

# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE

**Tuesday, May 11, 2021**

**9:00 a.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.

### **WELCOME AND INTRODUCTIONS**

(Amos).....

### **STATEMENT REGARDING VIRTUAL MEETINGS**

(Amos) ..... page 1

### **ROLL CALL & CERTIFICATION OF A QUORUM**

(Amos).....

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

(Amos).....

#### **2. Approval of April 13, 2021 TAC Action Meeting Minutes**

(Amos)..... page 2

##### **Action Requested**

#### **3. Open Public Comment Period**

(Amos/5 minutes).....

#### **4. TAC Chairman's Report**

(Amos/10 minutes).....

#### **5. RRTPO Update**

(Parsons/10 minutes)..... page 11

##### **a. Current Work Efforts**

##### **b. CVTA Update**

#### **6. RSTBG Allocation Correction**

(Busching/5 minutes)..... page 13

##### **Action Requested**

7. **Draft FY22 Unified Planning Work Program (UPWP)**  
(Parsons/10 minutes).....  
**Action Requested**  
*To be distributed in advance of the meeting for review.*
8. **Draft RSTP/CMAQ Guidelines**  
(Busching/15 minutes) ..... page 15
9. **Draft Regional Public Transportation Plan**  
(Torres, GRTC/10 minutes) .....  
*To be distributed in advance of the meeting for review.*
10. **ConnectRVA 2045 - Project Prioritization Process**  
(Aryal/10 minutes).....
11. **Transportation Agency Updates**  
(VDOT, DRPT/10 minutes).....  
a. DRPT - Dubinsky  
b. GRTC - Torres  
c. RideFinders – O’Keeffe  
d. VDOT - McAdory
12. **Future Meeting Topics**  
(Amos/5 minutes)..... page 46
13. **TAC Member Comments**  
(Amos/5 minutes) .....
14. **Next Meeting: June 8, 2021**  
(Amos) .....
15. **Adjournment**  
(Amos).....

CAP/nm  
Attachments

pc:	Patricia A. Paige, RRTPO Policy Board Chair Robert L. Basham Jr., CTAC Chair Richard Duran, FHWA Daniel Koenig, FTA Liaison Jennifer DeBruhl, DRPT	Ron Svejksky, Tri-Cities MPO Martha Heeter, PlanRVA TAC Interested Parties Area News Media
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## **Opening Statement for Electronic Meetings**

Due to 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 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-19.

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 on May 4, 2021 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](mailto: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.

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.

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)**

**MINUTES OF ACTION MEETING  
Zoom Virtual Meeting  
April 13, 2021  
9:00 a.m.**

**MEMBERS and ALTERNATES (A) PRESENT:**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Nora D. Amos, FY21 Chair	x	(vacant)		Barbara K. Smith	x
Will Tucker (A)				Chessa Walker (A)	
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Thomas M. Coleman	x	Joseph E. Vidunas	x	Sharon Smidler	x
Todd Kilduff (A)		J. Michael Flagg (A)		Todd Eure (A)	
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Kelli Le Duc, FY21 Vice Chair		Bret Schardein		Dironna Moore Clarke	
		Andrew Pompei (A)		Travis A. Bridewell (A)	x
<b>Capital Region Airport Commission</b>		<b>DRPT</b>		<b>GRTC</b>	
John B. Rutledge		Tiffany T. Dubinsky	x	Adrienne Torres	x
		Grant Sparks (A)		Emily E. DelRoss (A)	x
<b>PlanRVA</b>		<b>RideFinders</b>		<b>RMTA</b>	
Chet Parsons	x	Von S. Tisdale		Theresa Simmons	
Sulabh Aryal (A)	x	John O'Keeffe (A)	x		
<b>VDOT</b>					
Liz McAdory	x				
Jacob C. Herrman					

The RRTPO Technical Advisory Committee (TAC) 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 Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

**CALL TO ORDER**

The Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee Chair, Nora D. Amos, presided and called the April 13, 2021 RRTPO Technical Advisory Committee meeting to order at 9:02 a.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 April 13, 2021 agenda was approved by acclamation as presented (voice vote).

#### **2. Approval of March 9, 2021 RRTPO TAC Action Meeting Minutes**

On motion of Barbara K. Smith, seconded by John O'Keeffe, the RRTPO Technical Advisory Committee (TAC) unanimously approved the minutes of the March 9, 2021 meeting by acclamation as presented (voice vote).

#### **3. Approval of March 19, 2021 TAC Action Meeting Minutes – Special Meeting**

On motion of Joseph E. Vidunas, seconded by Liz McAdory, the RRTPO Technical Advisory Committee (TAC) unanimously approved the minutes of the March 19, 2021 special meeting by acclamation as presented (voice vote).

#### **8. FY21 – FY24 TIP Amendments: GRTC Request**

On motion of Liz McAdory, seconded by Tiffany Dubinsky, the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) unanimously recommended RRTPO Policy Board approval of the following resolution as presented (see Appendix A):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization Policy Board amends the FY21 – FY24 Transportation Improvement Program (TIP) adding the following three new projects and

**BE IT FURTHER RESOLVED**, that these projects are considered exempt from conformity under provisions contained in section 93.126 of the conformity rule as follows:

##### **Three New Projects:**

- UPC GRTC065: Articulated Buses – GRTC; **Mass Transit** – Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet
- UPC GRTC067: Consultant Services – GRTC; **Other** – Planning and Technical Studies
- UPC GRTC068: BRT Station Modification – GRTC; **Mass Transit** - Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).

#### **9. FY21 – FY24 TIP Amendments: DRPT Request**

On motion of Barbara K. Smith, seconded by Liz McAdory, the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) unanimously recommended RRTPO Policy Board approval of the following resolution as presented (see Appendix A):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization Policy Board amends the *FY21 – FY24 Transportation Improvement Program (TIP)* adding the following two new projects and

**BE IT FURTHER RESOLVED**, that these projects are considered exempt from conformity under provisions contained in section 93.126 of the conformity rule as follows:

**Two New Projects:**

- UPC CBI0001: Paratransit Vehicles—DRPT; **Mass Transit** - Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet
- UPC HHI0001: Paratransit Vehicles—DRPT; **Mass Transit** - Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet

**10. FY21 – FY24 TIP Amendments: VDOT Request**

On motion of Tiffany Dubinsky, seconded by Sharon Smidler, the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) unanimously recommended RRTPO Policy Board approval of the following resolution as presented (see Appendix A):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization Policy Board amends the *FY21 – FY24 Transportation Improvement Program (TIP)* revising the Construction: Bridge Rehabilitation/Replacement/Reconstruction project grouping summary table:

PE: Add \$2,476,840 NHS/NHPP funds to FY21.

