



COMMONWEALTH of VIRGINIA  
*Office of the*  
SECRETARY of TRANSPORTATION

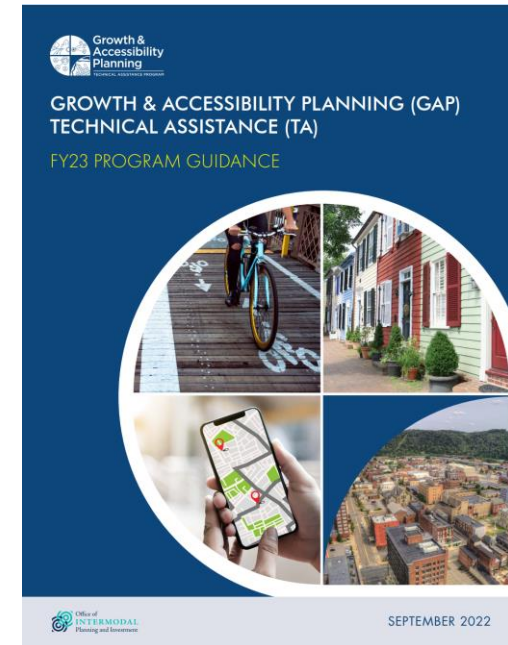
**GROWTH AND ACCESSIBILITY PLANNING (GAP)  
TECHNICAL ASSISTANCE PROGRAM**  
FY 23: OVERVIEW WEBINAR 1

Jitender Ramchandani, PMP, AICP  
October 11, 2022



# AGENDA

- About OIPI
- Resources
- Context and Overview
- Program Components
- Roles and Responsibilities
- FY23 GAP-TA Application
- Questions and Comments



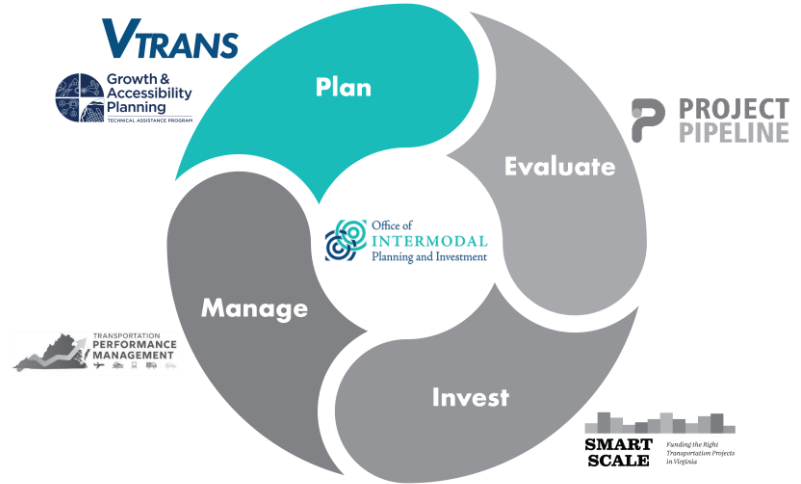


## ABOUT OIPI

# ABOUT OIPI

- The Office of Intermodal Planning and Investment (OIPI) resides within the Office of the Secretary of Transportation.
- OIPI supports and advises the Secretary and the Commonwealth Transportation Board (CTB) on planning and programming-related policy matters.

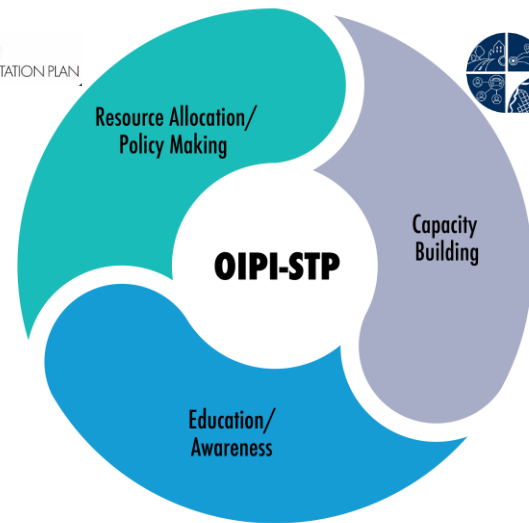
## OIPI Program Areas



# ABOUT OIPI | STATEWIDE TRANSPORTATION PLANNING (STP)

- Within OIPI, the Growth and Accessibility Planning (GAP) Technical Assistance (TA) Program is managed by OIPI's Statewide Transportation Section (STP).
- OIPI-STP focuses on the following responsibilities:
  1. Assist the CTB Chairperson and members with the statewide transportation plan, VTrans.
  2. Provide and administer technical assistance.
  3. Support state and regional planning and investment programs.
  4. Monitor, review, and support various statewide planning activities

## Role of OIPI-STP



**InteractVTRANS** | Map Explorer

**InteractVTRANS** | Data Explorer

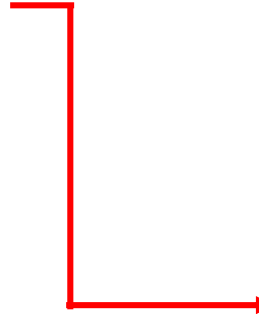


---

## RESOURCES

# RESOURCES | INFORMATION ON THIS MEETING

- This presentation and a recording of this webinar will be made available on [vtrans.org](https://vtrans.org) under meetings.



