



Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC)

NOTES

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Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to CVTA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate through the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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AGENDA

CVTA TECHNICAL ADVISORY COMMITTEE (TAC)

Monday, April 10, 2023, 1:00 p.m. - Zoom Meeting

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_6uQFJyCwQ-6kCZyaU9Q0NA

1. **Welcome and Introductions**
(Clarke)
2. **Roll Call & Certification of a Quorum**
(Firestone)
3. **Consideration of Amendments to the Agenda**
(Clarke)
4. **Approval of March 13, 2023, CVTA TAC Meeting Minutes** – page 3
(Clarke)
Action requested: approval of the CVTA TAC meeting minutes as presented (voice vote).
5. **Public Comment Period**
(Clarke/5 minutes)
6. **CVTA TAC Chair's Report**
(Clarke/5 minutes)
7. **Project Selection and Allocation Framework – Recommendations for Full Authority** – page 6
(Walker/45 minutes)
Action requested: final review of parking lot items and motion for recommendation to the full Authority.
8. **Regional Leveraging Funds for PE** – page 23
(Smith / 15 minutes)
Action requested: Recommendation for consideration by the CVTA Finance Committee and approval by the full Authority.

9. CVTA/Locality SPA Immediate Needs

Action requested: motion to recommend approval of project specific SPA's by the CVTA at the April meeting.

10. CVTA TAC Member Comments

(Clarke/5 minutes)

11. Next Meeting: May 8, 2023

(Clarke)

12. Adjournment

(Clarke)

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

**ZOOM MEETING MINUTES
March 13, 2023**

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	X	Gary Mitchell		Barbara K. Smith, Vice Chair	X
		Rhonda Russell (A)	X	Chessa D. Walker (A)	X
Goochland County		Hanover County		Henrico County	
Austin Goynes	X	Joseph E. Vidunas	X	Todd Eure	X
Thomas M. Coleman (A)	X	J. Michael Flagg (A)		Sharon Smidler (A)	
New Kent County		Powhatan County		City of Richmond	
Amy Inman	X	Bret Schardein	X	Dironna Moore Clarke, Chair	X
Kelli Le Duc (A)		Vacant (A)			
VDRPT		VDOT		Virginia Port Authority	
Tiffany T. Dubinsky	X	Dale Totten		Barbara Nelson	X
Daniel Wagner (A)	X	Mark Riblett (A)			
		Liz McAdory (A)		PlanRVA/RRTPO	
GRTC Transit System				Chet Parsons	X
Adrienne Torres		RMTA*			
Sam Sink (A)	X	Joi Taylor Dean	X		

The technology used for the CVTA TAC 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. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Dironna Moore Clarke, presided and called the March 13, 2023, CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:05 p.m.

2. Roll Call & Certification of a Quorum

Janice Firestone, Program Manager, took attendance by roll call and certified that a quorum was present.

3. Consideration of Amendments to the Agenda

There was a request to add two discussion items, CVTA TAC Regional PE-Only Projects and a CVTA SPA Update, to the agenda.

On motion by Barbara K. Smith, seconded by Austin Goyne, the CVTA TAC unanimously approved the meeting agenda as amended (roll call vote).

Town of Ashland	Vote	Charles City County	Vote	Chesterfield County	Vote
Nora Amos	Aye	Rhonda Russell	Aye	Barbara K. Smith, Vice Chair	Aye
Goochland County		Hanover County		Henrico County	
Austin Goyne	Aye	Joseph E. Vidunas	Aye	Todd Eure	Aye
New Kent County		Powhatan County		City of Richmond	
Amy Inman	Aye	Bret Schardein	Aye	Dironna Moore Clarke Chair	Aye

4. Approval of February 13, 2023, CVTA TAC Meeting Minutes

On motion by Barbara K. Smith, seconded by Amy Inman, the CVTA TAC unanimously approved the meeting minutes of the January 9, 2023, meeting as presented (voice vote).