RW: Add \$268,060 NHS/NHPP funds to FY21; \$1,478,205 NHS/NHPP funds to FY23; and \$266,357 STP/STBG to FY23.

CN: Add \$13,738,026 AC Conversion funds to FY22; and \$4,012,221 AC Conversion funds to FY24.

Revise FY23 AC Conversion funds from \$200,000 to \$9,012,602.

Add \$1,463,471 NHFP funds to FY21; \$9,995,039 NHS/NHPP funds to FY21; \$7,805,103 NHS/NHPP funds to FY24;

and Add \$3,344,097 STP/STBG funds to FY24.

CN Fed AC funds: Revise FY21 Fed CN AC funds from \$3,519,000 to \$30,223,322.

CN AC Other funds: Add \$9,329,785 CN AC Other funds to FY21; \$8,470,585 CN AC Other funds to FY24.

CN AC funds: Add \$8,470,585 CN AC funds to FY24; revise FY21 CN AC funds from \$3,519,000 to \$39,553,107.

**11. Surplus CMAQ Funds Transfer**

On motion of Barbara K. Smith, seconded by Sharon Smidler, the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) approves the transfer of \$317,835 of

previous unmatched CMAQ funds from UPC 70719 to UPC 118153 and directs staff to take all necessary steps to complete such transfer.

**BE IT FURTHER RESOLVED**, that the RRTPO TAC approves the transfer of \$28,717 of previous unmatched CMAQ funds from UPC 70719 to UPC 104886 and directs staff to take all necessary steps to complete such transfer.

**BE IT FURTHER RESOLVED**, that the RRTPO TAC approves the transfer of \$163,810 of previous matched CMAQ funds from UPC 70719 and UPC 101492 to UPC 118153 and directs staff to take all necessary steps to complete such transfer.

## 12. Transportation Agency Updates

\*\* A copy of the [Virginia Department of Rail and Public Transportation](#) update provided by Tiffany Dubinsky, Statewide Transit Planner at DRPT, is available at: [DRPT Update](#)

\*\* Adrienne Torres, Chief Development Officer at [GRTC Transit System](#), provided the following update:

- GRTC has been working closely with the RRTPO Public Transportation Work Group and a subset of members as part of the core design effort to review the draft Regional Public Transportation Plan. A recommended list of expansion priorities was provided. Further studies will investigate opportunities for other services that may be complementary to the fixed route model, e.g. micro transit. Based on the feedback received from Phase 1, GRTC will present a proposed regional transit network for comment. Information on a public meeting will be provided in Spring and an online public survey will also be launched in Spring.
- GRTC continues to install new amenities throughout the transit network in 2021. Bon Secours and GRTC, in partnership, have installed new bus shelters in the East End to provide better stop-level transit features for riders.
- The next [GRTC Board of Directors meeting](#) will be on April 20<sup>th</sup>, 2021 at 8:00 a.m.

\*\* John O'Keeffe, Account Executive at [RideFinders](#), provided the following update:

- works with their vanpool vendors and placing riders on vanpools;
- works with employers their return to work and doing virtual benefits fairs;
- outreach through social media platforms to engage employers and community leaders;
- celebrates Earth Day and is beginning the Clean Air Campaign with "[It's a Green Thing](#)" theme;
- promoted PlanRVA's public [review and comment period for the draft Universe of Projects](#) on their website and social media;
- promoted the Virginia Walkability Action Institute (VWAI) survey about how it can best support the community in 2021
- promoted VDOT's and VDRPT's third phase of [Virginia's Commuter Survey](#) on their website and social media
- Executive Director Von Tisdale provided RideFinders [CMAQ Program update](#) to the RRTPO Policy Board

- Winner of the 2021 Communitas Leadership Award, Community Service and Corporate Social Responsibility category for the “Celebrate Earth Day, Every Day” Clean Air Campaign (Association of Marketing and Communication Professionals [AMCP](#)).

\*\* A copy of the [Virginia Department of Transportation](#) update provided by Liz McAdory, District Planning Manager at VDOT, is available at: [VDOT Update](#)

#### **15. Next RRTPO Technical Advisory Committee Meeting**

Chair Amos noted the next regular RRTPO TAC action meeting will be held on Tuesday, May 11, 2021, also beginning at 9:00 a.m.

#### **13. Adjournment:**

Chair Amos adjourned the meeting at 9:54 a.m. on April 13, 2021.

CAP/nm



## APPENDIX A

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

#### Item 8. Action on FY21 – FY24 TIP Amendments: GRTC Request

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	x			
Charles City County	(vacant)				
Chesterfield County	Barbara K. Smith	x			
Goochland County	Thomas M Coleman	x			
Hanover County	Joseph E. Vidunas	x			
Henrico County	Sharon Smidler	x			
New Kent County	Kelli Le Duc				x
Powhatan County	Bret Schardein				x
City of Richmond	Travis A. Bridewell (A)	x			
Capital Region Airport Commission	John B. Rutledge				x
DRPT	Tiffany T. Dubinsky	x			
GRTC Transit System	Adrienne Torres	x			
Plan RVA	Chet Parsons	x			
RideFinders	John O'Keeffe (A)	x			
RIC Metropolitan Transp. Authority	Theresa Simmons				x
VDOT	Liz McAdory	x			
<b>TOTAL</b>		11			4

Quorum is at least one-half of TAC's membership to include a minimum of four local government representatives (as per Article V, Section 2 of the bylaws).

### Item 9. Action on FY21 – FY24 TIP Amendments: DRPT Request

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	x			
Charles City County	(vacant)				
Chesterfield County	Barbara K. Smith	x			
Goochland County	Thomas M Coleman	x			
Hanover County	Joseph E. Vidunas	x			
Henrico County	Sharon Smidler	x			
New Kent County	Kelli Le Duc				x
Powhatan County	Bret Schardein				x
City of Richmond	Travis A. Bridewell (A)	x			
Capital Region Airport Commission	John B. Rutledge				x
DRPT	Tiffany T. Dubinsky	x			
GRTC Transit System	Adrienne Torres	x			
Plan RVA	Chet Parsons	x			
RideFinders	John O'Keeffe (A)	x			
RIC Metropolitan Transp. Authority	Theresa Simmons				x
VDOT	Liz McAdory	x			
<b>TOTAL</b>		11			4

Quorum is at least one-half of TAC's membership to include a minimum of four local government representatives (as per Article V, Section 2 of the bylaws).

