

**Ron Kirby**

---

**From:** Pegram, Herbert L. [mailto:Herbert.Pegram@VDOT.Virginia.gov]  
**Sent:** Tuesday, January 23, 2007 9:38 AM  
**To:** CO TMPD MPO; CO TMPD PDC  
**Cc:** District Transportation Planners; Tischer, Mary Lynn; Spence, Kimberly P.; Graham, Katherine A.  
**Subject:** Multimodal Planning Grants

Dear MPO and PDC Directors:

***COMMONWEALTH OF VIRGINIA***  
***Office of the Secretary of Transportation***

**FOR IMMEDIATE RELEASE**

**January 23, 2007**

Contact: Mary Lynn Tischer  
(804) 225-2813  
Kimberly Spence [Kimberly.Spence@VDOT.Virginia.gov](mailto:Kimberly.Spence@VDOT.Virginia.gov)  
(804) 371-3864

**Secretary Homer Announces Availability of Land Use and  
Multimodal Planning Grants**

**RICHMOND** -Secretary of Transportation Pierce R. Homer today announced the availability of \$3.24 million in grants for multimodal planning assistance and training for regional planning bodies, local governments and public transportation agencies to facilitate the development of integrated studies on land use and transportation planning.

Potential studies include development of land use and transportation plans, collection of land use data, development of model local ordinances, preparation of regional corridor plans, analysis of freight movement, planning for populations with limited mobility, and training in multimodal planning and land use.

The grants will be provided through two programs administered by the Commonwealth's Multimodal Transportation Planning Office, whose charge is to encourage multimodal solutions for Virginia's transportation concerns.

"The effort to integrate land use and transportation planning is a key element in addressing the growing impact of congestion on the quality of life for all Virginians," Secretary Homer said. "These grant programs will provide transportation planners with additional tools and information to look beyond single-mode solutions to transportation issues."

In the Local and Regional Corridor Planning Grant Program, grants will be awarded to applicants for projects performed by their own staff or consultants. In the Multimodal

and Land Use Plan Development Assistance Program, grants will be awarded for eligible projects that will be completed by consultants of the Commonwealth's Multimodal Transportation Planning Office. Both programs will use the same criteria to evaluate applications.

Applicants are requested to submit a grant letter of intent outlining the proposed project by March 1, 2007. Grant recipients will be announced May 1, 2007. For more information on the grant application process and schedule go to [www.vtrans.org](http://www.vtrans.org) or contact the Commonwealth's Multimodal Transportation Planning Office toll free at 1-866-835-6070 or [statewideplan@vdot.virginia.gov](mailto:statewideplan@vdot.virginia.gov).

*Herbert L. Pegram*

*Program Administration Specialist*

*Multimodal Planning Office*

*Telephone (804) 786-2865*

*Fax (804) 225-4785*

*Email : [herbert.peggram@VDOT.Virginia.gov](mailto:herbert.peggram@VDOT.Virginia.gov)*

# **Multimodal Planning Grants**

**2007**

**January 18, 2007**

# List of Contents

<b>SUMMARY OF 2007 GRANT PROGRAMS</b>	<b>1</b>
<b>FREQUENTLY ASKED QUESTIONS</b>	<b>4</b>
<b>2007 SELECTION PROCESS</b>	<b>7</b>
<b>2007 SELECTION CRITERIA</b>	<b>9</b>
<b>APPLICANT GRANT LETTER OF INTENT - 2007</b>	<b>11</b>
<b>GRANT LETTER OF INTENT EVALUATION FORM - 2007</b>	<b>14</b>
<b>APPENDIX: CODE OF VIRGINIA</b>	<b>16</b>

# Summary of 2007 Grant Programs

The Multimodal Planning Office has two programs aimed at providing assistance and support for multimodal transportation planning. With the *Local and Regional Corridor Planning Grant Program*, grants are awarded to applicants to use their own staff or consultants. With the *Multimodal and Land Use Plan Development Assistance Program*, grants will be awarded for use of consultants hired by the Multimodal Office. A 10% in-kind services match is required for both programs. The application and selection criteria are the same for both programs. No maximum award amount is identified. The Programs provide support for planning and funds cannot be used for operations or preliminary engineering. Grant recipients are requested to present results and lessons learned at a multimodal transportation forum.