5. Public Comment Period

There were no requests to address the committee.

6. CVTA TAC Chair’s Report

Chair Clarke did not have a formal report.

7. CVTA TAC Regional PE-Only Projects (added to agenda)

Barbara K. Smith reported on a request from Chesterfield to be able to move forward with a project for PE-only. During the last round, of the CVTA Regional Funding process, Chesterfield submitted two funding requests - one for PE-only funds and one for leveraging - for the following two projects: Rt. 360 (Woodlake – Otterdale) Widening and Rt. 10/I-95 Interchange Improvements, Ph II. Both projects were selected for leveraging funds, but neither projects are included in the Smart Scale recommended funding scenario and are unlikely to receive Smart Scale funding this round.

Committee members discussed the following:

- Two million was requested for PE on the project but it was not funded because leveraging was funded. Staff clarified that the original PE estimate was slightly higher than two million.
- Projects that were selected for leveraging but are not in the recommended funding scenario for SmartScale this round.
- Should this be considered for this project only or for other localities that have projects with similar situation.
- Suggestion to do this through a change in the policy; the Project Selection and Allocation Framework document is currently being amended now.

8. SPA Update (added to agenda)

Chet Parsons reported that the document has been updated and went to the CVTA Finance Committee last week. That committee recommended the document be distributed to the full authority for consideration. It is being send to the authority members (as well as TAC members) this afternoon.

9. Project Selection and Allocation Framework

It was noted that this item will be a discussion item for today and will also be on the April agenda to finalize a recommendation to the authority.

Chessa Walker highlighted and the group discussed the summary of the parking lot items.

- Having CVTA regional funding cycles will be on alternate years, opposite of SmartScale.
- Staff will present the project selection schedule to the TAC. No formal schedule for application deadlines will be included because there will be changes from cycle to cycle. A clarifying note will be added to make it clear that the end of the CVTA period coincides with the start of SmartScale.
- Eligibility: each locality may submit one priority highway project that does not meet the eligibility requirements listed. This item was discussed and may be reworded.
- Suggestion to form a subcommittee to address the needs of the smaller localities.
- Clarifying comment for bridge project eligibility (will state bridges must be in poor condition or structurally deficient)
- Discussion about eliminating the dollar threshold for the PE-only projects. Dollars will be capped at 30%. This is just for PE-only, regionally eligible projects. There was a discussion about whether to allow this to fall under the one priority highway project allowance.
- Project screening: how to handle estimate validation. Third-party review all estimates? Put a table together to show original estimate versus third-party estimate to be reviewed by TAC. It was noted that the RRTPO is also considering the matter of VDOT's construction workbook.
- Normalization: adding a statement that evaluation will be done for outliers.
- Project selection guidelines: will be sent out for member review. There was discussion about the need for the guidelines to be data driven.
- Leveraging text: the second paragraph is being updated to address giving up funds and adding PE-only (30% of plan development). The new draft language will be sent out for comments/edits to be discussed further in April (this will change the date the group takes action on a recommendation to the authority to May).

10. CVTA TAC Member Comments

There were no comments from members.

11. Next Meeting: Monday, April 10, 2023, at 1:00 p.m.

12. Adjournment

Chair Clarke adjourned the meeting at 3:32 p.m.

CVTA Regional Project Selection and Allocation Framework

Working Revisions March 30, 2023

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Overview

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

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

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

These tax generated funds are to be divided accordingly:

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

CVTA Regional Funds

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

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

Project Selection Process

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

Step 1: Project Submissions

Funding Cycle and Schedule

The CVTA regional funding cycle will coincide with non-Smart Scale years (generally odd years). On the alternating years, funding requests for existing projects will be considered. CVTA staff will work with the CVTA Technical Advisory Committee (TAC) to develop an application schedule with the goal of having an approved funding scenario in advance of the Smart Scale pre-application start date. A calendar of the project selection process will be published each cycle at least a month in advance of the call for projects. CVTA staff will present the project selection schedule to the TAC. All applications and supplemental materials are due by the application deadline. CVTA staff will provide a reminder to TAC before the deadline and indicate the preferred method of submission.