The screenshot displays the VTrans website interface. At the top, there is a navigation bar with links for 'About', 'VTrans - Transportation Plan', 'GAP - Technical Assistance', 'Resources', and 'VTRANS'. A main banner features a news update dated September 1, 2022, titled 'Federal Agency Approves Virginia's Freight Plan', with a 'View All Updates' link. Below the banner is a search bar. The 'Meetings' section is highlighted, showing four upcoming events:

SEPT 14, 2022   2:00 PM	SEPT 20, 2022   2:00 PM	SEPT 29, 2022   10:00 AM	OCT 11, 2022   11:00 AM
<a href="#">OPI Growth and Accessibility Planning (GAP) Technical Assistance Program: Informational Webinar # 1 for FY23 Application Intake</a>	<a href="#">TRB Scenario Planning Conference</a>	<a href="#">Fredericksburg Metropolitan Planning Organization (FAMPO) Freight Summit</a>	<a href="#">OPI Growth and Accessibility Planning (GAP) Technical Assistance Program: Informational Webinar # 2 for FY23 Application Intake</a>
Office of Intermodal Planning and Investment	Transportation Research Board (TRB)	Fredericksburg Area MPO	Office of Intermodal Planning and Investment

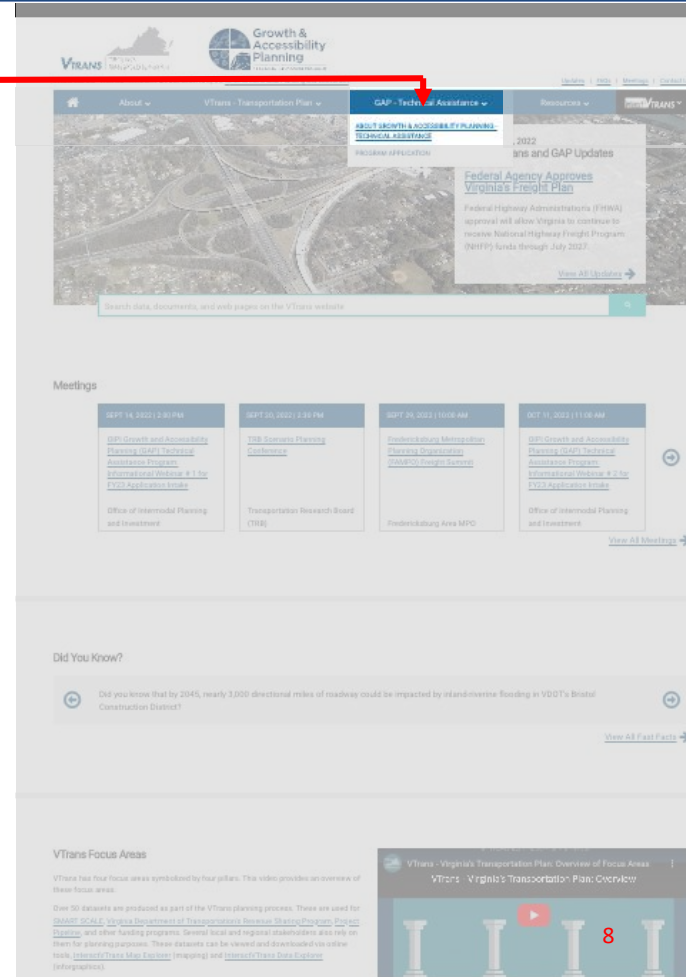
Below the meetings list is a 'Did You Know?' section with a fact: 'Did you know that in 2020, Virginia's annual port volume reached nearly 2.9 million TEUs (Twenty-foot equivalent units)?'. At the bottom, there is a 'VTrans Focus Areas' section with a video player titled 'VTrans - Virginia's Transportation Plan: Overview of Focus Areas'.



RESOURCE: [Meetings Webpage](https://vtrans.org/get-involved/meetings) (<https://vtrans.org/get-involved/meetings>)

# RESOURCES | FY23 GAP-TA PROGRAM GUIDANCE

- [The GAP-TA webpage on vtrans.org](https://vtrans.org) includes resources for applicants and recipients of the award.
  - The GAP-TA FY23 Program Guidance document includes applicant eligibility, eligible activities, evaluation criteria, etc.





# RESOURCES | FY23 GAP-TA PROGRAM APPLICATION

- The GAP-TA program application is now live on [vtrans.org](https://vtrans.org).



