

# AGENDA

## CVTA TECHNICAL ADVISORY COMMITTEE

**Monday, August 9, 2021**  
**1:00 p.m.**

### Zoom Meeting

Members of the public may observe the meeting via YouTube Live Streaming at [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA). Opportunities for sharing comments are described in the [Public Participation](#) guide on the [www.PlanRVA.org](http://www.PlanRVA.org) website.

**Members**

- Town of Ashland
- Charles City County
- Chesterfield County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- VA House of Delegates
- Senate of VA
- Commonwealth Transportation Board

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- VDRPT
- VDOT
- VA Port Authority
- GRTC
- RMTA

**WELCOME AND INTRODUCTIONS**

*(Eure)*.....

**STATEMENT REGARDING VIRTUAL MEETINGS**

*(Parsons)*..... page 1

**ROLL CALL & CERTIFICATION OF A QUORUM**

*(Eure)*.....

**1. Consideration of Amendments to the Action Meeting Agenda**

*(Eure)*.....

**2. Approval of July 12, 2021 CVTA TAC Action Meeting Minutes**

*(Eure)*..... page 2

**Action Requested**

**3. Public Comment Period – Open**

*(Eure/5 minutes)*.....

**4. CVTA TAC Chairman’s Report**

*(Eure/5 minutes)*.....

**5. CVTA TAC Staff Update**

*(Parsons/Gregory/10 minutes)*..... page 5

- a. AECOM Invoicing Update
- b. Meeting Schedule Overview – FY 22
- c. RRTPO State/Federal Budget Presentation - Recap
- d. Personnel Committee Update
- e. Finance Committee Update

- 6. **Regional Project Prioritization Update**  
*(Walker/30 minutes)*..... page 6
  - a. **Draft CVTA Regional Project Selection and Allocation Framework**
  - b. **Schedule****Action Requested:** Motion to recommend to the Authority to adopt the Regional Project Selection and Allocation Framework.
  
- 7. **VDOT Budget Update – Fall Line**  
*(Riblett/10 minutes)*.....  
**Information Only**
  
- 8. **CVTA TAC Member Comments**  
*(Eure/5 minutes)*.....
  
- 9. **Next Meeting: September 13, 2021**  
*(Eure)*.....
  
- 10. **Adjournment**  
*(Eure)*.....

CAP/nm  
 Attachments

## Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Central Virginia Transportation Authority were transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID. The opportunity for public bodies to continue functioning in a virtual format has been extended and meetings of the Richmond Regional Planning District Commissions will continue to be held in a virtual format as authorized by Va. Code § 15.2-1413 from June 30, 2021 to December 31, 2021. This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020, as most recently amended by Ordinance No. 2021-181, adopted June 28, 2021 (Richmond City Council Action).

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org). All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY  
TECHNICAL ADVISORY COMMITTEE (TAC)**

**MEETING SUMMARY  
Zoom Meeting  
July 12, 2021**

**Members and Alternates Present:**

|                             |   |                            |   |   |   |
|-----------------------------|---|----------------------------|---|---|---|
| <b>Town of Ashland</b>      |   | <b>Charles City County</b> |   | <b>Chesterfield County</b>              |   |
| Nora Amos                   | x | Rhonda Russell             | x | Barbara K. Smith                        | x |
|                             |   |                            |   | Chessa D. Walker (A)                    | x |
|                             |   |                            |   |   |   |
| <b>Goochland County</b>     |   | <b>Hanover County</b>      |   | <b>Henrico County</b>                   |   |
| Michael Campbell            | x | Joseph E. Vidunas          | x | Todd Eure, FY22 Chair                   | x |
| Thomas M. Coleman (A)       | x | J. Michael Flagg (A)       | x | Sharon Smidler (A)                      | x |
|                             |   |                            |   |   |   |
| <b>New Kent County</b>      |   | <b>Powhatan County</b>     |   | <b>City of Richmond</b>                 |   |
| Justin M. Stauder           | x | Bret Schardein             | x | Dironna Moore Clarke<br>FY22 Vice Chair | x |
| Kelli Le Duc (A)            |   | Vacant (A)                 |   | Travis A. Bridewell (A)                 |   |
|                             |   |                            |   |   |   |
| <b>VDRPT*</b>               |   | <b>VDOT*</b>               |   | <b>Virginia Port Authority</b>          |   |
| Jennifer B. DeBruhl         | x | R. Shane Mann              | x | Barbara Nelson                          | x |
| Tiffany T. Dubinsky (A)     | x | Mark Riblett (A)           | x |   |   |
|                             |   |                            |   |   |   |
| <b>GRTC Transit System*</b> |   |                            |   |   |   |
| Adrienne Torres             | x | <b>RMTA*</b>               |   | <b>PlanRVA/RRTPO*</b>                   |   |
| Emily E. DelRoss (A)        | x | Joi Taylor Dean            | x | Chet Parsons                            | x |

\*Non-voting members

The technology used for this meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

**CALL TO ORDER**

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Mr. Todd Eure, presided and called the July 12, 2021 CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:00 p.m.

**ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

Nicole Mueller, Program Coordinator, took attendance by roll call and certified that a quorum was present.

**1. Consideration of Amendments to the Action Meeting Agenda**

There were no requested changes to the meeting agenda. Seeing and hearing no objections the July 12, 2021 agenda was approved by acclamation as presented.

## **2. Approval of June 14, 2021 CVTA TAC Action Meeting Minutes**

There were no comments or corrections to the meeting minutes. On motion of Barbara K. Smith, seconded by Michael Campbell, the CVTA TAC unanimously approved the minutes of the June 14, 2021 action meeting by acclamation as presented (voice vote).

## **7. Draft Transit Service Governance Report**

The Central Virginia Transportation Authority has a responsibility under the Code of Virginia to assess the current form of transit governance of services in the region. The specific language in the Code is as follows:

... That the Central Virginia Transportation Authority, as created by Chapter 37 (§ 33.2-3700 et seq.) of Title 33.2 of the Code of Virginia, as created by this act, shall evaluate the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district pursuant to Chapter 19 (§ 33.2-1900 et seq.) of Title 33.2 of the Code of Virginia, and report the results of such evaluation to the Governor and the General Assembly no later than December 1, 2020.

An extension for the completion of the Transit Service Governance Report was granted to June 30, 2021. In coordination with the Secretary's office, additional time was provided to ensure the completion of a satisfactory report prior to September 1, 2021. The CVTA Transit Service Governance Subcommittee served as a steering committee, guiding the work of an AECOM team to develop the report. The committee worked closely with the CVTA TAC to ensure the report met the demands of the Code of Virginia and have recommended that TAC accept the report as complete.

On motion of Barbara K. Smith, seconded by Dironna Moore Clarke, the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee unanimously recommended CVTA approval of the following resolution as presented (Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee recommend the CVTA accept the report as complete, fulfilling the requirements of the Code of Virginia, and transmit the accepted report to the Governor and General Assembly upon acceptance.

## **8. CVTA TAC Member Comments**

Chair Eure introduced Barbara Nelson as a new non-voting member on the CVTA Technical Advisory Committee representing the Virginia Port Authority.

## **9. Next CVTA Technical Advisory Committee Meeting**

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on August 9, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

## **12. Adjournment**

Chairman Eure adjourned the meeting at 2:05 p.m. on July 12, 2021.

## APPENDIX A

### CVTA Technical Advisory Committee (TAC) – Voting Record Tables

#### Item 7. Action on Draft Transit Service Governance Report

| Jurisdiction/Agency | Member/Alternate (A) | Aye | Nay | Abstain | Absent |
|---------------------|----------------------|-----|-----|---------|--------|
| Town of Ashland     | Nora Amos            | x   |     |         |        |
|                     |                      |     |     |         |        |
| Charles City County | Rhonda Russell       | x   |     |         |        |
|                     |                      |     |     |         |        |
| Chesterfield County | Barbara K. Smith     | x   |     |         |        |
|                     |                      |     |     |         |        |
| Goochland County    | Michael Campbell     | x   |     |         |        |
|                     |                      |     |     |         |        |
| Hanover County      | Joseph E. Vidunas    | x   |     |         |        |
|                     |                      |     |     |         |        |
| Henrico County      | Todd Eure            | x   |     |         |        |
|                     |                      |     |     |         |        |
| New Kent County     | Justin M. Stauder    | x   |     |         |        |
|                     |                      |     |     |         |        |
| Powhatan County     | Bret Schardein       | x   |     |         |        |
|                     |                      |     |     |         |        |
| City of Richmond    | Dironna Moore Clarke | x   |     |         |        |
|                     |                      |     |     |         |        |
| <b>TOTAL</b>        |                      | 9   |     |         |        |