## Item 10. Action on FY21 – FY24 TIP Amendments: VDOT Request

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	x			
Charles City County	(vacant)				
Chesterfield County	Barbara K. Smith	x			
Goochland County	Thomas M Coleman	x			
Hanover County	Joseph E. Vidunas	x			
Henrico County	Sharon Smidler	x			
New Kent County	Kelli Le Duc				x
Powhatan County	Bret Schardein				x
City of Richmond	Travis A. Bridewell (A)	x			
Capital Region Airport Commission	John B. Rutledge				x
DRPT	Tiffany T. Dubinsky	x			
GRTC Transit System	Adrienne Torres	x			
Plan RVA	Chet Parsons	x			
RideFinders	John O'Keeffe (A)	x			
RIC Metropolitan Transp. Authority	Theresa Simmons				x
VDOT	Liz McAdory	x			
<b>TOTAL</b>		11			4

Quorum is at least one-half of TAC's membership to include a minimum of four local government representatives (as per Article V, Section 2 of the bylaws).

## Item 11. Action on Surplus CMAQ Funds Transfer

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	x			
Charles City County	(vacant)				
Chesterfield County	Barbara K. Smith	x			
Goochland County	Thomas M Coleman	x			
Hanover County	Joseph E. Vidunas	x			
Henrico County	Sharon Smidler	x			
New Kent County	Kelli Le Duc				x
Powhatan County	Bret Schardein				x
City of Richmond	Travis A. Bridewell (A)	x			
Capital Region Airport Commission	John B. Rutledge				x
DRPT	Tiffany T. Dubinsky	x			
GRTC Transit System	Adrienne Torres	x			
Plan RVA	Sulabh Aryal (A)	x			
RideFinders	John O'Keeffe (A)	x			
RIC Metropolitan Transp. Authority	Theresa Simmons				x
VDOT	Liz McAdory	x			
<b>TOTAL</b>		11			4

Quorum is at least one-half of TAC's membership to include a minimum of four local government representatives (as per Article V, Section 2 of the bylaws).

## **Current Work Efforts Update – Item 5.a.**

### **ConnectRVA 2045 Long-Range Transportation Plan**

Staff has finalized a master list of potential regional projects, a “Universe of Projects”, for the Richmond region. The initial public review period for the Universe of Projects ran from March 8, 2021 until March 23, 2021 and was extended to run again from March 25, 2021 until April 15, 2021. The extension was made in response to public requests for additional time and advisory committee recommendation. Based on the comments received during this period, staff worked with jurisdictional staff to remove and add a few projects in the Universe of Projects. The Universe of Projects was approved by the ConnectRVA 2045 Advisory Committee on April 22<sup>nd</sup>. Staff will now begin the testing process to score, rank, and prioritize the Universe of Projects into a refined draft cost constrained project list.

### **Ashland Trolley Line Trail Study**

Two story maps for the project illustrate the importance and potential for the 14-mile Trolley Line Trail, including [history of the trolley line](#) and a [design sketchbook](#). The National Park Service continues to provide project facilitation and planning assistance through September 30, 2021. PlanRVA hosted a [Better Together webinar on the Fall Line trail](#) on April 15 which includes the route of the Trolley Line Trail. On April 23, staff met with the Trolley Line committee, including representatives from Hanover, Henrico, and the Town of Ashland to review updates from each locality and discuss how the committee can work with the Friends of the Fall Line. The committee expressed their interest in coordinating with the Fall Line to plan for their special portion of the Fall Line, adding value with a sense of history, community identity, and recognition of the unique character of the landscape and communities along the trail route from Lakeside to Ashland and in-between.

### **Regional Bicycle and Pedestrian Plan Update**

The purpose of this project is to update the 2004 regional plan as a central component of the ConnectRVA2045 long range transportation plan. Staff held an eighth steering committee meeting on March 30 to continue revisions of the interactive GIS story map data collected for the plan as well as continuing to build and refine the list of projects. Staff continues to write sections of the plan and collect images to help illustrate the document.

### **Ashland Complete Streets Pilot Project**

Complete streets guidelines, or a “tool-box” of resources, depicted through graphic and photographic examples will to serve as implementation support for the regional bike/ped plan. These images are intended to show specific locations where good standards have been implemented and where infrastructure improvements could incorporate complete streets elements for better solutions throughout the region. The illustrated [story map](#) is available for review and continues to be updated.

### **Active Transportation Work Group (ATWG)**

Staff continues to plan for the May ATWG meeting. Staff continues to work with Henrico staff on the County’s ATWG and efforts to develop the bicycle and pedestrian

chapter of the county's comprehensive plan. Staff assisted the East Coast Greenway Alliance on de-designation of Cannon Creek Greenway in Richmond and a segment of trail in Fredericksburg, as those segments no longer follow the envisioned route through those localities.

### **Public Transportation Work Group**

The RRTPO Public Transportation Work Group continues to meet as needed to support the development of the GRTC Regional Transportation Plan. The GRTC Board was provided an overview of the recommended priorities proposed to include in the FY22 draft plan. The proposal is to maintain the current service levels, conduct a study in FY22 for micro mobility and potential pilots, identify capital needs, as well as work toward prioritizing the expansion needs that have been identified through the collaborative effort. The draft plan is scheduled to go to CVTA TAC on May 10th and the MPO TAC on May 11th. This will give the opportunity for feedback from both committees.

### **Vision Zero Work Group**

The RRTPO Vision Zero Work Group is working with VDOT and their consultant on a regional action plan. The data collection and analysis will progress for the next few months and will be a great resource for member localities as they position for safety improvements around the region. A schedule for completion of the plan is being developed.

### **RSTP/CMAQ Subcommittee**

The RSTP/CMAQ Subcommittee met on April 12, 2021 and recommended the draft guidelines document to the full TAC. This concludes the subcommittee's work and the draft RSTP/CMAQ guidelines will be considered by the full TAC in May.