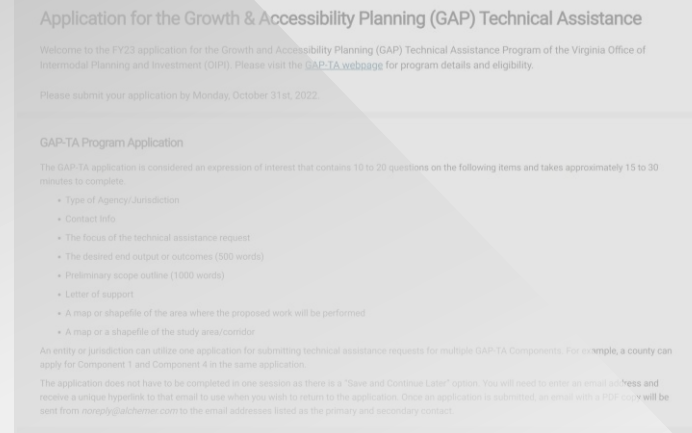
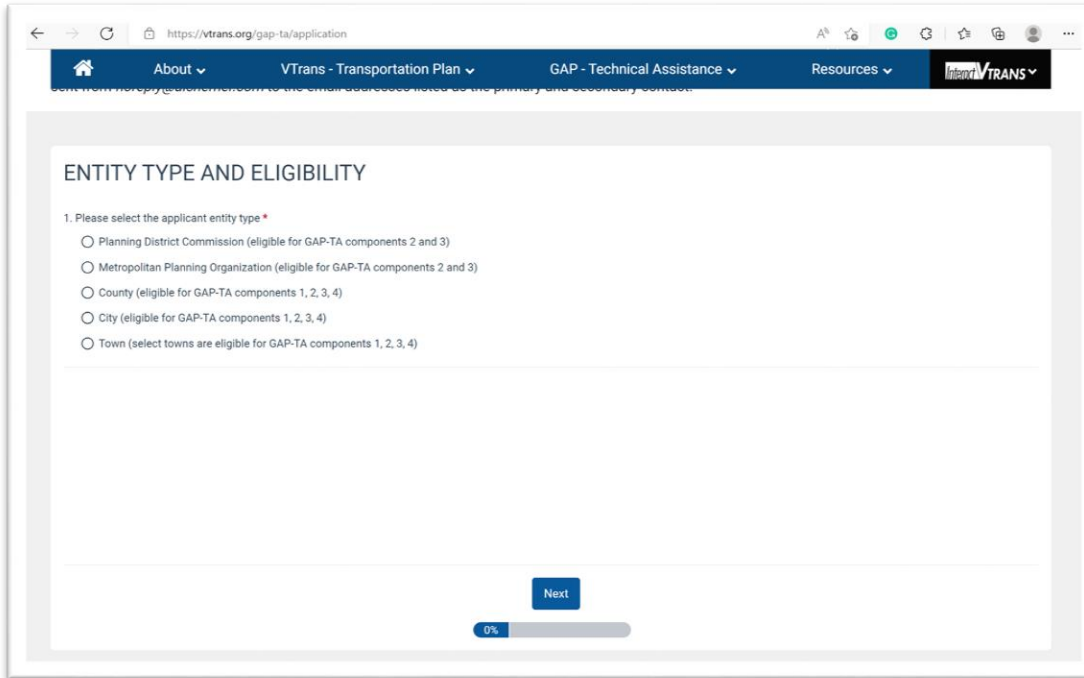
The screenshot shows the VTRANS website interface. At the top, there are navigation menus for "About", "VTRANS - Transportation Plan", "GAP - Technical Assistance", and "Resources". A dropdown menu is open under "GAP - Technical Assistance", with "PROGRAM APPLICATION" highlighted. A red arrow points from the text in the slide to this link. Below the navigation, there is a search bar and a featured article titled "Federal Agency Approves Virginia Freight Plan". A "Meetings" section lists several upcoming events, including "GAP Growth and Accessibility Planning (GAP) Technical Assistance Program Administrative Meeting # 1 for FY23 Application Intake" on September 14, 2022. A "Did You Know?" section contains a fact about roadway flooding. At the bottom, there is a "VTRANS Focus Areas" section with a video player showing "VTRANS - Virginia's Transportation Plan: Overview of Focus Areas".



