



COMMONWEALTH of VIRGINIA
Office of the
SECRETARY of TRANSPORTATION

GROWTH AND ACCESSIBILITY PLANNING (GAP) TECHNICAL ASSISTANCE PROGRAM FY 2025: OVERVIEW WEBINAR 1

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September 18, 2024



AGENDA

- Purpose of the Webinar
- About GAP-TA
- Resources
- GAP-TA Program Components
- FY25 GAP-TA Application
- Roles and Responsibilities
- Timeline
- Points of Contact
- Next Steps

- Question and Answers



PURPOSE OF THIS WEBINAR

- This optional webinar overviews the Virginia Office of Intermodal Planning and Investment's (OIP) Growth and Accessibility Planning (GAP) Technical Assistance program.
- The webinar focuses on select items and does not include all information provided in the GAP-TA Program Guidance document.
- A second webinar, scheduled for October 2, will include the same presentation with a question-and-answer session.



ABOUT GAP-TA

- The Office of Intermodal Planning and Investment (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 \(CTB\)](#).
- For nearly a decade, OIPI has offered technical assistance for planning within Urban Development Areas (UDAs) or growth areas designated per Virginia Code Section 15.2-2223.1.
- In 2020, a new technical assistance program called Growth and Accessibility Planning (GAP) was launched, expanding the scope of OIPI's technical assistance.

ABOUT GAP-TA | HISTORY

- In addition to planning within UDAs, the GAP-TA program includes planning technical assistance for:
 - Emerging areas (e.g., shared mobility)
 - Process development (e.g., the process of updating long-term plans)
 - Growth areas in designated non-urban areas (note the UDA designation is not required)

Fiscal Year	Number of Awards	Total Amount for Technical Assistance
2021	16	\$1,513,786
2022	8	\$535,105
2023	8	\$617,917
2024	No application intake	
2025	Ongoing	Ongoing
Total*	32	\$2,666,808

*FY2021 through FY2024

ABOUT GAP-TA | PROGRAM GOALS

- Advance CTB's Vision for transportation in Virginia
- Conduct activities per OIPI's responsibilities outlined in [Virginia Code Section 2.2-229](#)
- Help Virginia's localities better prepare for long-term trends identified in the CTB's policy for the VTrans Long-term Risk and Opportunity Register
- Support the intent of [Virginia Code Section 15.2-2223.1](#)

ABOUT GAP-TA | OTHER ASSISTANCE OPPORTUNITIES

- **The GAP-TA Program is not intended to duplicate other available technical assistance opportunities such as OIPI's Project Pipeline or VDOT's STARS and Arterial Preservation Programs.**
- **The GAP-TA Program cannot assist with activities including, but not limited to, traffic or roadway operations, roadway design, transit facility design, transit operations, or sewer or stormwater design activities.**
- **All applications submitted for the GAP-TA program are reviewed and, if needed, shared with the relevant VDOT and OIPI programs listed above to identify a suitable fit between the scope and the technical assistance program.**
 - Please note that the GAP-TA applications do not replace or augment applications processes for other funding or technical assistance programs.

- **How is Technical Assistance (TA) defined?**

- Technical assistance is provided through access to the OIPI's Statewide Transportation Planning (STP) Consultant.
- OIPI does not provide direct financial assistance or reimbursement for any expenses related to the scoped activities, management of selected consultants, or conduct of related and supportive ancillary activities.
- OIPI selects a consulting team based on availability and qualifications to ensure uniformity in methods and techniques across different GAP-TA program awards.

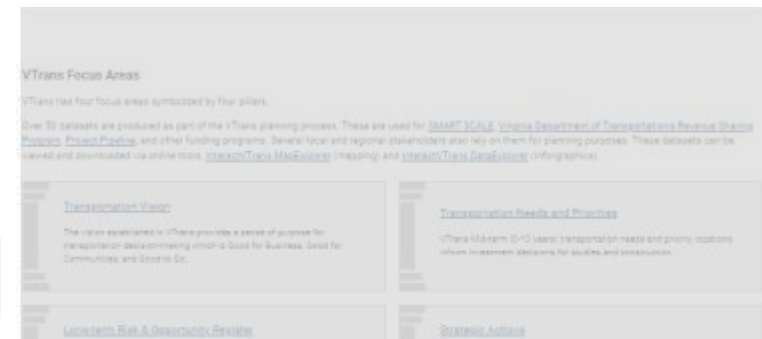


RESOURCES

- This presentation and a webinar recording will be available on vtrans.virginia.gov under meetings.



Meetings



- [The GAP-TA webpage on vtrans.virginia.gov](https://vtrans.virginia.gov) includes resources for applicants and recipients of the award.
- The webpage also includes a list of previous awards.