# MEMORANDUM

**To:** Central Virginia Transportation Authority (CVTA)

**From:** Chet Parsons, Acting Executive Director, CVTA

**Date:** July 16, 2021

**Subj:** Proposal of FY 2022 Regular Meeting Dates of the CVTA Authority and CVTA Committees

PlanRVA would like to propose the following dates for meetings of the CVTA Authority, CVTA Technical Advisory Committee, and CVTA Finance Committee:

| Technical Advisory | Finance  | Authority          | Notes  |
|--------------------|--|--------------------|--|
| July 12, 2021      | July 16, 2021  | July 16, 2021      |  |
| August 9, 2021     | August 11, 2021  | Cancelled          | Summer schedule  |
| September 13, 2021 | September 8, 2021  | September 24, 2021 |  |
| TBD- Columbus Day  | October 13, 2021   | October 29, 2021   |  |
| November 8, 2021   | November 10, 2021  | Cancelled          | Avoiding Thanksgiving  |
| December 13, 2021  | December 8, 2021   | December 3, 2021   | Avoiding Christmas   |
| January 10, 2022   | January 5, 2022 (1 <sup>st</sup> Wednesday of the month) | January 28, 2022   | 2022 VA General Assembly Legislative Session begins on 1/12/22 |
| February 14, 2022  | February 9, 2022   | February 25, 2022  |  |
| March 14, 2022     | March 9, 2022  | March 25, 2022     |  |
| April 11, 2022     | April 13, 2022   | April 29, 2022     |  |
| May 9, 2022        | May 11, 2022   | Cancelled          | Avoiding Memorial Day  |
| June 13, 2022      | June 8, 2022   | June 3, 2022       | Summer schedule  |

# CVTA Regional Project Selection and Allocation Framework

**\*\*DRAFT\*\***



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## Overview

The 2020 General Assembly legislation, House Bill 1541, created the Central Virginia Transportation Authority (CVTA), allowing the Richmond region use specified tax revenues to fund transportation needs of the region (Code of Virginia Section 33.2-3700 - 3713):

The funds for the CVTA are generated through the following sources:

- Sales and use tax of 0.7 percent (revenue collection began October 2020)
- Wholesale gas tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection began July 2020)

These tax generated funds are to be divided accordingly:

- 15% to the Greater Richmond Transit Company (GRTC) to provide transit and mobility services
- 35% to the CVTA for regional transportation projects
- 50% distributed proportionally to each member locality for local projects which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality

## CVTA Regional Funds

The 35% of CVTA funds designated for regional transportation projects is projected to generate approximately \$65 million per year or \$390 million over a six-year period. In order to spend these funds, state code requires the Authority to develop a prioritization process based on objective analysis that considers the benefits of a project relative to its cost. This framework document serves to document the project selection and allocation process. The process should be reviewed and updated after each funding cycle to implement improvements through lessons learned and to remain flexible to changes in available funding (i.e., future bonding capacity).

A motivating factor in establishing the CVTA was the region's desire to fund needed regional transportation projects which were not likely to be funded through other sources due to their high project costs. It is through this lens that the project selection and allocation process was developed. Member localities and regional transportation partners will engage in a competitive process where projects are submitted for funding. Together, the CVTA members will assess the projects' merit and regional value before determining final allocations.

## Project Selection Process

The process for obtaining CVTA regional funding for transportation projects will be selective as regional needs surpass the available funding. To ensure a fair and transparent process, the following four-step project selection process has been developed. A general description of each step is included below.

## Step 1: Project Submissions

### Funding Cycle and Schedule

The CVTA regional funding cycle will be on an annual basis. CVTA staff will work with the CVTA Technical Advisory Committee (TAC) to develop an application schedule. A calendar of the project selection process will be published each cycle at least a month in advance of the call for projects. CVTA staff will present the project selection schedule to the TAC. All applications and supplemental materials are due by the application deadline. CVTA staff will provide a reminder to TAC before the deadline and indicate the preferred method of submission.

### Sponsor Eligibility and Application Limits

All CVTA locality members, and non-voting agency members are eligible to submit requests for CVTA regional funding. The number of applications allowed per locality member will be two times the weighted voting for localities. Non-voting agencies will be allowed to submit one application. Refer to **Table 1**.

