

AGENDA

**RICHMOND REGIONAL
 TRANSPORTATION PLANNING ORGANIZATION
 REGIONAL FUNDING GUIDELINES SUBCOMMITTEE**

Tuesday, October 13, 2020

3:00 p.m.

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

WELCOME AND INTRODUCTIONS (Busching)

	Statement Regarding Virtual Meetings	
	(Busching)	1
1.	Consideration of Amendments to the Agenda	
	(Coleman/Vidunas)	
2.	Approval of September 10, 2020 Meeting Summary	
	(Coleman/Vidunas)	2 - 3
	Action Requested	
3.	Task 1: Draft Text	
	(Busching)	4 - 15
4.	Next Meeting: January 11, 2021	
	(Coleman/Vidunas)	
5.	Adjournment	
	(Coleman/Vidunas)	

MAB/nm
 Attachments

Opening Statement for Electronic Meetings

In light of the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commissions have transitioned to a virtual format. Regional Public Bodies were granted authority to conduct meetings electronically, pursuant to the 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-19.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed appropriate to return to in-person meetings.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on October 5, 2020 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 within 48 hours of this meeting.

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 rrtpoinput@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.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

<Pause for Clerk's Response>

Please indicate your presence by saying "AYE" 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.

<Pause for Roll Call>

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
REGIONAL FUNDING GUIDELINES SUBCOMMITTEE**

**MEETING SUMMARY
GoToMeeting Virtual Meeting
September 10, 2020
11:00 a.m.**

MEMBERS PRESENT:

City of Richmond		Goochland County		Hanover County	
Travis Bridewell (A)	X	Tom Coleman	X	Joe Vidunas	X
Henrico County		DRPT (non-voting)		GRTC	
Sharon Smidler	X	Tiffany Dubinsky	X	Emily DelRoss (A)	X
VDOT (non-voting)					
Liz McAdory	X				

The RRTPO Public Transportation Work Group kickoff meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by GoToMeeting. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

CALL TO ORDER

Myles Busching, Richmond Regional Transportation Planning Organization (RRTPO) Planner, presided and called the September 10, 2020 Regional Funding Guidelines Subcommittee meeting to order at 11:06 a.m.

1. Introductions

Myles Busching, RRTPO Planner, welcomed all present to the first meeting of the Regional Funding Guidelines Subcommittee.

2. Leadership: Subcommittee Co-Chairs

The subcommittee unanimously elected Tom Coleman of Goochland County and Joe Vidunas of Hanover County to serve as co-chairs for the subcommittee. The subcommittee will primarily operate on a consensus basis and the role of chair will be to guide the subcommittee through the meeting agendas.

3. Background on Regional Funding Guidelines

Myles Busching, Planner, presented the background information included in the staff report (available here: [RSTP/CMAQ Agenda Pkt. 9-10-20](#)). Subcommittee members had no questions regarding the history of the funding programs and the guidelines.

4. Proposed Scope of Work and Major Tasks

Myles Busching, Planner, summarized the five staff identified focus areas for the plan update and the major tasks and scope of work in the staff report. The project will be divided into four main tasks: (1) Programs and Project Screening, (2) Project Scoring and Selection, (3) Project Allocations and Funding, and (4) Adoption. The subcommittee agreed to the general scope of work and the major focus areas identified by staff.

The subcommittee raised several concerns to be addressed with this update. Specific concerns included an improved process to address high bids, leveraging for rural localities with limited funding, a data-driven scoring process which is objective but not burdensome on smaller localities, and flexibility for funding studies. Additional items raised later in the meeting include accuracy of cost estimations for submission and the potential of adding a mid-year review of current year projects to avoid unexpected cost increases. TPO staff will work to incorporate these elements as the draft sections of the plan sections are prepared.

5. Proposed Meeting Schedule

Myles Busching, Planner, presented the proposed schedule of future meetings and topics. Individual meetings will be held for each of the tasks identified in the scope of work. TPO staff will prepare draft sections for each meeting so the subcommittee members can review and propose changes to each section rather than drafting in the meeting.