### **Rural Transportation Advisory Committee (RTAC)**

The RTAC, made up of planning representatives from the four (4) rural localities continue to focus on road network resiliency mapping to help the localities in their own planning and prioritization for roadway and bridge/culvert improvements working with VDOT. The data will also be useful as applied throughout the Richmond region to measure "environmental resiliency" performance for project scoring through the LRTP process. Funding opportunities for implementing flood prevention measures, addressing hazard mitigation, and coastal resiliency were also shared with RTAC. The RTAC plans to meet quarterly.

## TAC AGENDA 5/11/21; ITEM 6.

### RSTBG ALLOCATION CORRECTION

#### Richmond Regional Transportation Planning Organization

**REQUESTED ACTION:** Review the proposed change to the RSTP allocations for FY22 – FY27 and provide a recommendation to the RRTPO Policy Board.

**BACKGROUND:** In preparing the FY22 – FY27 Regional Surface Transportation Block Grant (RSTBG) funding program, VDOT helped RRTPO staff to develop the initial spreadsheet with data on each project using the Project Pool. In copying the data for the #SMART18 - RTE 360 WIDENING project in Hanover County (UPC 13551), the Smart Scale allocations for FY21 were erroneously copied over and included with the planned allocations in FY22 – FY27. This transcription mistake resulted in a \$524,630 deficit in the project allocations as approved by the RRTPO Policy Board in April of 2021.

The most recent project estimate used to develop the allocations plan was \$23,952,529. As noted above, this project is also funded through the Smart Scale program. The Smart Scale estimate for the project is \$24,182,000. In previous years, the project was funded to the Smart Scale estimate, resulting in a surplus on the project. While RRTPO staff raised concern about changing the funding approach to the Smart Scale project, VDOT recommended funding the project to the current estimate. This decision created an additional \$231,471 deficit on the project relative to the higher Smart Scale estimate.

The proposed approach to address these issues is to transfer or reallocate FY23 and FY24 balance entry funds to fund the project to the Smart Scale estimate. The proposed impacts to the reserved balance for FY22 – FY27 are summarized in the table below.

	FY22	FY23	FY24	FY25	FY26	FY27
Approved	\$-	\$893,553	\$1,817,400	\$3,696,686	\$3,639,295	\$3,356,324
After Transfer	\$-	\$368,903	\$1,585,929	\$3,696,686	\$3,639,295	\$3,356,324
Change	\$-	\$(524,650)	\$(231,471)	\$-	\$-	\$-

**STAFF RECOMMENDATION:** Staff has worked with VDOT to develop the proposed solution to these deficits. This approach will have no impact on other existing projects and still maintains some funding in reserve for the two impacted fiscal years. Staff recommends approval of the proposed transfer of funds from the balance entry to UPC 13551.

**TAC REQUESTED ACTION:** The following resolution is presented for TAC review and recommendation to the policy board:

**RESOLVED,** that the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board approves the transfer of \$524,630 in FY23 and \$231,471 in FY24 funding from the RSTP balance entry to the #SMART18 - RTE 360 WIDENING project in Hanover County (UPC 13551) to restore funding on the project and fully fund the project to the Smart Scale estimate.



## **TAC AGENDA 5/11/21; ITEM 8.**

### **DRAFT RSTP/CMAQ GUIDELINES**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** No action is requested. This is an informational presentation. Action will be requested at the June TAC meeting on the draft framework.

**BACKGROUND:** A subcommittee of the Technical Advisory Committee was established in June of 2020 to guide an update to the project selection and allocation guidelines for the Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) programs. The subcommittee consisted of TAC members from five (5) agencies: Goochland, GRTC, Hanover, Henrico, and Richmond. Several key focus areas were identified in the initial proposal including the addition of Transportation Alternatives (TA) funding in the guidelines, changes to improve consistency with the long-range plan in project scoring, guidance to support use of RSTP/CMAQ funds for Smart Scale and CVTA leveraging, and improvements to the TPO's project tracking capacity.

The subcommittee met starting in October 2020 and has provided direction and review through an iterative process as staff prepared the updated project guidelines. The subcommittee voted on April 12<sup>th</sup> to forward the draft framework (attached to this staff report) to the full TAC for consideration.

**MAJOR PROGRAM CHANGES:** The draft framework was developed starting from a review of the current guidelines and best practices from around the country. Several significant changes from the current process are proposed; the major changes are summarized below.

#### *Pre-Screening & Coordination*

All projects which will lead to construction will be required to undergo coordination with VDOT Richmond District prior to submission. The purpose of this coordination is to ensure VDOT administered projects are funded to the correct schedule and estimate and to better calculate the potential financial risks for projects intended to be locally administered upfront. The outcome of this process will be a VDOT recommended cost estimate and schedule which will be submitted with the application.

This coordination process will also allow VDOT to provide more support to project sponsors who are looking to develop new applications. Support for project development includes concept refinement as well as studies such as safety studies, operational studies, STARS studies, or Arterial Management Program studies. The proposed timelines and guidance for VDOT coordination is included as an attachment to this staff report.

#### *Application Caps*

The draft framework proposes limits on the number of applications each agency can submit each cycle. The proposed limits have been developed based on averages from the past six (6) application cycles. The proposed scoring process is much more data and staff time intensive, and the limits ensure adequate resources will be available to accomplish the project scoring in a timely manner. The proposed caps are summarized in the table below:

Sponsor	Total Applications
Large Locality (population $\geq$ 100,000)	10
Small Locality (population < 100,000)	3
Non-locality Member Agency	3

### *Project Presentations*

The annual meetings to review existing and new projects will be replaced with more formal sponsor presentations of the proposed project. This will allow the opportunity for the scoring team to learn more about the need for the project and to ask any questions which might need clarification for scoring.

### *Project Scoring*

The current process for scoring RSTP and CMAQ projects is complex with distinct scoring metrics used depending on the funding source and project type. In total, there are 18 different scoring guidelines. The new framework proposes to streamline the process significantly. The RSTP program will have just two (2) different scoring rubrics, one for studies and another for all projects and programs. The CMAQ program will also use the RSTP scoring guidelines for projects and programs. The project scoring is based on the ConnectRVA 2045 project prioritization process and uses a cost-benefit analysis to maximize the benefits from limited transportation dollars.