**Table 1: CVTA Regional Funds – Application Limit by Sponsor Type**

| CVTA Member Locality/Agency                                   | Population* | CVTA Weighted Votes | Total Applications |
|---|-------------|---------------------|--------------------|
| Town of Ashland   | 7,553       | 1                   | 2                  |
| Charles City County   | 7,331       | 1                   | 2                  |
| Chesterfield County   | 333,450     | 4                   | 8                  |
| Goochland County  | 22,277      | 2                   | 4                  |
| Hanover County  | 96,460      | 3                   | 6                  |
| Henrico County  | 320,717     | 4                   | 8                  |
| New Kent County   | 20,468      | 2                   | 4                  |
| Powhatan County   | 28,442      | 2                   | 4                  |
| City of Richmond  | 217,938     | 4                   | 8                  |
| Greater Richmond Transit Company (GRTC)                       |             | Non-Voting Member   | 1                  |
| Port of Virginia  |             | Non-Voting Member   | 1                  |
| Richmond Metropolitan Transportation Authority (RMTA)         |             | Non-Voting Member   | 1                  |
| Virginia Department of Transportation (VDOT)                  |             | Non-Voting Member   | 1                  |
| Virginia Department of Rail and Public Transportation (VDRPT) |             | Non-Voting Member   | 1                  |
| Total Number of Possible Applications =                       |             |                     | 51                 |

\*July 1, 2015 Weldon Cooper

### Project Categories and Eligibility

Funding is limited and regional needs are abundant; therefore, criteria was established to constrain the list of eligible projects to focus on projects that would provide regional rather than local benefits. Applications submitted for CVTA regional funding will be classified into seven categories: Highway, Bike/Pedestrian, Transit, Multimodal, Bridge, Studies, and Preliminary Engineering (PE)-Only. Proposed projects must meet the criteria defined in **Tables 2 and 3** to be eligible for CVTA regional funding.

**Table 2: Project Categories and Eligibility for CVTA Regional Funding (1 of 2)**

| Project Category    | Eligibility Criteria   | Potential Projects  |
|---------------------|--|---|
| Highway             | <ul style="list-style-type: none"> <li>▪ Limited-Access Roadways               <ul style="list-style-type: none"> <li>» No volume threshold criteria</li> <li>» Interstate (e.g., I-95, I-64, I-295)</li> <li>» Freeway (e.g., Route 288, Route 150, Powhite Parkway)</li> </ul> </li> <li>▪ Arterial Roadways               <ul style="list-style-type: none"> <li>» Existing Roadways                   <ul style="list-style-type: none"> <li>– Principal arterial with an existing ADT &gt; 20,000 VPD</li> <li>– Minor arterial with an existing ADT &gt; 20,000 VPD                       <ul style="list-style-type: none"> <li>• Sources: VDOT Functional Classification Map, VDOT published count book or traffic count data</li> </ul> </li> </ul> </li> <li>» New Alignments                   <ul style="list-style-type: none"> <li>– Submitting locality/agency to justify based on:                       <ul style="list-style-type: none"> <li>• Expected functional classification, supported by comprehensive plan</li> <li>• Projected ADT, within 20 years, that meets 20,000 VPD threshold defined above</li> </ul> </li> </ul> </li> <li>» Intersections                   <ul style="list-style-type: none"> <li>– Intersection of two arterials, at least one leg with ADT &gt; 20,000 VPD</li> </ul> </li> </ul> </li> <li>▪ Projects on the following highway priority corridors are eligible (no functional classification or volume threshold criteria):               <ul style="list-style-type: none"> <li>» Arterial Preservation Network (APN)                   <ul style="list-style-type: none"> <li>– Source: VDOT’s Arterial Preservation program</li> </ul> </li> <li>» Corridor of Statewide Significance (CoSS)                   <ul style="list-style-type: none"> <li>– Source: OIPI’s VTrans2040 the state’s long-range multimodal transportation plan</li> </ul> </li> </ul> </li> <li>▪ A map showing eligible roadways based on the above criteria (not including New Alignments) can be found here: <a href="https://arcg.is/00q9yL">https://arcg.is/00q9yL</a></li> </ul> | <ul style="list-style-type: none"> <li>▪ Road widening</li> <li>▪ Realignment, extension, or relocation</li> <li>▪ New interchange or interchange modification</li> <li>▪ Grade separation</li> <li>▪ Intersection improvements</li> <li>▪ New road or alignment</li> <li>▪ ITS improvements</li> </ul> |
| Bike/<br>Pedestrian | <ul style="list-style-type: none"> <li>▪ Limited to regional trail networks               <ul style="list-style-type: none"> <li>» Regional trail defined as: multi-jurisdictional trail with a defined/conceptual alignment</li> <li>» Infrastructure supporting a regional trail</li> <li>» Spurs that directly connect to regional trails are eligible</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>▪ Example regional trails: Fall Line Trail, East Coast Greenway, James River Heritage Trail</li> <li>▪ Trailheads, parking lots, support stations</li> </ul>   |