## **Local and Regional Corridor Planning Grant Program**

This program will provide grants to help local and regional governments perform multimodal planning and integrated studies of transportation and land use. For this grant program, local, regional, and state agencies will perform the work or use their own consultants.

## **Multimodal and Land Use Plan Development Assistance Program**

This program will provide training and support for development of implementable plans that advance multimodal planning and better land use. The goals of the program are twofold: (1) education and training in multimodal and land use planning and (2) development of implementable plans. Local, regional, and state agencies may apply to participate in the program and the Multimodal Office will provide consultants to perform the work.

## **Potential Projects**

The two Multimodal Planning Grant Programs will be provided to train state, regional, and local staff, collect data, and develop implementable plans that advance context sensitive solutions; bicycle, pedestrian, and transit alternatives; compact urban design; access management; coordination of land use and transportation efforts; congestion reduction; and community visions of a balanced, multimodal transportation system. The programs encourage intergovernmental cooperation, regional planning, public-private partnerships, and coalitions. Potential studies include, but are not limited to, the following:

- Development of land use and transportation plans that promote the efficient use of transportation facilities and enhance the quality of life.

- Development of critical land use inventories and other data to support transportation planning.
- Development and implementation of model local ordinances that encourage access management, corridor preservation, and mixed use development.
- Development of intergovernmental agreements that provide for multi-jurisdictional planning of land use, zoning, development, and transportation decisions.
- Development of public-private plans and agreements that address transportation, affordable housing for workers, and employment centers
- Creation of multi-community corridor plans to develop efficient transportation facilities and land uses.
- Analysis of freight movement.
- Planning for populations with limited mobility
- Training for state, regional, and local staff in multimodal planning and land use. (Multimodal and Land Use Plan Development Assistance Program only)

### **Eligible Applicants**

- Metropolitan Planning Organizations
- Planning District Commissions
- Local governments
- Local or regional transit agencies
- Transportation authorities or commissions
- State agencies (in partnership with one of the above)

## Schedule

<b>Task</b>	<b>Timeframe</b>
Obligate funds	January
Amend SPR Work Program	January
Receive comments on criteria and process (VACO, VML, transit operators, MPOs, PDCs, etc.)	December 28 – January 12
Revise criteria and process as necessary	January 16
Announce grants and solicit GLOIs	January 18
GLOIs due	March 1
Selection committee evaluates GLOIs	March 2 – March 16
Contact selected applicants	March 19
Second submittals due	April 13
Selection committee reviews second submittals	April 16 – April 27
Announce grant recipients	May 1
Process task orders (on-call) Prepare grant agreements (grants) Amend UPWPs (urban and rural)	May 1 – June 1
Conduct third-party procurement (for grantees using their own consultants)	June 1 – October 1

## Frequently Asked Questions

- *What is the difference between the two programs offered by the Multimodal Office?* The major difference between the *Local and Regional Corridor Planning Grant Program* and the *Multimodal and Land Use Plan Development Assistance Program* is use of a consultant already on call to the Multimodal Office or use of your own staff or consultant. Additionally, training for multimodal planning and land use is an eligible project type under the Multimodal and Land Use Plan Development Assistance Program. Both programs require a 10% in-kind services match; federal funds may not be used to provide the in-kind services match.
- *Why is there a two-step application process?* The Multimodal Office recognizes that developing grant proposals and project work plans is time consuming and therefore requires a fully developed work plan only after the proposed project has been selected to advance.
- *What amount will I be limited to requesting?* No maximum award amount is identified.
- *How long will I have to complete the project?* In general, the expectation is that the project will be completed within 18 months of having a signed agreement.
- *What other time limits will I be subjected to?* If using your own consultants, they should be secured within 5 months of having a signed agreement.
- *Can my agency use federal money to provide the in-kind services match?* No, federal funds may not be used to provide the in-kind services match.
- *Who will decide who receives grants?* A selection committee will be comprised of representatives from the Commonwealth's Multimodal Office and the following state agencies:
  - Department of Aviation
  - Department of Rail and Public Transportation
  - Department of Motor Vehicles
  - Department of Transportation
  - Virginia Port Authority