Drafting of the updated document is expected to take until February 2021 with the subcommittee providing direction throughout. The subcommittee will take formal action on the draft in March before forwarding their recommendation to TAC and ultimately the RRTPO Policy Board. Final adoption of the updated program guidelines is scheduled for May of 2021.

Subcommittee members appreciated the staff initiative to prepare the draft sections and the efforts to make the update and the overall program more transparent to members and the public. The subcommittee agreed to the general schedule and approach to the update.

6. Next Subcommittee Meeting: TBD

Myles Busching noted that the next meeting will be scheduled after utilizing Doodle online polling to vote on the dates that best fit each member's schedule.

7. Adjournment

The meeting was adjourned at 11:52 a.m. on September 10, 2020.

MAB/nm

Regional Project Selection and Allocation Framework

DRAFT



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Overview

The Richmond Regional Transportation Planning Organization (RRTPO) administers three regional transportation funding programs:

- Congestion Mitigation and Air Quality (CMAQ) program;
- Regional Surface Transportation Block Grant (RSTBG) program; and
- Transportation Alternatives (TA) Set-Aside program.

These federally funded transportation programs are designed to empower communities to cooperatively determine the future of transportation in a region. Although the federal funds are provided to and administered by the State, the project selection and allocation decisions of how to expend the funds are performed by locally elected officials coming together as a regional council known as a metropolitan planning organization or transportation planning organization.

Each year, the member localities and regional transportation partners engage in a competitive process where projects are submitted for funds from these programs. Together, the RRTPO members assess the merit and regional value of each before determining final allocations.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality program provides federal funding for transportation projects and programs that help improve air quality and reduce traffic congestion. The program was established by the Intermodal Surface Transportation Efficiency Act of 1991 and continues to fund projects located in areas that don't currently – or previously didn't – meet the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, or particulate matter.

Portions of the Richmond region were previously nonattainment areas, but now the region's air quality is in compliance with the NAAQS. Through the RRTPO's Ozone Advance agreement with the Virginia Department of Environmental Quality (DEQ) the RRTPO continues to qualify for CMAQ funds. The federal government provides CMAQ funds to the Commonwealth of Virginia, which voluntarily sub-allocates a portion for projects and programs selected by regional metropolitan planning organizations. Find out more information about the Congestion Mitigation and Air Quality program from [the FHWA fact sheet here](#).

Regional Surface Transportation Block Grant (RSTBG)

The Surface Transportation Block Grant program provides states and regions with flexible federal funding that may be used for a wide variety of highway and transit projects. Regional STBG funds are automatically sub-allocated to regional planning organizations within the State. The wide variety of RSTGB investments in the Richmond Region support passenger and freight movement along the region's surface transportation systems. The funds can be used to preserve and improve the

conditions and performance on highways, bridges, tunnels, pedestrian facilities, bicycle infrastructure, and transit capital projects. Find out more information about the Surface Transportation Block Grant program from [the FHWA fact sheet here](#).

Transportation Alternatives (TA) Set-Aside

The Transportation Alternatives Set-Aside provides funding for programs and projects defined as transportation alternatives, including pedestrian facilities, bicycle facilities, recreational trails, safe routes to school, and infrastructure projects for improving non-driver access to public transportation.

TA Set-Aside is an allocation set-aside within the Surface Transportation Block Grant funding allocation. This is no longer an independent program as it has been in the past. Starting Fiscal Year 2018, Virginia's TA Set-Aside application cycle has moved to a biannual cycle. Find out more information about the Transportation Alternatives program from [the FHWA fact sheet here](#).

Project Selection Process

The process for obtaining regional funding for transportation projects is competitive as regional needs surpass the available funding. To ensure a fair and transparent process, the RRTPO has adopted a four-step project selection process. A general description of each step is included below. A calendar of the project selection process will be published each cycle with the call for projects.