The draft framework also proposes including scoring guidelines for the Transportation Alternatives (TA) set-aside program. The scoring will be based primarily (80%) on the statewide scoring process. The remaining 20% will be based on the regional importance of the project (based on inclusion in the RRTPO bicycle and pedestrian plan) and the impact to vulnerable and disadvantaged populations.

### *Leveraging Funds*

Leveraging has always been supported by the RSTP program guidelines, but a process for implementing leveraging has never been formally established. The draft framework would prioritize leveraging projects by evaluating them based only on the PE phase cost. The PE cost of leveraging projects would be funded in an out year, giving the sponsor several years to obtain the additional funding. If unsuccessful, the sponsor would be allowed to request the funding be pushed back one time. Projects which are unsuccessful at leveraging funds would be required to compete with other new projects for full funding.

### *Allocations*

Much like leveraging, the allocations process has only been partly defined in the program guidelines. The draft framework includes the existing order of allocations but also lays out additional details such as target reserve balances for each year of the program, a process for funding swap, and additional requirements for cost overruns. These details will help to provide clarity for the program and make the allocations process more predictable for everyone.

### *Reporting and Project Tracking*

Finally, the draft framework would implement a requirement on project sponsors for a high-level quarterly report on each active project. This would include major details such as current estimate, current schedule, authorized phase, next milestone, and major hurdles or challenges to completion. This information would be used to replace the fall meetings to discuss active projects.

# Regional Project Selection and Allocation Framework

DRAFT





**ACKNOWLEDGMENTS** This report was prepared by PlanRVA staff through a cooperative process on behalf of the Richmond Regional Transportation Planning Organization (RRTPO). The contents of this framework reflect the views of the RRTPO. PlanRVA staff is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, DRPT or PlanRVA. This document does not constitute a standard, specification, or regulation.

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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
- 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 complies 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 roadway and transit projects. Regional RSTBG 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 non-motorized transportation, 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. Applicants are expected to prioritize the applications they submit. Beginning in 2021, there will be a limit on the number of applications allowed per sponsor, as shown in the table below:

*Table 1: Application Limit by Sponsor Type*

Sponsor	Total Applications
Large Locality (population $\geq$ 100,000)	10
Small Locality (population $<$ 100,000)	3
Non-locality Member Agency	3

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 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 planning 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
  - 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 reviewed by VDOT Richmond District if leading to construction (**NOTE:** VDOT *concurrence* with the proposed schedule is required if VDOT will administer the project; concurrence is not required if project is intended to be locally administered. For more information about VDOT validation, see the validation guidelines.)
- Project cost is reasonable and has been reviewed by VDOT Richmond District if leading to construction (**NOTE:** VDOT *concurrence* with the proposed estimate is required if VDOT will administer the project; concurrence is not required if project is intended to be locally administered. For more information about VDOT validation, see the validation guidelines.)
- 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 RRTPO staff as designated by the Director of Transportation. The project sponsor will have 10 minutes to present the project followed by 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 are scheduled during the application period.

### *TA Set-Aside*

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

## *Project Scoring and Prioritization*

### *CMAQ/RSTBG*

All projects are scored using a data-driven process first adopted as part of the ConnectRVA 2045 plan. This regional scoring methodology is described in more detail in the follow sections. Both CMAQ and RSTBG applications are scored using the same methodology; CMAQ applications must additionally demonstrate a reduction in emissions of ozone precursors (VOC and NOx).

### *TA Set-Aside*

All TA Set-Aside projects undergo two rounds of scoring. First, VDOT evaluates the projects using a statewide scoring process. The TPO then evaluate the projects for equity impacts and consistency with the regional bicycle and pedestrian plan. The scoring process is described in more detail in following sections.

## Project Selection

Projects are prioritized and programmed based on the project scores. For CMAQ/RSTBG funds, a draft program is produced to show years of allocations prior to adoption.

## CMAQ/RSTBG

Staff will provide the scored CMAQ/RSTBG projects to TAC along with a draft allocations table. The draft program will follow the allocation process described later in these guidelines with projects generally prioritized based on their score. TAC will review the recommended new selections and provide a recommendation to the policy board.

After TAC has made a recommendation, a public comment page with a story map showing all projects and the recommended selections will be provided on the RRTPO website. This comment page will remain open for a period consistent with the Public Engagement Plan. All comments will be provided to the policy board before they take a final vote on the project selections and allocations.

## TA Set-Aside

Staff will provide the scored TA Set-Aside projects to TAC ranked in order of score. Considering the CTB member selections (if available), staff will recommend projects for funding in rank order until there is insufficient funding available to fully fund the next project. TAC will review the recommended selections and make a recommendation to the policy board.

After TAC has made a recommendation, a public comment page with a story map showing all projects and the recommended selections will be provided on the RRTPO website. This comment page will remain open for period consistent with the Public Engagement Plan. All comments will be provided to the policy board before they take a final vote on the project selection.

## 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 or programs submitted for CMAQ funding must be located or provide service within the [previous 8-Hour Ozone nonattainment area](#) in addition to [the TPO planning area](#). This area includes all 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.

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<sub>x</sub>). General purpose capacity projects are not eligible for CMAQ funding. New projects are only eligible to receive funding for future project phases which have not started. For more information about project eligibility, [see 23 USC 149\(b\)](#) for the full list of eligible project types and restrictions.

### 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.

### How are CMAQ projects scored and prioritized?

Scoring follows the regional prioritization methodology first developed for the ConnectRVA 2045 long-range transportation plan. This methodology is described in more detail in the Regional Surface Transportation Block Grant Program section below. In addition to the general scoring methodology, all CMAQ projects must demonstrate positive reduction in VOC and NO<sub>x</sub> emissions. Projects are prioritized based on the overall project score and the cost-effectiveness of emissions reductions.

Projects that do not demonstrate a reduction in emissions will be eliminated from consideration for CMAQ funding, regardless of the overall score. Projects submitted for CMAQ funding will also be considered for RSTBG funding if eligible.

## 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 planning area](#). In general, projects must be located on 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 project phases which have not started. For more information about project eligibility, [see 23 USC 133\(b\)](#) for the full list of eligible project types.

In addition to projects in the region, the RRTPO may also set aside RSTBG funds for the Unified Planning Work Program (UPWP) to support for regional studies and MPO planning activities. Funding for RRTPO planning activities is taken off-the-top and is programmed through the UPWP.