- *What types of activities will be eligible for consideration?* Eligible activities include, but are not limited to:
  - Development of land use, infrastructure plans and services that promote the efficient use of transportation facilities and enhance the quality of life.
  - Development of critical land use inventories and other data to support transportation planning.
  - Development and implementation of model local ordinances that encourage access management, corridor preservation, and mixed use development.
  - Development of intergovernmental agreements that provide for multi-jurisdictional planning of land use, zoning, development, and transportation decisions.
  - Development of public-private plans and agreements that address transportation, affordable housing for workers, and employment centers.
  - Creation of multi-community corridor plans to develop efficient transportation facilities and land uses.
  - Analysis of freight movement.
  - Planning for populations with limited mobility
  - Training for state, regional, and local staff in multimodal planning and land use. (Multimodal and Land Use Plan Development Assistance Program only)
  
- *Who is eligible to receive grants?* Eligible participants include:
  - Metropolitan Planning Organizations
  - Planning District Commissions
  - Local governments
  - Local or regional transit agencies
  - Transportation authorities or commissions
  - State agencies (in partnership with one of the above)
  
- *Must the Virginia Public Procurement Act (VPPA) be followed by grantees?* Yes. A Third Party Agreement must also be in place if the grant recipient wishes to use their own consultant to perform the work. If grant recipients do not have a VPPA-compliant procurement process in place, they are to use VDOT's procurement process to ensure compliance.
  
- *Should I apply to both programs?* The application and selection criteria are the same for both programs. Applicants must indicate on the application to which program they are applying. Both programs may be applied for on the same application. Depending on the quantity and cost of the proposed grants, applicants may be requested to consider one program over the other. There is no need to submit two applications.

- *Who can I contact for more information on the grant programs?* For more information on the grant programs contact Herbert Pegram at (804) 786-2865 or [Herbert.Pegram@vdot.virginia.gov](mailto:Herbert.Pegram@vdot.virginia.gov) or visit our website at [www.vtrans.org](http://www.vtrans.org).

# 2007 Selection Process

## **Funding**

This is a competitive process. \$1,990,000 is available through the *Local and Regional Corridor Planning Grant Program*. Another \$1,250,000 will be available through the *Multimodal and Land Use Plan Development Assistance Program*.

## **Grant Letter of Intent**

Eight hard copies and an electronic copy of the Grant Letter of Intent (GLOI) are to be received by the Grant Coordinator by 5:00 PM on March 1, 2007:

Herbert Pegram  
Grant Coordinator  
1401 East Broad Street  
Richmond, VA 23219  
[Herbert.Pegram@vdot.virginia.gov](mailto:Herbert.Pegram@vdot.virginia.gov)

## **Internal Evaluation Process**

The Grant Coordinator will distribute the GLOIs to the Selection Committee members for evaluation using the grant selection criteria. Within four weeks, the Selection Committee will make a recommendation to the Multimodal Office Director as to which applicants will be requested to advance and submit a full scope of work, schedule, and cost estimate.

## **Selection Process**

The Multimodal Office will contact selected applicants and request a more detailed scope of work, schedule, and cost estimate.