Project Submissions

CMAQ/RSTBG

In the month before the application window, staff will present the project selection schedule to the RRTPO Technical Advisory Committee (TAC) as well as any changes to the application process from the previous year. If the existing allocations and future commitments (discussed more in depth under “Allocation Process”) leave little funding to be allocated, staff may recommend that only applications for additional funding on existing active projects be accepted that cycle. TAC agreement is sufficient to limit the scope of applications for a given cycle.

A call for projects, including a calendar for the selection process and a guide to required supplemental data for applications, will be posted to the RRTPO website. The application period is a month long. The RRTPO will provide an electronic application on the RRTPO website and all applications must be submitted using this application. All applications and supplemental materials are due by the application deadline.

TA Set-Aside

The TA Set-Aside application process is administered by VDOT via the Smart Portal. The RRTPO still has a role in the application process as all projects within the TPO study area are required to have a resolution of endorsement from the TPO. Toward this end, all project sponsors must submit a project description (including termini), total cost estimate, and request amount to the TPO at least 2.5 months ahead of the submission deadline.

TPO staff will provide a reminder to TAC before the deadline and indicate the preferred method of submission. All requests are provided to TAC for recommendation and the policy board for approval prior to the submission deadline.

Project Screening

CMAQ/RSTBG

Preliminary Screening

All projects requesting CMAQ or RSTBG funding will be screened to ensure that the project is eligible for funding and ready to proceed. Project screening will include:

- Eligibility under federal regulations
- Consistency with the Long-Range Transportation Plan (see Appendix I for more details)

- If the project is regional, the project must be included in the constrained long-range plan in an appropriate time band
- If the project is local, the project must be consistent with LRTP goals
- Project scope is well-defined
- Project schedule is defined and has been vetted by VDOT Richmond District
- Project cost is reasonable and has been vetted by VDOT Richmond District
- Submission includes all required supplemental data

Project Presentations

In addition to the project screening, project sponsors will have the opportunity to present their new project applications to the scoring team consisting of DRPT, TPO, and VDOT staff. The project sponsor will have 10 minutes to present the project followed by 10 minutes of questions from the scoring team. This presentation is the opportunity to explain the project in more detail and clarify any questions from the scoring team which may impact the scoring. Presentations will be held at the PlanRVA offices and will be scheduled during the application window.

TA Set-Aside

Screening for TA Set-Aside projects is completed by VDOT's Local Assistance Division consistent with their adopted guidelines.

Congestion Mitigation and Air Quality Program

What projects are eligible for CMAQ funding?

The Congestion Mitigation and Air Quality program is dedicated to improving air quality in areas which do not, or previously did not meet national air quality standards. Projects submitted for CMAQ funding must be within the previous 8-Hour Ozone nonattainment area in addition to the TPO study area. This area includes all of the Town of Ashland, Chesterfield County, Hanover County, Henrico County, and the City of Richmond as well as the western half of Charles City County.

[NONATTAINMENT AREA MAP]

To be eligible for CMAQ funding, the primary criteria is that a project must reduce emissions of ozone precursors, Volatile Organic Compounds (VOC) and Nitrogen Oxides (NO_x). Additional criteria apply for certain project types such as transit operating assistance. New projects are only eligible to receive funding for future phases which have not already started. Finally, the total request for a project must not exceed the average annual funding available for the program. For more information about project eligibility, [see 23 USC 149\(b\)](#) for the full list of eligible project types.

What jurisdictions or agencies are eligible for CMAQ funding?

All RRTPO member governments, as defined in [the RRTPO bylaws](#), within the former 1997 8-Hour Ozone nonattainment area are eligible to submit requests for CMAQ funding. Any member agency, including non-voting members, within the former nonattainment area, or providing service within the area, is also eligible for CMAQ funding.

Regional Surface Transportation Block Grant Program

What projects are eligible for RSTBG funding?

