and qualify to receive payments pursuant to Virginia Code § 33.2-319

Maximum Technical Assistance Amount:
$100,000

Duration: Up to nine (9) months from the date of Contractor Notice to Proceed

Eligible Activities:[1,2] Support the intent of the Virginia Code § 15.2-2223.1, namely support "traditional neighborhood design" by planning for:
- Connectivity of non-motorized networks and facilities
- Preservation of natural areas
- Mixed-use neighborhoods, including mixed housing types, with affordable housing to meet the projected family income distributions of future residential growth
- Reduction of front and side yard building setbacks
- Reduction of subdivision street widths and turning radii at subdivision street intersections

**Match Requirements:**
- No match required

Expected Outcomes:
- Designation of growth areas per Virginia Code § 15.2-2223.1 (required, if not a UDA)
- Planning for multi-modal transportation infrastructure
- Reconfirmation of existing sidewalk and bicycle lanes by direction or a complete inventory of existing sidewalks and bicycle lanes by direction
- A comparative assessment of existing square footage, permissible square footage, and revised permissible square footage
- A set of location-specific multimodal improvements identified based on performance-based planning

Application Evaluation Criteria:
- Focus of the proposed planning effort
- Utilization of the end product
- Presence of UDAs
- History of technical assistance provided by OIPI
- Support from the city, town, or county manager, or the governing body

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[1] GAP-TA focuses on technical assistance only. Recipients are responsible for public and agency outreach, presentations to elected and appointed officials, and soliciting feedback from other stakeholders.

[2] GAP-TA focuses on sketch-planning level analysis and cannot provide assistance with traffic or roadway operations, roadway design, transit facility design, transit operations related activities.
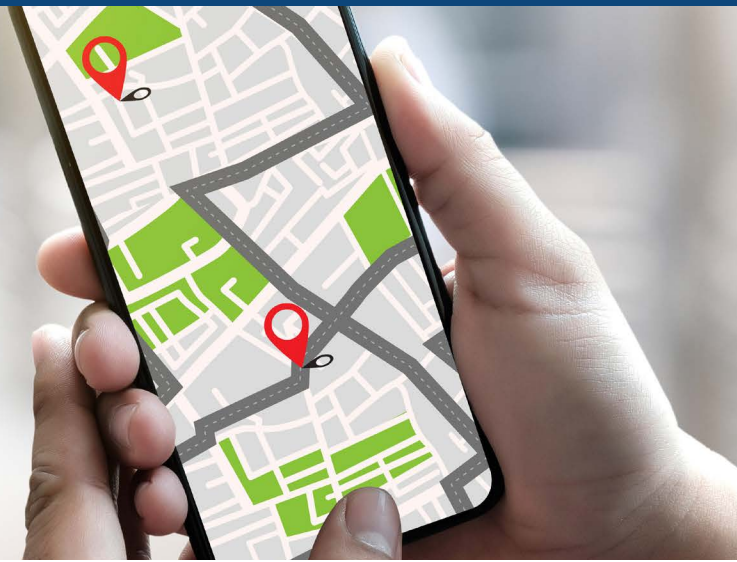
GAP Component 2: Develop or evaluate strategies to address emerging planning issues.

Eligible Entities:
- Cities
- Counties
- Towns responsible for development and amendments of comprehensive plans per Virginia Code § 15.2-2223 and maintain their own infrastructure and qualify to receive payments pursuant to Virginia Code § 33.2-319
- Metropolitan Planning Organizations (MPOs)
- Planning District Commissions (PDCs)

Maximum Technical Assistance Amount:
$125,000

Duration:
- Develop strategies to address emerging planning issues: Up to nine (9) months from the date of Contractor Notice to Proceed
- Evaluate a currently deployed strategy that addresses one or more emerging planning issues: Up to 15 months from the date of Contractor Notice to Proceed

Eligible Activities:[1,2] These include, but are not limited to, the following:
- Land use and transportation impacts of proliferation of shared mobility (per Taxonomy and Definitions for Terms Related to Shared Mobility and Enabling Technologies, SAE International Publication J3163, issued September 2019)
- Utilization of newly available public or private datasets to modify existing processes or to develop new processes to address one or more well-defined land use or transportation planning need or challenge
- Utilization of mobile computing, including, but not limited to cell phone apps or applications to address one or more well-defined land use or transportation planning need or challenge
- Planning for the projected proliferation of electric vehicles including, but not limited to modifying building codes, on- and off-street parking considerations, etc.