RESOURCES | NOTEWORTHY CHANGES FOR FY25

- The GAP Program Guidance Document for the FY25 Application Intake has been updated.
- Noteworthy Changes since the FY23 GAP-TA Application Intake include the following:
 - Application Evaluation Criteria for Component 2 (Develop or evaluate strategies to address emerging planning issues) and Component 3 (Develop an accessibility planning process) now include “History of technical assistance provided by OIPI.” (Pages 8 and 9 of the GAP-TA Guidance Document)
 - Data Standards, Requirements, and Guidelines specify that “Cost estimates shall be created using Pre-Quantity Tool (PQT) developed by the VDOT Cost Estimation Office.” (Page 13 of the GAP-TA Guidance Document)



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 Resources Management (ITRM) policy. All data, information, and lists compiled shall be compatible with a normalized relational database.
 - Floating Assessment
 - Travel Time Index (TTI)
 - Planning Time Index (PTI)
 - Level of Travel Time Reliability (LOTTR)
 - Virginia Equity Emphasis Area Index
 - Truck Bottlenecks
 - Freight Performance Measures
 - Freight Commodity Flows
 - Walk Score®, Walk Score®, Transit Score®
2. OIPI's Internet/Vitess Map(s) system will be the primary source for data including, but not limited to the following:
 - 2021 Vitess Mid-term Needs
 - 2019 Vitess Mid-term Priority Locations
 - Payment Condition
 - Bridge and Culvert Condition
 - Speed Limit
 - Functional Classification
 - Crash Data
 - Roadway and Truck Volume (AADT)
 - Slope
 - Street-Related Accessory Use 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
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.
8. Cost estimates shall be created using Pre-Quantity Tool (PQT) developed by the VDOT Cost Estimation Office.



GAP-TA PROGRAM COMPONENTS

GAP-TA PROGRAM COMPONENTS



1. Conduct multimodal planning within existing or planned UDAs or Growth Areas

GAP-TA PROGRAM COMPONENTS



2. Develop or evaluate strategies to address emerging planning issues

1. Conduct multimodal planning within existing or planned UDAs or Growth Areas

GAP-TA PROGRAM COMPONENTS

3. Develop an accessibility planning process



2. Develop or evaluate strategies to address emerging planning issues



1. Conduct multimodal planning within existing or planned UDAs or Growth Areas



GAP-TA PROGRAM COMPONENTS

3. Develop an accessibility planning process



4. Conduct multimodal planning outside urbanized areas



2. Develop or evaluate strategies to address emerging planning issues



1. Conduct multimodal planning within existing or planned UDAs or Growth Areas



- **Purpose:** Conduct multimodal planning within existing or planned Urban Development Areas (UDAs) or Growth Areas established per [Virginia Code Section 15.2-2223.1](#).
- **Eligible Entities**
 - Cities
 - Counties
 - Towns responsible for the development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their infrastructure and qualify to receive payments under [Virginia Code §33.2-319](#)
- **Duration** (from the date of Contractor Notice to Proceed)
 - Up to 12 months

Expectation

- UDA designation is at the local jurisdiction's discretion. **If a locality receives GAP-TA assistance for Component 1, it is expected.**
- Technical Assistance is provided to plan within an existing or planned UDA area identified by the locality. If a UDA does not exist, the locality is expected to initiate an appropriate comprehensive plan update.



- **Eligible Activities:** Support the intent of the [Virginia Code § 15.2-2223.1](#), namely support “traditional neighborhood design” by planning for:
 - Pedestrian-friendly road design
 - Connectivity of road and pedestrian networks
 - 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
 - Planning for food access and addressing food deserts

- **Noteworthy Items**

- The term UDA is not required (e.g. Strategic Growth Area, Designated Growth Area, Development District, Transit Supportive Area, Mixed Use/Residential Area, etc.)
- UDAs encompass a wide variety of land uses and densities
- The key is to reduce growth impacts on transportation networks by promoting efficient development patterns featuring traditional neighborhood design.

- **Resources**

- How to designate a UDA ([Factsheet](#))

- **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 sidewalks 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

- **Purpose:** Develop or evaluate strategies to address emerging planning issues
- **Eligible Entities**
 - MPOs
 - PDCs
 - Transit operators, pursuant to [Virginia Code § 58.1-638\(A\)\(4\)\(b\)\(2\)](#)
 - Cities
 - Counties
 - 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](#)
- **Duration (from the date of Contractor Notice to Proceed)**
 - Develop strategies: Up to 9 months; Evaluate strategies: Up to 30 months

Expectation

Develop strategies, identify best practices to be replicated statewide



- **Eligible Activities: Including, but not limited to, the following:**
 - Land use and transportation impacts of proliferation of shared mobility¹
 - 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 needs or challenges
 - 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 needs or challenges
 - Planning for the projected proliferation of electric vehicles, including, but not limited to, modifying building codes, on- and off-street parking considerations, etc.