The regional surface transportation block grant program is designed to offer a flexible source of funding for transportation improvements. All projects must be located within the TPO Study Area. In general, projects must be located on the federal aid highway system. This excludes local roads and rural minor collectors. There are several exceptions to this requirement including: safety projects, park and ride projects, recreational trails, bike and pedestrian projects, and port projects. New projects are only eligible for future phases which have not already started. Finally, the total request for a project must not exceed the average annual funding available for the program. For more information about project eligibility, [see 23 USC 133\(b\)](#) for the full list of eligible project types.

[TPO STUDY AREA MAP]

What jurisdictions or agencies are eligible for RSTBG funding?

All RRTPO member jurisdictions and agencies, as defined in [the RRTPO bylaws](#), are eligible to apply for RSTBG funding. This includes non-voting members. As noted above, the projects must be located within the TPO study area. In addition to RRTPO members, the RRTPO itself is also eligible to receive funds for regional studies and planning activities.

Transportation Alternatives Set-Aside Program

What projects are eligible for TA funding?

All projects must be located within the TPO Study Area (see map above). While the TA Set-Aside program covers a wider range of project types, regional TA funding is dedicated to the following types of projects:

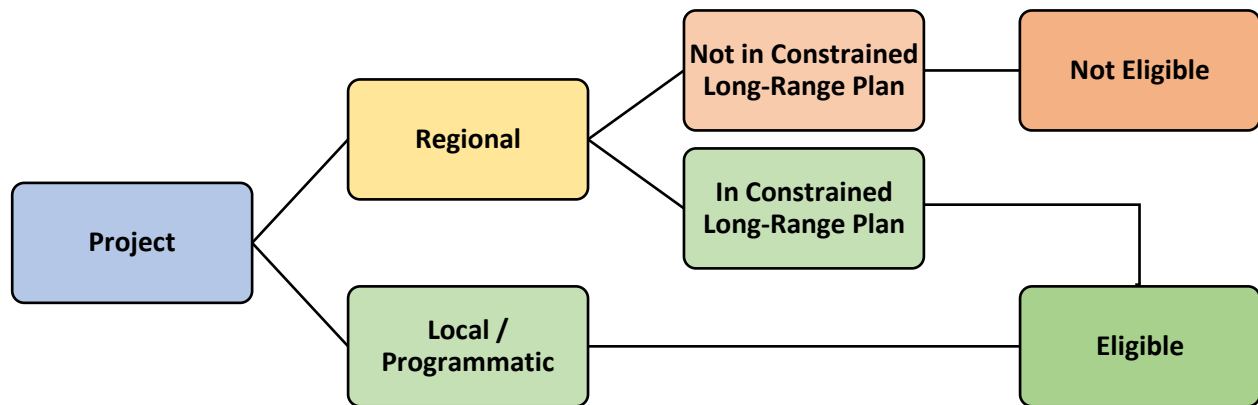
- Construction of on-road and off-road facilities for pedestrians, bicycles and other nonmotorized transportation users
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers to access daily needs
- Conversion and use of abandoned railroad corridors for pedestrians, bicycles and other non-motorized transportation users
- Safe Routes to Schools projects

The total request for a project must not exceed the average annual funding available for the program. For more information about eligible project types, see VDOT's [Transportation Alternatives Program Guide](#) and [23 USC 133\(h\)\(3\)](#).

What jurisdictions or agencies are eligible for TA funding?

Projects may be submitted by local governments and transit agencies that are RRTPO members as defined in [the RRTPO bylaws](#). All projects must be endorsed by the RRTPO prior to submission, as required by CTB policy.