### 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 planning area.

### How are RSTBG projects scored and prioritized?

Applications submitted for RSTBG funding are classified into Planning Studies and Projects & Programs. Each category is evaluated differently. A summary of the scoring measures for each category is included below.



## Planning Studies

This category covers all planning activities such as safety studies, interchange access requests (IAR), or operational analyses. These studies are generally the first step in planning for a project before significant engineering or design work is undertaken. Weighting for study goals is based on the adopted weighting in the Long-Range Transportation Plan (LRTP).

Table 2: RSTP Study Scoring

Criteria	LRTP Goal	Points
Is the study necessary to advance a project, recommendation, or policy in the Long-Range Transportation Plan?	---	40
Do the study goals address the following?	---	---
Safety and Crash Reduction	Safety	15
Multimodal Transportation and Mode Choice	Accessibility/Equity	7.5
Equity and Access for Disadvantaged Populations	Accessibility/Equity	7.5
Connections to and within Regional Activity Centers	Environment /Land Use	6
Resiliency and Protection of the Natural Environment	Environment /Land Use	6
Regional Economic Growth and Development	Economic Development	9
Congestion Management and Mobility	Mobility	9

## Projects & Programs

All other projects or programs fall under this second category. All projects and programs are evaluated using the performance measures and goals developed for ConnectRVA 2045. Scoring is normalized for each performance measure and project benefits are measured against project costs. For more details on the methodology, please see [the LRTP technical documentation here](#). A summary table of the scoring is included below.

Table 3: RSTBG Project & Program Scoring

L RTP Goal	Goal Weight	Performance Measure	Measure Weight
Safety	25	Crash Frequency	17.5
Safety		Crash Rate	7.5
Mobility	15	Person Throughput	7.5
Mobility		Person Hours of Delay	7.5
Accessibility/Equity	25	Access to Jobs	7.5
Accessibility/Equity		Access to Destinations	7.5
Accessibility/Equity		Access to Jobs for Communities of Concern	5
Accessibility/Equity		Access to Destination for Communities of Concern	5
Economic Development	15	Job Growth	7.5
Economic Development		Connection to Truck Intensive Areas	3.75
Economic Development		Truck Throughput	3.75
Environment/Land Use	20	Impact to Sensitive Environmental and Cultural Features	5
Environment/Land Use		Reduction in Air Pollution	5
Environment/Land Use		Reduction in Vehicle Miles Traveled per Capita	5
Environment/Land Use		Connection to Activity Centers	5

## Transportation Alternatives Set-Aside Program

### What projects are eligible for TA funding?

All projects must be located within the TPO Planning area (see map above). Regional TA funding is dedicated to the following types of projects:

- Construction of on-road and off-road facilities for non-motorized transportation
- Projects that provide safe routes for non-drivers to access daily needs
- Conversion of abandoned railroad corridors for non-motorized transportation
- Safe Routes to Schools projects

For more information about other 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 Commonwealth Transportation Board (CTB) policy.

### How are TA projects scored and prioritized?

Transportation Alternatives projects are first scored by the Local Assistance Division of VDOT. Each project receives a score which covers the project funding, the overall scope and concept, the improvement made to the transportation network, the sponsor's ability to administer federal projects, and project readiness.

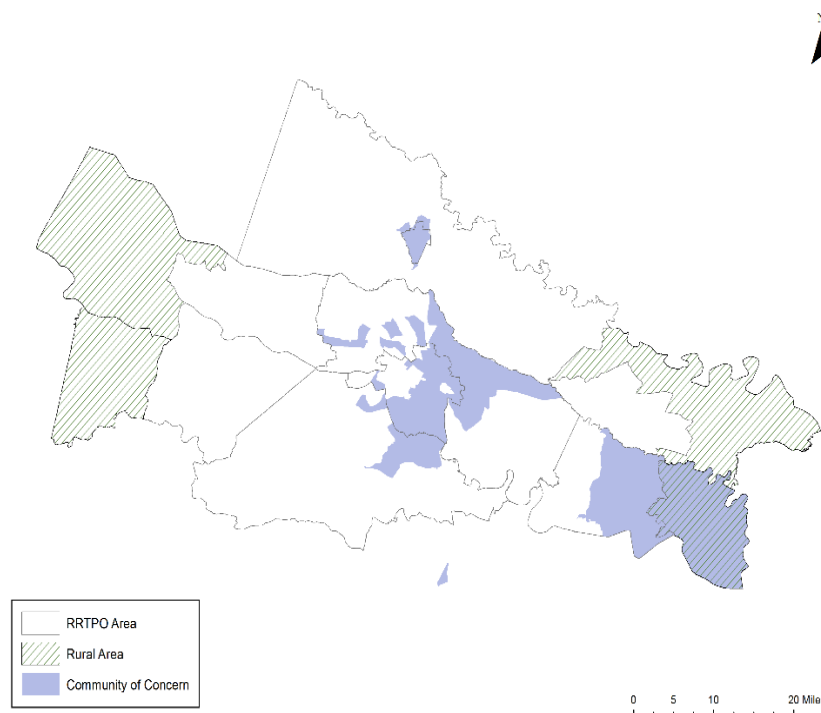


Figure 1: Communities of Concern

In addition to the statewide criteria, the RRTPO also weighs other factors in assessing a project. The equity analysis is based on the approach to equity and environmental justice first developed for ConnectRVA 2045. Each project is evaluated based on the communities of concern within a half mile of the project. A map showing the identified communities of concern is included above.

A regional value score is used to give points to projects which are identified in the regional bicycle and pedestrian plan. Regional projects identified in the plan will receive full points. Local projects identified in the plan will receive partial points.

Finally, the cost-effectiveness of the project is measured by dividing the benefit score by the cost (in hundreds of thousands). This cost-effectiveness score is the overall score for prioritization. A summary of the scoring components is included in the table below.

*Table 4: Transportation Alternatives Project Scoring*

Criteria	Points
Statewide Merit Score	80
Regional Value of Project (Inclusion in RRTPO Bicycle and Pedestrian Plan)	10
Equity and Access for Communities of Concern	10

## Project Allocations

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

### Allocation Process

#### CMAQ/RSTBG

##### *Order of Allocations*

The RRTPO has adopted the following order of allocations to ensure existing, active projects are funded and prioritized over new projects while maintaining a reserve fund to account for cost overruns and changes in available funding.