Match Requirements: No match required

Expected Outcome:
- A product that could be a mobile application, building code, a contract, or a process that is scalable, replicable, and developed using sound data-driven planning to ensure it can be utilized or deployed by other jurisdictions

Application Evaluation Criteria:
- Focus of the proposed planning effort
- Utilization of the end product
- Applicability of the proposed solution to other jurisdictions in the Commonwealth
- Technical resources provided by the applicant
- Support from the city, town, or county manager, or the governing body

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[2] GAP-TA focuses on sketch-planning level analysis and cannot provide assistance with traffic or roadway operations, roadway design, transit facility design, transit operations related activities.

GAP Component 3: Develop an accessibility planning process.

Eligible Entities:
- Cities
- Counties
- Towns responsible for development and amendments of comprehensive plans per Virginia Code § 15.2-2223 and maintain their own infrastructure and qualify to receive payments pursuant to Virginia Code § 33.2-319
- Metropolitan Planning Organizations (MPOs)
- Planning District Commissions (PDCs)

Maximum Technical Assistance Amount:
$100,000

Duration: Up to nine (9) months from the date of Contractor Notice to Proceed

Eligible Activities:[1,2] These include, but are not limited to, the following:
- Identification, validation, calibration, and selection of performance measures and associated thresholds for a performance-based planning process
- Development of a detailed performance-based planning process template
- Identification and assignment of roles and responsibilities of all stakeholders in the performance-based planning process
- Development of data structure and document templates for the performance-based planning process

### Match Requirements: No match required

Expected Outcomes:
- A planning process to develop Long-Range Transportation Plans (LRTPs), Comprehensive Plans, Rural Long-Range Transportation Plans, Bicycle-Pedestrian Plans, etc.

Application Evaluation Criteria:
- Focus of the proposed planning effort
- Utilization of the end product
- Timing of the update of the document under consideration (e.g. next update of LRTP, etc.)
- Support from the city, town, or county manager, or the governing body

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[1] GAP-TA focuses on technical assistance only. Recipients are responsible for public and agency outreach, presentations to elected and appointed officials, and soliciting feedback from other stakeholders.

[2] The component focuses on the development of processes(s) to address on-going recurring requirements and cannot be utilized to develop plans or studies.
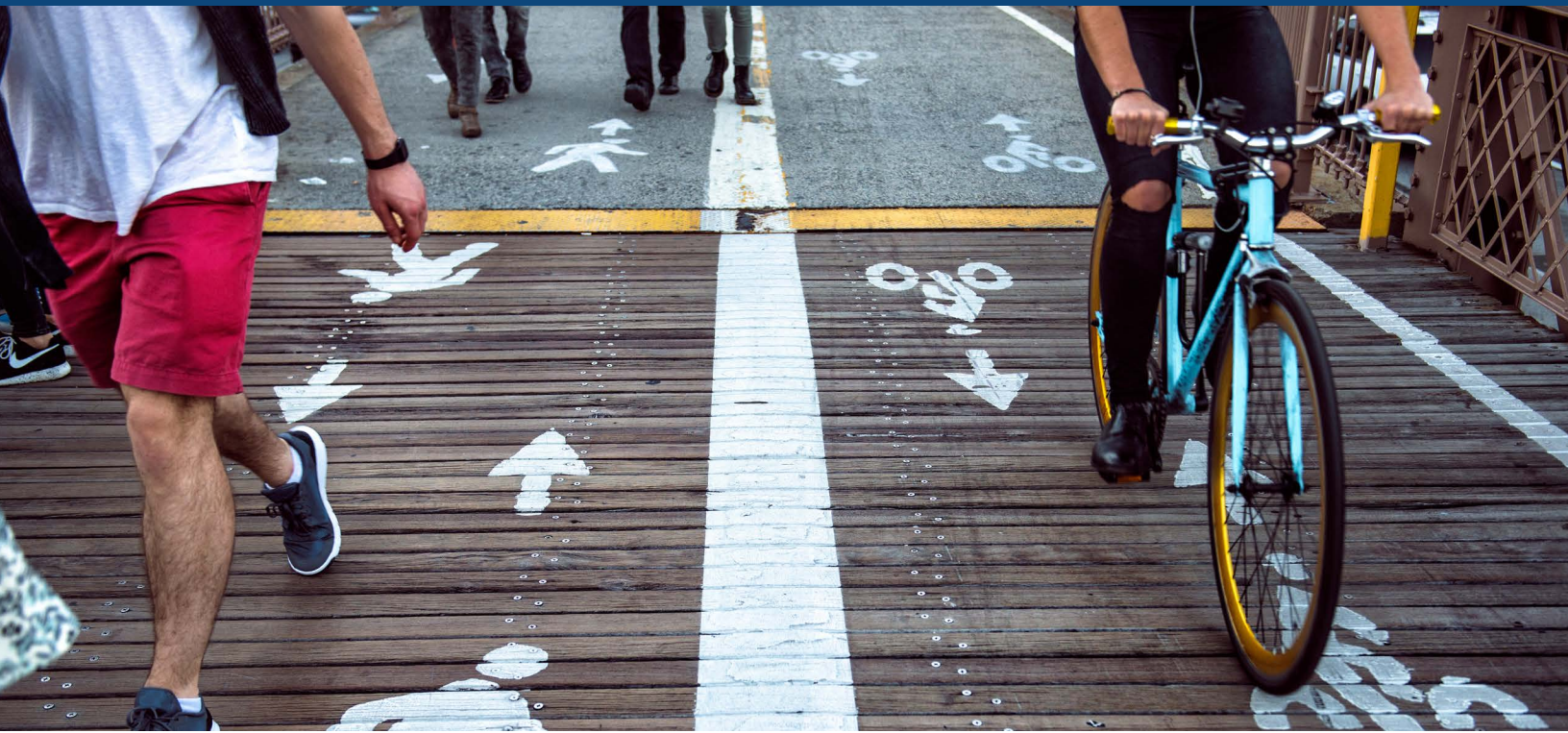
GAP Component 4: Conduct multimodal planning outside urbanized areas.