RESOURCE: [GAP-TA Application](https://vtrans.org/gap-ta/application) (<https://vtrans.org/gap-ta/application>)



# RESOURCES | FY23 GAP-TA PROGRAM APPLICATION



RESOURCE: [GAP-TA Application](https://vtrans.org/gap-ta/application) (<https://vtrans.org/gap-ta/application>)



---

## CONTEXT AND OVERVIEW

- **OIPI's Technical Assistance Activities**

- 2010 – 2017: Urban Development Area (UDA) Program
- 2020 – present: Growth and Accessibility Planning (GAP) TA

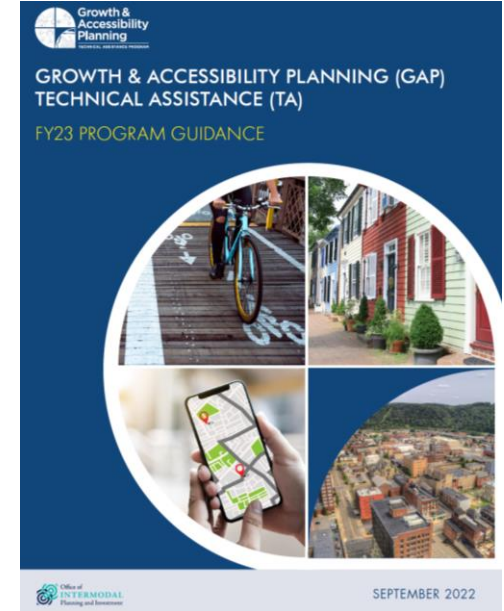
- **Over the last two fiscal years, over 20 jurisdictions have received technical assistance awards worth over \$2.0 million.**

	FY21	FY22
<b>Applications</b>	<b>27</b>	<b>14</b>
<b>Jurisdictions*</b>	<b>22</b>	<b>15</b>
<b>Awards - Total</b>	<b>16</b>	<b>8</b>
• Component 1	9	3
• Component 2	1	0
• Component 3	5	2
• Component 4	1	3

\* Includes all applicants listed in joint applications

# CONTEXT AND OVERVIEW | FY23 PROGRAM GUIDANCE

- **The GAP-TA Program Guidance document has been updated for the FY23 application cycle to:**
  1. Incorporate feedback received from applicants and other stakeholders;
  2. Reflect administrative streamlining to achieve more efficiency and consistency across OIPI's Statewide Transportation Planning (STP) Section's efforts;
  3. Clarify and reflect the roles and responsibilities of all stakeholders and entities responsible for funding, owning, and maintaining transportation assets (e.g., Virginia Department of Transportation (VDOT), Department of Rail and Public Transportation (DRPT), counties);
  4. Ensure greater adherence to performance-based planning principles across different awards; and,
  5. Several miscellaneous updates.



## CONTEXT AND OVERVIEW | NOTEWORTHY ITEMS

1. **GAP provides flexibility to address much-needed planning challenges while streamlining coordination with OIPI, VDOT, and DRPT.**
2. **There is no local match requirement. OIPI provides 100% funds required to conduct the scoped work.**
3. **GAP is not a grant program. Technical assistance is provided through access to an available and suitable team through OIPI's Statewide Transportation Planning (STP) contract.**
4. **The focus is on planning activities. Activities such as traffic or roadway operations, roadway design, transit facility design, transit operations, etc., are not eligible.**



## CONTEXT AND OVERVIEW | NOTEWORTHY ITEMS

6. **FY23 minimizes overlap with other technical assistance opportunities offered by OIPI, VDOT, and DRPT.**
7. **GAP focuses on technical analysis only. Recipients are expected to lead and conduct public and stakeholder involvement activities.**
8. **GAP relies on performance-based planning. Recommendations that cannot be substantiated via data or do not conform to existing planning/engineering standards cannot be included.**





## GAP-TA PROGRAM COMPONENTS



# GAP-TA PROGRAM COMPONENTS

## TYPES OF AWARDS

## ELIGIBLE ENTITIES



1. Conduct multimodal planning within existing or planned Urban Development Areas (UDAs) or Growth Areas.

City      County      Town\*      MPO      PDC



2. Develop or evaluate strategies to address emerging planning issues.



3. Develop a performance-based planning process.



4. Conduct multimodal planning outside urbanized areas.



\* Towns responsible for the 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](#)