¹As defined per the Taxonomy and Definitions for Terms Related to Shared Mobility and Enabling Technologies, SAE International Publication J3163, issued September 2019

- **Expected Outcomes**

- 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.

- **Purpose:** Develop an accessibility planning process
- **Eligible Entities**
 - MPOs
 - PDCs
 - Cities
 - Counties
 - Towns responsible for the development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their infrastructure and qualify to receive payments pursuant to [Virginia Code §33.2-319](#)
- **Duration (from the date of Contractor Notice to Proceed)**
 - Up to 15 months

Expectation

- The purpose is to allow development of processes, not plans.
- More specifically, technical assistance is to allow MPO, PDCs, and others to develop performance-based planning processes that these entities can utilize to develop products (e.g., list of priority projects, etc.) on recurring basis.



- **Eligible Activities:** Including, but 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

Stakeholder and public input are integral to performance-based planning process, not substitutes or replacements.

- **Expected Outcomes**

- A planning process that the recipient of the GAP Technical Assistance Program can utilize for future updates of, for example, Long-Range Transportation Plans (LRTPs), Comprehensive Plans, Rural Long-Range Transportation Plans, Bicycle-Pedestrian Plans, etc.

Example:

Policy for the Identification and Prioritization of VTrans Mid-term Needs



More information:

- [VTrans Mid-term Needs and Priorities](https://vtrans.virginia.gov/resources/VTrans_Mid-term_Needs_and_Priorities)

- **Purpose:** Conduct multimodal planning outside urbanized areas.
- **Eligible Entities**
 - PDCs
 - Transit operators, pursuant to [Virginia Code § 58.1-638\(A\)\(4\)\(b\)\(2\)](#)
 - Cities
 - Counties
 - 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](#)
- **Duration** (from the date of Contractor Notice to Proceed)
 - Up to 9 months



- **Eligible Activities: Support planning for:**

- Pedestrian-friendly road design
- Connectivity of road and pedestrian networks
- 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
- Planning for food access and addressing food deserts

- **Expected Outcomes**

- Need identification and planning for multi-modal transportation infrastructure
- Reconfirmation of existing sidewalks and bicycle lanes by direction or a complete inventory of existing sidewalks and bicycle lanes by direction
- A set of location-specific multimodal improvements identified based on performance-based planning to potentially inform the execution of the VTrans Policy for the Identification and Prioritization of Mid-term Needs



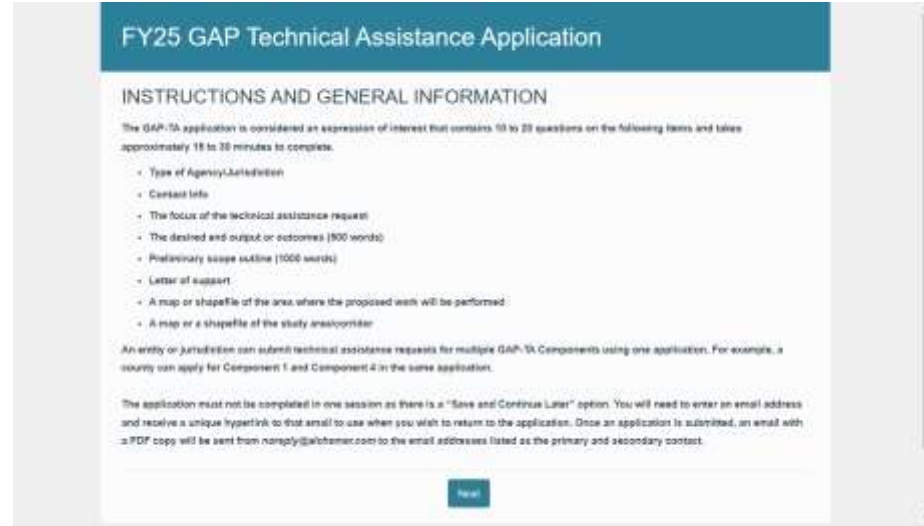
GAP-TA FY25 APPLICATION

FY25 PROGRAM APPLICATION

- **Application form can be located here: <https://vtrans.virginia.gov/gap-ta/application>**
 - GAP-TA application includes 12 to 18 questions and takes approximately 15 minutes to complete if the following items are prepared in advance
 - Letter of support
 - The desired end output or outcomes (up to 500 words)
 - Preliminary outline (up to 1000 words)
 - Map or a shapefile
- **An entity or jurisdiction can apply for more than one type of technical assistance, but we anticipate awarding no more than one award per entity or jurisdiction.**
 - An entity or jurisdiction can submit use a single application to apply for more than GAP-TA Component (e.g. apply for Component 1 and Component 4 in the same application)