## Schedule

<b>Task</b>	<b>Timeframe</b>
Obligate funds	January
Amend SPR Work Program	January
Receive comments on criteria and process (VACO, VML, transit operators, MPOs, PDCs, etc.)	December 28 – January 12
Revise criteria and process as necessary	January 16
Announce grants and solicit GLOIs	January 18
GLOIs due	March 1
Selection committee evaluates GLOIs	March 2 – March 16
Contact selected applicants	March 19
Second submittals due	April 13
Selection committee reviews second submittals	April 16 – April 27
Announce grant recipients	May 1
Process task orders (on-call) Prepare grant agreements (grants) Amend UPWPs (urban and rural)	May 1 – June 1
Conduct third-party procurement (for grantees using their own consultants)	June 1 – October 1

# 2007 Selection Criteria

## Minimum Qualifications

1. Project scope will have an achievable schedule that demonstrates completion within the specified time frame and budget.
2. Project scope will have a well-defined budget.
3. Project proposal identifies a 10% in-kind services match. (NOTE: The in-kind services match may not be provided with federal funds.)
4. Project facilitates identification of solutions that link existing systems, reduce congestion, improve mobility and accessibility, and provide for greater travel options and/or improve the link between transportation and land use.
5. Final product must include an action plan that identifies recommendations and strategies for plan implementation.

## Selection Criteria (up to 10 points)

1. Proposed project **exhibits local, and/or regional and public support.**  
(0-1 point)

Examples include support from MPO, PDC, local government, state government, transit providers, chambers of commerce, private sector, public sector, neighborhood groups, civic associations, environmental groups, private citizens, developers, land owners, etc.

2. Proposed project is **consistent with adopted plans and goals.**  
(0-3 points)

Examples include the statewide multimodal plan and regional long-range transportation plans.

3. Proposed project **involves an innovative approach.**  
(0-1 point)

The approach has not been tried before in Virginia or is not widespread.

4. Proposed project **advances multimodalism.**  
(0-2 points)

Multimodalism includes transit, bicycle, pedestrian, aviation, rail, freight movement, port and/or intermodal alternatives.

5. Proposed project **promotes coordination of transportation and land-use.**  
(0-2 points)
6. Proposed project **enhances connectivity between or among modes.**  
(0-1 point)

**Bonus points** (up to 4 points)

1. Proposed project is regional in nature or involves multiple jurisdictions.  
(0-2 points)
2. Proposed project provides data and/or information that support statewide planning initiatives such as the Statewide Performance Report, multimodal long-range plan update, or the Statewide Freight Study.  
(0-1 point)
3. Proposed project involves multiple modes.  
(0-1 point)

# Applicant Grant Letter of Intent - 2007

**This application is for assistance through the:** (check all that apply but indicate preference)

- Local and Regional Corridor Planning Grant Program*
- Multimodal and Land Use Plan Development Assistance Program*

**Preference:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

- MPO/PDC
- Local government
- Transit agency
- Transportation authority or commission
- State agency (in partnership with one of the above)

**Project:** \_\_\_\_\_

**Total Estimated Cost:** \_\_\_\_\_

**Contact Information:**

Name:

Title:

Agency:

Phone #:

Fax #:

E-mail Address:

Mailing Address:

**Briefly describe the transportation issues to be addressed by the proposed grant project:** (Limit description to 7 lines)

**Give a brief scope of work for the proposed grant project and provide an estimated timeline:** (Limit to 15 lines)

**Briefly describe the appropriateness of the proposed project, including benefits to be derived and how this project will improve and enhance multimodal transportation and/or the relationship between transportation and land use:** (Limit description to 7 lines)

**Briefly describe the deliverable end-product and how it could be implemented** (Limit description to 4 lines)

**Requested amount:**

**Total cost of project:**

**Source of local match:** (Minimum 10% in-kind services local match)

**Provide any additional information that would be useful to the Selection Committee in evaluating your application:** (Limit description to 7 lines)

**###**

**Please submit eight hard copies and an electronic copy of the completed Grant Letter of Intent (GLOI) to the Grant Coordinator by 5:00 PM on March 1, 2007:**

**Herbert Pegram  
Grant Coordinator  
1401 East Broad Street  
Richmond, VA 23219  
[Herbert.Pegram@vdot.virginia.gov](mailto:Herbert.Pegram@vdot.virginia.gov)**

# Grant Letter of Intent Evaluation Form - 2007

(For use by Selection Committee only.)