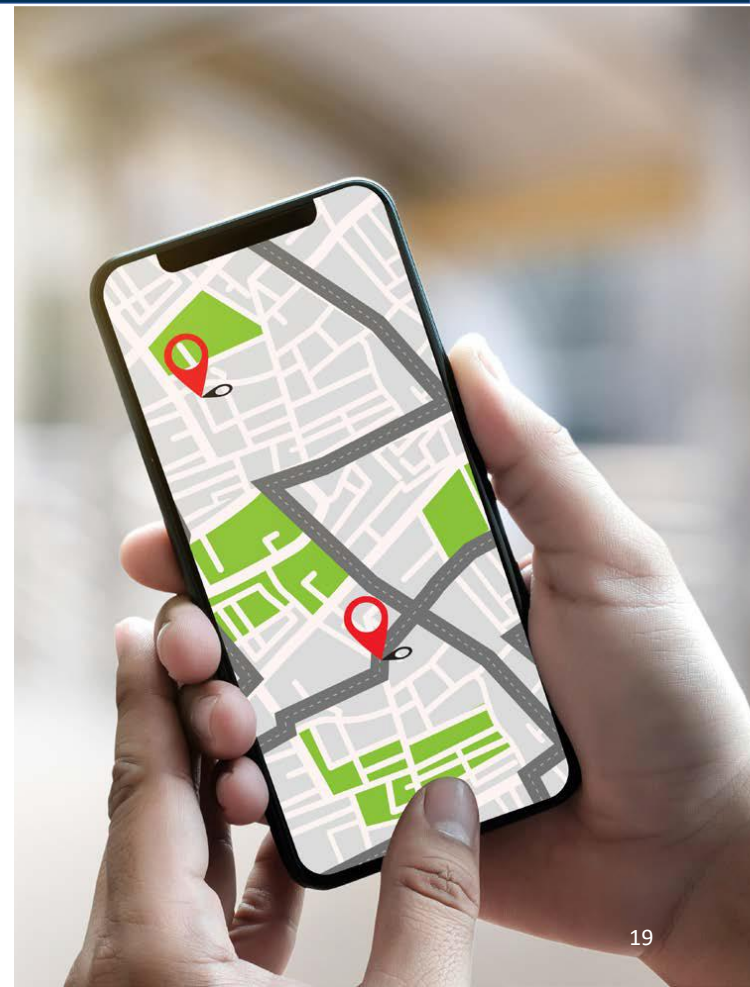
# COMPONENT 1 | MULTIMODAL PLANNING FOR UDA / GROWTH AREA

- **Eligible Activities:** 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
- **Duration: Up to nine (9) months**
- **Noteworthy Items**
  - Urban Development Areas (UDA) designation is a local decision. However, since this component focuses on planning within a UDA, the recipient is expected to initiate an appropriate comprehensive plan update to designate a UDA to become eligible.
  - Planning to identify a UDA is not an eligible activity.
  - Technical Assistance is to plan within an existing or planned UDA area identified by a locality.
  - Learn more: [How to designate an Urban Development Area \(UDA\)](https://vtrans.org/resources/FY23_GAP-TA_Program_Guidance.pdf#page=7)



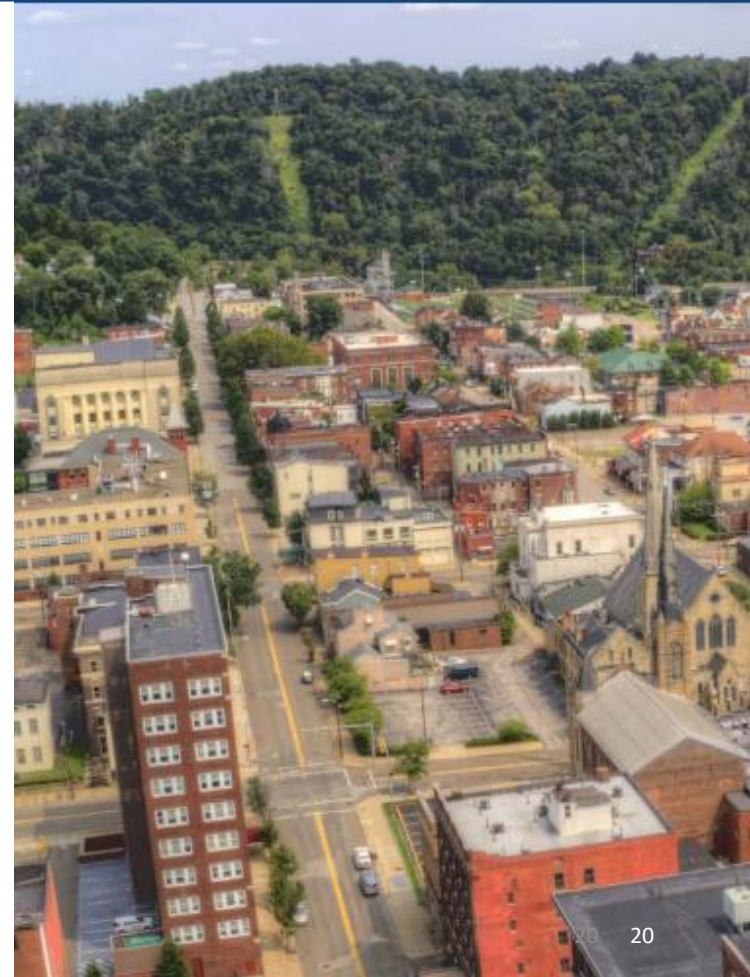
# COMPONENT 2 | STRATEGIES FOR EMERGING PLANNING ISSUES

- **Eligible Activities:** Planning for:
  - Land use and transportation impacts of proliferation of shared mobility
  - 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.
- **Duration: Up to 9-15 months**
- **Noteworthy Items**
  - Note that there are different durations for developing strategies and testing already implemented strategies.