ADT = Average Daily Traffic

VPD = Vehicles Per Day

**Table 3: Project Categories and Eligibility for CVTA Regional Funding (2 of 2)**

| Project Category             | Eligibility Criteria  | Potential Projects  |
|------------------------------|---|---|
| Transit                      | <ul style="list-style-type: none"> <li>▪ Limited to leveraging funds/local match funds for other federal and state fund sources, for regional capital transit projects</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Bus Rapid Transit (BRT)</li> <li>▪ Express Routes</li> <li>▪ Fixed route or on-demand service</li> <li>▪ Transit stations or centers</li> </ul>  |
| Multimodal                   | <ul style="list-style-type: none"> <li>▪ Park and Ride lots</li> <li>▪ Rail and Port</li> <li>▪ Limited to leveraging funds/local match funds for other federal and state fund sources, for park and ride lots for construction or expansion; rail and port capacity or capital improvements</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Capacity change in intermodal corridors including highways, navigable waterways, and rail</li> <li>▪ Intercity passenger rail</li> <li>▪ New, relocated, and station upgrades</li> </ul> |
| Bridge                       | <ul style="list-style-type: none"> <li>▪ Bridge must be on State of Good Repair (SGR) eligibility list (posted annually <a href="http://www.virginiadot.org/projects/state-of-good-repair/">www.virginiadot.org/projects/state-of-good-repair/</a>) and meet CVTA Highway regionally-eligible criteria</li> <li>▪ SGR eligibility criteria (must meet all three criteria)               <ul style="list-style-type: none"> <li>» Bridge reconstruction or replacement projects</li> <li>» Bridge designated structurally deficient</li> <li>» Bridge on the National Bridge Inventory (NBI)</li> </ul> </li> <li>▪ New bridge projects are not eligible in this category and will be considered in the Highway project category</li> <li>▪ Bridge rehabilitation and replacement projects that include betterment (adding capacity, bike/pedestrian, etc.) will be categorized in the most appropriate non-bridge category</li> </ul> | <ul style="list-style-type: none"> <li>▪ Bridge rehabilitation and replacement projects – unsuccessful in securing SGR funds</li> </ul>   |
| Studies                      | <ul style="list-style-type: none"> <li>▪ Studies involving CVTA regionally-eligible facilities</li> <li>▪ Studies that are part of an agency’s work program will not be considered for CVTA regional funds</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Operational and Safety studies</li> <li>▪ Interchange access requests (IAR)</li> <li>▪ Transit feasibility studies</li> <li>▪ Regional bike/pedestrian alignment studies</li> </ul>      |
| Preliminary Engineering-Only | <ul style="list-style-type: none"> <li>▪ PE-Only projects involving CVTA regionally-eligible facilities with a total project estimate of \$20 M or greater</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Preliminary engineering to clear environmental reviews</li> <li>▪ Development of construction plans to right-of-way stage</li> </ul>   |

## Step 2: Project Screening

All projects requesting CVTA regional funding will be screened by CVTA staff and TAC to ensure that the project is eligible for funding. The following items will be evaluated during project screening:

- Project scope is well defined and includes total cost estimate and requested CVTA regional funding amount.
- Project estimate and schedule is reasonable as determined by a third-party review.
- Submission includes supplemental data and studies, if available and the agency who will administer the project (locality/agency or VDOT).
- For study requests, the regional nature and appropriateness to fund with CVTA regional funds will be considered along with efforts to fund through other study funding programs.
- Projects are not required to be in the Long-Range Transportation Plan (LRTP).

## Step 3: Project Scoring and Ranking

Per state code, all projects requesting CVTA regional funding will be prioritized using a data-driven process that considers benefits and cost. Projects will be ranked within each of the seven project categories based on the benefit to cost score. Ranking within each project category allows projects with similar characteristics to be compared against the others. Project scoring will be conducted by CVTA staff. Project categories will be scored using the measures discussed below.

### Project Category: Highway, Bike/Pedestrian, Transit, Multimodal, Studies, Preliminary Engineering (PE)-Only

All project categories, except for the Bridge category, will be evaluated using selected goals and performance measures developed for the ConnectRVA 2045 LRTP. Scoring will be weighted and normalized for each measure and project benefits will be measured against project costs. For more details on the methodology, please see the LRTP technical documentation in **Appendix I**.