Eligible Entities:
- Cities
- Counties
- Towns responsible for development and amendments of comprehensive plans per Virginia Code § 15.2-2223 and maintain their own infrastructure and qualify to receive payments pursuant to Virginia Code § 33.2-319

Maximum Technical Assistance Amount:
$60,000

Duration: Up to six (6) months from the date of Contractor Notice to Proceed

Eligible Activities:[1,2] Support planning for:
- Connectivity of non-motorized networks and facilities
- Preservation of natural area
- Mixed-use neighborhoods, including mixed housing types, with affordable housing to meet the projected family income distributions of future residential growth
- Reduction of front and side yard building setbacks
- Reduction of subdivision street widths and turning radii at subdivision street intersections

Match Requirements: No match required

Expected Outcome:
- Planning for multi-modal transportation infrastructure
- Reconfirmation of existing sidewalk and bicycle lanes by direction or a complete inventory of existing sidewalks and bicycle lanes by direction
- A set of location-specific improvements such as sidewalk and crosswalk improvements, shared use paths, transit service and infrastructure identified based on performance-based planning

Application Evaluation Criteria:
- Focus of the proposed planning effort
- Utilization of the end product
- History of technical assistance provided by OIPI
- Support from the city, town, or county manager, or the governing body

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[1] GAP-TA focuses on technical assistance only. Recipients are responsible for public and agency outreach, presentations to elected and appointed officials, and soliciting feedback from other stakeholders.

[2] GAP-TA focuses on sketch-planning level analysis and cannot provide assistance with traffic or roadway operations, roadway design, transit facility design, transit operations related activities.

PROGRAM DETAILS

A summary of entities eligible to submit applications are outlined in Table 1.

Table 1: Summary of Entities Eligible to Submit Applications

Entity Type	Component 1	Component 2	Component 3	Component 4
City	●	●	●	●
County	●	●	●	●
Town, pursuant to Virginia Code § 15.2-2223 and Virginia Code § 33.2-319	●	●	●	●
Metropolitan Planning Organization (MPO)		●	●	
Planning District Commission (PDC)		●	●	
Maximum duration (from the date of consultant notice to proceed)	**9 months**	**9-15 months**	**9 months**	**6 months**

Nature of Technical Assistance

All technical assistance will likely be provided in the form of access to the OIPI's Statewide Transportation Planning (STP) Consultant. OIPI will select a consulting team based on consultant availability and qualifications to ensure uniformity in methods and techniques across different GAP-TA program awards.

Roles and Responsibilities

The roles and responsibilities of all entities involved in the GAP-TA program are indicated in Table 2.