# COMPONENT 3 | DEVELOP PERFORMANCE-BASED PLANNING PROCESS

- **Eligible Entities**
  - 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
- **Duration: Up to nine (9) months**
- **Noteworthy Items**
  - The purpose is to allow the development of processes, not plans.
  - More specifically, technical assistance allows MPO, PDCs, and others to develop performance-based planning processes that these entities can utilize to develop products (e.g., a list of priority projects, etc.) on a recurring basis.





# COMPONENT 4 | CONDUCT MULTIMODAL PLANNING OUTSIDE URBANIZED AREAS

- **Eligible Activities:** 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
- **Duration: Up to six (6) months**





---

## ROLES AND RESPONSIBILITIES

# ROLES AND RESPONSIBILITIES

- The FY23 GAP-TA Program Guidance document includes an updated roles and responsibilities matrix for the four phases of the program:
  - Application phase
  - Award phase
  - Technical Assistance phase
  - Closing phase

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	•	•	•	•

# ROLES AND RESPONSIBILITIES | APPLICATION PHASE

- The responsibilities of key agencies during the application phase are shown in the graphic below.

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	•			



# ROLES AND RESPONSIBILITIES | AWARD PHASE


- The responsibilities of key agencies during the award phase are shown in the graphic below.

Phase	Responsibility	Role			
		OIPI	Consultant	Applicant	VDOT/ DRPT
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	•			

# ROLES AND RESPONSIBILITIES | TECHNICAL ASSISTANCE PHASE

- The responsibilities of key agencies during the technical assistance phase are shown in the graphic below.

Phase	Responsibility	Role			
		OIPI	Consultant	Applicant	VDOT/DRPT
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	•			

 Key Responsibility

# ROLES AND RESPONSIBILITIES | CLOSING PHASE

- The responsibilities of key agencies during the closing phase are shown in the graphic below.

Phase	Responsibility	Role			
		OIPI	Consultant	Applicant	VDOT/DRPT
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	•	•	•	•

- The goal is to ensure that all GAP-TA outputs are consistent with the state agencies' current standards, practices, and recommendations, namely OIPI and VDOT or DRPT.

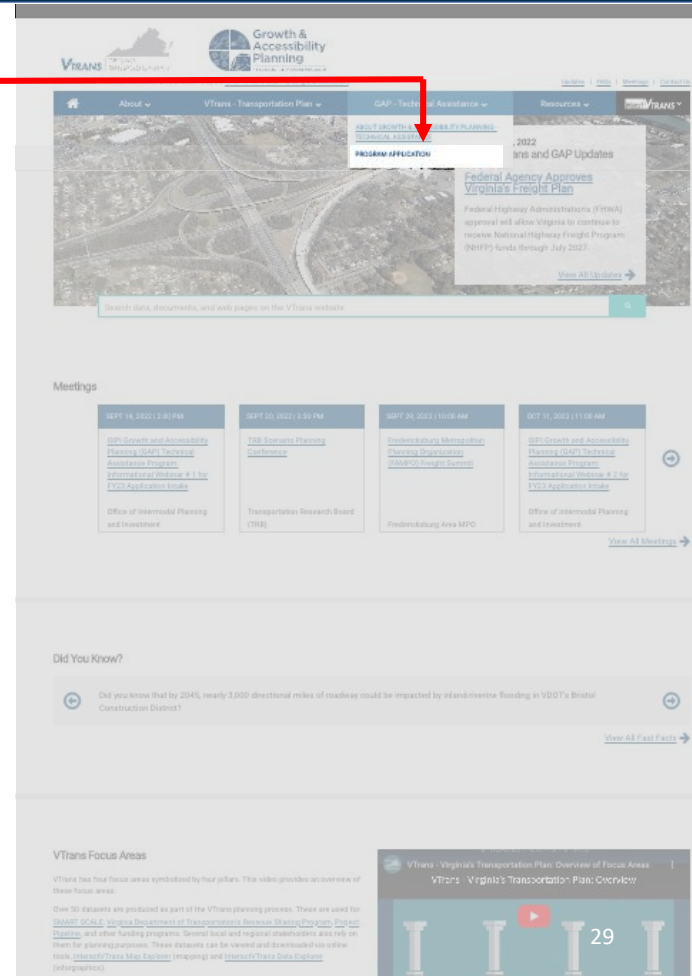
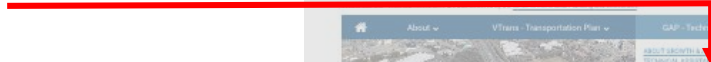