The performance measures used to prioritize the ConnectRVA 2045 LRTP were reviewed to determine which measures would provide the most discernible differences to compare regional improvements. The core goals selected for prioritization were 1) Safety, 2) Mobility, and 3) Equity/Accessibility/Economic Development. See **Table 4** for descriptions and weighting for each goal and performance measure. These core performance measures were selected for the following reasons:

1. The measures are performance-based and quantify the direct benefit of a proposed improvement.
2. The measures are the most applicable to regional projects.
3. The measures balance the overwhelming impact of cost compared to benefits. This is particularly true for the Highway project category.

**Table 4: CVTA Regional Project Scoring for Categories: Highway, Bike/Pedestrian, Multimodal, Transit, Studies, PE-Only**

| Goal                              | Safety  |   | Mobility                                    |  | Accessibility  |  |   |  |
|-----------------------------------|---|---|---|--|--|--|---|--|
|                                   |   |   |   |  | Economic Development   |  | Equity  |  |
| <b>Goal Weight</b>                | 38.5%   |   | 23%   |  | 38.5%  |  |   |  |
| <b>Performance Measure</b>        | Crash Frequency   | Crash Rate  | Person Throughput                           | Person Hours of Delay                            | Access to Destinations   | Access to Jobs                                   | Access to Jobs (EJ)   | Access to Destinations (EJ)  |
| <b>Performance Measure Weight</b> | 70%   | 30%   | 50%   | 50%  | 30%  | 30%  | 20%   | 20%  |
| <b>Description</b>                | Reduction in EPDO of Fatal and Injury Crashes (5-year period) | Reduction in EPDO of Fatal and Injury Crashes per 1 million VMT | Increase in Person Throughput (Peak Period) | Reduction in Person Hours of Delay (Peak Period) | Increase in average access to weighted destinations per 1,000 persons (travel time of 30 minutes for all modes) for all population | Increase in average job accessibility per person | Increase in average job accessibility per person (Total EJ Population within EJ Area) | Increase in average access to destinations per 1,000 persons (travel time of 30 minutes for all modes) for EJ population |
| <b>Unit of Measure</b>            | EPDO  | EPDO per 1 Million VMT  | Persons                                     | Person Hours                                     | Weighted Destinations per 1,000 Persons  | Jobs per Person                                  | Jobs per Person   | Weighted Destinations per 1,000 Persons  |

EPDO = Equivalent Property Damage Only

VMT = Vehicle Miles Traveled

EJ = Environmental Justice

Other ConnectRVA 2045 LRTP goals/performance measures, while relevant, were deemed unnecessary for comparing regional projects and excluded for the following reasons:

1. The following measures estimate benefits more qualitatively based on the local proximity of a proposed project to relevant features. These measures do not draw clear distinctions and are less relevant to the benefits of regional projects:
  - » Economic Development: Connections to Truck Intensive Areas
  - » Environmental: Sensitive Features
  - » Land Use: Connection to Activity Centers
2. The following measures do not provide significant differentiation between projects scores and are redundant to performance measures evaluated under the goals Mobility and Equity/Accessibility/Economic Development
  - » Economic Development: Truck Throughput similar to Mobility: Person Throughput measure
  - » Economic Development: Job Growth similar to Accessibility: Access to Jobs measures
  - » Land Use: Connection to Activity Centers similar to Accessibility: Access to Destinations measures
3. The following environmental measures are not necessary to prioritize regional projects because mitigating environmental impacts is part of the project development process:
  - » Environmental: Sensitive Features, Air Pollution and Vehicle Miles Traveled per Capita

**Project Category: Bridge**

Regionally-eligible bridge projects seeking CVTA regional funding will be evaluated using VDOT’s State of Good Repair (SGR) score to rank and prioritize projects within the Bridge category. VDOT administers the SGR funding program. The SGR program uses five factors to score and prioritize structurally-deficient bridge rehabilitation and replacement projects for funding. SGR scoring is conducted by VDOT annually with scores posted here <https://www.virginiadot.org/projects/state-of-good-repair/>. The SGR score is based on the five factors described in **Table 5**.