1. Forty percent (40%) from Year 6 to balance entry to cover future reductions in funding and selected project cost increases
2. Increases for programmed phases of active projects in Years 1-5, starting with Year 1
3. Next phase of active projects already approved by the TPO 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). In the case of more expensive projects where a phase costs more than 25% of the average annual program funding, funds for the phase allocations may be split over two (2) or more years to ensure adequate funding for other projects.

Allocations cover a six-year period consistent with CTB policy. The goal of the allocation process is to fully allocate all six years of funding. A balance of 40% of the total available funding should be allocated to the balance entry for Year 6 to cover any cost overruns or changes to the expected amount of funding. The balance is decreased as shown in the table below for earlier years with the funds used on existing or new projects. The balance in a specific year may be less than the target if cost overruns reduce the balance below the target level.

*Table 5: Balance Entry & Project Allocation Percentages*

	Previous	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Projects</b>	100%	90%	90%	90%	80%	70%	60%
<b>Balance</b>	0%	10%	10%	10%	20%	30%	40%

No balance should remain for previous years. If the cost overruns on existing projects do not result in zero balance for previous years, RRTPO staff will work with VDOT to identify transfers to free up Year 1 funding for new planning studies for RSTBG funds and TDM programs for CMAQ funds.

Beyond the sixth year of allocations, the TPO also maintains a table of future commitments. These commitments are future phases of selected projects which will be allocated in future years based on the project schedule and the reasonably expected availability of funding. If the TPO decides not to fund to all phases of a project, this decision is noted in the allocations and future commitments tables.

Consistent with Commonwealth Transportation Board (CTB) policy, allocated funds are expected to be obligated within one (1) year of allocation and fully expended within three (3) years of obligating. For example, FY22 funds for a project phase must be obligated by July 1, 2022 and fully spent no later than July 1, 2025. If a project is behind schedule and unable to obligate on time, the project sponsor must request a funding swap (see Funding Swaps section for details). Projects that fail to obligate on time are ineligible for additional TPO funding to cover cost overruns and, if not yet started, may be subject to deselection and deallocation.

#### *Special Programming Guidance – Travel Demand Management (TDM) Programs*

The RRTPO recognizes the value of demand management programs in reducing congestion and improving regional air quality. The outcomes of TDM programs are consistent with the goals of the long-range transportation plan around improving mobility and accessibility and reducing environmental impacts of the regional transportation system. The RRTPO further understands the limited funding opportunities available to finance these programs.

To advance these regional transportation planning goals, the existing regionwide air pollution reduction program operated by RideFinders (UPC T203) will continue to receive an annual allocation of \$500,000 in CMAQ funding off-the-top. Funds will be tentatively programmed for Years 2 and 3. Allocation of funding is subject to an annual application and submission of a report summarizing the program outcomes, focusing specifically on the pollution and congestion reduction achieved by the program.

#### *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 TPO 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 TPO may elect to only accept applications for cost overruns on existing active projects for the year or to limit new applications by project type or total cost.

#### *TA Set Aside*

Consistent with the statewide TA program, allocations for a TA Set-Aside funded project cover a two-year period. Funds are allocated to projects in order of priority. No balance should remain for Year 1 or previous years. Funds may be held in Year 2 as a balance.

## Leveraging Funds

Applicants for CMAQ and RSTBG funds are encouraged to leverage TPO funds for outside funding such as Smart Scale and Central Virginia Transportation Authority (CVTA) regional funds wherever possible. When a selected project request is intended to support leveraging, the TPO only allocates funds for the first phase of the project (generally PE). The use of the funds for leveraging is documented in the allocations table. Projects with leveraging funds 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 back to a later fiscal year within the six-year program and 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 and used on other projects. 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. Eligibility may be lost 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 where bids are over budget. Changes to the project scope will not be accepted as a justification for additional funding.

In general, cost overruns should be addressed through other funding sources available to the locality. Where outside funding is unavailable, the sponsor can submit a request for additional funding to the TPO during the normal applications window. Any request for additional funding must include documentation of the reason for the cost increase and an explanation of why local or other transportation funds cannot be used to cover the increase.

If the request results in a cumulative allocation increase of up to 10% relative to the initial TPO approved allocation for the phase, TAC may approve additional allocations. TAC may only approve use of balance entry funds from the allocated fiscal year.

If the request results in a cumulative allocation increase of more than 10% relative to the initial TPO approved allocation for the phase, or if sufficient funding is not available in the balance entry fund for the allocated fiscal year or previous years, TAC will review the request and recommend to the policy board any combination of the following options for their approval:

- Scale back the project
- Use local or other non-TPO funds

- Use balance entry from the allocated fiscal year or previous years
- Use balance entry from future fiscal years
- Deselect and deallocate the project

### Surplus Funds

All surplus funds are returned to TPO balance entry (UPC 101492) to be reallocated through the TPO 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 cannot request additional funding in the future.

Any CMAQ/RSTBG 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. RRTPO staff will work with VDOT to 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.

### Funding Swaps

To minimize the risk of rescission and in conformity with CTB policy and state law, project phases are expected to be obligated within a year of allocation. Sponsors of projects that are unable to obligate on schedule (based on the year of planned allocations) must submit a swap request no later than the year before the planned allocation to allow for adjustments to the program. Project sponsors may, but are not required to, inform the TPO of projects that can advance ahead of schedule. Swap requests should be submitted with new applications during the annual application window.

VDOT and TPO staff will identify potential swaps based on project schedule and funding. With concurrence of both project sponsors, the swap will be programmed in a new allocation plan. Alternatively, two project sponsors may agree to a swap and bring the proposed swap to the TPO. With VDOT and TPO staff concurrence, the swap will be programmed in the new allocation table.

If a project fails to obligate on time for any phase and the project sponsor fails to inform the TPO of the need for a funding swap in advance, the project will no longer be eligible for regional funding to cover any cost overruns. If the project fails to obligate on time for the first phase of the project (generally PE) and the sponsor fails to request a funding swap, the project may be deselected and any funding reallocated.



