

# CVTA Regional Project Selection and Allocation Framework

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## Overview

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

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

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

These tax generated funds are to be divided accordingly:

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

## CVTA Regional Funds

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

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

## Project Selection Process

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

## Step 1: Project Submissions

### Funding Cycle and Schedule

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

### Sponsor Eligibility and Application Limits

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

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

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

\*July 1, 2015 Weldon Cooper

### Project Categories and Eligibility

Funding is limited and regional needs are abundant; therefore, criteria was established to constrain the list of eligible projects to focus on projects that would provide regional rather than local benefits.

Applications submitted for CVTA regional funding will be classified into seven categories: Highway, Bike/Pedestrian, Transit, Multimodal, Bridge, Studies, and Preliminary Engineering (PE)-Only. Proposed projects must meet the criteria defined in **Tables 2 and 3** to be eligible for CVTA regional funding.

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

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

ADT = Average Daily Traffic

VPD = Vehicles Per Day

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

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

## Step 2: Project Screening

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

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

## Step 3: Project Scoring and Ranking

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

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

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

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

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

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

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

EPDO = Equivalent Property Damage Only

VMT = Vehicle Miles Traveled

EJ = Environmental Justice



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

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

**Project Category: Bridge**

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

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

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

## Step 4: Project Selection

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

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

## Project Allocations

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

### Allocation Process

#### Order of Allocations

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

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

### General Programming Guidance

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

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

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

### Funding Limits

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

### Future Commitments

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

### Leveraging Funds

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

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

### Cost Overruns

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

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

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

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

### Surplus Funds

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

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

### Project Development and Reporting

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

**Table 7: CVTA Quarterly Reporting Schedule**

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

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

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

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

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

## Appendix I: Connect2045 LRTP Scoring Methodology

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

## Appendix II: Other Funding

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

**Table 8: Committed and Expected Funds**

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

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