**Table 5: CVTA Regional Project Scoring for Project Category: Bridge**

| SGR Factor           | Importance   | Condition   | Design Redundancy and Safety  | Structure Capacity  | Cost Effectiveness  |
|----------------------|--|---|---|---|---|
| <b>Factor Weight</b> | 30%  | 25%   | 15%   | 10%   | 20%   |
| <b>Description</b>   | Traffic volume, truck traffic, detour route, future traffic volume, and key route designations | Measures overall condition of the bridge using detailed condition data compiled from the safety inspection report | Fracture-critical bridges, fatigue prone details, and scour and seismic vulnerability | Consideration of whether the bridge will be posted or has issues with clearances or waterway adequacy | Ratio of actual project cost to the cost for full replacement |



## Step 4: Project Selection

For CVTA regional funds, a six-year program for allocations is developed based on the following steps. Some steps may be iterative in nature until consensus is reached.

- CVTA staff will provide the scored regional projects ranked within each project category to CVTA TAC for an initial review and to the full Authority as an information item.
- CVTA staff will request projected annual allocations for a six-year window of regional funding from the Finance Committee
- CVTA staff with support from VDOT and VDRPT will use the project rankings and projected annual allocations to develop a recommended funding scenario following the allocation process described later in these guidelines.
- CVTA TAC will review CVTA staff's draft funding scenario, make revisions if necessary and provide a recommended funding scenario to the CVTA Authority, requesting authorization for public review.
- CVTA staff will manage a public comment period consistent with the RRTPO Public Engagement Plan. All comments will be provided to the Authority before they take a final vote on the project selections and allocations.

## Project Allocations

Projects selected by the CVTA are programmed for funding according to the project schedule and needs. The allocation of funds by the CVTA is the final step in the project selection process. The following section outlines the CVTA's approach to allocating available funds, funding shortfalls on existing projects, surplus funding, and changing project schedules.

### Allocation Process

#### Order of Allocations

The following order of allocations is used to ensure existing, active projects are funded and prioritized above new projects while maintaining a reserve fund to address cost overruns and changes in available funding.

1. Year 6 funding to balance entry (see target balance below)
2. Additional funding for programmed phases of active projects in Years 1-5, starting with Year 1
3. Next phase of existing projects already approved by the CVTA for Year 6
4. New projects in order of priority and based on available funding

### General Programming Guidance

Funds are allocated to projects based on the project schedule and the availability of funds. In general, the allocated funds should cover the entire amount requested for a phase (PE, RW, CN) but may be split over multiple years based on the project schedule and availability of funding. Allocations cover a six-year period consistent with §33.2-3706. The goal of the allocation process is to fully allocate all six years of funding with some funding held in reserve to cover cost increases and allow for new project selection in the future. The target allocation percentages assigned to projects and held in a reserve balance entry account is summarized in the table below.

**Table 6: Balance Entry & Project Allocation Percentages**

|          | Previous | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|----------|----------|--------|--------|--------|--------|--------|--------|
| Projects | 100%     | 90%    | 85%    | 80%    | 75%    | 70%    | 65%    |
| Balance  | 0%       | 10%    | 15%    | 20%    | 25%    | 30%    | 35%    |

### Funding Limits

CVTA regional funds applied to studies should not exceed 5% of the annual CVTA regional funding, approximately \$3.25M. CVTA regional funds applied to PE-Only projects should not exceed 10% of the annual CVTA regional funding, approximately \$6.5M

### Future Commitments

If a project cannot be fully funded within the six-year period covered by the SYIP, the necessary funding for future phases should be documented by year as "future commitments". If the CVTA decides not to commit to funding subsequent phases (as in the case of leveraging funds), this decision should be noted in the allocations and future commitments tables. Documenting future phases and commitments allows for better estimation of available funding prior to the application period. If the available funding for a year is insufficient to cover new projects, the CVTA may elect to only accept applications for cost overruns on existing active projects for the year.

### Leveraging Funds

Applicants for CVTA regional funds are encouraged to leverage CVTA funds for outside funding, such as Smart Scale, when possible. When a selected project request is intended to support leveraging, the CVTA shall only allocate funds for the first phase of the project, and will program the funds so the project can be delivered as quickly as possible considering the year the complementary fund source will be programmed. The use of the funds for leveraging is documented in the allocations table. Projects with funding intended for leveraging are not considered active projects until fully funded.