---

# APPLICATION

# GAP-TA APPLICATION | FIND GAP-TA APPLICATION

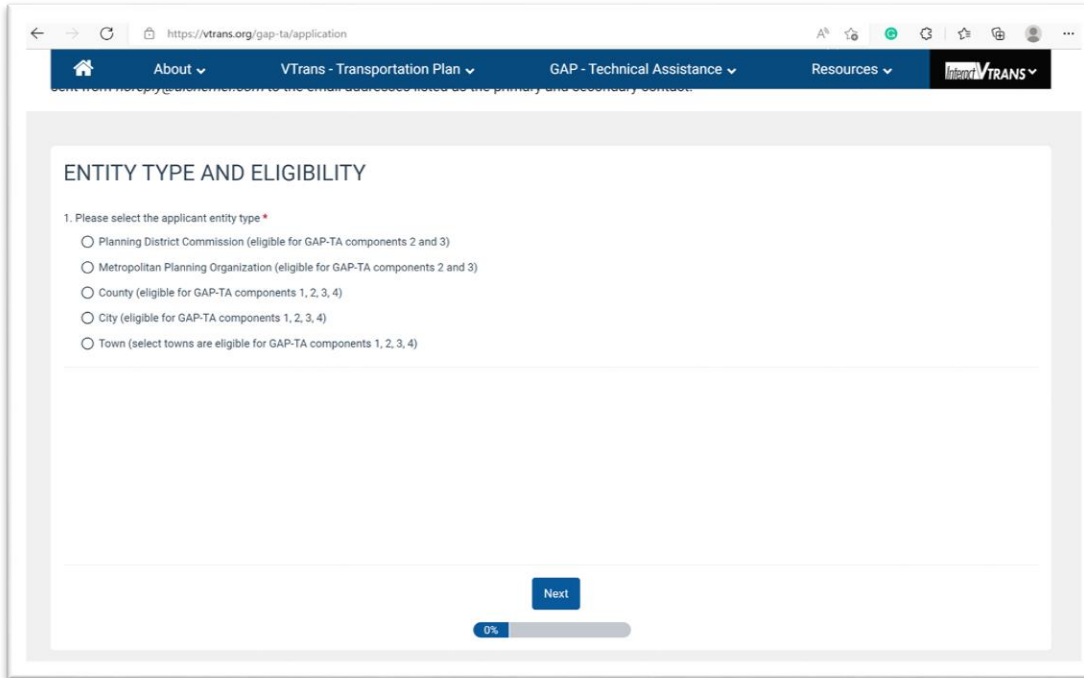
- The GAP-TA program application is now live on [vtrans.org](https://vtrans.org).



RESOURCE: [GAP-TA Application](https://vtrans.org/gap-ta/application) (<https://vtrans.org/gap-ta/application>)



# GAP-TA APPLICATION | FIND GAP-TA APPLICATION



## Application for the Growth & Accessibility Planning (GAP) Technical Assistance

Welcome to the FY23 application for the Growth and Accessibility Planning (GAP) Technical Assistance Program of the Virginia Office of Intermodal Planning and Investment (OIP). Please visit the [GAP-TA webpage](#) for program details and eligibility.

Please submit your application by Monday, October 31st, 2022.

### GAP-TA Program Application

The GAP-TA application is considered an expression of interest that contains 10 to 20 questions on the following items and takes approximately 15 to 30 minutes to complete.

- Type of Agency/Jurisdiction
- Contact info
- The focus of the technical assistance request
- The desired end output or outcomes (500 words)
- Preliminary scope outline (1000 words)
- Letter of support
- A map or shapefile of the area where the proposed work will be performed
- A map or a shapefile of the study area/corridor

An entity or jurisdiction can utilize one application for submitting technical assistance requests for multiple GAP-TA Components. For example, a county can apply for Component 1 and Component 4 in the same application.

The application does not have to be completed in one session as there is a "Save and Continue Later" option. You will need to enter an email address and receive a unique hyperlink to that email to use when you wish to return to the application. Once an application is submitted, an email with a PDF copy will be sent from [noreply@alcherm.com](mailto:noreply@alcherm.com) to the email addresses listed as the primary and secondary contact.

### ENTITY TYPE AND ELIGIBILITY

1. Please select the applicant entity type \*
- Planning District Commission (eligible for GAP-TA components 2 and 3)
  - Metropolitan Planning Organization (eligible for GAP-TA components 2 and 3)
  - County (eligible for GAP-TA components 1, 2, 3, 4)
  - City (eligible for GAP-TA components 1, 2, 3, 4)
  - Town (select towns are eligible for GAP-TA components 1, 2, 3, 4)