Table 2: Roles and Responsibilities of Program Participants

Phase	Responsibility	Role			
		OIPI	Consultant	Applicant	VDOT/ DRPT
Application	Accept applications for technical assistance; provide guidance	●			
	Submit application for technical assistance			●	
	Ensure local/regional support for the requested assistance			●	
	Evaluate requests for technical assistance	●			●
	Select requests for technical assistance for further development	●			
	Develop detailed scope of service			●	
	Confirm scoped work meets program requirements	●			●
	Select a suitable consultant to provide technical assistance	●			
Award	Issue Notice-to-Proceed for the scoped work	●			
	Establish contact between the consultant, the applicant, and Virginia Department of Transportation (VDOT) or Department of Rail and Public Transportation (DRPT) liaison	●			
Technical Assistance	Provide framework, methods, and criteria for technical assistance	●			
	Provide data and respond to requests	●		●	●
	Collect data, perform analysis and conduct work per scope		●		
	Ensure adherence to performance-based planning	●	●	●	●
	Ensure timely and consistent progress		●	●	
	Manage consultant on day-to-day basis			●	
	Ensure adherence to budget, schedule, and GAP requirements		●	●	
	Ensure continued local/regional support for the requested work			●	
	Conduct meetings, make presentations to public and agency officials			●	
	Provide technical documents and other content needed for the scoped public and agency meetings		●		
	Submit timely invoices and progress reports to OIPI		●		
	Advise OIPI on consultant invoices and progress reports			●	●
	Approve invoices and make payments	●			
Closing	Review draft final deliverables	○	●	●	●
	Provide all data, files, source codes, spreadsheets, databases, and documents in native file format to OIPI and applicant		●		
	Technical Assistance closeout	●	●	●	●

○ Review framework, methods, and criteria

Growth & Accessibility Planning

Data Standards, Requirements, and Guidelines

1. All digital content produced, including, but not limited to geographic information systems (GIS) and website, shall comply with the Virginia Information Technology Resource Management (ITRM) policy. All data, information, and lists compiled shall be compatible with a normalized relational database.

2. OIPI's InteractVTrans MapExplorer will be the primary source for data including, but not limited to the following:
   - 2021 VTrans Mid-term Needs
   - 2019 VTrans Mid-term Priority Locations
   - Pavement Condition
   - Bridge and Culvert Condition
   - Speed Limit
   - Functional Classification
   - Crash Data
   - Roadway and Truck Volumes (AADT)
   - Bus Stops
   - State-funded Intercity Bus Routes
   - Passenger Rail Stations
   - Rail Lines
   - Park and Ride Lots
   - Long-distance Bicycle Routes
   - Bicycle Facilities
   - Sidewalks
   - Warehouse and Distribution Centers
   - VEDP Business-Ready Sites
   - Flooding Assessment
   - Travel Time Index (TTI)
   - Planning Time Index (PTI)
   - Level of Travel Time Reliability (LOTTR)
   - VTrans Equity Emphasis Area Index
   - Truck Bottlenecks
   - Freight Performance Measures
   - Freight Commodity Flows
   - Walk Score®, Walk Score®, Transit Score®

3. OIPI can provide access to Streetlight in accordance with the established contract requirements.

4. Any data entity that can be mapped to a specific geographic location shall be provided in GIS format, as well as Linear Referencing System (LRS) event tables.

5. All GIS data shall be developed in ESRI File Geodatabase format, Spatial Database Engine (SDE) Enterprise Geodatabase, or another agreed-upon format.

6. All documents adhere to the GAP Program Style Guide and Templates provided by OIPI.

7. All digital content shall be provided in native document formats in addition to any published formats.

FY 23 TECHNICAL ASSISTANCE TIMELINE

Please submit a GAP Technical Assistance Program application using the online application intake system accessible via vtrans.org. Email us at GAP-TA@vtrans.org if you have questions or would like to request more information.

Timeline

Phase	Date
Application Intake Opens	September 1, 2022
OIPI Provides Information and Guidance	September 1–October 31, 2022
Application Intake Ends	October 31, 2022
Application Evaluation Completed	November 30, 2022
Applicants Notified	December 3, 2022
Develop Detailed Scope of Services	December 3, 2022 - January 15, 2023
OIPI Issues Notice to Proceed	January 15 - 23, 2023
Kickoff Meetings	February 2023
Updates with OIPI	Dates to be determined with recipients at a later date