**This application is for assistance through the:** (check all that apply)

- Local and Regional Corridor Planning Grant Program
- Multimodal and Land Use Plan Development Assistance Program

**Preference:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

- MPO/PDC
- Local government
- Transit Agency
- Transportation authority or commission
- State agency (in partnership with one of the above)

## Minimum Qualifications

1. Does the project scope have an achievable schedule that demonstrates completion within the specified time frame and budget?  
Yes/No

2. Does the project scope have a well-defined budget?  
Yes/No

Does the project proposal identify a 10% in-kind services match?  
Yes/No (NOTE: Federal funds may not be used to provide the in-kind services match.)

3. Which transportation issue does the project address? (Check all that apply.)

- Identification of solutions that link existing systems
- Congestion reduction
- Mobility and accessibility
- Greater travel options
- Link between transportation and land use

4. Does the scope of work call for an action plan that identifies recommendations and strategies for plan implementation?  
Yes/No

**Selection Criteria**

1. How well does the proposed project exhibit local, public and/or regional support?  
Points 0-1: \_\_\_\_\_
2. Is the proposed project consistent with adopted plans and goals?  
Points 0-3: \_\_\_\_\_
3. Does the proposed project involve an innovative approach?  
Points 0-1: \_\_\_\_\_
4. How well does the proposed project advance multimodalism?  
Points 0-2: \_\_\_\_\_
5. How well does the proposed project promote coordination of transportation and land-use?  
Points 0-2: \_\_\_\_\_
6. Does the proposed project enhance connectivity between modes?  
Points 0-1: \_\_\_\_\_

**Bonus points (up to 3 points)**

1. Is the proposed project regional or multi-jurisdictional?  
Points 0-2: \_\_\_\_\_
2. Does the proposed project provide data and/or information that support statewide planning initiatives such as the Statewide Performance Report, statewide multimodal plan update, or the Statewide Freight Study?  
Points 0-1: \_\_\_\_\_

**This application would be best handled through:**

- Local and Regional Corridor Planning Grant Program
- Multimodal and Land Use Plan Development Assistance Program

**Reviewer:** \_\_\_\_\_

## Appendix: Code of Virginia

Authority: Title 33.1, Code of Virginia.

A.1. Included in the amount for ground transportation system planning and research is no less than \$4,000,000 the first year and no less than \$4,000,000 the second year from the highway share of the Transportation Trust Fund for the planning and evaluation of options to address transportation needs.

2. In addition, the Commonwealth Transportation Board may approve the expenditures of up to \$2,000,000 the first year and \$1,000,000 the second year from the highway share of the Transportation Trust Fund for the following activities:

a. In the first year, \$1,000,000 for the study of freight and the movement of goods throughout the Commonwealth. The study, as outlined in the April 2005 VTrans 2025 Action Plan, shall review and assess the Commonwealth's freight infrastructure and needs. The study will be federally funded to the maximum extent possible.

b. No less than \$1,000,000 the first year and \$1,000,000 the second year for the completion of advance activities, prior to the initiation of an individual project's design along existing highway corridors, to determine short-term and long-term improvements to the corridor. Such activities shall consider safety, access management, alternative modes, operations, and infrastructure improvements. Such funds shall be used, but are not limited to, the completion of activities prior to the initiation of an individual project's design or to benefit identification of needs throughout the state or the prioritization of those needs. For federally eligible activities, the activity or item shall be included in the Commonwealth Transportation Board's annual update of the Six-Year Improvement program so that (i) appropriate federal funds may be allocated and reimbursed for the activities and (ii) all requirements of the federal Statewide Transportation Improvement Program can be achieved.

3.a. The Office of Multimodalism shall recommend to the Commonwealth Transportation Board all allocations of such funds in this paragraph. The planning and evaluation may be conducted or managed by the Department of Transportation, Department of Rail and Public Transportation, or another qualified entity selected and/or approved by the Commonwealth Transportation Board.