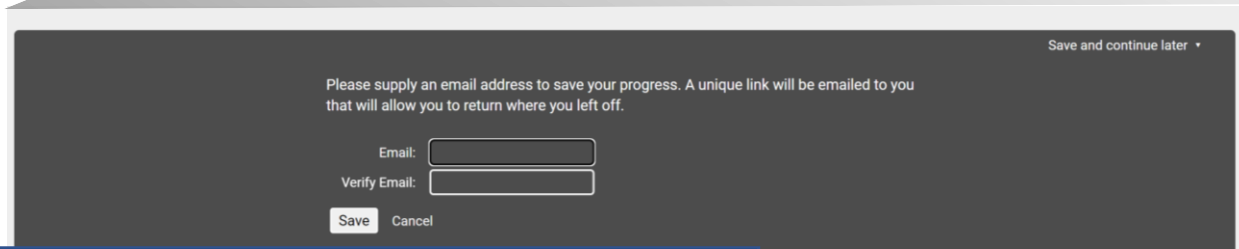
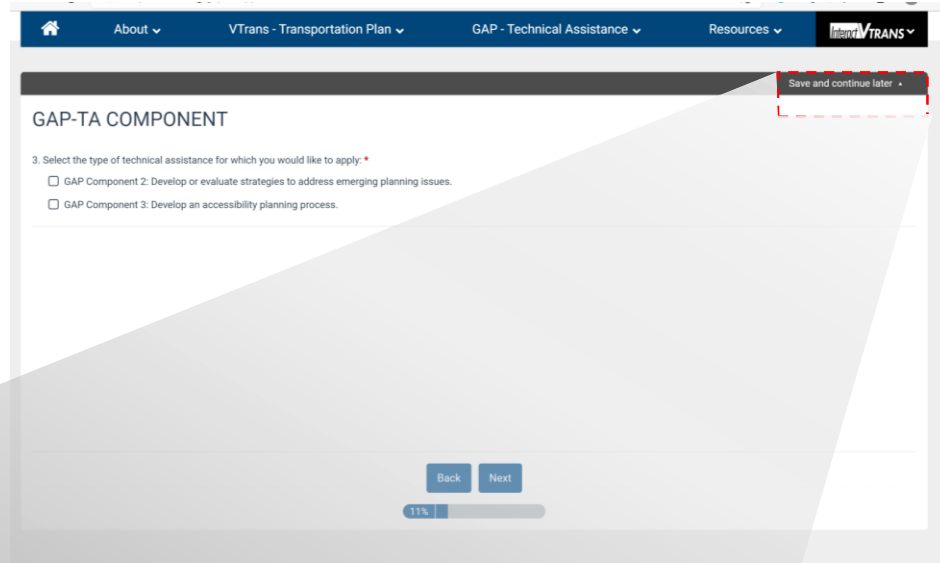
# GAP-TA APPLICATION | REQUIRED INFORMATION FOR THE APPLICATION

- **The application is an expression of intent and requires the following basic information:**
  - Jurisdiction type
  - Contact Information for primary and secondary contacts
  - The focus of the technical assistance request
  - The desired end output or outcomes
  - Preliminary scope outline
  - Map or a shapefile
- **The application also requires a letter of support from the governing body or the jurisdiction administrator (e.g., the city manager).**



# GAP-TA APPLICATION | COMPLETE APPLICATION IN MULTIPLE SESSIONS

- The application can be completed in multiple sessions.
- Please utilize the “save and continue later” option in the top-right corner.
- You will receive a unique link with a partially completed application.





# GAP-TA APPLICATION | STEPS AFTER COMPLETION

- Before submission, you will have an opportunity to review your application.
- Once submitted, you will receive an email from [noreply@alchemer.com](mailto:noreply@alchemer.com) with a PDF of the completed application for your records.
  - OIPI will also receive a copy
- If you do not receive the email, please check your spam folder or contact us at [GAP-TA@vtrans.org](mailto:GAP-TA@vtrans.org).



# GAP-TA APPLICATION | TIMELINE

- **We expect the notice to proceed to be issued in January.**
- **This timeline depends on the time required to develop the detailed scope of services.**
  - For reference, several scopes of services for the FY22 awards required a considerable amount of coordination.
  - In this cycle, we will include additional time to ensure that the management team within the recipient organization also reviews and provides feedback on the scope.

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

- **We encourage joint applications if the study area is adjacent to or will likely impact neighboring jurisdictions.**
- **GAP applications are expressions of interest. We work with applicants to develop and refine the scope of services. The FY23 GAP-TA studies will not start until January 2023, at the earliest.**
  - Consultant management is a significant task in itself. The consulting teams can help you execute your vision, but they require direction, guidance, and reviews to ensure efficient utilization of resources.
  - The average duration for the GAP-TA award is six months, and schedule adherence is vital for us. Please ensure that there is internal staff availability.
  - Our experience indicates that the recipient's clear vision, internal coordination, and high responsiveness are essential for successfully completing the GAP-TA awards on time and within budget.
- **One of the key recipient responsibilities is to ensure internal and external support for the planned effort before the application and during the technical assistance phases.**
  - Please ensure support and clarity around the objectives of the requested technical assistance.

# CONTACT INFORMATION

- Please complete the application by **October 31<sup>st</sup>, 2022**.
- Please contact us at [GAP-TA@vtrans.org](mailto:GAP-TA@vtrans.org) for questions and comments.



## **QUESTIONS AND COMMENTS**