If the project sponsor is unsuccessful in obtaining additional funds to complete the project, the sponsor may request a single funding swap to move the allocation to a later fiscal year within the six-year program to allow more time to obtain the needed funding. If the sponsor does not request a swap, or if the project has already been postponed once, the project funds will be deallocated. The project sponsor may submit a new application for the entire project cost to be scored with other new projects; a partial funding request will only be accepted if the sponsor can show other committed and reasonably expected funding is available to cover the difference (See **Appendix II** for a definition of "committed and reasonably expected funds").

### Cost Overruns

All active projects are initially eligible to request additional funding to cover cost overruns but may become ineligible as described in the "Funding Swaps" and "Quarterly Reporting" sections. Additional funding requests must be submitted during the annual application window. Requests outside the normal application window are only accepted for the construction phase when construction costs are

over budget. Changes to the project scope will not be accepted as a justification for additional funding. Any request for additional funding must include documentation of the reason for the cost increase. If the request results in a cumulative allocation increase of up to 10% relative to the initial CVTA approved allocation for the phase, CVTA TAC may approve additional allocations. CVTA staff may consider the use of balance entry or funding swaps, which do not negatively impact project schedules, to address overruns.

If the request results in a cumulative allocation increase of more than 10% relative to the initial CVTA approved allocation for the phase, CVTA TAC will review the request and recommend to the CVTA any combination of the following options for their approval:

- Use balance entry funds
- Funding swap, which do not negatively impact project schedules
- Reduced project scope
- Use of local or other non-regional CVTA funds
- Deselect and deallocate the project

### Surplus Funds

All surplus funds are returned to CVTA balance entry to be reallocated through the CVTA selection and allocation process. Funds are deemed surplus upon project completion or cancellation. Projects that are completed or cancelled are no longer considered active projects and are not eligible for additional funding in the future.

Any CVTA funding on a project that receives additional committed funding from another source is also deemed surplus if the total allocation exceeds the estimated project cost. CVTA staff will identify overfunded projects and reallocate surplus funding. Unlike completed or cancelled projects, projects which are overfunded are still considered active projects, even if all regional funding is removed from the project. As active projects, these projects are eligible for additional funding in accordance with the cost overrun guidelines in the previous section.

### Project Development and Reporting

To provide oversight in the use of regional funds, the CVTA has implemented a quarterly reporting requirement for CVTA funded projects, see **Table 7**. Project sponsors are expected to complete the quarterly report, according to the following schedule until the project is closed out:

**Table 7: CVTA Quarterly Reporting Schedule**

| Period Covered:         | Submission Date: |
|-------------------------|------------------|
| July 1 – September 30   | November 1       |
| October 1 – December 31 | February 1       |
| January 1 – March 31    | May 1            |
| April 1 – June 30       | August 1         |

A reporting form will be made available on the CVTA website. The report should, at minimum, include the following items:

- Current cost estimate and schedule
- Current phase(s) authorized
- Next major milestone (task 10, 12, 22, 70, 52, 69, 80, 84)
- Any delays or challenges in implementation

If project quarterly reports have not been submitted, reimbursement or future pay-go payments for the project may be withheld and the project may be ineligible for additional funding for cost overruns.

The CVTA will maintain a CVTA program database on the CVTA website. This page will include a summary of all active and selected projects and their progress toward implementation. This page will be updated with the quarterly reports and after new project selection each year.

## Appendix I: Connect2045 LRTP Scoring Methodology

<https://planrva.org/wp-content/uploads/ConnectRVA2045-Project-Evaluation-and-Scoring-Process.pdf>

## Appendix II: Other Funding

The CVTA staff calculates the cost-benefit of a project based on the total cost of the project less any other funding contributions. Funds that are already committed to a project and funds that are reasonably expected are counted as other funding contributions when determining the project cost. Examples of committed and expected funds are listed in the table below.

**Table 8: Committed and Expected Funds**

| Example of Committed Funds   | Example of Reasonably Expected Funds  |
|--|---|
| Funds included in the adopted budget of local, state, or federal agency                                | Funds included in the adopted budget but not yet allocated to a project                 |
| Funds awarded by agencies or organizations with project selection authority                            | Funds in a draft budget or appropriation  |
| Funds included in a constrained Capital Improvement Program (CIP) or a transit agency Development Plan | Funds from future budgets, but consistent with historic levels of the funding source(s) |

Supporting documentation must be provided for all outside funding as part of the project application. Examples of documentation include Six-Year Improvement Program (SYIP) project pages, locality or agency budgets or capital improvement programs, or award letters from selecting agencies. Any undocumented other funds will not be counted in calculating the overall cost-benefit score for a project.