## Project Development and Reporting

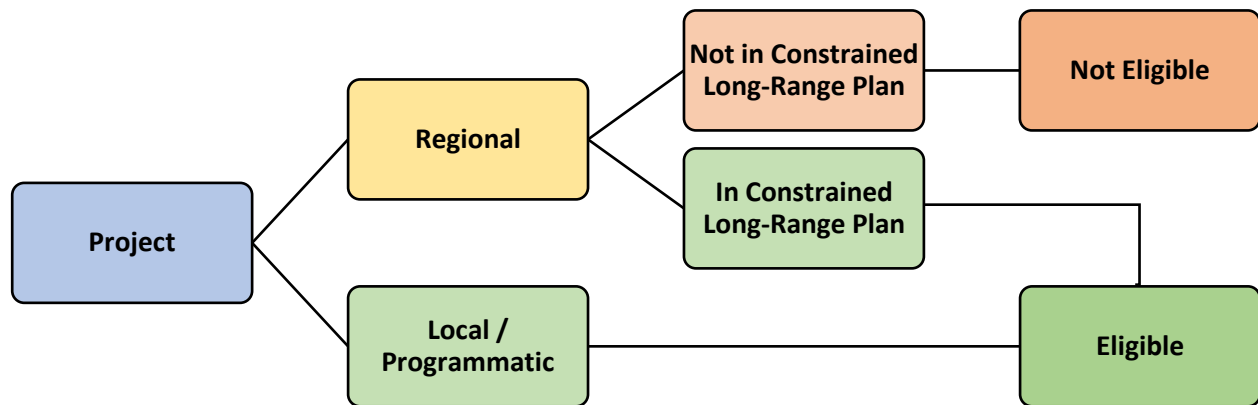
To provide oversight in the use of regional funds, the RRTPO has implemented a quarterly reporting requirement for CMAQ and RSTBG funded projects. VDOT's Local Assistance Division (LAD) has similar requirements for TA Set-Aside funded projects. Project sponsors are expected to complete the quarterly report for each active project every January, April, July, and October until the project is closed out, beginning in October of the first year in which funds are allocated. The report can be filed at any time during the required month. A reporting form will be made available on the RRTPO 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

Projects that miss the quarterly reporting deadline will not be eligible for additional funding for cost overruns.

The RRTPO will maintain a CMAQ/RSTBG program database on the RRTPO website. This page will include a summary of all active projects and their progress toward implementation as well as selected but not yet active projects. This page will be updated with the quarterly reports and after new project selection each year.

## Appendix I: Regional Significance



### Regional Projects

#### 1. Roadway Projects

For projects located on roads in the Richmond/Tri-Cities travel demand 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. Intersection improvements on arterials
- F. New road or alignment that will be added to the Richmond/Tri-Cities travel demand model network

#### 2. Bridge Projects

- A. Replacement of National Bridge Inventory (NBI) structure in the National Highway System (NHS)
- B. Major Rehabilitation of National Bridge Inventory (NBI) structure in 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 Richmond/Tri-Cities travel demand 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 classified as regional, 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

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

*Table 6: Committed and Expected Funds*

<b>Example of Committed Funds</b>	<b>Example of Reasonably Expected Funds</b>
Funds included in the adopted budget of a 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 outside funds will not be counted in calculating the overall cost-benefit score for a project.

## VDOT Coordination Guidelines

### Purpose

The Richmond Regional Transportation Planning Organization (RRTPO) coordinates closely with VDOT in the review of Regional Surface Transportation Block Grant (RSTBG) and Congestion Mitigation and Air Quality (CMAQ) project applications. VDOT has provided project cost estimate and schedule validation for several years during the project review process. This validation is used to develop funding plans for VDOT administered projects and to understand potential risks for projects that are intended to be locally administered.

To enhance coordination between project sponsors and VDOT, the Regional Project Selection and Allocation Framework requires applicants to coordinate review of the estimate and schedule for projects leading to construction with VDOT directly prior to submitting an application. This document lays out the options, process, and schedule for this coordination.

### Coordination Options

VDOT offers several coordination options to assist in project development. The several options are detailed below.

1. **Project Validation** – This option is required for all projects leading to construction. VDOT will review the project details and prepare a recommended cost estimate and schedule for the RRTPO. This VDOT validation must be submitted with all applications for RSTBG or CMAQ funding if the project will lead to construction. For projects that are to be VDOT administered, the funding application must match the VDOT schedule and cost estimate. For projects that are intended to be locally administered, the funding application is not required to match the VDOT schedule and cost estimate.
2. **Concept Development/Refinement** – This option is available to applicants that have a concept which is not yet detailed enough for an application such as an improvement included in a comprehensive plan. VDOT will help the sponsor to refine the project scope and develop project sketches, estimates, and schedules as needed to prepare for the application.
3. **Studies** – This option covers a range of potential coordination options including operational studies, safety studies, STARS studies, and AMP studies. These options can provide more information to applicants who have identified issues but have not yet identified solutions or who have project concepts that need additional study.

## Process

The process for coordinating a project application is outlined below:

1. **Eligibility Screening** – The project sponsor must submit an intent to apply to the RRTPO designated staff. RRTPO staff will verify sponsor, location, and project type eligibility. RRTPO will inform sponsor and VDOT of eligibility.
2. **Outreach to VDOT** – Once the project has been deemed eligible, the sponsor can begin coordination with VDOT Richmond District. Coordination begins by submitting an intent to coordinate to the VDOT Planning point of contact.
3. **Coordination** – VDOT planning will serve as coordinator between VDOT and the sponsor.

## Schedule

VDOT is responsible for validating projects for a variety of funding programs. To ensure adequate time for project review, the primary coordination window will be from **June until three weeks before the application deadline** each year. Coordination is not limited to this time, but this is the time when VDOT staff will be most available to work on RSTBG and CMAQ applications.

Project validation must be requested at least three (3) weeks before the application deadline. For concept development and refinement, the coordination period is expected to be longer and must be requested at least six (6) weeks prior to the application deadline. More complex studies such as STARS, AMP, corridor, and small/special area plans must be requested at least twelve (12) months prior to the planned application deadline.

## **TAC AGENDA 5/11/21; ITEM 12.**

### **TAC Future Meeting Topics\***

#### **Future Meeting Topics**

- ConnectRVA 2045 Updates
- Bike-Ped Plan Updates
- CVTA Update

\*Draft: This is not a comprehensive list of considerations and is subject to change.