Sponsor Eligibility and Application Limits

All CVTA locality members are eligible to submit requests for CVTA regional funding. The number of applications allowed per locality member will be two times the weighted voting for localities. Refer to **Table 1**.

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

CVTA Member Locality/Agency	Population*	CVTA Weighted Votes	Total Applications
Town of Ashland	7,553	1	2
Charles City County	7,331	1	2
Chesterfield County	333,450	4	8
Goochland County	22,277	2	4
Hanover County	96,460	3	6
Henrico County	320,717	4	8
New Kent County	20,468	2	4
Powhatan County	28,442	2	4
City of Richmond	217,938	4	8
Total Number of Possible Applications =			46

*July 1, 2015 Weldon Cooper

Project Categories and Eligibility

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

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

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

ADT = Average Daily Traffic

VPD = Vehicles Per Day

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

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

Step 2: Project Screening

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

- Project scope is well defined and includes total cost estimate and requested CVTA regional funding amount.
- Project estimate and schedule is reasonable as determined by a third-party review. Applicant estimate is submitted using VDOT CEWB. Applicants' estimates and the third-party estimates are reviewed by TAC with TAC making a final recommendation to the full authority.
- Submission includes supplemental data and studies, if available and the agency who will administer the project (locality/agency or VDOT).
- For study requests, the regional nature and appropriateness to fund with CVTA regional funds will be considered along with efforts to fund through other study funding programs.
- Projects are not required to be in the Long-Range Transportation Plan (LRTP). The LRTP will be amended to include projects selected for regional funding that are not currently in the plan.

Step 3: Project Scoring and Ranking

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

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

All project categories, except for the Bridge category, will be evaluated using selected goals and performance measures developed for the ConnectRVA 2045 LRTP. The core goals selected for prioritization were 1) Safety, 2) Mobility, and 3) Equity/Accessibility/Economic Development. See **Table 4** for descriptions and weighting for each goal and performance measure. The selected goals and performance measures provide the most discernible differences to compare regional improvements. Scoring will be weighted and normalized for each measure and project benefits will be measured against project costs. Scores will be evaluated to determine the impact of outliers on the normalized scores and may be adjusted to better compare benefits. A summary of how the goals and performance measures were selected and a link to the LRTP technical documentation is provided in **Appendix I**.

Project Category: Bridge

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

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

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

EPDO = Equivalent Property Damage Only

VMT = Vehicle Miles Traveled

EJ = Environmental Justice

Table 5: CVTA Regional Scoring for Project Category: Bridge

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

Step 4: Project Selection

A six-year program for allocations is developed based on the following steps. Some steps may be iterative in nature until consensus is reached.

- 1) CVTA staff will provide the scored regional projects ranked within each project category to CVTA TAC for an initial review and to the full Authority as an information item.
- 2) CVTA staff will request projected annual allocations for a six-year window of regional funding from the Finance Committee.
- 3) CVTA staff will use the project rankings and projected annual allocations to develop a recommended funding scenario considering the guidelines below and following the allocation process described in the subsequent section of the document.
 - If applicant submits (1) application for leveraging and (1) PE-Only application for the same project both funding requests need to be considered independent of the other (as standalone applications).
 - The distribution of funds should be roughly proportional to the total value of the requested amount per each project category
 - Studies should not exceed 5% and PE-Only projects should not exceed 10% of the annual CVTA regional funding
 - CVTA TAC will review CVTA staff's draft funding scenario, make revisions if necessary and provide a recommended funding scenario to the CVTA Authority, requesting authorization for public review.
 - CVTA staff will manage a public comment period consistent with the RRTPO Public Engagement Plan. All comments will be provided to the Authority before they take a final vote on the project selections and allocations.