FY25 PROGRAM APPLICATION | ACCESS

- Application does not have to be completed in one session.
 - Utilize *Save and Continue Later* option.
- Once submitted, you and OIPI will receive an email from noreply@alchemer.com with a PDF of the completed application for your records
 - Please review and notify OIPI of any errors or inconsistencies immediately



The screenshot shows a web page titled "FY25 GAP Technical Assistance Application" with a teal header. Below the header is a section titled "INSTRUCTIONS AND GENERAL INFORMATION". The text explains that the application is an expression of interest with 10 to 20 questions, taking 15 to 20 minutes. It lists six required items: Type of Agency/Jurisdiction, Contact info, Focus of the request, Desired output (300 words), Preliminary scope outline (1000 words), Letter of support, and a map or shapefile. It also notes that multiple components can be applied for in one application and that a "Save and Continue Later" option is available, which requires an email address for notifications. A "Next" button is visible at the bottom of the page.

FY25 GAP Technical Assistance Application

INSTRUCTIONS AND GENERAL INFORMATION

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 20 minutes to complete.

- Type of Agency/Jurisdiction
- Contact info
- The focus of the technical assistance request
- The desired end output or outcomes (300 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 submit technical assistance requests for multiple GAP/TA Components using one application. For example, a county can apply for Component 1 and Component 4 in the same application.

The application must not 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 want to return to the application. Once an application is submitted, an email with a PDF copy will be sent from noreply@alchemer.com to the email addresses listed as the primary and secondary contact.

[Next](#)



ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES

- A successful GAP-TA application has four phases.
 - Application
 - Award
 - Technical Assistance
 - Closing

Phase	Responsibility	Role			
		OIPI	Consultant	Applicant	VDOT/DRP
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	*			
	Review draft final deliverables	o	*	*	*
	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

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	*			

We are here.

Note that detailed scopes of services are developed AFTER applications have been identified for further development.

ROLES AND RESPONSIBILITIES | AWARD PHASE

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	*			

After OIPI issues notices to proceed, OIPI will schedule a kick-off meeting to bring all parties together.

ROLES AND RESPONSIBILITIES | TECHNICAL ASSISTANCE PHASE

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	*				

Note that the applicant is responsible for conducting meetings and making presentations to public and agency officials.

ROLES AND RESPONSIBILITIES | CLOSING PHASE

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	•	•	•	•

• Review framework, methods, and criteria



NOTEWORTHY ITEMS

NOTEWORTHY ITEMS

- **GAP-TA applications are expressions of intent to ensure the process is as simple and accessible as possible.**
 - Detailed scopes of service are not required for applications.
 - After application intake, OIPI shortlists applications and works with applicants to develop a detailed scope of services to obtain a fee estimate from consultants.
 - Please consider submitting a concise and focused application that outlines the purpose, the end product, and the intended usage of the product.

NOTEWORTHY ITEMS (CONT.)

- **Please evaluate the need for appropriate internal and external (agencies and public) involvement.**
 - If coordination or outreach is needed, please consider listing it in the application.
- **Please ensure continued public, local, and regional agency support for the scoped work and intended outcomes before and throughout all four GAP-TA phases.**
- **Please plan for staff involvement.**
 - It is critically important that applicants identify focused and plausible outcomes for consultants to execute.
 - Applicant involvement and leadership are crucial to ensuring timely completion of the awards with desired outcomes.

TIMELINE

Phase	Date
Application Intake Opens	September 4, 2024
OIPI Provides Information and Guidance	September 4, 2024 - November 1, 2024
Application Intake Ends	November 1, 2024
Application Evaluation Completed	December 1, 2024
Applicants Notified	December 6, 2024
Develop Detailed Scope of Services	December 6, 2024 - January 17, 2025
OIPI Issues Notice to Proceed	January 31, 2025
Kickoff Meetings	February 2025
Quarterly Update Meetings	To be determined with the recipients at a later date

 **We are here**

POINTS OF CONTACT

- **Please directly contact OIPI for any questions.**
 - Jitender Ramchandani, 804-489-4295, Jitender.Ramchandani@oipi.virginia.gov
 - Daniel Fourquet, 804-217-1165, Daniel.fourquet@oipi.virginia.gov

Or,

GAP-TA@oipi.virginia.gov

- **Question and Answers**
- **Application deadline: November 1, 2024**