Appendix I: Regional Significance



Regional Projects

1. Roadway Projects

For projects located on roads in the RTC model network

- A. Capacity Change (add/remove lane; change use of lane e.g. HOV or HOT lanes, bus lanes)
- B. Realignment, extension, or relocation
- C. New interchange or interchange modification
- D. Grade separation (overpass or underpass)
- E. Major intersection improvements
- F. New road or alignment that will be added to the RTC model network

2. Bridge Projects

- A. Replacement of National Bridge Inventory (NBI) Structure on the National Highway System (NHS)
- B. Major Rehabilitation of National Bridge Inventory (NBI) Structure on the National Highway System (NHS)

3. Transit Projects

- A. New dedicated transit right-of-way
- B. New transit routes with limited stations and high operating speed (BRT/Express Routes)
- C. New fixed route or on-demand service that crosses jurisdictional boundaries
- D. New or relocated transit stations or centers
- E. New park and ride lots with 100 or more spaces
- F. Park and ride lot expansion of 100 or more spaces

4. Active Transportation Projects

- A. Projects on separated facilities with dedicated right-of-way
- B. Projects that are part of a multi-jurisdictional network
- C. Projects that fill gaps identified in the Regional Bicycle and Pedestrian Plan

- D. Projects that directly connect to existing transit service
- 5. Intermodal Projects
 - A. Capacity change in intermodal corridors including highways, navigable waterways, and rail
 - B. New or relocated rail stations
 - C. Major rail improvements

Local/Programmatic Projects

- 1. Roadway Projects
 - A. Any project on roads not included in the RTC model network
 - B. Intersection improvements on collectors and below
 - C. The following work on any road (drawn from 40 CFR 93.126 exempt projects):
 - i. Rehabilitation and Maintenance
 - ii. Safety Projects
 - iii. Operations
- 2. Bridge Projects
 - A. Replacement of National Bridge Inventory (NBI) Structure on the roads not in the National Highway System (NHS)
 - B. Major rehabilitation of National Bridge Inventory (NBI) Structure on the roads not in the National Highway System (NHS)
- 3. Transit Projects
 - A. New bus purchase
 - B. Bus stop and shelter improvements
 - C. Transit facility operations and maintenance
 - D. New park and ride lots with less than 100 spaces
 - E. Expansion of less than 100 spaces to existing park and ride lots
 - F. Transportation Demand Management (TDM) programs
- 4. Active Transportation Projects
 - A. Projects within or adjacent to the existing right-of-way
- 5. Intermodal Projects
 - A. All intermodal projects not listed in the regional projects list including maintenance or vehicle purchase
- 6. ITS Projects
- 7. Planning Studies
- 8. All other projects not included in the regional projects list

Appendix II: Outside Funding

In evaluating the cost effectiveness of a proposed project or program, the TPO allows for two categories of funding, Committed Funds and Reasonably Expected Funds, to be applied to reduce the total cost. Committed funds are generally those that are currently available and included in an approved budget, allocation, or similar approval action. Examples of committed funding and the required documentation are shown in the table below.

Example of Committed Funds	Example of Documentation
Funds included in the adopted budget of a local, state, or federal agency	An adopted budget identifying sufficient funding and proper source(s) consistent with the project schedule
Funds awarded by agencies or organizations with project selection authority	A letter or a memorandum from awarding agency demonstrating funding selection and approval for the project or program.
Funds included in a constrained Capital Improvement Program (CIP) or a transit agency Development Plan	A document identifying sufficient funding and proper source(s) consistent with the funding schedule for the project or program, along with a demonstration of an approved budget covering the constrained portion of the document

In addition to committed funds, a project sponsor may also identify reasonably expected funds for a project. Reasonably expected funds fall into two categories: (1) funds that are currently available that are not yet allocated to the project and, (2) future funding consistent with historic funding levels.

Example of Reasonably Expected Funds	Example of Documentation
Funds included in the adopted budget of a local, state, or federal agency but not yet allocated to a project	An adopted budget identifying the available funds at a sufficient level for the project and documentation of steps with milestone dates needed for final approval
Funds in a draft budget or appropriation	A draft budget identifying sufficient funding and proper source(s) consistent with the funding schedule for the project or program
Funds from future budgets, but consistent with historic levels of the funding source	A document identifying the historically available funds at a sufficient level for the project or program and documentation of steps with milestone dates needed for final approval

Documentation must be provided for all outside funding as part of the project submission. Any undocumented outside funds will not be counted in calculating the overall cost-benefit score for a project.