Project Allocations

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

Allocation Process

Order of Allocations

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

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

General Programming Guidance

Funds are allocated to projects based on the project schedule and the availability of funds. In general, the allocated funds should cover the entire amount requested for a phase (PE, RW, CN) but may be split

over multiple years based on the project schedule and availability of funding. Leveraging funds used for Smart Scale, will be programmed to allow projects to advance ahead of other fund source availability. Allocations cover a six-year period consistent with §33.2-3706. The goal of the allocation process is to fully allocate all six years of funding with some funding held in reserve to cover cost increases and allow for new project selection in the future. The target allocation percentages assigned to projects and held in a reserve balance entry account is summarized in the table below.

Table 6: Balance Entry & Project Allocation Percentages

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

Funding Limits

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

Future Commitments

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

Leveraging Funds

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

If the sponsor is unsuccessful in obtaining funds to fully fund the project, the leveraging funds will be deallocated. The project sponsor may submit a new application for the entire project cost or leveraging in the next CVTA regional application cycle. (See **Appendix II** for a definition of "committed and reasonably expected funds").

If the sponsor is unsuccessful in obtaining funds to fully fund the project, they may request a portion of the leveraging funds, in the amount necessary to develop 30% plans, be made available so that

preliminary engineering can begin. The remaining leveraging funds will be deallocated. CVTA staff will solicit requests prior to the next CVTA regional application cycle.

Cost Overruns

All active projects are initially eligible to request additional funding to cover cost overruns but may become ineligible as described in the "Quarterly Reporting" section. Additional funding requests must be submitted during the annual application window. Requests outside the normal application window are only accepted for the construction phase when construction costs are over budget. Changes to the project scope will not be accepted as a justification for additional funding. Any request for additional funding must include documentation of the reason for the cost increase. If the request results in a cumulative allocation increase of up to 10% relative to the initial CVTA approved allocation for the phase, CVTA TAC may approve additional allocations. CVTA staff may consider the use of balance entry or funding swaps, which do not negatively impact project schedules, to address overruns.

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

- Use balance entry funds
- Reduced project scope
- Use of local or other non-regional CVTA funds
- Deselect and deallocate the project

Surplus Funds

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

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

Project Development and Reporting

To provide oversight in the use of regional funds, the CVTA has implemented a quarterly reporting requirement for CVTA funded projects, see

Table 7. Project sponsors are expected to complete the quarterly report, according to the following schedule until the project is closed out:

Table 7: CVTA Quarterly Reporting Schedule

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

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

- Current cost estimate and schedule
- Current phase(s) authorized
- Next major milestone (start preliminary engineering, public involvement, start right-of-way and utility phase, complete right-of-way and utility phase, advertise project for construction, award construction contract)
- Any delays or challenges in implementation

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

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

Appendix I: Scoring Methodology

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

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

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

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

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

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

Appendix II: Other Funding

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

Table 8: Committed and Expected Funds

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

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

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Chesterfield County, Virginia Transportation Department

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Brent Epps, PE
Director

March 24, 2023

Dironna Moore Clarke
CVTA TAC, Chair
424 Hull Street, Suite 300
Richmond, VA 23224

RE: CVTA Regional Leveraging Funds for PE

Dear Dironna,

At the March CVTA TAC meeting, there was interest expressed by several localities to allow a portion of leveraging funds for projects unsuccessful in Smart Scale to be used to develop 30% plans. There was general consensus in support of this. Revisions to the framework document will reflect the discussion of this topic and will be distributed to the TAC for action at the April meeting.

In recognition of the looming Smart Scale preapplication deadline next spring, we are requesting that TAC members be asked to submit requests for funding for 30% design from approved leveraging in advance of the April 10 TAC meeting. We would like this item included on the April TAC agenda with supporting information from staff so that action can be taken on a recommendation to be forwarded to the Finance Committee for their April 12 meeting and included in the April 28 Authority meeting.

Sincerely,

Barbara K. Smith, PE
Chesterfield County - Transportation

cc: Chet Parsons, PlanRVA